



What to Do When Records Span 2 Images or to View Additional Images

- If the first record on an image begins on a previous image, don't index it. The record will be indexed as part of the previous batch. Start indexing at the first complete record.
- If the last record on an image continues to the next image, index the entire record, including what continues to the next image.
- To see the next image while continuing to index information for the current image, do the following:
 1. In the top corner of the image window, in the vertical toolbar, click the **Reference Images**  icon.
 2. Below the screen on the right, click a thumbnail next to the image you are currently indexing.
 3. Index the record while viewing both images at the same time.
 4. To exit split screen mode, in the vertical toolbar, click the **Reference Images**  icon.