

Family History Check List -

- " **1.** Install PAF 5 on your computer by CD-ROM or download from familysearch.
If you do not have a computer, we will create a PAF data disk for you and you can then do all computer work at the Stake Family History Center.
- " **2.** Enter all members of your household on PAF with all their dates and places.
- " **3.** Learn to import and export GEDCOM files.
- " **4.** Add known ancestors to your PAF with any of the listed methods.
 - A. Download names from familysearch.com, Ancestral File or Pedigree Resource File
 - B. Find family members who have already entered ancestors on their computer, and import with GEDCOM files.
 - C. Enter names from your own family group sheets.
 - D. Interview oldest living relatives and collect family records
- " **5.** Edit and verify your family names and data entered on your PAF files.
 - A. Names are complete and correct as possible
 - B. Places should be "city, county, state, country"
No abbreviations. USA can be used, (*PAF PAL* is a great time saver).
 - C. Dates are complete and correct and no guesses.
- " **6.** Find those who have not had their temple ordinances completed.
With the names you have collected and proofed - use one of the following sources to verify temple work has not been done.
 - a. Online IGI file at familysearch.com (*PAF Insight*, a great time saver).
 - b. Family Certificates
 - c. Our Stake Family History Center
 - d. The Family History Center (SLC)
- " **7.** Create a TempleReady Diskette using PAF with names for temple ordinances and have it verified at the Stake Family History Center. You will indicate on the disk if you will be doing the work or if you want the Temple to do the work.
- " **8.** Take your TempleReady Diskette to the Temple for processing.
- " **9.** Schedule with the Temple when your names will be processed and pickup the names at the Temple's Family File desk and then do the work.
- " **10.** Record the dates of the ordinances on your PAF when completed.
If the Temple performs the work write "done" or "completed" in the date

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If you have questions or problems check with the High Priest Group Leader or the Ward Family History Consultants.