# Family Search Indexing

Wiki for Indexing

# Using the Family Search Wiki for Indexing Project Instructions and Project Updates



Would it be helpful to have the ability to access project information and project updates from one location? Of course.

# What is the FamilySearch Wiki?

It is a place for indexing support to help you with indexing.

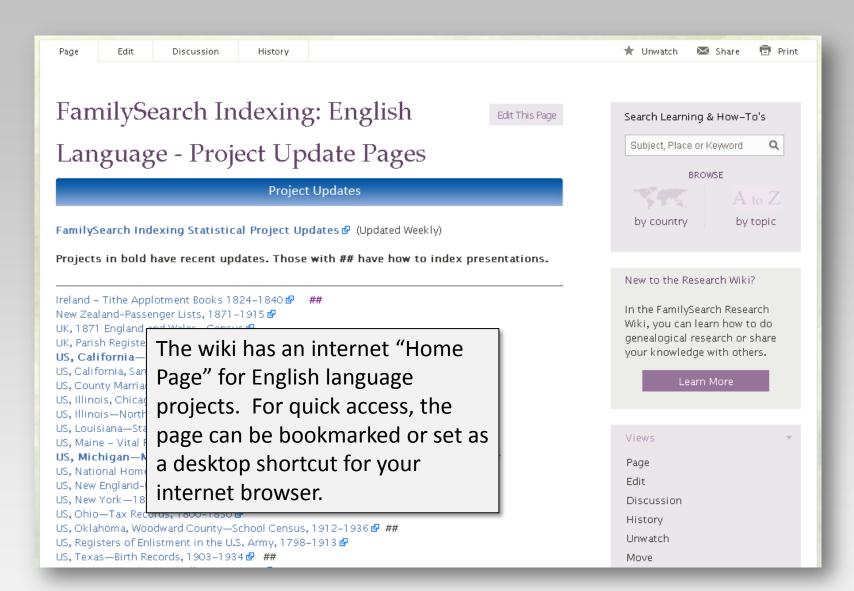
The Family Search Wiki is a place where we publish information about Family Search indexing, including:

- Project Instructions
- Project Updates
- General Guidelines
- How to Presentations to help with indexing/arbitration
- Statistical information about projects
- Additional indexing helps for many projects

The Family Search Wiki is where you have a place to tell us about project specific issues.

- Problems that were unforeseen when a project was released
- Unexpected documents
- Items that are not covered in any indexing support information

There is no need to ask general indexing questions in the wiki. Please contact support about those issues.







Shortcut icon on Desktop for Project Updates (The icon may vary in appearance.)



SEARCH Learn FamilySearch Centers

### To put a shortcut to the home page on your computer desktop:

- Place the mouse pointer over the icon in front of the internet address when the project home page is open.
- Click and hold the left mouse button.
- Drag the icon onto an empty space on the computer desktop.
- Release the mouse button.
- A shortcut icon will be placed on the desktop.
- Use the shortcut whenever the project home page is needed.

Project Updates

# FamilySearch Indexing: English Language - Project Update Pages

**Project Updates** 

On the projects home page there are links to each project update page and the statistical information for all indexing projects.

FamilySearch Indexing Statistical Project Updates 

(Updated Weekly)

Projects in bold have recent updates. Those with ## have how to index presentations.

