

# Searching the IGI with FamilyInsight

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## Overview

From [wiki.FamilySearch.org](http://wiki.familysearch.org), we learn that, "The *International Genealogical Index* is a computer file that lists several hundred million names of deceased persons from throughout the world. The International Genealogical Index, which was created by The Church of Jesus Christ of Latter-day Saints, is available on [www.familysearch.org](http://www.familysearch.org)."

People use the IGI as a research tool to help them find more genealogical information about their ancestors. LDS users also use the IGI to find ordinance information. You may access this index using the Search IGI mode of FamilyInsight if you have registered on [www.FamilySearch.org](http://www.FamilySearch.org) and created a username and password for that website. FamilyInsight uses your **FamilySearch** username and password to login for you when it accesses the **FamilySearch** website to search the IGI.

The IGI is only being updated with ordinance work that was cleared through TempleReady. These names will also appear in the **FamilySearch** family tree (formerly referred to as the new **FamilySearch**). If a name was submitted for temple work using **FamilySearch** family tree, it will not appear in the IGI. The IGI will remain on the current **FamilySearch** website for an indefinite period. Until then, you may continue to search for ancestors in the IGI. Once your area begins using the **FamilySearch** family tree or it is released to the public for use, you should check for ordinances and ancestors using the Sync with **FamilySearch** family tree mode.

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.

## Starting FamilyInsight

To use this part of the program, you must have Internet access. If you have a dial-up connection, you will need to connect to the Internet before starting FamilyInsight.

- Open your web browser then minimize the browser window by clicking on the minimize button ( \_ ) in the upper right corner of your window.
- The browser appears as a button in the task bar at the bottom of your screen. This means your browser is still open.

For complete details on opening FamilyInsight, please read [Lesson 1: Getting Started](#) but in brief:

- From PAF, open the file you want to use then click on Tools, in the menu bar, and select FamilyInsight.
- From the **Choose a Mode** window, select Search IGI.
- You may also open FamilyInsight by double clicking on the desktop icon.
- From the FamilyInsight window click on **File**, on the menu bar, and choose **Open** or **Open Backup**.
- Select your file and click **Open**.
- Select Search IGI.

Each time you use the IGI Search mode in FamilyInsight, you must enter your **FamilySearch** user name and password. This is the username and password you created when you registered with **FamilySearch**, not the one for Ohana Software. If you do not have a username and password from **FamilySearch**, you may create one, free of charge, by registering at [www.FamilySearch.org](http://www.FamilySearch.org). If you are LDS, you will need your membership number and confirmation date.

When you have successfully signed into **FamilySearch**, the messages concerning accessing **FamilySearch** and submitting your username and password will disappear. You are ready to begin searching.

- If there is a problem with the Internet connection, a warning appears.
  - If this happens, you should check your Internet connection and ensure that you set the firewall to allow FamilyInsight to access the Internet.
  - We strongly recommend that you do not turn off your firewall
- If the **FamilySearch** website is down, a message appears telling you there is a problem with the website.
  - If this problem persists, it may be due to the use of a symbol in a name field of the person you are searching, their spouse and/or their parents.
  - Carefully check ALL names attached to the person you are searching for and remove all symbols such as an asterisk \*, caret <>, question mark ?, etc, as **FamilySearch** cannot process these characters.

## Window Arrangement

When you open the Search IGI mode, you will see the following windows:

- **Individual List** – Upper left quadrant of the screen. Displays the people in your file according to the filter you select.
- **Search Details** – Upper right quadrant of the screen. Blank window until you begin a search. After starting a search, you will see the various ways your information is being sent to the IGI for searching.
- **Details** – Lower part of screen. Blank until you click on a person in the **Individual List**.
  - The information on the left side of the window comes from your file.
  - Use the scroll bar on the far right of the Details window to see all the information.
  - The right side of the window remains empty until you search for a name and select a match for comparison.
  - The information on the right comes from the IGI.

If you cannot see one of these windows, click on **View**, in the **Menu** bar, and click **Arrange Windows**. This restores the default settings and the windows will appear.

For more details on the windows, icons, tools, menus etc., please read Lesson 1: Getting Started.

## Sort, Filter, and Find

### Sort

The names in the **Individual List** window appear in **RIN** order.

