

Lesson 4-USING PAF-(Part II)-

“That which goes on in the House of the Lord, and which must be preceded by research, comes nearer the spirit of the sacrifice of the Lord than any other activity of which I know. Why? Because it is done by those who give freely of time and substance, without any expectation of thanks or reward, to do for others that which they cannot do for themselves and for which they expect no thanks or recompense.”

Gordon B. Hinckley Church News, 19 Nov 1994, pp 4-5

A- Notes and Sources-

Notes- in notes you keep information that is not included in the individual screen.

Such as: stories, descriptions, explanations, research reminders, etc.

Different types of notes- regular notes, tagged regular notes, marked notes, confidential notes and marriage notes.

HINT: In Windows 95 and 98 you can have up to 59,000 characters in each set of notes. In Windows NT and 2000, you have an unlimited amount of characters in each set of notes.

- Types of notes:
 - **Regular notes-** a sentence
 - **Tagged regular notes-** a tag is one word that is typed at the beginning of the note in all uppercase letters, followed by a colon:
BIRTH:
 - **!Marked notes-** a sentence preceded by an exclamation mark.
 - **~Confidential notes-** a sentence preceded by a tilde mark.
 - **Marriage Notes** -notes added in the marriage edit screen.

- A blank line separates one note from the next. Example:
This is the first note.

This is the second note.

This is the third note.

- Printing options on notes-
 - No notes
 - Select general or regular notes
 - General notes and marked notes- in order to include marked notes you have to select general notes.
 - General notes, marked notes and confidential notes- All notes
 - Confidential notes only(For printing options go to the Print Reports and Charts dialog box.)

Sources-

A source is the actual record that contains the information we use in compiling our family history. A source citation, or source description, details the information required to identify the source as a distinct, traceable record. A source citation usually provides sufficient information to allow others to discover for themselves the same information you have. Source citations validate the accuracy of your family history.

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Try to be consistent in how you enter your sources. As you type source descriptions they are added to the Source List. The title of the source is used in the Source List. Therefore, type source titles so you can find them again. When the repository is an

individual, obtain their permission to include their address and phone number. You want others looking for this information to be able to find it after you. If you can put a public place where the information can be found, that is always better. The more information you include in the source description, the easier it will be for others to find the exact source. After filling in the source template, you must select the source to attach it to your record.

In the Edit Individual Screen, you will know there is a source when an asterisk is beside the boxed "s" at the end of the line.

You can also attach a scanned image of the source, for example an actual birth certificate, etc. Just remember that your scanned images are not stored in PAF. It only saves the link to where the image is saved. If you share a gedcom you will also need to copy the image files and send them separately.

Sources can appear as footnotes on a Family Group Record, Individual Summary, or a Book Report.

Glossary

Citation Detail- the information about where to find the entry for an individual in a source. i.e. the exact page or entry, etc.

Document- a written account of an event, frequently originated by a civil or ecclesiastical agency.

Documentation-a record of the sources used to compile the events in the life of an individual as well as family relationships. This is also called "citing sources".

Record-preserved knowledge of facts and events.

Repository-Physical location of a document, records, or other information.

Source-Documents, records, books and information in other media from which we get information.

Source Citation- Description of the source sufficient to allow a person to access it.

For more info on how to do sources look in the PAF user's guide pages 58-80.

PAF Source Template Descriptions

Three suggested methods for making a title for your sources.

Name the title based on the type of document. For example:

Census: Utah: 1890 U.S. Federal Census

Vital Records: Birth Certificate

Name the title based on the geographical location. For example:
Utah: 1890 U.S. Federal Census
Utah, Salt Lake County: Vital Records 1920-1921

Name the title based on the Surname it is connected to. For example:
Cook, John: Family Bible

SOURCE FIELDS

Source Title-

Enter a descriptive name or title of the source. For a published source, use the title of book, etc. For an unpublished source use a descriptive name.

