Goal 2: Get started with indexing.

Choices

A See a list of batches for web indexing.

Note : Batches are groups of records to be indexed; projects are groups of similiar batches.

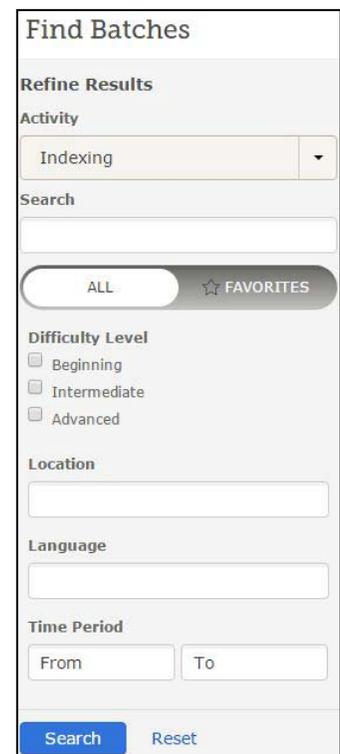1. Read this article for tips on getting started with web indexing.

   📄 FS—How to Get Started with Indexing Online

2. In the Indexing menu, click **Web Indexing**. Suggested indexing batches appear in the **My Batches** area of the window.

3. If you would like to index one of these batches, click **Open Batch** next to the batch name, and then skip ahead to Goal 3 below to start indexing. You may want to start with a batch marked as "Beginning".

4. To perform a search for other batches, go to Choice B below.

5. Or, to select a batch from a list of entries, click **Find a Project** (menu near the top of the screen), and then go to Choice C below.

B Search for batches to index, using "Find Batches".

1. In the My Batches area, click **Find Batches**.

2. Scroll through the list that appears in Search Results at the right of the screen. If you find a batch you want to index, skip ahead to Goal 2 below.

3. To start a search for other batches, type a place or other item in the Search field.

4. Optionally, do any of the following to refine the search:

   - Check the Difficulty Level as Beginning, Intermediate, Advanced, or more than one of these.
   - Type a location to search for.
   - Type a language for the indexed batch you want. A selection list appears below the field as you type.
   - Type a location to search for.
   - Type a time span (years) for batches to include.
   - At the top of the screen, click **Sort By** and select Difficulty or Name to order your search results.

5. Click **Search**.
6. Look over the Search Results list to see which batch or batches you would like to index.
7. If you want to check out multiple batches to index in a given project, in the upper right, click **Batches to Check Out** and select a number. You may have up to 10 batches reserved at a time.
8. If you need to search again, click **Reset** (lower left) and fill in different fields. To save your search preferences, click **Edit Preferences** (lower right), check the appropriate boxes, and click **Save**.
9. To mark a batch as a favorite, click the star next to its name.
10. Once you have identified a batch to work on, click **Start Indexing** and go to Goal 3 below. Your batch must be completed by the due date or it will be returned for someone else to finish.
11. For more information on selecting batches, read this article.

📄 FS—Select a Batch

C Search for batches by project, using "Find a Project".

US—Freedmen's Bureau, Hospital Records, 1865–1872 [Part B]

View Project Details ▶

Language: English

Indexed **3%**

Reviewed **1%**

Web

Start Indexing

1. In the top menu, click **Find a Project**.
2. If you want to search by region, click an area on the map. Then click **View Projects** to see all the projects in that area, or click a country link to see only projects for that country.
3. In the Current Project area, click **View Project Details** to see a description of the record batches involved.
4. When you have selected a project, click **Start Indexing** and go to Goal 3 below. Your batch must be completed by the due date or it will be returned for someone else to finish.

Goal 3: Index and manage batches, and set goals.

Contribute to the worldwide indexing effort, making more record indexes available to researchers.

Choices:

A Learn about your opened batch.