- You can change the sort order by clicking on one of the column headings at the top of the window. You can also use the **Sort By** drop down menu under the Toolbar. Your choices are:
  - Status
  - Primary RIN
  - Primary Surname
  - Primary Given Name
  - Secondary Surname
  - Secondary Given Name
- After you have search results from the IGI, you can also sort the list by IGI name or % Match.

### Find

Use the **Find** field to locate the information you need.

- Click your cursor into the **Find** field and type the name, place, or RIN you need.
- The highlight goes to the first occurrence of your search criteria, regardless of it being a first, middle or last name of a person, a town, county, state or country for a place, or a RIN or percentage for a number.
- Click the **Find Next** button to jump to the next occurrence of the name or number.
- The **Find Next** and **Find Previous** buttons work in conjunction with the **Find** feature to locate a specific name or RIN in your **Individuals List** or **Place List** windows. **NOTE:** In the **Edit Places** mode, it only locates place names, not names of people.
- After moving to other entries, you may click on the **Find Previous** button to return to previous

entries that match your request.

## Filter

The default filter for the names you see on the **Individual List** is, **Needs Ordinances**. Those who do not need ordinances or do not qualify for the needed ordinance do not appear on this list. You can change which records appear on the list by choosing a different **Filter**. You will find the filter on the **Navigation Toolbar** along with **Sort** and **Find**. Click the dropdown arrow and choose from:

- **All Records** – Shows all records in your database.
- **Incomplete Dates or Places** – Displays all records that either have a missing/incomplete date or place. The computer will search birth/christening, death/burial, marriage, and all ordinance fields. If **LDS Options** is turned off in PAF 5, this option only searches for missing dates or places in the basic life events.
- **Incomplete Ordinance Info (include unqualified)** – Shows all records that have a missing/incomplete date or place in an ordinance field.
- **Needs Ordinances** – Displays all people who need ordinances and are qualified for receiving the ordinance. If there is any notation in either the date or the temple field the computer considers the ordinance complete and may prevent the name from appearing on this list.
- **Cleared or Submitted** – Shows all records that have **Cleared** or **Submitted** in an ordinance field.
- **Incomplete Ordinance Info** – Shows all qualified records that have a missing or incomplete date or missing place in an ordinance field.
- **Incomplete Ordinance Dates** – Displays all qualified records that have either a missing/incomplete date in an ordinance field. It will not show individuals that have a date but are missing the place. An Incomplete date is one that does not have a day, month and a year.
- **Incomplete Individual Ordinances Info** – Displays all qualified records that have missing/incomplete dates or places in the LDS individual ordinance fields
- **Incomplete Individual Ordinances Dates** – Shows all qualified records that have missing/incomplete dates in the LDS individual ordinance fields
- **Incomplete Sealing to Spouse Info** – Shows all qualified records that have missing/incomplete dates or places in the LDS sealed to spouse ordinance field.
- **Incomplete Sealing to Spouse Dates** – Displays all qualified records that have missing/incomplete dates in the LDS sealing to spouse ordinance field. **NOTE:** If **LDS Options** is turned off in your preferences of PAF 5, the default filter in FamilyInsight is **Incomplete Dates or Places**.

## Qualified Individuals

The **Needs Ordinances** list only includes people who meet the minimum standard for a TempleReady submission.

- **For Baptism and Endowment** – They have a name, sex, and a date and place for a life event, such as birth/christening or death/burial.
- **For Sealed to Parents** – They have the same information as for Baptism and Endowment plus at least a first or last name of a father.
- **For Sealed to Spouse** – They have a marriage date and place. We require a name for both husband and wife and they must each qualify for personal ordinances. This follows guidelines,

suggested on Temple cards, which is to have individual ordinances completed before the marriage sealing is done.

## Preferences

- From the menu bar, click **Edit**, then **Preferences**. **\*Macintosh Users** – From the Menu bar, click **FamilyInsight**, then **Preferences**. **FamilySearch** tab – Contains options for both searching the IGI and the **FamilySearch** family tree.
- **Add FamilySearch ID custom attribute to PAF** – Adds the **FamilySearch** family tree person identifier number to your PAF records by creating a custom attribute.
- **Options for IGI searching and sources** – Default set to "Leave most recent IGI Search source only".
- **Default setting for new spouse or parents from IGI** – Choose to either **Add** or **Ignore** depending upon your personal preferences. You may override either option as desired, default is **Ignore**
- **Options for search cache** – Default set to 2 days.
- **Clear cache button** – Clears the cached (stored) IGI searches and forces the program to check the IGI again rather than load the cached search results from a previous search. **NOTE:** We can no longer store your **FamilySearch** username and password therefore, we removed it from the Preference window.

