Improvements in the FamilySearch Indexing Program

A new way to index on FamilySearch.org is now available. Enhanced features make it even easier to be part of this important collaborative work. This handout lists the major enhancements to help you transition more easily from the old indexing program to the new web-based version.

While the new indexing program is different in some ways, indexing is essentially the same activity that it has always been. You can view a list of projects, open a batch, and index information from the image so that future researchers can find their ancestors more easily. It is a wonderful work to be involved in!

Indexing on FamilySearch.org

To participate in FamilySearch indexing, you no longer need to have a program or app installed on your computer. Simply go to [FamilySearch.org/indexing](https://familysearch.org/indexing) using an Internet browser; then click **My Indexing**, and log in to get started.

If you have previously used a FamilySearch indexing icon on your desktop, you can quickly create a new icon or bookmark. Just click and hold the icon in front of the URL, and drag it to your desktop or bookmark bar.

Indexing on Computers and Mobile Devices

Along with your desktop or laptop computer, you can index on tablets, Chromebooks, and other devices that can access an Internet browser and have a screen resolution higher than 1024 x 600.

Note: Most cell phones do not have large enough screens to run the new indexing program clearly.
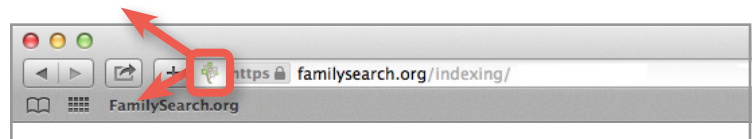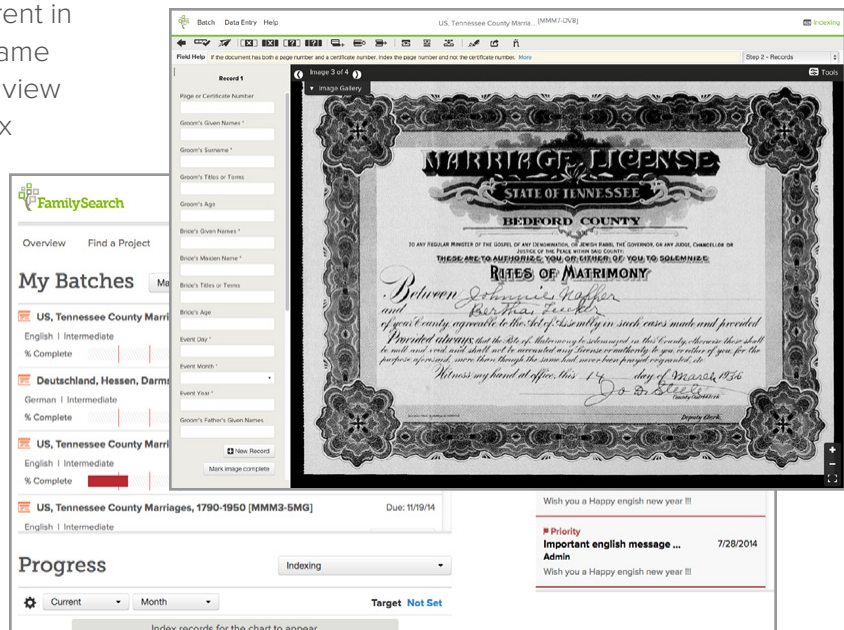
My Indexing Page

The My Indexing page is your indexing home. Check out and work on batches, read messages from headquarters and group administrators, see your progress, and visit your group pages, all from one page.

Selecting a Project

You can search for project titles and descriptions with keywords, choose a specific locality within a larger project, or filter projects by the following:

- Difficulty level
- Location
- Language
- Time period

When you find a project you like, set it as a favorite for easy, one-click access.
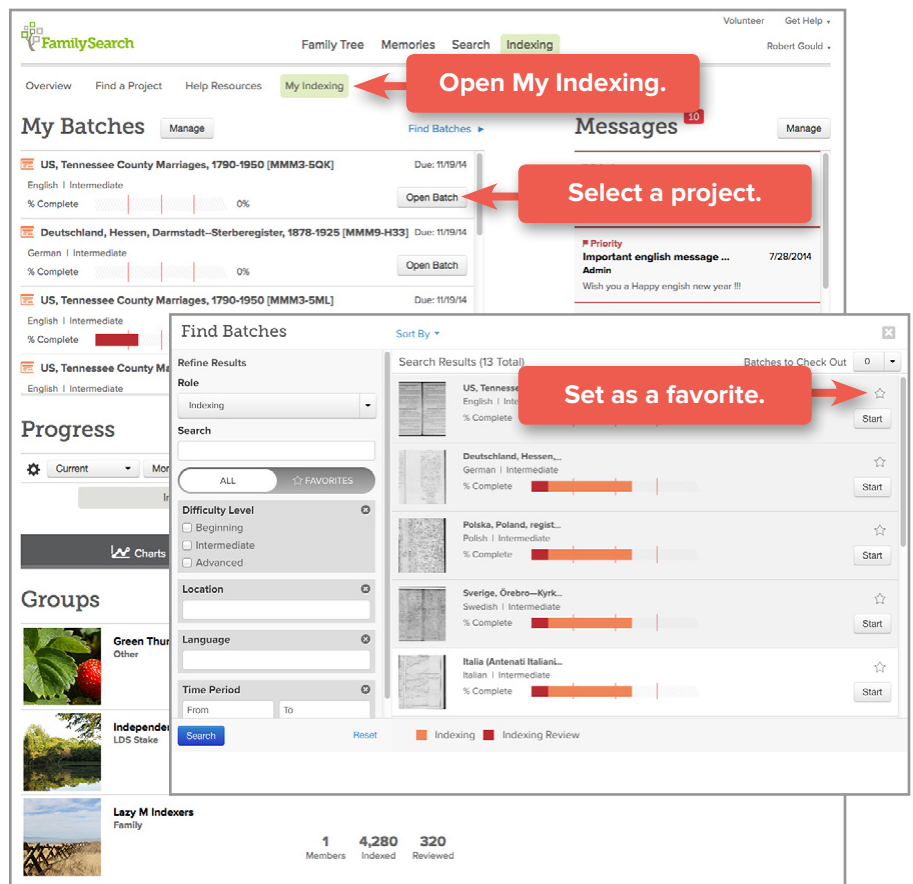
New Training

Are you worried about not knowing the steps to take or which buttons to press in the new indexing program? No need to worry. New interactive training, within the program, will help you get started. Other helpful resources include:

- Project instructions that have been reorganized and are more visible.
- Sample images for each project.
- Project-specific "test drives" and other training.
- Test drives for new activities, such as peer review.
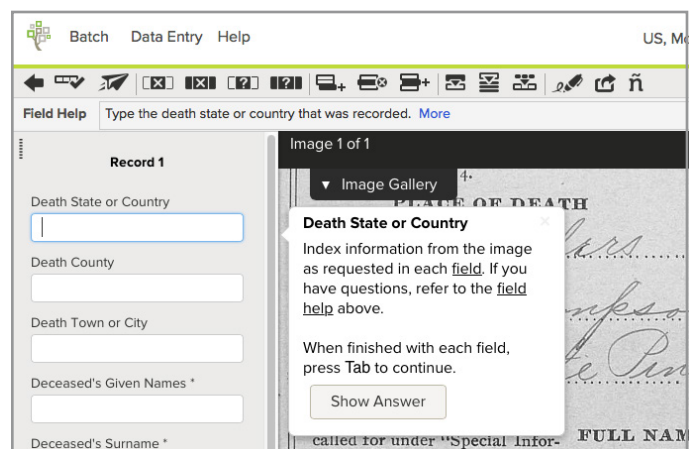
New Data-Entry Methods

In the desktop program, the data entry area was at the bottom of your screen, and you could choose between table and form entry. Now you have a much wider range of entry methods to use, including:

- Form entry—Available with all projects. Other data entry methods are not available with projects that include multiple record types (such as births, marriages, and deaths all in the same project) because of the different fields in each record type.
- Table entry—Similar to the table entry view in the desktop program.
- Column entry—A new data entry method in which a single field for all records is displayed in a column. This works best with censuses and registers.
- Row entry—A new data entry method, similar to table entry. View one record at a time.
- Inline entry—A new data entry method available only with highlights. View one field at a time, right next to the highlight.
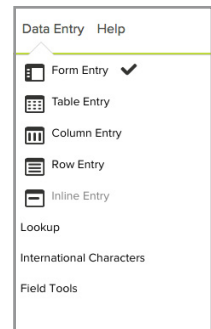
You can also customize your view and move the data entry area to the left, right, or bottom portion of your screen.

Add Records as You Go

In the past, many new indexers struggled to know when or how to add records to the data entry area and what to do with blank records that they accidentally added. In the new version:

- Seamlessly add one record at a time using the **+ New Record** button.
- When you are finished with the records on your image, just click **Mark image complete** to move to the next step.
- If you accidentally add new records you don't need, don't worry—they'll be deleted after you submit the batch.
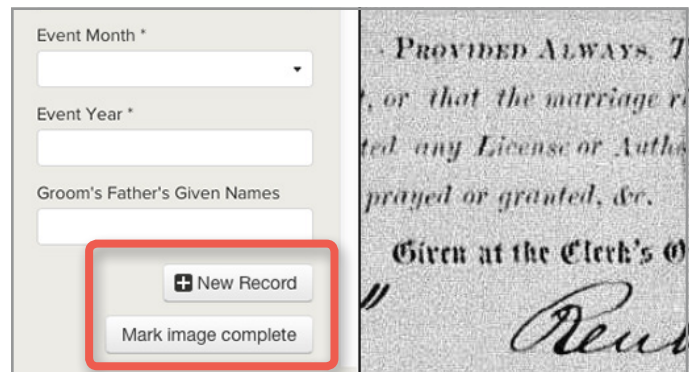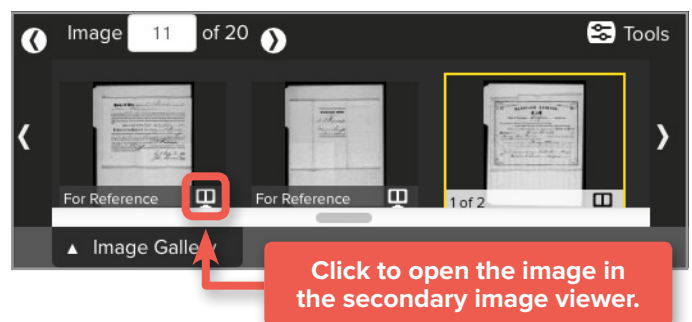
Image Gallery

