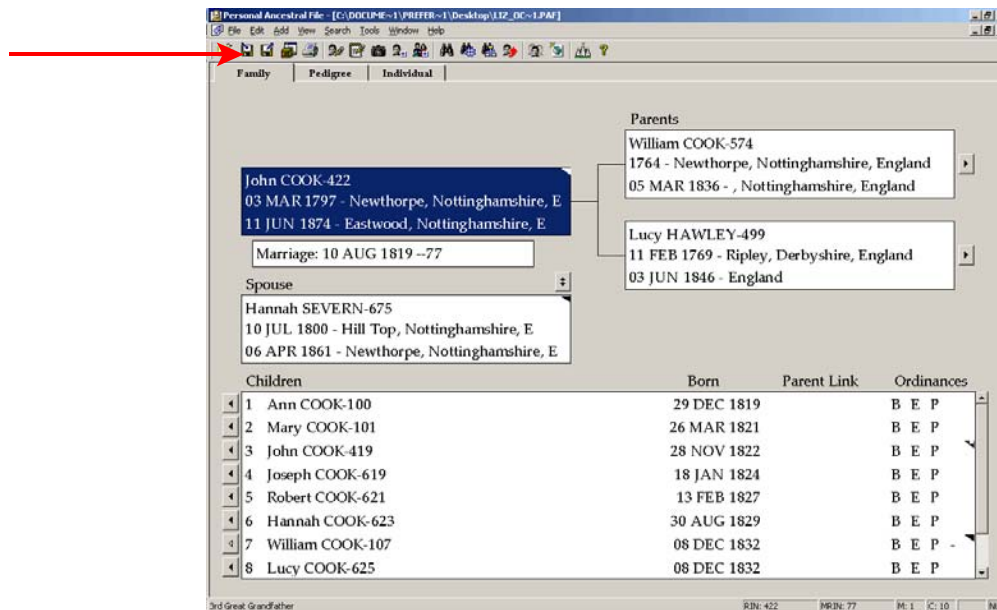


Creating a Gedcom

In this exercise, we are going to make a GEDCOM from your PAF file. You will need a 3 ½” floppy disk to put your GEDCOM on.

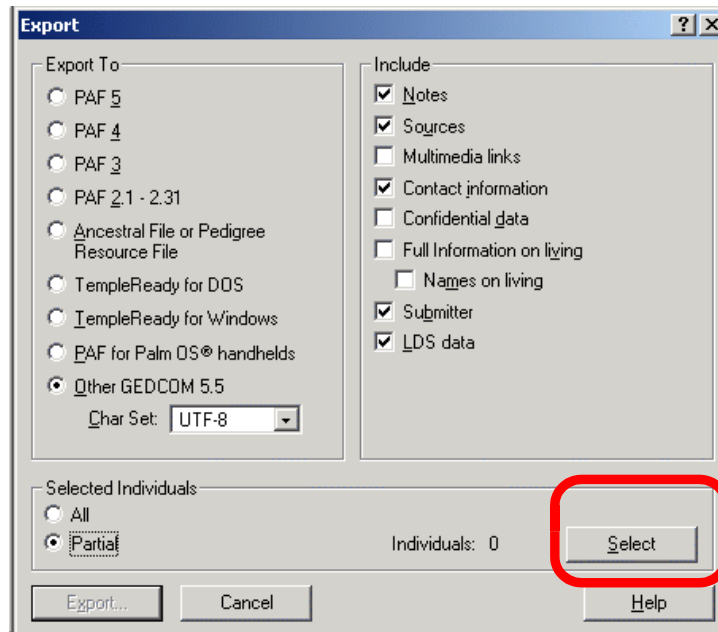
1. Open the PAF 5.0 program. Find your PAF file and open it. Then put your blank disk in the A: drive.
2. Find the family you want to submit, and have the family view on the screen of this family.
3. Now, find the “Export” icon on the tool bar-it’s the 3rd one from the left-hold your mouse arrow on it for a second and the word “Export” should appear. If some other word appears, then you are not on the right icon. Click once on the “Export” icon. If you prefer, you can click once on the word “File” in the upper left-hand corner and you will get a drop screen and then you can find the word “Export” and click once on it. (Either way works-it’s just whichever you prefer.)



