

## Beginning PAF 5.2

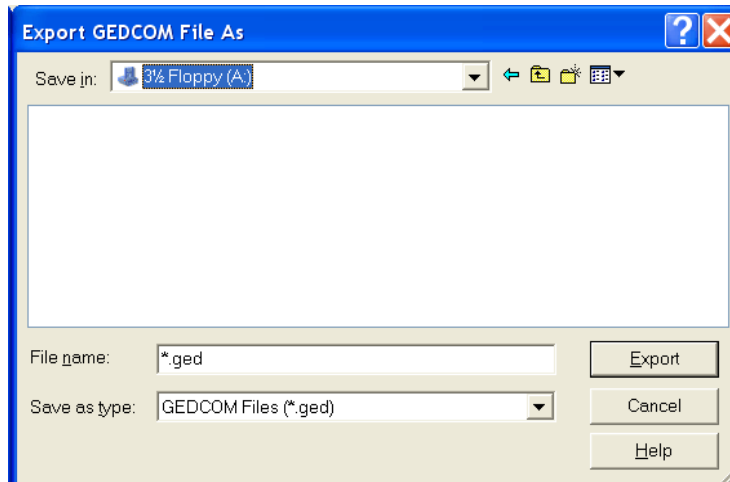
taught by Liz Snow

### Lesson Four

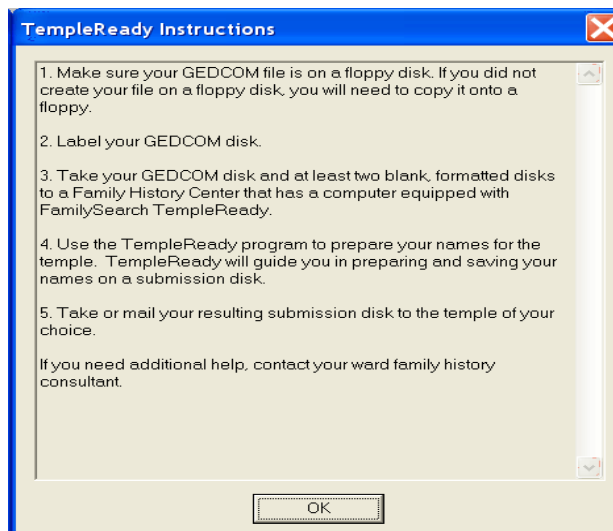
#### 1. PREPARING A FILE TO SUBMIT TO TEMPLEREADY

- Use the Fourth Icon from the left on the tool bar.

If you don't use this button, you will get a dialog box that says Export and you must choose what kind of a file you will export. Choose TempleReady for Windows. (The Mapleton Family History Center has TempleReady for Windows.) Bring a **maximum** of 25 names in a file. It makes the process easier.



- When you give the gedcom file a name, leave the extension ged, but erase the \*.



- Read the TempleReady Instructions carefully.
- You will get a report after you are finished making your gedcom. Print it out so you can have a hard

copy of what you put on your floppy.

- **When you submit names for temple work, please consider the following guidelines:**
  - Our preeminent obligation is for our own ancestors. We should not submit the names of individuals who are not related to us, including names we may obtain from personal extraction projects.
  - An individual whose name is submitted must have been deceased for at least one full year.
  - If the individual was born in the past 95 years, permission should be obtained from the closest living relative before the name is submitted. You should start with the spouse, then children.
  - No ordinances are necessary for children who are stillborn. However, if there is any possibility that a child lived after birth, he or she should be sealed to the parents unless the child was born in the covenant, (meaning that the child's parents were sealed before he or she was born.)
  - Children who died before age eight and were not born in the covenant need only to be sealed to their parents. They do not need any other ordinances.
  - Clearance must be obtained from the First Presidency before temple ordinances may be performed for deceased persons who, at the time of their death, were excommunicated or had their names removed from church records.
  - Also you must receive special permission to do ordinances for people living before 1500 AD. "Information about royalty or persons who lived before AD 1500 is difficult to verify. Before preparing the names of such people for ordinances, write or call the Family History Department, Medieval Families Unit, 50 East North Temple St. Salt Lake City, Utah 84150, telephone 1-800-346-6044. The Medieval Families Unit can help you avoid duplicating ordinances for those born before AD 1500." *A Member's Guide to Temple and Family History Work*

