

# Family Search Indexing

presented by Joy Price

**We are NOT asked to walk across the plains.** Our Pioneer program today - sacrificing a little.

Vital records for millions of people from around the world have been carefully preserved and safeguarded for generations by way of the LDS Church microfilming and other processes. Now through a vast global community effort, these records are being scanned (digitally transcribed) to freely share over the Internet.

Many people are needed to make a difference – by INDEXING these records. In only 30 minutes, with a computer and an internet connection, 50 names can be quickly “indexed” online and submitted to the Family History Department from your home. This can be a great Family Home Evening opportunity. Members are having spiritually blessings as they simplify the process for finding family, preserving our heritage and the world family history.

[More handouts will be given in class.]

How to Begin Indexing:

1. Type [www.familysearchindexing.org](http://www.familysearchindexing.org) into your web browser.
2. Click on the [**HELP**] tab at the top of the screen and study Tutorial - Lesson #1 for registration instructions and getting started as a volunteer.
3. Click [VOLUNTEER] and complete the registration form. Write down your user name and password. Members- click continue and click on the name of your Stake and type in your Ward.
4. Click [INSTALL NOW] – then double click [Save File]. Go to your computer desktop (your beginning screen) –click [FSIndexing\_setup] and follow the prompts. Java will be installed also.
5. After installation, you should have a TREE FamilySearch Indexing icon. Double click on this icon to open the Indexing program. After Java and the Security Warning load, click [Yes].
6. Login with your User Name and Password, check the box [I Agree] and then OK.
7. Return to [**HELP**] tab and read tutorial Lessons 3& 4 -Indexing Instructions before continuing.
8. If you want to choose your Indexing Project, click on [**Download From**] tab.
9. Click [**Project Information**] and become familiar with specific guidelines and instructions for each project. Watch for the [Field Information] on the right side of your indexing table for rules.
10. You have a week to complete a batch before it will automatically return to headquarters. To save an unfinished batch or work offline, always click [File] and choose [**Save to Server**].