To learn more about other menu and Toolbar options, please read Lesson 1: Getting Started

## Search and Update from the IGI

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.

If you want to learn more about IGI search strategies, see IIGI Search Hints

- Find the person or people you want to search for by clicking into the **Find** field located just above the Primary Name column. Type in the RIN or the name of the person you want to find. The highlight bar jumps to the first occurrence of that name or number on the **Individual List**. Click the **Find Next** button to find the next occurrence of the name or number on the **Individual List**. Once you have moved to a second name, you may use the **Find Previous** button to return to a prior listing of the name.
- Select an individual by clicking on their name and begin the search by either clicking on the **Search** button in the Toolbar or by choosing **Search** from the **Action** menu.  
**\*Macintosh Users** – The Action menu is not available as described here or elsewhere in this lesson, however, all the same Action options are available on the Toolbar.
- FamilyInsight allows you to multiple select groups of people to search. Searches occur one at a time in the order they were selected. For your convenience, the search progress is noted in the **Status** column of the **Search Details** window, which changes from **Waiting**, to **Searching**, to **Done**.

- Choose the year range for your search from the dropdown list on the Toolbar. The default is **Exact year**. This will find most matches. The choices are:
  - **Exact year** – Searches the exact year listed for each event according to the dates in your records. (fastest)
  - **+/- 1 year** – Searches one year before and after the date listed for each event.
  - **+/- 6 years** – Searches six years before and after the date listed for each event.
  - **+/- 11 years** – Searches 11 years before and after the date listed for each event.
- If you have searched the exact year and decide to search a larger range, the original year will not be searched again. The search only includes previously additional years.
- When ready to search, either click on the **Search** icon on the Toolbar, choose **Search** from the **Action** menu, or use the shortcut keys **Control+F**.

As FamilyInsight searches for a person in the IGI, it automatically searches each region where a life event occurred. It also checks World Misc. for each life event listed for an individual. If a person was born in Hereford, England and died in Massachusetts, USA, the regions and sub regions searched would be, British Isles, England, Hereford; North America, United States, Massachusetts; and World Misc.

If a region cannot be determined from your records, the **Unrecognized Place** window appears. The individual's name and RIN number are displayed at the top of the window and the unrecognized place name appears in a text field.

**NOTE:** You may see suggestions for your place if you were using the Edit Places or Sync with FamilySearch family tree mode prior to switching to Search IGI. The suggestions window only works when you have logged into FamilySearch family tree through either of these two modes. Manual editing options are as follows:

- If you do not get any suggestions, you may edit the place in the text field and click **Edited, Try Again**.
- If the name is correct, click on the dropdown arrow by **Select a region** and select the appropriate region.
  - Next, you have the option of selecting a country within the region.
  - Finally, you may have the option of selecting a state, province or other jurisdiction.
  - Click the **Search Here** button.

You can also choose from the following options:

- **Skip this Person** – Stops all searching for the selected individual. If you have several individuals marked to search, FamilyInsight will proceed to the next person.
- **Skip this Place** – FamilyInsight will search the IGI in all recognized places where life events occurred for the selected individual. It will not search the unknown region.
- **Edited, Try Again** – Starts the search using the corrected place name.
- **Change all instances** – This option allows you to correct the place name and perform a global search to replace all occurrences of the original place with your correction. The change is not final until you save your work.
- **Skip remaining Searches** – Cancels all remaining searches and closes the **Unrecognized Place** window.

FamilyInsight provides a **Search Details** window to display the different ways your information is

being sent to the IGI for searching (Search/Hit Description). The search status (waiting, searching, done) and results of the searches appear in other columns in this window. This window is in the upper right quadrant of the screen.

- To see the results under each type of search, click on the "+" sign in the status column.  
**REMEMBER:** The information you see in the Search Details window comes from YOUR file and not the IGI. To see the results of the IGI search, click on the name of a person listed in the **IGI Name** column of the **Individual List** window.
- You may close the **Search Details** window by doing one of the following:
  - Click on the small black X in the upper right corner of the **Search Details** window.
  - Click on **View**, in the menu bar, and uncheck **Search Details**.

