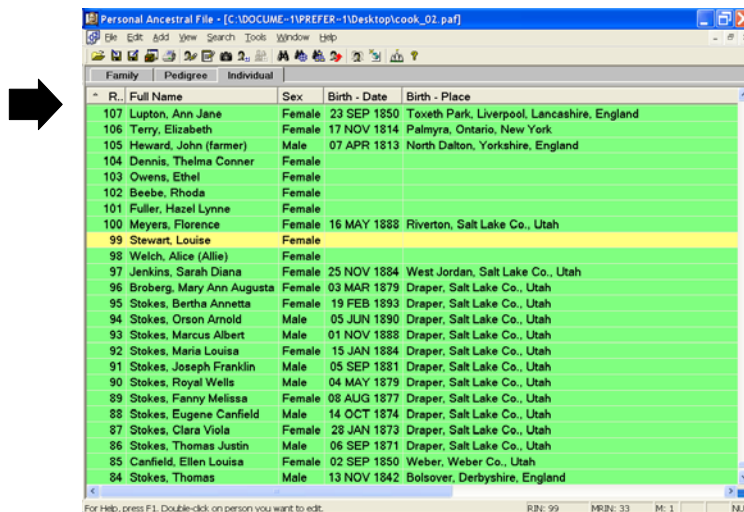


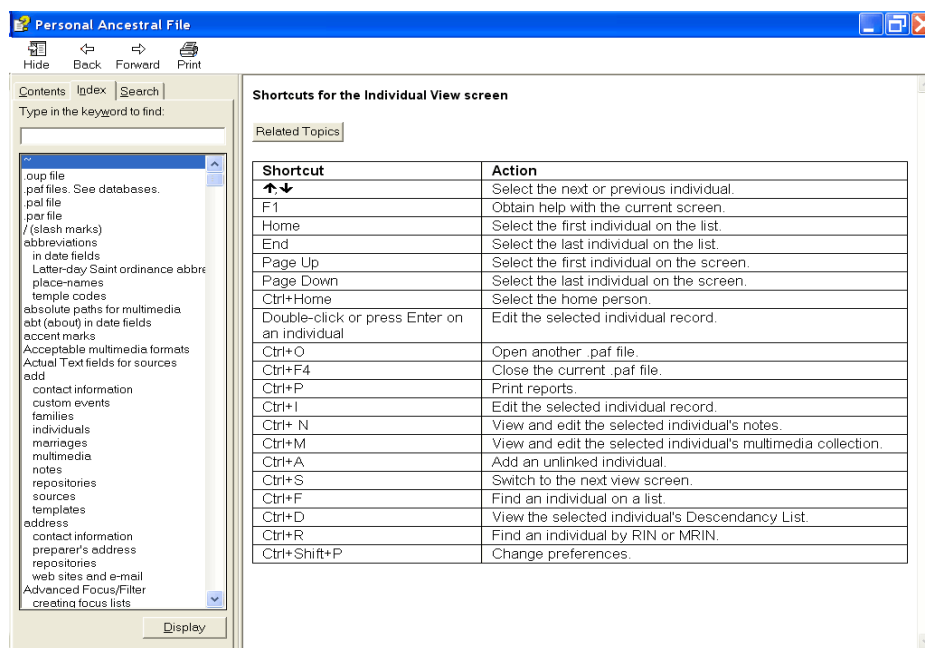
**Beginning PAF 5.2.18**  
taught by Liz Snow  
**Lesson Two**

**1. THE INDIVIDUAL VIEW SCREEN**

- In the “**Individual View**”, you can sort the entries **clicking** on the heading for each column.  
To sort the list numerically by RIN, **click** on the heading of the RIN column. It will put the column in numerical order.  
To sort the list alphabetically by name, **click** the heading of the “**Full Name**” column. You can make the columns sort forward or backward, by RIN and alphabetical.
- If the column is too wide or not wide enough, you can resize it.  
Move the mouse cursor to the left or right edge of the heading of the column that you want to resize. When the cursor changes to a straight line with two arrows coming out, click the left mouse button. While you hold down the mouse button, move the mouse to the left or right. When the column is the desired size, release the mouse button.