Author-

Enter the name of the author, editor, compiler, agency or institution who created the document. When using an individual's name, type the surname first, then the given name. If the author is an institution that created a record, index or database use the following:

Vital Statistics, Department of: California, Sacramento

County Recorder: Name of Individual

The Church of Jesus Christ of Latter-day Saints: Salt Lake City, Utah

Publication Information-

For published materials, the place of publication is followed by a colon, the name of the publisher and the date of publication. If it is unpublished information, enter the form of the record, such as a certificate, microfilm, photocopy, CD-ROM, funeral program, copy of an e-mail, downloaded file from a Web site, birth announcement, or wedding invitation.

Repository-

List the name and address of the library, archive, government agency, or a person's home where the records can be found. If the records are at the home of a person, you should receive permission before putting their address.

Call Number-

Enter the Library call number, the film number or similar record identification number.

Actual Text-

This information should be general enough to apply to all entries for this source title.

CITATION DETAIL- contains the specific details relating to the event you are documenting.

Film/Volume/Page Number-

This should be specific to this particular source.

Date of Entry-

This is the date the data was entered in the original record or the date the record was recorded by a government agency.

Comments-

You could discuss possible contradictions, calculating or estimating dates or refer to notes.

Actual Text-

Enter a transcription of that portion of the text that refers to the event being documented.

Image-

A scanned image of a certificate or of a document can be included, but remember that it will not be printed on reports. If you send a GEDCOM, you will have to send the images in a separate file. PAF only saves the link to the image, not the actual image.

Sample Footnote-

This field shows how the footnote will appear in the printed reports. You can only edit it, by typing in the above fields.

To make a duplicate copy of a Source citation for an event from the Edit Source template, or to copy it to another event, click on the **Memorize Citation** button on the Edit Source window. The information in all the fields will be saved to the Windows clipboard.

To add a duplicate copy of the citation to the event, click on the **Paste Memorized Citation** button. The new citation will be displayed so that you can edit as needed to make it a unique source citation. If you wish to use this Source citation for another

event, either for the same individual, or another individual, go to the target Source screen and click on the **Use Memorized Citation** button. The information in all the fields will be attached to the new event.

The usual Windows commands for cutting, copying and pasting also apply in each individual field of the Source Description and Citation Detail screens. Highlight the text to be copied, press **Ctrl-C to copy it**, open the target source citation, and with your cursor in the appropriate field, **press Ctrl-V to paste** the text.

The information in the handout was taken from a book “*Family History Documentation Guidelines*” by the Silicon Valley PAF Users Group.

www.svpafug.org

B-Printing Charts-

There are many options for printing in PAF. You can print pedigree charts, family group records, calendars, books, scrapbooks, etc. You can also Preview what you are going to print.

C-User’s Guide-

You can get to the User’s Guide for PAF by clicking on the **Help** on the toolbar, and then select **User’s Guide**.

D-Import/Export-

Before you start using Import or Export, always make a backup in case something happens to your database.

PAF has the ability to import data from other genealogy programs. This option makes it possible to transfer the data you copied from another program to your data file. The data you import will not automatically link to the data you already have in PAF. After importing the new data, you will need to link it to your existing data. This helps you to share your information with others and vice versa.

Import is bringing information into your PAF.

Export is sending your information to another program.

GEDCOM file- a GEDCOM file is a computer format that permits one type of software program to read genealogical records created in another program. If you use multimedia files in your PAF, when you send a GEDCOM it does not include those multimedia files. It will only include the links to those files. You should then send the multimedia files separately.

E- Match/Merge-

***You should ALWAYS make a Backup copy of your PAF file before you start the Match/Merge option.** The Match/Merge feature of PAF helps you identify names that may be duplicates, determine which ones truly are duplicates and combine or merge them into single records.

ASSIGNMENT FOR NEXT WEEK-

Put sources and notes for one complete family (father, mother and all children) .