

## Indexing “Tip of the Day” Tips

### Did you know... Quick Reference

For a quick reference tool and general information on indexing, arbitration, and more, go to [www.familysearchindexing.org](http://www.familysearchindexing.org), click the **Help** tab, and then click **Resource Guide**.

### Did you know... Local Help

For local help with indexing: Click **Help** on the menu bar, then click **Support** to get contact information for your local indexing administrator or Indexing Support.

### Did you know... Frequently Asked Questions

To access frequently asked questions about a specific project, open a batch from that project, click the **Project Information** tab in the lower right corner, then click the **Indexing Project Home Page** link. Under How to Get Help or Getting Help, click the **Project Revisions Page** link.

### Did you know... Ask a Question

Ask a Question can be found under the Help tab at [www.familysearchindexing.org](http://www.familysearchindexing.org). It is a fast and easy way to get answers to indexing questions.

### Did you know... Adjust Highlights

To adjust the highlights to better fit your image, click **View**, and then **Adjust Highlights**. Move the cursor to the image and a series of yellow boxes surrounded by a red border will appear. Click and drag the small red boxes in the corners of the border to fit your image. Click **Adjust Highlights** again to turn this feature off.

### Did you know... Fine Tune Highlights

Fine tune highlights by clicking **View**, and then **Adjust Highlights**. On the image, move the cursor to a yellow box until crossed arrows appear. Left click, hold and drag the yellow box to the correct area.

### Did you know... Project Instructions

Many questions can be answered in the field helps and project instructions. To find project instructions, click the **Project Instructions** tab, and then on the **Indexing Project Home Page** link.

## **Did you know... Download From...**

On the application start page, use the Download From... button to choose a specific project you wish to index. The Download Batch button loads the top priority indexing project for the day.

## **Did you know... Hard-To-Read Letters**

For hard-to-read letters, look for other words on the image that use the same letter. For additional help, press **Ctrl+Alt+H** or click the **Handwriting Help** icon (which looks like a quill pen in an inkwell) to open the handwriting help screen.

## **Did you know... Field Help**

Field helps should appear in the bottom right corner of the screen while you are indexing a batch. If you cannot see them, click the **Field Help** tab or move your mouse cursor along the right edge of the data entry area until it changes to a double arrow. Once it changes, click and drag the double arrow to left to make the field helps appear.

## **Did you know... My Messages**

To get updated instructions for current projects, and information on planned system downtime, please read the messages from Headquarters that appear in My Messages on the application start page.

## **Did you know... Lookup List**

Keyboard Shortcut: To access a lookup list, highlight the field, and press **Ctrl+F**.

## **Did you know... Document Type**

Keyboard Shortcut: To open the Mark Document As screen (to mark a document as Blank, Duplicate, Unreadable, or No Extractable Data), press **Ctrl+M**.

## **Did you know... Special Characters**

Keyboard Shortcut: To index letters or characters not found on your keyboard, click with the cursor at the point in the text where the character is needed (or simply stop typing if the next character you need to type is a special character), then press **Ctrl+L**, and select the character you need.

## **Did you know... Previous/Next Image**

To see the image before or after the image you are indexing, click **View** on the menu bar, and then click **Show Previous/Next Image**, or click the **Display previous or next image** icon.

## **Did you know...      Previous/Next**

If you receive the first batch from a group of documents, you will not have access to a previous image because one does not exist. When you click the Previous Image button, a message will appear telling you that the previous image is not available. A similar message will appear if you receive the last batch from a group of documents and click the Next Image button.

## **Did you know...      Save Your Work**

As you work on a batch, click the **Save** icon or press **Ctrl+S** at any time to save your work. It will be saved to your computer and to the indexing server, if you are working online. If you are working offline (or not connected to the Internet), your work will only be saved to your computer.

## **Did you know...      Undo**

Keyboard Shortcut: If you make a mistake, press **Ctrl+Z** to undo the last thing you did. If you press **Ctrl+Z** accidentally, press **Ctrl+Y** to redo the last action.

## **Did you know...      Clear Field**

To clear a field, right-click in the field and select **Clear Field**, or click the field and press **Delete**. To clear an entire record, click any field in the record and press **Ctrl+Delete**.

## **Did you know...      Resource Guide**

New to indexing? More help is available in the Indexing Resource Guide at [www.familysearchindexing.org](http://www.familysearchindexing.org). Click the **Help** tab, and then click the **Resource Guide** link to find resources for indexers.

