

Beginning PAF 5.2.18

taught by Liz Snow

Lesson One

1. CLICKING WITH THE MOUSE

- Using the **Left button**-
 - One** quick click
 - Double** quick click
 - Holding down** while you move the cursor or pointer around
- Using the **Right button**-
 - You will **usually** use the Left button on the mouse.
 - If you should need to use the right button you will be specifically instructed to do so.

2. FINDING WHICH VERSION OF PAF IS INSTALLED ON COMPUTER

- **Click** on “**Help**” on the menu bar.
 - At the bottom of that drop down menu select “**About Personal Ancestral File**”
 - click on this and a screen will appear that will tell you which version you have.



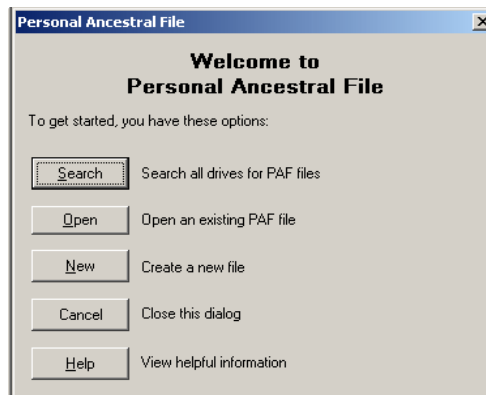
Hint: Step #2 is particularly helpful for Family History Consultants.

3. HOW TO CREATE A NEW FAMILY FILE

- **Double click** on the PAF 5.0 icon. This will open the PAF program.

You will then see a screen which gives you 5 choices.

Hint: If PAF has been opened before, it will automatically open the last viewed PAF file. Therefore, instead of this welcome screen you will see an open PAF file. Go to the word File, and click on whichever option you choose.



Search- this allows you to search all the drives of your computer for PAF Files.

Open- You can open an existing file.

New- you can create and name a brand new empty file.

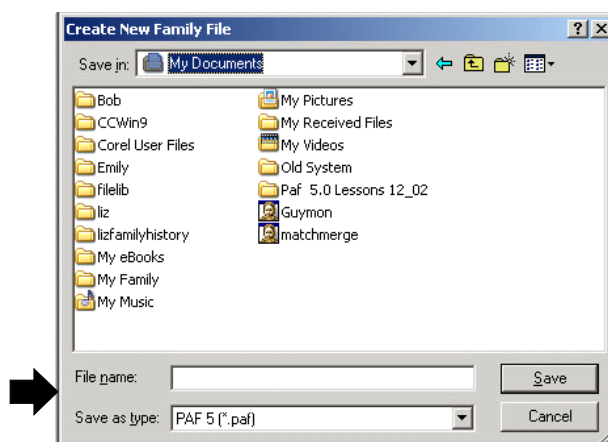
Cancel- you can exit this program.

Help- View the help screen.

DEFINITION: Default means the program has been set to use preferences that are considered to be the best choice. Many defaults can be changed to your preference.

- From the **Welcome** screen you should, move the pointer to “**New**” and **click**.

A small window will appear. At the top it will say “**Create New Family File**” in “**My Documents.**” Move the cursor down to “**File Name**” and type whatever you choose to call this file. **DO NOT** add .paf to the end. This is done automatically.

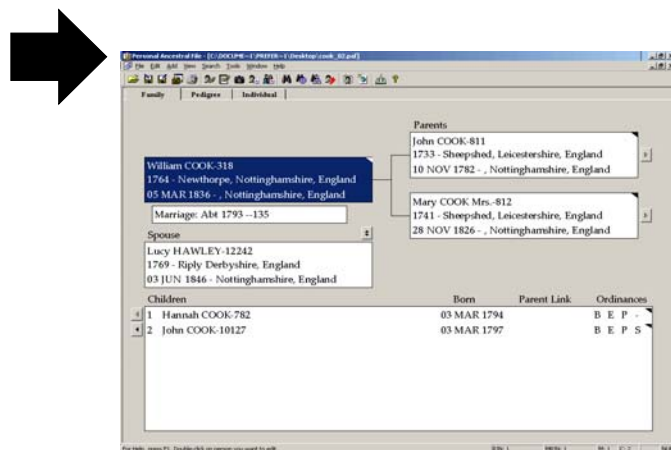


- The next window that will appear says “Would you like the Enter key to always move to the next field?” It is your choice.

