

# Edit RINs and Pedigrees in FamilyInsight

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## Overview

The Edit RINs and Pedigrees mode is a powerful tool for examining your records and altering your pedigree. Use this mode to see if there are unlinked people or pedigrees within your database. The pedigrees are ranked by size and not by who is in the pedigree, therefore, the Main Pedigree is the largest pedigree. Pedigree 2 is the next largest, Pedigree 3, the next largest, etc.

Other features of the Edit RIN and Pedigrees mode include the ability to trim or delete individuals, their ancestors or descendants, or entire pedigrees. You can also change the RIN numbers for people in your file. When you merged or trimmed (deleted) people from your file, you end up with RINs that are no longer in use. You can reassign the empty RINs by compacting your file. **NOTE:** This can change the RIN for a significant number of people in your file therefore, do not use this feature if you rely heavily on RINs.

For step-by-step guidance, click the **Guide Me** button in the **Toolbar**. The instructions change depending upon what actions you have already performed and/or which person is selected.

## Opening, Sorting and Viewing Records

To use this mode, open your file in FamilyInsight and choose **Edit RINs and Pedigrees** from the **How would you like to start? menu**. If FamilyInsight is already open, go to the Mode menu, on the **Toolbar**, and choose **Edit RINs and Pedigrees**. For complete details on opening FamilyInsight, please read the **Getting Started** lesson.

When you open FamilyInsight in this mode, the Individuals List displays everyone in your database sorted by the pedigree number and then by RIN number within that pedigree. Each person's pedigree is listed in the column to the right of his or her name. You may be surprised at what you find hidden in your database. **Individuals List Window**

- By using the scroll bar, on the right of the Individuals List, you can scroll to the end of the list and view how many pedigrees you have in your file.
- If you want to see the individuals in a specific pedigree, use the dropdown menu by **Filter** and

choose the pedigree by number.

- You can change the way the Individual List is sorted by clicking on one of the column headings - Status, RIN, Name, Pedigree, or Old RIN. (For more detailed instructions, please read the **Getting Started** lesson under the section called **Sorting Records.**) **Primary Pedigree Window**
- You can show the pedigree of any individual in the list by clicking on their name in the Individuals List.
- When you click on a person's name in the **Primary Pedigree** window, their name will also be selected in the **Individuals List. Details Window**
- When you click on a person's name, their vital information appears in the **Details** window at the bottom of your screen.
- You can edit the selected (highlighted) person's information in the Details Window.
- You can also add new data for the selected person by either clicking **Edit**, in the **Menu** bar and hover your mouse over **Add Event / Attribute**, then select the appropriate option from the menu.
- Or you can click the **New** button over the person's name in the **Details** window and hover your mouse over **Event / Attribute** then select the appropriate option from the menu.

(For more detailed instructions, please read the **Getting Started** lesson under the sections called **Add New Vital** and **Other Events Information**)

If you cannot see the Primary Pedigree or the Details window, click on **View** and select **Details** or **Arrange Windows**. Arrange Windows returns the window to the default view.

## Editing RINs

You can assign new RINs for a person or group of people in your file by using the Edit RINs feature in this mode. If you are not RIN 1 in your file, you can change it. If you wish to give a copy of your file to someone else, you can save the file with a new name and assign RIN number one to the recipient.

**Back up your file before you begin or rename the file if you intend to give it to someone else.**

- Select a single individual on the Pedigree or from the Individuals List. You can also multiple select a group of individuals in the Individuals List. You can do this by holding the Control key (Ctrl) and clicking on different individuals. Or, with one person selected, hold the Shift key and scroll down to the last person you want to select and click. All individuals between the two you clicked on will be selected.
  - There are three ways to indicate you want to change RINs. They are:
    - Click on the **Change RIN** icon
    - Select **Change RIN** from the **Action** menu
- \***Macintosh Users** – The Action menu is not available but all the Action options are available on the Toolbar.
- Right click on the highlighted name(s) and choose # **Change RIN** from the pop-up menu.
- The **Change RIN** window will open with several options. **Change RIN Options**
  - **New RIN number** - Choose the RIN number that you want for the selected individual(s) even if another person in your file already uses that RIN. To do this, fill in the number you want to assign to the selected person then click **OK**.

