FamilySearch Indexing

Basic Training

FamilySearch Indexing

New indexers that become familiar with the program and the projects indexed enjoy better quality results. Each one should start with the tutorials provided.

 The tutorials are at: http://indexing.familysearch.org

Click on the Help tab at the top of the page and select "Tutorials".

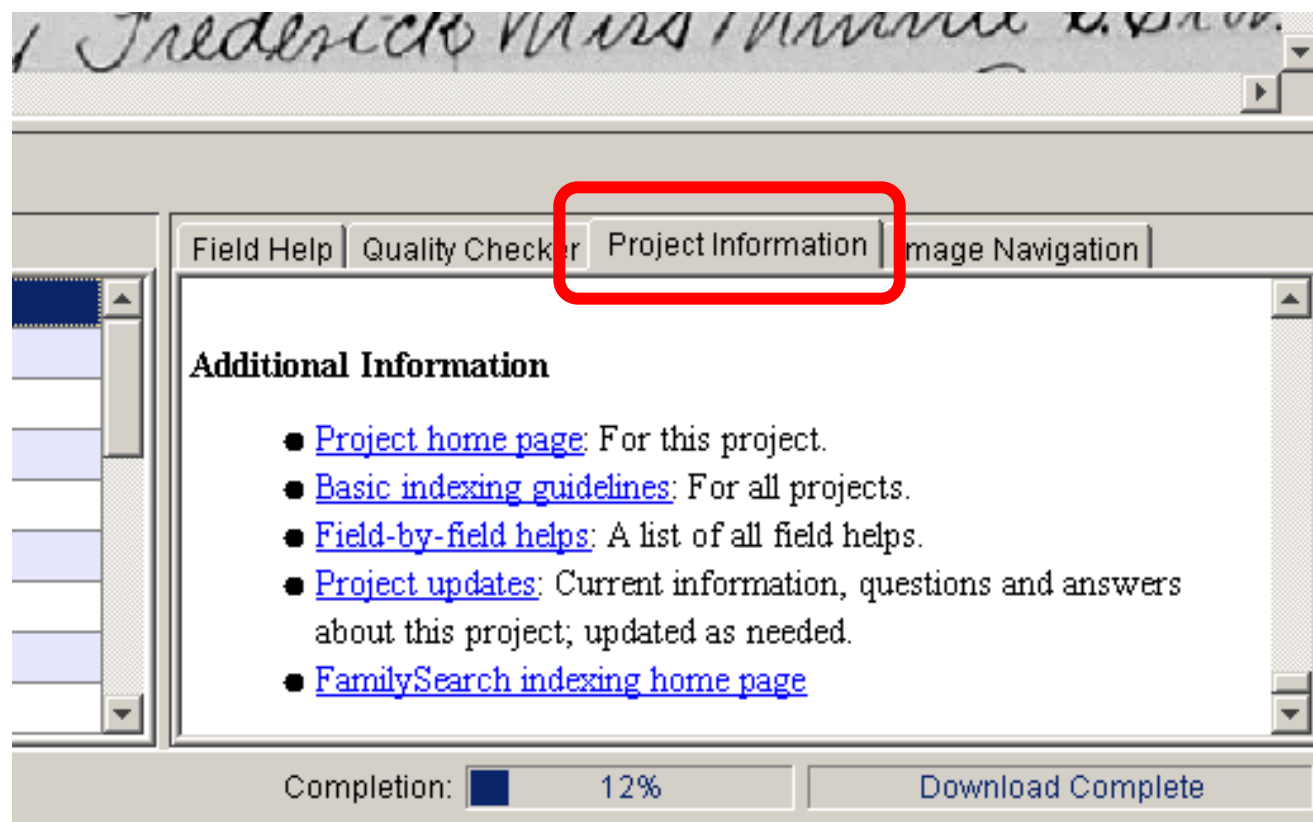# Note the Other Options in the Help Tab

Basic Indexing Guidelines

Basic Indexing Guidelines are rules to improve indexing. These rules apply to all projects.
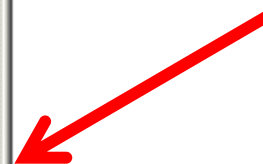
They include how to index:

- Unreadable information
- Corrected or crossed out information
- Punctuation
- Names and Places
- Dates and Ages

