How to Get Started with Indexing Online

May 30, 2017 By [FamilySearch](#)

If you've been thinking about beginning indexing—or starting again if you haven't indexed in a while—this is a great time to start! FamilySearch recently released [web indexing](#), so now you can index right in your browser. There's nothing to download or install, and it's easy to learn.

Five Simple Tips for Getting Started

1. Take the guided tour.

If you've never indexed before (or even if you have), taking the guided tour is the perfect way to become familiar with the way web indexing works. The tour is the first batch under My Batches on your web indexing page

2. Start with a beginning batch.

After taking the tour, click **Find Batches** to see a list of projects available to index. Search for a batch with a beginning difficulty level, and click **Start**. Starting with a beginning batch will help you learn without feeling overwhelmed.

3. Read the project instructions. When you open the batch, you'll see a box on the right with instructions specifically for that project. These easy-to-read instructions provide guidance and answers to common questions to help you get started.

When you open the batch, you'll see a box on the right with instructions specifically for that project. These easy-to-read instructions provide guidance and answers to common questions to help you get started.

4. Know where to get help.

You can find information and advice in a variety of ways:

- Read the Field Help as you complete each field. (Field Help appears directly above the data entry form.)

- Contact your local family history consultant.

- Read articles on web indexing in the FamilySearch Help Center. Go to the Help Resources page.

  o In the search box at the top, type "Web Indexing." Include additional keywords if desired.

  o Click the magnifying glass icon or click **Search**. You'll see a list of Help Center articles on web indexing.

5. Remember to pray.

Prayer invites the Spirit, and the influence of the Spirit makes it easier to progress and overcome challenges.

We'll be making ongoing improvements, and we welcome your input. Click **Feedback** at the bottom of any web indexing page to share your suggestions and ideas.

We hope you enjoy web indexing!

Project Instructions ✖

US, Texas, El Paso—Alien Arrivals, 1909–1924

Getting Started | Key Instructions | Additional Info | Project Links

Getting Started

About This Project

- This project is to index records of immigration arrivals in El Paso, Texas, during the period 1909–1924.
- These records were usually typed or handwritten on preprinted forms.
- Batches contain up to 10 images.