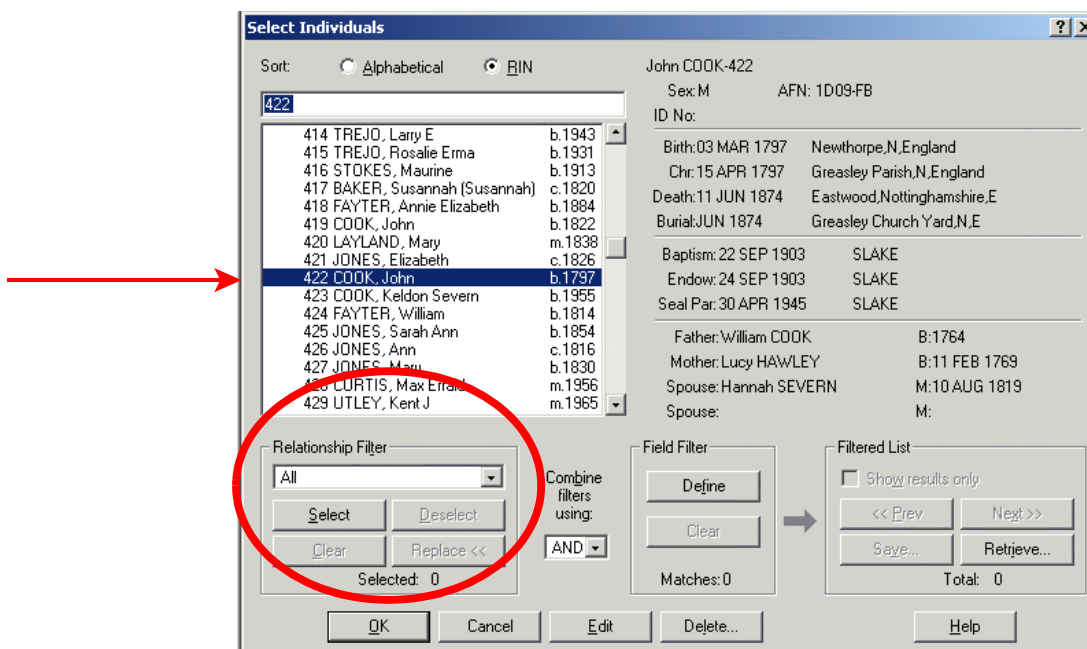
4. On the new ‘GEDCOM Export’ screen, click once in the little white circle next to “Standard GEDCOM 5.5” (which is the one you should use if you are using the PAF 3 or higher program). (If you are going to a particular PAF program you could choose that

option.) On the right side of this screen, under “Include”, make sure there is a checkmark in the little white box by “Notes”, “Sources”, “Contact Information”, “Submitter”, and “LDS Data”. If there is a checkmark in any other box, click once on it and the check mark should disappear.

(We do not want living people, because you are supposed to get permission from them before submitting their names to anything i.e. the Pedigree Resource File.)

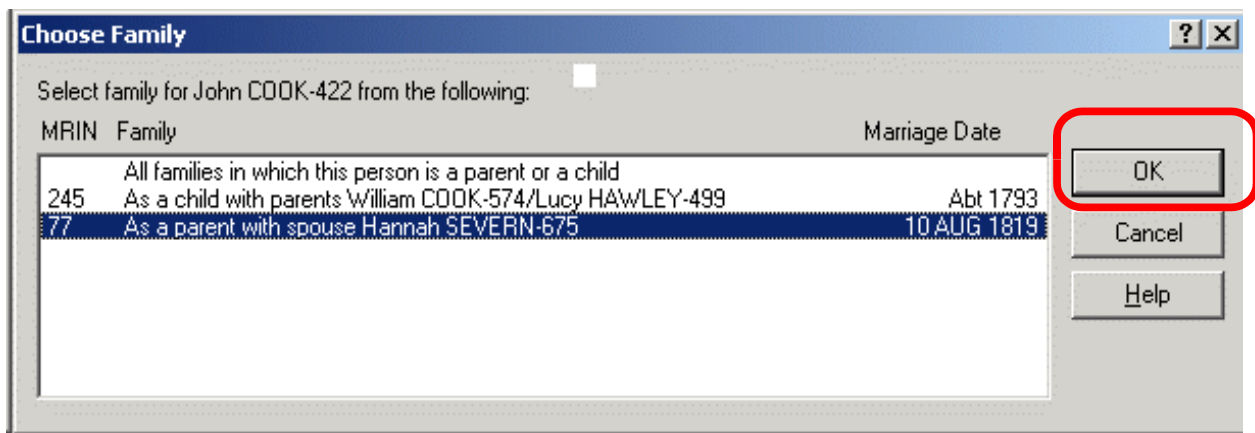


5. On the same screen, under “Selected Individuals”, click once in the little white circle to the left of “Partial”, because we are not submitting your entire PAF file. Then to the right, click once on the box that says “Select”. The new screen says- “Select Individuals” on the top left.

