

# 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](http://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.

## 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:

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.

### Project Instructions

## US, Tennessee—County Marriages, 1790–1950

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### What we index in this project

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

The screenshot shows the web indexing interface for the project "US, Tennessee County Marriages, 1790-1950". The main area displays a scanned image of a marriage license. The license text includes: "Marriage License", "CAPITOL", "TO SOLEMNIZE THE RITES OF MATRIMONY", "Between A. J. Cobble and Mrs. Thelma Brooks", and "Given at the Clerk's Office of said County, this 1 day of December 19 45". The interface includes a "Field Help" sidebar on the left with a "Should this image be indexed?" dropdown menu set to "Yes" and a "Next Image" button. A "Tools" button is visible in the top right. Three callout boxes provide instructions: "1. Should this image be indexed?" points to the dropdown menu; "2. Click through the images." points to the "Next Image" button; and "The field help gives instructions for each field." points to the "Field Help" sidebar. Another callout box says "Image tools can help make an image easier to read." pointing to the "Tools" button.

## 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 **[X]** 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.

The screenshot displays the 'Data Entry' interface for a 'Batch' of 'US, Tennessee County Marria... [MMM7-BFP]'. The interface is divided into a left-hand data entry form and a right-hand image gallery. The data entry form includes fields for 'Page or Certificate Number \*', 'Groom's Given Names \*', 'Groom's Surname \*', 'Groom's Titles or Terms', 'Groom's Age', 'Bride's Given Names \*', 'Bride's Maiden Name \*', 'Event Day \*', 'Event Month \*', 'Event Year \*', and 'Bride's Mother's Surname'. The image gallery shows a scanned document titled 'STATE OF TENNESSEE COUNTY License'. The document text includes 'and Mrs. Thelma Brooks, of your County, agreeably to the direction of the Act of Assembly in such case made and provided; Provided always, That the Rite of Matrimony be solemnized in this County; otherwise these shall be null and void. He that accounted any license or authority to you, or either of you, for the same had never been prayed or granted, etc. In legal County, this 1 day of December 1945'. The interface also features a 'Field Help' section at the top, a 'Tools' menu, and a 'Next Image' button at the bottom left.

## 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.

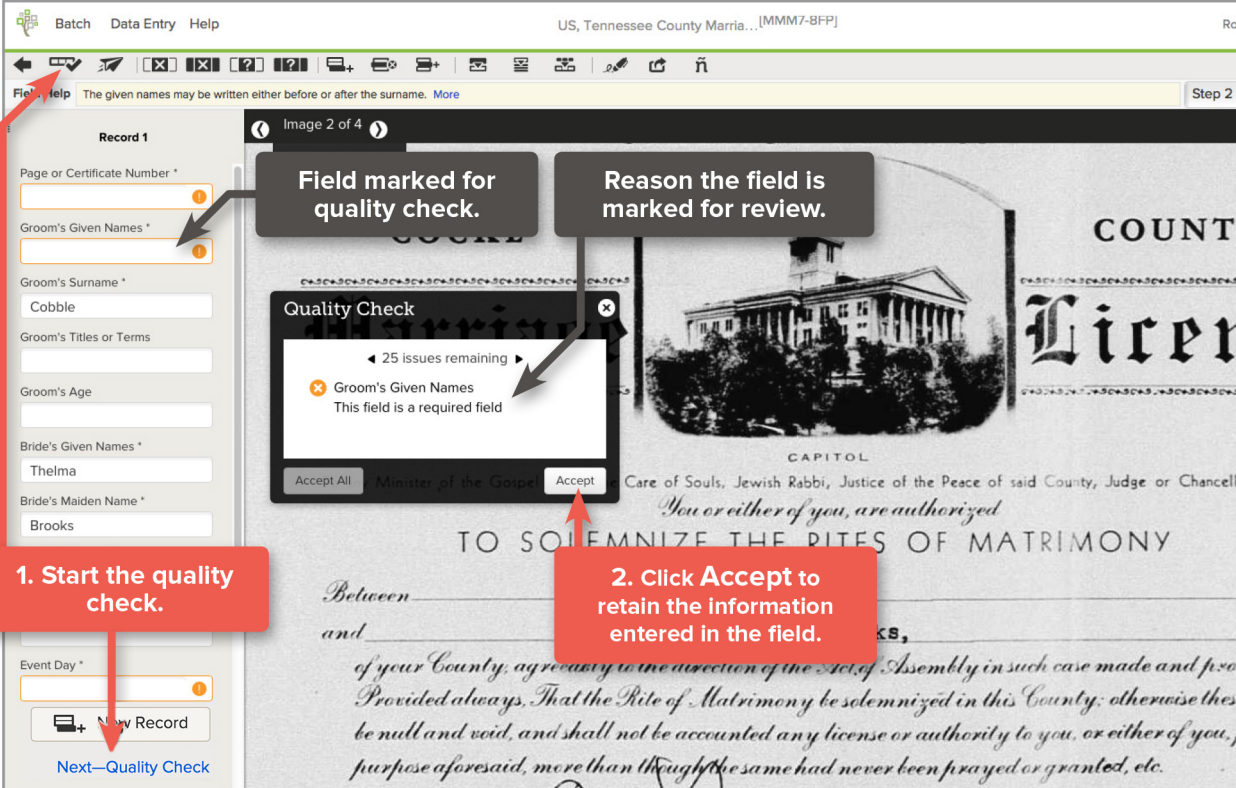
**Required Field:** Required data that is essential to the index and included in most images. A required field is indicated in the data entry area with an asterisk (\*) in the field label.

**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!



The screenshot shows the FamilySearch web indexing interface. On the left is a form for 'Record 1' with fields for Page or Certificate Number, Groom's Given Names, Groom's Surname (Cobble), Groom's Titles or Terms, Groom's Age, Bride's Given Names (Thelma), and Bride's Maiden Name (Brooks). A red arrow points to the 'Next—Quality Check' button at the bottom of the form. In the center, a 'Quality Check' dialog box is open, showing '25 issues remaining' and a list of issues: 'Groom's Given Names' with the note 'This field is a required field'. A red arrow points to the 'Accept' button in the dialog. On the right, a document image is displayed with a 'Field marked for quality check.' callout pointing to the 'Groom's Given Names' field and a 'Reason the field is marked for review.' callout pointing to the 'Quality Check' dialog. A red box at the bottom right contains the text '2. Click Accept to retain the information entered in the field.'

### 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.