

Indexing – give a *Gift to the World* through transcribing!

Helpful definitions: a **Project** is one roll of film, a **Batch** is a few images from a project, an **Image** is a picture of a document, a **Record** represents one person, a **Field** is a box where you type information

1. Go to www.familysearch.org - then click on “Indexing” - then click on “Get Started”
2. Click on the “Download” button and download the software that allows you to see the images.
3. When registering, choose the “Victoria BC Stake” to receive the newsletter and other messages.
4. Look for the brown tree icon now on your desktop – db click on it to open software and the homepage.
5. Set a goal for yourself (if you want).
6. Click on the “Download Batch” button – pick a beginner project to download (worth 1 or 2 points)
7. **Read the Project Instructions** (tab at the bottom right of your screen). Be sure to read the project instructions every time you change projects (they take about 15 minutes to read). Some projects have extra instructions that pop up...be sure to read these. Your experience will be more fun and easier if you read all the instructions first!
8. **Read the “Basic Indexing Guidelines”** a link at the bottom of the Project Instructions.
9. **Read the Field Helps** as you type in each box (keep the field helps visible as you type).
10. Header Data tab: For each image, identify the image type (normal, blank, unreadable, etc).
11. Now you can start typing information into the Fields under the Table or Form entry tab.
12. When you are finished, Quality Check will review any entries that seem odd. Remember, just because an entry turns pink, it doesn’t mean it’s wrong. Just click on “Accept” if your entry is correct.
13. Lastly, the system will prompt you to submit your batch. Congratulations!

There are 2 indexers that transcribe the same page and if there are any discrepancies, an arbitrator (who is more experienced) will decide on the correct entry. So you don’t have to worry about making a mistake here and there. You can see your arbitration results on the home page. Check them regularly to see what errors you may be making. If you disagree with the arbitrator’s choice, click the “feedback” button and headquarters will review it. If the batch is too hard, click File and Return Batch. You have 7 days to complete a batch, but if you run out of time, no worries, the batch will be pulled back and someone else will finish it. If you get stuck, you can click on File then “Share Batch” and copy the number into an email to Julie Keyes or Katie McCue along with the image # and your question. Using this number, we can see the same image you are working on, and answer your question within a day or two.

A few hints:

- a. Look up lists are helpful and are located in most of the boxes you will type in - click your mouse in the box and look for the little black arrow within the box on the right side.
- b. You can see the previous or next image – click on “View” on the top left of your screen.
- c. You can copy the same entry into the entire column below (this is handy for census records) – right click in a box which will bring up a menu, then look for “Ditto Fields Below”
- d. You can increase the # of boxes to accommodate for extra Records – click Tools, Records per Image.
- e. If a field is blank (for instance, there is no given name on the document) and that field has an asterisk “*” in the title of the field (*Given Name) then you must type something in the box. The * means it is a required field – to do this you must hold down the Ctrl key and type B at the same time. If it is not a required field, you can tab past it. Also Ctrl + U = Unreadable.
- f. You can type a ? to replace a letter you can’t read. And a * replaces 2 or more letters bunched together that are unreadable.
- g. Your “in progress” work is automatically saved when you close the program.
- h. To get help with a batch, Click File, Share Batch, copy number and paste into an email to Julie or Katie.

For help call: Julie Keyes 250-721-4484 email: juliekeyes55@gmail.com
or: Katie McCue 250-477-2226 email: katie@msys.ca
or: Salt Lake City help line (8am – 8pm): 1-866-406-1830

Most of all...have fun! You will learn a lot about records as you index!