FamilySearch Web Indexing (new)

Sign into FamilySearch and go to the **indexing** tab at the top of the page. Look at the different tabs (Overview, Web Indexing, Find a Project, Help Resources. Under Help Resources, open the drop down arrow under **Indexer** to get help. See the **"Basic Indexing Guidelines"** for general instructions on indexing and handwriting among other things. Or go to the **"Help Center"** under "Get Help" and type in **"web indexing"** in the search bar to get specific help on Web Indexing.

Click on **"find batches"** under **web indexing** tab. You can filter by level of difficulty, location, language or time period. Fill out the information on the record in the form provided. You can adjust this form to go across or down. If it has an **asterisk** - that means it is a **required** field. If blank or unreadable, enter **"control B" for blank and "control U" for unreadable.** You have a week to work on a batch. If you don't get it done, it automatically goes back for others to do. If you decide you don't want to do a particular batch you can send it back and get another one. Use lower case letters. The first letter in a name or place is automatically capitalized. After you finish a batch, it will prompt you to do a "Quality Check" before submitting it. In **Quality check**, you are just making sure you got all the information as correct as you can and that you didn't leave anyone out. **Submit** it after you do the Quality Check.

Batch-a project that can be done in about 10-30 minutes
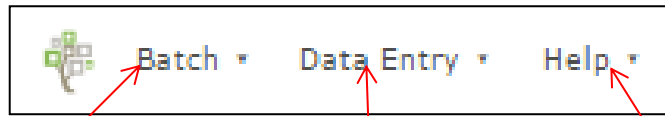**Image**- is a page of that project or batch. An Image can have one or more records or people on it.
Record- refers to a person   (Make sure you have the same number of forms as you do records)
Project instructions- Always read before starting to index. It will be different with each project or batch you do.
Field Help- Instructions for each line Identified by and white question mark in a purple circle. (?) It moves down as you type in the lines on the form. Always read this also. This information varies with each project. Click on the question mark to see instructions for that particular line.

"Should this Image be Indexed?" is asked on each project before you begin to index it. The computer can't read the writing to see if it is readable or applicable. Most of the time, your answer is **yes**. Look it over --if it is **blank** or **totally** unreadable, you can say **"no extractable data"**. If part of the image is readable even if only a small part, click on "**yes** this record should be indexed". Then go ahead and index the parts that are readable and enter unreadable (control U) on the parts that cannot be read. If you have duplicate records, mark one of them as **"No, Duplicate Image"** but they have to be the **same on every line**. If a line is different, then each record needs to be indexed separately and you would say **yes** to each one. If you are extracting information for one person or record off 2 images , (in other words maybe the name and age are on image one but the birth state is on image two but both pages are needed to complete the information on the record or person. Mark the second page as **"No extractable data"** because the information on the second page is included in the first page. Also look at your project instructions and **compare the record you are seeing** to the **example on the project instructions**. Sometimes a record, unrelated to the title of the project, comes through, and if it does, you don't want to index it. In other words, you might be doing census records and a marriage record is seen- don't index the marriage record-- it belongs in a marriage record batch.
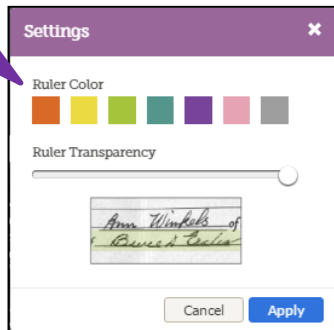
"Share a batch"- Go to the batch you want to share, click on "**Share Batch**" icon at the top of the page in the tool bar. Email the url to the recipient, or share the batch code through a phone call with the recipient, or have them enter your contact name as a helper. If using the code, you don't have to use capital letters but you do have to use the hyphen. The person you are helping must hit **F5 to refresh** to see what you put in the form. They can type things in but you cannot see it. Only things **you put in can be saved and submitted**.

Batch ▾ **Data Entry** ▾ **Help** ▾

Quality Check
Submit Batch
Return Batch
Back to Web Indexing
Settings

Form Entry ✓
Table Entry
Column Entry
Row Entry
Lookup
International Characters
Show Toolbar ✓
Show Ruler
Show Reference Images

Field Help
Project Instructions
Basic Indexing Guidelines
Keyboard Shortcuts
Help Resources
Open Shared Batch
Share Batch
Labs

Settings ✕
Ruler Color
Ruler Transparency
Ann Winkels of
Bruce's Circle
Cancel   Apply

Click on settings to adjust your ruler color and transparency. Can **return** a batch here if you didn't want to do it.

Adjust how you enter data across or down. **Lookup** spelling of word or place (coming soon) Check or uncheck **tool bar** or **ruler** or see **reference images** through split screen feature.

Click on **Labs** and put a check mark by **Active and refresh browser F5** to see helps on every page of indexing.

Return to Web Indexing

Submit Batch

Open Quality Control

Mark the field or record blank

Mark the field or record Unreadable

Add or Delete a record
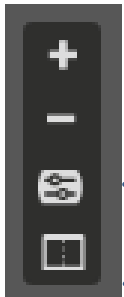
Copy text from a previous field into various records

Hand-writing examples

Share a Batch

Inter-National characters

Project Instructions

Zoom in or out

Left
Right
Adjust Image
Invert

Split screen for double page images or see images before and after the one you are working on.

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