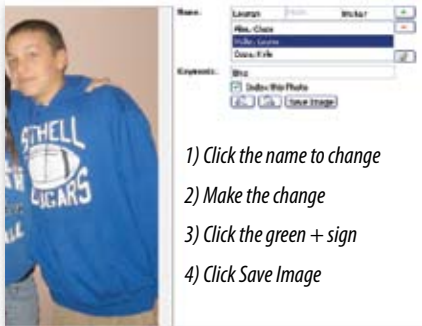


# Two hot tips for Online Indexing



- 1) Click the name to change
- 2) Make the change
- 3) Click the green + sign
- 4) Click Save Image

Here are two issues to keep in mind when you are creating an index with YearTech Online.

The first is that when names are added in the Image Library it is very important that you watch for spaces. For instance, typing the last name Smith with a space in front of the S (which we know you did by accident) can mean that Jim Smith and Jim Smith are two different people. The computer reads the space as a character and thinks it needs to add the space to the name. You will need to delete the spaces in the Image Library.

When you make changes to your names in the Image Library, make sure that you click on the name you want to change (it will appear in the top line for you to edit it), make your changes, click the green plus sign to add it back with changes made and then click Save Image.

If you don't do all four of these things, your changes will not be saved. ▲