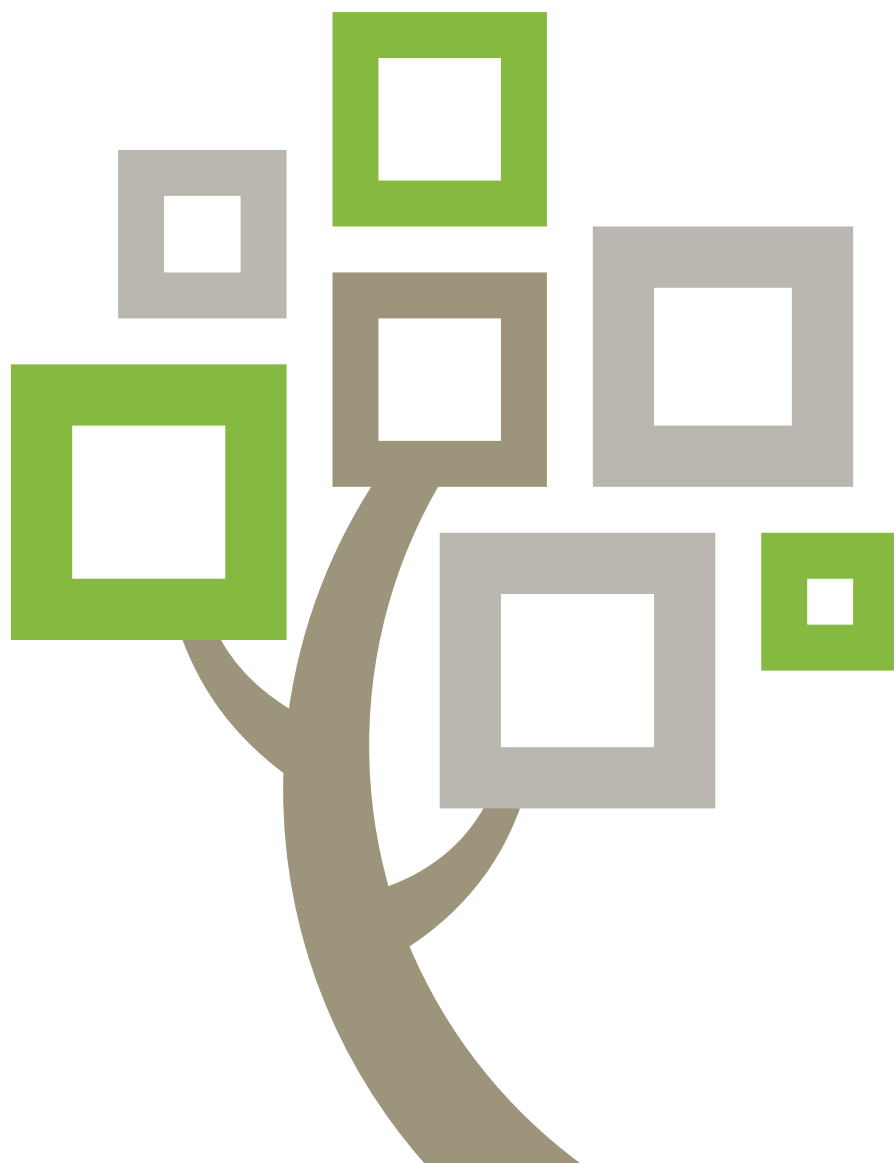


A User's Guide to FamilySearch Indexing (May 2014)



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A User's Guide to FamilySearch Indexing (May 2014)

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Indexing

When you index, you download a batch to work on. The batch may be just one image with several names, such as a census page. Or a batch may be several images with one or more names per image.

You can stop at any time and return later to finish a batch. You can also download a batch and work offline while disconnected from the Internet. When you are finished indexing the batch, you can reconnect to the Internet to submit the batch.

My Batches

The My Batches section of the FamilySearch indexing start page shows the batches you have downloaded until they are submitted or returned.

One of the main purposes of FamilySearch indexing is to move the indexing work along without delay. You have seven days in which to finish a batch. The due date is listed in the My Batches area. The system will warn you when a batch is about to expire by listing the batch information in red. If you cannot finish the batch, after seven days it will automatically be retrieved by the system and assigned to the next indexer who requests a batch for that project. For most projects, you will have seven days to complete the batch. Occasionally there may be projects with shorter deadlines.

FamilySearch indexing cannot extend the due date for batches. To complete the process of getting projects available for patron research, projects must stick to a schedule. If an indexer were to keep a batch for an extended period of time, this process would be significantly delayed.

When a batch is retrieved by the system, any data you entered is saved, as long as you were working online, or came online to save the batch. Each time you exit the program after working online, the system automatically saves your data.

The screenshot shows the FamilySearch Indexing Start Page. At the top, there is a navigation bar with 'File View Tools Help' and a 'Welcome, Candy Steinhorst' message. Below this is a 'My Batches' section with a table of indexing batches. The table has columns for Type, Project Name, Film #, Batch #, Due Date, and % Complete. Two batches are listed: 'Arkansas County Marriages' (Batch # 62, Due Date 22 Jan 2014, 0% Complete) and 'New York - 1905 State Census' (Batch # 283, Due Date 22 Jan 2014, 0% Complete). Below the table are buttons for 'Work on Batch', 'Submit Batch', and 'Return Batch...'. The 'My Messages' section shows a list of messages from Headquarters, with columns for From, Subject, and Received. Two messages are listed, both from Headquarters regarding 'Arkansas County Marriages' received on 04 May 2009 and 01 May 2009. Below the list is a 'Delete Message' button. The 'My Personal Goal' section shows 'Indexing Status - 0 records submitted, 0 records to do', 'My Goal: 500 records indexed', 'End Date: 28 Feb 2011', and 'Target Rate: 0 records per day'. There is a 'Set New Goal' button.

Type /	Project Name	Film #	Batch #	Due Date	% Complete
	Arkansas County Marriages V	004331523	62	22 Jan 2014	0%
	New York - 1905 State Census	004296236	283		0%

From	Subject	Received
Headquarters	Arkansas County Marriages	04 May 2009
Headquarters	Arkansas County Marriages	01 May 2009

My Personal Goal Set New Goal

Indexing Status - 0 records submitted, 0 records to do
My Goal: 500 records indexed
End Date: 28 Feb 2011
Target Rate: 0 records per day

For quicker and easier indexing, you may want to rearrange the order of the fields in the data entry area or hide fields that do not need to be indexed (because the information was not recorded). To do this:

1. Click the **View** menu.
2. Click **Organize Fields**...
3. Click the field you want to move, and then click the **up** and **down** arrows.
4. Click the field in the Selected Fields list that you want to hide, and then click the **right** arrow.

Delete Message

Figure 1: FamilySearch Indexing Start Page

Viewing Messages

You can view messages from FamilySearch headquarters or from your local group administrator or stake indexing director.

Important messages may appear in a separate window for you to read and close after you sign in. These important messages will continue to appear in a separate window each time you sign in until you delete the message from the list.

1. On the FamilySearch indexing start page, in the My Messages section, click a message in the list to view it.

The date the message was sent is displayed.

Note: If you double-click a message in the list, it will open in a new window.

2. To print or save the message, do the following:
 - a. Click once in the message body.
 - b. Press **Ctrl+A** to highlight and select the message text.
 - c. Press **Ctrl+C** to copy the text.
 - d. Open a word processing program, such as Word.
 - e. Click once in the body of the new document.
 - f. Press **Ctrl+V** to paste the copied text.
 - g. You can then print or save the message.
3. To delete a message from the list, click the message in the list to highlight it, and then click **Delete Message**.

Most messages are automatically deleted after 30 days.

Setting Goals

You can set goals for yourself. The system will measure the number of records you have submitted against the goals you have set and report your progress.

1. On the FamilySearch indexing start page, under the My Goals tab, click **Set New Goal**.

2. Click the **down arrow** at the right of **Period Starting Date**, and select a starting date from the drop-down calendar.
3. Click the **down arrow** at the right of **Period Ending Date**, and select an ending date from the drop-down calendar.
4. In the Number of Records to Index field, enter your goal for how many records or names you would like to index in the time period you indicated.

Note: If you click the **up** or **down arrow**, it increases or decreases the goal by 10.

5. For arbitrators, in the Number of Records to Arbitrate field, enter your goal for how many records or names you would like to arbitrate in the time period you indicated.

Note: If you click the **up** or **down arrow**, it increases or decreases the goal by 10.

6. Click **OK**.

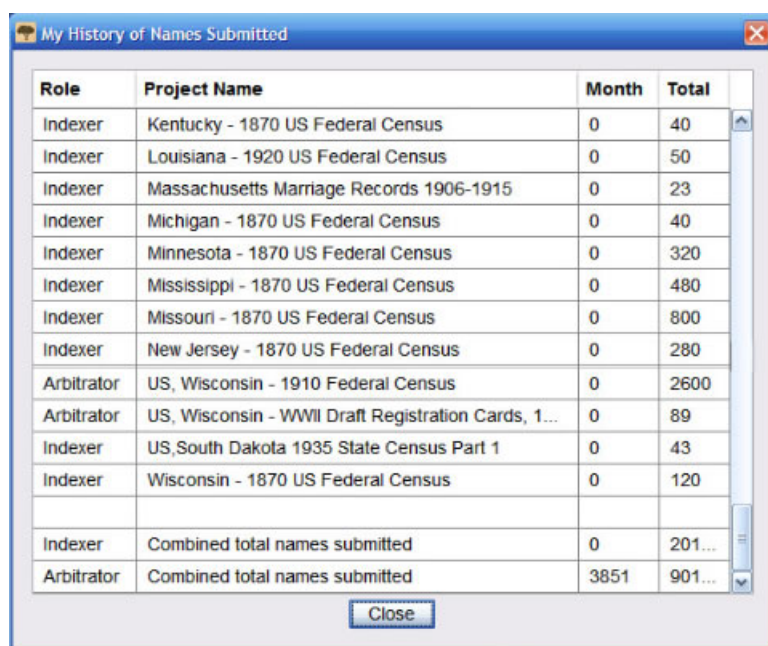
Your goal is listed in the My Personal Goal section. As you submit batches, the target rate will change, showing how many records to do each day to reach your goal.

Viewing History

You can view the history of the projects you have indexed or arbitrated, how many names you have submitted, and how many points you have earned.

The number of names submitted is updated each time a batch is submitted. Totals for the month are reset at the end of the day on the last day of each month.

1. On the FamilySearch indexing start page, click the **My History** tab.
The points you have earned are displayed.
2. To view how many names you have submitted, click **Names Submitted**.
You will see a list of the number of names submitted for each project. The total number of names submitted for all projects appears at the bottom of the list. If you are an arbitrator, names arbitrated are listed similarly.



Role	Project Name	Month	Total
Indexer	Kentucky - 1870 US Federal Census	0	40
Indexer	Louisiana - 1920 US Federal Census	0	50
Indexer	Massachusetts Marriage Records 1906-1915	0	23
Indexer	Michigan - 1870 US Federal Census	0	40
Indexer	Minnesota - 1870 US Federal Census	0	320
Indexer	Mississippi - 1870 US Federal Census	0	480
Indexer	Missouri - 1870 US Federal Census	0	800
Indexer	New Jersey - 1870 US Federal Census	0	280
Arbitrator	US, Wisconsin - 1910 Federal Census	0	2600
Arbitrator	US, Wisconsin - WWII Draft Registration Cards, 1...	0	89
Indexer	US, South Dakota 1935 State Census Part 1	0	43
Indexer	Wisconsin - 1870 US Federal Census	0	120
Indexer	Combined total names submitted	0	201...
Arbitrator	Combined total names submitted	3851	901...

3. When you are finished viewing the history of names submitted, click **Close**.

You can also view the total number of records indexed or arbitrated at the bottom left corner of the indexing start page (under the My Messages section).

Total names indexed: 20102 | Total names arbitrated: 88968

What Are Points?

Points are earned for each record you index. All records receive at least one point. Some records receive from two to ten points, depending on the difficulty of the indexing project.

We sometimes refer to the number of names indexed, but it is really the number of records. For example, one line on a census is counted as one record and contains one name. A marriage document is counted as one record, but will have two names and sometimes more if the parents are listed. The number of names submitted and points given is actually based on the number of records, not the number of actual names.

The Download Batch screen lists the number of points you can receive for each record in a project. The difficulty level is based on several factors. More difficult batches typically

have fewer names per batch, but take longer to index. Therefore, the point system makes it possible for indexers to spend the same amount of time on beginning, intermediate, and advanced batches and still end up with a similar amount of points. This allows indexers the opportunity to work on projects where they feel the most comfortable without feeling compelled to work on more difficult projects simply to gain more points.

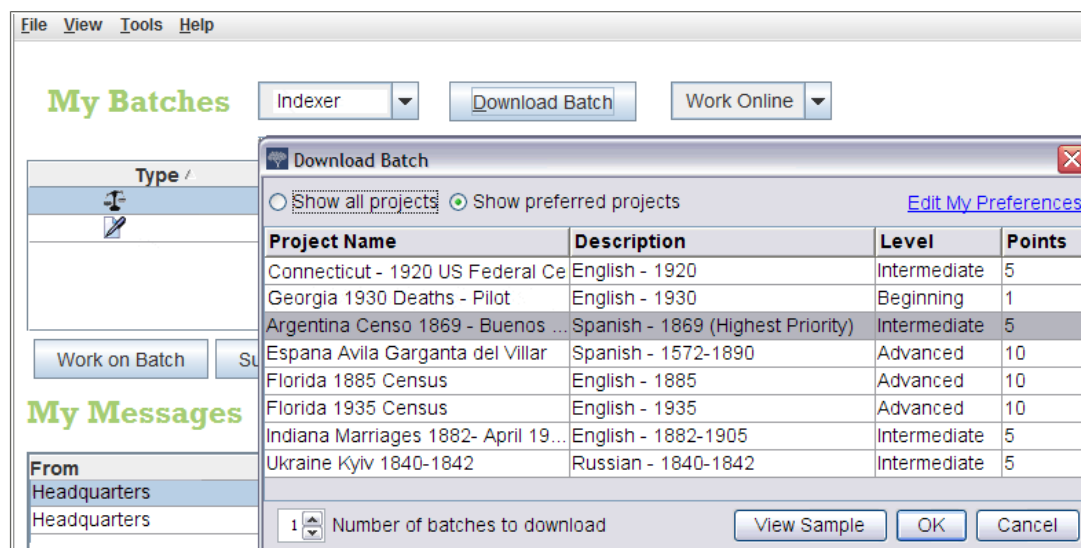


Figure 2: Download a Batch with points

If you index 50 records in a beginning batch with a point level of 1, you will receive 50 points (50 records X 1 point each = 50 points). If you index 10 records for an intermediate batch with a point level of 5, you will receive 50 points (10 records X 5 points each = 50 points).

Points are accumulated at the end of each day. Points can help you keep track of your personal contributions.

Viewing Arbitration Results

You can review submitted batches to see how often you agree with the arbitrator.

After batches have been arbitrated, they will be available for you to view. You can see the information in one of your batches that the arbitrator changed. By reviewing the differences, you may identify areas for improvement in the future.

The batches that you have indexed are available for 90 days. After that, they are removed from the list.

1. On the FamilySearch indexing start page, click the **Arbitration Results** tab. An arbitration agreement score for all the indexed batches that have been arbitrated in the last 90 days is shown.

My Goals My History Arbitration Results Indexing Links

Arbitration Results

Arbitration results of recently completed work.

99% Agreement

[Review Batches](#)

[Frequently Asked Questions](#)

Once a batch you've worked on has been arbitrated, you can compare your work to the final arbitrated values. By reviewing your differences, you may identify areas for improvement in the future.

2. Click **Review Batches**.
A new browser window opens.
3. On the Sign in window, enter your user name and password, and click **Sign in**.
A list of all the indexed batches that have been arbitrated in the last 90 days is displayed.
Note: You must be connected to the Internet to view the list.
4. Click a batch to review it.
You can click a column heading to sort the list. For example, to view the batches by the results, click the column heading **Arbitration Results**.
Note: A result marked (?) indicates a batch that was marked "No extractable data," or "Blank image," or it was returned to be indexed again by the arbitrator. An arbitrator may have returned the batch for the following reasons:
 - A significant number of records or fields were skipped.
 - Many fields had values contrary to the field help or project instructions.
 - The values entered did not match what was on the image.
 - An arbitrator accidentally returned the wrong batch to be re-indexed.When a batch is returned, the original work is deleted, so there is nothing available for you to review. A batch marked (?) does not reflect in the Arbitration Results percentage score.

The image displays a digital interface for reviewing census data. At the top is a scanned image of a 1900 Census form with handwritten entries. Below the scan is a software interface with three main sections:

- Record List:** A list of records with columns for 'Image-Record'. Two records are visible: '01 - 01*' and '01 - 02*'. The '01 - 02*' record is highlighted.
- Field List:** A table showing the data for the selected record. It has columns for 'Field Name', 'My Value', 'Arbitrated Value', and 'Feedback'.

Field Name	My Value	Arbitrated Value	Feedback
*County	Q	C	Feedback
Enumeration Dist..			
*Family Number	1	7	Feedback
Image Type			
Year of Immigration			
*Line Number	2	8	Feedback
PID			
- Field Help:** A window titled 'Field Help' for the 'County' field. It contains the following text:

County

The county of the census was recorded in upper left corner of the image

If the county has been misspelled, spell it correctly. If it has been abbreviated, and you can determine what the abbreviation stands for, type the complete name instead of the abbreviation. Use the lookup list for assistance. If there is any question about what the abbreviation stands for, index what was written

Figure 3: Batch Review

- View the information that you entered and the change the arbitrator made. Determine why the change was made. The Field Help and Project instructions are available for you to review.

- To view the next value that you entered that was changed by an arbitrator, click **Next**.
- To return to a previous value, click **Previous**.
- To view a summary, click the **Summary** tab.
- To change the image size, use the **Zoom in** or **Zoom out** buttons. You can also click the **Reset** (fit-to-width) button or the **Full Size** button.
- To rotate the image, use the **Rotate Left** or **Rotate Right** buttons.
- To move the image, click and drag the image.

There are many reasons why an arbitrator may have changed what you entered.

- There may have been a spelling error or differences of opinion in reading the handwriting.
- The field help or project instructions may not have been followed.
- The wrong information may have been accidentally entered.
- The field or record may have been accidentally skipped.
- Blank information may not have been marked correctly.
- Unreadable information may not have been marked correctly.
- There may be some other guideline that was not followed.

- If you feel that what you originally entered for a value was correct and the arbitrator made a mistake, click **Feedback**.

- On the Feedback window, click **Please Review**.
- Click **OK**.

7. When you are finished reviewing the batch, at the top, click **Return to Batch List**, or close the browser window.

If you have questions, on the Arbitration Results tab, click **Frequently Asked Questions** to view the questions and answers.

Indexing Links

You can easily access other helpful indexing information using the Indexing Links tab. The Indexing Links tab allows you to easily view the following.

Indexing Resources

- **Resource Guide:** Resources for indexers, arbitrators, and group administrators, as well as handwriting and language-specific helps.
- **Indexing Tutorials:** Help with getting started indexing, arbitrating, and administering the indexing program in a stake or society.
- **Ask a Question:** Search a large knowledge base for answers to common questions.
- **FamilySearch Indexing Projects:** A list of projects available for indexing.

If you have problems with these links, go to <https://familysearch.org/indexing> and select an option.

FamilySearch Websites

- **FamilySearch.org:** The FamilySearch website (www.familysearch.org) provides resources and information to help individuals with family history research. Click **Search** to search for an ancestor and view the original records that you helped index.
- **FamilySearch Indexing:** Learn about and register to do indexing.
- **FamilySearch Research Wiki:** The Research Wiki provides information about records and resources for family history research.

Indexing Steps

Indexing consists of a few simple steps.

You must sign in to the indexing program each time you want to start indexing.

1. On your desktop, click the **FamilySearch indexing** icon.



2. On the warning message, click **Run**.
A sign-in window will appear.
3. Enter your user name and password, and then click **OK**.

Each time you sign in, the system checks and downloads any updates to the FamilySearch indexing program.

4. If the Profile Information screen appears, add in the requested information.

Option	Description
--------	-------------

For an LDS Account:	<ol style="list-style-type: none"> 1. In the Stake field, type the city, state, or country where you live, or the name of the stake if you know it, and select it from the list. Most stakes include the city or other geographical area as part of the stake name. If you cannot find your stake listed, contact FamilySearch Support at support@familysearch.org. 2. In the Ward field, type the ward. 3. In the Phone field, type your phone number. 4. Click Done.
----------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

For a FamilySearch Account:

1. Select one of the following groups:
 - If you click **Your country**, select the country from the drop-down list. For the United States, Canada, and United Kingdom, select the state or province. Otherwise, type the state, province, or district.
 - If you click **An LDS stake in your local area**, type the city, state, or country where you live, or the name of the stake if

Option	Description
	<p>you know it, and select it from the list. Most stakes include the city or other geographical area as part of the stake name. Then enter your phone number. If you do not know the stake name, click How?</p> <ul style="list-style-type: none"> If you click Another group, select the group from the drop-down list. Then enter your phone number.
	<p>2. If desired, you can select I do not want to select a group at this time. You can select or change your group when you edit your profile information.</p>
	<p>3. Click OK.</p>

5. If an important message appears, read the message, and then click **Close**.

6. On the Tip of the Day message, read the tip, and then click **Close**.

The FamilySearch indexing program's start page appears. You can now download a batch.

Note: If you have problems signing in, contact FamilySearch Support at support@familysearch.org.

Batches are groups of one or more images that can often be indexed in 30-60 minutes.

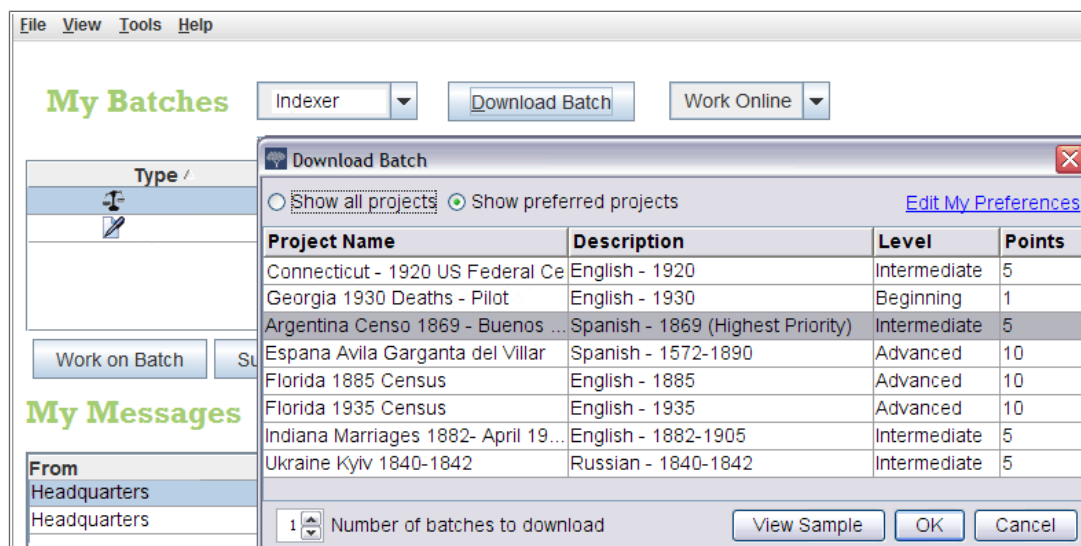


Figure 4: Download a Batch

1. Click **Download Batch**.

A list of projects will appear.