Basic Indexing Guidelines can be viewed at anytime during the indexing process by clicking on the "Project Information" tab. Please read them before indexing.
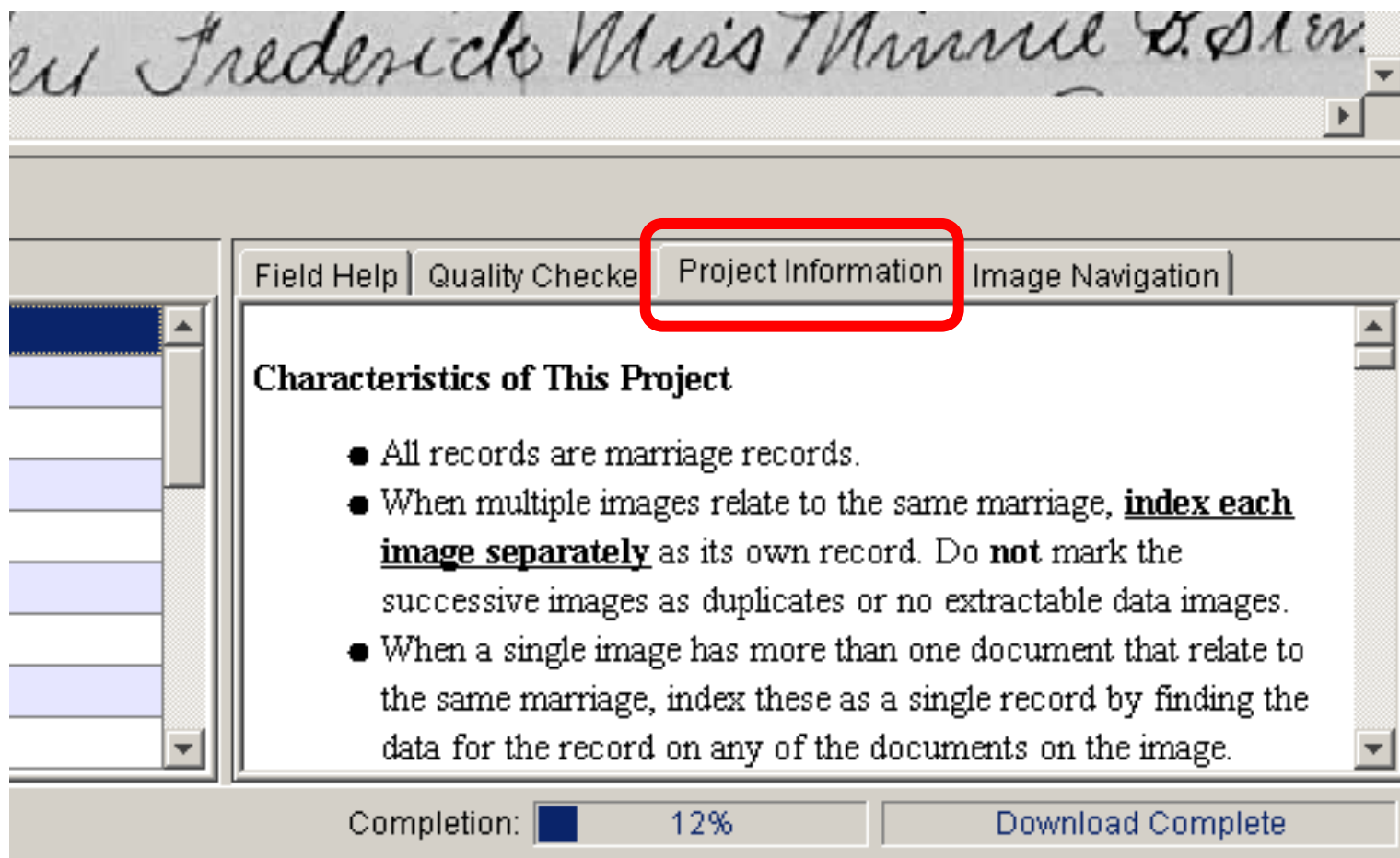

Scroll down to find the link

Project Instructions

Project Instructions discuss the general characteristics of the indexing project and specific details about what is on the document images.

The instructions also address the number of records in each batch and how to add extra lines if needed.

To insure accuracy, the project instructions should be read before beginning any project. They are located under the "Project Information" tab after the batch is downloaded.

Batches Returned For Re-indexing

Many batches are returned because the work is incomplete or the indexer did not read the field help and project instructions.

