

Cobb County, Georgia Indexing Project

Indexing Procedures Using MS Word

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Indexing Procedures Using MS Word

Introduction

Thank you for volunteering your efforts for the Cobb County Indexing Project! Your work is invaluable and greatly appreciated.

Please read all the indexing procedures on these pages and follow them consistently. The various details about punctuation codes and formatting are required for the software to convert your hard work into a fine, useful product that researchers will use for years to come. If you have any difficulty understanding the instructions, please contact your Project Manager.

When you index 50 or more pages in a book you will be named as a participant on the index title page or referenced addendum. For more information about the indexing project, see **Definitions & Responsibilities**, page 10.

Locate an indexing topic quickly

In addition to using the Table of Contents, you can locate a topic in these instructions by having Word search for it. Press and hold down the Control key (Apple key on a Mac) and then press and release the F key. In the window that appears, type the word(s) you want to find and press Enter.

Progress reporting

- Send a copy of your first 10 to 20 finished pages to your Book Project Manager for evaluation.
- Each weekend, report to BPM the cumulative (overall) number of pages you have indexed.

Recommended basic formatting (not required)

- **Page margins:** 0.5 inch on all sides
- **Font:** Times Roman or Times New Roman
- **Font size:** 11 or 12 pt
- **Line spacing:** single
- **TIP:** For easier data entry, try one of the following:
 - **Enlarge the display** of your worksheet to about 200%
 - **Change to a larger font size** (it can be changed back to 12 pt when you are finished).

Note: Never select enter at the end of a line of text. Let the text wrap to the next line.

Entering data from page images

1. Enter your names on the template provided by the Project Manager. Be sure the page number shown on the image matches the page number on the template.
2. **NOTE:** If a page is missing in the image collection:
 - a. Do not delete the page on the template. Instead;
 - b. Type: "AAMissing" between the row of asterisks in the place of names if the page is lost.
 - c. On occasions the clerk may jump page numbers, i.e., 429-440. Thus a line and entry for every jumped page is required. Enter "AAjumped".

3. Enter names **in the order they appear** on the page, with a comma separating full names.
NOTE: Some names will need other punctuation prior to the comma. See **Punctuation codes and highlighting** (page 4).
4. Insert only a **single space** between names.

Data entry examples:

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Thomas Davis, Albridgton Jones, Jesse Browne, Charles Portlock, Henry Applewhaite, John Mundall, Elias Love, Joshua Dawson, Charles Cosby, John Boykin, John Edwards, Thomas Blake, Solomon Deloach, Edmund Tyler, John Watkins, Simmons:?, John Davis, John Scarry?, Jephtha Atherton, Thomas Gilliam, David Edmunds, Ambrouse Williams,

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AAMISSING

One of the biggest problems with indexing in WORD, is the automatic creation of a border line in place of the index line or asterisk row. This happens if one selects “enter” at the end of an asterisk row. It can be corrected if discovered immediately by the “back arrow”, but once embedded in the text, it is difficult to remove. Remember the asterisk row is what is counting the pages. The program does not see the actual page number entered on the template. It is looking at the number of asterisk rows. On the contrary, the program does not see the border line and therefore can cause a faulty page number entry. You can disable this feature by following the instructions below.

Asterisk line fix

To prevent the line of asterisks from automatically extending the full width of the page, you will need to disable the automatic border feature in Word as follows:

- **In Word 2000:**
Format > AutoFormat > Options > AutoFormat as you type tab > uncheck Borders > select OK.
- **In Word 2007:**
Office button (upper left corner) > Word options button (lower right corner) > Proofing (from left menu)> AutoCorrect Options button> Auto Format as you type tab > uncheck Border Lines > select OK.
- **In Word 2008 (Macintosh):**
Tools > AutoCorrect > AutoFormat as you type tab > uncheck Borders > select OK.

Preliminary editing

If you notice that you have made an error or misinterpreted a name, feel free to edit it immediately. Alternatively, you can make a note about it (see **Comments and questions** below). However, it is **important** to edit your work formally when you have finished entering all the names. See **Full edit of your worksheet file** (page 9).

Comments and questions

If, as you enter data, you have comments or questions about your data entry, put these at the beginning of the **first page of your worksheet file**, not on the page where you are entering names.