Three major enhancements to the new image gallery allow you to:

- See all of the images in your batch at once.
- View about 10 images before and after your batch.
- Select any two available images to view side by side.

Click to open the image in the secondary image viewer.

Toolbar

The new toolbar includes icons you can use to start the quality check process, submit your batch, mark a field or record as blank or unreadable, add or delete a record, ditto or copy a field or record, view handwriting help, share a batch, and use international characters. The icons for save, copy, cut, paste, undo, and redo were removed to allow for more frequently used icons in the limited amount of space.

| **Toolbar Tools and Functions**			
←	Return to My Indexing	⊟⊗	Delete the selected record
⊟✔	Open quality control	⊟+	Insert a record after the current row
⟁	Submit batch	⊠	Copy text from a previous field into a selected field
[✗]	Mark the field blank	⊠	Copy text from the selected field into all following matching fields
❚✗❚	Mark the record blank	⊠	Copy text from a previous record into a selected record
[?]	Mark the field unreadable	✎	Handwriting examples
❚?❚	Mark the record unreadable	↰	Share a batch
⊟+	Add a record for this image	ñ	International characters

Reviewing

Access to a new activity in indexing called "peer review" will be given to all volunteers once they have indexed a certain number of records. When reviewing, a volunteer receives a batch that was indexed by another volunteer and reviews it for correctness and completeness.

Participating in reviewing will give indexers more experience by allowing them to see how others are indexing information. It will also help speed up the time it takes to publish the final index.
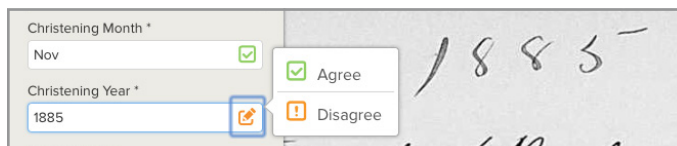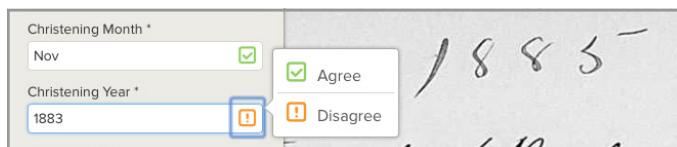
Join Multiple Groups

Now you can use a single account and be a part of multiple groups. Your indexing contribution applies to every group in which you are a member. Any indexer can now create groups for families, genealogical societies, or other community organizations.
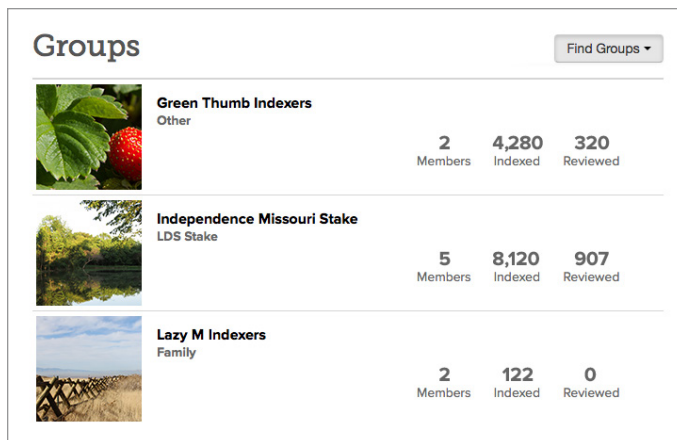
Which Features Are Going Away?

Some features from the desktop program will not be included in the new program:

- Right-click menu—Internet browsers have their own right-click menus, so the options that were available in the right-click menu of the desktop program are now found in the toolbar or can be accessed using keyboard shortcuts. For additional information about these shortcuts, click here.

- Arbitration Results—In the past, arbitration results have been a useful tool for helping volunteers gain a sense of the quality of their work. In the new indexing program, as multiple quality approaches are introduced, the comparative value of the arbitration score is greatly diminished. We are also exploring alternate ways to enable feedback between arbitrators and indexers.

What Is Still Coming?

Some features could not be included in the initial release but will be added as the program develops:

- Arbitration
- Highlights
- Offline indexing
- And more!