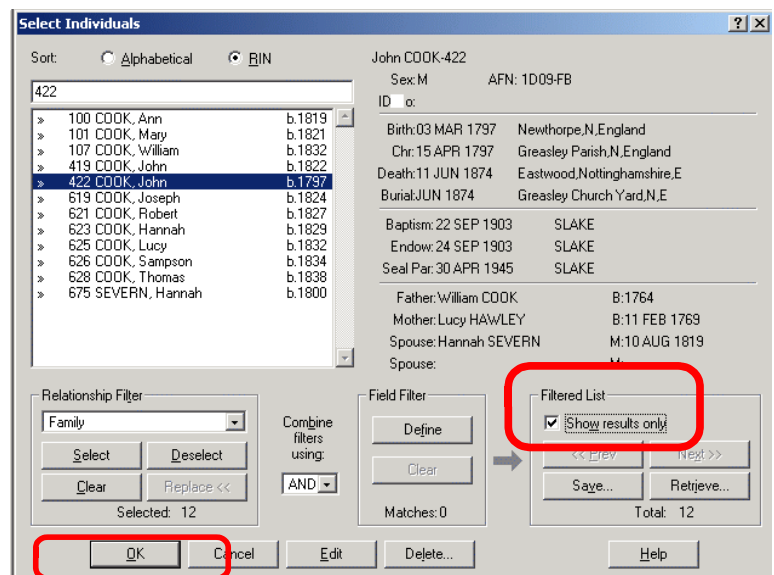


6. On the new screen, “Select Individuals”, one of the parents of the family you are selecting should be highlighted in the list of names on the left side of this screen. Under that list of names it says “Relationship Filter” and in the white box we want to put “Family”, so click once on the little arrow on the right side of this white box and on the new drop screen, click once on the word “Family”. Then under the word “Family” is a box that says “Select” and click once on “Select”.

7. On the new screen, “Families for (and it should say the name of one of the parents of this family)”, you have to choose whether you want to select this person as a child with his/her parents, or if you want to select this person as a parent with spouse. You can also select this person with more than one spouse if they were married more than once. You should click once on whichever you choose, but for this exercise, the person should be picked as a parent with spouse. After you have clicked on the one you want, click once on the box that says “OK”.



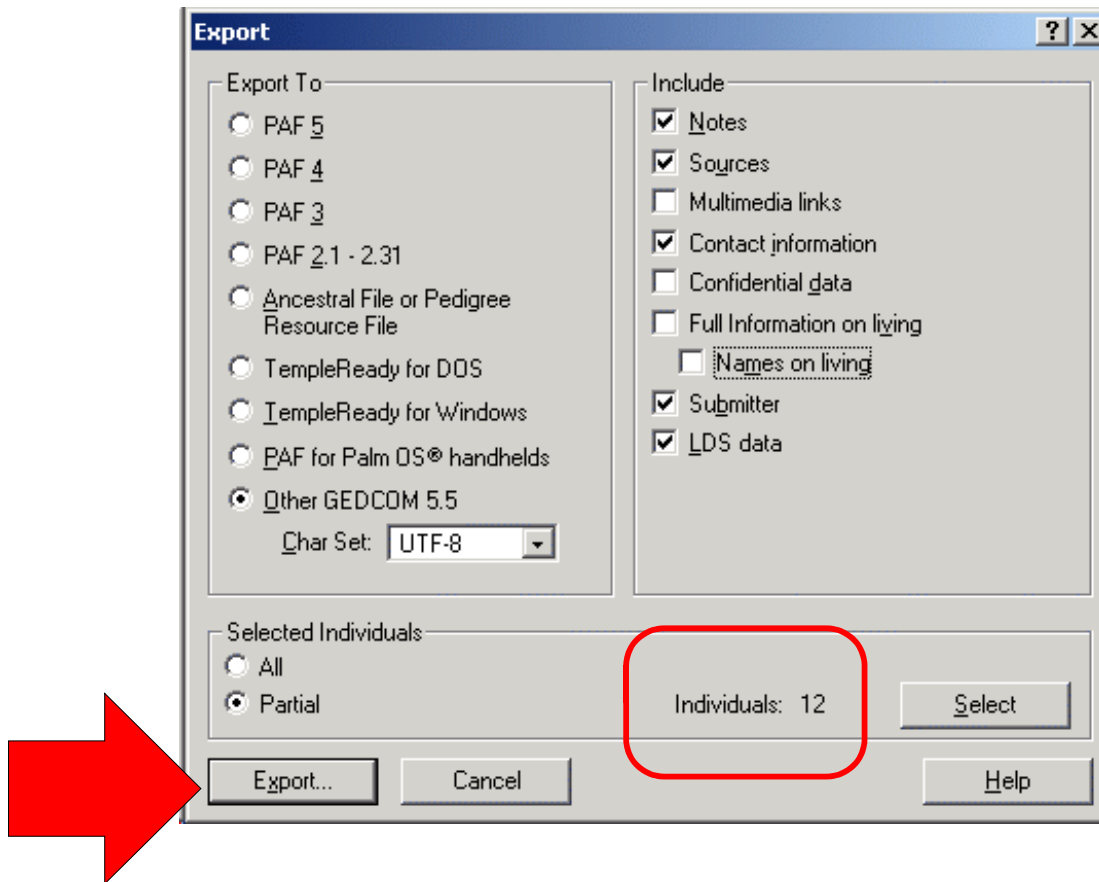
8. It goes back to the screen you had before, only this time there should be a number in the lower right-hand side that says the total number of people you have selected. Then click once in the little white box that says “Show Results Only” and you can view only the names of the people you have selected to export. (These names will eventually be submitted to the Pedigree Resource File on our next training exercise.)