- The highest priority project is highlighted in red.
- Projects are listed alphabetically by project name. To sort the list by language, difficulty level, or points, click the column heading **Description**, **Level**, or **Points**.
- To see all projects, at the top, click **Show all projects**.

- To see only the projects that match your preference settings, at the top, click **Show preferred projects**.
Note: If no projects match your preference settings, the list will be blank.
 - To change your preference settings, click **Edit My Preferences**. Sign in to the FamilySearch indexing website, and edit your preferences.
Note: If you edit your preferences, the list will close, and you will need to click **Download Batch** again to see the updated list.
 - To see what the images in a project look like, click a project, and then click **View Sample**.
2. Click the name of the project you want to work on.
 3. Select the number of batches you want to work on. You can have up to 10 batches downloaded at one time.
 4. Click **OK**.
Note: You can also double-click the name of a project to download a batch from that project.
 5. If someone else has worked on the batch you downloaded, but it was returned before he or she could finish, you will see a message that this batch has been previously indexed. Click **OK**.
Note: Indexers return batches for various reasons, or they may not have finished before the due date and the system automatically retrieved the batch. Be sure to check what the previous indexer has done. Then complete the batch as you would normally index it.
 6. Read the message about project instructions, and then click **Close**.

The document image or images are temporarily copied onto your computer.

If you do not see a project you would like to index, click **Show all projects**. You may need to select a project you have not indexed before. Remember, you can read project instructions, check the field help as you type, and contact others for support. You may find indexing to be more enjoyable as you learn how to index different types of records.

Note: As a project nears completion, there may be no batches available to download for that project. If batches are returned, the project may appear and disappear as these final batches are completed.

Read the project-specific instructions before indexing or arbitrating a project. These instructions provide background, guidelines, and examples that need to be followed for each project.

Click the **Project Instructions** tab on the right side of the data entry area.

Some projects may have the instructions on the tab. Read the instructions. There may be links to more information at the bottom.

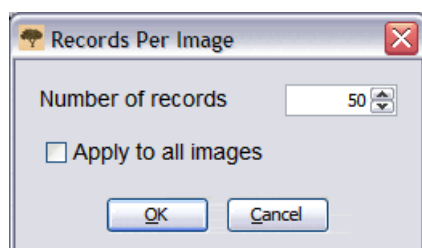
Note: If you scroll to the end of the instructions, there should be a link to **Project updates**. These updates provide answers to questions that occur after a project is available for indexing. You can recheck these project updates for the latest information about indexing a project.

You can also find project updates using Ask a Question. When you search for an answer, type the name of the project, and then type **updates**, such as **Trento Italy Baptism Records updates**.

A record is created for each principal name on a document image. Some batches have a set number of records on each image and will have a corresponding number of data entry lines already set up. For other batches, you will need to determine the number of records to add the needed data entry lines.

The project instructions will tell you about how many records there are per image. Review the instructions. Then look over the document image to determine how many records are included on that image. Change the number of records, if needed. This will adjust the number of lines in the data entry area to enter the information.

1. Count the number of records on the image. Do not count any blank lines, unless the project instructions specify differently.
2. On the menu bar, click **Tools**, and then click **Records per image**.



3. Type the number of records, or click the **up** or **down arrow** to select the number of records on this image.
4. If your batch has more than one image and each image has the same number of records, click **Apply to all images**.
5. Click **OK**.

The number of data entry lines will change to the number of records you set. You may need to adjust the number of records again for each image. If needed, you can add, insert, or delete records as you index.

Note: If the number of data entry lines does not change, this indicates that this batch has a minimum number of records that must be accounted for. The unused lines must be marked as blank before you can submit the batch.

Certificate Documents

Certificate-type documents usually contain information for one individual. Each certificate becomes a record.

There may be more than one certificate on each image. Sometimes there are certificates below or to the side of the one you initially see on the screen. The project-specific instructions may also specify if there is more than one certificate on an image. Use the scroll bars, click and drag the image, or click and drag the gray highlight in the Image Navigation tab to check the entire image for the number of records before beginning to index.

Register Documents

Register, ledger, and census-type documents contain information about many people all on the same image. The information is organized in rows and columns. Usually each row represents one individual, or one record.

A batch may have more than one image, with each image having several rows or records. An image may also have more than one page. Use the scroll bars, click and drag the image, or click and drag the gray highlight in the Image Navigation window to check how many individuals or records are listed on the image.

Image and Record Numbering

The numbers on the left of the data entry area associate each record with the image.

Batches with one certificate on each image will have two numbers on each line. The number on the left represents the image, and the number on the right represents the record for that image, such as 01-01, 02-01, 03-01, and so forth.

Note: Click the image number to jump to that image in the batch.

01 - 01
02 - 01
03 - 01
04 - 01
05 - 01
06 - 01

Batches with more than one certificate on an image or several records on an image will also have two numbers. The number on the left represents the image, and the numbers on the right represent the records for that image, such as 01-01, 01-02, 01-03, and so forth. These numbers may not necessarily match the line numbers on the document image.


01 - 01
02
03
04
02 - 01
02
03

At the bottom of the screen, you can also see what image or record you are currently viewing.

Image 2 of 3 Record 5 of 12


Add a Record

While indexing, if there is an additional individual on an image, you can add a record to the data entry area as needed.

To add a record at the bottom of the list, click the **Add Record**  button. A record will be added at the end. You can now type the information for this individual.


Insert a Record

While indexing, if you notice you skipped an individual on an image, you can insert a record in the data entry area as needed.

1. Click on the record just below where you want to insert the missing individual.
2. Click the **Insert Record**  button.
A record row will be inserted before the one currently selected. The record numbers on the left will be adjusted.

Delete a Record

While indexing, if there are no more individuals on an image but you have an extra record line, you can delete the record in the data entry area.

1. Click on the record to be deleted.
To delete multiple record lines, click on the first record to be deleted. Hold down the **Shift** key, and click on the last record to be deleted. This will highlight several record lines.
2. Click the **Delete Record**  button.
The record line will be deleted.

Note: If deleting a line reduces the number of records below the minimum for this project, the line is not deleted. The unused line must have data entered or be marked as blank before you can submit the batch.

Enter the information requested in the data entry area.

As soon as the batch is downloaded, the first image appears on the top part of the indexing screen. On the bottom part is the data entry area.

Each item of information is referred to as a “field.” Required fields list <Required> in the field. Required fields must be filled in or marked as blank. Where possible, the fields in the data entry area are labeled to match the labels used on the original document.

The screenshot shows the FamilySearch Indexing software interface. The top window displays a document image of a 1920 US Federal Census for Connecticut, with handwritten entries in columns. The bottom window shows a data entry table with columns for Family Number, Surname, and Given Names. The 'Given Names' column is highlighted in red, indicating it is a required field. A help message is displayed on the right side of the data entry window.

Header Data	Table Entry	Form Entry	
	*Family Number	*Surname	*Given Names
01 - 01	105	Obrien	Thomas A
02	105	Obrien	Alair K
03	105	Obrien	Monon
04	105	Obrien	Thomas E
05	<Required>	<Required>	<Required>
06	<Required>	<Required>	<Required>
07	<Required>	<Required>	<Required>
08	<Required>	<Required>	<Required>
09	<Required>	<Required>	<Required>

Given Names
The given names are located in column 5.
The given names may be written either first or last on the record. Watch the names carefully, and be sure to type the names into the correct fields on the indexing screen.
Do not include titles or terms with the given names, such as: Sr, Jr, Baby, Infant, Mrs, etc.

Figure 5: Indexing Screen: Note required fields

1. Click on the first field to start typing the information from the document image.
2. To advance to the next field, press **Tab** or **Enter**.

When you are on the last field of the record and advance to the next field, the record is automatically saved, and the cursor advances to the first field of the next record.

Tip: You have several data entry aids to help as you enter information. Under Help, see information about:

- Adding diacritics or other characters.
- Copying information from a previous field or record.
- Using the lookup list.
- Marking blank fields and records.
- Indexing unreadable fields and records.

You can also make several adjustments to the Indexing screen to help view the image or data entry area better. Under Help, see information about:

- Adjusting the image brightness and contrast.
- Adjusting the text size.
- Adjusting the size of the image.
- Showing the next or previous image.
- Using highlights or the ruler.

Make sure you scroll all the way to the right and all the way to the bottom to ensure you have indexed all the names on the image. Some images are large and may have two document pages in the image. Under Help, see information about:

- Moving around the image.
- Adjusting the zoom.

3. When you are at the end, a message will ask if you want to do the quality check. Click **Yes**.

As you enter data, any information that does not match an entry in the lookup list appears with a red wavy line or colored background. This is not an indication that you made a mistake. The lookup lists are limited and may not include every variation in spelling, particularly for names. The lists are intended as a guide to help you interpret the data. During the quality check, you recheck any data marked with a red wavy line or colored background. You may change the data or indicate that what you entered is correct. To indicate that the value you entered is correct before doing the quality check, click in the field, and press **Ctrl+T**.

Header Data

The Header Data tab has fields that apply to all the records on an entire image. For example, on U.S. census batches, the document type, county, sheet number, and sheet letter fields appear on the Header Data tab and are entered only once. The rest of the fields to be indexed appear on the Table Entry or Form Entry tabs.

The fields on the Header Data tab vary, depending on the project. For example, a census may include the image type, county, sheet number, and sheet letter. If the document image does not include any header data fields, this tab will not appear.

Header Data	
Table Entry Form Entry	
Images	
001	*Image Type Normal *County Evans *Sheet Number 12 *Sheet Letter A

If the batch has more than one image, enter the information on the Header Data tab for all the images first. To move to the next image, on the left, click the next image number, such as 01, 02, and so forth. This gives you the opportunity to check each image of the batch before indexing. Then you can move to Table Entry or Form Entry and enter the other information.

Note: If the program does not automatically advance to Table Entry after filling in the Header Data tab, it is because there are more images that need Header Data filled in.

Image Type Field

The Image Type field is a required field. It appears on either the Header Data tab or as the first field in the record. Click in the field, and then click the drop-down arrow to select an item from the list that describes the image.

You will need to select the image type for each image in a batch before indexing the information from the images. If there are several images in a batch, to move to the next image, on the left, click the next image number, such as 01, 02, and so forth.

Header Data	Table Entry	Form Entry
Images		
001	*Image Type	Normal
	*County	Evans
	*Sheet Number	12
	*Sheet Letter	A

- For projects with more than one image per batch, the field may appear on the Table Entry or Form Entry tab.
- For projects with only one image per batch, the field will usually appear on the Header Data tab.

Image Types	When to Use the Type
Normal	The image has the requested information to index.
Blank Image	The image is blank or is a form with no information filled in. (The header at the top of the form may have some information, but the image has no records to index.) On the warning message, click Yes . This will mark all the fields with "<blank>." If there is not another image to index, submit the batch. (Do not return the batch.)
Duplicate Image	<p>The image is an exact duplicate of a previous image in the same batch, usually the image immediately preceding the duplicate. (The image was filmed twice.) Index the image that is easiest to read, and mark the other image as a duplicate. On the warning message, click Yes. Finish indexing other images, and then submit the batch. (Do not return the batch.)</p> <p>Note: If the image is a duplicate of a previous page in another batch, index the image in your batch. Do not mark it as a duplicate. If the surname is missing and you cannot view it, such as in a census record, mark the surname as blank.</p>
Unreadable Image	If the whole image is too light, too dark, or too damaged for you to index any of the required information, select this option. On the warning message, click Yes . However, if some of the image is readable, such as a torn page, mark the Image Type as Normal , index what you can see, and mark the missing required fields blank.
No Extractable Data Image	The image contains extra information added by the camera operator, such as title boards or markers, or other information included with the documents, such as a table of contents. The image does not have any records for you to index. This would include an index page, with names and page numbers, or pages with information that is not requested. After selecting this option, on the warning message, click Yes . However, if an index includes vital information, such as names, dates,

Image Types	When to Use the Type
	and places, mark the Image Type as Normal , index what you can see, and mark the missing required fields blank. Finish indexing other images, and then submit the batch. (Do not return the batch.)

Note: For some projects, the image type is already set and cannot be edited.

Note: When blank, duplicate, unreadable, or no extractable data is selected, that information is placed in all the fields for all the records for that image. If you decide


that this is not the case, click the **Undo**  button to retrieve any data that may have been replaced, and select a different item in the Image Type field.

Table Entry

In Table Entry view, the fields to be indexed are listed horizontally in columns across the top of the data entry area. Each row represents a separate record. If there are more fields to be indexed than can fit on the screen, the table will scroll to the right.

Form Entry

In Form Entry view, the fields to be indexed are listed vertically one below another. All the fields are for one record. When you advance to the next record, a blank form appears.

Any project that has Table Entry available will also have Form Entry as an option. To change the entry view, click the appropriate tab in the data entry area. Projects that have more than one record type, such as those with both baptisms and marriages, are set up in Form Entry only.

Before you submit a batch, you must do a quality check on the information you entered.

As you enter data, any information that does not match the lookup list appears with a red wavy line or colored background. This is not an indication that you made a mistake. The lookup lists are limited and may not include every variation in spelling, particularly for names. The lists are intended as a guide to help you decipher information that is difficult to read. During the quality check, the system prompts you to recheck any data marked with a red wavy line or colored background. You may change the data or indicate that what you entered is correct.

When you are finished indexing data, the Quality Checker window replaces the Field Help window on the right side of the data entry area. The first marked field appears, along with an explanation of why the data needs to be rechecked. A congratulations message appears. After reading the message, click **Close** to start the quality check. If the Quality Checker does not appear, click the **Quality Checker** tab. The quality check looks at any fields marked with a red wavy line or colored background and at any required fields that are left blank.

Note: You can click the Quality Checker tab at any time to check marked names. You do not have to wait until you are finished.

FamilySearch Indexing - Florida 1935 Census/004280110[58]

POPULATION CENSUS 1935

NAME	ADDRESS	HEAD OR CITY LIGHTS	AGE	RACE	PLACE OF BIRTH	IF IN U. S. GIVE NAME OF STATE, TERRITORY, NAME OF COUNTRY	DEGREE OF EDUCATION	OWNER OR RENTER	OCCUPATION
Walters Annie	Post St 206	Inside	59	Col	Widow	Fla	0	renter	Housework
" May B.	"	"	17	"	Widow	Fla	3	"	none
Walters Caroline	"	"	59	"	Widow	Fla	0	"	none
Barney John	"	"	42	"	father	Fla	3	owner	P.R.
" Mary	"	"	30	"	Widow	Fla	7	"	Laundry
" Nathaniel	"	"	13	"	son	Fla	4	"	none
Walter Odum	"	"	40	"	Widow	Fla	0	"	Musician
Walker J. B.	"	"	53	"	father	Fla	3	renter	Laborer
" Bessy	"	"	42	"	mother	Fla	0	"	housekeeper
" Alto	"	"	16	"	son	Fla	1	"	none

Header Data Table Entry Form Entry

*Line Number	*Surname	*Given Name and...
04	Barney	John
05	Barney	Mary
06	Barney	Nathaniel
07	Odrum	Gussis
08	Walker	J B
09	Walker	Bessy
10	Walker	Alto
11	Walker	Junior
12	Walker	Author Lee

Field Help Quality Checker project information Image Navigation

1. Odrum is not in the authority list

Accept Accept All "Odrum"

Change all to new value

To change a field, click on it.

Back Next Help

Image 1 of 1 | Record 7 of 50 | Required Field Surname | Completion: 15%

Figure 6: Quality Check

1. Recheck the information you typed with what you see on the image.
 - To keep what you entered, click **Accept**.
 - To keep what you entered for the same field in all records, click **Accept All**.
 - To change what you entered, type the new data in the field.

Note: If the value you enter is not in the Lookup list, the quality checker may present this field again. You can then click **Accept** to keep what you entered.


 - To change what you entered for the same field in all records, type the new data in the field, and click **Change all to new value**. On the confirmation message, click **Yes**.
2. When you click an **Accept** or the **Change all to new value** button, the quality checker automatically moves to display the next field with a red wavy line or colored background.

Note: You may also click **Next** to go to the next marked field.
3. To return to a previous decision, click **Back**.
4. Once all the marked fields have been approved or changed, the quality check will check for blank required fields. If a required field was left blank, do one of the following.
 - If there is no information listed on the image, click **Accept**. This places the term <Blank> in the field.
 - If there is information listed on the image, type the information in the field, and click **Next**.
5. When the quality check is finished, on the message to submit the batch, click **Yes**.

When you have finished indexing a batch, you need to submit it. When you submit a batch, the information is saved on the server, and the system removes the images and information from your computer.

1. After the quality check is complete, a message appears asking if you want to submit the batch. Click **Yes**.

If you did not do the quality check, the system will automatically start the quality check process before submitting the information. If there are no fields to check, the batch will be submitted.

Note: You can also click the **Submit**  button, or click the **File** menu, and click **Submit**. On the FamilySearch indexing start page in the My Batches section, you can also click the batch, and then click the **Submit Batch** button.

2. On the Batch successfully submitted message, click **OK**.

Once you submit a batch, it is considered finished. You cannot retrieve it to fix a mistake. However, each batch is indexed twice, by an A indexer and a B indexer, and if there are differences, the batch is viewed by an arbitrator, who will fix errors. Once an arbitrator has submitted a batch, it is considered finished.

Saving Your Work

You can save your work and return later to complete a batch. The batch will appear on your FamilySearch indexing start page when you access the program again.

When you save a batch, the information is saved to your computer and to the server. When you save the batch to the server, the information you entered can be accessed from a different computer.

Note: If you are working on the same batch on two different computers, you may need to retrieve the saved information from the server to view data you entered on a different computer.

If you are working online, when you press **Tab** or **Enter** on the last field of a record, the record is automatically saved. If you are working online, information is also automatically saved when you close the indexing program or return to the indexing start page. Therefore, if the batch due date occurs and the batch is retrieved by the system before you can finish the batch, the information is not lost. However, it may be lost if you are working offline and do not save the information to the server before the due date.

1. If you are working offline and want to save to the server, reconnect to the Internet. Return to the indexing start page, click the **drop-down list**, and select **Work Online**.

2. Reopen the batch, and click the **Save**  button.

Note: You can also click the **File** menu, and click **Save**.

Returning to the Start Page

From the indexing page, you can return to the FamilySearch indexing start page.

At the top left, click **Close and Return to Start Page**.

The FamilySearch indexing start page with the My Batches section appears.

Opening a Previously Downloaded Batch

If you saved your work, you can return at a later time to finish a batch.

You have seven days in which to finish a batch. The due date is listed in the My Batches section. The system will warn you when a batch is about to expire. If you cannot finish the batch, after seven days it will automatically be retrieved by the system and assigned to the next indexer who requests a batch for that project.

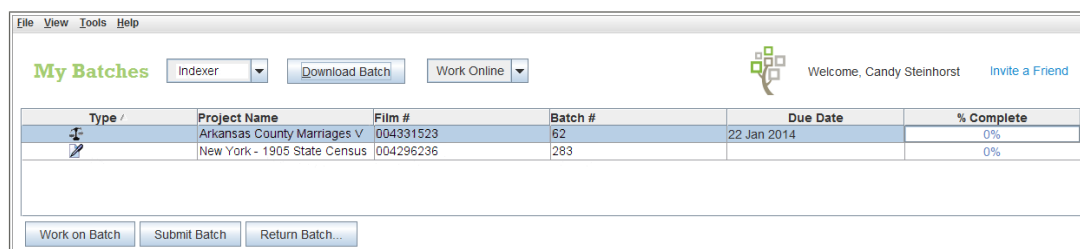


Figure 7: My Batches section

1. In the My Batches section of the FamilySearch indexing start page, double-click the batch you want to work on.

Note: You can also click on the batch, and then click the **Work on Batch** button.

2. If you are working from a different computer and do not see the previous information you entered, click the **File** menu, and click **Retrieve from Server**. Information that you typed on another computer and saved to the server may not be visible until you retrieve it from the server. Information that you typed on the same computer will display.

Returning a Batch

If after viewing a batch you realize that you will not be able to work on the batch, either because it is difficult to read or for any other reason, you may return the batch.

There are a few situations you may see that are difficult to determine whether to return a batch or not.

- If part of a page is torn off, there is nothing that we can do about a torn page. Index what you can, and mark missing required fields blank.
- If part of a page is missing, but not because of a torn page, return the batch, and select the option **Review Image Quality**.

1. Click the **File** menu, and click **Return Batch**.

Note: On the FamilySearch indexing start page in the My Batches section, you can also click the batch, and click **Return Batch**.

2. On the Return Batch window, click one of the following options:

- To return a batch so it may be indexed by another indexer, click **Give to Other Indexers**. Any work you have already completed will not be lost. The batch will be available for another indexer to download.
- To indicate that the image has a problem and should be reviewed by an administrator, click **Review Image Quality**. The batch will be taken out of circulation. An administrator will review the image.

Working Offline


When you download a batch, the image is saved to your computer. If needed, you can disconnect from the Internet to work on the batch offline. Then when you are done, you can reconnect to the Internet to submit the batch.

Switching between offline and online modes does not disconnect you from or reconnect you to the Internet.

Note: The Download From, Submit Batch, or Return Batch buttons are not available in offline mode.

1. After you have downloaded the batch, click the **drop-down list**, and select **Work Offline**.

Note: If you downloaded multiple batches, first open each batch, and wait for the message “Download Complete” in the bottom right corner of the screen before clicking **Work Offline**. You will then be able to view a previous page if necessary.

2. Disconnect from the Internet.
3. Work on the batch.
4. When you are done with the batch, reconnect to the Internet.
5. Return to the indexing start page, click the **drop-down list**, and select **Work Online**.
6. If you need to stop working on the batch and return later, click the **Save**  button.

Note: If you are connected to the Internet and working online when you save, the information is saved to the server.

Now that you are reconnected to the Internet, you can submit the batch.

Participating in FamilySearch Indexing

Over 100,000 volunteers index about one million names per day with FamilySearch indexing. To ensure the best quality, each document image is looked at three times. First, it is indexed by two different people, indexer A and indexer B. The system compares the two versions, and if there are any differences, it is sent to a third person, an arbitrator, to review.

FamilySearch indexing has several advantages.

- The indexed information is available free on www.familysearch.org.
- All document images that are free of restrictions will also be free to the public.
- Qualified volunteers will have free access to some affiliate images under contract, not just the collections a volunteer helps to index.
- With 15 high-speed scanners digitizing 2.4 million rolls of microfilm from its current collection and more than 200 digital camera teams filming new records daily, there is a greater variety of projects for volunteers to help with.
- FamilySearch indexing is available in several languages, making this a world-wide effort to provide indexes to records.
- FamilySearch International continues to work with genealogical and historical societies world-wide in a collaborative effort to provide quality indexes to more records.

What Is Indexing?

In FamilySearch indexing, volunteers copy family history information from digital images of documents.

The indexing process is simple.

