

## LESSON 3- HOW TO USE PAF- Part 1

*“Behold, the great day of the Lord is at hand; and who can abide the day of his coming ..... Let us, therefore, as a church and a people, and as Latter-day Saints, offer unto the Lord an offering in righteousness; and let us present in his holy temple, when it is finished, a book containing the records of our dead, which shall be worthy of all acceptance.” D&C 128:24*

### RECORDING INFORMATION USING PERSONAL ANCESTRAL FILE-

Personal Ancestral File is a computer program that helps you organize your family history information into family groups and pedigrees. Using this program, you can identify areas where additional research is needed and keep track of ordinances that need to be completed. You can also prepare ancestors’ names for temple ordinances.

Personal Ancestral file may be available on a computer in your meetinghouse or at a family history center near you. You can purchase Personal Ancestral File through Church distribution centers or download from [www.familysearch.org](http://www.familysearch.org). It is available in versions that operate on MS-DOS and Macintosh computers. Your ward family history consultant can help you get started using Personal Ancestral File.

Note: Personal Ancestral File and a number of other commercially available computer programs organize information so that it can be shared with FamilySearch. Also, information found in FamilySearch can be copied onto a computer diskette and used with any of these programs. A list of these programs is available at family history centers and from FamilySearch Support, Family History Department, 50 East North Temple Street, Salt Lake City, Utah 84150. **“A Members Guide to Temple and Family History Work”**

- The newest version of **PAF** is **5.2.18**
- **PAF** is a data base to hold all of your ancestors and descendants genealogical data.
- Your main objective is to get **all** the information in your PAF file **correct** and **accurate**. The software has many tools to help you accomplish this task.

### ENTERING NAMES, DATES AND PLACES-

IN THE INDIVIDUAL EDIT BOX-

**Names-** Type the whole name as you would speak it. ***\*\*Hint: The surname is enclosed in slashes-***

*John William /Day/*

Type nicknames, titles or alias names in the other fields provided. ***\*\*Hint: Females should enter their name using their maiden name as that is the unique name that identifies them as a person.***

**Places-** Places are entered with city, county, state, country

*e.g. Columbus, Franklin, Ohio, USA*

If you are not sure of the place you can put *of* or *near*.

**Dates-** Dates are entered with the Day Mon Year

The day in numbers, the month by 3 letters, and the year by all four numbers.

*e.g. 02 Feb 1987*

If you are not sure about the date type *abt* or *before*, but do not use a period after the abbreviation because it confuses **PAF** and **TempleReady**.

## TYPING INFORMATION

Children are listed in the order you type them in. To change the order go to the **Edit** menu and select **Order Children**.

## THREE DIFFERENT VIEWS IN PAF. (They are identified on the TABS.)

-**INDIVIDUAL VIEW SCREEN** this is like an index to your PAF file. It lists each individuals name whether they are linked to other family members or not.

-**FAMILY VIEW SCREEN** displays information about a family including the husband, wife, marriage, children and one level of ancestors.

-**PEDIGREE VIEW SCREEN** a pedigree chart showing 5 levels of ancestors.

**PEDIGREE VIEW** shows LDS ordinance information for individuals. The abbreviations are-

B-Baptism

E-Endowment

P-Sealed to Parents

S-Sealed to Spouse

C-All children's ordinances completed

*Hint: Capital letters mean the ordinance is completed. Lower case letters means the ordinance is in progress.*

**RIN and MRIN NUMBERS** are simply numbers assigned to each person and each marriage in the database. They help you search for individuals or marriages.

## FILE FORMATS:

**PAF 5** files end with a **.paf**

**PAF 5** backup files are **.zip**. A backup needs to be opened through **PAF** by the **Restore** function.

**GEDCOM** files end with a **.ged**

\*To open a **.paf** file, you go to **File** and select the **Open** option

\* \*To open a **.zip** file you, you to **File** and select **Restore**.

## BACKUP AND RESTORE-

You should **ALWAYS** keep a backup copy of the most recent version of your file.

Make a backup copy before you do anything that alters the **.paf** file, such as:

- Add or edit records in your file.
- Delete records from your file.
- Use the Match/Merge feature.
- Use the Check/Repair feature.
- Import a GEDCOM file.
- Split a **.paf** file
- Combine **.paf** files.

- Use the Global Search and Replace feature.  
To make a backup, go to **File** then select **Backup** and follow the prompts.  
To open a Backup file, you go to **File** and select **Restore**.  
You should also keep a backup copy somewhere beside the hard drive of your computer. This will let you have a copy of your file if your hard drive crashes or is damaged.

*Hint: Import/Export adds to your file.  
Restore replaces your file.*

### PRINTING-

The **Print Charts and Forms screen** allows you to preview or print many forms.

The person who is highlighted on either the Family View screen or the Pedigree View screen before you clicked on the Print screen is the person about whom the print charts/forms will be printed. You can view the chart on the computer screen before you print by using the preview button.

- **Lists-** in this option, you can print lists of individuals with incomplete LDS ordinances or a family LDS ordinance summary. You click on the Lists tab for these options.

### HELP

- Click the Help button or press F1 for help on a screen.
- Also click the ? in the upper right corner of the screen and then click on an option you want to know more about.
- The User's Guide can be found under the word Help on the Menu Bar.
- There are also PAF Lessons

### ASSIGNMENT FOR NEXT WEEK-

*INSTALL THE PAF PROGRAM ON YOUR COMPUTER AND ENTER ALL INFORMATION FOR AT LEAST ONE FAMILY, INCLUDING FATHER, MOTHER AND ALL CHILDREN.*

\*\*\*BRING TO CLASS NEXT WEEK A **CERTIFICATE** FOR A PERSON IN YOUR FAMILY.

WE WILL BE LEARNING HOW TO USE THE SOURCE CITATION FUNCTION IN PAF. \*\*\*