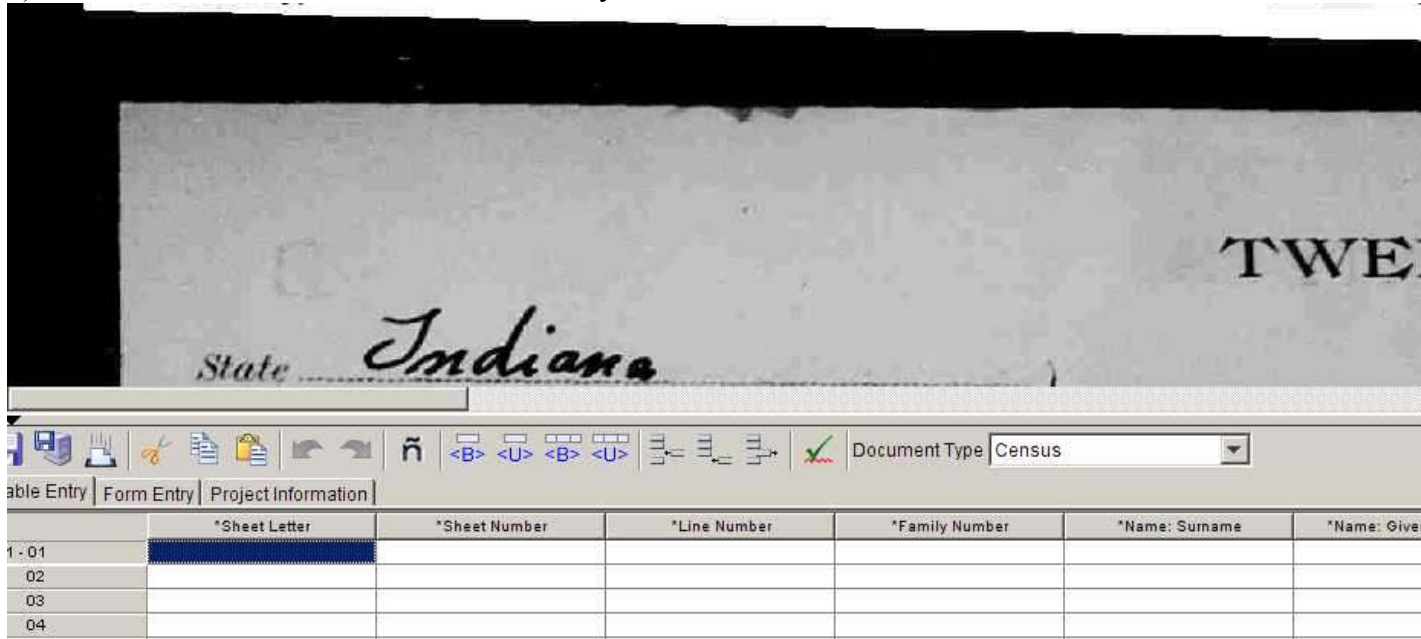


FamilySearch Indexing – Adjust Highlights

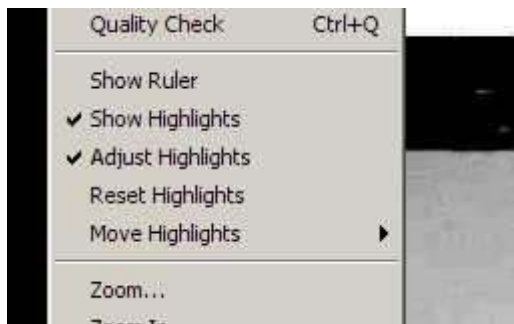
1) This is what the screen will look like when you first download a batch.



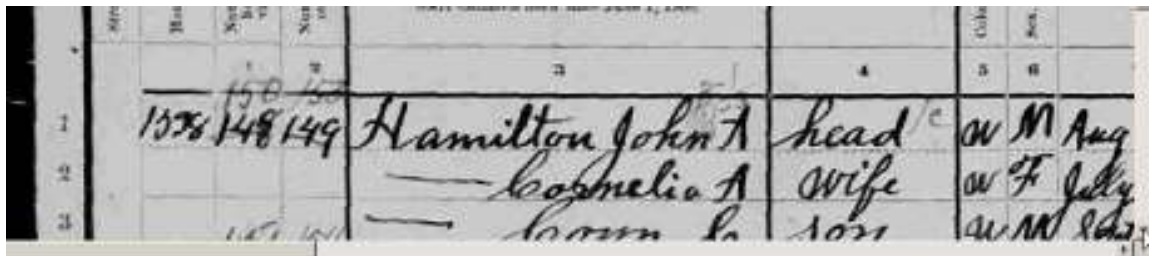
2) Select 'Adjust Highlights' from the View menu (leave the 'Show highlights' item checked)