1. Genealogical documents from around the world are converted into digital images and stored on the FamilySearch system.
2. Each document is divided into small batches of about 20-50 names.
3. An indexer downloads the images to his or her computer and enters the requested information.
4. Each batch of documents is indexed by two different people to ensure accuracy. This is referred to as the A indexer and the B indexer.
5. If information from the A indexer does not agree with information from the B indexer, then someone called an arbitrator will review both versions, compare them with the original document, and make the needed changes.
6. Everyone gets free access to the indexes at www.familysearch.org.

Who Decides What Will Be Indexed from an Image?

A project manager decides what information is to be indexed.

The decision is based on the following:

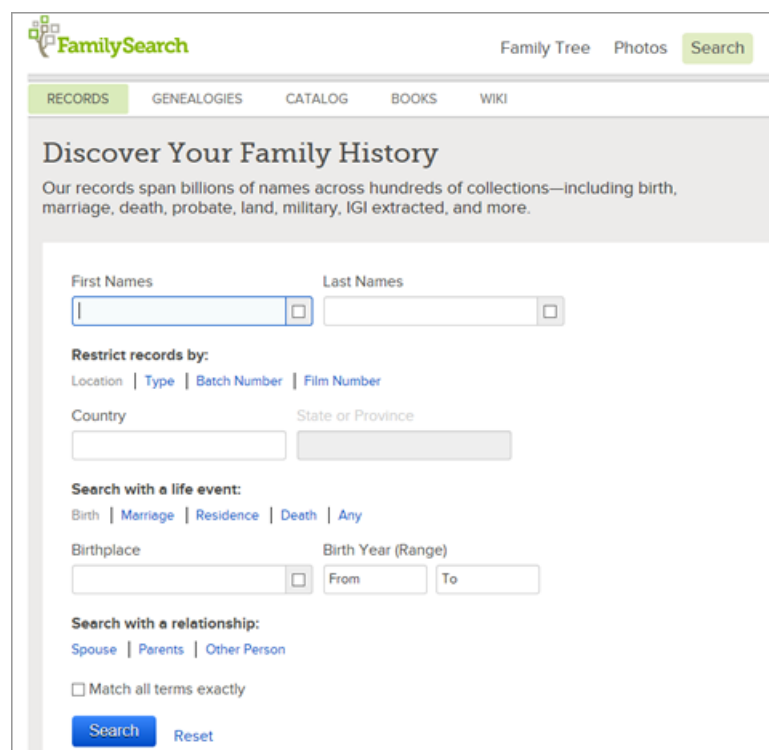
- The contract with the record custodian.
- The plans for the index.

If volunteers indexed all of the information on an image, projects would take too long to finish. Important information such as names, dates, and places are indexed. Because this is an index to help individuals find their ancestors, an individual can see the other information on the actual image.

Viewing Indexed Information

When an indexing project is completed, it is made available on the FamilySearch website.

1. Go to: **familysearch.org**
2. At the top, click **Search**.
3. Enter the information about your ancestor, and click **Search**.



The screenshot shows the FamilySearch search interface. At the top, there is a navigation bar with "Family Tree", "Photos", and "Search" buttons. Below this is a secondary navigation bar with "RECORDS", "GENEALOGIES", "CATALOG", "BOOKS", and "WIKI" tabs. The main heading is "Discover Your Family History" with a sub-heading "Our records span billions of names across hundreds of collections—including birth, marriage, death, probate, land, military, IGI extracted, and more." The search form includes fields for "First Names" and "Last Names", each with a dropdown arrow. Below these are sections for "Restrict records by:" with links for "Location", "Type", "Batch Number", and "Film Number". There are also fields for "Country" and "State or Province". The "Search with a life event:" section has links for "Birth", "Marriage", "Residence", "Death", and "Any". The "Birthplace" field has a dropdown arrow, and the "Birth Year (Range)" section has "From" and "To" input boxes. The "Search with a relationship:" section has links for "Spouse", "Parents", and "Other Person". At the bottom, there is a checkbox for "Match all terms exactly" and two buttons: "Search" and "Reset".

4. To search a specific record collection or project or to see a list of all the record collections available, below the search area, click **Browse All Published Collections**, and select the region and record collection to search.

What Is an Indexing Project?

An indexing project is a record or a record collection that centers around a specified place or time range, such as the U.S. 1910 census or Ohio death certificates.

There are two types of projects:

- FamilySearch projects that any volunteer can help index.
- Partner projects that use FamilySearch indexing services but are managed by another genealogical or historical society. FamilySearch indexing works with other societies to complete projects of mutual interest. Some of these groups accept volunteers to help index the records. Some groups, however, may want to keep the indexing within their group or within a certain region to get the historical or language expertise they desire.

Viewing Information About a Project

You can view information about projects on the FamilySearch indexing website.

1. Go to: **familysearch.org/indexing**
2. Click **Find a Project**.

Or, in the FamilySearch indexing program, on the My Batches page, click the **Indexing Links** tab, and click **FamilySearch Projects**.

A list of available projects is displayed.

3. Click the name of the project you are interested in.

Can You Tell Me About Future or Upcoming Projects to Index?

Information about upcoming collections is not made available prior to posting for indexing due to various factors, such as finalizing agreements with genealogical societies or archives about the indexing, final assembly considerations, or space on the servers.

You can select a project that interests you or matches your skill level, language, or type of record. You cannot select a specific locality within a project, such as a county within the 1910 New York census.

Can I Request That Records from a Specific Area Be Indexed?

At this time, FamilySearch indexing cannot accommodate individual requests for specific areas or specific records to be indexed.

Getting Started

Starting FamilySearch indexing is very easy.

To get started with FamilySearch indexing, you need to do the following:

- Download the indexing program.
- Register for an account.
- Sign in to the indexing program and download a batch.

Who Can Index?

Anyone who would like to participate is welcome to index records. You do not need to be a member of The Church of Jesus Christ of Latter-day Saints.

The age for indexing is over 13. If indexers are between the ages of 13 to 18, their parent or legal guardian must consent to their participation.

Trying Indexing before You Register

You can see what indexing looks like before registering for FamilySearch indexing.

1. Go to: **familysearch.org/indexing**
2. To see what indexing looks like, click **Test Drive**.
3. Type the information requested into the fields.
The red boxes provide instructions to help you. After you enter information in a field, the system will give immediate feedback on whether the information is correct.

Note: The immediate feedback exists only in the test drive. It is not available when you index.

What Is a Batch?

Each project or record collection is divided into batches of one or more images that contain around 20-50 names.

When you index, you download a batch to work on. The batch may be just one image with several names, such as a census page. Or a batch may be several images with one or more names per image.

Batches or record images vary in their difficulty to index. When you start indexing, you will be given a "starter" project with a very easy batch. After submitting the starter batch, you may then select from one or more beginning level projects to index.

As you become more familiar with indexing and reading records, you can select intermediate and advanced level projects to index. You can select the project difficulty level and languages you would like displayed in your preferences.

Starting to Index for the First Time

To get started with indexing, you download the indexing program, register, and sign in.

All users must now register and use a FamilySearch or LDS Account. With this account, you use the same user name and password to sign in to several FamilySearch websites. For members of The Church of Jesus Christ of Latter-day Saints, the LDS Account provides access to not only FamilySearch websites but also other Church websites.

1. On the FamilySearch indexing website **familysearch.org/indexing**, click **Get Started**.
2. Click **Download**.

Note: The website automatically determines what operating system you have and downloads the appropriate version of the program for your operating system.

3. The steps for downloading the program vary slightly, depending upon your browser.

Browser	Steps
Internet Explorer	<ol style="list-style-type: none"> 1. On the “Do you want to run or save this file” message, click Run. A download progress bar appears. 2. On the security warning message, click Run. A download progress bar appears.
Mozilla Firefox	<ol style="list-style-type: none"> 1. On the save file message, click Save File. A download progress bar appears. 2. On the Download window, click Open. 3. On the “open executable file” message, click OK. An install progress bar appears.
Google Chrome	<ol style="list-style-type: none"> 1. At the bottom of the screen, on the “are you sure” message, click Save. 2. At the bottom of the screen, click the indexing program listed. 3. On the security warning message, click Run. A download progress bar appears.
Macintosh Safari	<ol style="list-style-type: none"> 1. On the Indexing window, double-click the FamilySearch Indexing Installer icon. 2. On the “are you sure” message, click Open.

4. On the Welcome to FamilySearch Indexing Setup Wizard, click **Next**.

Note: An install progress bar appears as the program is installed on your computer.

5. Select the language files to include.
This includes the language for the help files.
6. On the Completing the FamilySearch Indexing Setup Wizard, click **Finish**.

Note: The indexing program places a FamilySearch indexing icon on your computer's desktop. To sign in to indexing in the future, double-click this icon.



7. You may already have a FamilySearch or LDS Account if you have registered for another program that uses these accounts. Users who already have a FamilySearch or LDS Account will not need to register again. If you have not yet registered for this account, on the sign-in window, click **Register for a New Account**.

8. After you have registered, sign in by entering your user name and password, and click **OK**.

Each time you sign in, the system checks and downloads any updates to the FamilySearch indexing program.

9. The first time you sign in, a license agreement appears. Read the license agreement, and click the box next to **I agree**, and then click **OK**.
10. On the Profile Information screen, add in the requested information.

Option Steps

For an LDS Account:

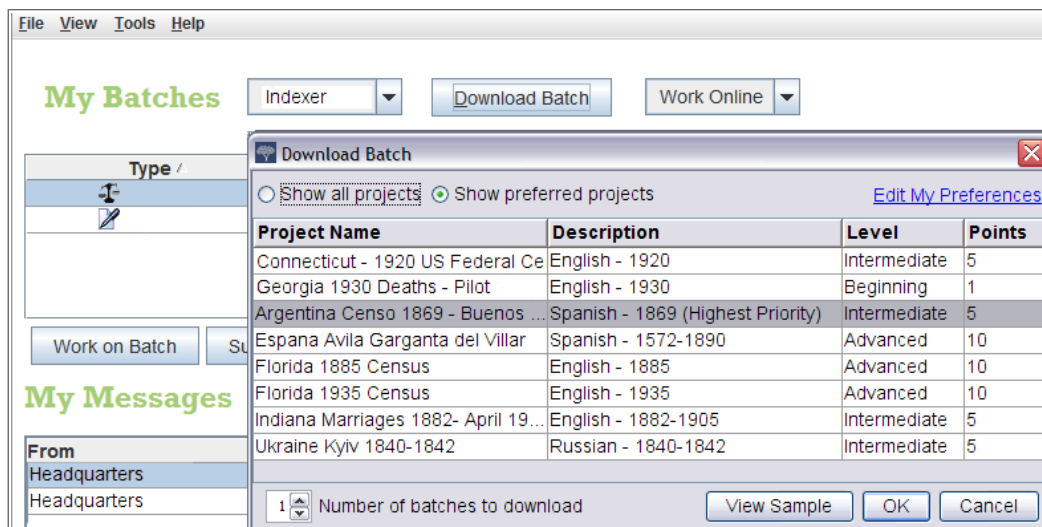
1. In the Stake field, type the city, state, or country where you live, or the name of the stake if you know it, and select it from the list. Most stakes include the city or other geographical area as part of the stake name. If you cannot find your stake listed, contact FamilySearch Support at support@familysearch.org.
2. In the Ward field, type the ward.
3. In the Phone field, type your phone number.
4. Set your preferences for e-mail messages by checking or unchecking the options.
 - General updates may include notices about new records available to index, records finished and available to search, or other general news.
 - Account messages includes milestone notices, such as you've indexed 200 batches.
5. Click **Done**.

For a FamilySearch Account:

Option Steps

1. Select one of the following groups:
 - If you click **Your country**, select the country from the drop-down list. For the United States, Canada, and United Kingdom, select the state or province. Otherwise, type the state, province, or district.
 - If you click **An LDS stake in your local area**, type the city, state, or country where you live, or the name of the stake if you know it, and select it from the list. Most stakes include the city or other geographical area as part of the stake name. Then enter your phone number. If you do not know the stake name, click **How?**
 - If you click **Another group**, select the group from the drop-down list. Then enter your phone number.
2. If desired, you can select **I do not want to select a group at this time**. You can select or change your group when you edit your profile information.
3. Set your preferences for e-mail messages by checking or unchecking the options.
 - General updates may include notices about new records available to index, records finished and available to search, or other general news.
 - Account messages includes milestone notices, such as you've indexed 200 batches.
4. Click **OK**.

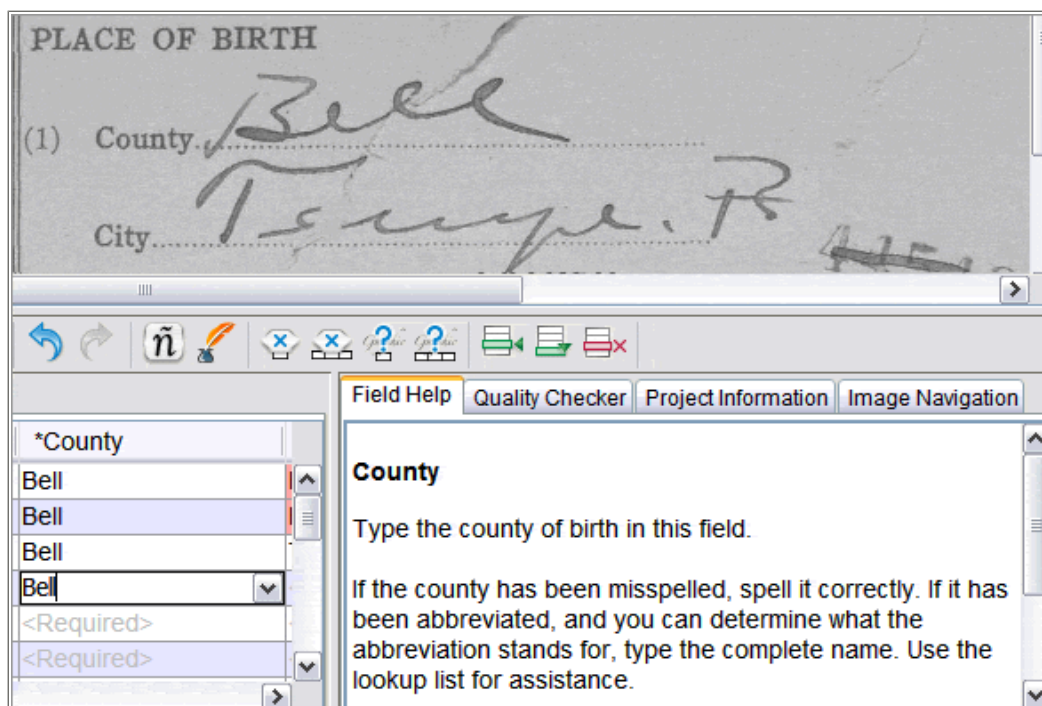
-
11. If an important message appears, read the message, and then click **Close**.
 12. You can view a quick start demonstration on how to index. Click **Play Video**. When you are finished with the video, click the red **X** to return to the FamilySearch indexing program.
The FamilySearch indexing program's start page appears.
 13. On the Tip of the Day message, read the tip, and then click **Close**.
 14. Click **Download Batch**.



For the first time, one starter project is listed. If no projects are listed, there is not a starter project available in your language. Click **Show all projects**.

15. Click the name of the project to highlight it, and then click **OK**.
A batch with only one image is downloaded.
16. Read the message about project instructions, and then click **Close**.
17. To read the project instructions, click the **Project Instructions** tab on the right side of the data entry area.
18. Type the information requested from the image.

If you have questions about what to type, click the **Field Help** tab, and read the instructions for what to type in the field.



19. After the batch is finished, a message appears to let you know that the quality check will begin checking for entries that are not consistent with the Lookup lists. Click **OK**.
20. After the quality check is done, a message indicates that you are ready to submit the batch. Click **Yes**.
The next time you download a batch, beginning level projects will be listed.

As a new indexer, you will receive an e-mail listing training, help, and support available for indexing.

Registering For and Maintaining Your FamilySearch Account

A user can register and set up his or her own account with a user name and password.

Registering for an Account

Registering for a FamilySearch account is free and secure. Your information will not be shared or sold.

FamilySearch uses the same username and password as the following websites. (If you have already registered for any of the following sites, you may proceed to sign in using the same username and password. Additional registration is not needed.)

- LDS Church website (lds.org)
- The Church's stake and ward websites (secure.lds.org/units)
- FamilySearch (familysearch.org)
- FamilySearch Research Wiki (wiki.familysearch.org)

Although anyone over the age of 13 may create an account, we encourage all minors to seek parental permission before they proceed in creating an account. Children ages 8-12 may create an account only if parental consent is given during the registration process.

To register, follow these steps:

1. On the FamilySearch indexing Sign In screen, click **Register for a New Account**.
2. Fill in your basic information:
 - a. Enter your first name.
 - b. Enter your last name.
 - c. Choose a username.

A username must meet the following requirements:

- It must be 4 to 64 characters long.
- It cannot have spaces or periods.

Usernames are not case sensitive. It does not matter if you type it as uppercase or lowercase letters.

Though Japanese, Chinese, or Korean characters are allowed, it is strongly recommended that you use roman characters.

- d. Choose a password.

Passwords must contain at least eight characters. At least one character must be a letter, and at least one must be a number.

- e. (Optional) Upload a photo of yourself.
3. Enter either an active email address or mobile phone number.
This information is used to verify your account.
4. Create a contact name.
The system uses your contact name when it lists you as the contributor of information to Family Tree and other places in the website.
Your contact name can have characters from any language.
Your contact name may be your real name or a made-up nickname.
5. Fill in additional information.
6. If you are a member of The Church of Jesus Christ of Latter-day Saints, enter your membership information:
 - a. After the question that asks whether you are LDS, click **Yes**.
 - b. If you have it, enter your membership record number (MRN). If you do not have it, click **Don't know your MRN? Remind me later**.
You can get this number from your ward or branch membership clerk.
7. Agree to the Terms of Use.
8. Click **Create Account**.
What happens next depends on whether you entered an email address or mobile phone number:
 - If you entered an email address, an email is sent to your inbox. That email contains a link that you can use to verify your account.
 - If you entered a mobile phone number, you receive a text message with a verification code. On the screen, a window appears in which you can enter that code.
9. Verify your account:
 - If you used email as your verification method, go to your inbox, open the email, and click the link that is provided to verify your account.
 - If you used text message as your verification method, open the text message that was sent to your mobile phone. Online, enter the code provided in the text message into the Enter Verification Code box.

Your account is created. You can sign in using the username and password that you entered.

Can I Create More Than One Account?

If you would like to see different projects, such as working with partner projects, you can create more than one FamilySearch Account.

For LDS Church members, you can have only one LDS Account. However, you can create as many FamilySearch Accounts as you need to index various projects. When you create another account, you must modify one of the following:

- First name
- Last name
- E-mail address

For example, you can add or delete an initial or middle name for your first name.

Retrieving a Forgotten User Name

The steps for retrieving a forgotten user name vary, depending on whether you have a FamilySearch Account or an LDS Account.

Retrieving a Forgotten User Name from a FamilySearch Account

A forgotten user name can be sent in an e-mail.

1. On the sign in window, click **Forgot user name**.
2. When the system asks which type of account you have, click **FamilySearch Account**.
3. Enter your e-mail address.
4. Type the letters displayed in the picture. Type them as lowercase letters with no spaces.
5. Click **Retrieve**.
A message indicates that your user name has been e-mailed to you.
6. Open your e-mail program, and locate the e-mail that helps you recover your user name.
Your user name is listed in the e-mail.
7. Click the button to return to the program that you were trying to sign in to.

Retrieving a Forgotten User Name from an LDS Account

A forgotten user name can be sent in an e-mail.

1. On the sign in window, click **Forgot user name**.
2. When the system asks which type of account you have, click **LDS FamilySearch Account**.
3. Click **Continue**.
4. Enter the e-mail address that is associated with your account.
If you no longer have that e-mail address or do not remember it, follow these steps:
 - a. Click **I don't have/remember my e-mail**.
 - b. Click **Yes** to indicate that you are a Church member. Fields appear where you can enter your membership record number and birth date.
 - c. Enter your membership record number.
If you do not know this number, you can get it from your ward or branch clerk.
 - d. Enter your birth date.
 - e. Type the letters displayed in the picture. Type them as lowercase letters with no spaces.
 - f. When the system displays your name and birth date, click **Yes** to indicate that it is you.
The system shows the e-mail address that is associated with your LDS FamilySearch account.
 - g. If you still have this e-mail account, click **Keep E-mail Address**. The system returns you to the screen where you enter your e-mail address. Enter your e-mail address, and continue to recover your user name.
 - h. If you do not still have this e-mail account, click **Change E-mail Addresses**, and enter your new one. An e-mail is sent to the address you listed. Click the link in this e-mail within 48 hours to activate your account. If you wait longer than

48 hours, you will need to redo the registration process. Open your e-mail program, and locate the e-mail message that lets you complete your registration. Click the **Complete Registration** link indicated in the e-mail message. After you have validated the e-mail address, begin again the process of retrieving your user name.

5. Type the letters displayed in the picture. Type them as lowercase letters with no spaces.
6. Click **Recover My User Name**.
A message indicates that your user name has been e-mailed to you.
7. Open your e-mail program, and locate the e-mail that helps you recover your user name.
Your user name is listed in the e-mail.
8. Click the button to return to the program that you were trying to sign in to.

Retrieving a Forgotten Password

The steps for retrieving a forgotten password vary, depending on whether you have a FamilySearch Account or an LDS Account.

Retrieving a Forgotten Password from a FamilySearch Account

If you forgot your password, you can create a new password.

1. On the sign in window, click **Forgot password**.
2. When the system asks which type of account you have, click **FamilySearch Account (for the general public)**.
3. Enter your user name.
4. Type the letters displayed in the picture. Type them as lowercase letters with no spaces.
5. Click **Retrieve Password**.
A message indicates that an e-mail containing instructions for resetting your password has been sent.
6. Open your e-mail, and locate the e-mail that lets you recover your password.
The e-mail contains a link that you can click to reset your password.
7. Click the link in the e-mail.
You see a screen in which you can enter a new password.
8. Enter a new password.
The password must have at least eight characters with at least one letter and one number.
9. Enter your password again.
10. Click **Save Password**.
A message indicates that your password has been changed.
11. Click the button to return to the program that you were trying to sign in to.

Retrieving a Forgotten Password from an LDS Account

If you forgot your password, you can create a new password.

1. On the sign in window, click **Forgot password**.

2. When the system asks which type of account you have, click **LDS FamilySearch Account (LDS Account for members of The Church of Jesus Christ of Latter-day Saints)**.
3. Click **Continue**.
4. Enter your user name, and click **Continue**.
5. Enter the answers to the security questions, and click **Submit Answers**.
6. If you listed both a second email and a mobile phone number, indicate whether to recover your password by email or mobile phone. Then click **Continue**. You will receive either an email or text message.
7. Follow the appropriate steps:

Option	Description
You are recovering your password by email.	<ol style="list-style-type: none"> 1. Open your email program, and locate the email for your account. 2. Click the link in the email to reset your password.
You are recovering your password by mobile phone.	<ol style="list-style-type: none"> 1. Open the text messages on your mobile phone and locate the message for your account. 2. On your computer, enter the verification number listed in the text message, and then click Verify.

8. Enter a new password.
The password must have at least eight characters with at least one letter and one number.
9. Enter your password again.
10. Click **Update**.
A message indicates that your password has been changed.
11. Click the button to return to the program that you were trying to sign in to.