The main reason an indexer's work is returned is that not all records are being captured from the image/images. Many records are missed in the process and the batch is submitted incomplete.

Adding or Removing Data Entry Lines

Every image in a batch must be evaluated to determine the number of records per image and if the correct number of data entry lines needed to index the records are present.

It may be necessary to add extra lines to the batch in order to index all the records on the image.

Records per Image

The number of records on an image
varies depending on the project.

| Arbitration | Field Help | Quality Checker | Project Information | Image Navigation |

Number of Records per Image:

- The data entry area is set at 1 record per image. When you encounter registers or images with more than one record, you will need to add additional entry lines to match the actual number of records on your image. To do this:

    1. On the menu bar, click **Tools**.
    2. Click **Records per Image**.
    3. Set the number of records to the actual number of records on the image.
    4. Click **OK**.

More Than One Page on an Image.

Batches often have a left and right page on the same image. The second page may be overlooked if it is not visible when the batch opens. To avoid missing pages use one of the following ways (illustrated on the following slide) to see the entire image:

- Change the zoom to 25%
- Look at the Image Navigation tab in the bottom right section of the screen
- Use the scroll bars in the image area to scroll all the way over to the right or down.

FamilySearch Indexing - US, California - County Marriages, 1850-1952 [Part B]/004640193[43]

File Edit View Tools Help

30%

Zoom Tool

Scroll Bars

184

State of California,
COUNTY of SIERRA.

These present do authorize and license any Justice of the Supreme Court, District or County Judge, Justice of the Peace, Mayor, Priest or Minister of the Gospel of any denomination to solemnize within said county, the marriage of

Maurice Pritchard a native of

aged 49 years, a resident of _____ County of Sierra

State of California, and Mary H. Sturgeon a native of Michigan

aged 29 years, resident of Sierra Valley County of Sierra

State of California. Said parties being of sufficient age to be capable of contracting marriage.

Edgar P. Burman

Ella S. Kerr

State of California
COUNTY of SIERRA.

These present do authorize and license any Justice of the Supreme Court, District or County Judge, Ju Peace, Mayor, Priest or Minister of the Gospel of any denomination to solemnize within said county, the

Edgar P. Burman a native of California

aged 24 years, a resident of Downieville County of Sierra

State of California, and Ella S. Kerr a native of California

aged 2_ years, resident of Pike City County of Sierra

St_ California. Said parties being of sufficient age to be capable of contracting marriage.

Header Data | Table Entry | Form Entry

Field Help | Quality Checker | Project Information | Image Navigation

Images

001	*Image Type	<Required>
002		
003		
004		
005		
006		

Image Navigation Tool

The **Header Data** panel provides a place to enter information that applies to the entire
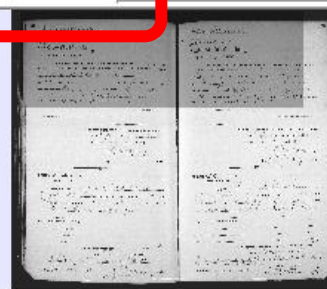
Image 1 of 6 | Record 1 of 6

