

Instructions for New Italian Indexers

1. We are to work on only those records that are recorded on printed forms.
2. If you download a batch that is completely handwritten and is not on a form, return it for someone else to do. The Italian stakes are doing these.
3. We are to do only indexing—no arbitration. The Italian stakes will do the arbitration.
4. It is suggested we work on Messina and Torino. The handwriting on those is generally beautiful.
5. Read the suggested material.
6. I have attached the sample form and instructions to this document. Read and understand it.
7. **IMPORTANT:** The first thing to do is to enter the Image Type on every image. Generally it will be Normal. Occasionally an image will be duplicated within your batch. If this happens, enter Duplicate Image on the duplicate image.

Usually the Records per Image are set for 3 per image. If they are not, go to Tools and to Records per Image and change the 1 to a 3 and click on Apply to All Images. This will create three places to enter the three entries on every image.

8. Use the lookup lists for names.
9. Check Google for names not in the lookup.
10. Keep a copy of the Italian dates, months etc. handy for easy reference. These are found under Help at familysearchindexing.org under Language Resources for Italian in the Italian Record Extraction Guide under Section B, Numbers and Times
11. Contact your director if you have questions
12. Finish a batch, DO NOT SUBMIT, provide the director with the Share Batch # found under File/Share Batch. It is a nine-digit number. You will be given feedback via e-mail. (This may not be available in your stake. Check with your director.)

Be sure to read the following attachment:

Civil Birth Record for Messina and Torino, Italy

Num. 599 ←

D'Anna Paolo

Child

L'anno milleottocentonovanta addì *Ventotto* di *April* ←

a ore *quindici* e minuti *quindici*, nella Casa Comunale.

Avanti di me *Rossario D'Anna* *Supplente delegato dal Sindaco*

consigliero del Comune *Novembre scorso anno* *del* *1890* *approvato*

Ufficiale dello Stato Civile del Comune di *Messina* è comparso e

D'Anna Rosario, di anni *ventisei*; *Cattolico* do-

miciliato in *Messina*, il quale mi ha dichiarato che alle ore *quattro*

e minuti *quindici*, del di *Ventotto* del *comune* mese, nella casa

posta in *Via degli orbi* al numero *...*, da *Sanno*

Letteria *una moglie, fabbricatrice, secoluicovervente*

Mother

è nato un bambino di sesso *maschile* che *egli* mi presenta e a cui d' *il* nome di

Paolo

Gender

A quanto sopra e a quest'atto sono stati presenti quali testimoni *Salamone*

* S'indicherà la professione o la condizione.

| | | |
|------------------------------|----------|------------------------------|
| Record Number | 599 | |
| *Birth Year | 1890 | L'anno milleottocentonovanta |
| *Birth Day | 28 | Ventotto |
| *Birth Month | Apr | |
| *Child's Given Names | Paolo | |
| *Child's Surname | D'Anna | |
| Child's Gender | M | |
| Child's Father's Given Names | Rosario | |
| Child's Father's Surnames | D'Anna | |
| Child's Mother's Given Names | Letteria | |
| Child's Mother's Surnames | Janno | |

There are five images with three entries per image on most of these records. The program was changed on 27 September so that all three entries are selected automatically. You might have to go to Tools on a few batches for a while and create a place for three entries by changing the 1 to a 3 and then check the box Apply to all images so you only do this once per batch.

Go to: familysearchindexing.org (the home page for indexing) and under Help you will find the Resource Guide.

Print out the Numbers and Dates and the Italian Handwriting from the Italian Language

Resource called :

[Italian Record Extraction Guide](#)

Chapter 2 has to do with the Civil Birth Records we have been asked to do. Section A = Italian Handwriting Section B Numbers and Times

- [Italy Research Outline: Names](#)
- [Italian Genealogical Word List](#)
- [Italian Alphabet](#)