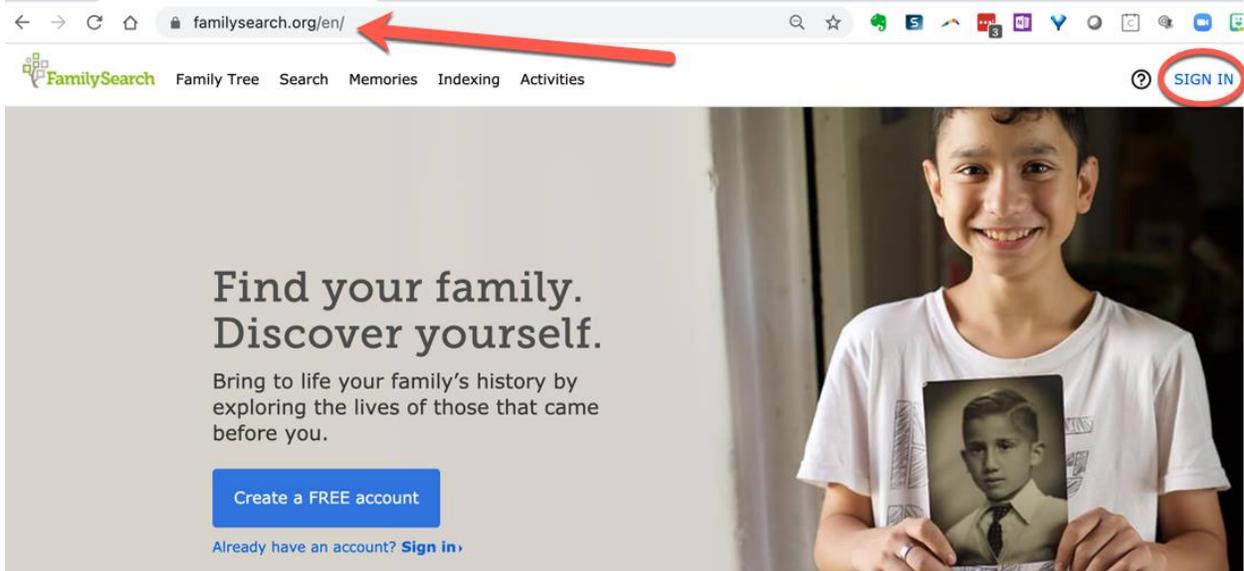# Indexing 101 – Getting Started – (Graphic version)
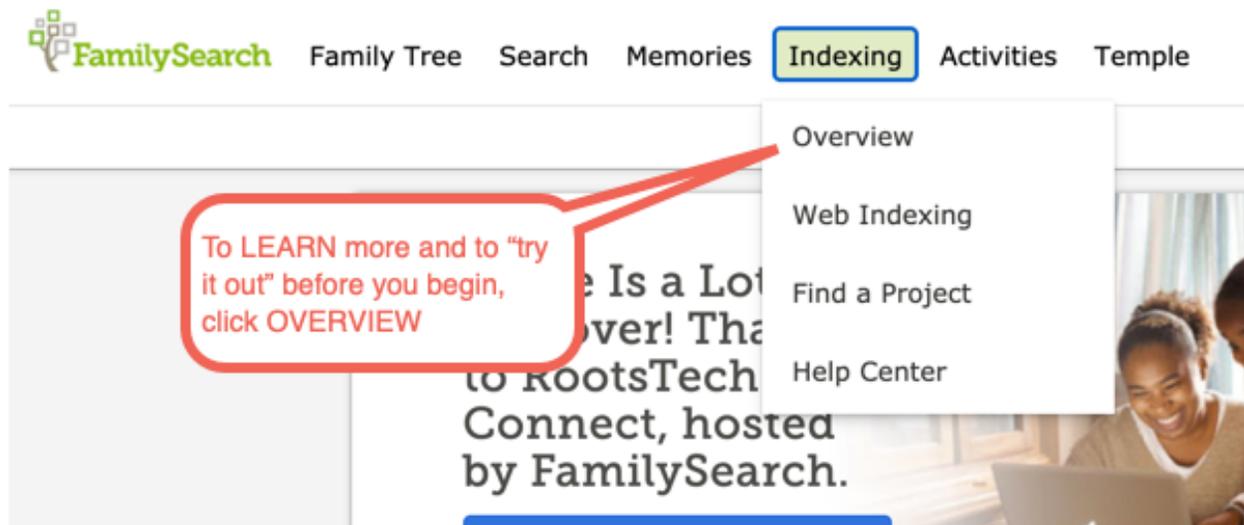
Step 1