Editing Profile Information

You can edit your personal information, including your e-mail address. You can also add a local LDS stake or other group to receive local support.

Information is divided into two types:

- **FamilySearch Account Information:** This includes your name, user name, display name, and e-mail address. This information is common for all FamilySearch programs.
- **Additional Indexing Information:** This includes your group information, address, roles, and history. This information is used only with the FamilySearch indexing program.

The steps for changing your FamilySearch account information are different for those with an LDS Account.

1. Click the **Tools** menu, and click **Options**.
2. Click the **Personal Information** tab, and then click **Change My Information**.
3. Type your user name and password, and click **Sign in**.
Your information is displayed.

Firstname Lastname

FamilySearch Account Information

User Name: firstlast [Change Password](#)

First Name: Firstname

Last Name: Lastname

Display Name: Firstname Lastname

E-mail Address: firstlast@xxx

[Edit Above Information](#)

Additional Indexing Information

Group or Stake: Stake

Subgroup or Ward: Ward

Street Address:

City: City

State or Province: State

Zip or Postal Code:

Country: Country

Phone Number:

Roles: Indexer

Account Created:

4. If you have an LDS Account and want to change your account information, click **Edit above Information**.
 - a. Type your user name and password, and click **Sign in**.
 - b. Click **Edit**.
 - c. To change a piece of information, delete what is currently in the field. Then enter the new information.
 - d. Click **Update**.

If you change your primary or alternate e-mail address, the system sends an e-mail to the new address. This extra step helps make sure that you entered the e-mail address correctly and that you own it. You have 48 hours to open the e-mail and click the link that validates the e-mail address.

You can change one e-mail address at a time. After you validate the first e-mail address, you can change the second one.
 - e. Click **Sign Out** at the top right to close the LDS Account.
 - f. Click the **Back arrow** at the top left to return to the My Information page.
5. For all other changes, click **Edit**.
6. Type any changes to your information.

If you change your e-mail address, the system sends an e-mail to the new address. This extra step helps make sure that you entered the e-mail address correctly and that you own it. You have 48 hours to open the e-mail and click the link that validates the e-mail address.

7. For those with an LDS Account, if you are moving, or if you need to change your stake or ward, do the following:
 - a. In the LDS Stake field, type the stake name, or the name of the city or state, and select it from the list.
If you cannot find your stake listed, contact FamilySearch Support at support@familysearch.org.
 - b. In the Ward field, type the ward.
8. For those with a FamilySearch account, if you want to select or change your group, in the Local Support Level, select one of the following from the list:
 - If you click **Country**, select the country from the drop-down list. For the United States, Canada, and United Kingdom, select the state or province. Otherwise, type the state, province, or district.
 - If you click **LDS Stake**, type the stake name, or the name of the city or state, and select it from the list. If you are not sure which LDS stake is the closest, ask a local LDS church member for his or her stake name, or contact a local family history center. You can locate family history centers on www.familysearch.org.
 - If you click **Group**, select the group from the drop-down list.
9. Click **Save**.

If you have added an LDS Stake, the stake indexing director or group administrator will be listed as your local support administrator. In the indexing program, click the **Help** menu, and click **Contact Support** to view the administrator's contact information. You can contact the administrator for questions or help. Other groups may or may not have a group administrator.

Indexing Groups

Indexing groups allow you to be part of a community of indexers who are either in your geographic area or have a common interest. Belonging to a group may provide access to additional help and support and other opportunities, such as indexing projects that are restricted to a specific locality. You can join only one group per indexing account.

There are three types of indexing groups:

- **Country:** Indexers in a country group are eligible for indexing projects that are restricted to a specific locality. Most groups, however, do not have a group administrator to provide additional help or support.
- **LDS stake:** This option adds you to a group of indexers within a local area called a "stake." LDS stakes have a stake indexing director or group administrator who can provide local training and support. Indexers in stakes are also eligible for indexing projects that are restricted to a specific locality. You do not have to be a member of The Church of Jesus Christ of Latter-day Saints to belong to an LDS stake group, nor will selecting this option begin any missionary activity.
- **Group or Society:** This option adds you to a group of indexers who have a common interest, such as a language, family group, or other interest. The group may have an administrator who can answer questions or provide additional support. To request a new group, contact FamilySearch Support at support@familysearch.org.

If the group has a group administrator, that person will be listed as your local support contact. In the indexing program, click the **Help** menu, and click **Contact Support**

to view the administrator's contact information. You can contact the administrator for questions or help.

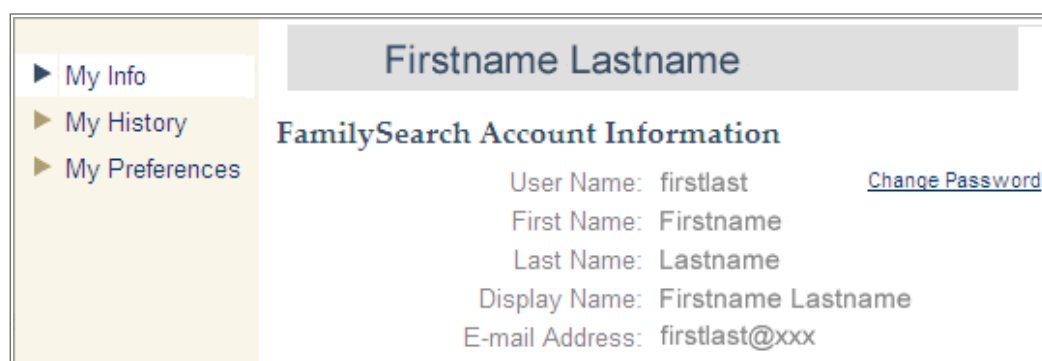
Changing a Password

The steps for changing a password vary, depending on whether you have a FamilySearch Account or an LDS Account.

Changing a Password with a FamilySearch Account

You can change your password.

1. From the My Information page, click **Change Password**.



2. When the system asks which type of account you have, click **FamilySearch Account (for the general public)**.
3. Enter your user name.
4. Type the letters displayed in the picture. Type them as lowercase letters with no spaces.
5. Click **Retrieve Password**.
A message indicates that an e-mail containing instructions for resetting your password has been sent.
6. Open your e-mail, and locate the e-mail that lets you recover your password.
The e-mail contains a link that you can click to reset your password.
7. Click the link in the e-mail.
You see a screen in which you can enter a new password.
8. Enter a new password.
The password must have at least eight characters with at least one letter and one number.
9. Enter your password again.
10. Click **Save Password**.
A message indicates that your password has been changed.
11. Click **Close This Browser**.

Changing a Password with an LDS Account

You can change your password.

1. From the My Information page, click **Change Password**.

The screenshot shows the 'FamilySearch Account Information' page. On the left is a navigation menu with 'My Info', 'My History', and 'My Preferences'. The main content area displays account information for 'Firstname Lastname':

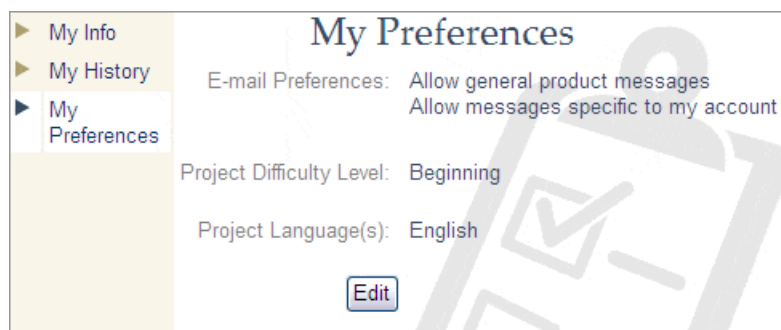
- User Name: firstlast [Change Password](#)
- First Name: Firstname
- Last Name: Lastname
- Display Name: Firstname Lastname
- E-mail Address: firstlast@xxx

2. When the system asks which type of account you have, click **LDS FamilySearch Account (LDS Account for members of The Church of Jesus Christ of Latter-day Saints)**.
3. Click **Continue**.
4. Enter your user name.
5. Type the letters displayed in the picture. Type them as lowercase letters with no spaces.
6. Click **Reset my Password**.
7. Enter a new password.
The password must have at least eight characters with at least one letter and one number.
8. Enter your password again.
9. Click **Update**.
A message indicates that your password has been changed.
10. Click **Close This Browser**.

Setting Preferences

Projects are available in different languages and levels of difficulty. To help you choose batches from projects that you are comfortable indexing, you can set preferences for the types of projects you would like to work on.

1. On the FamilySearch indexing start page, under the My Batches section, click **Download Batch**.
2. Click **Edit Preferences**.
Note: You can also click the **Tools** menu, click **Options**, and on the Project Preferences tab, click **Edit My Preferences**.
3. Type your user name and password, and click **Sign in**.
The My Preferences screen appears. If not, click **My Preferences**.
4. Click **Edit**.



5. Set your preferences for e-mail messages by checking or unchecking the options.
 - General updates may include notices about new records available to index, records finished and available to search, or other general news.
 - Account messages includes milestone notices, such as you've indexed 100 batches.
6. Set your project difficulty preference by clicking one of the options.
The default is “All Levels.”

Level	Description
Beginning	<p>Projects recommended for new volunteers who are still becoming familiar with the indexing process and system. Typical characteristics of these projects include:</p> <ul style="list-style-type: none"> • One type of record in a batch • Preprinted forms with clean column headings • Highlights provided • Low number of fields to index • Easy to follow
Intermediate	<p>Projects recommended for volunteers who are familiar with the indexing process and comfortable using various system features. Typical characteristics of these projects include:</p> <ul style="list-style-type: none"> • Multiple forms in a batch • Preprinted forms, but some images may have nonextractable data or amendments • Highlights may or may not be provided, but still easy to follow
Advanced	<p>Projects recommended for experienced volunteers who are comfortable with the indexing process, system features, and reading a variety of old handwriting styles. Typical characteristics of these projects include:</p> <ul style="list-style-type: none"> • Multiple types of records in a batch • Free-form records, including nonvital records, such as tax, land, probate, and so forth • Names can span multiple images • Some images have bad quality (faded, water marks, and so forth) • Challenging handwriting or written in an old language

Level	Description
	<ul style="list-style-type: none"> • Many fields to index

7. Set your project language preference by clicking one or more language options. The default is “All Languages.”
8. Click **Save**.
You can now select to view only your preferred projects when you click the **Download Batch** button.

Invite a Friend

You can send an e-mail to a friend, inviting him or her to help index records.

FamilySearch is digitizing thousands of records. In order to make these digitized images more accessible, volunteers index names, dates, and places from the images. Everyone can then search these records and view the indexed information for free. More records can be available faster if there are more people helping to index.

1. On the FamilySearch indexing start page, at the top right, click **Invite a Friend**.
An e-mail page appears.
2. Enter your friend's e-mail address.
You can enter more than one address. Separate each address with a comma or semi-colon.
3. Click **Send**.
The e-mail will be sent.
4. On the congratulations message, you can click **Return to FamilySearch Indexing Website** or close the browser window.

Basic Indexing Guidelines

Basic indexing guidelines are instructions that apply to all projects. You can use these guidelines to answer questions that you have while indexing.

At times, there will be exceptions to these basic rules that will be noted in the field help and project instructions. Be sure to review the project instructions before indexing a batch. You can refer to the field help as you index.

Type What You See

Most of the time, you will enter what you see on the record. If there is an exception, it will be listed in the field help and project instructions.

Remember, you are making an index to help individuals find their ancestors. The individual can review the information about his or her ancestor on the record image to form his or her own interpretations and conclusions about an ancestor. If you have questions as you index:

- Refer to the field help and project instructions.
- Refer to the basic indexing guidelines.
- Use your best judgment.
- Do not assume information that is not specifically listed.
- Contact your local administrator or FamilySearch Support, if needed.

Type Using Lowercase Letters

Type information using uppercase and lowercase letters. Do not use all capital letters.

Batches entered in all capital letters can be confusing. Make sure the Caps Lock key on your keyboard is not on. The indexing program automatically capitalizes the first letter of each word in most fields.


Adding Diacritics or Other Characters

If a name or place is written with letters or characters that are not used in the English alphabet, use International Letters to add the character. For example, if the name is José, use International Letters to add the accented e (é).

Each international letter is listed twice: in uppercase (for example, Ü) and in lowercase (ü). Be sure to select the letter that has the case you need.

1. Put your cursor where you need to add the international letter.

Note: For an arbitrator, make the changes in the Arbitrator column.

- On the toolbar in the center of the screen, click the **International Letters**  button.
Note: If you prefer, you can click **Edit** on the menu bar, and in the drop-down list, click **International Letters**.
The list of international letters appears.
- Click the letter you need to add.
The letter is inserted.

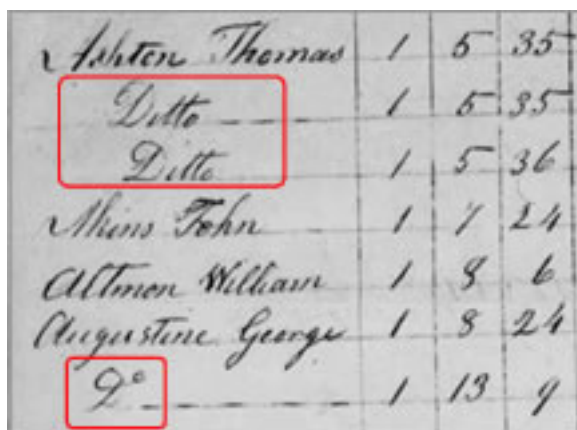
Clearing a Field or Record

Values that you type can easily be deleted or corrected.

- To clear a field, right-click the field, and select **Clear Field**.
Note: You can also click the **Edit** menu, and click **Clear Field**. You can also press the **Delete** key.
- To clear a record, right-click the first field, and select **Clear Record**.
Note: You can also click the **Edit** menu, and click **Clear Record**. You can also press **Ctrl+Delete**.
Note: When there is only one record per image, you may need to change the Image Type field instead. If clearing a record does not work, change the Image Type to "Normal."

Copying from a Previous Field and Record (Ditto Marks)

When a field has the same information as the same field in the record above, (for example, an individual has the same birthplace as the individual in the previous record), you can copy the information. Sometimes ditto marks or similar signs of repetition (such as "ditto" or "do") appear in a record. Copy the information that was dittoed; do not enter the ditto mark.



Ashton Thomas	1	5	35
Ditto	1	5	35
Ditto	1	5	36
Mims John	1	7	24
Altman William	1	8	6
Augustine George	1	8	24
9°	1	13	9

For example, in this record, you would list Thomas Ashton for the second and third entries.

You may find the following to indicate repetition or the same information.

- The word "ditto."
- The letters "do."
- Two periods or small slashes to indicate a ditto mark.
- A straight line. You may find a long straight line used as a ditto mark for children's surnames in a census record. However, a straight line in a place-name may or may not be a ditto mark. Look over the image to see how the straight line is used, and refer to the project and field helps.
- The first letter of a surname with a period, such as Maria R. This is often used in Mexico censuses for the mother and children's surnames.
- A blank field between entries for a family in a ledger document like a census. Sometimes the census enumerator did not repeat the surname or the birthplace for each family member. You can interpret the blank field as a ditto only when the document image clearly groups families together, like in a census.

1. To copy from the same field in the previous record, click in the field where you want to copy the information, and press **Ctrl+D** or **F5**.

Note: You can also click the **Edit** menu, and click **Ditto Field**.

2. To copy the information into the same field in several records, click in the field directly below the field that contains the information you want, then hold down the **Shift** key while you click in the last field, and press **Ctrl+D**.
3. To copy the information into all the fields below, right-click in the field that contains the information you want, and select **Ditto Fields Below**.

Note: You can also click the **Edit** menu, and click **Ditto Fields Below**.

If a field is set to automatically increment from one record to the next, such as a line number, when you use Ditto Fields Below, the values will automatically increment. In a multi-image batch, Ditto Fields Below will not copy information from another image.

Form Entry	
*Race or Color	*Age
White	
<Requi	Mark Field Blank Ctrl+B
<Requi	Mark Field Unreadable Ctrl+U
<Requi	Clear Field Delete
<Requi	Mark Record Blank Ctrl+Shift+B
<Requi	Mark Record Unreadable Ctrl+Shift+U
<Requi	Clear Record Ctrl+Delete
<Requi	Ditto Fields Below
<Requi	Lookup Ctrl+F

Form Entry
*Race or Color
White
White
White
White
White
White
White
White
White
White
White
White
White

4. To copy an entire record, click in the first empty field in the new record, and press **Ctrl+Shift+D**.

Note: You can also click the **Edit** menu, and click **Ditto Record**.

Correcting Information That Was Recorded Incorrectly

Generally, type what you see, even if it is incorrect. However, there are exceptions. Exceptions should be noted in the field help.

Occasionally, you may find mistakes made by the clerk or person who created the record.

- On a death certificate, the clerk may have listed the death date as February 30, but February does not have 30 days.
- A place-name may be obviously misspelled.
- The sex does not seem to match the given name and relationship.

Check the field help to see what guidelines, if any, are given for making corrections. Often, you can fix misspelled place-names.

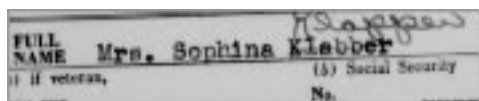
For projects that give both a given name and relationship, and when the sex listed does not match the other two indications, list the correct sex based on the other information. For example, if the given name is Rebecca, and the relationship is Wife, but the sex is M (for Male), type an **F** (for Female) in the Sex field.

Rules vary from project to project, so check the field and project helps since an exception for one project may not apply to another. Remember that the index will point to the digital image of the document. An individual will be able to see the information on the original document and determine what corrections to make for the information listed.

Entering Corrected or Crossed-Out Information

On some records, a clerk may have corrected, crossed out, or replaced information.

- If information is crossed out and the clerk wrote replacement information, type the new replaced information.
- If information is crossed out, not replaced, but you can read the original information that was crossed out, type the crossed-out information.
- If information is crossed out, not replaced, and the original information cannot be read, mark the field as unreadable by pressing **Ctrl+U**.



For example, if the person's name is listed as "Sophina Klabber," but the name "Klabber" was crossed out and replaced with "Klapper," you would type the following:

Given Name: **Sophina**

Surname: **Klapper**

Indexing Unreadable Fields and Records


If needed, you can mark a portion of a word, all of a field, or all of a record as unreadable.

1. Type all of the numbers and letters that you can read with a reasonable effort.
2. Indicate which information is unreadable.
 - If you cannot read one number or letter, use a question mark (?) to replace the number or letter you cannot read.


Example: H?ndley

- If there are multiple numbers or letters you cannot read, use an asterisk (*) to replace the numbers or letters you cannot read.


Example: Di*son

- If you cannot read any of the numbers or letters for a single field, click in the field, and click the **Mark the field unreadable**  button.

Note: You can also click in the field, and press **Ctrl+U** to mark a field as unreadable. You can also right-click a field and select **Mark Field Unreadable**.

- If you cannot read any of the numbers or letters for a record, including the name, date, and any of the other required genealogical information, click in a field for the record, and click the **Mark the record unreadable**  button.

Note: You can also click in a field, and press **Ctrl+Shift+U** to mark an entire record as unreadable. You can also right-click in a field, and select **Mark Record Unreadable**.

- If several records are unreadable, do the following.
 1. Click on the first record that is unreadable.
 2. While holding down the **Shift** key, scroll down, and click the last record that is unreadable. All or part of the column will be highlighted.
 3. Click the **Mark the record unreadable**  button.

If you mark a field or record as unreadable, the system will place the term <Unreadable> in the field or in the entire record.

Interpreting Difficult Handwriting

Before you begin indexing a project, try to become familiar with the handwriting style used by the clerk. This will help you to more correctly interpret names, dates, and places.

To interpret handwriting that is difficult to read, do the following:

- Compare how similar letters and numbers were written. If one or two letters are difficult to read, look for the same letters in familiar words that can be read.
- Compare the principal's name to the names of the father, mother, spouse, or other names in the record.
- If an index exists for the record, check to see if it will help clarify the entry. Or compare the name to supplementary documentation with the record, such as a certificate of correction.

- Use the lookup list to see if a similar name is listed. Lookup lists may be helpful in clarifying names and places. It is important to use the lists to help read the entry, but the list should not replace what is actually on the record.
- If you still cannot read the handwriting, type as many letters as possible for each name. Use a question mark (?) to replace one missing letter and an asterisk (*) for several missing letters.

Marking Blank Fields and Records

If needed, you can mark a required field or a record as blank.

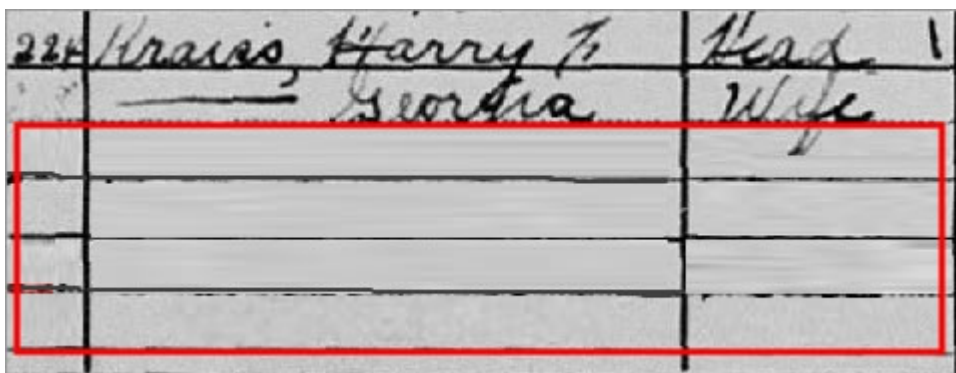
Required fields list <Required> in the field. If a required field is blank, you must mark it as blank. If a nonrequired field is blank, **tab** over it to leave it empty, and move on. You do not need to mark it as blank.


Note: The term “unknown” is usually considered a blank field.

Sometimes a small portion of a page will be torn or missing. In this case, index all the information you can see, and mark missing required fields and records as blank.


Sometimes, an image may have fewer records than normal, with several blank lines. Follow these guidelines:

- If the blank line is in a project with typed or handwritten line numbers, mark the entire record blank. Do not index the blank line number. If there are multiple blank lines, mark all those records as blank.
- If the blank line is in a project without line numbers, skip the blank line and index any records below it. When you are finished indexing that image, delete any extra records in the data entry area. If there are extra records in the data entry area that you cannot delete, then mark those records as blank.




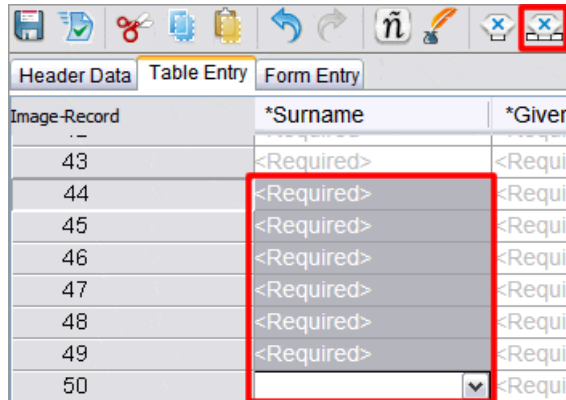
- If a required field is blank, click in the field, and click the **Mark the field blank**  button.