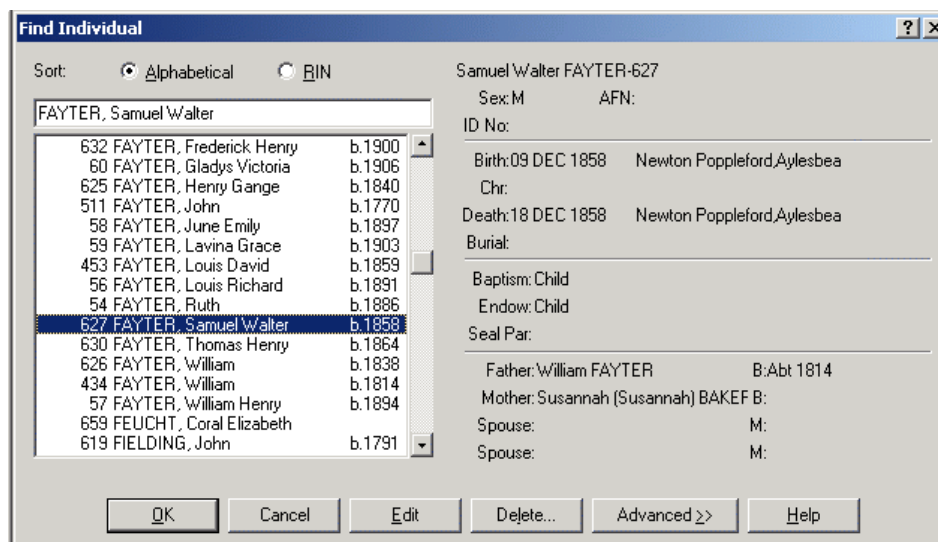
- You can add or remove columns from the “**Individual View**” screen.  
**Right click** the heading and a dialog box will appear. Select “**Add or Modify Columns**”. Then move your selections back and forth in the boxes “**Possible fields**”, or “**Fields for the templates**”. You can move columns by clicking on the heading of the column. While you hold the mouse button down, move the column to the place where you want it to move. Then release the mouse button. The column should be moved.
- The following list is a table of keyboard shortcuts for the “**Individual View**” Screen.  
You should learn to use the method that is the easiest for you.



## 2. HOW TO SEARCH

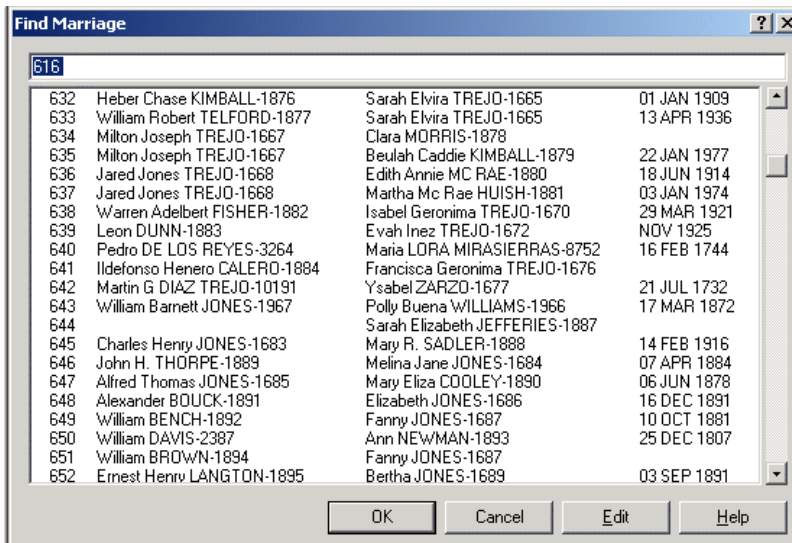
- Individual Search- There are a couple of different ways to “**Search**” for an Individual. You can go to the “**Menu Bar**” and **click** on “**Search**”.

