

FamilySearch Indexing — A Getting-Started Guide for the Silicon Valley Computer Genealogy Group

Step 1. Connect to the FamilySearch Indexing home page.

Log onto www.familysearchindexing.org

You should see the following page:

The screenshot shows the FamilySearch Indexing home page. At the top, there is a navigation bar with 'HOME', 'PROJECTS', and 'HELP' buttons, and a 'Sign On | Register' link. Below the navigation bar, the page is divided into several sections. On the left, there are four main sections: 'What is Indexing?' with a small image of a document, 'Current and Upcoming Projects' with a small image of a person at a computer, 'Volunteer' with a small image of a person at a computer, and 'Install Software' with a small image of a person at a computer. On the right, there is a large graphic with the text 'FAMILYSEARCH INDEXING' and 'In 30 minutes you can help people find their ancestors!' Below this graphic are three buttons: 'Volunteer', 'Install Now', and 'Start Indexing'. At the bottom of the page, there is a footer with copyright information and links for 'About Us | Contact Us', 'LDS Church Sites', and 'LDS Country Sites'.

This page is intended as a generic startup page for everyone, but you will only need to use it to download the software onto your computer.

Step 2. Install the indexing software.

Click on the Start Indexing button, which will automatically check your computer for the necessary software and begin downloading it if it is not found. You will see a green progress bar indicate the various elements of the program as it proceeds. When it completes the downloading and installation, it will ask you to enter your username and password (see next step).



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Step 3. Log In.

Enter the Username you chose when you asked to join the SV-CGG Indexing project. Then enter the password for the group which is: **index4fun!** (don't forget the exclamation point) Click OK. The first time you log in you will be asked to agree to the terms of the project. When the Indexing program starts running, it will check for updates to the software and finally will display the following batch control home-page screen.

The screenshot shows the FamilySearch Indexing web application interface. At the top, there is a blue header with the text "FamilySearch Indexing - rrand" and a menu bar with "File", "Tools", "View", and "Help". Below the header is a dark blue banner with the "FAMILYSEARCH INDEXING" logo. The main content area is titled "My Work" and includes a welcome message: "Welcome, Richard SV-CGG". There are two buttons: "Download Indexing Batch" and "Download From...". A "Work Offline" button is also present. Below these is a table with columns: "Type", "Project Name", "Film#", "Batch#", "Due Date", and "% Complete". The table is currently empty. Below the table are three buttons: "Work on Batch", "Submit Batch", and "Return Batch".

On the left side, there is a section titled "My Messages" with a table with columns: "From", "Subject", and "Received". The table is empty. Below the table is a "Delete Message" button.

On the right side, there is a section titled "My Personal Goal" with two buttons: "Set New Goal" and "See My History". Below these buttons, the following information is displayed:

- Indexing Status - n/a names submitted, n/a names to do
- My Goal** - 1000 names indexed
- End Date** - Sunday, 31 Dec 2006
- Target Rate** - n/a names per day

Below the "My Personal Goal" section is a section titled "Indexing Web Links" with four links:

- [Current Indexing Projects](#)
- [Upcoming Indexing Projects](#)
- [FamilySearch Indexing Home Page](#)
- [FamilySearch Home Page](#)

At the bottom of the page, there is a status bar with the text: "Total names indexed: 3676 | Total names arbitrated: 100 |".

