



Family History Sprint August 2014 – Indexing

Summary:

The purpose of this month's Sprint is to upload the Church's Indexing program, set a goal of at least 100 names to index and accomplish this through the Church's Indexing Program.

Background for this Sprint:

Indexing is the process of entering a lot of information from historical records into an easily searchable online database. Since FamilySearch indexing began in 2006, hundreds of thousands of volunteers have produced more than **one billion** searchable records!

Step 1. Learning how to use the Indexing program:

- Review the August Sprint instruction PowerPoint on *rcstake.com*.
- Review the help links provided near the end of the instructions (see below).

Step 2. Install the Indexing program on to your computer:

- Log in to FamilySearch.org.
- Click on 'Indexing' near the top of the opening page.
- Follow the instructions on the subsequent pages.
- The program will install the Indexing program on your computer.
- An icon titled 'FamilySearch Indexing' will appear on your desktop.



Step 3. Open the indexing program:

- Click on the 'FamilySearch Indexing' icon to open the program.
- Click on each of the tabs of the opening screen to become familiar with their functions.
- Click on the 'Help' tab at the top and review all of the options that appear:
 - Help
 - Quick Start
 - Frequently Asked Questions
 - Ask a Question
 - Contact Support
 - Tutorial
 - Resource Guide
 - Allow Remote Control

Step 4. Begin indexing:

- Open the program.
- Download a batch.
- Enter the required information from the batch into the provided table(s).
- Run the accuracy check.
- Submit the batch.

Extra Mile:

How far above the goal of 100 names can you go? Get the whole family involved and make it fun.

Here are 3 helpful internet links:

<https://familysearch.org/indexing/about> - Training videos

<https://indexing.familysearch.org/public/publications.jsf> - Indexing help, videos

http://broadcast.lds.org/elearning/FHD/Local_Support/FamilySearchIndexing/EN/demos/FS_index.html?v=http://broadcast.lds.org/elearning/FHD/Local_Support/FamilySearchIndexing/EN/demos/IndexQuickStart