9. If you have decided to submit more than one family, now would be the time to select them also. Just click once in the little white box that says “Show Results Only” to take out the checkmark, and then you can see all the names in your file again, so you can find the additional families or individuals you want to submit.

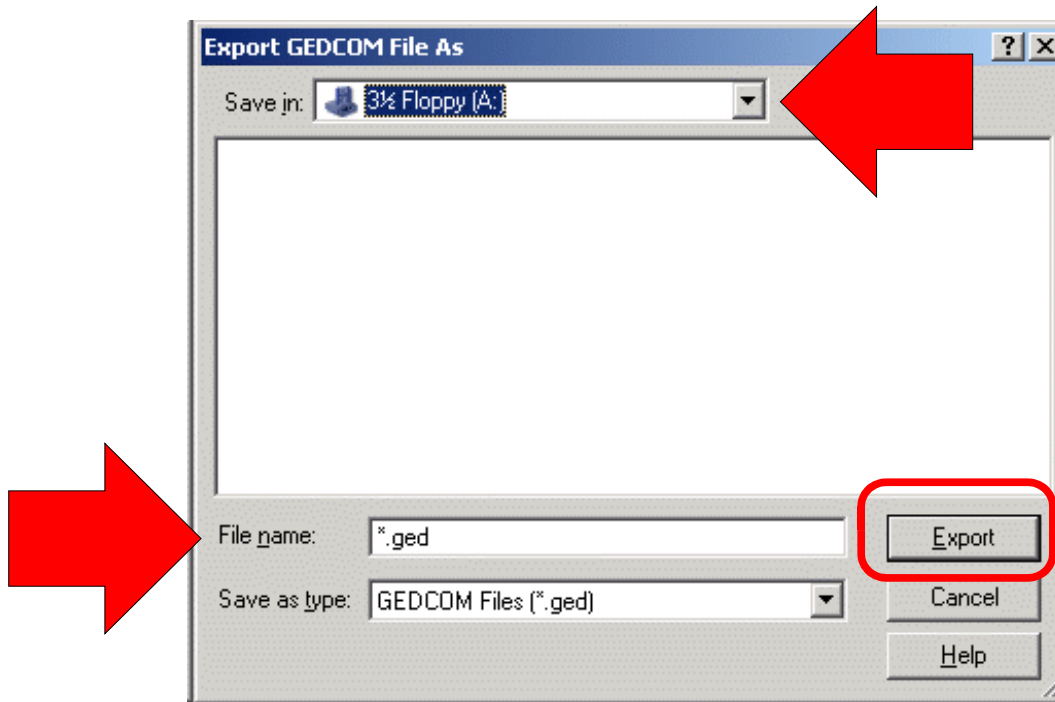
10. When you are finished selecting families/people, click once on the box that says “OK”.

11. You then get the original “GEDCOM Export” screen, only now it should have the total number of people you are submitting. Make sure under “Include”, there are checkmarks in-”Notes”,”Sources”, “Contact Information”, “Submitted”, and “LDS Data”, --and then all you have to do is click once in the box at the bottom that says “Export”.



12. On the new screen, “Export GEDCOM File As”,--right under that it says, “Save in:” with a white box next to it. If it says “3¼ Floppy (A:) in this box, then leave it, but if it says something else, then on the right side of this box is a little arrow pointing down. Click once on the arrow and you get a new drop screen. Find “3¼ Floppy (A:)” and click once on it. Now where it says “Save in:” it should say “3¼ Floppy (A:)”, because that is where we are going to save this GEDCOM. Towards the bottom, it says, “File Name”

and in that box there is probably a “*.ged” and it is probably highlighted blue. If it is, just type in the name you are going to name this file. Name it something different than your original PAF file name, but make sure you will still recognize it as your file. (If the C’* ged” is not highlighted, then click once in the box and type your file name in as indicated above.) Then click once on the word “Export”.



13. The next tiny screen, “GEDCOM Export”, tells you how many individuals and marriages you have exported. Just click once on the box that says, “OK”. Take your 3 ½" floppy out of the floppy drive and label it with the file name you gave it.

You have now made a GEDCOM! Congratulations! Now you need to do the exercise on Import/Export to use your GEDCOM.