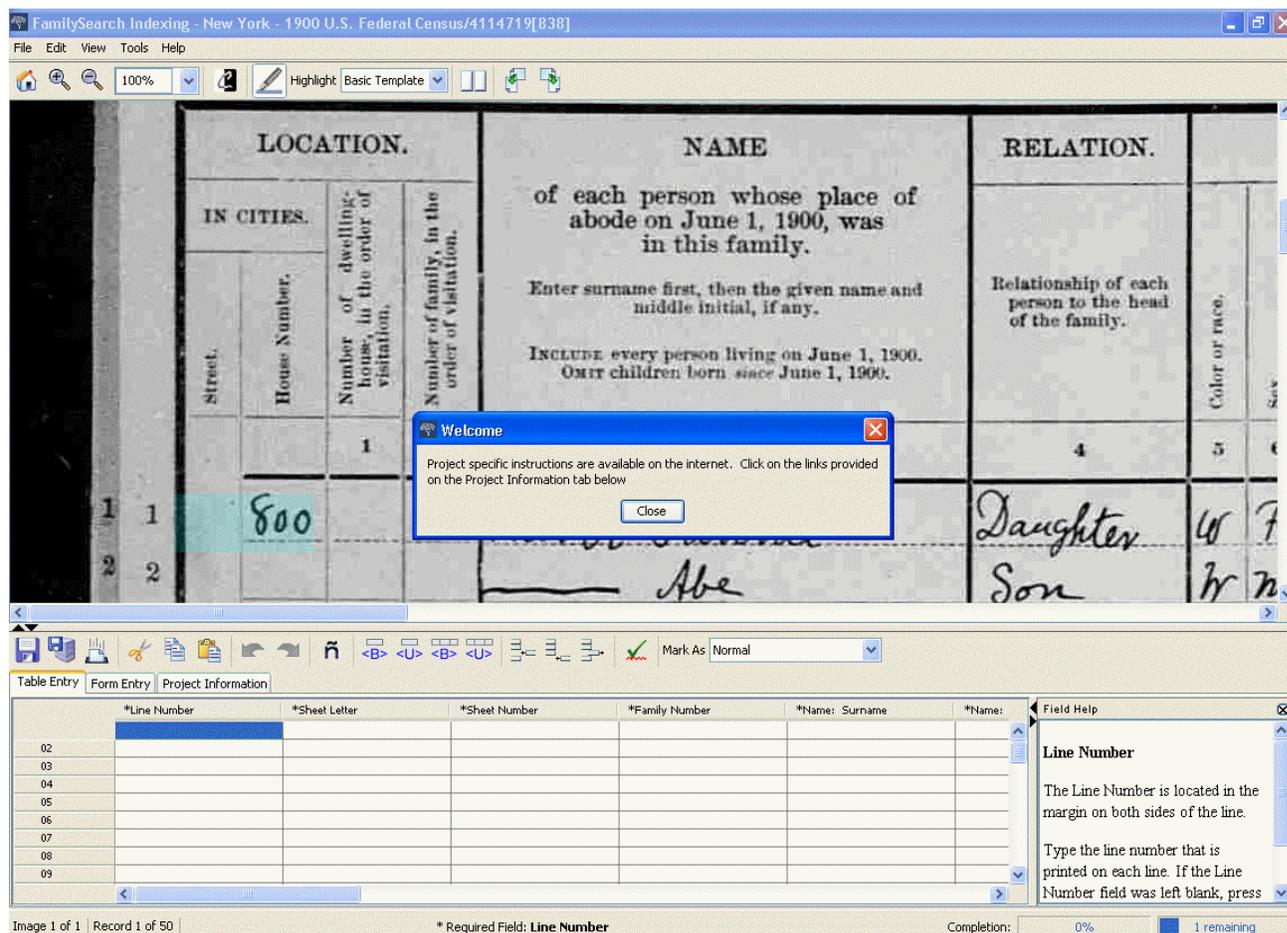
This is the screen you will always see when you log in from now on. The top portion will display the working batches you have downloaded. The lower left will display messages from the administrators and the two portions on the lower right allow you to set goals and jump to other web pages.

Step 4. Download a batch for indexing.

Click on the Download Indexing Batch button near the top left corner. This will automatically download the next batch that is available in the queue. The title of the batch will appear in the My Work section. To begin the indexing process, highlight the batch title and click on the Work on Batch button (or double click on the batch title).