- Sign-in to your FamilySearch account at www.familysearch.org

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)

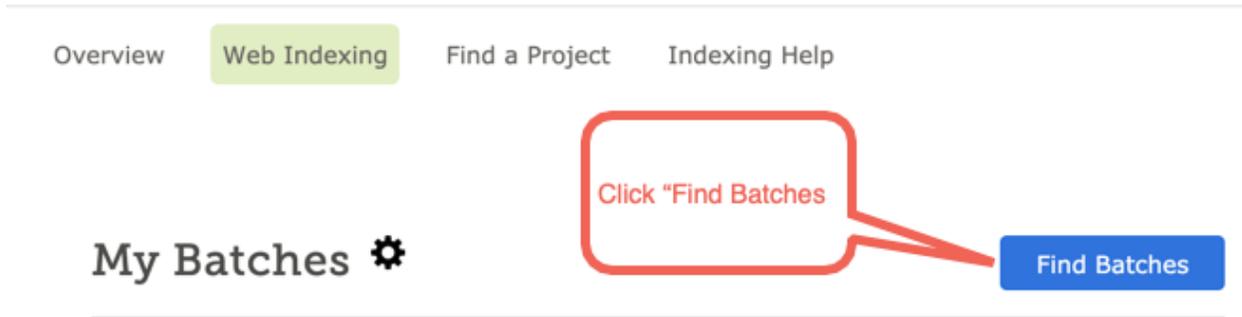Click on "Indexing" and then click on "Overview"

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

Step 3 – Jump right in and begin Indexing
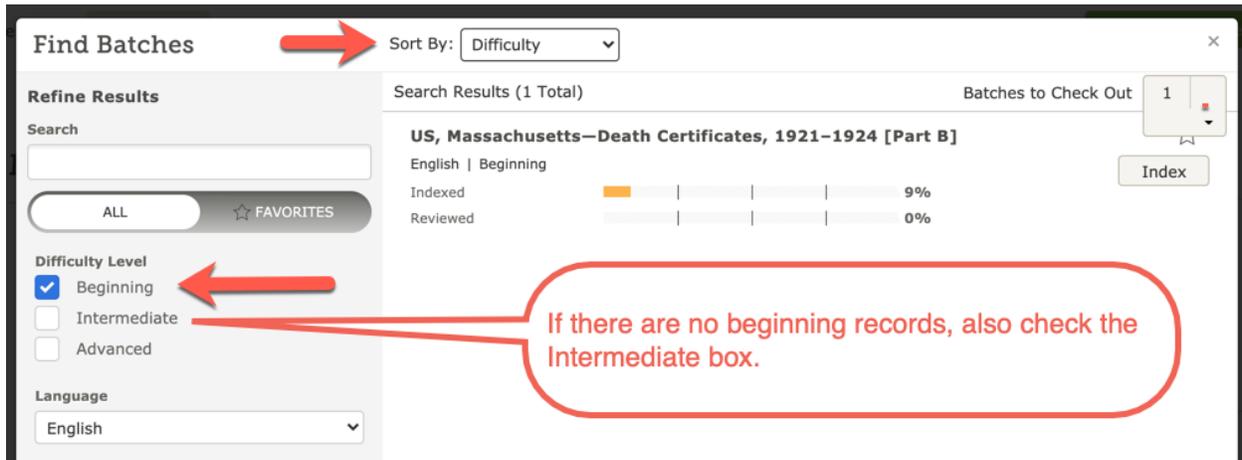
Step 4 – Choose a batch of records to index

Next – click "Find Batches"

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.

You may be presented with multiple batches to choose from.

<mark>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.</mark>

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

YOU MADE IT. ENJOY INDEXING.

<mark>TIPS: Don't be afraid to explore</mark>

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