In this dialog box you can search by alphabetical or **RIN** number. You can move up and down the list with the scroll bar at the right of the list of names, by using the arrow keys on the keyboard, or the page up and down keys. You can also type the surname or **RIN** number in the search field. When doing this, you must type the surname first. When a name is highlighted, you can hit the “**Enter**” key and that person will move to the Primary Position. You can also **click** on the “**Binoculars Icon**” on the “**Tool Bar**” to find an individual.

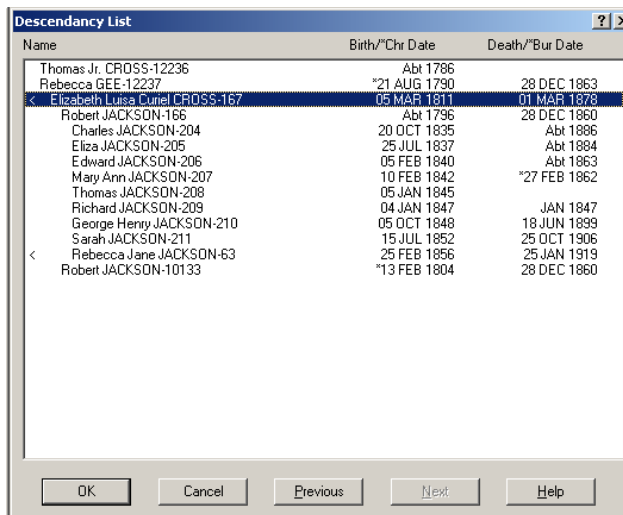


- At the bottom of this dialog box you can go to an “**Edit Individual**” screen by clicking “**OK**”, or “**Edit**.”

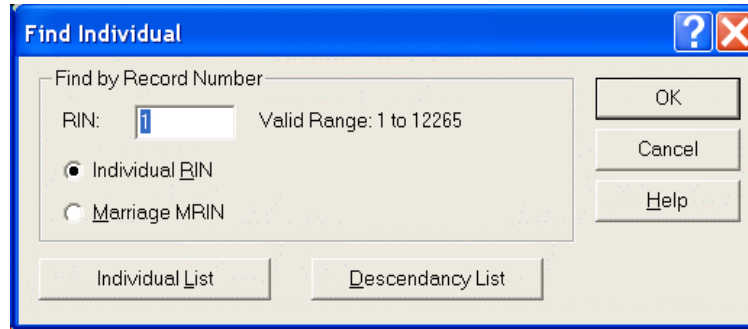
- **Marriage Search-** You can search for a marriage by the **MRIN** number or the list of names. You find this dialog box by going to **“Search”** on the **“Menu Bar”** and selecting **“Marriage List”**. To find a couple on the list, type their **MRIN** in the field above the name list. You can also **click** on the **“Binoculars with the #”** on top of the icon to search by **RIN/MRIN**.



- **Descendancy Search-** The next option on the **“Search”** drop down box is the **“Descendancy List”**. This dialog box shows the selected individual’s descendants. You can use it to display an individual on the **“Family View”** screen or **“Pedigree View”** screen. When < appears next to an individual’s name, it means that an individual has descendants. **Click** the individual to view the descendants in the list. To view an individual’s spouse in the list, click the individual’s name. To view the spouse’s family, **click** the spouse’s name. To see the parents of the first individual on the list, click that individual.



- To search by **RIN/MRIN** only **click** on **“Search”** then select **“Find Individual”**. Now you can type in the **RIN** number. You can go to the **“Individual List”** or **“Descendancy List”** from this dialog box.