HINT: Either the enter key or the tab key will move you to the next field. You choose.

- The next screen is a “**Preference**”screen . Type your name, address, etc. just as you would type your return address. When finished, click on “**OK**”.

HINT: At the very top of the screen is the “**Title Bar**”. This displays the name of the data base you are using which is “Personal Ancestral File”. It will be followed by the family file name, the file that is open at that time



HINT: The next line is the “**Menu Bar**” which provides access to various functions you will need while using PAF 5.0. (This bar is all words.) The third line is the “**Tool Bar**” with buttons you will use. (This bar is all icons.) Sometimes the button or bar is very dim. This means it is not accessible from the present screen.

- Next you will see a “**Family View**” screen”.
Notice the tab on the left says **Family**. The upper left corner of the “**Family View**” screen is the Primary person’s place. The primary person is the person you can enter information about. The default color is dark blue. Put your pointer in the blue block and **Double Click**.
- Now you will get a blank “**Edit Individual**” screen where you will “**Add Individual**” which is you.

Mary FIELDING	
Full Name:	Mary /Fielding/
Sex:	Female
Birth:	24 JAN 1817
Place:	, London, London, England
Blessing:	
Place:	
Christening:	
Place:	
Baptism:	21 JUN 1878
Temple:	
Place:	Living
Death:	16 JUN 1886
Place:	Draper, Salt Lake County, Utah
Burial:	
Place:	
Endowment:	06 MAR 1884
Temple:	EHOUS - Endowment House
Sealing to Parents:	03 MAR 1934
Temple:	PORTL - Portland Oregon
RIN:	149
Title (prefix):	
Married Name:	
Also Known As:	
Nickname:	
Cause of Death:	
Physical Description:	
Ancestral File Number:	

RIN: 149 Template: blessing

4. ENTERING INFORMATION IN EDIT INDIVIDUAL BOX

HINT: A female should always use her maiden name for surname.

- When typing in your name, you start each word with a capital letter and then continue with lowercase letters.
Don’t use brackets, quotes, or codes or anything other than just the given name and surname in name fields. Nicknames and other words can be entered farther down the screen. You should type in a name just as you would write it.
i.e. Louis David Fayter
The program will add slashes around the surname. The slashes help the program sort the list of names. They should be before and after the surname.
- The “**Title (prefix)**” field is for Mr. or Mrs. or Dr., etc.
- The “**suffix titles**” such as Jr., Sr., or II, or III go after the Surname.
Do not put the person’s profession. That could go in the notes.
- After typing in the name, select the correct “**sex**”. Either type over the word “**unknown**” or type “**male**” or “**female**”.

HINT: you can also type M or F over the highlighted “unknown”. This is a shortcut to typing the word male or female.

- Type dates using the customary genealogical format. **i.e. 21 Aug 1786.**
Type only the first 3 letters of the month, but all four digits of the year. If you don’t know the exact date, you can type Abt 1786, Aft 1786, or Bef 1786 (About, after, before).

- The “**christening**” field is not to be used for LDS blessings. It is for those persons who were christened in a religion not including LDS.

LDS blessing information goes in Notes or you can add another attribute to your “**Edit Individual**” Box.

- For **place names**, do not use abbreviations. Include every government entity. Type the city first, then the county, then the state and last the country, separating every entity by a comma.