After you have clicked **Start Indexing**, the record batch is opened for you to work on. If you decide you'd rather not index that batch, follow the instructions in Choice B below. If a notice appears that the batch has already been partially indexed, your task is to review the work done so far and complete the batch.
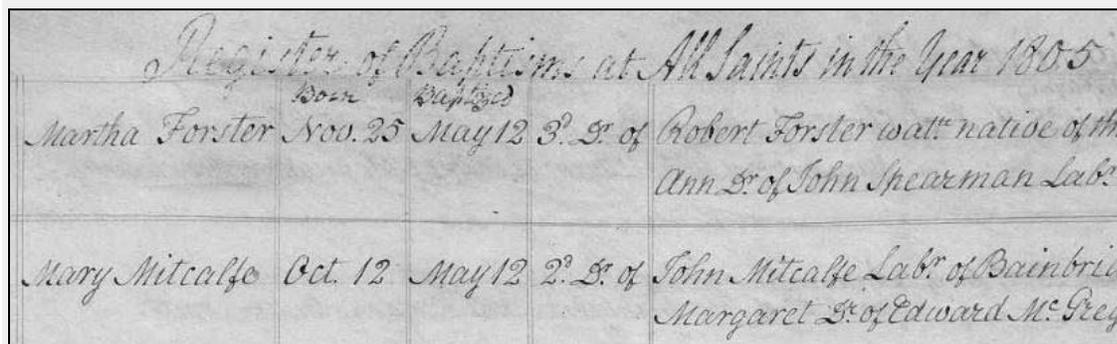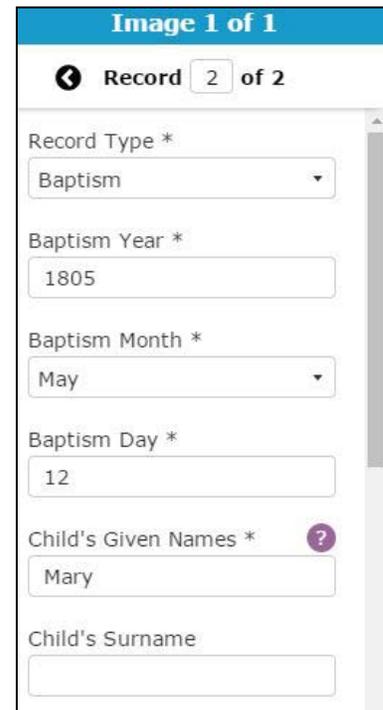

1. Read through the Project Instructions dialog. It has important information to help you succeed with indexing your selected batch. Remember to scroll down to the end of the dialog to see all the instructions.
2. If you would like to take a guided tour with a sample indexing batch, click here.
3. Be familiar with the options in the **Data Entry** menu (Lookup, International Characters, Show Toolbar, Show Ruler, Show Reference Images).
4. Be familiar with the options in the **Help** menu (Field Help, Project Instructions, Basic Indexing Guidelines, Keyboard Shortcuts, Help Resources, Open Shared Batch, Share Batch, Labs).
5. Read the Basic Indexing Guidelines article for helpful tips on indexing your batches.

    FS—System Requirements for FamilySearch Indexing

B Index the records and submit your batch.

1. In the open batch, read the instructions for Step 1: Images, select a Yes/No value, and click **Next**. You will need to do this for all images in the batch. To get help for a field you are currently editing, click the purple question mark icon.

2. Fill in each of the fields in the left side of the screen—or at least the required ones (marked by asterisks). Use the Field Help question mark icon (purple) whenever needed, and click and drag the image to move it around when needed.

3. If needed, click the **plus icon** to zoom in, or the minus icon to zoom out. You can also zoom smoothly by using the scroll wheel on the mouse.

4. If needed, click the **adjustment icon** to rotate the image to the left or right, or adjust the brightness or contrast, or display reference images.

5. If a field or record is blank or unreadable, click one of the icons in the **Toolbar** (top of the window) to mark it as such.

6. When you have finished entering the data for the record, and if there are more records shown on the image, click **New Record** and repeat the data entry process for each record in the image.

7. Add data for each record, in each image, until you have finished the last one in the image. If there are multiple images in the batch, click **Next image** and index each record in all the images. You can scroll between images at the bottom of the screen.

8. If you need to exit the batch before finishing, click the back arrow in the upper left. Your work will be saved for when you resume indexing.

9. Click **Next—Quality Check** to check the accuracy of your data. Correct any errors that have been found, and then click **Submit Batch**. You can then open a new batch to work on.