Required Field: **Image Type**

Completion: 0%   Download Complete
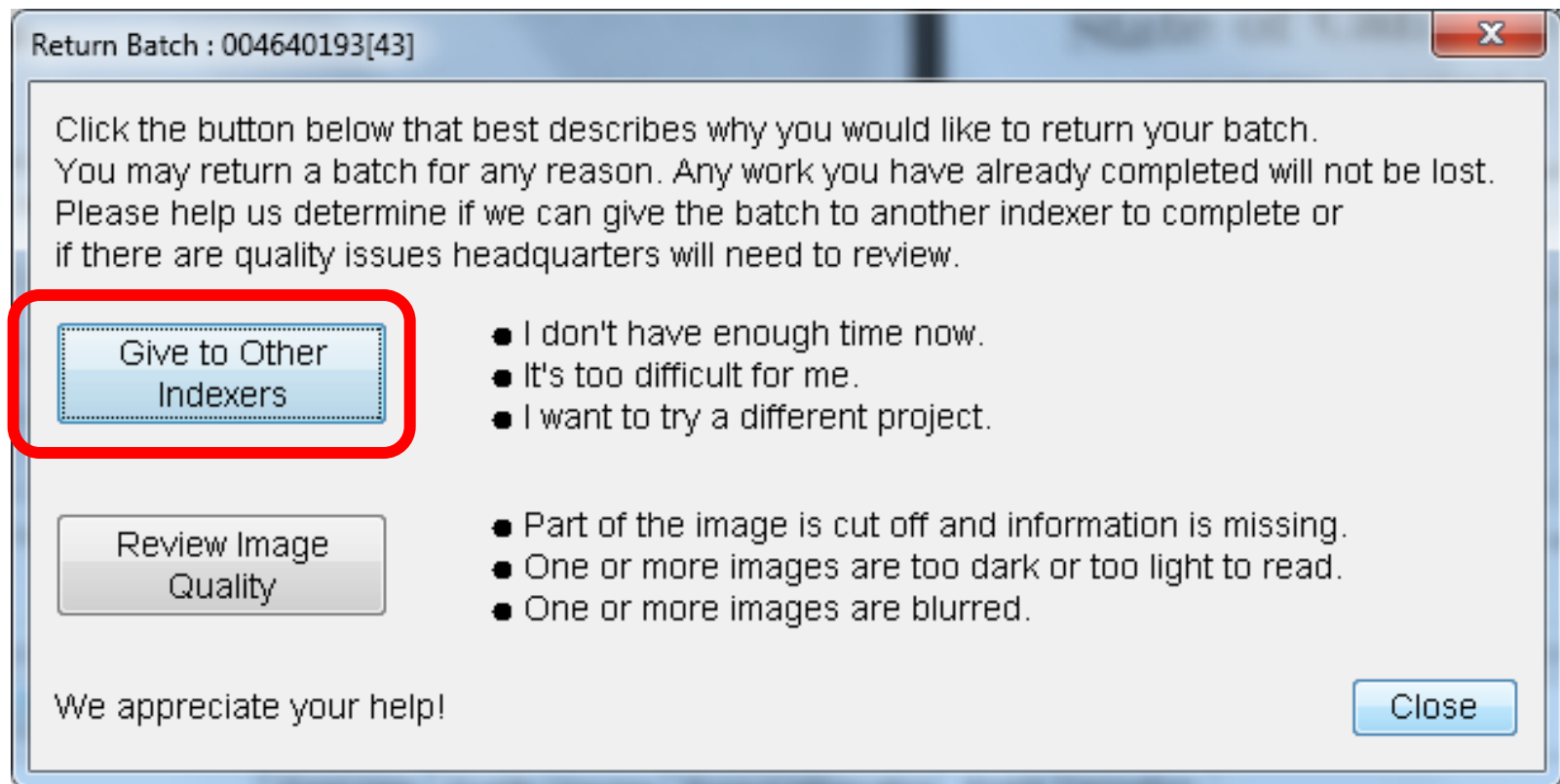
8:35 PM

Multiple Image Batches

Many projects have batches with more than one image. To insure that all images are indexed, check the image number in the lower left corner of the program screen.

Incomplete Batches

Batches are often returned for re-indexing because the indexer did not understand the difference between returning a batch for someone else to complete and submitting an incomplete batch.

To return an unfinished batch click "File"/"Return Batch" then click "Give to Other indexers"

FamilySearch Indexing - Ireland - Tithe Applotment Books 1824-1840/004239502[36

File Edit View Tools Help

Close Batch	Ctrl+F4
Return Batch...	
Reindex Batch...	
Share Batch	
Save	Ctrl+S
Retrieve from Server	
Submit	
Exit	

To submit a completed batch:

Click File/Submit
OR
Click on the submit icon

Record Matching   Header Data   Arbitration

Images

Using the Field Help

Click the "Field Help" tab for detailed instructions about how to index the selected field and to see if there are any exceptions to the basic indexing guidelines.

Project Updates

Project Updates are often added after the project is released. The updates answer unresolved issues that come up throughout the life of the project.