Note: You can also click in the field, and press **Ctrl+B** to mark the field as blank. You can also right-click a field, and select **Mark Field Blank**.

- If an entire record is blank, click in a field for the record, and click the **Mark the record blank**  button.

Note: You can also click in a field and press **Ctrl+Shift+B** to mark the record as blank. You can also right-click a field and select **Mark Record Blank**.

- To mark multiple records as blank, do the following.
 - a. Click on the first record that is blank.
 - b. While holding down the **Shift** key, scroll down, and click the last record that is blank.
All or part of the column will be highlighted.
 - c. Click the **Mark the record blank**  button.



The system will place the term <Blank> in the field or in the entire record. If you are marking the last record in the batch as blank, scroll to the last field of that record, and press **Enter** to start the quality check.

What Are Red Wavy Lines and Colored Backgrounds?

As you enter data, any information that does not match the lookup list appears with a red wavy line or colored background. This does not mean your entry is wrong. The mark indicates that what you typed is not what the program expected.

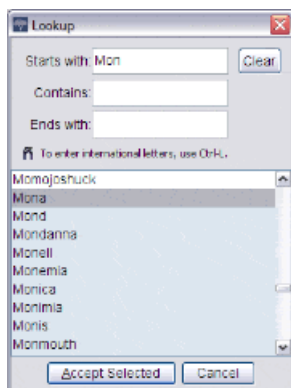
The lookup lists are limited and may not include every variation in spelling, particularly for names. The lists are intended as a guide to help you decipher information that is difficult to read.

During the quality check, you can recheck what you entered to be certain it is what you meant to enter. The marks are removed after the quality check.

Using a Lookup List

A lookup list is a collection of common names, places, races, or other types of information that can help you decipher a field. The lookup lists automatically download with your batch and are available as you index. If you have trouble reading information in a field, you can check to see if the name or place appears in the lookup list. However, the lookup lists are limited and don't include every spelling variation, especially for names.

If a field has a lookup list, when you click the **down arrow** at the end of the field, **Lookup** will appear at the end of the drop-down list.



1. To use a lookup list, click in the field you want to index.
2. Click the **down arrow** at the end of the field, and click **Lookup**.

Note: You can also click in the field, and press **Ctrl+F** to go to the lookup list. For a Macintosh computer, press **Control+Option**. Or, from the **Edit** menu, click **Lookup**.
3. In the appropriate fields, type the letters you can decipher.
 - If you can read the first letters of the word, type the letters in the **Starts with** field.
 - If you can read some of the letters in the middle part of the word, type the letters in the **Contains** field.
 - If you can read the end of the word, type the letters in the **Ends with** field.

Note: You can put letters into more than one field.

As you type, a list of the words that match your information is displayed.
4. Select the name or information that matches the information in the document.
 - If you find a match, click the match, and click **Accept Selected**.
 - If you do not find a match, click **Cancel**, and type what you see in the record.

Using Auto-Completion

As you index a batch, you may often type the same information into a field (for example, the same family surname or the same birthplace). If you typed the name or place in another record within the batch, the auto-completion feature will fill in the field as you type. The auto-completion feature can increase accuracy and productivity.

For example, if you are indexing a family, after you type the surname for the first family member, as you type the first letter of the surname for the next family member, the auto-completion feature will put the surname into the field. If that is the surname you want, you can stop typing and press **Enter**. You save time, and the family surname is spelled consistently.

By default, the system provides the auto-completion feature unless you turn it off. The auto-completion feature only works within a batch. It does not work between batches.

To use the auto-completion feature, do the following:

1. Begin to type information in a field.

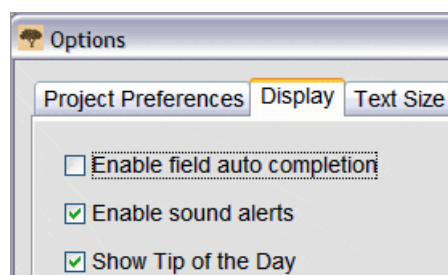
2. If the auto-completion feature fills in the field with the information you want, stop typing, and press **Enter**.

Caution: Do not press Enter until the correct information appears. The auto-completion feature supplies the last matching information you typed. For example, if you want to type “Illinois” but you last typed “Iowa,” when you type “I,” the auto-completion feature lists “Iowa” in the field. When you type the second letter “l,” Iowa is removed, and Illinois appears. As soon as you see the information you want, you can stop typing and press **Enter**. Watch out for names that may or may not have a middle initial, such as “Sarah” and “Sarah H.”

Turning Off Auto-Completion

When you begin indexing, the auto-completion feature is automatically turned on. If you do not want to use the auto-completion feature, you can turn it off.

1. On the menu bar, click **Tools**.
2. Click **Options**.
3. Click the **Display** tab.
4. Click **Enable field auto-completion**.
This will remove the check mark.



5. Click **OK**.

Managing the Field History






A list of everything you type in a field is kept as long as you are working in the same batch (for example, a list of all the fathers’ birthplaces). This is called a field history. The field history is used by the auto-completion feature. On rare occasions, you may decide to delete information (such as a misspelled location) from a field history.

1. Click the **down arrow** at the end of the field.
2. In the drop-down list, click **Manage History**.
3. Click the information (name, place, relationship, and so on) that you want to delete from the field history.
4. Click **Delete**.

Before you close the Manage History window, if you decide you do not want to delete the information, click **Undo**.

Using Standard Editing Features





You can use the standard editing features of cut, copy, paste, undo, and redo.



















1. To cut or remove a value in a field, click and highlight the text, and press **Ctrl+X**, or click the **Cut**  button.
2. To copy a value, click and highlight the text, and press **Ctrl+C**, or click the **Copy**  button.
3. To paste a value, click in the field, and press **Ctrl+V**, or click the **Paste**  button.
4. To undo an action, press **Ctrl+Z**, or click the **Undo**  button.
5. To redo an action, press **Ctrl+Y**, or click the **Redo**  button.



Short-Cut Keys and Buttons

You can use these keyboard short-cuts instead of menu items in FamilySearch indexing. Small action buttons are also included in the list.

Keyboard Short-Cuts and Buttons

Description	Short-Cut	Button
Accept field value (for quality checker)	Ctrl+T	
Accept Key A (used by arbitrators)	Ctrl+J	
Accept Key B (used by arbitrators)	Ctrl+K	
Add line (used by arbitrators when matching records)		
Adjust Highlights	Ctrl+Alt+ Arrow	
Append Record (add at the end)	Ctrl+Shift+Insert	
Clear field	Delete	
Clear Record	Ctrl+Delete	
Close Batch	Ctrl+F4	
Copy	Ctrl+C	
Cut	Ctrl+X	
Delete line (used by arbitrators when matching records)		
Delete Record		
Ditto (copy previous) field	Ctrl+D or F5	
Ditto (copy previous) record	Ctrl+Shift+D	

Description	Short-Cut	Button
Edit field	F2	
Handwriting Help	Ctrl+Alt+H	
Help	F1	
Insert record before	Ctrl+Insert	
International Letters	Ctrl+L	
Invert (image)	Ctrl+I	
Lookup (list)	Ctrl+F	
Mark field blank	Ctrl+B	
Mark field unreadable	Ctrl+U	
Mark record blank	Ctrl+Shift+B	
Mark record unreadable	Ctrl+Shift+U	
Move record (used by arbitrators when matching records)		
Move to the next field	Tab or Enter	
Move to the next record	F10	
Move to the previous field	Shift+Tab or Shift+Enter	
Paste	Ctrl+V	
Quick Download (downloads a batch from the highest priority project)	F4	
Redo	Ctrl+Y	
Resize image		
Return batch to be reindexed (used by arbitrators)		
Return to the start page (My Work)	Ctrl+F4	
Rotate image		
Save	Ctrl+S	
Show previous or next image		
Submit		

Description	Short-Cut	Button
Undo	Ctrl+Z	
View Highlights		
View Quick Start demonstration	Ctrl+Alt+Q	

Indexing Names

There are several guidelines on indexing names. As you enter names, type actual names in the Given Name and Surname fields.

At times, there will be exceptions to these basic rules that will be noted in the field help and project instructions. Be sure to review the project instructions before indexing a batch. You can refer to the field help as you index.

Index the Most Complete Name

Sometimes a name is recorded more than once. If so, type only the most complete version of the name.

For example, on a marriage certificate, the name of the groom may appear in two or three different places. In one place, the name may be written as C. H. Johnson. In another, it may be Chas. H. Johnson. And in yet a third place, the name may be written as Charles Henry Johnson. Type the most complete version of the name. This will increase the chances of an individual finding the name of an ancestor in the index.

Abbreviations

Sometimes names are abbreviated, or a portion of the letters are written raised above the rest of the name (for example Wm. or Tho^s). Type the abbreviation as it is recorded on the image, such as **Wm** or **Thos**. Do not superscript the “s” in Thos. Do not type a period at the end of the abbreviated name. Do not guess what the abbreviation stands for unless directed to do so in the project or field instructions.

For example, if an individual’s name is listed as “Ma. Teresa Gomez Reyes,” you would type the following:

Given Name: **Ma Teresa**

Surname: **Gomez Reyes**

Maiden Names

Maiden names (a woman's surname before she is married) are considered surnames.

Follow these guidelines for maiden names.

- If both the maiden name and married name were recorded for a woman, including other surnames from previous marriages, index all the surnames in the Surname field.

- Maiden names should be typed in the Surname field before the married surname. For example, if a woman's name is listed as "Lura (Beck) Brannon," and her father's name is listed as "George Beck," type the following:

Given Name: **Lura**

Surname: **Beck Brannon**

- If a Surname field or Maiden Name field calls for a maiden name and only the married name was recorded, index the married name in the Surname field or Maiden Name field.
- If you cannot determine if the name is a given name or a surname, type the name in the Given Name field.

Name Titles and Terms

Do not type a title or term in the Given Name or Surname field. Type the title or term in the Titles and Terms field for that record.

Examples of titles and terms that are not written in the Given Name or Surname field

Titles: Jr., Sr., Mrs., Señor, Señora, Don, Doña, Captain, Dr., and so on.

Terms: Not named, stillborn, twin, infant, and so on.

Note: In most projects, "unknown" is marked as a blank field.

- In general, do not index occupations in the Titles and Terms field unless they are used as a preface to the name, such as "Dr. Brown."
- If no Titles and Terms field is included in your batch, do not include them.
- Type what you see, including hyphens and apostrophes, but not punctuation (such as the period).
- If Mrs. is used before a male name, such as "Mrs. Jason Jones," index it as:

Titles and Terms: **Mrs**

Given Name: **Jason**

Surname: **Jones**

- If a child is designated as "Stillborn," type **Stillborn** in the Titles and Terms field.
- If there are two titles or terms, such as "Mr. Jr. Jones," enter both titles and terms with no punctuation and a space between, such as:

Titles and Terms: **Mr Jr**

Surname: **Jones**

Name Variations

A name variation or alias is an assumed or additional name. AKA means "also known as" and indicates another name the person was known by.

Variations

If you see variations of a name listed in the record, type both versions separating them with the word "or." For example,

- **Frederico or Francis**
- **Elisabeth or Elizabeth**

- **Millett or Millet**

Aliases or AKA

To index a name that has one or more aliases or uses an AKA, type the word **or** between each name.

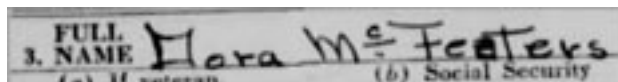
For example, if an individual's name is listed as "Joseph Broski AKA Joseph Browzowski AKA Jozef Brzozowski," you would type the following:

Given Name: **Joseph or Jozef**

Surname: **Broski or Browzowski or Brzozowski**

Names with Prefixes

Sometimes it is difficult to tell from the way surnames with prefixes are written on the original record whether there is a space between the prefix and the surname. Either way is correct. The system overlooks spaces. So type what you see.

Example

For the above record, you can type:

Surname: **McFeaters**

No Middle Name

If the record indicates that the individual had no middle name or initial, type the given name and the surname in the appropriate fields. Do not include terms that are used in the record to indicate that no middle initial was recorded.

Examples of terms or symbols that indicate the individual had no middle name

(none)

(n)

NMI (no middle initial)

NMN (no middle name)

A blank space in the middle initial field

No Surname

Sometimes a surname is not given immediately following a given name, although it may be given with another family member's name.

Depending on the situation, you may or may not assume a missing surname.

- If you are indexing a record that lists a family together in a group, such as a census, and the wife and children do not have the surname listed, you may assume the surname is the same as the father and list the father's surname as the wife's surname

and child's surname. There may or may not be ditto marks under the surname of the Head of Household.

- If the record lists a husband and wife as "John and Mary Smith," you may assume that the husband's surname is Smith and list both the husband's and wife's surname as "Smith."
- If the record lists a husband and wife as "John Smith and Mary," do not assume Mary's surname. In this case, mark the wife's surname as blank.
- If the record lists a child as "Sarah, daughter of John Smith," do not assume Sarah's surname. In this case, mark the child's surname as blank.

Note: However, if the record lists a child as "Sarah, daughter of John Smith" and there is no place to index the parent's name, you may list the parent's surname as the child's surname.

- If a christening record form indicates that the surname listed is for both parents, then index that surname for both parents.

After indexing is completed, projects go through a process where the information is prepared to make it searchable. As part of this process, in countries and time frames where naming conventions make sense, the surname of one member of a family will be included as the surname for another member of the family.

Punctuation

Some punctuation is indexed, and some is not. If punctuation, such as a hyphen (-) or an apostrophe ('), is normally part of a name, type it. If not, do not include it. Do not type a period after an initial or abbreviated name. Do not type commas, parentheses, or semicolons after initials or abbreviations.

For example, if an individual's name is listed as "William H. O'Rourke," you would type the following:

Given Name: **William H**

Surname: **O'Rourke**

(Do not type a period after the abbreviation for the middle name, but type the apostrophe (') as part of the surname.)

Do include the following.

Hyphens when they are used in a name, such as "Wilson-Gaston."

Apostrophes when they are used in a name, such as "O'Farrell."

Equal signs when they are used in a name, such as "wey=ah=doh."

Quotes and Parentheses

If there are quotes or parentheses around a name, type only the name. Do not include the quote marks or the parentheses. When it appears that the clerk used the quotes or the parentheses to indicate an alias or other name, use the word "or" between the names.

For example, if an individual's name was listed as "John 'Buck' Harrison," you would type the following:

Given Name: **John or Buck**

Surname: **Harrison**

Women with Husband's Name

Sometimes you may find a woman listed with her husband's name, such as “Mrs. John White.”

If you cannot find her given name listed anywhere else, index the name as:

Given Name: **John**
Surname: **White**
Titles and Terms: **Mrs**

Names of Catholic Nuns and Fathers

Index only the name in the Given Name and Surname field. The terms “Sister” and “Father” should be listed in the Titles and Terms field.

Often the names of nuns are recorded with the name given by the Catholic order first, and then the legal civil name. Index the names given by the Catholic order in the Given Name field, then “or,” and then the legal given name. If you are not sure which is the given name and which is the surname, type all of the name in the Given Name field. For example, a death certificate that listed “Sister Mary Gosberta (Clara Crefeld)” would be indexed as:

Given Name: **Mary Gosberta or Clara**
Surname: **Crefeld**
Titles and Terms: **Sister**

Catholic priests may be listed by either their given name or surname. If you are not sure which is the given name and which is the surname, type all of the name in the Given Name field. For example, a census record that listed “Father Martin” would be indexed as:

Given Name: **Martin**
Surname: **<blank>**
Titles and Terms: **Father**

Names from Other Cultures

You may find records with only one name listed or records where it is difficult to determine which name is the surname and which is the given name. This is especially true for names from other cultures that you may not be familiar with, such as Chinese, Japanese, Indian, and Eskimo names in an English record.

If you are not sure whether a name is a given name or a surname, type the whole name into the Given Name field. List the name in the same order as it was written on the page. If the name has hyphens, equal signs, or other marks, include the marks with the name.

Maiden names are considered surnames and should be typed before the married name in the Surname field.

Two Names on the Same Line

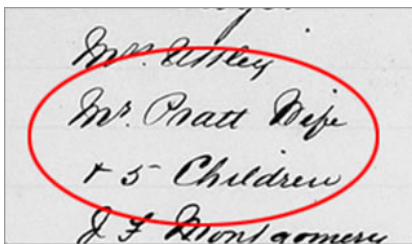
If you see the names of two or more individuals appearing on the same line, index each name separately.

Following are some examples:

- Sometimes on a census you may see more than one name of an individual on a line, such as for twins or other multiple births. In this case, index each name separately. Insert a new record in the data entry area for the second name. Keep the names in the same order as they appear on the document, and use the same line number for both names. For example, if the census record had 50 records, but one line listed two names, the record numbers would increase to 51 when you inserted a record for the second name. But the line number at the end would show 50, because you would list the same line number for both names on that line.
- If a document says "James Brown and Mary," you would index two records, one for James Brown and one for Mary.
- If the document says "Mr and Mrs Smith," you would index two records, one for Mr Smith and one for Mrs Smith.

However, if another family member is referred to, but the name is not given, do not index that individual. For example, if the document says "James Brown and mother," or "James Brown and brothers," or "James Brown and 3 children," you would only index James Brown. Do not assume that the mother, brothers, or children share the same last name. Do not create any additional records for the mother, brothers, or children.

In the example below, the document says, "Mr. Pratt Wife & 5 children." Do not assume that the wife and children share the same last name as Mr. Pratt. Only one record should be indexed, the one for Mr. Pratt.



Two Spouses or Parents

When multiple spouses or parents are listed, index only the current spouse or parents.

Follow these guidelines for multiple spouses or parents listed on a record:

- If there are multiple spouses listed, index only the present or current spouse. Do not add a record to index a previous spouse.
- If there are multiple parents listed, such as a set of birth parents and a set of adoptive parents, index only the current set of adoptive parents. Do not add a record to index both sets of parents.

Indexing Dates

There are a few guidelines on indexing dates.

At times, there will be exceptions to these basic rules that will be noted in the field help and project instructions. Be sure to review the project instructions before indexing a batch. You can refer to the field help as you index.

Dates are usually about an event, such as birth, marriage, or death. When indexing a date, there will usually be three fields: one for the day, the month, and the year. The Day and Year fields only recognize numbers. The Month field will usually have a list you can pick from.

Missing Dates

If a date is missing, try to determine at least the year. Records are often listed chronologically by year, and you may be able to determine the year by looking at the previous or next image for this record.

Dates Listed as Numbers

If the date is listed as numbers, such as 3-4-1828, and you cannot tell which is the day and which is the month, see if you can determine the correct date.

- Check other dates in this record to see if you can determine whether it lists the day or month first. See if there are other dates with a number over 12, indicating that it is a day instead of a month.
- Consider the country that this document originated in, and follow the format for that country.

Dual Dates

Over time, countries have switched calendars. You may find two dates listed during the time when the calendar was changing.

For example, while the European countries were switching from the Julian calendar to the Gregorian calendar, from 1582 to 1752, dates from January through March may have been recorded with a dual year, and sometimes a dual day or month.

See the project instructions and field helps on how to handle dual dates. If there are no guidelines, list both dates, separating them with the word "or," such as **1843 or 1848**.

Date Ranges

If a date is given as a range, index the first date in the range.

For example, if the date was recorded as "between February 2 and March 9, 1937," index the first date "2 Feb 1937."

Recent Dates

Sometimes, you may find a date that is more recent, or outside of the project's normal date range.

For example, you may find a birth record in 1989 included with some older records. Go ahead and index the more recent record. FamilySearch always checks the dates and only displays records that meet the rights of privacy rules.

Indexing Ages

There are a few guidelines on indexing ages.

At times, there will be exceptions to these basic rules that will be noted in the field help and project instructions. Be sure to review the project instructions before indexing a batch. You can refer to the field help as you index.

Some projects have a single age field. Other projects have multiple age fields, where the age is listed in days, months, and years separately.

Single Age Field for Day, Month, and Year

The field instructions should indicate how to index the age.

Usually, you will type the age followed by a letter: “y” for years, “m” for months, and “d” for days. For example, 4 years, 3 months, and 5 days would be indexed as **4y3m5d**. If a record lists weeks, you can include “w” for weeks.

- If a fraction is listed for the age, such as “3/12,” change the fraction to months, such as **3m**.
- If a child was listed as stillborn, index the age as zero: **0**
- If a “0” or a blank is listed in any of the age fields, list the age with what is given. Do not include the zero “0.” For example, if the age is 6 years, 0 months, and 5 days, index it as **6y5d**.
- If the age is blank or the word “infant” or “unknown” is listed, mark the age as blank.
- If the age is listed as “over,” such as a male listed as over 21 or a female listed as over 18, mark the age as blank.
- If you are indexing a non-English batch, use the appropriate abbreviations for year, month, and day for that language. See the field help for more information.

Separate Age Fields for Day, Month, and Year

Most newer projects have separate fields for days, months, and years when indexing the age. For some records, you may even see weeks.

- If a fraction is listed for the age, such as “3/12,” change the fraction to months, such as 3 in the Months field. If it is a strange fraction, such as “1/48,” mark the age as unreadable.
- Type only numbers. Do not include a “y” for years or “m” for months.
- If a child was listed as stillborn, index the age as zero: **0**
- If the age listed is less than the smallest amount asked for in the project, round up. For example, in a death record if a child only lived for a few hours, index it as 1 day.

- If a record indicates weeks and there is not a field for weeks, convert the weeks to days (1 week = 7 days), and enter that number in the Days field.
- If the age is blank or the word “infant” or “unknown” is listed, mark the age as blank.
- If the age is listed as “over,” such as a male listed as over 21 or a female listed as over 18, mark the age as blank.

Year-Only Age Field

Some newer projects have a year-only field for the age.

- List ages as full years only.
- Type only numbers. Do not include a “y” after the number.
- Do not include words such as “about,” “abt,” or “full age.”
- If the age includes days, weeks, or months, or fractions for the age, such as “3/12,” round down to the nearest full year. For example, if a child is listed as “5 years and 8/12 months,” list the age as “5.”
- If a child is less than 1 year old, or listed as stillborn, round down to “0” (zero).
- If the record lists the “age at the next birthday,” list the age that is given.
- If the age is blank or the word “infant” or “unknown” is listed, mark the age as blank.
- If the age is listed as “over,” such as a male listed as over 21 or a female listed as over 18, mark the age as blank.

Indexing Places

There are a few guidelines on indexing places.

At times, there will be exceptions to these basic rules that will be noted in the field help and project instructions. Be sure to review the project instructions before indexing a batch. You can refer to the field help as you index.

Place-Names

Each project will provide specific instructions on how to type place-names. Generally, type only the name of the place (for example, type **London**, not “city of London”).

- Do not include terms such as “county of,” “county,” “resided in,” “rural,” “of,” and so on.
- Do not type periods, commas, parentheses, or semicolons between levels of localities for any of the fields.
- For most projects, you can expand abbreviations and correct misspellings of place-names. Use the Lookup list to help find the correct spelling. If you cannot determine the correct spelling, type what is recorded on the document.
- If the project instructions or field help do not say to expand an abbreviation, and the place is listed with the first letter of each word, such as “U.S.” for United States or “N Y” for New York, index the letters without a space, such as **US** or **NY**.
- Do not include information that does not appear on the record. Some fields may ask for a specific type of place, such as the state, and exclude others. For example, if a county was recorded and you believe you know what state that county is in, do not index the state unless it is actually written on the record.
- A province may be indexed in the State field, and a state or province may be indexed in a Territory field in any project.

