FamilySearch Web Indexing
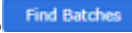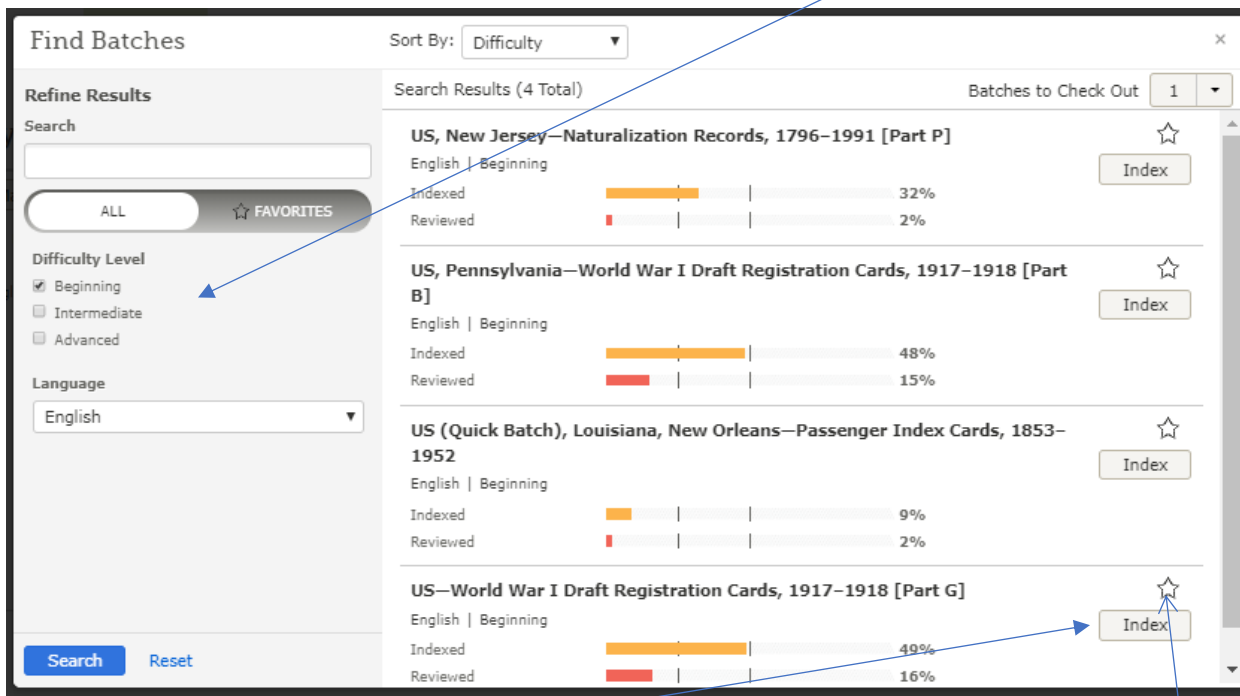
1. Log in to *FamilySearch* with your LDS.org login credentials.

2. Across from the *FamilySearch* logo ![FamilySearch logo] , click **Indexing**.

3. Click **Web Indexing**.

4. The **Web Indexing** page illustrates your indexing goals and totals. Think of it as your Indexing Home Page. Scroll down to the bottom of the page to see the progress you are making. To set a **Target**, click on the number or the words "Not Set" beside the word "Target" on the **Progress** chart. Make your new Target **5**, or don't set it yet.

5. Scroll back to the top of the Web Indexing page and click **Find Batches** [Find Batches] to open this window. On the left, you can choose the difficulty level as well as the language that you want to use. Please select **Beginning** and **English** for now. You can change this later.

6. Please click on the **Index** Button for the US—World War I Draft Registration Cards, 1917–1919 (Part G). If you want to keep working on a certain project, click on the star to save it as a favorite. That project will appear under the "Favorites" tab on the left side of the window next time you sign in.

STOP! If new to indexing this type of record, wait to hear instructions.

7. Instructions pop up covering specific guidelines about the immediate project. Click **OK** for full **Project Instructions**.

Project Instructions

Draft Registration Card
How to Index a Draft Registration Card

8. Click the link **"How to Index a Draft Registration Card"** to see red boxes around the entry words you will index (see example below).

Note: One **Entry** form is needed for each image in a batch of records

Registration Card

818
Form 1 915   REGISTRATION CARD   No. 73

1 Name in full ... 1 **Lee** , **Abner** 2 (Family name)   23

2 Home address (No.) (Street)   Coal Creek, Tenn. (City) (State)

3 Date of birth ... 4 **June** 5 **30th** 6 **1893**

4 Are you (1) a natural-born citizen, (2) a naturalized citizen, (3) an alien, (4) or have you declared your intention (specify which)? 10 **Natural-born**

5 Where were you born? 7 **Coal Creek** 8 **Tenn** 9 **U.S.A.**

6 If not a citizen, of what country are you a citizen or subject?   30

7 What is your present trade, occupation, or office? ... **Section Man**

8 By whom employed? ... **L & N Railway Company,**
Where employed? **Coal Creek, Tenn.**

9 Have you a father, mother, wife, child under 12, or a sister or brother under 12, solely dependent on you for support (specify which)? **Mother**

10 Married or single (which)? **Single** Race (specify which)? **Caucasio**

11 What military service have you had? Rank **None** ; branch
years ... ; Nation or State ...

12 Do you claim exemption from draft (specify grounds)? **Rheutism.**

I affirm that I have verified above answers and that they are true.