- If you selected several names, the number you choose will be given to the first member of the group and each additional individual in the group will be numbered sequentially. **Example:** You may have a family that you would like to assign consecutive RINs. If you select seven members of a family and list 25 as the starting RIN, these individuals will receive RINs 25, 26, 27, 28, 29, 30 and 31.
  - The new RINs will be listed in the **RIN** column, next to the individual's name(s). The person that originally had this RIN will have a dash in the RIN column to the left of their name. The original RIN numbers are listed in the **Old RIN** column to the right of their name.
  - You may assign a RIN number to the individual without an assigned RIN by selecting the person and choosing **Change RIN** or by letting the program assign a number when you click **Save**. FamilyInsight assigns RIN beginning with the lowest available RIN.
- **Set it to the lowest available RIN** - The lowest available RIN appears in the **Change RIN** window and will be the assigned RIN if you choose this option. If you have selected several names at once, this number will be assigned to the first individual in the group. **Example:** If you select 5 individuals to receive new RINs and the lowest available RIN is 53, the first individual will be assigned 53. If the next available RIN is 75, the next individual in the group will receive this number and so forth.
  - **Move it to the end of the list** - The next available RIN will be listed and assigned if you select this option. If you selected a group of names, each individual in the list will receive a progressively higher RIN. **Example:** If five individuals are selected and the next available RIN from the end of the list is 1325, the numbers assigned will be 1325, 1326, 1327, 1328, and 1329. This option might be used if you want to move a group of people and be able to find them easily by keeping them grouped together by RINs.

Newly assigned RINs are listed in the **RIN** column to the left of the person's name. The old RINs are listed in the **Old RIN** column to the right. The **Status** column displays **New RIN** for any individual that you changed. If you do not assign RINs to the individuals whose RINs were reassigned, they will be listed with dashes instead of a number. When you save your file, FamilyInsight assigns new RINs to individuals left without a RIN. RIN assignment starts with the lowest available RIN. When you open your PAF file in PAF 5, every individual will have a RIN.

**Changes are not final until you save the file.**

## Trimming Individuals and Pedigrees

The trim (delete) feature of Edit RINs and Pedigrees allows you to share parts of your file with another researcher or keep your own pedigree to a manageable size. It is easy to split your file along family lines or shorten collateral lines to a few generations for identification purposes. You can even trim unlinked pedigrees when you have no idea where they belong in your main pedigree.

Remember, for step-by-step guidance, click the Guide Me button in the Toolbar. The instructions change depending upon what actions you have already performed and/or which person is selected.

Before trimming, we **strongly** recommend you backup your file. Then:

- Identify the individual(s) that you want trimmed (deleted) from your database.
- Select the individual(s) by clicking on their name either in the Individuals List or in the Pedigree window.

- Once the individual is selected either use the Trim icon, the delete key on your keyboard, right click on the Individual and choose Trim from the popup menu, or select Trim in the Action menu list. All these methods open the **Trim this Pedigree** options window.
- **NOTE** – If you select multiple people, you can only delete those individuals. The **Trim this Pedigree** window does not open. **Trim Options**

The **Trim this Pedigree** window opens with the question, **What do you want to delete?** Your options are:

- **Individual's name** - Only deletes the selected individual.
- **Ancestors of this individual** - Deletes the ancestors of the selected individual. The default for this option is **Included Relatives of this Individual**. With this option checked, all relatives of the ancestors of the selected individual will be deleted. When this option is grayed out (not available for checking), it means that you have connections between this section of the pedigree and other branches of the pedigree that you are not deleting. This can happen when children, grandchildren, etc. of individuals in different sections of a pedigree marry each other. In these instances, the option for deleting relatives is disabled to prevent deleting people that you want to keep.
- **Descendants of an individual** - Deletes all descendants of the selected individual.
- **This entire pedigree** - Deletes the entire pedigree of the selected individual. If the selected individual is in Pedigree 2, then all individuals in Pedigree 2 will be deleted.
- **Trim to this individual's direct line** - Retains only direct-line ancestors of the highlighted person. The default option is to have **Keep Children** and **Keep Children's Spouses** of each generation. This keeps all the children of the direct line pedigree and the spouses of these children. You can also check **Keep Grandchildren** and **Keep Grandchildren's Spouses**, which keeps all grandchildren of the direct-line pedigree of the selected individual.
  - Trim to direct line only deletes records from the pedigree of the selected individual. If you have more than one pedigree in your file, you will need to delete the other pedigrees separately.
  - Any of these options may be unchecked to limit the records being kept.
  - This is an excellent option for trimming collateral lines.

Check the option that you desire. Click **OK**.

- You may repeat this process as often as needed to achieve the desired results.
- Sometimes it is desirable to trim a section of pedigree then restore an individual or a smaller section to get the desired results.
 

**Example:** If you choose to trim your file along your mother's line, you can select her, click trim, and choose the option **Trim to Direct Line**. You can also choose whether to keep the children, the children's spouses, the grandchildren, and their spouses. Your father will remain in the file but not his parents or siblings. You can restore these people by selecting them and choosing restore.
- The individuals that you trimmed/deleted (except the selected person) will show in red on the pedigree window. The selected individual is always shown in blue in the pedigree view.
- When you choose the **Trim to Direct Line** option, you will not see any red on the pedigree because you are only deleting records that are off the main pedigree and do not appear on the chart.
- The word **Deleted** appears in the **Status** column by all trimmed individuals.

### **Ordinance Information after Trimming Parents**

Sometimes trimming your file leaves a child or children with sealed to parent ordinance information

but without parents in the file, it appears invalid. In previous versions of PAF Insight, the sealed to parent information was removed to conform to standards. FamilyInsight handles these circumstances differently.