Punctuation codes and highlighting

In some cases, more than one punctuation code will be needed for a name. **DO NOT** type spaces between these codes or between the name and the code(s).

Code	Usage
Comma (,)	To mark the end of an entry only , not for any other purpose. Do NOT type a space anywhere between the name and the comma. In some names, other coding punctuation will come BEFORE the comma. ALWAYS have the <u>comma as the last character</u> .
Period (.)	Do NOT use a period anywhere on your worksheet. Doing so may cause a problem with the indexing program. All indexers should search and delete/correct all period entries in their work sheets, before submitting to BPM managers.
Colon or semicolon (: ;)	At the end of a single (solitary) name; i.e., a first name without a last name or vice versa. Examples: Priscilla; Smith; Exception: See Name divided between two pages (page 6).
Plus sign (+)	Any person of African descent, Examples: Betsey:+, David Artis+,
Question mark (?)	At the end of each name or initial that is uncertain. With some uncertain names, other punctuation coding will need to come BEFORE the question mark (see Uncertain name , page 6). Red text or highlight (optional) may be helpful in locating these during Full edit (see page 9). You can also use the search feature in Word to locate all the question marks. Examples: Jaquelin? E? Jelks, Josiah Manry?,
Highlighting	In addition to marking an uncertain name with a question mark, you can highlight it. If you later discover what the name should be, you can easily find it again and correct it. Example: River? Barker,
Space ()	The space plays an key role in the indexing program, so it is important to use only a single space and to use it only in these two situations:

	<ul style="list-style-type: none"> • Between first name, initial(s), and surname. Examples: B Smith, John Jones, G A W Newsom, • Following the comma at the end of an entry (except the last entry from a page) <p>CAUTION: Be careful not to insert a space anywhere between the last letter of a name and the comma that follows that name. A space in that location can wreck that name entry in the index.</p>
Quotation marks	Do not use.
Parentheses	Do not use except as indicated in "Prefixes and suffixes" (page 6) and "Named and unnamed spouses" (page 6).

Name Indexing

Single (solitary) name

This may be either a first name or a surname. See also **Name divided between two pages** (below).

1. Type a **colon (:)** or **(;)** immediately after the name (no space).
2. Add further punctuation code(s) as needed for the following:
 - **Person of African descent,** Add a **plus sign (+)** before the comma.

Examples:

Original	You enter
Hardeman	Hardeman:,
Lucy Towns, (colored)	Lucy Towns:+,
Bailey vs Jones	Bailey:, Jones:,

Name with more than one initial

Type a space between the initials. Do not type periods after initials. Examples:

- G W Smith (not GW Smith)
- John A W Jones (not John AW Jones)

Name divided between two pages

If a person's first name is on one page and the last name is on the next page, transfer the first name to the next page. That is, index it as if the entire name had been on the second page.

Uncertain name

It is important to flag each first or last name that you cannot decipher. Later, when you discover what the name should be, you can easily find it and correct it. Flag an uncertain name in one of these two ways:

- Enter a question mark (?) after the uncertain name. In some cases, additional punctuation codes may be needed before or after the question mark, as indicated in the examples below.

- It is not required, but a good idea to also highlight the name in yellow or some other color that is easy for you to see. Understand that the ? mark is primary.

NOTE: The indexing program ignores the color. It is only for your benefit in editing.

Examples of uncertain names:

- Exum? Walker, (Ex 1st name unreadable)
- John Taylor?, (Ex surname unreadable)
- **Jock**: Maseen?+, (colored)

Surname spelling

If a **surname** is (or may be) misspelled, enter the **full name** with **both the original and the “corrected” spellings**. Put a question mark (?) after both entries. For easier editing, put the corrected name in a colored font, preferably green. Examples:

Original	You enter
John Forguson	John Forguson?, John Ferguson?,

Multiple occurrences on a page

If a name occurs more than once on a page, enter it only once.

Prefixes and suffixes

Omit prefixes and suffixes of names **unless only the last name** is given. Examples:

Original	You enter
Mr. John Smith	John Smith,
John Brantley, Jr.	John Brantley,
Mr. Brantley	Mr Brantley,
Mrs. John Smith	John Smith,

Named and unnamed spouses and children

If the first name of a wife is given, index her as a separate individual (without a prefix). If she is mentioned as “wife” but not named, do not index her. Always enter her surname if implied.