#### **Minimum Information you need for Temple Work-**

Add more information if you know it. Some of this information can be estimated. The information should be as accurate as reasonably possible. **BE PRAYERFUL.**

#### **For Baptism and Endowment-**

- Name
- Sex
- event date, such as a birth date (at least a year is required)

#### **Sealing to Parents**

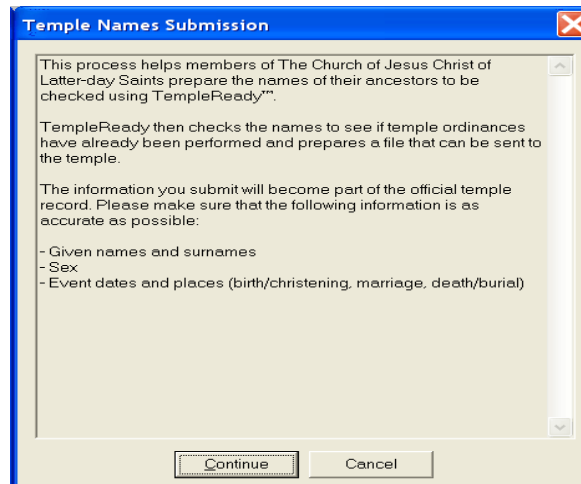
- Information under "Baptism and Endowment" above
- First or last name of the father

#### **Sealing to Spouse**

- Name of the husband
- Marriage date
- Marriage place

*\*Remember, the information you submit will become part of the permanent temple work. Be as accurate as possible and BE PRAYERFUL.\**

**HINT: If you don't feel comfortable bringing a gedcom file, then just do a backup and bring your whole PAF file to the Center. The workers at the Family History Center will guide you through the process of using TempleReady.**



## 2. SEARCHING ON FAMILYSEARCH WITH PAF

- You have to be connected to the internet, then you go to [www.familysearch.org](http://www.familysearch.org) and sign on with your username and password.  
If you have filled in your membership number and confirmation date, then you will get ordinance information. Otherwise, you will just get IGI information, but no temple ordinance dates.
- Now you can go into **PAF**, highlight an individual's name. Then go to **"Tools"** on the **"Menu Bar"** select **"FamilySearch Internet Genealogy Service"**. By selecting this option, it will automatically search on FamilySearch on the internet for who ever you had highlighted. You can refine your search if you would like.

## 3. HOW TO USE MULTI-MEDIA IMAGES IN PAF

- You can add digitized pictures, sound clips, and video clips to the individual records and sources in a .paf file.  
These types of objects are called multimedia. You can view those pictures in scrapbooks and slide shows as well as include them on reports. Adding multimedia to the .paf file aids research, provides entertainment, and educates your children and relatives.

**HINT:** You cannot add multimedia to marriage records.

- The .paf file does not store the multimedia file itself; it stores only the path where the file can be found. If you are sharing your file you must give the person your Gedcom file and a file of the multimedia images. To more easily share multimedia files with others, you want to move all of your multimedia files to one folder that is in the same folder as your .paf file.
- In order to use the multimedia feature of PAF 5.0 you will need a scanned or digitized image.

**The PAF 5.0 program accepts certain types of image files. They are:**

**Photos-**

- Bitmap (.bmp)
- Compuserve PNG (.png)

- Encapsulated Post Script (.eps)
- JPEG (.jpg or .jff or .jtf)
- PCX (.pcx or .dcx)
- Kodak Photo CD (.pcd or .fpx)
- Tagged Image File format (.tif) Many TIFF and most GIF images use LZW compression. This is a proprietary compression format, and the program does not accept it.
- Windows metafile (.wmf or .emf)
- WordPerfect graphics (.wpg) there are two types of WordPerfect graphics, raster and vector. The program accepts only raster images, which are really bitmaps. Vector images are more common, however.
- Icons and cursors (.ioc or .cur)
- DICOM (.dic)
- Photoshop 3.0 (.psd)
- Truvision TARGA (.tga)
- SUN Raster format (.ras)
- Macintosh formats (.pct, .mac, .img, .msp)
- LEAD (.cmp)
- TIFF CCITT and other fax formats