- If a place is not part of the project, index the place listed. For example, if you are indexing birth records from Manchester parish, but births from a neighboring parish are included, list the correct parish that appears in the record.
- If you cannot determine the level of the locality, such as whether the place listed is a city, county, or state, put the place in the smallest geographical division.

Indexing Unusual Images

Occasionally, you may find an image that you are not sure how to index.

At times, there will be exceptions to these basic rules that will be noted in the project instructions. Be sure to review the project instructions before indexing a batch.

Blank Images

A printed form with no vital information recorded on it is considered blank. The page may have some header information, but there are no names, dates, or places written.

Before you indicate that an image is blank, first reduce the image to 10% to make sure you are viewing everything on your screen. Some images contain two pages, and some images may have a large blank area before the actual page. Then enlarge the image, and move around the whole image to make sure there is no vital information available.

If the image is blank, do the following:

1. In the Image Type field, select **Blank Image**.
2. On the warning message, click **Yes**. The program will mark all the fields with "<blank>."
3. Finish indexing other images, if there are any.
4. Submit the batch.

Duplicate Images

A duplicate image is a document page that is exactly the same as a previous or next document page.

Look over both images carefully to ensure that the images are exactly the same. Compare header information, names on the images, and so forth. Make sure there is not an overlay, or smaller piece of paper laying on top of a document page.

Check the project instructions to see if they mention what to do about duplicate images.

If the image is a duplicate, do the following:

1. Index the image that is easiest to read.
2. For the other image, in the Image Type field, select **Duplicate Image**.
3. On the warning message, click **Yes**.
4. Finish indexing other images in the batch.
5. Submit the batch.

If the duplicate image is a previous or next page image that is not part of your batch, do the following:

1. Index the image from your batch.

2. If you are missing information that would have appeared on the previous image, mark that field as blank. For example, if you are indexing a census, and you were looking for a missing surname on the previous image, mark the Surname field as blank.
3. Submit the batch.

Unreadable Images

An unreadable image is an image that is either too light, too dark, or too damaged for you to read and index any of the required information.

If an image is too light or too dark, first try adjusting the image brightness and contrast to see if you can make it more readable. Try inverting the image to see if it makes it easier to read the text. If you still cannot read the document, mark the document as unreadable.

To mark an image as unreadable, do the following:

1. In the Image Type field, select **Unreadable Image**.
2. On the warning message, click **Yes**.
3. At the top, click the **File** menu, and then click **Return Batch**.
4. On the Return Batch screen, click **Review Image Quality**. An administrator will review this batch to see what can be done to make it more readable.

Images with Overlays

An overlay is one document page that lays on top of another document page. Usually there will be two images, one with the overlay showing and one without.



To determine how to index an overlay page, read the project instructions. How to handle overlays may vary, depending on the project. If the project instructions do not mention how to handle overlays, then do the following.

1. Index what you can see.
 - Determine if there is information on the overlay that matches the fields you are indexing. If so, then index the information on the overlay.
 - If the information behind the overlay is not included on another image and is unique, index as much as you can see on the page under the overlay.
 - If the information behind the overlay is duplicated elsewhere, then ignore it.

2. If neither the overlay nor the information behind the overlay needs to be indexed, then do the following:
 - In the Image Type field, select **No Extractable Data Image**.
 - On the warning message, click **Yes**.
3. Finish indexing other images in this batch, if there are any.
4. Submit the batch.

Part of the Image Is Missing

Part of an image is missing if part of a page is torn off or if there was a problem in digitizing the image and you cannot view part of it.

If some of the page is missing because another page is covering it, see [“Images with Overlays”](#).

If part of the page was torn off, there is nothing we can do about the missing part. In this case, index what you can see, and mark the missing required fields blank.

If part of the page is cut off because of a filming or digitizing problem, then do the following.

1. At the top, click the **File** menu, and then click **Return Batch**.
2. On the Return Batch screen, click **Review Image Quality**. An administrator will review this batch.

Images with Indexes

An image may contain other information, such as an index,

Determine if there is vital information that needs to be indexed.

- If an index includes only names and page numbers, it is usually not indexed, since that information is included elsewhere in a project.
- If an index includes names, dates, and places, it is usually indexed. For marriage indexes, it should include the name of the groom, the bride, and the event date to be indexed.
- If an image has a list of names, and you aren't sure whether or not those names would be included elsewhere, it should be indexed. Any missing required fields should be marked blank.

Check the project instructions to see if there are any guidelines on how to handle images with other information. The instructions may list specific types of images and whether or not you should index those images.

If you determine that this is an image that does not contain information to be indexed, then do the following:

1. In the Image Type field, select **No Extractable Data Image**.
2. On the warning message, click **Yes**.
3. Finish indexing other images, if any.
4. Submit the batch.

Images with Other Information

An image may contain other information, such as a table of contents, or a title board or marker used by a camera operator.

Determine if there is vital information that needs to be indexed.

If an image has a list of names, and you aren't sure whether or not those names would be included elsewhere, it should be indexed. Any missing required fields should be marked blank.

Check the project instructions to see if there are any guidelines on how to handle images with other information. The instructions may list specific types of images and whether or not you should index those images.

If you determine that this is an image that does not contain information to be indexed, then do the following:

1. In the Image Type field, select **No Extractable Data Image**.
2. On the warning message, click **Yes**.
3. Finish indexing other images, if any.
4. Submit the batch.

Adjustments to the Indexing Screen

There are several adjustments you can make to both the image area and the data entry area.

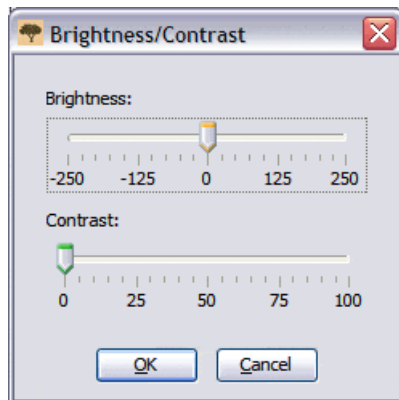
Adjust Image Brightness and Contrast

If the image looks too light or too dark, you can adjust the brightness and contrast on the image.

1. Click the **Brightness or Contrast**  button.

Note: You can also click the **View** menu, and click **Brightness/Contrast**.

2. To change the brightness, click and drag the **slider**.
 - To darken the image, move the **slider** to the left of zero.
 - To lighten the image, move the **slider** to the right of zero.





The changes are shown on the image.

3. To change the contrast, click and drag the **slider**.
The changes are shown on the image.
4. When you are finished, click **OK**.

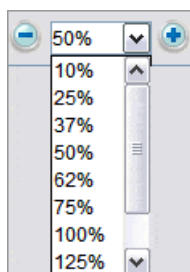
Adjust the Image Size

The image opens at the default size of 50 percent. You can adjust the size of the image.

To quickly adjust the size, do one of the following.

- To increase the image size, click the **Zoom in**  button.
- To decrease the image size, click the **Zoom out**  button.
- Click the **Zoom** drop-down list, and select a percentage size.

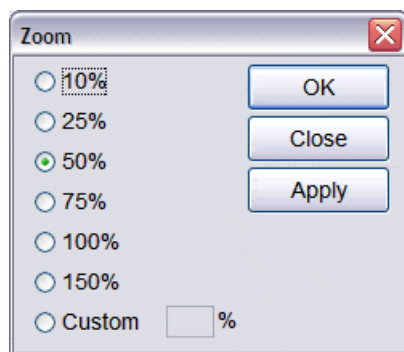
Note: You can also type in a size.



Adjust Image Size Using the Zoom Menu

You can select a custom size using the zoom menu option.

1. Click the **View** menu, and click **Zoom**.



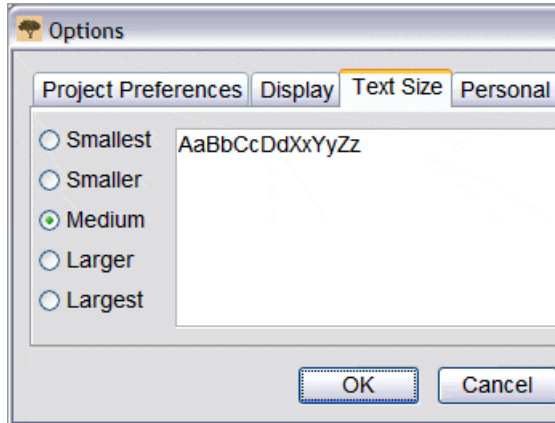
2. Click a percentage size, and click **Apply**.
The image size will change. You can decide to keep this image size or select another size.
3. To select a custom size, click **Custom**, and type a percentage size. Then click **Apply**.
4. When you are finished, click **Close**.

Adjust Text Size

On the indexing screen, you can change the size of the text in the data entry area and field help. This also changes the text size of the messages on the indexing start page.

1. Click the **Tools** menu, and click **Options**.

2. Click the **Text Size** tab.



3. Click a size from smallest to largest.
4. Click **OK**.

Note: If you are on the indexing screen, you need to close it and reopen it to see the changed text size. At the top left, click **Close and Return to Start Page**. Then in the My Batches section, double-click the batch to reopen it.

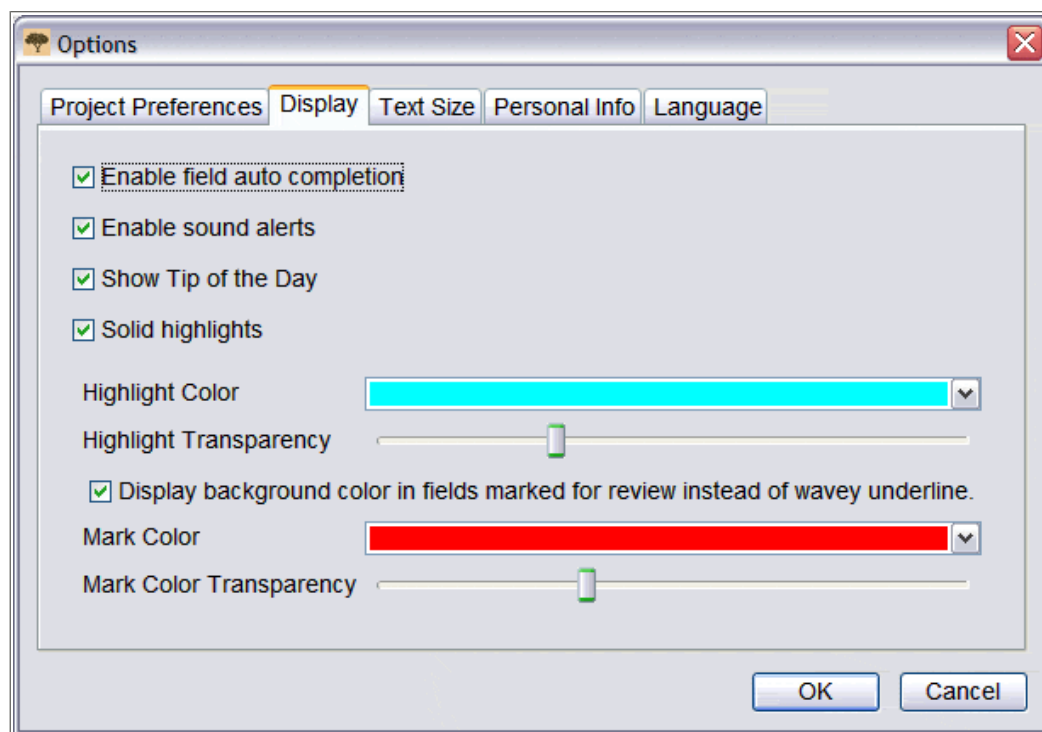
When you change the text size, it affects the following text:

- The column titles.
- The record numbers along the left side.
- Fields where you type information.
- Field help, project information, and quality check.
- On the Indexing start page, the headings for each area and the message text.

Change the Display Options

You can change how several options display.

1. Click the **Tools** menu, and then click **Options**.
2. Click the **Display** tab.



3. Indicate your changes.

- Auto-completion automatically fills in a field as you type with similar information you have typed before. A check mark in the box turns auto-completion on. A blank box turns auto-completion off.
- In sound alerts, a beep will sound if incorrect characters are entered into a field, such as letters instead of numbers in a Date Year field. A check mark in the box turns sound alerts on. A blank box turns sound alerts off.
- The tip of the day will appear each time the program is opened. A check mark in the box turns Show Tip of the Day on. A blank box turns this feature off.
- You can choose whether to have solid highlights or an outline. A check mark in the box indicates a solid highlight. A blank box indicates an outline.
- You can select the highlight color and transparency.
- When you enter information the program did not expect, a colored background or red wavy line appears in the field. This mark remains until after the quality check. A check mark in the **Display background color of fields marked for review instead of red wavy underline** box displays a colored background in a field marked for review. A blank box displays a red wavy underline in a field marked for review.
- You can change the color and transparency of the colored background in a field marked for review.

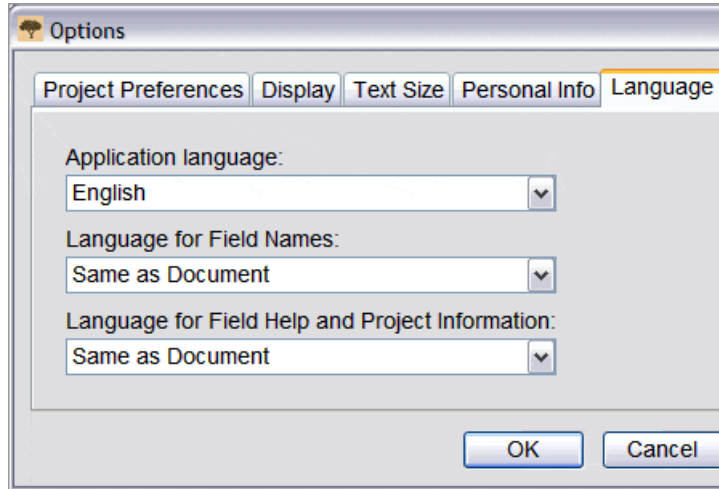
4. Click **OK**.

Change the Language

You can change the language for program text, field names, and field help.

1. Click the **Tools** menu, and click **Options**.

2. Click the **Language** tab.

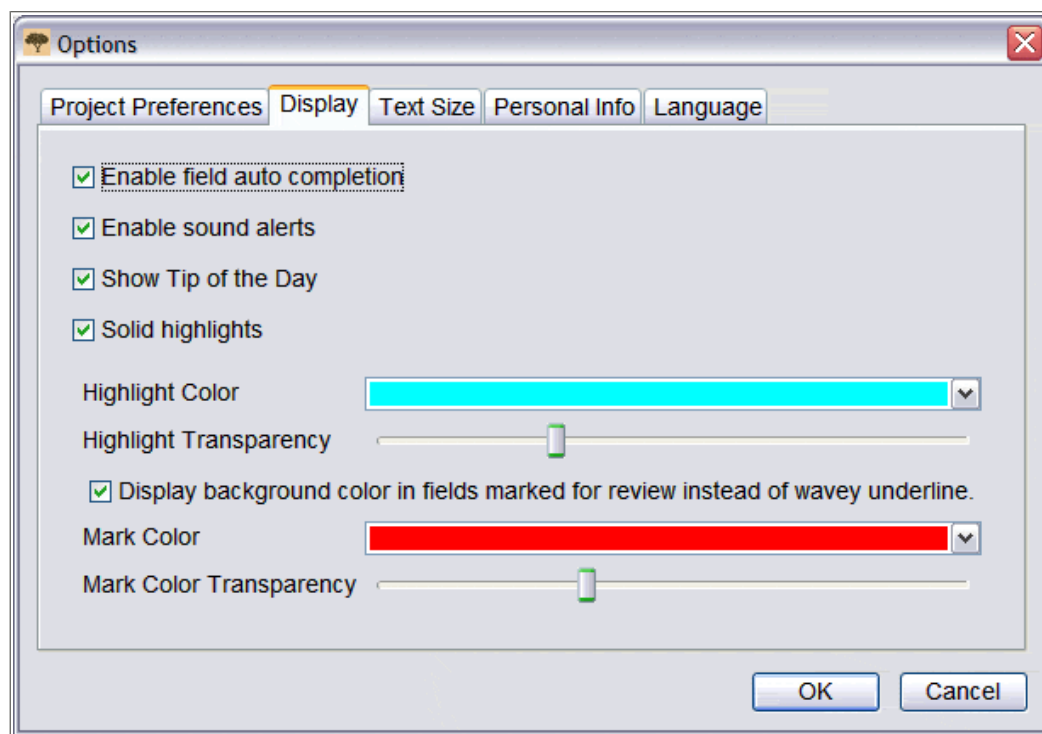


3. To change the program text, click the **Application language** drop-down list, and select a language.
4. To change the field names, click the **Language for Field Names** drop-down list, and select **English** or **Same as Document**.
5. To change the field help, click the **Language for Field Help** drop-down list, and select **English** or **Same as Document**.
6. Click **OK**.
 - If you are changing the application language, on the message that the application must be restarted, click **OK**. The indexing program will close. When you restart FamilySearch indexing, the indexing program will appear in the language you selected.
 - If you are changing the field names or field help, at the top left, click **Close and Return to Start Page**. Then in the My Work section, double-click the batch to reopen it. The field names or field help will appear in the language you selected.

Change the Red Wavy Line or Colored Background

When a value you enter does not match a value in the lookup list, a red wavy line or colored background appears. This does not mean your entry is wrong. The mark indicates that what you typed is not what the program expected. During the quality check, you can recheck what you entered to be certain it is what you meant to enter. The marks are removed after the quality check. You can adjust how these fields are marked for review.


1. Click the **Tools** menu, and click **Options**.
2. Click the **Display** tab.



3. To display only the colored background and not the red wavy line, click **Display background color in fields marked for review instead of wavy underline**.
4. To adjust the colored background, click the **Mark Color** drop-down list, and select a color.
5. To adjust the transparency of the colored background, in Mark Color Transparency, click and drag the **slider**.
 - To make the background less visible, move the **slider** to the left.
 - To make the background more visible, move the **slider** to the right.
6. If you want to display the red wavy line instead of a colored background, click **Display background color in fields marked for review instead of wavy underline** to uncheck it.
7. Click **OK**.

Invert the Image

If the information on the image is difficult to read, you can invert the image to white writing on a black background. This may make the writing easier to read.

1. To invert an image, click the **Invert**  button.

Note: You can also click the **View** menu, and click **Invert**.
2. To change an image back, click the **Invert** button again.

Mirror the Image

If the writing on the image appears to be backward, you can mirror the image to flip the writing around.

1. To mirror an image, click the **View** menu, and click **Mirror**.
2. To change the image back, click the **View** menu, and click **Mirror** again.

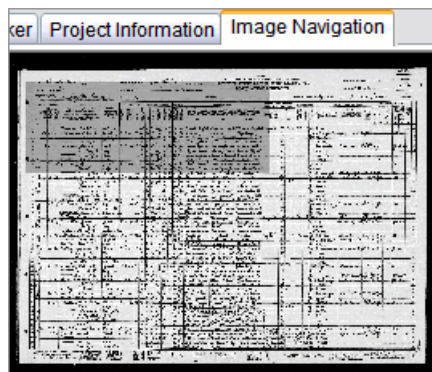
Moving Around the Image

If needed, you can move around the image to view the information you need.

Some images may have more than one page of a document. Check the whole image to make sure you have indexed all the information. A second page could be to the right or below the page that is first visible. To check for a second page, you can either move around the image, or change the image size so it is very small, such as 25% or less.

Use one of the following methods to quickly move around the image.

- Place the mouse over the image, and click and drag the image.
- Use the scroll bars on the right and in the middle to scroll up, down, left, or right.
- Click the **Image Navigation** tab, and click and drag the **gray highlight** to the image portion you want to view.



Note: This will move only the image in the batch, not a previous or next image.

Click the **Field Help** tab to close the Image Navigation tab. Image Navigation must be closed for data entry to work properly.

Organize Fields

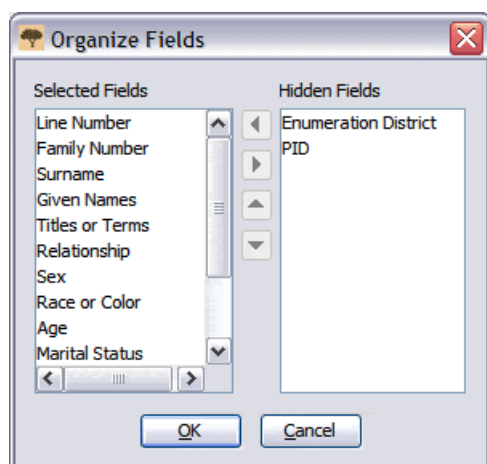
The indexing fields are usually set up in order so you can smoothly move through the document being indexed. However, if needed, you can rearrange the order of the fields or hide fields that are not needed.

Note: You cannot organize fields in projects with Form Entry view only.

1. Click the **View** menu, and click **Organize Fields**.

Note: You can also right-click the column header and select **Organize Fields**.

A window showing the fields in vertical order appears.



2. To move a field, in the Selected Fields list, click a field name, and click the **up** or **down arrow** to move the field in the list.
3. To hide a field, in the Selected Fields list, click a field name, and click the **right arrow** to move the field to the Hidden Fields list.

Note: Hiding a field does not change whether the field is required or not. If required fields are hidden, the quality checker will force them to be visible and the required field will need to be given a value or marked as blank before the batch can be submitted.

4. To unhide a field, in the Hidden Fields list, click a field name, and click the **left arrow** to move the field to the Selected Fields list.

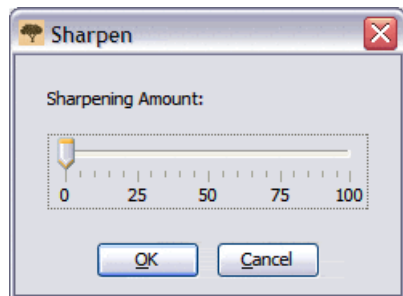
Note: When you move a field from the Hidden Fields list, it is added at the bottom of the Selected Fields list. If needed, move it up to where it needs to appear in the list.

5. Click **OK**.

Sharpen the Image

If the image appears slightly blurry, you can adjust the focus for the image.

1. Click the **View** menu, and click **Sharpen**.



- Click and drag the slider to select the amount of sharpening.
- Click **OK**.

