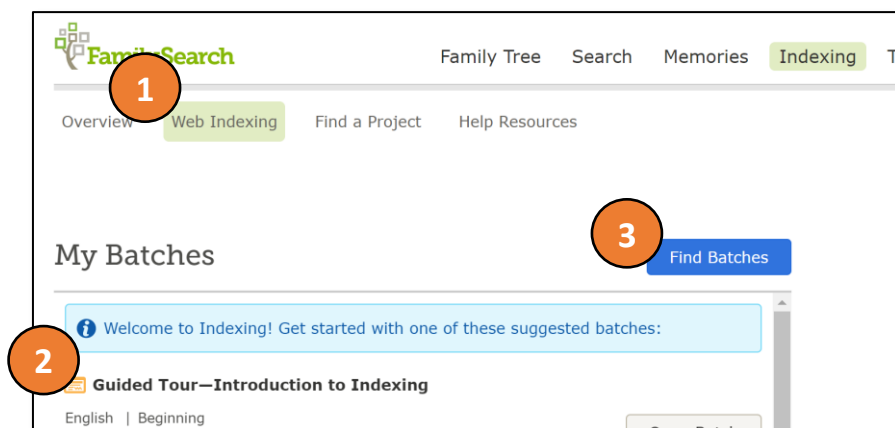


# Getting Started with FamilySearch Web Indexing

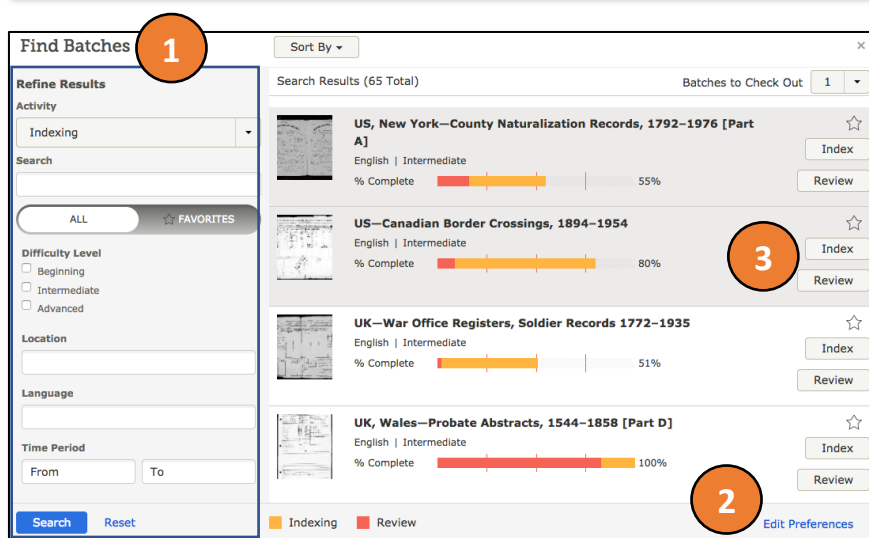
## To get started:

1. Go to [FamilySearch.org/indexing](https://FamilySearch.org/indexing).
2. Click **Web Indexing**, then take the Guided Tour to see how it works.
3. When ready, click **Find Batches** to check out your first batch.



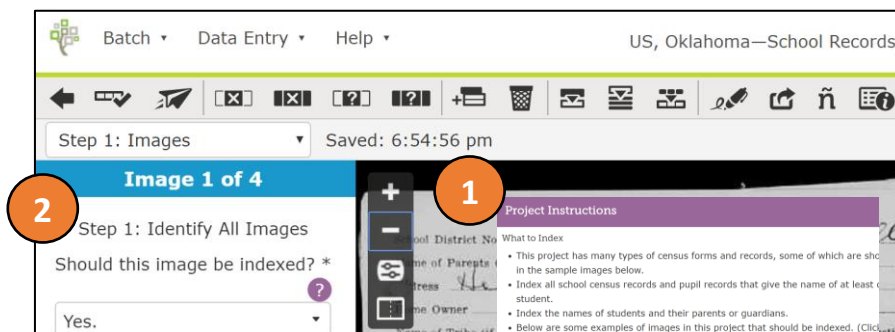
## To check out a batch:

1. Filter the list using the options on the left—difficulty level, language, etc.
2. Click **Edit Preferences** to change these options permanently.
3. Click **Index** (or **Review**, if available) to begin.

