FAMILYSEARCH
GET INVOLVED

GETTING STARTED

1. Sign into FamilySearch
2. Click on the "Get Involved" tab at the top of the page.
3. Select "Find a Project". Select Difficulty and desired Language.

*If you need help select the "Get Help" tab or ask a missionary for assistance.

STARTING A BATCH

1. Click on "Index" beside the desired project.
2. Carefully Read the project instructions.
3. If blank or unreadable click on the corresponding toolbar icon.
4. If you decide you don't want to do a particular batch you can "Return Batch" under word "Batch" in the top left corner and get another one.

FINISHING A BATCH

1. After you finish a batch, it will automatically do a quality check. If you left a line blank, it will tell you and you can correct it.
2. Click on "Submit Batch".

SHARING A BATCH

1. Click on the "Share Batch" icon in the toolbar.
2. Copy and paste the link or share the batch code with your friend.

BYU Library
FAMILY HISTORY

INDEXING TOOLBAR

Return to Web Indexing

Copy Text from a Matching Previous Entry

Open Quality Control

Copy Text into all Following Matching Fields

Submit Batch

Copy text from Previous Entry

Mark the Field Blank (Ctrl + B)

Handwriting Examples

Mark the Entry Blank (Ctrl + Shift + B)

Share Batch

Mark the Field Unreadable (Ctrl + U)

International Characters

Add Entries

Project Instructions

Delete Entries