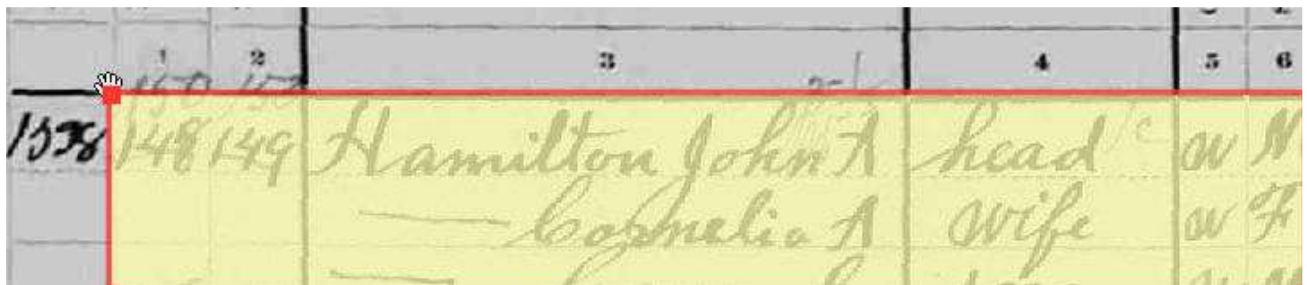
3) Make sure that 'Adjust highlights' is checked



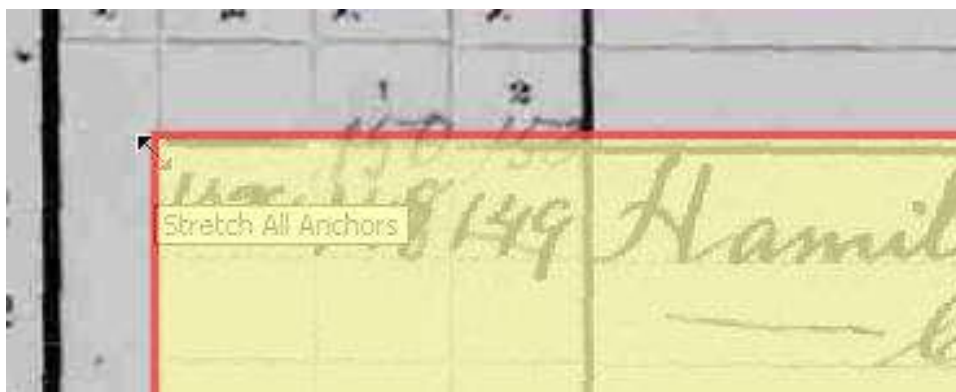
4) Using the scroll bar on the right, scroll down to the first entry line in the image.



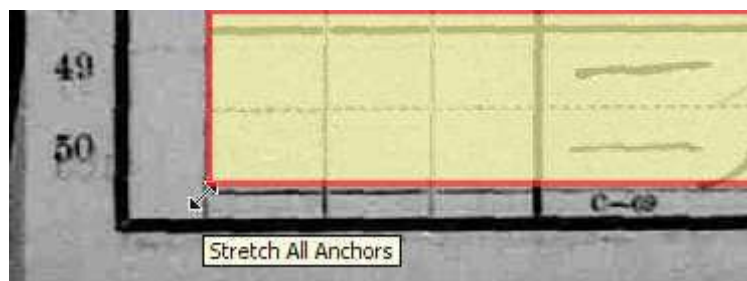
5) When you move the cursor, it changes to a hand and the yellow overlay will appear, with a red border, and red "handles" at each corner (you will only be able to see one corner at a time because the image is larger than your computer screen). [the yellow overlay is on top of the hand cursor in this illustration because of the limitation I had in capturing the actual screen picture -- this has been "created" using PaintShop Pro.)