Ireland - Tithe Applotment Books 1824-1840 🗗 ##

New Zealand-Passenger Lists, 1871-1915 @

UK, 1871 England and Wales-Census @

UK, Parish Registers 🗗 ##

US, California-Great (Voting) Registers, 1866-1910 & ##

US, California, San Joaquin - Obituary Index 1850-1991 🗗

US, County Marriage Records @ ##

US, Illinois, Chicago—Catholic Church Records, 1833-1910 @ ##

US, Illinois-Northern District Naturalization Index Cards, 1840-1950 &

US, Louisiana-State Deaths, 1956-1957 &

US, Maine - Vital Records, 1892-1907 @ ##

US, Michigan—Manifests of Individuals at the Port of Detroit 1906-1954 & ##

US, National Homes for Disabled Soldiers, 1866-1938 &

US, New England-Naturalization Index 1791-1906 @ ##

US, New York—1875 State Census 🗗 ##

US, Ohio-Tax Records, 1800-1850 ₽

US, Oklahoma, Woodward County—School Census, 1912–1936 🗗 ##

US, Registers of Enlistment in the U.S. Army, 1798-1913 &

US, Texas-Birth Records, 1903-1934 @ ##

US, Texas - County Tax Rolls 1837-1910 🗗 ##

US, Vermont-Vital Records, 1760-1954@

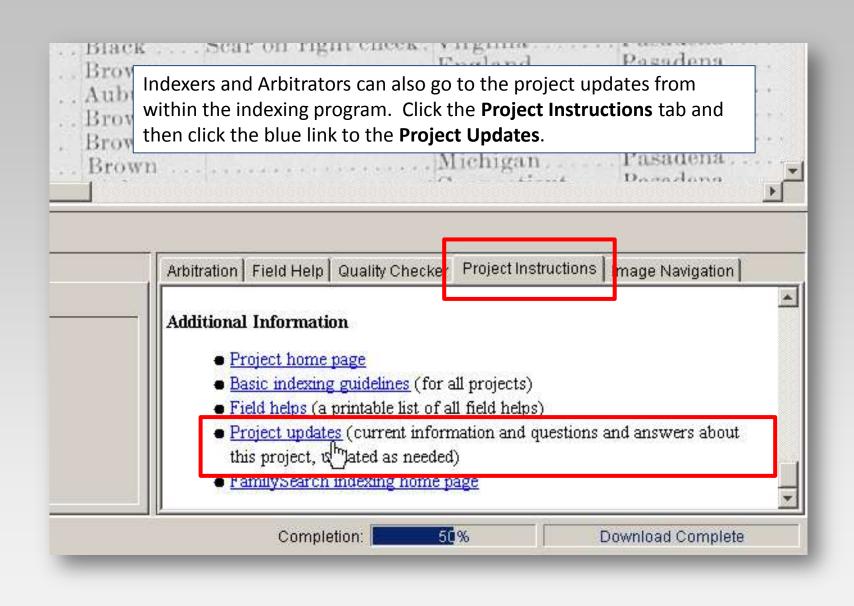
US Veterans Pension Cards, 1907-1933 🗗 ##

US, West Virginia-Naturalization Records, 1814-1991 🗗 ##

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The clickable links in bold indicate there have been recent changes to the project instructions, additional helps or updates. ## after the link indicates there is a presentation on how to index the project.

All project pages have the same features so let's use the California Voting Registers as an example of how to use all the project features.



The Wiki will be Under Construction this weekend to prepare for upcoming changes. You may notice some differences during the transition.



Sign up for Email Notification of Updates





The Wiki Message Board is at the top of each Project Update wiki page and the **English Language Projects Home Page.** The message will change periodically.

The following observations have been addressed. Click the **Discussion** tab at the top of this page to report new issues. Please reserve this page for Indexing Support responses.

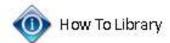
See the Additional Helps tab for examples of how to index this project. (Updated 11/9)

Cancellations and Transfers - (Updated 11/9) Index Cancellations and Transfers - Example

# California – Great (Voting) Registers, 1866–1910, Project Updates



Sign up for Email Notification of Updates





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### There are three buttons at the top of the page:

The repo

- Sign up for Email Notification
- How to Library
- Updates Home

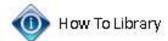
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Cancellations and Transfers - (Updated 11/9) Index Cancellations and Transfers - Example

# California – Great (Voting) Registers, 1866–1910, Project Updates



Sign up for Email Notification of Updates





 Sign up for Email Notification of Updates - sends out an email every time a change is made to the project page.

