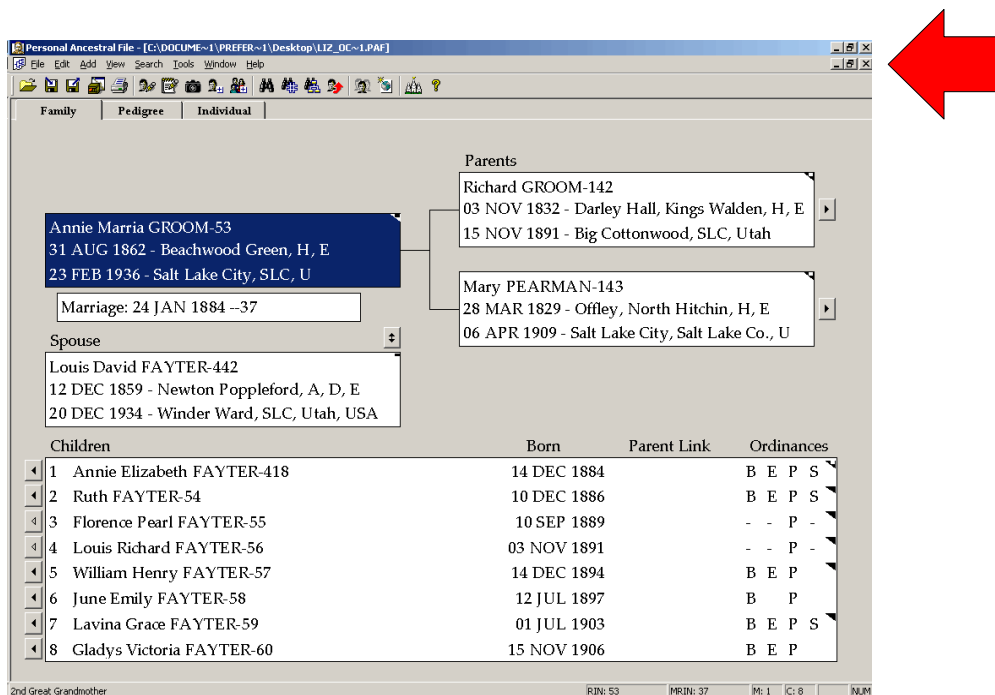


## PART II. Import/Export

Now we are going to take your GEDCOM file and create a new PAF 5.0 file and import those names into it.

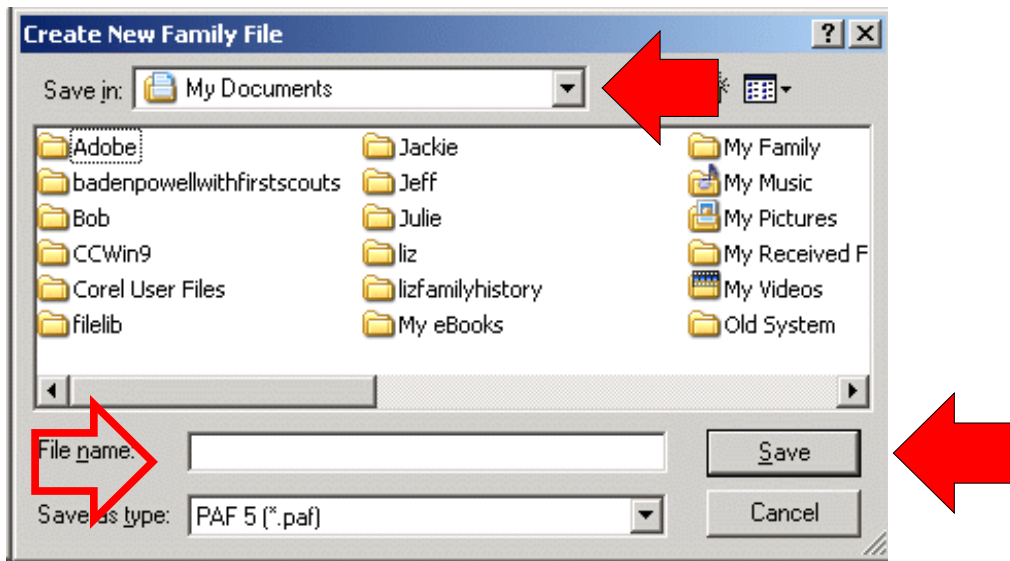
1. Your PAF file should be showing on the screen. There are two little “x’s” in the upper right-hand corner of the PAF screen. Click once on the bottom one and that will close your PAF file. (Or, you can click once on “File” in the upper left-hand corner, and you get a new drop screen, and then you can find the word “Close” and click once on it- either way works!)