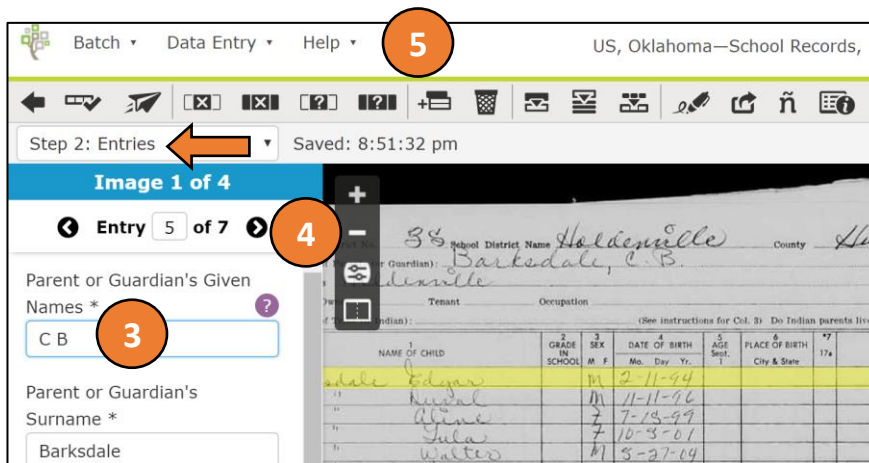


## To begin indexing:

1. Check the project instructions to learn about what to index.
2. Verify that the images need to be indexed.



3. Once you're in Step 2, enter the information as instructed in each field. Click the **?** if you have questions.
4. Make sure to add enough entries to capture all of the records on the image.
5. Explore the screen:
  - a. Look at what's available in the menus.
  - b. Mouse over the toolbar icons to learn what they do.

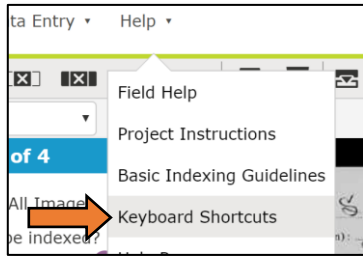


# Tips & Tricks

## Use Shortcut Keys

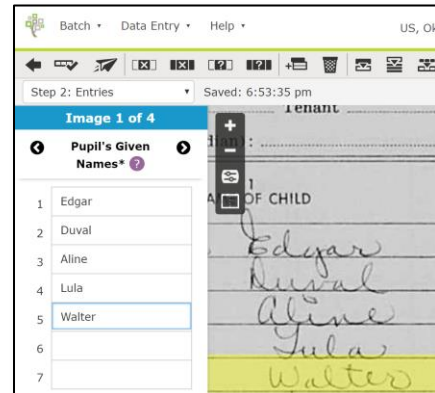
- Move: Ctrl+Arrow Keys
- Ditto: Ctrl+D
- Help: Ctrl+Shift+H/P
- Blank: Ctrl+B

Use ⌘ instead of Ctrl on a Mac



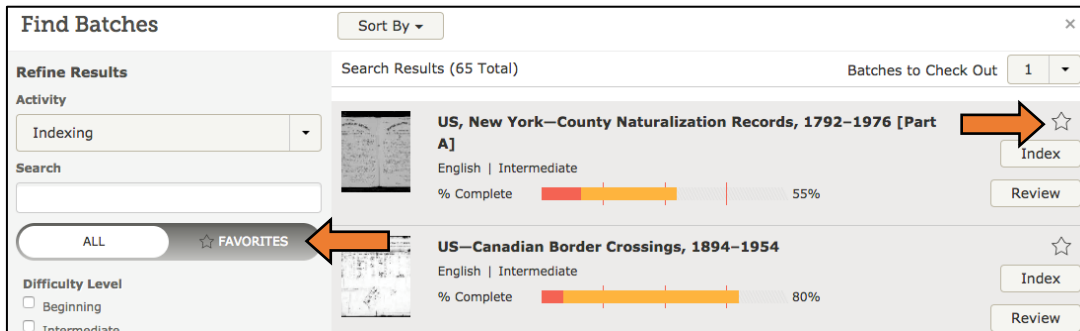
## Try Different Entry Modes

Column entry works great for records in rows.



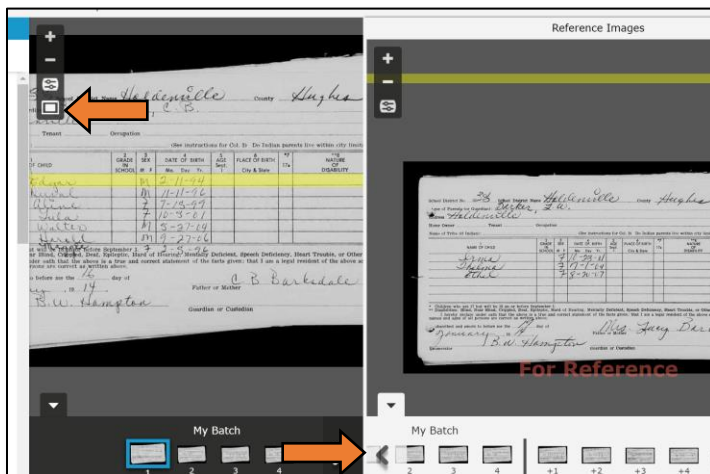
## View Favorite Projects

Click the star to select your favorite projects, then click **Favorites** to view only those projects.



## View Before/After Images

Show reference images to compare handwriting on images outside your batch.



## Read Your Messages

Learn more tips & tricks in the weekly messages on Web Indexing.