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The repo

How to Library - Links to a page of resources for indexing

See t

Updates Home- Returns to the Home Page

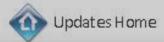
Cancellations and Transfers - (Updated 11/9) Index Cancellations and Transfers - Example

# California – Great (Voting) Registers, 1866–1910, Project Updates



Sign up for Email Notification of Updates





Overview/Links

**Project Updates** 

**Additional Helps** 

FAQ

The following observations have been addressed. Click the **Discussion** tab at the top of this page to report new issues, *Please reserve this page for Indexing Support responses.* 

### There are four tabs running across the top of the page:

See the Addition

- Overview/Links
- Project Updates
- Additional Helps

Cancellations a

FAQ

1/9)

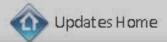
rs - Example

California – Great (Voting) Registers, 1866–1910, Project Updates



Sign up for Email Notification of Updates





Overview/Links

**Project Updates** 

**Additional Helps** 

FAQ

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The following observations have been addressed. Click the Discussion tab at the top of this page to

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 Overview/Links- A summary of the indexing project with internet links to project and indexing information

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 Project Updates – Changes made to improve quality after the project is released

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- Additional Helps May contain presentations and other resources to improve the ease and quality of indexing
- **FAQ** A place for submission of selected issues and support responses.



Learn

FamilySearch Centers

Indexing

Blog

Page

Edit

Discussion

History

# FamilySearch Indexing: US, Texas—Deaths, 1890–1976, Project Updates

Edit This Page



Sign up for Email Notification of Updates



How To Library



Updates Home

Overview/Links

**Project Updates** 

**Additional Helps** 

FAQ

Click the FAQ Tab to submit project related questions.

Category: FamilySearch Indexing

Please do not use the Discussion Tabs to submit questions

## After clicking, the **FAQ Page** opens...

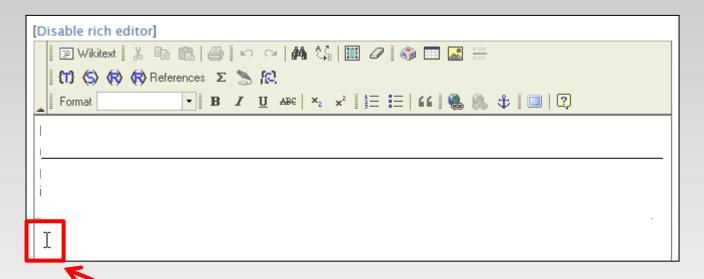
The FAQ page is where indexers make submissions regarding issues they have after reading the project instructions and updates.

If the issue has not already been addressed, ask it in a clear, concise manner following the procedures on the next slides.

Please be respectful and considerate of those who monitor and read these pages. Submissions will be carefully reviewed and may be answered by project managers on the **Project Updates** page or by support personnel on the **Additional Helps** page. The questions will then be removed. Please do not alter or delete the comments others have submitted. Unpleasant remarks will be removed.



To make a submission, click **Edit This Page**.



Place the mouse cursor below the line and enter your comment. You may have to place the cursor in front of another question and press Enter (then move the cursor up a line to start writing) so the most recent question will be on the top of the list.

### **Question:**

What should I put on this page?

#### **Answer:**

- Questions relating to this project.
- Observations that are general in nature and would be relevant for other indexers and arbitrators working with similar batches.
- Often repeated mistakes arbitrators and indexers are making.

### **Question:**

What things do not work well for the wiki?

#### **Answer:**

- There will always be a delay in responding, so issues that require a timely answer, such as being unable to read a name or submit a batch would not be answered soon enough to help.
- Wiki personnel are unable to address computer or technical program questions.

Notice: If a submission is a duplicate of an earlier one, it may be removed.

### **Question:**

Why are there two pages, **Project Updates** and **Additional Helps**, for answers on the wiki?

#### **Answer:**

- Project Updates are clarified instructions from the project managers.
- Additional Helps are answers to submissions by wiki personnel concerning how to index and arbitrate the project based on the current guidelines.

Thank you for viewing this presentation. We are confident that using this resource will improve the quality of FamilySearch Indexing.

Clicking this button will take you to the projects "Home Page"