## **Did you know...      Ditto Fields Below**

To copy information from one field into the same field in all records below it on the image, right-click the field that you want to copy, and then click **Ditto Fields Below**.

## **Did you know...      Organize Fields**

To change the order of fields to match the document, click **View** on the menu bar, and then click **Organize Fields**. In the left column, click the field you want to move. Use the **up** or **down arrow** to move it to the desired position.

## **Did you know...      Hide Field**

To hide a field (after indexing the requested information for all of the records), right-click on the column heading for that field and click **Hide**. If you accidentally hide a field, press

**Ctrl+Z** to bring the field back. Note: Quality check will reveal hidden fields that need to be resolved before the batch can be submitted.

### **Did you know...      Batches Expire**

Batches expire after seven days, sometimes fewer. If you cannot complete a batch in time, your work will be saved and sent to another indexer to finish. Note: If you index while offline, you need to connect to the Internet and then save your work before it expires.

### **Did you know...      Language**

To change the language of the application, click **Tools**, click **Options**, and then click the **Language** tab. Click the drop-down arrow under Application Language and select the desired language. Click **OK**. Close and reopen the program for the change to take effect.

### **Did you know...      Help Links**

Every blue underlined word in the project instructions and field helps is a link that you can click to access more information.

### **Did you know...      Other Computers**

To index from other computers, save your work to the server on the first computer (this will happen automatically if you are connected to the Internet). Then go to the other computer and log in using your user name and password. Open the batch you were working on, and then click **File**. Click **Retrieve from Server** and the work you saved on the first computer will download.

### **Did you know...      Tutorials**

Indexing tutorials are found at [www.familysearchindexing.org](http://www.familysearchindexing.org) under the **Help** tab. After you have done some indexing, the tutorials might even mean more. As a good memory refresher, review them occasionally.

### **Did you know...      Handwriting**

To learn more about old handwriting, go to [www.familysearchindexing.org](http://www.familysearchindexing.org) Click the **Help** tab, click **Resource Guide**, and then under Reading English Handwriting or Language Resources, click the topic of your choice.

### **Did you know...      Personal Information**

Keep your e-mail address and other personal information up-to-date, so forgotten user names and passwords can easily be sent by e-mail. On the application start page (or My Work page), click **Tools**, then **Options**, then the **Personal Info** tab, and then the **Change My Information** link.

## **Did you know... Punctuation**

Do not type periods, commas, or semicolons. Use Hyphens and apostrophes when they are used in a name or other information, such as Wilson-Gaston, son-in-law, or O'Brien.

## **Did you know... Entering Names**

Type given names or surnames as they are written. Do not expand abbreviated names. For example, when a name was written as Wm, index Wm not William.

## **Did you know... Add Records**

To add record lines, click **Tools**, and then click **Records per Image**. Type the number of records to match the number of records on the image. Click **OK**.

## **Did you know... Remove Records**

To delete unwanted lines, click **Tools**, and then click **Records per Image**. Type the number of records to match the number of records on the image. Click **OK**. Note: This does not apply to batches that have a minimum number of records set.

## **Did you know... Status Bar Information**

The lower left corner of the indexing screen will show how many images and records are in your batch. It also shows which image and record you are currently indexing.

## **Did you know... Field Helps**

If you have questions on how to index information, Field Helps are the first place to look for an answer. Read them and be sure to click the examples.

## **Did you know... Check the Image**

Look for a second page on each image you index. To do this, either click the **Zoom Out** icon (the blue circle with the minus sign) until the magnification is reduced to 25%, or click the **Image Navigation** tab and click and drag the dark grey rectangle to scan the whole image.

## **Did you know... Insert a Record**

Keyboard Shortcut: Press **Ctrl+Insert** to insert a record before the currently selected record.

## **Did you know... Delete a Record**

Keyboard Shortcut: Press **Ctrl+Delete** to delete the currently selected record.

### **Did you know...      Append a Record**

Keyboard Shortcut: To add records at the end of a batch, press **Ctrl+Shift+Insert**.

### **Did you know...      F1 Key**

While indexing, press **F1** for basic indexing helps and information.

### **Did you know...      Adjust the Image**

If an image is hard to read, use the Magnification, Invert, and Brightness/Contrast icons on the toolbar to adjust the image.

### **Did you know...      Using the Tab Key**

Keyboard Shortcut: Press **Tab** to move forward from field to field. Press **Shift+Tab** to move backwards from field to field.

### **Did you know...      Print Messages**

To print messages from your **My Messages** list, highlight the text in the message, and then press **Ctrl+C** to copy the text. In a word processing program (such as Wordpad, Microsoft Word, or Corel WordPerfect), press **Ctrl+V** to paste the text. You can print the document from there.