After searching begins, possible matches are added to the **IGI name** column with the % match possibility listed in the next column to the right.

Select a pair of matching individuals by clicking on one of their names. Their vital records information is displayed, side-by-side, in the **Details** window at the bottom of your screen. The person in your file appears on the left and the IGI person appears on the right. Use the scroll bar, within the Details window, to compare all information.

For more information about the Details window icons, please read Lesson 1: Getting Started under the heading **Details Window Icons**.

**NOTE:** In previous versions of PAF Insight, you could see all the fields for vital information (birth, christening, death, burial) whether they contained data or not. FamilyInsight only shows vital information fields that contain data. You will not see empty fields. If you update information from the IGI, the required fields will be added automatically as part of the update process.

Differences between information in the IGI and your file are **highlighted in pink**. When information appears in the IGI file and the corresponding field in the primary file is empty, the data is **highlighted in green**. This information is added automatically if you update from this IGI record. **Make sure you select the information you want to have added to your file when you click Update.** Selecting the information that you want added to your file has changed somewhat from previous versions of Insight. Only information that is **highlighted in pink** is added by putting a check in the box. All other information that you want to add or update from the Secondary file, (IGI) to the Primary file (your file) is selected from a drop down menu next to the name or event field. Your options are:

- **Merge** – Overwrites the information in the primary record with the selected information from the IGI. You must select the information you want brought over.
- **Add as #1** – Adds the information on the right as the primary data for this event. Any information you had for the event will move to the **Other Events** section on your Edit Individual screen in PAF.
- **Add as New** – Adds the information as new information under the Other Events section in PAF.
- **Ignore** – Choose this if you do not want to update any information for this event.
- **Replace mine** – Replaces the selected information in your file with information from the **IGI**. Essentially, this is the same thing as Merge.

**For Marriage events**, first choose whether you want the marriage information from the IGI added to your file. From the drop down box underneath the marriage heading, choose from the following:

- **Match with MRIN #** – This option is only available if the IGI information is the same or very similar to the information in your file. This merges the IGI information with the same MRIN # on the left when you update your records.
- **Add** – Adds the marriage as a new marriage for the individual when you update your records.
- **Ignore** – If you choose this option, no marriage information will be added to your file when you update your records.

Next, decide how you want to transfer the actual marriage event data and/or the sealing information. Information highlighted in pink may be selected by putting a check in the box but you must still use the drop down box in front of the date and place fields, to choose from the following options:

- **Merge** – Merges any checked information from the right side with the information you have in your record on the left. You must check the information you want brought over into your primary record.
- **Add as #1** – Adds the information on the right as the primary data for this event. Any information you had for the event will move to the **Other Events** section for the marriage.
- **Add as New** – Keeps your original information as the primary information and adds the new information under the **Other Events** section in your file for this marriage.
- **Ignore** – Choose this if you do not want to update any information for this marriage. **For Parent information**, first decide whether you want the parent's information from the IGI added to your file. The choices are:
  - **Match with MRIN #** – This merges the checked IGI information with the information in your record for the corresponding family number.
  - **Add** – Adds the individuals listed as a new set of parents.
  - **Ignore** – Choose this if you do not want to add or update any information for parents.

When you select the information that you want in your file, either click on the **Update** icon or choose **Update** from the **Action** menu.

The updated information will appear in the individual's record on the left. If you want to make other changes, you can edit the information while in FamilyInsight, directly in the **Details** window.

If an individual in your database has parents or a spouse in the IGI that you do not have in your database, and you choose to add them, new records will be created for these individuals in your file. You should be sure to research any information you add from the IGI.

## Stopping a Search

Sometimes you may want to stop one search and move to another search. You have the following options:

- **Stop Search** – Stops all active searching of the IGI and all searches marked as "waiting".

- **Stop Current Search** – Stops searching the IGI for the individual currently being searched. The status changes to Canceled. If there are names marked "waiting", the program starts searching the IGI for the next individual on the list.

## Saving Your Work

Nothing is saved in your database until you **Save** or **Save As**. The **Save** option overwrites your original file with your new information. It keeps the same file name as before. **Save As** creates a new database with a different file name. To do this, click on the **File** menu and choose **Save As**, type in a new file name, and click **Save**.

