FamilySearch Indexing Practice: Indexing

For this practice exercise, go to the FamilySearch indexing Web site at http://indexing.familysearch.org, click **Begin Indexing**, and sign in. This is a large practice which introduces you to several features of the indexing program. If needed, break the practice up into several sessions. You will be working on a real indexing batch.

Practice Exercises

Do the following:

My Work Page: My Messages

1. In the My Messages section, double-click a message from the list to view.
2. Read the message, and click **Close**.

My Work Page: Download a Batch

3. At the top, click **Download Batch**. Notice it shows your preferred projects with a highlight on the highest priority project.
4. At the top, click **Show all projects**. Notice that all projects are listed. Notice the difficulty level and points for various projects.
5. Click on a project to select it. Click **View Sample**.
6. This is a sample of what the images look like. Click **Return to the Project Selection Dialog**.
7. To download the batch, click **OK**.
8. On the message about project-specific instructions, click **Close**.

Adjustments to the Indexing Screen

9. Click on the **image** area, and drag it to move the image.
10. Try using the **scroll bars** to move the image up and down or across.
11. On the lower right side, click the **Image Navigation** tab.
12. Click and drag the **dark rectangle** to move around the image.
13. At the top, click ⊕ (**Zoom In**) or ⊖ (**Zoom out**) to change the image size.
14. In the Zoom box, try selecting a different percentage to change the image size.
15. Click ✎ (**Highlight**) to turn on highlights if they are available. If available, click the **Highlight** drop-down list to see what options are available.
16. Click the **View** menu, and click **Show Ruler**.

17. Try clicking and dragging the ruler to move it. You can use highlights and rulers to help you keep track of where you are indexing on an image. To turn off the ruler, click the **View** menu, and click **Show Ruler** again.

Data Entry

18. On the lower right side, click the **Project Information** tab. Read through the information about this project. You should always read the project instructions before indexing a new project.
19. At the bottom left corner is an indication of the number of images and number of records in this batch. If there is more than one image, click on an image number on the lower left side.
20. Notice how you can jump to any image in the batch. Return to image 1. Image Type should be the first field.
21. On the right side, click the **Field Help** tab. Read the help for the Image Type field.
22. Click the **Image Type** field, and select the appropriate item from the drop-down list.
23. Press **Tab**. The system will automatically advance to the next field.
24. Fill in the information for several fields, using **Tab** to move to the next field. If needed, review the Field Help for instructions.
25. On a name field, click the **arrow** on the right, and select **Lookup**.
26. Try typing in a few letters of the name. If you find the name, click it, and click **Accept Selected**. Otherwise, click **Cancel**, and type what you see on the image.
27. Click (**Handwriting Help**). Notice the examples of how letters may have been written. Close the Handwriting Help window.
28. Click (**International Letters**). You can click one of these diacritic characters to add it. Close the International Characters window.
29. Click (**Return to Start Page**). Notice that the batch is listed in the My Work area. Notice the due date and percent complete.
30. Click **Return Batch**. Notice the options. Click **Close**.

Help Resources

31. On the My Work page, click the batch to highlight it, and click **Work on Batch**. Notice that it starts where you left off.
32. Click **Help**, and then click **Contact Support**. Notice that it lists the contact information for your local administrator and FamilySearch Support.
33. Click **Help**, and then click **Frequently Asked Questions**. Notice that it opens a new page with the frequently asked questions. Close this page.
34. Click **Help**, and then click **Resource Guide**.
35. Under **Indexers**, click **User Guide**. This is a comprehensive guide to the indexing system.
36. Explore some of the other guides available, including language and handwriting guides. Then close the page.
37. Click **Help**, and then click **Ask a Question**.
38. Type in a question, and click **Ask**.
39. From the search results, read one of the answers. Then close the window.
40. Click the **File** menu, and click **Share Batch**.

41. The system displays a number you can give to a support individual so he or she can view your batch and help you with questions or problems. The user guide includes the instructions on how to use the share batch feature. Click **Copy**.

Finish the Batch

42. Finish indexing all the names and all the images for this batch.
43. When you are finished, the Quality Checker tab should show so you can recheck any fields with marked information.
44. Recheck all the fields displayed by the quality checker.
45. On the submit batch message, click **Yes**. You have now completed one batch.

Changing Text Size or Language

46. Click the **Tools** menu, and click **Options**.
47. Click the **Text Size** tab. You can change the size of the field text.
48. Click the **Language** tab. You can select the language for the application, field names, and field help.
49. Click **OK**. If you made a change, the change will not show until the next time you sign in to indexing.

My Work Page: My Goals

50. On the My Work page, from the My Goals tab, click **Set New Goal**.
51. In the Period Ending Date field, enter a desired date. **Note:** The current date will automatically be entered in the Period Beginning Date field.
52. In the Number of Records field, enter the desired value.
53. Click **OK**.
54. Notice your goals listed on the My Goals tab.

My Work Page: My History

55. Click the **My History** tab.
56. Read how points are calculated.
57. Click **Names Submitted** to view your history.
58. Click **Close**.

My Work Page: Indexing Links

59. Click the **Indexing Links** tab.
60. Click **FamilySearch Indexing**.
61. Click the **Help** tab, and then click the **My Info** link.
62. Sign in by entering your user name and password, and then click **Sign in**.
63. Review your information. Notice that you can edit your e-mail address and change your user name and password.
64. On the left, click the **My Preferences** link.

65. Click the **Edit** button.
66. Select the level of project difficulty and any languages you would like for your preferred indexing projects.
67. Click **Save**.
68. At the top, click the **Projects** tab. This is a list of the projects currently being indexed.
69. At the top, click the **Partner Projects** link. This is a list of projects currently being indexed by participating genealogical and historical societies.
70. At the top, click the **News** tab. This is general news about FamilySearch indexing.
71. Return to the FamilySearch Indexing My Work page. Under the Indexing Links tab, click **FamilySearch Record Search**. If you want, try searching for an ancestor, and view their information in an original document. After records are indexed, they are made available on Record Search.
72. Return to the FamilySearch Indexing My Work page. Under the Indexing Links tab, click **FamilySearch Research Wiki**. This is a collection of information about genealogical research and records.