FamilySearch

Getting Started with Web Indexing

You can help families find and connect to their ancestors by making records available to the world through indexing! Get started indexing at FamilySearch.org/indexing. Click **My Indexing**, and then sign in using your FamilySearch or LDS Account username and password.

Check Out a Batch

View a list of projects from all over the world to find one you would like to help index.

To check out a batch:

1. Click **Find Batches** to open the list of projects.
2. Search or filter the list of projects. Use the options in the left column to filter the results.
3. Click **Start** to open a batch.

My Batches   Manage   Find Batches ▶

1. Click Find Batches.

5-1900 [MMM9-5QY]   Due: 8 Jan 2015

% Complete   4%   Open Batch

US, Hawaii, Honolulu Passenger Lists, 1900-1952 [MMMM-7NX]   Due: 8 Jan 2015
English | Intermediate
% Complete   50%   Open Batch

Due: 8 Jan 2015
Open Batch

Due: 8 Jan 2015

Find Batches   Sort By ▾   ✕

Refine Results   Search Results (19 Total)   Batches to Check Out 1 ▾

Activity

Indexing   ▾

Search

2. Search or filter the list of projects.

US, Tennessee County Marriages, 1790-1950   ☆
English | Intermediate
% Complete   33%   Start

Difficulty Level   ✕
☐ Beginning
☐ Intermediate   Deutschland, Hessen, Darmstadt--Sterberegister, 1878-1925   ☆
☐ Advanced   German | Intermediate
                          % Complete   **3. Click Start to open a batch.**   Start

Location   ✕

Polska, Poland, registry books-Diocese of Radom 1654-1946   ☆
Polish | Intermediate
% Complete   8%   Start

Language   ✕

View sample images for the project.   **Add to your Favorites list.**   Start

Time Period   ✕
From   To

Italia (Antenati Italiani), Bergamo--Nati, 1875-1900   ☆
Italian | Intermediate
% Complete   45%   Start

Search   Reset   ■ Indexing ■ Indexing Review

Definitions

Project: A collection of historical records from the same place and time, grouped together for indexing.

Batch: One or more images from a project that indexers can check out and index in approximately 20 to 30 minutes.

Step 1—Identify Images to Index

When you open a batch, you will first be shown instructions for the project. These instructions tell what should and should not be indexed in each project.

After reading and closing the project instructions, determine whether or not the images have information to index:

Project Instructions

US, Tennessee—County Marriages, 1790–1950

What we index | Getting Started | Additional Info | Project Links

What we index in this project

- This project includes many types of marriage records from county courthouses in Tennessee. The records were creat Documents in the collection include marriage licenses, certificates, affidavits, registers, indexes, and so forth.
- These records are usually handwritten or typed on preprinted forms.
- Batches contain up to 5 images.

1. Examine each image, and verify that it should be indexed. If you aren't sure, review the project instructions again (found in the Help menu).

2. Click **Next Image** to move on. (**Yes** is already selected because most images do have information to index.)

If the image has no information to index or is a duplicate of another image in the same batch, click in the field, and select the correct option from the list. Review the field help if you have questions.

Definition

Field: A place in the data entry area used to record one piece of information from the image.

Step 2—Enter Information

To index a batch:

1. Enter information from the image in the data entry field. If you have questions about what to do, review the field help. Press **Tab** on your keyboard to go from field to field, or tap from field to field on a tablet.

2. Mark required fields (a field with an *) that lack information as Blank. Mark it **<BLANK>** by clicking the ☒ **icon**. Make sure that all fields with information on the image are filled in.

3. Add new records for the image as needed. Index all records on the image. By default, each image begins with one data entry record. If the image contains additional information that can be indexed, click **+New Record**. Add the information to that record and to any additional records as needed.

4. Mark the image as complete. After all of the information has been indexed from the image, click **Next image**.

Note: If you prefer to keep your hands on the keyboard, press **Tab** from the last field to select the **+New Record** button. Then press **Enter** to add a record, or press **Tab** again to move on to the next step. Keyboard Shortcuts are also available; hold your mouse over any icon in the toolbar to discover its shortcut.

Definitions

Record: Information concerning an event or an individual, as in these examples:

- All information about a marriage—the bride, groom, and parents—is one record.