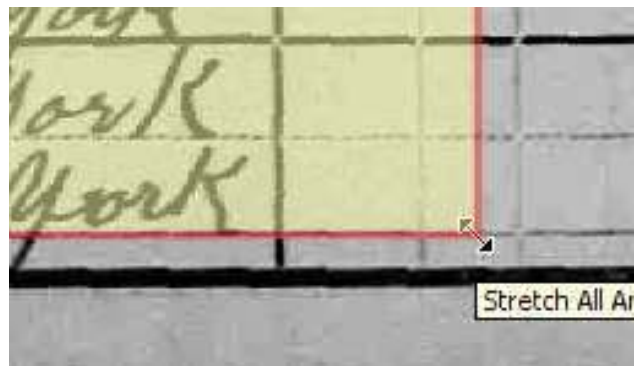
6) Grab the upper left "handle" and pull it to the upper left corner of the first line of data (where you see the double-headed arrow in the picture below).



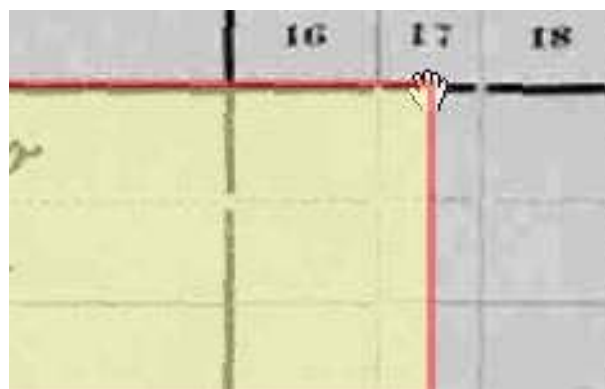
7) Scroll down to the lower left corner of the data entry area of the image and set the lower left "handle" to the bottom of the same vertical line as you used for the upper-left corner (see image 6).



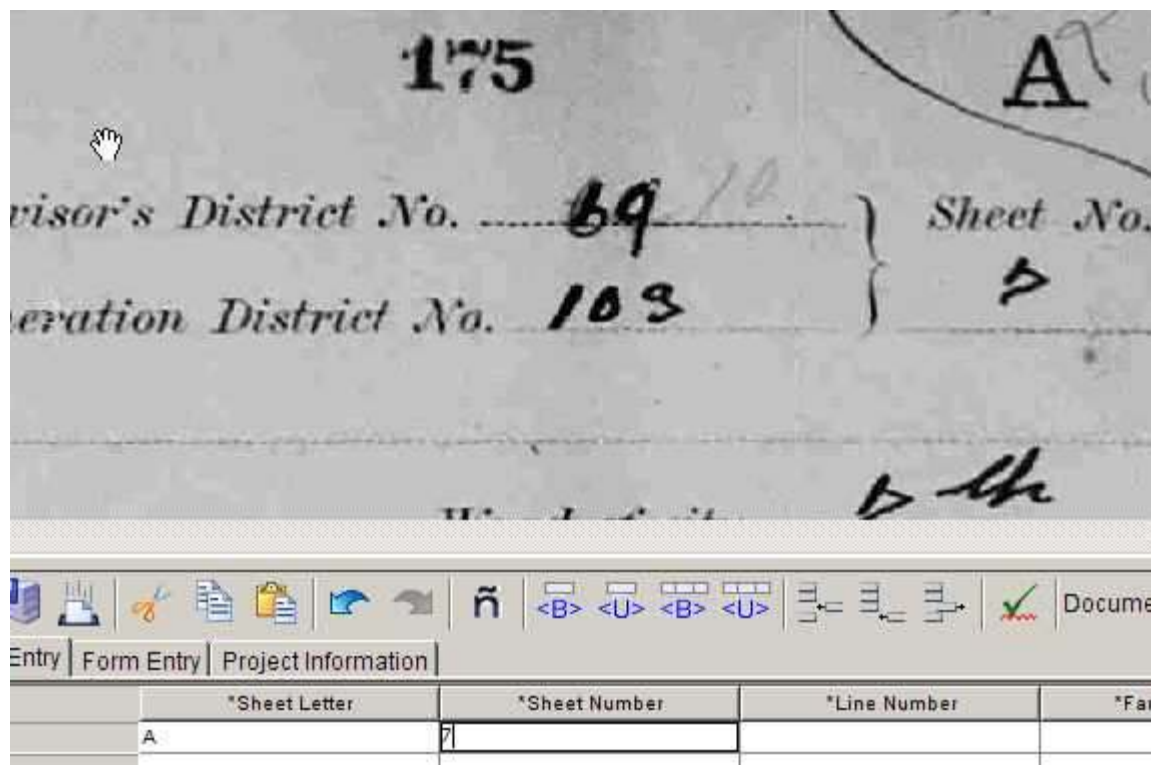
8) Scroll to the right and "set" your lower-right handle on the same horizontal line as you used for the lower-left handle (see image 7); I usually drag it to the middle of column 17 (the second one past the third state/country entry (in the column for "Mother's birthplace") since we do not use any information in that column for the database we're creating.).