Examples:

Original	You enter
Mrs. John Smith (but Mr. Smith is not mentioned on the page)	One of these two options: <ul style="list-style-type: none"> • John Smith, • John (Mrs) Smith,
John Lewis and wife Ann	John Lewis, Ann Lewis,
John Lewis and wife	John Lewis,
John, Samuel, Robert and Jacob Brantley	John Brantley, Samuel Brantley, Robert Brantley, Jacob Brantley.

Orphaned children

If the word “orphan” or “orphans” appears in a record, enter it in **lower case** followed by the surname. In addition, if the name of an orphan or parent is given, index it as usual.

Examples:

Original	You enter
orphans of J. M. Davis	orphans Davis, J M Davis,
Ann and George Davis, orphans of John Davis	Ann Davis, George Davis, orphans Davis, John Davis,
George, orphan of John Davis	George Davis, orphan Davis, John Davis,

Non-repeated last name

Insert a last name for each individual in a series of family members.

Examples:

Original	You enter
John Brantley and his wife Elizabeth	John Brantley, Elizabeth Brantley,

Abbreviated names

Type abbreviated names exactly as originally written (*or as close as possible*), but without periods. Examples:

Original	You enter
Rich ^d	Rich'd
Tim ^y	Tim'y
Benj.	Benj
Thos.	Thos

Handwriting issues

Original	You enter
Double s written as sf or ff	ss
Confusion between capitalized L and S	The letter that fits best with the remainder of the name. What looks like “Lamuel” is most likely “Samuel,” and “Semuel” is probably “Lemuel.”

Full edit of your worksheet file

The formal editing of your work is a lengthy process, but it is a crucial element of the indexing project. It is divided into two parts. The first part consists of a series of things that you will need to do before you submit your worksheet. The second part involves correcting your worksheet based on the draft index that the BPM will produce for you.

Part One of the Full Edit

1. Put your most current worksheet file in a folder by itself.

2. **Look for omitted names.**

Carefully compare each page image with your current worksheet file to make sure that you have not left out any names.

3. Do a **cursory** check of your current worksheet file and correct misspelled names. (You'll do a much easier and more thorough check after you receive your draft index from the BPM.

4. Review the latest indexing instructions on page formatting and punctuation. Some of these may have changed since you began indexing. Make corrections as necessary.

5. **Check for formatting errors** (for Book Project Managers only)

Use the search feature in Word to find and correct any of these:

- Question mark followed by space and then a comma (delete the space)
- + symbol followed by space and then a comma (delete the space)
- + symbol preceded by space and followed by a comma (delete the space)
- Colon preceded by a space (delete the space)
- Asterisk preceded by space (delete the space)

6. **Examine names with question marks and highlights.** (for Book Project Managers only)

You will probably recognize what many of these should be and can edit as needed. If not, you can use the search feature in Word to help you. Examples:

- Jacob Parratt?,
A search for the name Jacob revealed several occurrences of the name Jacob Barratt but not another Jacob Parratt, so the questioned entry was revised to: Jacob Barratt,
- Polly Bri?.
A search for the letters Bri produced only two surnames (Britt and Brister) that began with these letters. A second look at the original page revealed that the name was **probably** (but not definitely) Brister, so the entry was revised to: Polly Brister?,

7. On the first page of your current worksheet file, before any of the entered data, specify abnormalities such as:

- Missing pages
- Pages with the same page number (names from these must be entered as if they were from a single page)
- Pages that are extremely difficult to read or can't be read at all

Email your worksheet

Send your worksheet file to your assigned Book Project Manager as an email attachment, with the **file's name in the Subject field** of the email.

Draft index

If your worksheet file is generally acceptable, the BPM will create a draft index from it and email it to you.

Part Two of the Full Edit

1. **Print out the draft index** you received from your BPM.

2. **Go over this index, entry by entry.** Mark all questionable entries with a red pencil.
3. **Compare these marked index entries with the original page images** (not your worksheet file).
4. **Correct the worksheet file** (not the index) as needed. Examples of index entries to look for and correct as needed:

- **A name appearing only once**

This is a potential misspelling. Example:

Jeremiah Bats is in the index only once, but there are index entries for Jeremiah Bass. When you check the original page for Jeremiah Bats, you see that it should have been typed as Jeremiah Bass, so you change it accordingly. If the name is spelled clearly as Bats, then you would make a note to confirm that. It might also be useful to search the index file in Word for the **first name** in a suspect entry (in this example, Jeremiah) when you need to compare it with other entries.

