

iIndex:

Today's class will cover the process of indexing records on FamilySearch.org. FamilySearch indexing is a volunteer transcription effort that makes valuable genealogical records freely searchable online. In 2017, FamilySearch added 283 million free searchable names and since FamilySearch indexing began in 2006, this unprecedented crowdsourcing effort has produced more than **one billion** searchable records!

Why index?

- Make records searchable online
- Help fellow genealogists find their ancestors
- Become more familiar with genealogical records



Watch FamilySearch President Steve Rockwood give his thoughts on the importance of indexing at: <https://www.facebook.com/familysearchindexing/videos/10155611992339156/>

Accessing the Indexing Menu



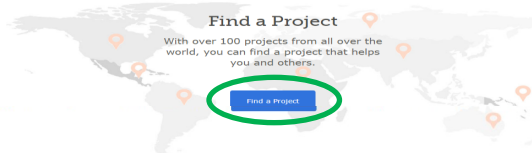
Family Tree Search Memories **Indexing**

1. Sign in to FamilySearch.org
2. Click **Indexing** on the menu bar



Learn More is a shortcut to the Guided Tour

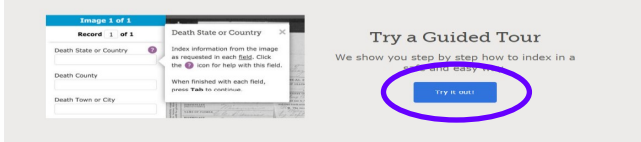
Get Started is a shortcut to My Batches (see next page)



Find a Project takes you straight to the list of available projects



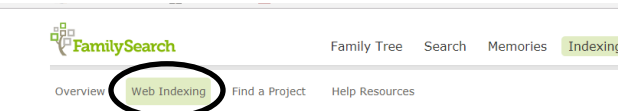
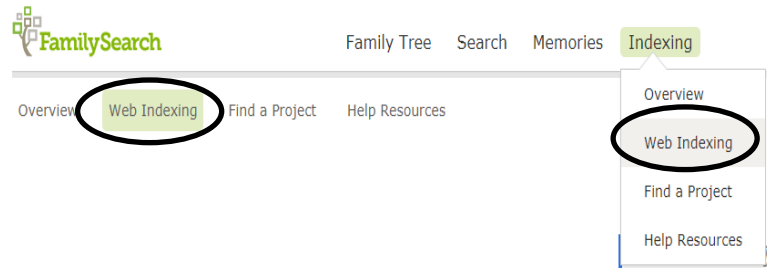
Try a Guided Tour provides step by step instructions for indexing




Get Help offers a wealth of resources including tricks and tips and the incredibly helpful cheat sheet: **Basic Indexing Guidelines** (attached).

Choosing Projects

To choose your batches and track your progress, choose Web Indexing from the Indexing drop down menu (or Indexing toolbar).



My Batches  **Find Batches** **Open Batch**

Settings - Sarah Dana Project Preferences

Difficulty

- All Levels
- Beginning
- Intermediate
- Advanced

All Languages


- English
- Latin
- Deutsch
- Français
- 日本語
- Русский
- Shqip
- Dansk

All Regions

- Africa
- Asia and Middle East
- Canada
- Continental Europe
- Pacific Islands
- United Kingdom and Ireland
- United States

All Time Periods

- 1400-1499
- 1500-1599
- 1600-1699
- 1700-1799
- 1800-1899
- 1900-1999
- 2000-present

The gear icon  allows you to set your indexing preferences, e.g. difficulty level, language plus you can turn on "guided help!"