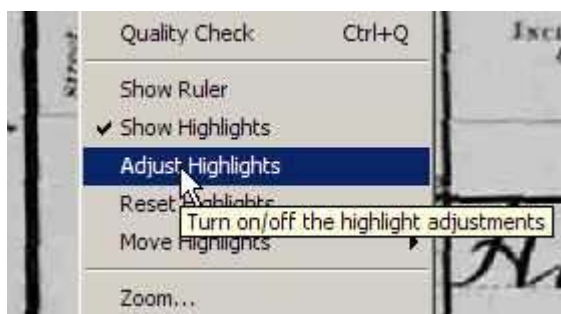
9) Scroll up to the top and set the upper-right handle on the same horizontal line you used for the upper-left handle (see image 6) and the same vertical "line" as you used for the lower-right handle (see image 8).



10) While you're at the right side of the image, scroll up a little more and see what sheet letter and sheet number are recorded. (in the image below, it is sheet A, sheet number 7) and enter these two values in the table on the lower half of the computer screen on the first line.



11) Deselect 'Adjust highlights' in the View menu; this will ensure that the alignment stays the same for the rest of your session and the highlights will match up with the cells of your table. IF you need to stop before the end of the image, you will need to do steps 2-11 when you start again.



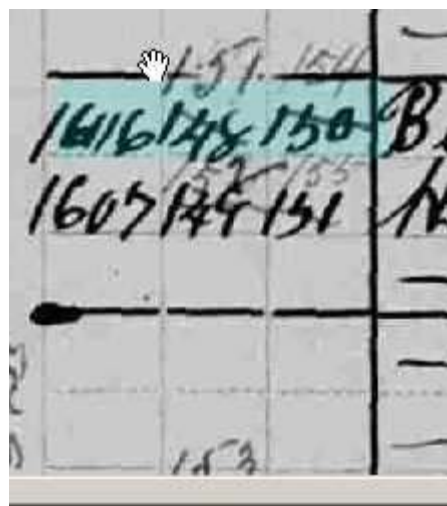
12) After I've entered one line of information (using the wide columns that are the default) I grab each column by its right-hand edge and pull it to the left so that more columns are visible at one time. You do this by moving your cursor to the right border of the column until it changes to a double-headed horizontal arrow and then pull to the left. You can see that I don't keep the entire header in some columns since I already know what is to be entered so I don't need that visible information. (Notice that 'Name: Given Name' is truncated; 'Name: Title or Terms' is truncated even more since you seldom have to enter anything in that column. I leave 'Relationship' a bit wider to allow for such as "step granddaughter" or "Mother-In-Law", but reduce 'Race' and 'Sex' to just 2 characters wide, since that's all you can enter anyway.)

formation				
Fa...	*Name: Surname	*Name: Given Na...	Name: T...	*Rel
50	Hamilton	John A		Head
50	Hamilton	Cornelia A		Wife

13) More illustrations of the information in #12 above.

Form Entry Project Information																	
	*...	*...	*Li...	*Fa...	*Name: Surname	*Name: Given Na...	Name: T...	*Relationship	*Race	Sex	*Birt...	*Birth...	*...	Y...		Nu...	*Birthpla
A	7	01	150	Hamilton	John A			Head	W	M	Aug	1845	M	23			Ohio
A	7	02	150	Hamilton	Cornelia A			Wife	W	F	Jul	1844	M	23	3	2	Ohio
A	7	03															

14) When you've reached the cell in the 'Family number' column, the highlight will appear where it supposed to be, and then will track your position in the table as you move across the row.



Handwritten notes on a grid showing family numbers and names. The notes include: 151, 154, 161, 148, 150, B, 160, 149, 151, 153.

Form Entry Project Information				
*...	*...	*Li...	*Fa...	*Name: Surnam
A	7	01	150	Hamilton
A	7	02	150	Hamilton
A	7	03	150	Hamilton
A	7	04	150	