


HOW TO INDEX


There are some indexing helps at the Kent Stake web page: <http://www.kentstake.org/>

1. Click on '[Home and Family](#)'
2. Then click on '[Kent Family History Center](#)' and '[Family History Training](#)'
3. Click on '[Indexing Information and Resources](#)' at bottom of list (#6)


To Begin Indexing

1. Log onto www.familysearch.org and click on Indexing/Web Indexing from the drop-down menu.
2. Under '**Overview**' or '**Indexing Help**' you will find a guided tour and links to '**Help**' pages
3. Under '**Find a Project**' you can find special projects from various countries.
4. Under '**My Batches**' you will find any batches you have selected to work on
5. '**My Indexing Totals**' has your indexing totals for all of the indexing you have ever done
6. Under '**Progress**' you can set goals and see your progress
7. Under '**Messages**' you will see messages sent from Salt Lake
8. To select a batch is to click the '**Find Batches**' button
9. Under '**Activity**' it will show whether you can Index or Index and Review. After you have indexed 1000 records you can begin Reviewing if you like.
10. If you are just starting out, you will probably want to select **Beginning** – as well as **English** unless you want to index in another language. It is hard to find **Beginning** batches so you may need to add **Intermediate**. Most batches only have 2 records.
11. Click **INDEX** on the batch you have selected to start indexing
12. You may click on  [Community Help](#) just above the image area on the right side for a list of guided help available.
13. There are 3 drop down menus at top left of page: Batch ▾ Data Entry ▾ Help ▾
14. Under **Batch** you can do activities related to the batch including **Submit** or **Return Batch** and **Changing the Settings** for the **ruler, language of field names and help and project instructions**, and whether or not **to auto complete** fields in the batch.
15. Under **Data Entry** you can choose the format you will use to enter your data. You can choose from **Form Entry, Table Entry, Column Entry and Row Entry. Form Entry is the default.** You can also **access International Characters, decide whether to show the Toolbar and Ruler, and Show reference images. Reference images** allows you to bring up another record in the batch so you can compare the two records (helpful to decipher handwriting).
16. Under **Help** you can **access some help information** plus **Share a Batch** or **Look at a Shared Batch**. A new tab, **Labs**, lets you try out new features that are not yet live. The Share Batch feature can be used if you have someone remotely helping you with your batch (ie answering a question, helping decipher hand writing)




17. **Float your mouse** over the horizontal bar of 15 icons to see what they do. The most useful ones are: **Return to Web Indexing, Submit Batch, Add Entries, Delete Entries, Copy Text from Previous Record, Handwriting Examples, Share Batch, International Characters and Project Instructions.** They also show any shortcut keys available for each action.
18. **Next click on the Project Instructions**  **and read them. Always Always Read the Project Instructions before you begin Indexing a new Batch.** They will usually show you an example of how to index each record type that is in the batch plus give other useful information.



19. To the left of the image, you will see the following controls
The top 2 are used to make the image larger (+) or smaller (-)
The next one lets you adjust the image by Rotating it, Inverting it or Changing the Brightness or Contrast.
The last one lets you show a Reference Image
20. Examine the image to make sure it has information to Index. 'Yes' is the default. Other options are available in the drop-down menu.
 - If this is an image with no extractable data (no information at all pertaining to an event), choose that option from the drop-down menu.
 - If the image is a duplicate of a previous image, choose that option. Next, you will identify to which image it is a duplicate.
 - If there is more than one image in this batch, after clicking **Yes**; you will see the next image appear and you will repeat the step above. If this is the only image in the batch, the data entry form will appear so that you can begin indexing.
 - Once you have checked every record you will be sent back to the first record to start adding date. You can change the format in which you add this data by clicking on the 'Data Entry' field at the top of the page
21. Index the information from the image as instructed in each field. Type what you see. If required information is not available, mark the field **BLANK (ctrl-B for PC, Cmd-B for Mac)**. Required fields are marked with an asterisk. If the field is NOT required, you can Tab past it.
22. Some batches with multiple entries on one image may preload with a default number of entries. You can add more if needed and delete what you don't need. This can be done with the icons at the top of the image or with the shortcut keys.
23. If you aren't sure what to enter in a field, click  to open **Field Help** when you have clicked on the field.
24. Refer to the **Shortcuts chart** if you like to use **keyboard shortcuts** while indexing (**Help menu > Keyboard Shortcuts**). This document can be printed for quick access.
25. **Tab between fields, but to accept the highlighted value, press Enter. To either add a new entry or move to the next image, press Enter. When you have indexed all of the names on the document, click Quality Check to submit the batch or press Return.**

26. **Important:** An entry is information about an individual, or event, such as a death, marriage, baptism, etc. In some projects, such as obituaries, if more than one person is mentioned in the document; you will need to **add a new entry** to index each person's information.
27. If there is more information to be indexed than click **'Yes'** at bottom of page to create a new entry for this record
28. If the record is complete click **'No'** which will take you to next record or after last record will submit the batch.
29. The system will do a quality check before the submission and indicate any problems that need to be corrected.
30. **Your feedback is important!**

If you encounter a problem with the program, click the  **Feedback** button on the right just above the image area, and enter the requested information.