Find Batches **Sort By** **Search Results (90 Total)** **Batches to Check Out 1**

Refine Results

Activity: Indexing

Search: [input]

Difficulty Level: Beginning, Intermediate, Advanced


Language: [input]

Time Period: From [input] To [input]

Search **Reset**

- US, Wisconsin—Birth Records, 1964–1980**
English | Beginning | % Complete 27% | **Start**
- Danmark, København—Begravelsesregistre, 1805–1968 [Del B]**
Swedish | Intermediate | % Complete 53% | **Start**
- België, Provincie Antwerpen—Burgerlijke Stand, 1851–1910 [Part C]**
Dutch | Intermediate | % Complete 7% | **Start**
- Österreich (Austria), Kärnten, Gurk—Kirchenbücher, 1527–** | **Start**

Click Find Batches to check out a project batch. When you're ready to begin, simply choose Start!

Remember! 

Don't sweat: Everything is double-checked

Don't guess: If it isn't on the actual record, don't add it

Don't fret: There are lots of help resources online or you can contact Family Search directly for assistance

Indexing Interface

The FamilySearch Indexing interface may look daunting at first, but FamilySearch has provided all the tools you'll need in addition to helpful tips!

Hover over any icon in the toolbar to learn more about its function. These tools allow you to mark fields blank, mark a field unreadable and access handwriting examples.

Image 1 of 1 **Entry 1 of 1**

Birth Town or City [input]

Birth Country [input]

Spouse's Given Names [input]

Spouse's Surname [input]

Spouse's Birth Month [input]

Spouse's Birth Day [input]

Spouse's Birth Year [input]

Spouse's Age [input]

Event Year [input]

Project Instructions
US (Quick Batch), New York—County Naturalization Records, 1792–1976 [Part K]
Get Started | Key Instructions | Additional Information

Do you see any more information on this image to index?
Yes: **Create Entry 2**


No: **Submit Batch**

Project Instructions

What to Index

- Applicants may have applied for their own naturalization or in behalf of a minor child.
- Index only declarations of allegiance.
- cards, index documents that are similar to these two.

Show Me How

Clicking the Question icon  will bring up more information about a field.

The Project Instructions are important. Read through them before you start. They can always be accessed again at the bottom of the left side menu.

Show Me How will open a help menu.

If an image contains more than one record (e.g. two immigration records on once scan), choose Create Entry...

Once you are finished entering all the details for a record, choose Submit Batch.

FamilySearch Web indexing—Basic indexing guidelines

These guidelines help you know what to do in most indexing situations. Occasionally, projects will not follow these guidelines. Before indexing, always read the project instructions and field helps for the most current and specific rules for each project.

Type What You See

Most of the time, you will type what you see on the document. Any exceptions will be described in the field helps and project instructions. Remember, you are making an index to help individuals find their ancestors. In many cases, they can review the information about their ancestors on the image to form their own interpretations and conclusions. If you have questions as you index, do the following:

- Refer to the field helps and project instructions.
- Refer to these basic indexing guidelines.
- Use your best judgment.
- Do not assume information that is not specifically given in the document.

General Guidelines

Abbreviations

Names

- **Do not** spell out a name that was abbreviated.
- Type names as they were written.
- In web indexing, you can include punctuation when typing names; however, including punctuation is not required.
- Places
- If a place-name was misspelled and you can determine the correct spelling, correct the mistake, unless otherwise directed in the project instructions or field helps.
- If a place-name was abbreviated and you can determine what the abbreviation stands for, type the complete name instead of the abbreviation, unless otherwise directed in the project instructions or field helps. Use the lookup list for assistance.
- If you are not sure what an abbreviation stands for, type what was written.
- In web indexing, you can include punctuation when typing place-names; however, including punctuation is not required.
-

Corrected and Crossed-Out Information

- If information was crossed out and replaced, type the replacement information.
- If information was crossed out and not replaced but the original information can be read, type the crossed-out information.
- If information was crossed out and not replaced and the original information cannot be read, press **Ctrl+U** to mark the field as unreadable.
- A document that was marked as being canceled or void is treated the same as corrected or crossed-out information.

Ditto Marks

- If a record has a ditto mark or other sign of repetition, type the corresponding information from the previous record or field.
- Do not type the word “ditto” or the ditto mark itself. Other signs of repetition may include the abbreviation “Do” or a vertical or horizontal line under a surname or other information intended to be repeated.