(NOTE: It would not be unusual for an abbreviated name to occur only once in the index; for example, Tho. Spencer or Edwd Jackson. Abbreviated names are to be typed exactly as they appear, but without any periods.)

- **An entry with four names and a period between two of them**

For example:

Evans, John Taylor. William, pg 6

Go to the appropriate page in your **worksheet file** (Page 06, in this example) and change the period to a comma. In this example, the original entries should have been:

John Evans, William Taylor,

5. When you've finished:

Resubmit your corrected worksheet file to your BPM. Do not send the index you printed out and marked up.

IMPORTANT: Store your corrected worksheet file, as it may be needed for future reference. Be sure to keep it separate from any superseded worksheet files.

6. If there are no obvious errors in your corrected worksheet, the PM will create a new index from it and submit it to the Web site for posting. Your name will appear in the hard copy and on the Web site as an indexer.

Due to the scope and complexity of this project, there are likely to be errors in the indexes published on the Web site, even though all of the indexers and editors will have worked to keep them at a minimum. However, this need not be cause for embarrassment to anyone. Sometimes errors cannot be identified until new discoveries are made. Feedback will be solicited from users of the Web site and sent to the respective project managers.

Definitions & Responsibilities

The Cobb Project

The Cobb Project involves two parts.

1. Digitizing of records on site at the Cobb courthouse. This part of the project is complete except for retakes, which may be needed. It was accomplished in late 2009.
2. Indexing of an estimated 150 thousand name entries taken from the digitized images mentioned above.

Project Sponsor

The indexing project is sponsored by the Powder Springs, Georgia Stake Young Men's and Young Women's Group, but in corporation with various other groups and volunteers who may step forward to participate.

Project Manager (PM)

The Indexing Project Manager (PM) is *for the young men* Asa Hendrick; for young women is Sis Shell. Each are responsible for the oversight of the indexing of the records digitally imaged in 2009 in Cobb County. This is in keeping with a commitment of intent made at that time with Probate Judge, Kelli Wolk. All book indexing assignments will be made through the PM's and the draft entry results, after editing, will be sent to him/her. By application of program software, the draft entries will be used to create a draft index to be ultimately be finalized and forwarded to the designated Cobb County Webmaster.

Indexer

An indexer is one who has volunteered to index a portion of a book. Any person indexing 50* pages or more in any book will be named as a participant on the index title page or referenced addendum. The indexer is required to edit his/her own work before submission, but the final edit will be the responsibility of the "Book Project Manager" BPM and/or an assigned surname specialist.

Book Project Manager (BPM)

A book project manager is one who has taken the responsibility to index or oversee the indexing of a complete book. He/she may index the entire book and receive full credit for the book project and be so credited on the index title page in the front of the court book, as well as the same on the on-line WEB site. The project manager may assign sections of the book to others to index. Some assignments may involve whole families or specific groups accepted by the Project Manager. The Project Manager, however, will be responsible for the final edit of the respective book, but may have access to a surname specialist for counsel.

Surname Specialist

A Surname specialist is one determined to be exceptionally qualified to recognize names mentioned in the court records. With regard to the Cobb Project, anyone who has done research in the County for many years or is a life-long resident of Cobb, is likely to be qualified to serve as a "Surname Specialist". Also anyone who has successfully indexed or overseen the indexing of 700 or more pages of the collection may be so designated for certain books. These are appointed at the direction of the PM.

Project Consultant

The Project Consultant is Ken Brantley. All managers may call upon him for recommendations and clarification of issues at any time.

Common Surnames of Cobb County, Georgia

1865-1900

Submitted by _____

Names to be added here as project progresses.

Barber
Barns
Bennett
Blackwell
Boyd
Brawner
Bullard
Campbell
Cook
Davis
Delk
Dodgen
Eason
Florence
Floyd

Fowler
Gann
Glore
Gober
Haney
Hansell
Harbin
Hembree
Ivy
Jolley
Kemp
Lee
Leverett
Lindly
Marlow

Meek
Miller
Moon
Moss
Nesbitt
Oliver
Pace
Queen
Reid
Stroud
Varner
Wade
Wallace