Project Updates can be seen at anytime during the indexing process by clicking on the "Project Information" tab. Please check them often.
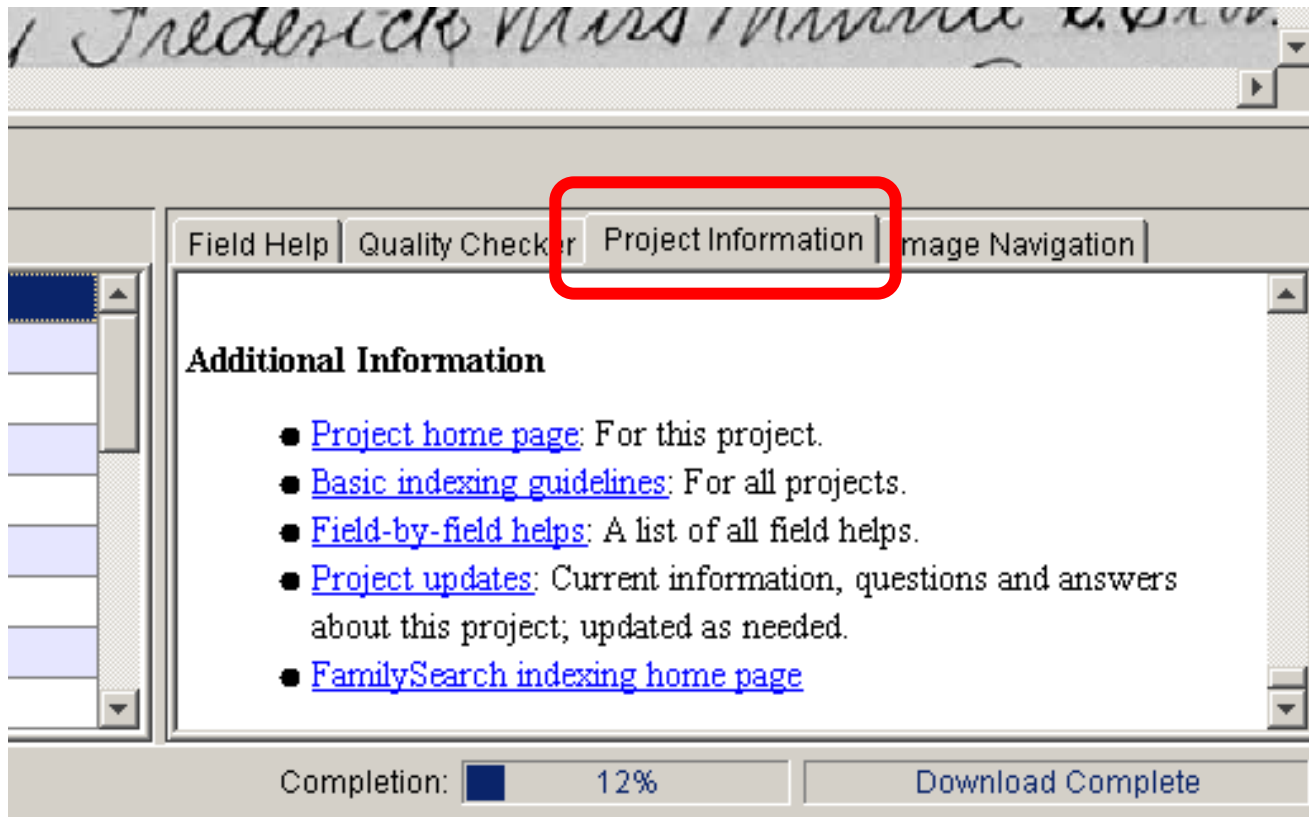
Scroll down to find the link

Interpreting Difficult Handwriting

To find help for records that are difficult to read:

- Use the Lookup list for the field being indexed.

- Use the document to find words that you recognize and compare similar letters.

- Information may be obscured by Letters that drop down from the line above, or come up from the line below.

- Work on batches from the same project. This helps indexers become more familiar with the handwriting and common names and places.

- Review the handwriting resources in the Resource Guide for the language being indexing.

What is Not Indexed

Enter only the actual information on the record.

For example:

- When a name doesn't appear to match the gender on the document, don't assume the gender based on the name. Do not enter gender if it is not indicated on the document.

- Don't assume surnames. Read the Field Help carefully to determine how they are indexed.

- Do not add place names if they are not on the record.

