

## 306bg.us Indexing Project tips & examples

WWII documents were prepared with manual typewriters that used ribbons, thus the quality of the impression varies depending upon the condition of the ribbon and how hard the key struck it. Time, copying, and scanning has affected the readability. The men who prepared the documents were often tired and had incomplete and perhaps inaccurate information. Some names are misspelled or have the wrong first name and/or initials (if they are even included). If the indexer is willing to do some extra work the quality of the reference can often be improved by checking for the name in other documents on our site (see list with hyperlinks below). **It is desirable but not required** to check the name in one or more of the files below: (Download this page & links still work!)

- |   |   |
|---|---|
| <a href="#">List of WWII 306<sup>th</sup> veterans</a>  | <a href="#">List of men who died during 306th service in WWII</a> |
| <a href="#">Russell Strong card file</a>  | <a href="#">Index of 1975-2000 issues of the Echoes</a>           |
| <a href="#">The correspondence file</a>   | <a href="#">Squadron Diaries</a>                                  |
| <a href="#">Air crew photos</a> (if you know the pilot name) as many have names in the image    |   |
| <a href="#">Barbara Neal's spreadsheet of 306<sup>th</sup> vets</a> with some extra information |   |

The most important goal is to help future researchers find documents containing a specific vet. The more accurate it is, the better. The other data elements help specify the exact veteran. The KEY requirement for indexing is to be consistent.

- Choose either a tab or semi-colon to separate fields, you cannot use it within the field;
- The order each data element appears must be consistent, thus insert space between delimiters when necessary so that there are always six tabs or semi-colons; and
- Be consistent in the use of abbreviations, space or no space after delimiter, use of capitalization, do not use a period after abbreviations such as Jr, Capt, Lt, etc.
- No periods are needed or desired in the index fields

### Example using Spreadsheet

When you name your index file give it a file name as described in 306<sup>th</sup> BGHA indexing project – we need help document

Last name	First name	mid initial	Suffix (Sr, Jr, etc.)	rank	Duty or position	Squadron or organization
Melton	William	C	Jr	Capt	pilot	368
Levy	Robert			2nd Lt	bombardier	
Kessler	Leland	J			Gunner	368
Milburn					Gunner	
<b>Field #:</b> 1	2	3	4	5	6	7

### Example as text (with semi-colons) & word processor (with tabs- only 1 tab between each field):

1	2	3	4	5	6	7	note: 7 fields & 6 semicolons or tabs (which are preferred).
Melton;	William;	C;	Jr;	Capt;	pilot;	368	Melton William C Jr Capt pilot 368
Levy;	Robert;	;	;	2nd Lt;	bombardier;		Levy Robert 2 <sup>nd</sup> Lt bombardier
Kessler;	Leland;	J;	;	;	Gunner;	368	Kessler LeLand J Gunner 368
Milburn;	;	;	;	;	Gunner;		Milburn Gunner