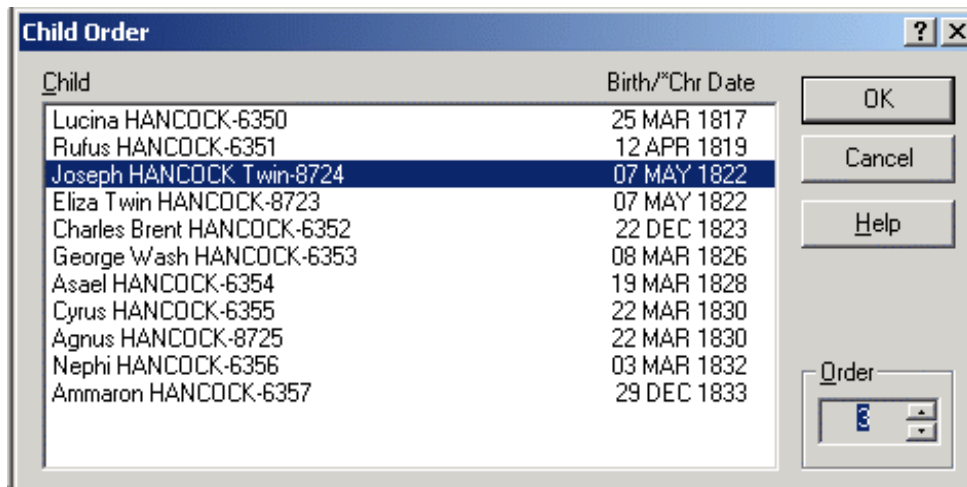
### 3. EXTRA TIPS ON EDITING INDIVIDUAL INFORMATION

- You can get to the **“Edit Individual”** dialog box four different ways.
  - Double click** on a name
  - Click** on **“Edit”** on the **“Menu Bar”**, then select **“Individual”**
  - Click** on the **“Man with the Pencil”** icon on the **“Tool Bar”**.
  - After **clicking** on a person’s name, then do a **click** on the **Right Button** of the mouse. Then select **“Edit”**.

### 4. HOW ADD A SECOND SPOUSE

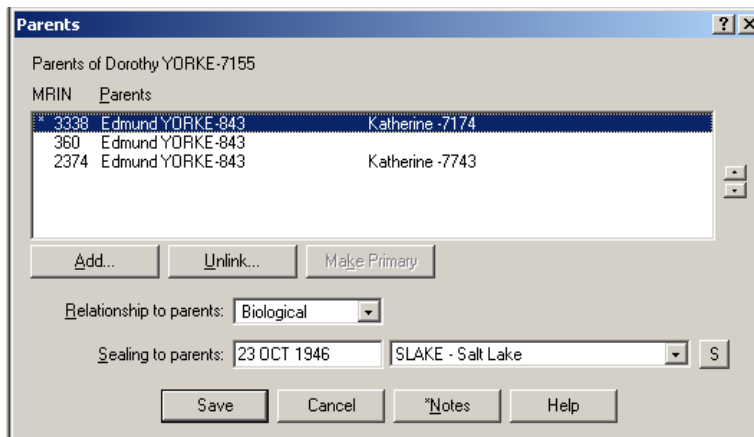
- Click on an Individual in the **“Family View”** or **“Pedigree View”** screen , then go to the **“Menu Bar”** and select **“Add”**, then **“Add Spouse”**. Then you select **“Add New Individual”**. Then click on **“Save”**.

**HINT:** Make sure you highlight the individual you want to add the second spouse to before you begin.



### 5. CHANGING THE ORDER OF CHILDREN, PARENTS, AND SPOUSES

- Children Order-  
The PAF program lists children in the order in which they are typed. Children will appear in the order of birth only if you type them in that order or change them to that order.  
To do this you **click** on the person who’s children you need to rearrange. From the **“Edit”** on the **“Menu Bar”**, select **“Order Children”**. On the child order screen, select the child you want to place in a different order. **Click** the up or down arrow to move the child to the correct position in the family. Click **“OK”**.