#### Sound -

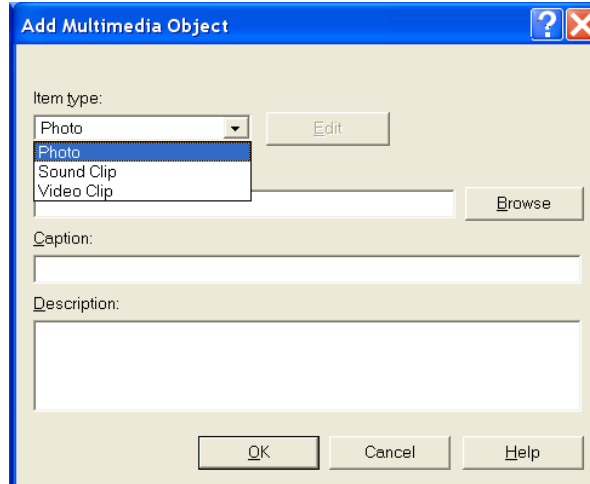
- Wave (.wav)
- MIDI (.mid, or .rmi)

#### Video-

- Audio/Video (.avi, or .mpg or .mov)

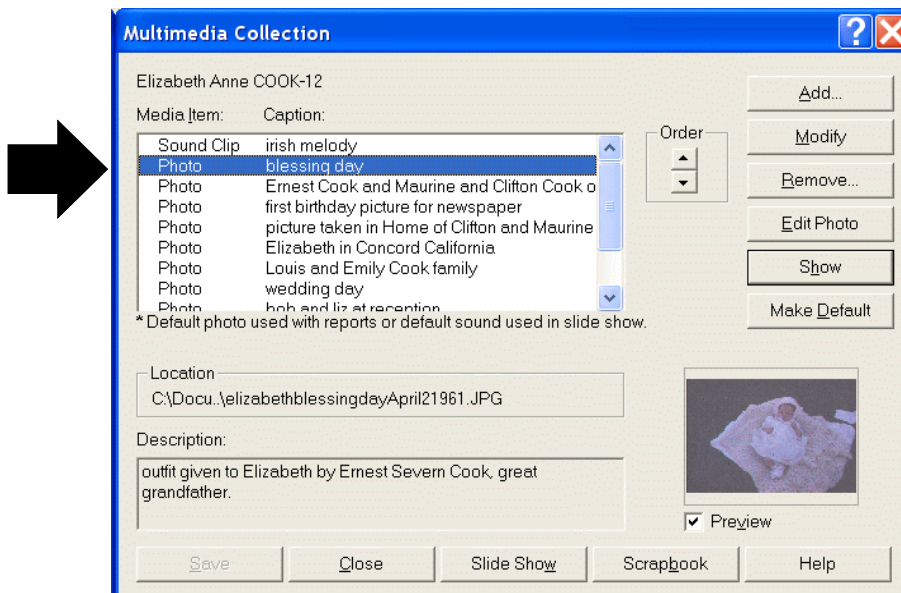
**HINT:** If you attach a picture to a source, instead of to an individual, you cannot print the picture, view it in a scrapbook or include it in a slide show. It is still valuable to have a scanned image of the source attached to the source citation. To do the above tasks, add the picture to the individual.

- To add multimedia to individuals you will need to-
  - Access the Multimedia collection screen of the individual or source.
  - Choose the type of multimedia file.
  - Find the multimedia file.
  - Specify a caption and description.
- From the Edit Individual screen, click **“Options”**, and select **“Multimedia”**. Click **“Add”**, select the item type-Photo, Sound clip or Video Clip.

