

Familysearch / Indexing Support - 1-866-406-1830

Go to Google, type in Document ID: 102817. Listed below are some of the topics you can click on to get more information -

Basic Indexing Guidelines

Indexing is the process of transcribing the text (names, dates, places) on historical documents and putting them online in a searchable database. Family search indexing unlocks access to the world's records by making them searchable for free at FamilySearch.org.

Once records are indexed, people from all over the world can search for records that document the lives of their ancestors.

Every record indexed is important because it helps document someone's life.

The best way to start is to download a batch, open it, then click on "project instructions" on the lower right side. Read the summary of instructions, look at samples, etc. Then under field helps (lower right side), click on each column and it will give the requirements for that field/column. As you go thru these instructions (they only take a few minutes), you will be better prepared to index that batch. Repeat as you do different kinds of records/batches.

Basic Indexing Guidelines

- ◆ *Type what you see*
- ◆ *Corrected information*
- ◆ *Mistakes on original documents*
- ◆ *Image types*
- ◆ *Blank lines*
- ◆ *Ditto marks*
- ◆ *Variations in the records*
- ◆ *Unreadable records*
- ◆ *Unknown*
- ◆ *Punctuation*
- ◆ *Duplicate images*
- ◆ *Fractions or letters in number fields*
- ◆ *Lookup lists*
- ◆ *Colored background or red wavy lines*
- ◆ *Gender*
- ◆ *Separate or common law in marriage field*
- ◆ *Other basic indexing guidelines (instructions for indexing names, place names, dates and ages).*

On the last page of the basic Index guide – click on 102813 Names.

Names are the most essential part of an index...

Topics you can click on under names:

- *Index the most complete name (Sometimes a name is recorded several times on a record – type the most complete name).*
- *Punctuation in names*
- *Abbreviated names*
- *Given name or Surname*
- *Maiden Names (If both the maiden name & the married name (including any surnames from previous marriages) were recorded, index all surnames in the surname field. Maiden name first, then previous marriages in the order they happened.*
- *Titles & terms*
- *Alias names or variations in the record - - using “or” to separate records.*
- *Surname not given*
- *Indexing Mrs John White*
- *Spouse*
- *Adoptive or foster parents*
- *Names with prefixes such as Van or Mc*
- *No middle name*
- *Indexing unfamiliar names*
- *Other indexing guidelines*

*On the last page of the basic index guide – **click on 102812 place names.***

Read this guide to find out how to index Washington D C, to follow the field helps as some records need to be spelled right, and expand abbreviations, other say not to correct and not to expand abbreviations. Also, if an abbreviation was used and not to be expanded – type NY for New York or US for United States – with no space in between.

It really helps to keep google open so you can look up cities, towns, counties, states, & countries to get correct spelling.