

**Indexing Instructions**  
**(new Web-based version)**  
**Give a Gift to the World through transcribing!**  
By Julie Keyes

Helpful definitions: a **Project** is one roll of film, a **Batch** is one or more images from a project, an **Image** is a picture of a document or open book, a **Record** or **Entry** represents one person or couple, a **Field** is a box where you type information.

1. Go to [www.familysearch.org](http://www.familysearch.org) - then click on “Indexing” - then click on “Web Indexing.” Sign in with your username and password. If you have not registered, you will need to do that.

#### OPEN A BATCH

2. Click on “**Find Batches**” – Choose a Beginner or Intermediate project , then click on “Index.”
3. **Read the Project Instructions** (they pop up each time you open a batch or click on the far right icon at the top) Be sure to read the project instructions each time you change projects (they take about 10 minutes to read). Your experience will be more fun and easier if you read all the instructions first!
4. **Read the “Basic Indexing Guidelines”** a link at the bottom of the Project Instructions.  
*Important...these rules apply to all projects.*
5. Next, for each image decide if the image should be indexed or has no extractable data. Most images will be yes, so the default is “Yes.” Click Next for each image. The purple question mark will explain more.

#### BEGIN DATA ENTRY

6. Now you can start typing information into the Fields. To change the Fields from a column on the side to rows on the top, click on “Data Entry” at the top left, then click on “Table Entry.”
7. **Read the Field Help** ...as you type in each box you will see a purple question mark. Click on it.
8. Clicking on “Create Entry 2” at the bottom will bring up another set of blank fields for the same image (if you see more than one person’s information on the image). If you mistakenly click on this...and want to delete this set of blank fields, click on the 8<sup>th</sup> symbol from the right (the waste basket - delete record). This will eliminate the extra blank entry.
9. When you are finished, Quality Check will review your entries.
10. Lastly, the system will prompt you to submit your batch. Congratulations!

If the batch is too hard, click Batch (top left), then 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, click on Help, then “Share Batch” (or 3<sup>rd</sup> symbol from the right) and copy the 7 digit code into an email to Julie Keyes along with the image # and your question. Then I can see the same image you are working on, and answer your question within a day or two. Experiment by clicking on different symbols and fields with down arrows to see what they do.

Before submitting your first batch, consider sharing your work with Julie (see below) to confirm that you are doing it correctly. I am here to help!

For help call: Julie Keyes 250-721-4484 email: [juliekeyes55@gmail.com](mailto:juliekeyes55@gmail.com)  
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!

PS. Teach a friend how to Index...Every contribution is valuable!