Even if the country is Unites States, type USA at the end of every place in the United States. If you don’t know one entity, then leave a comma to hold the place. You don’t need to type the word county after the county.

i.e. Salt Lake City, Salt Lake, Utah, USA or Salt Lake City, , Utah, USA

HINT: If you see a small, black arrow to the right of some fields, **click** on the arrow and it will bring up previously entered information. It’s like a ditto key. You can highlight the one you want to use and **click**. If the information you want is not there, go back to the field and type in the correct information. To get rid of the “pull down list,” just put your pointer in any blank area of the Edit Individual screen, **click**, and th e pull down list will disappear.

- **LDS ordinances-** the baptism is for LDS baptisms. Click on “**Baptism**” and type the baptismal date, then type the name of the temple if it was done by proxy.

The little arrow provides a list of LDS temples. If the baptism was “**Living**”, type the place.

- Type the **endowment date** and the name of the temple.

You can use the little ditto field to find the temple name and abbreviation.

- **Sealed to Parents-** If you were “born in the covenant”, type **BIC** in **Sealed to Parents**.

HINT: For guidelines on special circumstances for LDS Ordinances look in “**Help**” go to “**Help Topics**” and **Click** on “**Index**” and type in the word guidelines.

- Use the next block of other information to type in nicknames, physical description, etc.

- The **custom ID field-**

This field is used mainly by genealogists who use a specific numbering system. Do not use this field for Social Security Numbers or other information that should be kept confidential. In previous versions of PAF this was called the ID number.

- At the very bottom of the screen, you will see **RIN-1**. This means “**Record Identification Number**”.

The first person you type will be listed **RIN #1**. Once data is entered, RIN numbers cannot be changed. The PAF program gives the next person entered the next available number. It is not really important which RIN number someone gets since the purpose of the number is mainly for “finding” people. When a person is highlighted their RIN will appear in the middle box at the bottom of the screen.

- You’ll also see “**Ancestral File Number**”.

This is the **AFN** that was assigned to that person from the **LDS Ancestral File**. It can be changed in Preferences. This number can be helpful in **Match/Merge**.

HINT: In the bottom far right will be the date the person’s data was entered or last edited.

- If you find an attribute not included, you can go to “**option**” and select “**new attribute**” and add it to your edit individual screen.

- When have completed entering information for yourself. Now you must **save** this information. In the upper right corner of the dialog box, click on the word **“Save”**.
You will now see a **“Family View”** screen with your name, birthday and place in the blue block which is the **Primary** person place.

HINT: Every time you add new information in the Edit individual screen you have to click **“Save”** or the information will not be there the next time.

5. ADDING A SPOUSE

- Move the pointer to the **“Spouse”** block and double click. This will give you an **Edit Individual** screen. Notice the sex is already there for you, which will be the opposite sex from the first person entered. Enter data for your spouse as you did for yourself. When you have finished, **Click on Save** in the upper right corner.
- This next screen will be a **“Edit Marriage”** screen. Add the marriage date.
(The civil, if a different date than an LDS sealing.) Type in the marriage place and the date of sealing to spouse if this has been done. Include the name of the temple. (Use the temple list by clicking on the little arrow.) **Click on SAVE**. You will be returned to the **“Family View”** screen. If you need to delete a marriage you can click on the delete button on the right.

6. HOW TO ADD CHILDREN

- Add a child. Point to just below **“Children”** and **click**. A dark blue bar appears. Point on it and **Double Click**. You will get a screen that says **“Add child for (parents name).”** **Click on “Add New Individual”** and type in your child’s information as you have done for yourself and your spouse.
(Notice the surname of the father has been put in for you, but you can type over it if the child has a different surname.) Once you are finished, **click on “SAVE”**. You’ll be asked if you want to add another child. Answer **“Yes”** or **“No”**. You may add more children in the same manner. Be sure to click on **SAVE** after entering each child.
- After you have entered all the children, you should be back at the **“Family View”** screen. Notice the screen shows your marriage date, the dates your children were born and which ordinances have been done.