C Manage indexing batches.

1. To return one or more batches that you no longer want to work on, go to the My Batches screen and click **Manage**.

2. Select each unwanted batch and click **Return (number) Selected Batches**. The entries you selected are now removed from your My Batches list.

D Set your indexing goals and achieve them.

The Progress area below My Batches has a graph that shows the number of records you have indexed over time.

1. Click **Target** to set a goal for the number of records to index.
2. To change the timespan, click **Month** and select Quarter, Year, or All-Time.
3. To view the number of records in the previous month, quarter, or year, click **Current** and select Previous.

Goal 4: Improve your basic indexing skills.

When you master a few essential indexing techniques, your work will go faster & smoother.

Choices:

A Work on basic indexing techniques.

Here are some resources to help you improve your indexing skills:

- Project Instructions
- Tips for Improving Indexing
- Adjusting image brightness and contrast
- Identifying image types
- Data entry methods

B Get help with your indexing questions.

1. Access the FamilySearch Indexing Help page for general indexing help.
2. Read this article to learn about getting answers to indexing questions.

   📄 FS—Finding Help for Indexing Questions
3. Visit the FamilySearch Facebook page for indexing for additional help.
4. Learn about know issues with FamilySearch indexing in this article.

   📄 FS—Known Issues

5

C (Optional) Do indexing for records in other languages.

If you are skilled in an additional language, there are resources available to help you start indexing those records.

1. Access the Handwriting Helps page on FamilySearch.
2. In the Choose a Language drop-down list (upper-left), select the language you're interested in. The example to the right shows a French language selection.
3. Study the Alphabet section on the right.
4. To learn more about characters in the language, visit the Handwriting Helps links on the left side.
5. For indexing tips and guidelines on indexing records in your selected language, visit the Language Helps links on the left side.

Goal 5: Collaborate with others on indexing projects.

You can share indexing batches with others, or participate in peer reviews and indexing groups.

Choices:

A Share indexing batches.

1. To share a batch with someone who can provide help or feedback, open the batch, click the Help menu, and then select **Share Batch**.
2. Fill out the fields in the dialog. **Click here** for an example of the batch code, and remember to add a comma after the contact name in the dialog.
3. Click **Share**.
4. Once you have shared a batch, you can open it later by clicking the **Open Shared Batch** link at the bottom of My Batches.
5. For more information on sharing batches, follow the steps in this article.

   📄 FS—Web Indexing—Share Batch

B Participate in peer reviews of indexing projects.

You can sign up to do a peer review of a batch that another person has worked on, to check for completeness and accuracy

1. To participate in a peer review, follow the steps in this article.

   📄 FS—Web Indexing—Share Batch
2. To track the progress of your peer reviews, go to the Progress area of the Web Indexing page; then click **Indexing** and select "Indexing—Peer Review".

C Participate in indexing groups.

Indexing groups you belong to are listed in the Groups area, at the bottom of the Web Indexing page.

1. To find a group to participate in, click **Find Groups** and select Find Groups in the menu.
2. Indexing groups are listed at the right. Click **Join** next to a group name to join the group, or click **Request to Join** to send a request to the group administrator for admission.
3. To search for an existing group, fill in the search fields you want and click **Search**.
4. When you have joined a group, click its name in the Group area of the Web Indexing page. Here you can see a progress chart or project list, read group announcements, or search for members (magnifying glass icon).
5. To *send a message* to a member of the group, click **Send a Message**, click **Add Recipients**, select a name from the list, type your message, and click **Send**.
6. To *generate a report* from your group, click **Reports** in the Web Indexing page, fill in the report criteria on the left, and click **Generate Report**. To download the report, click **Download**.
7. To *create a group*, a) Click **Find Group** and select **Create Group**; b) Fill out the fields in the Group Profile screen; c) If desired, click **Upload** to upload a photo for your group; and d) Click **Save**.
8. Get answers to FAQs about groups in this article.

    FS—Frequently Asked Questions about Groups
9. To learn more about group reporting, read this article.

    FS—Group Reports
10. Learn more about managing indexing groups in this article.

    FS—Manage Roles of Group Members