

## Indexing cheat sheet for Obituaries

(Be sure to still read the Project Instructions, the Basic Indexing Guidelines, and the Field Helps)

Record type: D = "Deceased" person is always first  
O = "Other" for everyone else

1. Type the names in the order they appear
2. If there is no death date, type the published date
3. Do not assume a death place
4. Index pallbearers and reverends as non-relatives
5. Select the closest relationship from the list
6. Add records as needed (click Tools, Records per Image)
7. Mark unused records as blank (6 records per image is the default and cannot be changed)
8. \* in a field title - means it's a required field and something must be typed in this field
9. Ctrl B = Blank
10. Ctrl U = Unreadable
11. ? can replace one unreadable letter (this becomes a wildcard symbol)
12. \* can replace 2 or more unreadable letters in a row (this becomes a wildcard symbol)
13. Use "Or" between variations of the same name
14. Do not assume gender
15. If there is no birth date – do not try to estimate it
16. If you can't determine "daughter" or "son" then type "child" (do not assume gender from the name)
17. Do not assume a surname if none is listed
18. Index Maiden Name first, then a space, then the Married Name
19. Header Data must be completed before submitting is possible
20. Do Not use periods "." anywhere
21. Titles or Terms = Mr Mrs Dr Jr Sr Rev