This is at the far right of each child’s name. **B-baptism, E-endowment, P- sealed to parents, S-sealed to spouse.**

If you have “submitted” the person’s name for temple work, these initials will also appear, but in lower case letters.

HINT: In PAF 5.0 children are placed in the order you typed them in. It does not reorder them for you automatically.

7. HOW TO ADD PARENTS

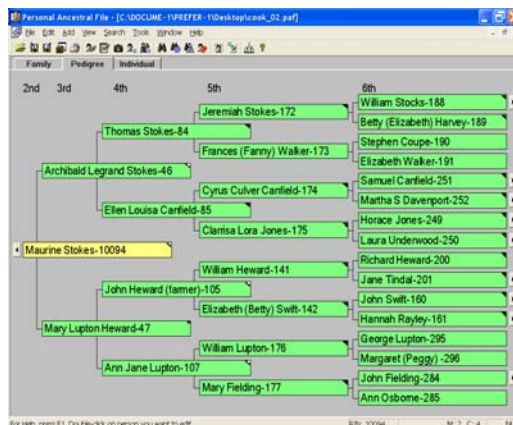
HINT: Notice the little double arrow in the upper right corner just above the spouse's block. **Click** on it. This switches the two spouses. Another way to “switch” their positions is to touch “S” on the keyboard.

- Point on your father's name block and **Double Click**. The little window will say, “**Add new Individual**”. **Click** on it and you will get an “**Edit Individual**” screen for your father.
Add information as you did before. Notice the “**surname**” is already there. The program is assuming your father has the same surname as you. If this is not the true, you can highlight the surname and type over it. Now type information for the remaining fields. Then save the information by **clicking** the upper right corner “**Save**” button.
- Next you will see a “**marriage**” screen. Enter the marriage date and place. If applicable, enter the sealing date and name of temple.
(**Click** on the little right arrow for names of temples.) Save the information.
- You should now be back at the “**Family View**” screen. The wife is shown as “**unknown.**” **Double click** on “**unknown,**” then click on “**Add new Individual**” and you will get an “**Edit Individual**” screen for her.
Add the information for your mother (Use her maiden name), then click on “**Save.**”

8. ADDING ALL OTHER NAMES

- You will now continue on as before in entering names up the pedigree chart. Type the information as accurately as possible. The goal is to have a correct record.

9. THE PEDIGREE VIEW SCREEN

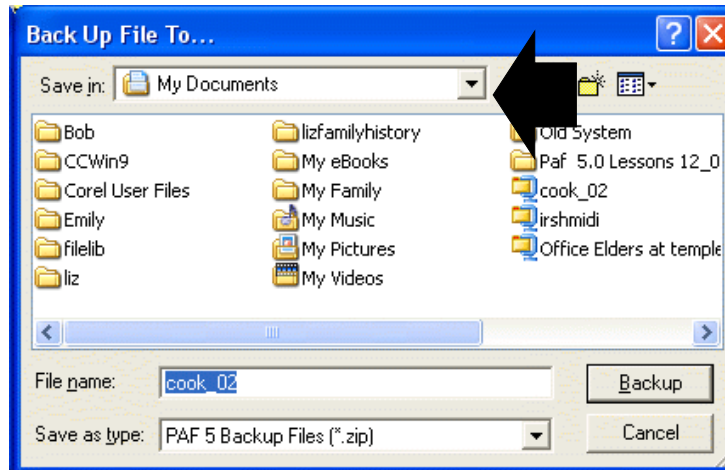


- With yourself in the primary person on the “**Family view**” screen, bring your mother in to the **Primary** position by touching the “**M**” key. Move your pointer to the **Pedigree Tab**. **Click** on the Tab and the “**Pedigree View**” screen comes into view.
- You can move around the screen by putting your pointer on each person. You can also use “**M**” and “**F**” to go to mother or father.

