

Online Indexing Class Handout

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To prepare for the Online Indexing Class, please go to this link

<https://indexing.familysearch.org/newuser/nugetstarted.jsf>

and click the button to download the Indexing Software to your computer and sign up for a Family Search account (if you already have a Family Search acct, use that). When you sign up, please sign up as a member of a GROUP and choose the “Southwest Colorado Genealogical Society” so your efforts can benefit our local Genealogical Society. You need not be a member of the society to help with our indexing effort. This should only take a few minutes, but doing so will save time in class. If you do have problems bring your questions to class and we can help you get started.

INDEXING IN YOUR SPARE TIME ON YOUR SCHEDULE: You can index a batch (one census image as soon as you download it, or save it for later access), If you download it to work on offline, the batch will be in your computer and you can work on it without having access to the internet. You can download more than one batch at once, but keep an eye on the due date. You can do that whole batch at once or do a few minutes at a time. Save your work before you quit. You can download the mobile indexing app to index on your mobile device.

REMINDERS:

DUE DATE: When you download a batch (one census image), if you intend to do the batch offline or in pieces over a period of time, look at the due date for the batch. Usually due dates are a week away, but as they get close to finishing a state, the due dates decrease. If you cannot index that batch by the due date, please return it so that another indexer can do it by the deadline. Choose a different batch from a state that is not so close to finishing and you can get a longer time before the due date.

SAVE before closing: If you work on the batch and want to stop working – be sure to SAVE the batch before exiting the program (click disk icon at top left of the pane where you enter index information)

HOUSEHOLD #, NOT ADDRESS: The first field is the line number and the second field is the Household number (not the address in col 2) but the number of the family visited COLUMN 3.

HIGHLIGHTS: If the highlights are pointing to the wrong thing, you may need to adjust the highlights, from the top menu click View – adjust highlights. The highlights will all show up. Click on a highlight near the middle of the screen and look for the message “move ALL ANCHORS”, if it says it is moving just one column click somewhere else to get the ALL ANCHORS message. Then you can shift or resize the whole pattern. This should solve the problem, but if you need to adjust just one column, then click that column and look for the message “move – name of that column – anchors”. Adjust that column. When you are finished click View, and click to uncheck adjust highlights. The pattern should go away and show ONLY the highlight for the field you are indexing.

SPELLING: Index exactly what you see, except for the following:

- If the name has either Ab (absent) or and X with or without a circle – do not index those
- If the name has either a title (Mr, Mrs, Rev, Father, Col, etc) or a suffix (Jr., Sr., III, IV, etc) put that in the TITLE field (after the first name and before relationship) – but omit punctuation (no periods).
- In the race column – when you enter one letter it will automatically fill in the whole word (keep

that whole word)

- Locations (birthplace or location in 1935) should be **spelled correctly**, if you can recognize the place, but keep the place name as they write it (even if they put the city and county in the wrong boxes or you think they have the wrong county – don't correct errors – only correct spelling)
- If you can't read it put ? For a single character or * for a group of unreadable characters.

CHECK FIELD HELPS – or CALL FOR HELP if necessary: If you are unsure of what to do, read the field helps (to right of the pane where you enter the index information) you may need to scroll down. If the highlights point to one thing, but the field help says another, adjust the highlights (see above). If you are still not sure what to do:

try the resource page: <https://indexing.familysearch.org/public/publications.jsf>

check the FAQ page <https://indexing.familysearch.org/support/faq.jsf>

check the indexing Forums: <https://www.familysearch.org/learn/forums/en/forumdisplay.php?f=36>

try live chat <http://goo.gl/3Tg6w>

try the

PROJECT STATUS: To view an Interactive Map of the Status of the Community Indexing Project

https://www.familysearch.org/1940census/?cid=fsHomeT1940Text_v2

As of 25 April 2012, only the Delaware Index is currently online. Even though Colorado, Kansas and Utah are 100% complete, the index for those states has not yet been put online. Mousing over each state shows the percent of indexing complete for that state. Until indexes are online, clicking those records allows you to browse by location. After indexes are online, clicking the state allows you to search the name index.

FROM FAMILY SEARCH INDEXING:

20 April 2012: 1940 US Census Indexing Report—April 20, 2012

As of April 20th we have the following fantastic statistics to report:

- *So far, 14.2% of the entire project has been completely indexed.*
- *We have 75,820 indexers and arbitrators working to index and arbitrate the census records.*
- *Colorado and Kansas have been completely indexed and are being processed in preparation for posting on FamilySearch.org.*
- *Delaware is posted online at FamilySearch.org.*
- *Nine states (Alaska, Idaho, Indiana, Nevada, New Hampshire, Oregon, Utah, Virginia and Wyoming) are 80% or more indexed and will soon be complete. To see the status of each state, visit FamilySearch.org/1940census.*
- *A total of 19,242,589 records have been indexed and arbitrated by volunteers.*

We continue to see new people signing up to be indexers and arbitrators. Each day we get more than 1,000 new people joining us. Word and is getting around and people want to be a part of this project. We want to see more people join us so remember to tell your friends and neighbors about your indexing experiences. Show them how they can be involved. I'm sure they will enjoy the opportunity.

Thank you for the great job you are all doing. It's good to see people enjoying themselves as they give of their time to index this valuable collection of American records.

For more help with indexing please call Anna 946-4876 or email aha@RootfindersGR.com