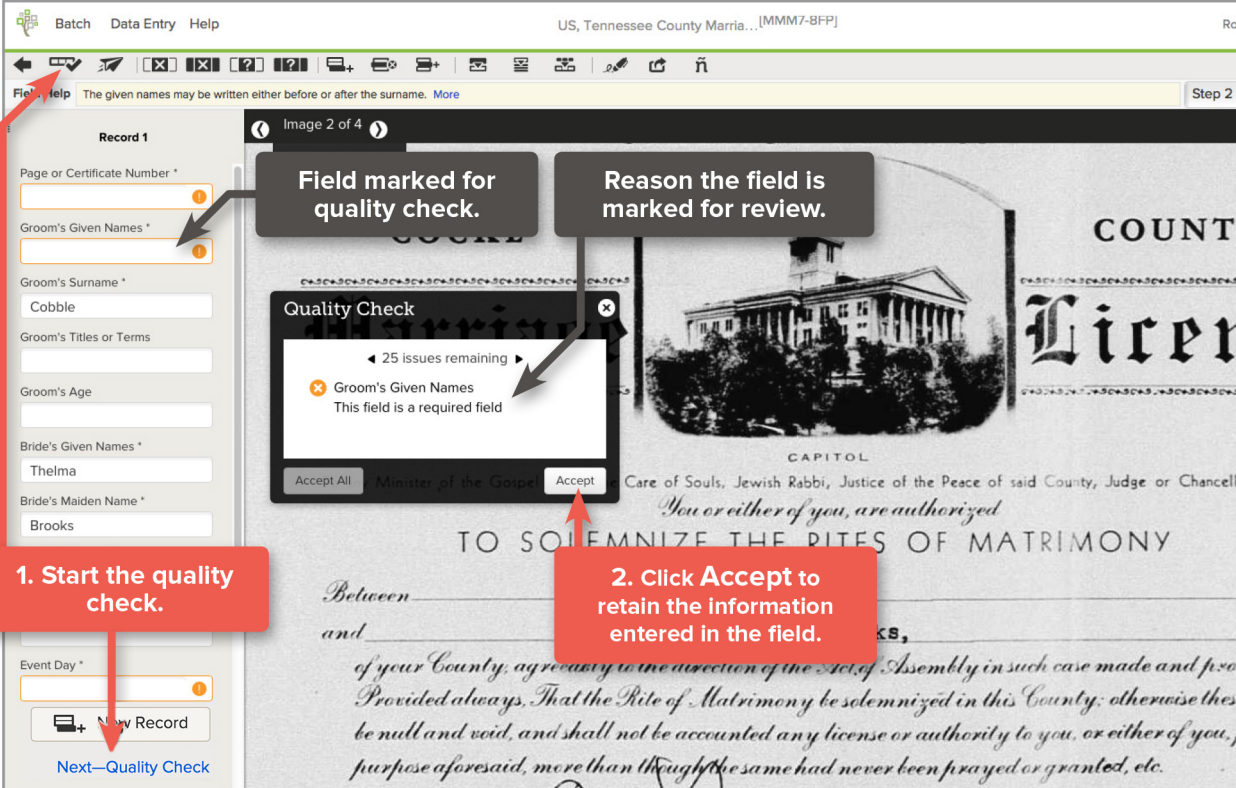- Each name on a census is one record.

Required Field: Required data that is essential to the index and included in most images. A required field is indicated in the data entry area with an asterisk (*) in the field label.

Nonrequired Field: Supplementary data that is not essential to an index but that contributes additional information and should be indexed when it is included on the image.

Step 3—Run Quality Check, and Submit the Batch

When all records on all images have been indexed, run the quality check, and then submit the batch:

1. Start the quality check. Click **Next image** on the last image in the batch, or click the ▭✔ **icon** at any time. Review each field marked in quality check, and verify that what you entered was correct.

2. Click **Accept** to retain the information entered in the field.

3. To change what you entered, type the new information, and then press **Tab** or click **Accept** if necessary to move on.

4. When you have verified all the information you entered, the program will ask if you want to submit the batch. Click **Submit Batch**, and you're finished!

Definition

Quality Check: The process, before submitting a batch, when the indexing program checks the entered data against principles such as:

- Does the data match values in the associated lookup lists?
- Do all required fields contain data?
- Are only numbers entered in age fields?

A field marked for quality check is not necessarily incorrect. This gives you the opportunity to review each field that does not agree with these principles so you can double-check the information you entered. You can then accept the information the way it is or make changes as needed.

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