HINT: If you pause for a moment on a person's box, **don't click**, that person's birth date, place, marriage date and death date will appear. When you move the pointer, the information disappears. If you **click** on the person's name another box appears with more information. If you **double click**, the Edit Individual Screen will appear.

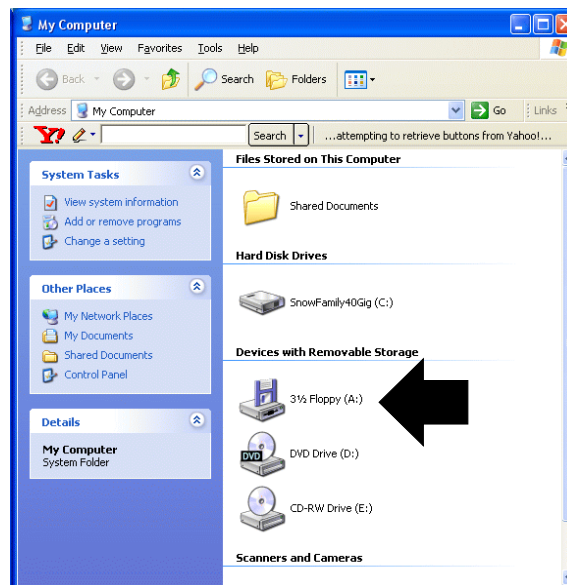
10. HOW TO BACK UP YOUR FILE

- Put a clean 3 ½" floppy diskette in the **A:** drive. Move your pointer to the upper left corner of your screen and **click** on **"File"**. Select **"Backup"** and **click** again. You will see a window that says **"Back Up File to....My Documents."** **Click** on the arrow to the right of **"My Documents"** and a pull-down menu will appear. **Click** on **3 ½" floppy**. The names of family files you have created will appear. **Click** on the name of the file you wish to backup. **Click** again on **BACKUP** in the lower right corner. Your data file will be copied onto the diskette in the **A:** drive. When the backup is complete, **click** on **OK**. Remove the diskette, and label it.

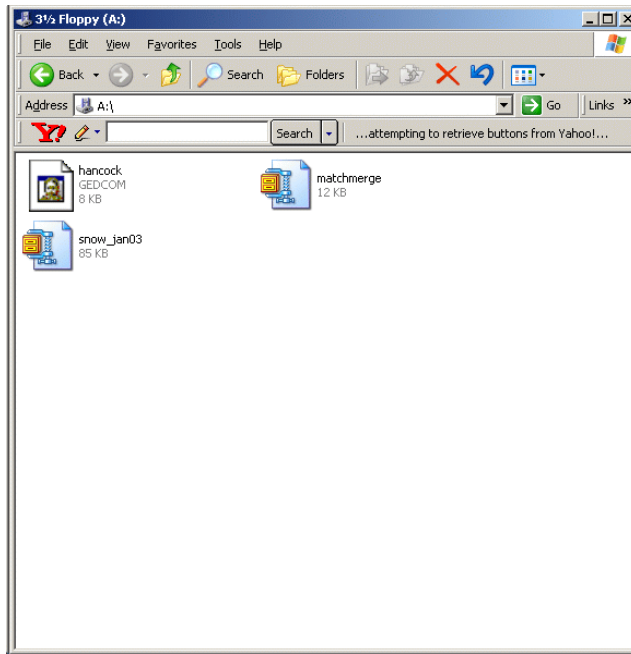


- It is always a good idea to read the floppy disk after you think you have a backup to make sure it is really there. Sometimes you think you made a backup when you didn't. This will save you frustration.

Hint: To read what is on your floppy disk, go to My Computer, then go to A: drive- 3 ½" floppy. It should show you if you have any files on the floppy.