- The sealing to parent information remains in the file.
- The father and the mother are marked as Unknown in the Family and Pedigree views.
- Unknown acts as a "place holder" so that the sealing to parent information may remain with the child
  - These "Unknown" people do NOT have a RIN assigned to them
  - These "Unknown" people do NOT show up in the Individual List

**NOTE:** When a child has no sealed to parent information and the parent's are trimmed from the pedigree, the parent's fields are left blank in the Family and Pedigree views of PAF.

**Your file remains unaltered until you click Save.**

## Restoring Individuals and Pedigrees

You may restore trimmed people and pedigrees anytime before you click Save. After Saving your changes, if you need to revert back to your original file, you must use a backup file.

Identify the individuals that you want to restore from your database.

- Select the individual(s) to restore from the Individuals List or select a single individual from the Pedigree. Select the individuals by clicking on their name to highlight them.
- After selecting a person, open the **Restore Deleted Individuals** options window by using one of the following methods:
  - Click the **Restore** icon from the Toolbar
  - Hold down the Control (Ctrl) key and press Z (Control + Z) on your keyboard
  - Click **Action** in the menu bar and select **Restore**
  - Right click on the individual and choose **Restore** from the dropdown menu

### Restore Deleted Individuals Options

- **Individual's name** - Restores the selected individual's record only.
- **Ancestors of this individual** - Restores all the ancestors of the selected individual. If you select, **Include Relatives of Ancestors**, they will also be restored.
- **Descendants of this individual** - Restores all the descendants of the selected individual.
- **This entire pedigree** - Restores the entire pedigree of the selected individual. If the selected individual is in pedigree 3, all of pedigree 3 will be restored.

Check the option(s) that you desire. Click **OK**.

- The individuals you restored will appear in black on the pedigree. The highlighted person remains blue until you select another name.
- **Deleted** is removed from the status column in the Individuals List.
- This process may be repeated as many times as needed to achieve the desired results.
- If you are unsure about whether you want to trim certain records, you can click on the **Research** button. A note stating, **RESEARCH FOR TRIM: Should this individual be deleted?** is added to the selected individual.

**Changes will not be final until you save the changes.** When you are satisfied with the editing of your database, save your file using the **Save** icon or the **Save As** command in the **File** menu, or when asked to save upon exiting. If you want to keep your original file intact, you should use **Save As** from the **File** menu option and save your file with a new name. This is also useful when trimming a file to send to another researcher.

## Add New People and Events

While in FamilyInsight, you can add a relative (mother, father, spouse or child) to the person you have selected. You can also add new events (birth, christening, death, burial or other events) without returning to PAF. To learn how to do this, please refer to the **Getting Started** lesson sections called, **Add New Individuals** and/or **Add New Vital or Other Events Information**.

## Quick Guide

Although we provide these brief instructions, you may also get step-by-step guidance, by clicking the **Guide Me** button in the **Toolbar**. **Finding and Connecting Unlinked People and Pedigrees**

- Open FamilyInsight in the **Edit RINs and Pedigrees** mode.
- Click on the **Filter** drop down arrow. (The filter is above the names list on the same line as Sort and Find.)
  - Unlinked families or individuals are listed as **Pedigree 2, Pedigree 3, Pedigree 4**, etc.
- Click the pedigree to see the list of people within that pedigree.

Sometimes unlinked people are duplicates of individuals in other pedigrees. Merging people can merge pedigrees, too.

- Open the **Merge** mode and merge any duplicate (or triplicate) people.
- Save your work
- Exit FamilyInsight to clear the "memory" of how many pedigrees you had.
- Return to **Edit RINs and Pedigree** and check the filter for pedigrees.

Click any remaining pedigrees and look for people you recognize.

- If you recognize a person on the list, return to PAF and link them to their family.
- If the person is a child, find a parent in the **Family View**.
  - Click on **Add** and select **Child**.
  - Choose **Select Existing Individual**.
  - Find them by their RIN or their name, click on them then click **OK**.
- If the person is a spouse, find the spouse in the **Family View**.
  - Click on **Add Spouse**.
  - Choose **Select Existing Individual**.
  - Find them by their RIN or their name.
  - Click on them then click **OK**. **Changing RINs**

- Open FamilyInsight in the **Edit RINs and Pedigrees** mode.
- Find the person whose RIN needs changing.
- Click on the name so they are highlighted.
- Click on the **Change RIN** icon (# Change RIN at the top of the screen).
- Choose **New RIN Number**.
- Click into the field and **enter the number** you want assigned to this person.

- Click **OK**.
  - The number appears in the RIN column.
  - The original RIN appears in the Old RIN column.
  - The person who originally had the number has a dash (-) in the RIN column.
  - You may assign this person a RIN or allow the computer to assign the RIN when you click the Save icon.
- Repeat the process to reassign the RIN for this person's wife and children or parents and siblings.
- **Save** the records when done. **NOTE:** It is fairly easy to keep one or two generations in RIN order, after that, it becomes unwieldy.

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