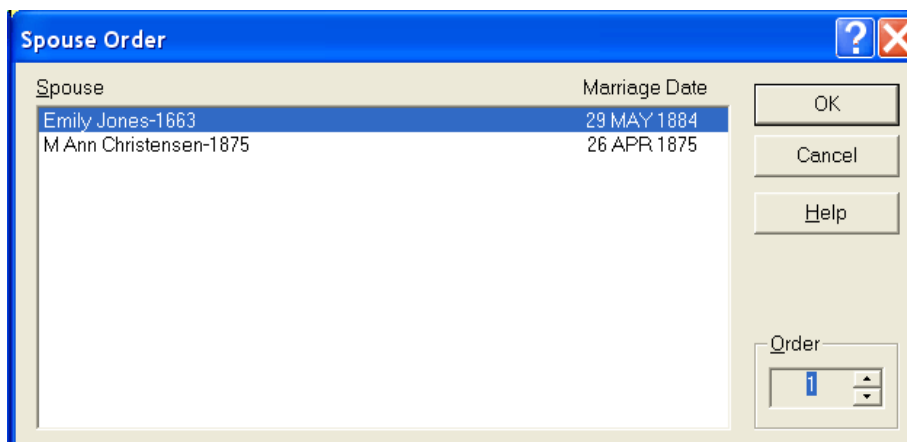
- **Parent Order-**

You can link an individual to more than one set of parents to show adoptive, foster, sealing, and other types of lines. However, because the program displays and prints one set of parents at a time, you must choose one set to be the **primary parents**. The **primary parents** appear by default when you open the .paf file.

**HINT:** to view another set of parents and their ancestry temporarily, **click** the “**Other Parents**” button.

To change parent order **Click** on the child who’s parents you want to change. **Click** on the “**Edit**” word on the “**Menu Bar**”, select “**Parents**”. On the Parents screen, select the parents you want to change. Click the up or down arrow to put the parents in the correct position. Click “**OK**”.

**HINT:** The parents with the (\*) are the primary parents.



- The program displays the first spouse by default. If you want to see a different spouse by default, you need to change the spouse order.

**HINT:** To view another spouse temporarily, click the “**Other Marriages**” button and select the spouse you want.

**Click** on the individual who’s spouse you want to rearrange. **Click** on the “**Edit**” word on the “**Menu Bar**”, select “**Order Spouses**”. On the spouse order screen, select the spouse that you want to move. Then **click** on the up or down arrows until the spouse is in the correct position. **Click** “**OK**”.

## 6. NOTES

- You can have notes for each individual record and marriage record in the .paf file. You can use notes to keep track of many types of information, such as the following:
  - Interesting or special circumstances of an individual's birth, death or marriage
  - Stories
  - Journal entries
  - Your research notes and "to do" lists

**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.

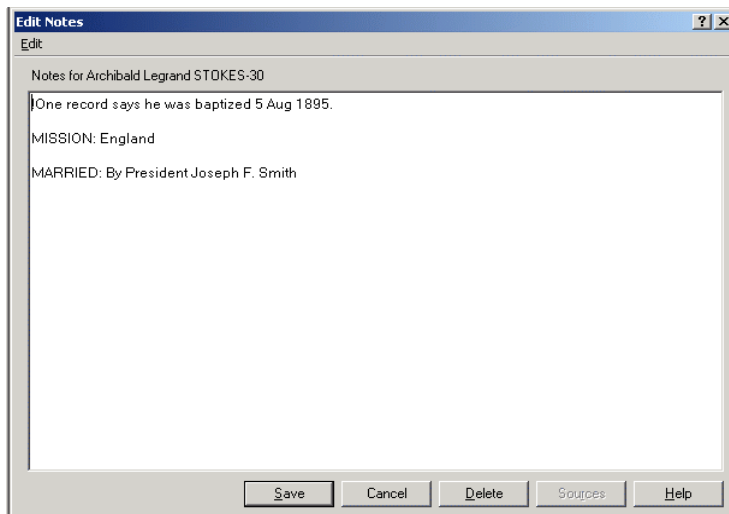
- Types of notes:
  - Regular notes**- a sentence
  - Tagged regular notes**- a tag is one word that is typed at the beginning of the note in all uppercase letters, followed by a colon:  
BIRTH:
  - !Marked notes**- a sentence preceded by an exclamation mark.
  - ~Confidential notes**- a sentence preceded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



## 7. 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.

**HINT:** Remember family history without sources is just mythology.

- 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. To add a new source double click on the “s”.
  - You can also attach a scanned image of the source, for example an actual birth certificate, etc. 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.