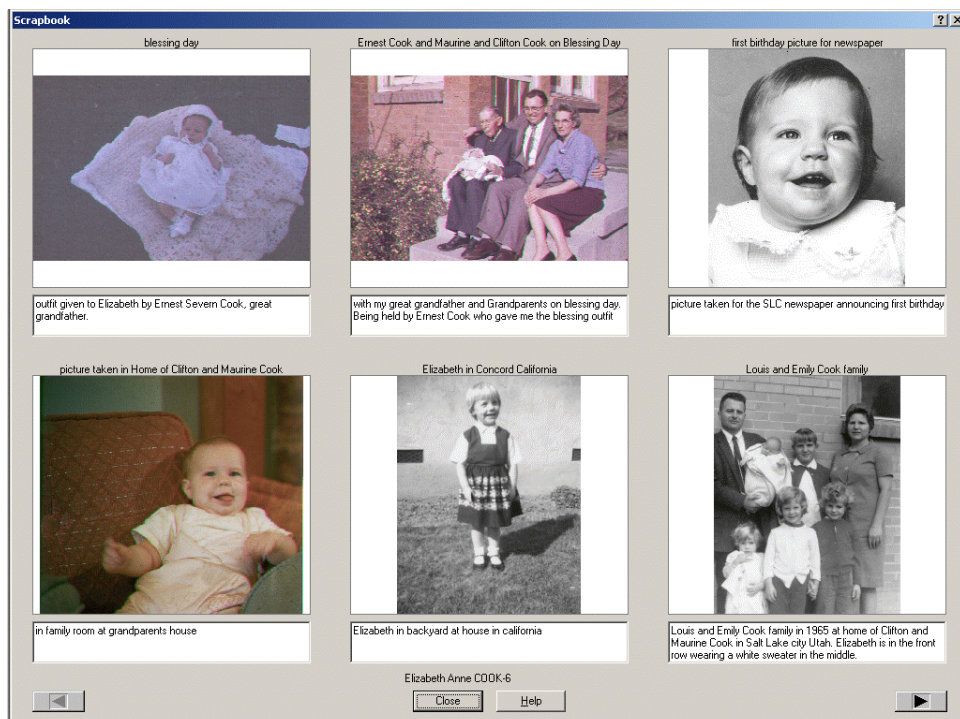


- If you know the path and file name, type it. If you do not know the path and file name, click **“Browse”**, and find the file. Then type a caption and a description. The caption is displayed in the scrapbook and the description helps you know more about the image. Then click **“OK”**.

If you need to you can now modify, remove, edit a photo, show the item or change the default photo. The default photo has an asterisk beside it. It will be the photo that will appear in the reports, display in the family view screen, or appear on web pages. Now that you have a multimedia collection, you can display a scrapbook or slide show.

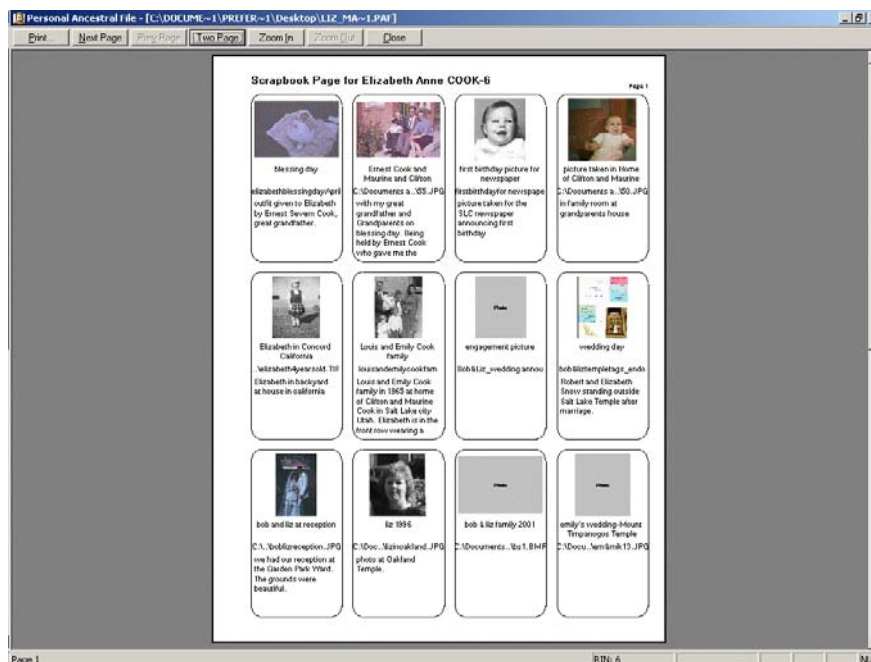


- The scrapbook option does not contain video clips. It contains audio clips only if you attach them to photos. The slide show option does let you add sound to your slide show.
- You need to keep your sound file at the top of your list of multimedia images. Then when you start the slide show, the music will start also.



**Example of your scrapbook pages as you view them.**

- Have fun and play around. Remember always make a backup before you try something new. For more specific instructions on multimedia read the PAF user's guide pp 90-97.



**Example of Scrapbook pages as you would print them.**