Show Next or Previous Image

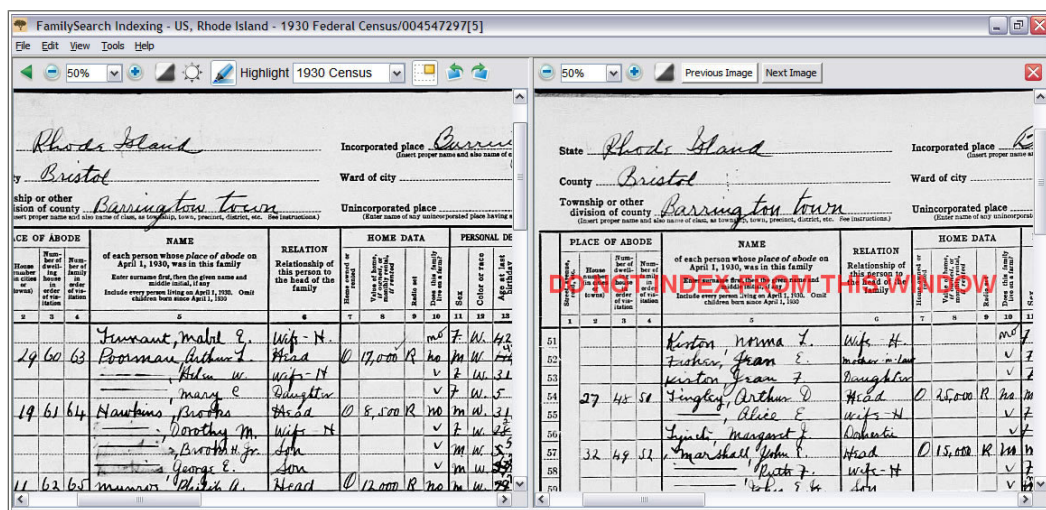
The information to be indexed may spread across two document pages or images. You may need to see an image previous to the one in your batch, or following the one in your batch, to include all the information for an individual.

For example, if you are indexing a census, the surname may have only been recorded for the father, with a ditto mark to indicate it is the same for each child. If your page starts with a child, in order to view the child's surname, you would need to see the previous image that lists the father.

- Click the **Show Previous or Next Image**  button.

Note: You can also click the **View** menu, and click **Show Previous/Next Image**.

The previous or next image will appear on a side-by-side screen next to the image you are viewing.



PLACE OF ABODE		NAME	RELATION	HOME DATA		PERSONAL DATA	
Household number	Household name	of each person whose place of abode on April 1, 1930, was in this family	Relationship of this person to the head of the family	Home address	Value of real estate	Sex	Age
1	2	3	4	5	6	7	8
44	60	Furrow, Mabel E.	Wife - H			F	42
	63	Boorman, Arthur J.	Head	17,000 R		M	44
		Wife	Wife - H			F	31
		Mary E.	Daughter			F	5
19	61	Hawkins, Brotha	Head	8,500 R		M	31
		Dorothy M.	Wife - H			F	26
		Brotha, Jr.	Son			M	5
		George E.	Son			M	2
11	62	Mumma, Philip A.	Head	12,000 R		M	42

Figure 8: Show Previous/Next Image

Note: If a previous or next image is not available, you will get a message indicating that there is no image. This can happen if the batch was from the beginning or end of a roll of microfilm.

- Enter the information you need from the image.

Note: Enter only the information you need for the individual on the image in your batch. Do not index additional records from the previous or next image.

- When you are finished, click the **Show Previous/Next Image**  button again to return to viewing just the image in your batch.

Note: You can also click the **Close**  button for the next or previous image.

Rotate the Image

You can rotate an image 90 degrees to the left or right.

To rotate an image 180 degrees, click the **Rotate** button twice.

1. To rotate the image 90 degrees counterclockwise, click the **Rotate Left**  button.

Note: You can also click the **View** menu, and click **Rotate Left**.

2. To rotate the image 90 degrees clockwise, click the **Rotate Right**  button.

Note: You can also click the **View** menu, and click **Rotate Right**.

Use Highlights

Highlights can make indexing easier by highlighting each field on the image as you move from field to field entering information.

Highlights provide a colored transparent background slightly larger than the information on the image you are transcribing. You can adjust the color, transparency, and placement of the highlight.

Note: Not all projects have highlights available. Some projects use only the ruler. If highlights are not available, these options will appear inactive.

1. To turn highlights on, click the **Highlighter Pen**  button at the top of the screen.

Note: Selecting the highlight automatically turns off the ruler. And selecting the ruler automatically turns off the highlight. Only one option will display at a time.

2. To turn highlights off, click the **Highlighter Pen**  button again.

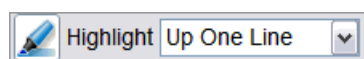
Move Highlights

You can quickly move all the highlights left, right, up, or down if needed, to match the placement of information on the image.

1. On the keyboard, press **Ctrl+Alt+ arrow key**. Move the highlight left, right, up, or down, as needed.

Note: You can also click the **View** menu, point to **Move Highlights**, and then click **Left**, **Up**, **Right**, or **Down**, as desired.

2. To move the highlights using a project option, click the **Highlight** drop-down list, and select an option.



Note: Options vary depending on the project. For example, the options below display for census-type documents.

- Down One Line: Moves the highlight down one line.
- Up One Line: Moves the highlight up one line.
- Center: Returns the highlight to where you started.

Adjust Highlights

If the highlight's position is off significantly, you will need to adjust the highlights so they appear over the appropriate information on the image.

1. Click the **View** menu, and then click **Adjust Highlights**.
2. Move the mouse over the document image until you see a yellow grid of highlights with a thin red border. Then do one or more of the following:

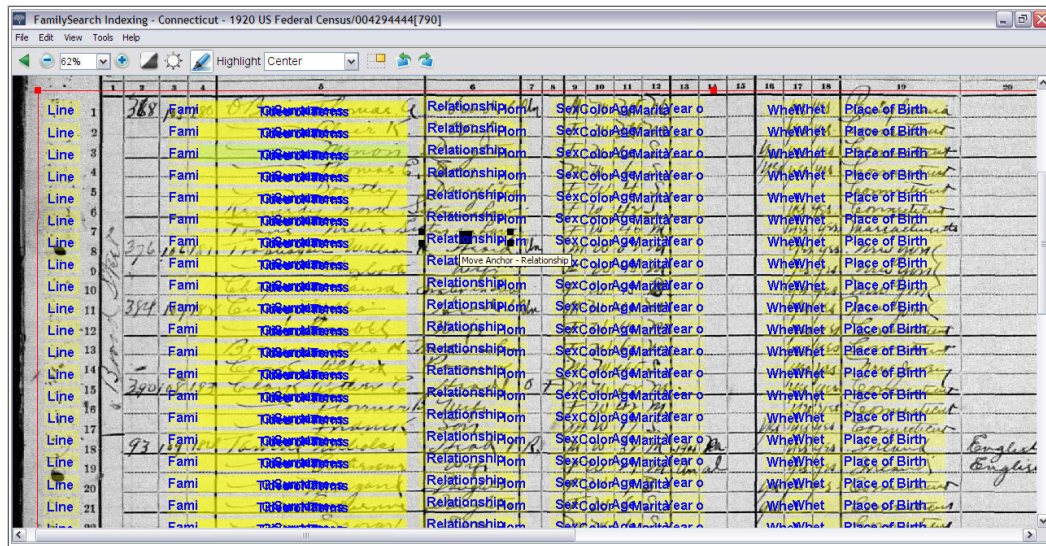


Figure 9: Adjust Highlights

- Move all the highlights at once by moving the cursor over a yellow box until a four-pointed arrow appears, and then click and drag the grid to line up the highlights with the fields to index.
 - To better match rows and columns, click and drag the **red squares** on the corners and sides one at a time to line up the highlights with the rows and columns. You may need to use the scroll bars to see all the corner squares.
 - To move a single yellow box or column of yellow boxes, click and drag the **black square** in the center of each yellow box.
3. To return to data entry mode, click the **View** menu, and then click **Adjust Highlights**.

Reset Highlights

You can reset highlights to their default position.

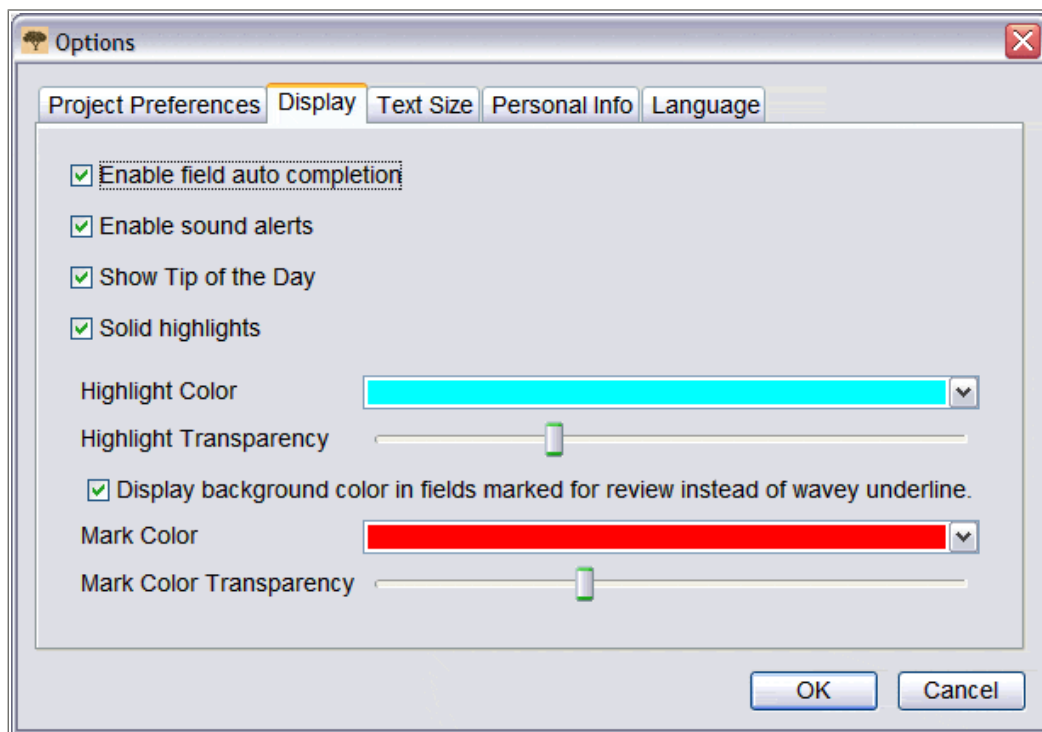
1. Click the **View** menu, and then click **Reset Highlights**.

The highlights will return to their default position.

Change Highlight Color and Transparency

You can change the color and transparency of the highlights and ruler.

1. Click the **Tools** menu, and then click **Options**.
2. Click the **Display** tab.



3. To display a solid highlight, click **Solid highlights**.
4. To display an outline highlight, click **Solid highlights** to uncheck the box.
5. Click the **Highlight Color** drop-down list, and select the color you want.
6. On **Highlight Transparency**, click and drag the **slider**.
 - To make the highlight less visible, move the **slider** to the left.
 - To make the highlight more visible, move the **slider** to the right.
7. Click **OK**.

Use the Ruler

For register-type documents, such as a census, where each line represents one record, you may want to use the ruler to follow the record across the page.

The biggest difference between using the ruler and the highlights is that the ruler is not anchored to the image and does not automatically move as you move between data

entry fields. The ruler stays in one position until you either move the ruler or move the document under the ruler.

To change the ruler color or transparency, see [“Change Highlight Color and Transparency”](#).

1. Click the **View** menu, and click **Show Ruler**.

Note: Selecting the ruler automatically turns off the highlight, if it is available. And selecting the highlight automatically turns off the ruler. Only one option will display at a time.

2. To position the ruler on the appropriate line on the image, do one of the following.
 - To move the ruler, click the **ruler** and drag it to the position you want.
 - To move the document, click and drag the document to place the image line you want in the ruler.
3. To turn off the ruler, click the **View** menu, and click **Show Ruler** again.

Adjust Ruler Height

You can adjust the height of the ruler.

1. Move your mouse to the top or bottom edge of the ruler.
2. When the mouse cursor turns into a two-pointed arrow, click and drag the edge of the ruler to make the ruler taller or shorter.

Get Help

Help is available on how to use the indexing screens, how to index or arbitrate a project or a specific field, and other answers to questions. If you cannot find an answer to a question or problem, you can contact support.

View the Tip of the Day

To help you learn about indexing features, you can view a tip of the day message.

When you sign in to start indexing, a Tip of the Day message appears. There are more than 60 tips about indexing that you can view. A new tip appears each time you sign in.

1. Read the tip message. To view the next tip, click **Next Tip**.
2. To stop the tip from automatically appearing, click **Show tips on startup** to uncheck the option.
3. Click **Close**.
4. To reshuffle the tips after stopping them, do the following.
 - a. Click the **Tools** menu, and click **Options**.
 - b. Click the **Display** tab.
 - c. Click **Show Tip of the Day**.
 - d. Click **OK**.

The tips will display the next time you sign in to the FamilySearch indexing program.

View Project Instructions

Read the project-specific instructions before indexing or arbitrating a project. These instructions provide background, guidelines, and examples that need to be followed for each project.

Click the **Project Instructions** tab on the right side of the data entry area.

Some projects may have the instructions on the tab. Read the instructions. There may be links to more information at the bottom.

Note: If you scroll to the end of the instructions, there should be a link to **Project updates**. These updates provide answers to questions that occur after a project is available for indexing. You can recheck these project updates for the latest information about indexing a project.

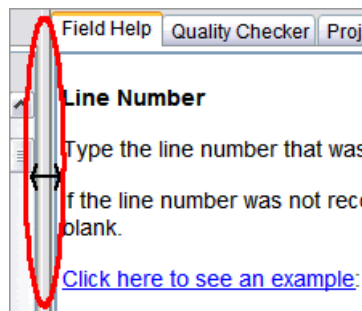
You can also find project updates using Ask a Question. When you search for an answer, type the name of the project, and then type **updates**, such as **Trento Italy Baptism Records updates**.

View Field Help

Field help provides instructions on how to index a specific field.

Each item of information to be indexed is referred to as a “field.” Where possible, the fields are labeled to match the labels used on the original document. Help for each field is located on the right side of the data entry area under the Field Help tab. As you move from field to field, corresponding instructions explain how to index each field.

1. Click the **Field Help** tab.
Read the instructions. Some helps have a link to an example you can view. The example opens in a new window. When you are done viewing the example, click the **X** to close the window.
2. To resize the field help area, slowly move your mouse over the dividing bar on the left side of the Field Help area until you see a small double-headed arrow. Then click and drag the **dividing bar** to the size you prefer.




Note: You cannot move the dividing bar all the way to the right.

View System Help

System help provides instructions on how to use the FamilySearch indexing screens.

All of the system help is also available in a printable user guide (see “[View Guides](#)”).

1. Press **F1**.
Note: You can also click the **Help** menu, and click **Help**.
2. Click a topic title to view the help.
3. To search for specific help, click the **Search** button , type what you want to search for, and press **Enter**.

View Handwriting Help

You can view an alphabetical list showing how different letters may have been written to help interpret the handwriting.

Handwriting styles in earlier time periods may be difficult to interpret. Look on the image for the same letters in familiar words and compare how they were written. Most projects have a link to handwriting help within the project instructions.

1. Click the **Handwriting Help**  button.

Note: You can also click the **Help** menu, and click **Handwriting Help**.

An alphabetical list appears showing how different letters may have been written.

2. To move the list, click and drag the **title bar**.
3. To close the list, click the **X** in the upper right corner.

Other Handwriting Help

You can find additional handwriting help on the FamilySearch indexing website at: familysearch.org/indexing/help. Select your role, and then click **Handwriting Helps**.

View Frequently Asked Questions

You can view answers to frequently asked questions.

1. Click the **Help** menu, and click **Frequently Asked Questions**.
You can also access these questions on: familysearch.org/indexing/help. Select your role, and then click **FAQ's**.
2. When you are finished, close the frequently asked questions window.

Find Answers to Questions

You can find answers to questions in the FamilySearch Support knowledge base.

1. Click the **Help** menu, and click **Ask a Question**.
You can also access these answers on: familysearch.org/indexing/help.
2. At the top, type your question or a few search words, and click **Search**.
If your question is about a specific project, type the name of the project.
3. In the search results, click a document title to view it.
4. When you are finished, close the Ask a Question window.

View Guides

A user guide and other helpful handouts are available for indexers, arbitrators, and group administrators or stake indexing directors.

1. Click the **Help** menu, and click **Resource Guide**.
You can also access these resources on familysearch.org/indexing/help.
2. Select your role, and then click **Training Helps**.

3. On the right, click **Indexing User Guide**.
4. When you are finished, close the guide window.

View a Quick Start Demonstration

If you are a new indexer, you can view a short demonstration to help you get started with indexing.

1. Click the **Help** menu, and click **Quick Start**.
You can also press **Ctrl+Alt+Q**.
2. Click the **play** button to start the video.
3. When you are finished, close the Quick Start window.

View Tutorials

A lesson with a demonstration and practice exercises is available for indexers, arbitrators, and group administrators or stake indexing directors. These lessons can help you learn how to index records, arbitrate records, or administer indexing.

1. Click the **Help** menu, and click **Tutorial**.
You can also access these tutorials on **familysearch.org/indexing/help**.
2. Select your role, and then click **Tutorial**.
3. When you are finished, close the tutorial window.

Viewing News

You can view general news and announcements for FamilySearch indexing on the website.

News may include indexed records that are now available to search on FamilySearch, progress on indexing projects, or other general news.

1. On the FamilySearch indexing start page, click the **Indexing Links** tab.
2. Click **FamilySearch Indexing Home Page**.
Note: You can also go to the **familysearch.org/indexing** website.
3. Scroll down to view the list of news articles.
4. Click on an article to view it.

Contact Support

If you cannot find an answer to a question or problem, contact support.

Some groups have a local stake indexing director or group administrator who can provide training and support. If a local administrator is not available, contact FamilySearch Support.

Note: For individuals in an LDS stake group, the group administrator is the stake indexing director. Community volunteers who are not members of The Church of Jesus Christ of Latter-day Saints can belong to an LDS stake group. You can join an LDS stake group by editing your profile information. For those working on partner projects with a society, a group administrator is selected by the society.

1. Click the **Help** menu, and click **Contact Support**.
Contact information for your local administrator and FamilySearch Support is provided. You can contact your local administrator for questions or extra help with indexing or arbitrating.
2. To send an e-mail, click an underlined e-mail link, or open your e-mail, and copy and paste the e-mail address into a new e-mail.

Note: If needed, you can use the batch sharing option to let the support person view your batch and see a particular problem with an image or record.

3. To call FamilySearch Support, click the underlined phone number link, and locate the toll-free number for your area.

Finding the Version of the Indexing Program

When you contact support with a problem, they may ask you what version of the indexing program you have on your computer.

1. Click the **Help** menu, and click **About FamilySearch Indexing**.
A window will appear with the version number for the indexing program and Java.
2. After noting the version number, click **Close**.

Allow Remote Control

When you call FamilySearch Support, the support agent may ask you to allow remote control so he or she can view your computer and help resolve problems.

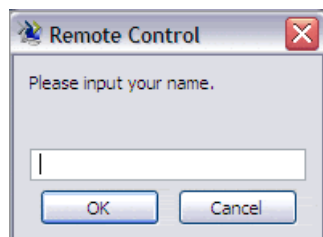
Use this option only when requested by FamilySearch Support.

1. Click the **Help** menu, and click **Allow Remote Control**.
A window appears about the remote control agent.



Figure 10: Remote Control

2. On the new window, click **Remote Control Agent** in red letters.
3. On the security warning message, click **Run**.
With Firefox, you may need to click **Save**. If saved, locate the **RCAgent.exe** file, and double-click it to run the program.
4. On the second security warning message, click **Run**.
5. On the Remote Control window, enter your name, and click **OK**.



Sharing Your Batch View

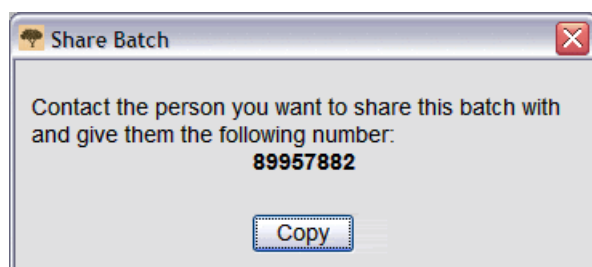
You can share a view of your batch with another indexer, arbitrator, local leader, or support agent.

There are two situations where you may find batch sharing helpful:

- If you are having a problem with a batch, you can share your batch view with your local leader or FamilySearch Support so they can better understand the problem and help resolve it.
- If you are teaching a class where all the students have their own computer, you can share your batch view with students. There is no limit on how many people can view the batch at the same time.

Note: In order to share batches, the sharer and the viewer must have rights to view the batches. For example, if an indexer is working on a partner project, the viewer must also have rights to download a batch from that project.

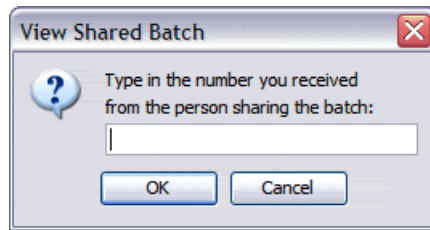
1. Click the **File** menu, and click **Share Batch**.
A message appears with a number.



2. Write down the number, and click **Copy**.


Note: This number is not related to the microfilm number or batch number of the document image.

3. Give this number to the person with whom you want to share your batch. This person will need to do the following.
 - a. From the indexing start page, click the **File** menu, and click **View Shared Batch**.



- b. Enter the number, and click **OK**.

The batch is downloaded, and the person can view it. More than one person may retrieve the batch and display it on his or her screen.

 - Viewers are able to type information into a field, but they cannot save, submit, or do anything with the batch. The batch is downloaded for viewing only. Only the indexer can save information in the batch and submit it.
 - The viewer can go to the indexing start page and back to the batch image, but when the viewer logs out of FamilySearch indexing, the batch is no longer available for them to view.
 - The viewer can still see the batch if he or she goes to work offline, but when he or she returns to work online, the batch will be cleared from his or her My Work list.
4. To share additional data that you have typed for a batch, click the **Save**  button.
 - a. To view the data you have typed for a batch, the viewer must click the **File** menu, and click **Retrieve from Server**.

Get Training

There are various resources available to help with training indexers, arbitrators, and group administrators.

Training for Indexers and Arbitrators

Various training resources are available.

- Attend any training sessions conducted by your local leader.
- Indexers and arbitrators should complete the tutorials available on **familysearch.org/indexing/help**. Select your role, and then click **Tutorial**.
- Before indexing or arbitrating a project, read the project-specific instructions available for that project on the Project Instructions tab on the right side of the data entry area of the indexing screen.
- View the Field Help tab on the right side of the data entry area of the indexing screen.
- Watch for training tips posted in the My Messages section of the FamilySearch indexing start page.
- View other help resources available on the website.

Training for Group Administrators

Various training resources are available.

- Complete the training tutorial available on **familysearch.org/indexing/help**. Select your role, and then click **Tutorial**.
- Watch for training tips posted in the My Messages section of the FamilySearch indexing start page.
- View other help resources on the website.

Training for Stake Indexing Directors

Various training resources are available.

The high councilor over family history instructs the stake indexing director regarding the organization and objectives of indexing within the stake. Use the following resources to learn the details of the indexing process.

- See the resources on lds.org for stake indexing directors.
 1. Go to **www.lds.org**, click **Resources**, and select **All Callings**.
 2. Click **Family History**.
 3. Under Training for My Calling, click **Stake Indexing Director**.

4. Click an item to view it.
 - See the resources on **familysearch.org/indexing/help**. Select your role, and then click a help resource.
 - Watch for tips posted in the My Messages section of the FamilySearch indexing start page.

Arbitration

To ensure the best quality, each record is indexed by two people: an A indexer and a B indexer. When both the A and B indexing have been submitted, the system compares the two versions. If there are any differences, the batch is sent for arbitration.

An arbitrator compares the differences with the document image and either selects the most correct version or types in a new value that more accurately reflects what is on the image.