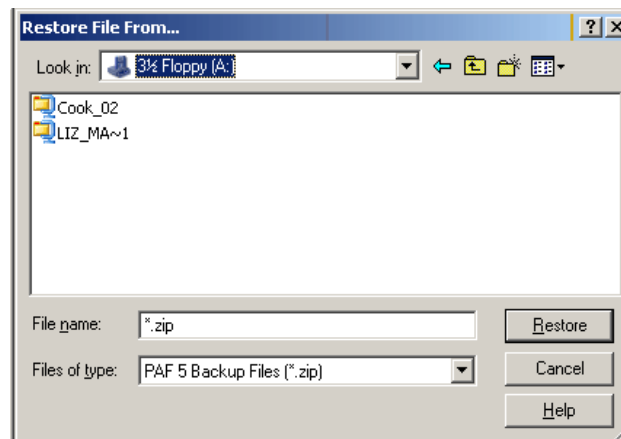


- The three files on this floppy are named Hancock, Snow and Matchmerge.

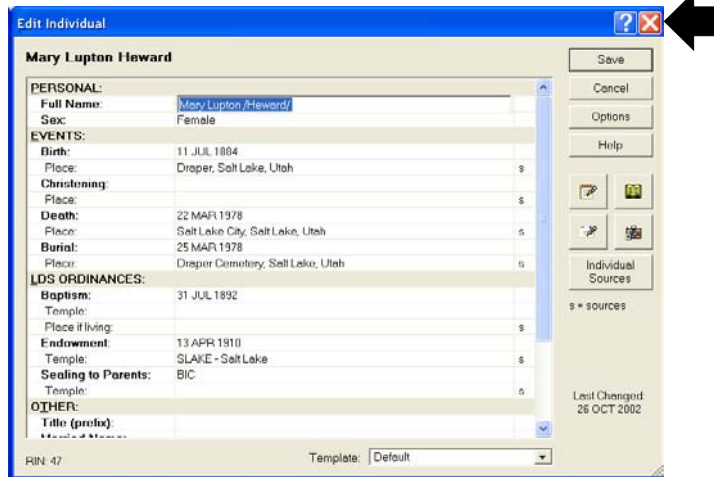


11. HOW TO RESTORE YOUR BACKUP

- A backup of a data file is a zipped (.zip) version of a data file. It cannot be “read” in the “backup” or zipped format. It must first be restored as a PAF data file.
- Put the 3 ½” floppy diskette that you saved your backup on in the floppy drive. Click on “File” at the “Menu Bar”, move down and click on “Restore.” You will see a “Restore File From” window. You have to tell the computer where the backup disk is, click on the little arrow to the right of “look in” and then click on 3 ½” floppy. This will bring to the screen the backup file names that are on the floppy disk. Click on the name of your file to highlight it, then click on “Restore” at the bottom right corner. In a few moments, a little window will say “Restore complete”. Click on OK. The file has now been restored to the hard drive as a data file. Now remove the diskette from the floppy drive until you are ready to use it again.



HINT: When you restore a backup, you write over only the PAF file with the same file name.



12. HELP, USER'S GUIDE & PAF LESSONS

- Most screens in PAF have a question mark in the right hand corner. You can **double click** on the question mark, wait for a black question mark to appear outside the box. Then drag it to a place on the screen you have a question about and read the information in the box.
- If you click on the “**Help**” on the “**Menu Bar**” you can access many tools.
The first six can be accessed without the internet.
- The first three are help topics-
Current Topic & Help Topic
Keyboard- this option shows you how to use the program without a mouse, using only keyboard keys.
- The second three are guides and lessons-
 These are an invaluable source of help. You can print them out or just view them. The user's guide is 198 pgs long. You can view it in adobe acrobat. The lessons are interactive and show you how to use the PAF software. There are seven lessons with several pages each.
- The next four topics need to be accessed by the internet.
- About PAF is discussed in the beginning of this lesson.

Assignment for Next Week- Bring an example of a source , so you can help them type in a source citation.

i.e. birth certificate, marriage certificate, microfilm name and number, obituary, etc.