

Beginning PAF 5.2.18 Outline
taught by Liz Snow

Week 1-

- Clicking with Mouse
- Finding PAF version
- How to Create a New Family File
- Family View Screen
- Entering Information in Edit Individual Box
- Adding a Spouse, Parents & Children
- The Pedigree View Screen
- Backups
- Help, Question Mark, User's Guide & PAF Lessons

Week 2-

- Individual View Screen
- Keyboard Shortcuts
- Search-Individual, Marriage, Descendancy, RIN & Alphabetical
- Extra tips on how to Edit Individual
- How to Add a Second Spouse
- Changing order of Children, Parents, and Spouses
- Notes & Sources
- Switching Between Data Files on the Hard Drive
- Viewing 2 databases on the same screen
- Shortcut Keys in PAF
- How to Exit PAF Securely

Week 3-

- How to Print Reports
- Preferences
- LDS Data in PAF File
- Customizing special events on Edit Individual Screen
- Date, Relationship and Soundex Calculators
- Removing an Individual & Marriage from the File
- GEDCOM
- Import/Export
- Match/Merge
- Eliminating Duplicate Marriages

Week 4-

- Preparing a File to submit to TEMPLEREADY
- Searching on FamilySearch with PAF
- How to Use Multi-Media Images in PAF