Who Can Arbitrate?

Arbitrators are assigned by the local group administrator or stake indexing director.

The local leader typically looks for:

- An experienced indexer who pays attention to details.
- An indexer who is willing to follow project instructions, even if he or she has a different opinion on how a record should be indexed.

An indexer must be assigned the arbitrator role by his or her local leader before he or she can download arbitration batches.

Arbitration Steps

Arbitration consists of a few simple steps.

In arbitration batches, the system has found differences between the values from the A indexer and B indexer.

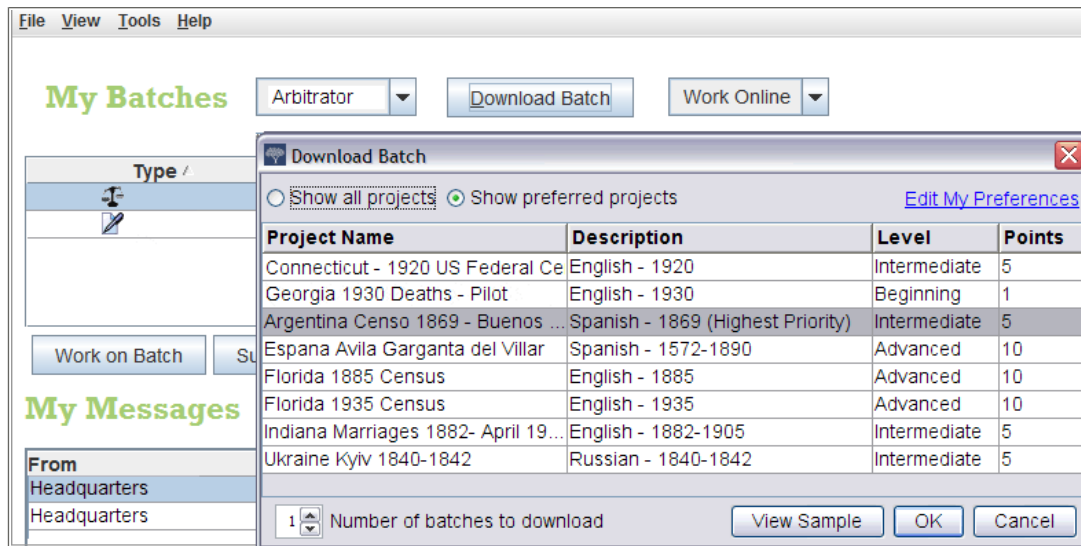


Figure 11: Download a Batch

1. To download an arbitration batch, click the **drop-down list**, and select **Arbitrator**.
2. Click **Download Batch**.

A list of projects will appear.

- The highest priority project is highlighted in red.
- Projects are listed alphabetically by project name. To sort the list by language, difficulty level, or points, click the column heading **Description**, **Level**, or **Points**.
- To see all projects, at the top, click **Show all projects**.
- To see only the projects that match your preference settings, at the top, click **Show preferred projects**.

Note: If no projects match your preference settings, the list will be blank.

- To change your preference settings, click **Edit My Preferences**. Sign in to the FamilySearch indexing website, and edit your preferences.

Note: If you edit your preferences, the list will close, and you will need to click **Download Batch** again to see the updated list.

- To see what the images in a project look like, click a project, and then click **View Sample**.
3. Click the name of the project you want to work on.
 4. Select the number of batches you want to work on. You can have up to 10 batches downloaded at one time.
 5. Click **OK**.

Note: You can also double-click the name of a project to download a batch from that project.
 6. If someone else has worked on the batch you downloaded, but it was returned before he or she could finish, you will see a message that this batch has been previously arbitrated. Click **OK**.

Note: Be sure to check what the previous arbitrator has done.
 7. Read the message stating that this batch has been indexed, and then click **Next**.

8. Read the message about project instructions, and then click **Close**.

The document image or images are temporarily copied onto your computer.

Check the record matching before you start arbitration. If the batch is a register-type document, with multiple records on one image, you need to first check that the records from the A indexer and B indexer line up or match. Either one or the other of the indexers may have accidentally skipped a row or duplicated a row so that the names do not match. If you start arbitration and then decide you need to re-align some rows, the work you have done in arbitration will be lost.

Note: You cannot change or enter any values while on the Record Matching tab.

1. Click the **Record Matching** tab.

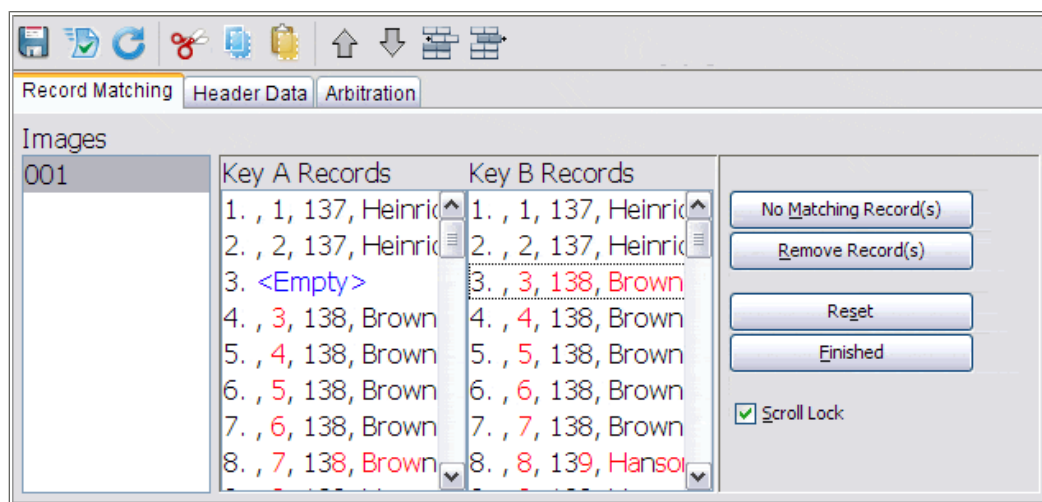
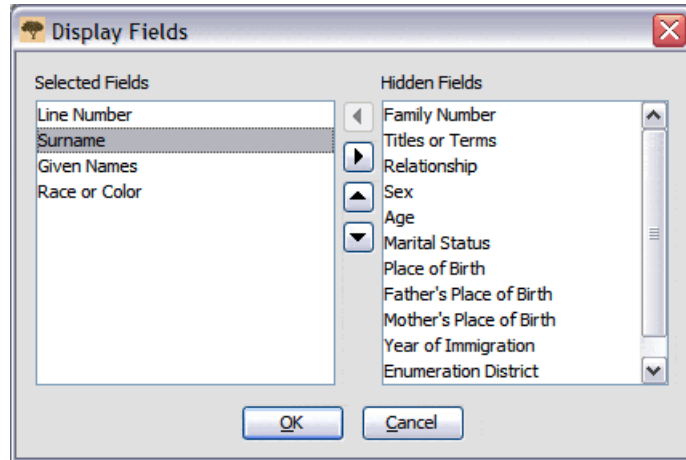


Figure 12: Record Matching

All the records for the first image from both the A and B indexer are displayed in the order in which the indexers typed them. They are identified as “Key A Records” and “Key B Records.”

2. Compare the names between the two columns.

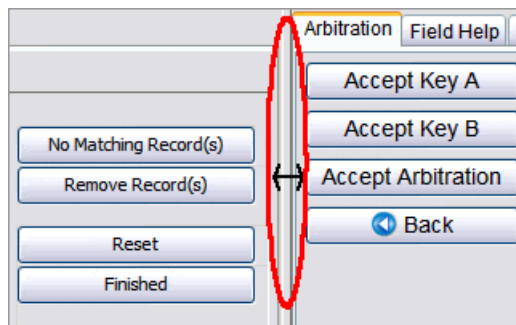
- Sometimes the data you can see is just a series of commas. If needed, you can adjust which fields show and the order in which they appear. You can change the order to display names first to help you compare the records.
- To adjust the fields, right-click in the column heading for “Key A Records” or “Key B Records,” and select **Record Matching Fields**.



- To move a field, in the Selected Fields list, click a field name, and click the **up** or **down arrow** to move the field in the list.
- To hide a field, in the Selected Fields list, click a field name, and click the **right arrow** to move the field to the Hidden fields list.
- Click **OK**.

Note: Any adjustments you make to fields, including hiding fields, only applies to the Record Matching tab. It does not affect how fields appear on the Arbitration tab.





- You can also adjust the size of the Record Matching tab to view more of the data. Slowly move your mouse over the dividing bar on the right side of the Record Matching area until you see a small double-headed arrow. Then click and drag the **dividing bar** to the size you prefer.



Note: You cannot move the dividing bar all the way to the right.

Tip: All nonmatching letters are displayed in red. Some red is expected since the values between the indexers may have some differences. When it appears that most of the values between the two are different, it may indicate that the rows do not match.

3. If you need to add, remove, or change the order of the rows to get them to match up, do one of the following.

Option	Description
Add a Row	If one of the columns shows a name that does not appear in the other column, click the name, and then click No Matching Record(s) . A row will be added in the opposite column marked <Empty>, and the remaining records will be moved down.
Remove a Row	If one of the columns has the same name twice, click the duplicate name, and then click Remove Record(s) . That row will be removed, and the remaining records will be moved up.
Change the Order	If one column has correct names but in a different order than the other column, click the name to highlight it, and then click the Up  or Down  arrow at the top to move that record up or down to match the correct column. Note: To move multiple rows at once, click the first record, press the Shift key, and click the last record. The rows will be highlighted.
Insert a Line	To insert a row in both columns to type a name that was missed by both the A and B indexer, click the row just below where you need to insert a line, and then click the Insert new line above selected record  button.
Delete a Line	To remove a blank row in both columns, click the row to highlight it, and then click the Delete selected lines from both columns  button.

- If you make a mistake and need to undo the changes, click **Reset**. The system will return both columns to the way they were when you started.
- To save your changes, click **Finished**.

Reindexing a Batch

If either the A or B index is incomplete or has significant quality problems, the batch needs to be reindexed.

There is no set of rules for when you should fix problems or send a batch back to be reindexed. However, you are an arbitrator, not a third indexer. If you are fixing a lot of problems, you may want to return the batch to be reindexed.

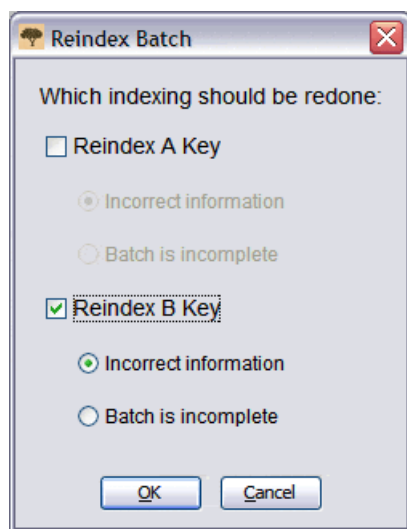
Send the batch back for reindexing if you see these problems.

- An indexer has indexed the wrong page of records and none of the names match.
- An indexer has skipped a significant number of records.

Do not send the batch back if you see these problems.

- The records are in the wrong order. You can fix this on the Record Matching tab.
- A year designation is missing (y) or the wrong letter was used. This is a simple fix.
- An indexer skipped only a few records.
- An indexer used all capital letters for the data. Although mixed case is preferred, the system does not differentiate between mixed case and all capitals. You may select data in all capitals as being the correct information, or you can change it to mixed case if you want.

1. Click the **Redo: have this batch indexed again**  button.




2. Click the batch to be reindexed, either **Reindex A Key** or **Reindex B Key**.
3. Click the reason for sending the batch to be reindexed, **Incorrect information** or **Batch is incomplete**.
4. Click **OK**.

When a batch is sent back for reindexing, the following occurs.

- For “incorrect information,” all the values are erased, and the batch is sent to the next available indexer as a new batch.
- For “batch is incomplete,” the data is kept, and the batch is sent to the next available indexer as a partially completed batch. The original indexer is no longer attached to this batch, and so he or she cannot review it later.

The Arbitration Tab displays the values entered by both the A indexer and the B indexer. Review each field that has been flagged with a discrepancy, compare it with the information on the document, and either select the A value, the B value, or enter a new value for the field.

The arbitration screen looks very similar to the indexing screen. The data entered by the A and B indexers is shown side-by-side for easy comparison. If both the A and B values agree, the information is grayed out, and the value appears in the Arbitrator column.

The system displays the arbitration symbol  in the Records column for each record that has discrepancies. Field values that do not match are marked with the same symbol in the Arbitrator column. The system automatically displays the first field where the values do not agree. Information that does not match is shown in red.

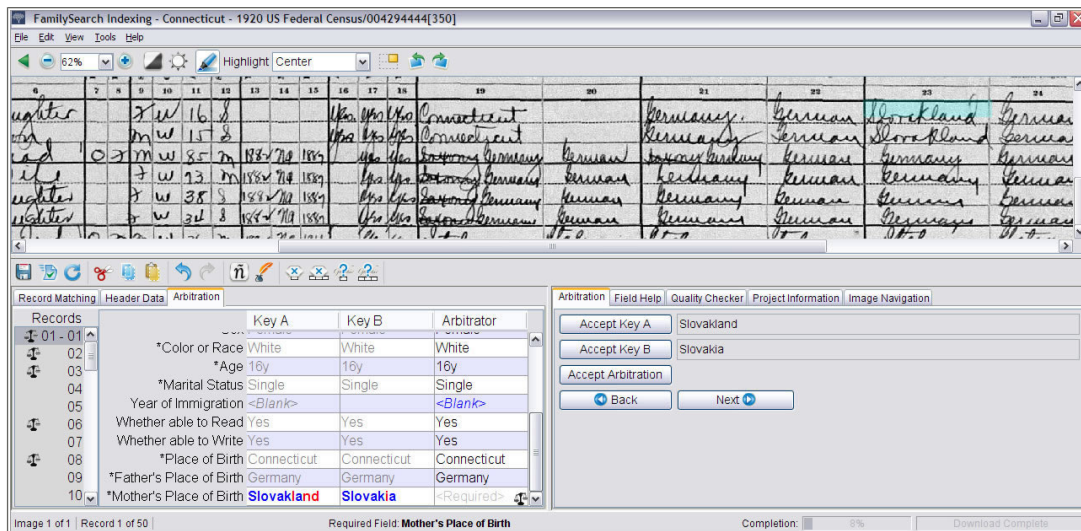
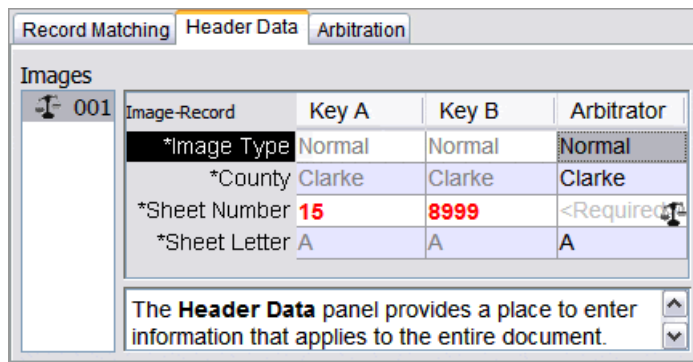


Figure 13: Arbitration

1. When you are finished with record matching, the system automatically displays the Arbitration tab. If a message appears asking if you want to save the changes you made in Record Matching, click **Yes**.
2. Although arbitration checks all the fields, click the **Header Data** tab, and check for any differences between Key A and Key B in the header data. If the batch has more than one image, click the image numbers at the left to check the header data for each image. Then click the **Arbitration** tab to continue arbitration.



Arbitrate Using the Columns

You can arbitrate a record using the columns on the Arbitration tab.

1. Compare the values with the document image, and indicate the correct value.
 - If the A value is correct, click the field in the **Key A** column.
 - If the B value is correct, click the field in the **Key B** column.
 - If neither value is correct, enter a new value in the **Arbitrator** column.
2. Press **Tab** or **Enter** to move to the next value that needs arbitration.

If you make a mistake and need to correct it, click the **Undo**  button.

The A and B values are grayed out, and a value appears in the Arbitrator column. The system displays the next value that needs arbitration.

Arbitrate Using the Panel

You can arbitrate using the Arbitration tab on the right side.

1. Compare the values with the document image, and indicate the correct value.
 - If the A value is correct, click **Accept Key A**.
 - If the B value is correct, click **Accept Key B**.
 - If neither value is correct, enter a new value in the **Arbitrator** column. Then click **Accept Arbitration**.
2. The system automatically moves to the next field that needs arbitration.

Note: You can also press **Tab** or **Enter**, or click **Next** to see the next field to be arbitrated.

If you make a mistake and need to correct it, click the **Undo**  button.

3. If you want to return to a previous arbitration, click **Back**.

When all the discrepant fields have been arbitrated, the quality check will review only the new values you entered.

Before you submit a batch, you must do a quality check on the information you entered.

As you enter data, any information that does not match the lookup list appears with a red wavy line or colored background. This is not an indication that you made a mistake. The lookup lists are limited and may not include every variation in spelling, particularly for names. The lists are intended as a guide to help you decipher information that is difficult to read. During the quality check, you recheck any data marked with a red wavy line or colored background. You may change the data or indicate that what you entered is correct.

When you are finished arbitrating, a message asks if you would like to check the quality. If you indicate yes, the Quality Checker window replaces the Field Help window on the right side of the data entry area. The first marked field appears along with an explanation of why the data needs to be rechecked. If the Quality Checker does not appear, click the **Quality Checker** tab. The quality check looks at any fields marked with a red wavy line or colored background and at any required fields that are left blank or need to be reconciled.

Note: You can click the Quality Checker tab at any time to check marked names. You do not have to wait until you are finished.

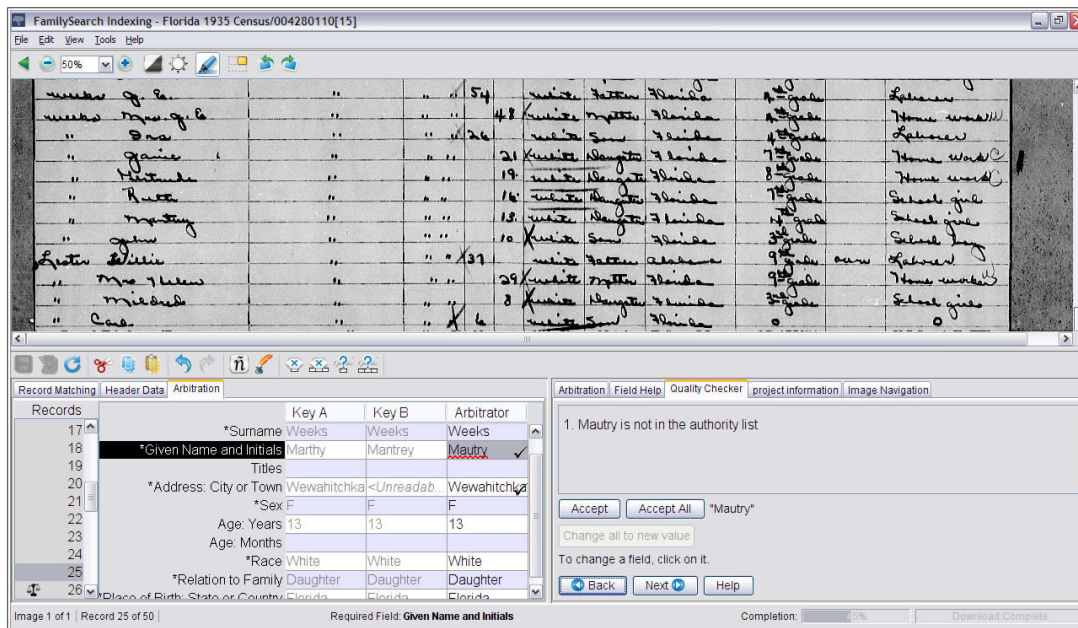


Figure 14: Quality Check

- Recheck the information you typed with what you see on the image.
 - To keep what you entered, click **Accept**.
 - To keep what you entered for the same field in all records, click **Accept All**.
 - To change what you entered, type the new data in the field.

Note: If the value you enter is not in the Lookup list, the quality checker may present this field again. You can then click **Accept** to keep what you entered.


 - To change what you entered for the same field in all records, type the new data in the field, and click **Change all to new value**. On the confirmation message, click **Yes**.
- When you click an **Accept** or the **Change all to new value** button, the quality checker automatically moves to display the next field with a red wavy line or colored background.

Note: You may also click **Next** to go to the next marked field.
- To return to a previous decision, click **Back**.
- When the quality check is finished, on the message to submit the batch, click **Yes**.

When you have finished indexing a batch, you need to submit it. When you submit a batch, the information is saved on the server, and the system removes the images and information from your computer.

- After the quality check is complete, a message appears asking if you want to submit the batch. Click **Yes**.

If you did not do the quality check, the system will automatically start the quality check process before submitting the information. If there are no fields to check, the batch will be submitted.

Note: You can also click the **Submit**  button, or click the **File** menu, and click **Submit**. On the FamilySearch indexing start page in the My Batches section, you can also click the batch, and then click the **Submit Batch** button.


2. On the Batch successfully submitted message, click **OK**.

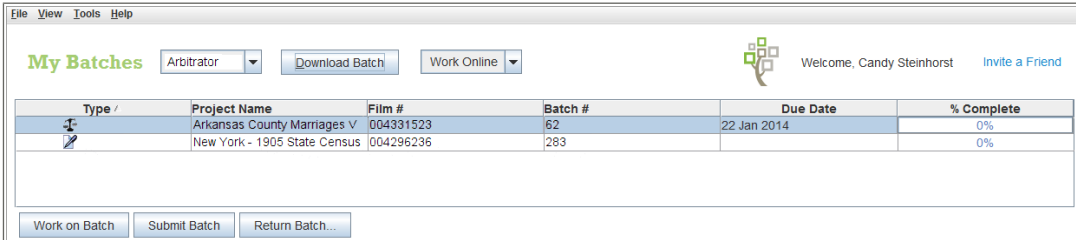
Once you submit a batch, it is considered finished. You cannot retrieve it to fix a mistake. However, each batch is indexed twice, by an A indexer and a B indexer, and if there are differences, the batch is viewed by an arbitrator, who will fix errors. Once an arbitrator has submitted a batch, it is considered finished.

Opening a Previously Downloaded Arbitration Batch

If you saved your work, you can return at a later time to finish a batch.

You have seven days in which to finish a batch. The due date is listed in the My Batches section. The system will warn you when a batch is about to expire. If you cannot finish the batch, after seven days it will automatically be retrieved by the system and assigned to the next arbitrator who requests a batch for that project.

Note: Arbitration batches are marked by the arbitration symbol  in the Type column of the My Batches section.





Type /	Project Name	Film #	Batch #	Due Date	% Complete
	Arkansas County Marriages	004331523	62	22 Jan 2014	0%
	New York - 1905 State Census	004296236	283		0%

Figure 15: My Batches section

1. In the My Batches section of the FamilySearch indexing start page, double-click the batch you want to work on.

Note: You can also click on the batch, and then click the **Work on Batch** button.

2. If you are working from a different computer and do not see the previous information you entered, click the **File** menu, and click **Retrieve from Server**. Information that you typed on another computer and saved to the server may not be visible until you retrieve it from the server. Information that you typed on the same computer will display.

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