- If you choose the **Save As** function, be aware that your original file will not be changed and the IGI updates will not appear on that file. When you return to PAF5, you must open the new file, saved with the new name, in order to see the IGI updates.
- It is wise to save your work periodically during the session. You may either use **Save** or **Save As**. **Save As** changes the file name for the duration of your session. After you change it the first time, you need only click the Save icon.
- You may save your work while the program searches the IGI. You do not have to stop active searches to save your work. You will not lose information when you save.
- If you do not save your work as you go, you must save before exiting or lose all your updates. As explained above, either use **Save** or **Save As**.

If you exit FamilyInsight before saving your changes, a warning appears asking you if you would like to save your file. Click **Yes** if you want to save your changes. If you want to exit and not save any changes, click **No**. You can also click on **Cancel** and return to the IGI Search in FamilyInsight.

If you entered FamilyInsight from the Tools menu in PAF, you will be returned to PAF when you exit. The file that will be open in PAF is the one that you started with. If you used **Save As** and want to use that database, you will need to open that file in PAF.

## Sources

When you update information from the IGI into in your file a source is added to the event, according to the preferences you have selected. You can view and edit a source by clicking on the source icon, next to the event. The source icon looks like a pencil. The source will include the actual text from the IGI. If you update a birth or death record the actual IGI text will be attached to the updated event.

### Example of FamilyInsight IGI Search life event source

Actual text field

```
JACOB VARNEY; Male; Birth: 07 AUG 1831 Horley,  
Oxford, England; Death: 21 OCT 1916; Father: WILLIAM VARNEY;  
Mother: CHARLOTTE TYSOE;
```

Batch Number: 8983409;  
Batch Number: 8983409: Sheet: 09;  
Source Call No.: 1553598 Type: Film

Comments field Form submitted by a member of the LDS Church  
Search performed using FamilyInsight on 18 Aug  
2008

#### Source reference information

International Genealogical Index  
The Church of Jesus Christ of Latter-day Saints  
Family History Library  
35 N. West Temple Street  
Salt Lake City, Utah 84150  
USA  
[www.familysearch.org](http://www.familysearch.org)

#### Example of FamilyInsight IGI Search Baptism or Endowment source

##### Actual text field

JACOB VARNEY; Male; Birth: 07 AUG 1831 Horley,  
Oxford, England; Death: 21 OCT 1916; Baptism:  
20 NOV 1849; Endowment: 26 JAN 1861 EHOUS; Sealing  
to Parents: 14 DEC 1989 PROVO; WILLIAM VARNEY/  
CHARLOTTE TYSOE; Father: WILLIAM VARNEY;  
Mother: CHARLOTTE TYSOE; Batch Number: 8983409;  
Sheet: 09; Source Call No.: 1553598 Type: Film

Comments field Form submitted to request LDS temple ordinances.  
Search performed using FamilyInsight on 18 Aug  
2008

#### Source reference information

International Genealogical Index  
The Church of Jesus Christ of Latter-day Saints  
Family History Library  
35 N. West Temple Street  
Salt Lake City, Utah 84150  
USA  
[www.familysearch.org](http://www.familysearch.org)

The actual text of the source can be found in your PAF 5 database. To view this bring up the person's

"Edit Individual" screen and double click on the \*s button, next to event. The Sources screen appears. Click on the "\*Actual Text" button in the citation section. NOTE: The asterisk (\*) only appears on the button if there is an entry.

## 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 Lesson 1: Getting Started under the subheadings **Add New Individuals** and **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**. The instructions change depending upon what actions you have already preformed and/or which person is selected.

- Open your file into FamilyInsight and select the Search IGI mode.
- Enter your **FamilySearch** username and password as required.
- When the "Accessing..." and "Sending..." windows disappear, select a name or names that you want to search.
- Click the **Search** button and wait for the searching to end on one person before you start comparing and updating information.
- If FamilyInsight finds a possible match for your person, click on the name in the **IGI Name** column of the **Individual List** window.
- Compare the information you see in the **Details** window at the bottom of your screen to verify that they are the same person.
- Select any information from the IGI records (right side) that you want added to your file.
- Click the **Update** button.
- Continue through the list of possible matches and update as you find new or better information.
- If you do not get any matches or the person still needs ordinances, change the year range from **Search Exact Year to Search +/- 1, 6 or 11 years**.
- Click the Search button again.
- Repeat this process for each person or group of people you want to search.
- Save often.

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