Index Only Information on the Record

All fields in the data entry area should be indexed if the information is on the document. Some fields are marked "Required". If no information exists for required fields, mark the field blank. (Ctrl+B)
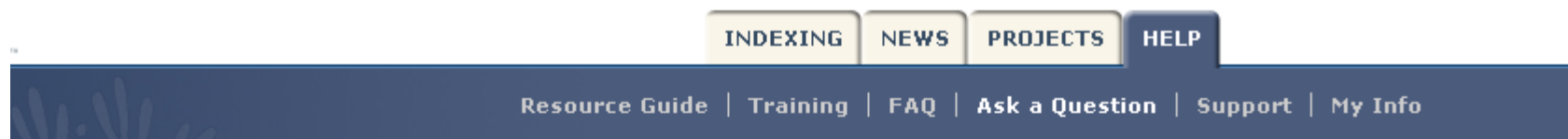
Ask a Question

The Ask a Question feature helps indexers search for answers to questions about a project. Click "Help" on the start page and select "Ask a Question".
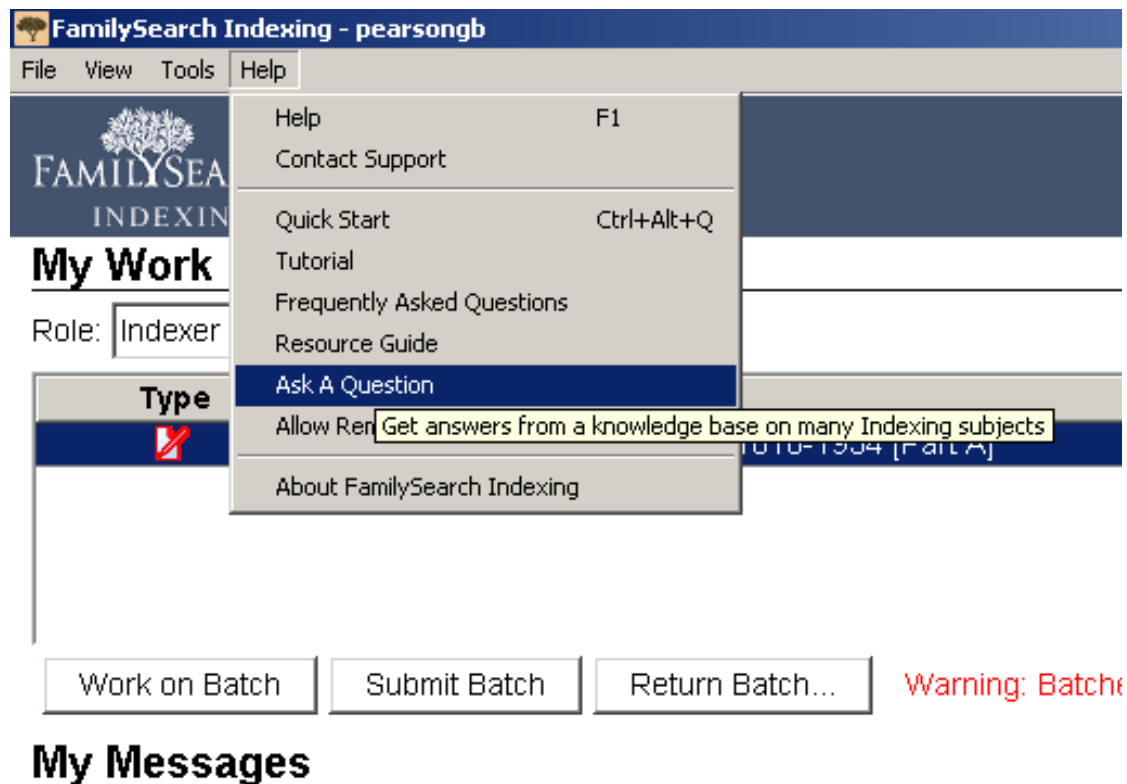
Read the tips, enter the question and click "Ask Your Question"

Click on the correct choice for the answer.

Search Results: 1 - 6 of 6

📄 FamilySearch indexing: How to index **Chinese names** from English records (101485)
Published 4/14/10

📄 Indexing a **name** when only one **name** is listed (101202)
Published 1/6/11

📄 Memorandums for indexing (101896)
Published 1/31/11

Document ID: 101485

FamilySearch indexing: How to index Chinese names from English records

Problem

How to index Chinese names from English records

Resolution

Many different English records contain Chinese names. Some Chinese names were recorded with two names; others may have three or more. Unless the document is one which labels each part of the name separately, you do not need to try to determine which name is the surname and which is the given name, or separate the names into the surname and given name fields. Instead, keep each name together as a unit, and type the unit in the Name: Given Name field. Keep each name in the same order as it was written on the image.

THANK YOU

For your work in the FamilySearch indexing program.