Indexing 101 – Getting Started – (Graphic version)

Step 1

- Sign-in to your FamilySearch account at <u>www.familysearch.org</u>

Note: - If you do not have a FamilySearch account - click on the link above to "Create a FREE account"



Step 2 – Learn more before beginning (optional)

Click on "Indexing" and then click on "Overview"



Scroll down if needed and click on "Try it out!" and follow the on-screen instructions to start your tour.



After you have completed the test drive, click "Web Indexing" to begin indexing and go to Step 4

Great Job!					
Test Drive Completed Successfully	Click here to begin indexing.				
Return to Web Indexing					
Indexing helps people a and identify their relatives and build their family trees					
Web Indexing Find Batches					

Step 3 – Jump right in and begin Indexing

FamilySearch Fa	mily Tree Search	Memories	Indexing	Activities	Temple
			Overview		
			Web Index	xing	
Begin Indexing	by clicking here	Is a Loi ver! Tha	Find a Pro	ject	-
	to Roc	otsTech	Help Cent	er	
	Conn by Fai	ect, hos nilySea	ted rch.		
					1

Step 4 – Choose a batch of records to index

Next - click "Find Batches"



Click Find Batches to start indexing.

Select "Sort By: = Difficulty Check the Beginning level box

• If there are no beginning level batches, you may need to expand your search and also check the Intermediate box.

Find Batches 🛛 🔶	Sort By: Difficulty		×
Refine Results	Search Results (1 Total)	Batches to Check Out	1
Search ALL ☆ FAVORITES	US, Massachusetts—Death Certificates, 1921–1924 [Part B] English Beginning Indexed 9% Reviewed 0%		ب Index
Difficulty Level Beginning Intermediate Advanced Language English	If there are no beginning records, Intermediate box.	also check the)

You may be presented with multiple batches to choose from.

TIP: Birth and death records tend to be the easiest. Also the later the date on the batch is easier, as many of those records may be typed.

Search Results (28 Tota	I) Batches to Check (Dut 1
US, Wisconsin Bir English Intermediate Indexed Reviewed	th ecords, 1907–1911 [Part B]	Lindex
US, Massachusetts English Beginning Indexed Reviewed	Death ertificates, 1921–1924 [Part Last - click here 0% to begin	ි Index
Australia, Victoria A] English Intermediate Indexed Reviewed	-Wills and Probate Records, 1880–1998 [Part	다. Index
Canada—Border En English Intermediate Indexed Reviewed	try Lists, 1908–1918 12% 6%	값 Index

Choose a batch that meets your interest. LAST - Click the "Index" box to begin indexing

YOU MADE IT. ENJOY INDEXING.

TIPS: Don't be afraid to explore

- Move your mouse over the images in the ribbon to see what they do. Click on and try them if you like.