### Definitions For Sources

**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.

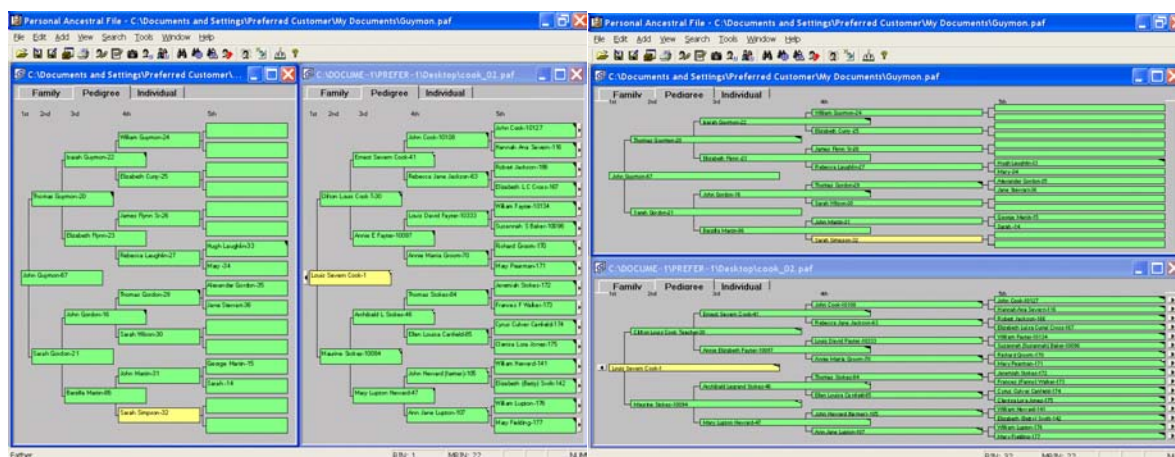
For more info on how to do sources look in the PAF user’s guide pages 58-80.

## 8. SWITCHING BETWEEN DATA FILES ON THE HARD DRIVE

- When you open the PAF program the last PAF family file you were working on before exiting the program appears on the screen.  
To view all the files, **click** on **“File”**, go to the bottom of the box and you will see a list of the PAF files. You can select the file you want to work on.

## 9. VIEWING 2 DATABASES ON THE SAME COMPUTER SCREEN

- You can switch between 2 different databases on the same screen by selecting either **“Tile Horizontally”** or **“Tile Vertically”** under the **“Window”** on the **“Menu Bar”**.



## 10. SHORTCUT KEYS IN THE PAF PROGRAM

These are some of the shortcut keys-

Ctrl+ A Add Individual	Ctrl+L Add Child	Ctrl+F Individual List
Ctrl+ D Descendancy List	Ctrl+L Add Child	Ctrl+S View Individual Screen
Ctrl+M Multimedia	Ctrl+H Mother	Ctrl+F4 Close
Ctrl+O Open File	Ctrl+ T Father	Ctrl+Home Home Person
Ctrl+ P Print	Ctrl+I Edit Individual	Shift+Ctrl+P Preferences
Ctrl+N Notes	Ctrl+U Add Spouse	
Ctrl+R RIN/MRIN		

## 11. HOW TO EXIT PAF SECURELY

- When exiting PAF you could go to **“File”** on the **“Menu Bar”** and select **“Exit”** at the bottom .  
This option closes the file you are currently working on. This is a better option than closing by using the **“X”** on the Right of the screen. By choosing **“Exit”** you will not click on the wrong **“X”**. and close before you are ready.