Witness- 1 **Lee Abner** 2

TURN PAGE OVER for more tips on indexing.

Given Names *

Surname *

Titles or Terms

Birth Month *

Birth Day *

Birth Year *

Birth Town or County

Birth State

Birth Country

Citizenship Country

Relative's Given Names

Relative's Surname

Relationship

Relative's Residence Place

9. Make the 5 entry forms **before** starting to index. To do this, verify that you have 5 good images to be indexed. Adjust the image so you can read the line "Registration Card" on the top of the image. If you can read that, click the **Next Image** button to verify you are seeing a proper image which, at the same time, creates an image template.

Thumbnail images are viewable at the bottom of the screen that verify which image you are viewing. Click the **Next Image** button until you have viewed 5 correct images, AND you can then see a **blank entry form** labeled Image 1 read to be filled with the information from the first Registration card.

See what the image header looks like by studying the next illustration on page 4.

Image 1 of 5

Entry 1 of 1

Given Names *

Surname *

Titles or Terms

10. Type the proper words as requested in the project instructions into the expected **Fields** on the entry form. Click the purple circle with the question mark if you forgot the instructions about that specific field in this project. If there is nothing on the card to put in a field, use your **TAB** key to skip to the next field. The **Month** has a drop-down list. Enter the complete year, like 1898, not 98. Only 3 of the 14 fields are shown on the left (page 2 has a complete example). If you receive a batch of names you cannot read, return to Web Indexing by clicking the return arrow shortcut icon ← and pick a different batch. If there is a checkmark by **Native Born**, enter **United States** as the Birth Country.

Do you see any more information on this image to index?

Yes: ⊞ Create Entry 2

No: 🖼 Next image

11. At the bottom of the entry page, click **Next Image** to continue. If you click **Create Entry 2**, you will get the same image you have already indexed. Click the garbage can to delete an erroneous Entry 2.

Image 2 of 5

Entry 1 of 1

You know you are in the proper entry form on the second image when you see this header. You are now in Entry 1 of the 2nd image.

Quality Check ✕

No issues found.

Would you like to submit your work now?

Cancel | Submit Batch

12. Click **Submit Batch**, when this box comes up. Thank you for serving your ancestors by making their records available.

✔ Thank You! ✕
The batch submitted successfully. Consider selecting an option below.

Similar Batch
US—World War I Draft Registration Cards, 1917–1918 [Part G] ›

Web Indexing   Find Batches

As the screen rains confetti, you are thanked and given the chance to continue OR click **Web Indexing** and return to your goal page.

TURN THIS PAGE OVER for more tips!

These icons can speed up indexing once you have learned the basics. Rarely are all of them every used in one record type.
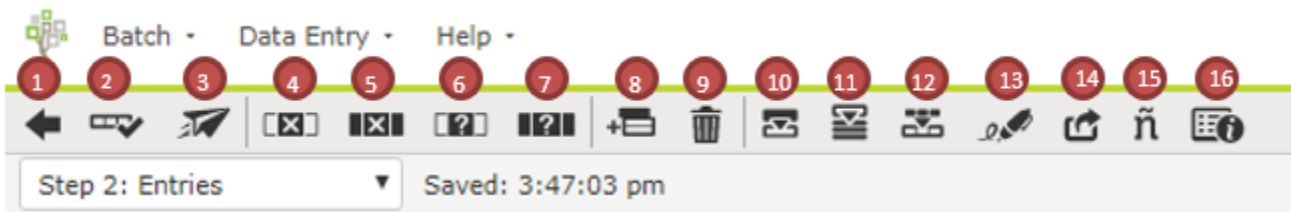
1. Return to Web Indexing: leave the project. The project will then show up under "My Batches" on the main Web Indexing page.

2. Open Quality Control: a box will appear that will tell you what needs to be done and takes you to the item so you can fix the problem. For example, "5 issues remaining…This field is a required field". These instructions will help you to finish the project.

3. Submit Batch: click this when you have completed the batch.

4. Mark the field blank: if the record has a blank spot where information should be written (such as a birth month), but nothing is there, use this button to indicate that there was nothing written on the record.

5. Mark the entry blank: use this button if there is a blank image of a record included among the other records in your project.

6. Mark the field unreadable: if you cannot read an image's field due to blurriness, etc., use this button.

7. Mark the entry unreadable: if you cannot read the entire page due to a poor-quality image, use this button.

8. Add entries: if there are multiple individuals listed on a single line, use this button. Each individual should have their own entry.

9. Delete entries: you can delete entries if FSFT has given you too many. You cannot submit a batch with all blank entries.

10. Copy text from the same field on the previous entry into selected entry: for example, if you are indexing records that are all located in the same state, you can use this to automatically fill in the field if it matches the previous entry.

11. Copy text from the selected field into all following matching fields: for example, if you are indexing records that are all located in the same location or listed on the same page of a book, you can use this to automatically fill in all of the matching the fields if they match throughout the entire project.

12. Copy text from previous entry into selected entry: you can copy text from a previous entry into the same selected entry if they are the same.

13. Handwriting Examples: examples of handwriting.

14. Share Batch: click this to share the batch with others.

15. International Characters: if there are international characters in names or locations, you can use this to easily access those special characters.

16. Project Instructions: you can easily access the instructions if you have any questions. These are the same instructions shown at the beginning of the project, and the same instructions broken down beside every field that has a purple circle 🟣 with a white question mark in front of it.