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The indexing screen will be displayed as follows:



Click the Close button in the Welcome box, and you are now ready to begin indexing. Note the top portion containing the digital image of a census enumeration page and the bottom portion containing the data entry table where you enter the information. Also note the toolbar between the two portions that provides the icons needed for the indexing process.

It is best to read through the help screens for each new project by clicking on the Project Information tab just below the toolbar. After reading the Help information, click on the Table Entry tab to restore the data entry table to the screen. To the right of the data entry table is a Field Help box that changes as you move from one column to another.

When starting to index each sheet there are three things you need to do:

1. Determine the Sheet letter
2. Determine the Sheet number
3. Adjust the highlighting color

To find the sheet letter and number, move the scroll bars of the digital image to the top right. Move the scroll bars back to the left so that the first line of the enumeration data is shown on the screen with the row (record) number visible. You will see an aqua colored rectangle in the proximity of the row number, which you will want to set to be on top of the row number. Click

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on the View menu at the top of the screen and select the Adjust Highlights option. Then move your mouse pointer down to the colored rectangle and drag the rectangle so that it covers the row number. Then use your mouse to deselect the Adjust Highlights option in the View menu. Note that the adjustment for the highlighting rectangle may not be exact as you move from one column to the next -- you will learn by experience how to adjust it for each enumeration page.

You are now ready to begin indexing. The indexing software has been written to streamline the process as efficiently as possible. You will learn the shortcuts and the automatic keystrokes as you go, including automatically filling in the next line number when you finish a line, automatically filling in the data from the entry above it, and automatically remembering fields based on the initial letters you enter.

Use the **TAB** key to move across the data table, **Shift-TAB** to move backward across the table, and the arrow keys to move up and down. **Ctrl-D** copies the data from the entry above a table cell. When you reach the end of the row, hit **TAB** one more time to move to the next row. When you reach the end of the page you will be asked if you wish to add any more records to the table. If not, click on No, and then you will be asked to verify any of the data that is out of the ordinary. Once that step is done, it will ask if you want to upload the data. Click Yes, and the batch is returned to the main server. You can then request another batch or close the program.

If you wish to suspend the indexing process before completing a batch, click on the floppy disk icon at the left end of the toolbar. You may then close the program and return to it later. Keep in mind that you are given a limited amount of time to complete a batch before it is taken away from you.

At any time you may return to the batch control home-page screen by clicking on the little doghouse icon at the top left corner of the indexing screen. You may download multiple batches and work offline on them while are disconnected from the Internet. Just remember that you must be connected to the Internet to submit a batch.

The Download From button allows you to select batches from specific projects rather than accept the next available batch in the queue. If a batch is blank or totally unreadable, you should use the Return Batch button and then send me an e-mail indicating why you have returned it.

To restart the indexing program, you may return to the FamilySearch Indexing home page indicated in step 1, or you may create a shortcut to the program on your desktop. See the note at the bottom of this document for how to create a shortcut.

I am convinced you will enjoy being part of this interesting project and you will find yourself becoming a better researcher based on the knowledge you gain from working with the documents in the indexing project. If you know of others who would enjoy participating in the project, please have them contact me.

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If you have problems or questions, you may either call me at 650-969-6567, or the Worldwide Indexing Support Services at their toll-free number 1-866-406-1830. Press 2 and ask for the Extraction/Indexing Support desk. The service is available from 9:00AM to 5:00PM Mountain Time.

Happy indexing!

Richard Rands
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How to create a shortcut to the Indexing software on your desktop (after it has been downloaded to your machine):

1. Click the Windows **START** button in the lower left corner of your Windows Desktop screen.
2. Click on the **Run** option.
3. In the box next to the word Open, type **javaws** and click **OK**.
4. Right click on the **FamilySearch Indexing** option.
5. Click on the **Install Shortcuts** option.
6. Close the window by clicking on the **red X** in the upper right corner.

You may now start the indexing program by double-clicking on the shortcut on your desktop.