### **Did you know...      Image Definition**

Glossary Tip: An image is a picture of an original document. The image can consist of more than one page or document. A document can be in the form of cards, open book pages, etc.

### **Did you know...      Record Definition**

Glossary Tip: A record is the information regarding a principal person (the main person for whom a record was created) and the associated event. Specific pieces of the principal person's information are entered into fields. For example, names are usually entered into Given Name and Surname fields.

### **Did you know...      Tool Tip**

Hold your mouse steady over an icon in the Image or Data Entry Toolbar for a description of what the icon will do.

## **Did you know...      Quality Checker**

To start the Quality Check when you are not at the end of a batch, click the **Quality Checker** tab.

## **Did you know...      Ask a Question**

To get help while indexing, go to [www.familysearchindexing.org](http://www.familysearchindexing.org) and click the **Help** tab, then click the **Ask a Question** link. Enter keywords in the box and click **Ask**. This is a fast and easy way to get answers.

## **Did you know...      Basic Indexing Guidelines**

Find basic indexing guidelines in Ask a Question. Go to [www.familysearchindexing.org](http://www.familysearchindexing.org) and click the **Help** tab, then click **Ask a Question**. Type **Basic Indexing Guidelines** in the box and click **Ask**. The first few results contain basic guidelines to follow while indexing different pieces of information.

## **Did you know...      Search Records**

Some completed indexes can now be searched at [www.familysearch.org](http://www.familysearch.org) (go to **Search Records** and then click **Record Search pilot**).

## **Did you know...      Field Help Links**

Most field helps include a link (a blue underlined word or phrase) that you can click to see more information about that field, including an example image and how it would be indexed.

## **Did you know...      Marked for Quality Check**

Fields marked for Quality Check can be displayed with a background color instead of the red wavy underline. The transparency (intensity) of the background color can be adjusted to your liking. To make your selection and set the transparency, click the **Tools** menu, then click **Options**.

## **Did you know...      Right-Click Menu**

When you right-click in any field, a pop-up menu appears. The menu has most of the commonly used editing features.

- Mark Field Blank, Mark Field Unreadable, Clear Field
- Mark Record Blank, Mark Record Unreadable, Clear Record
- Ditto Fields Below and Lookup

## **Did you know... Image Navigation**

The new Image Navigation panel is a great way to move the image around to see a specific area. The greater the zoom level the more helpful the Navigation tool.

## **Did you know... Required Fields**

Required fields turn bright pink if information is deleted and not replaced. This reminder to enter data or mark the field blank helps prevent problems quality checking and submitting batches.

## **Did you know... Move Highlights**

You can adjust highlights by pressing Ctrl+Alt+ an arrow key (up, down, left, or right).

## **Did you know... Reselect Field**

You can hit the F2 key to reselect the field you were previously indexing after closing the Secondary Image Viewer or closing the project instructions window. No need to use the mouse to reselect the field.

## **Did you know... Highlight Color**

You can change the color and transparency of the highlights. Click the Tools menu and then **Options**.

## **Did you know... Return a Batch**

You can return a batch at any time for someone else to complete. While the batch is open, click the **File** menu. Click **Return the batch** and click **OK**.

## **Did you know... Quick Highlight Adjust**

You can adjust highlights using the Ctrl key. Press and hold **Ctrl**, and move the mouse pointer over the area where the highlights should be. The highlights will appear just as though you had selected Adjust Highlights from the View menu. Release the **Ctrl** key when you finish adjusting the highlights.

## **Did you know... Accepting Values**

When indexing a name or place not found in the lookup list, double check that what you indexed matches the information on the document. Then press **Ctrl+T** before moving to the next field. This will accept the information you typed and eliminate the need to review that field again during Quality Check.

## **Did you know...      Image Navigation**

The Image Navigation tab allows quick, easy movement to all areas of the image. Click the **Image Navigation** tab, then click and drag the dark grey rectangle in the navigation window.

## **Did you know...      Tip Of the day**

If you do not want to see this 'Tip of the Day' dialog each time you start Indexing, uncheck the box below. To have the tip appear again on startup, select Options from the Tools menu. Check the box next to **Show Tip of the Day**. The dialog will appear the next time you start the Indexing application.

## **Did you know...      Friendly Warning**

Friendly Warning: Indexing is very addictive! Start at your own risk! We are not responsible for chiropractor bills due to excessive hours of indexing.

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