2. Now go to the upper left-hand corner of your screen to the word “**File**” and click once on it and you get a new drop screen. Find the word “**New**” and click once on it.

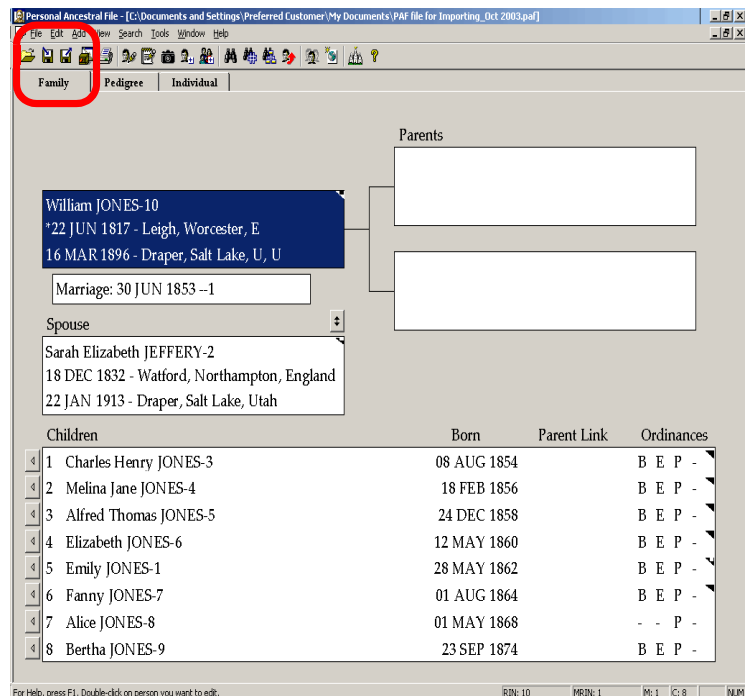
3. On the new screen, “**Create New Family File**”, under “**Save in:**”, it should have the word “**My Documents**”. (If not, then click once on the little arrow pointing down and find the word “**My Documents**”, and click once on it.) Then come down to where it says “**File name:**” and click once in the white box next to it

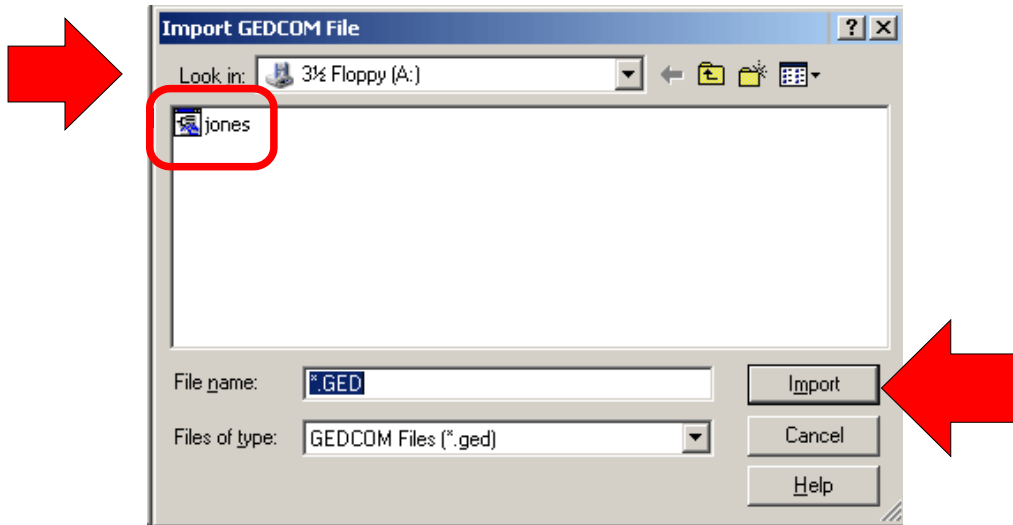
(if your cursor is not already there) and then type in the name that you named your GEDCOM file. Then click once on the box that says “**Save**”.



4. You now have a new screen “**Preferences**” with the “**Prepared By**” tab forward, where you would type in your name and address. However, this information was part of your GEDCOM, so you don’t need to retype that information. Just click once on the box that says “**OK**” towards the bottom of that screen.

5. You have now come back to the “**Family View**” screen, only there are no names on it. On the tool bar towards the top of the screen, click once on the icon “**Import**”, which is the second one from the left. (Or again, you can go to the word “**File**” in the upper left-hand corner, and click once on the word “**File**” and on the new drop screen, click once on the word “**Import**”).

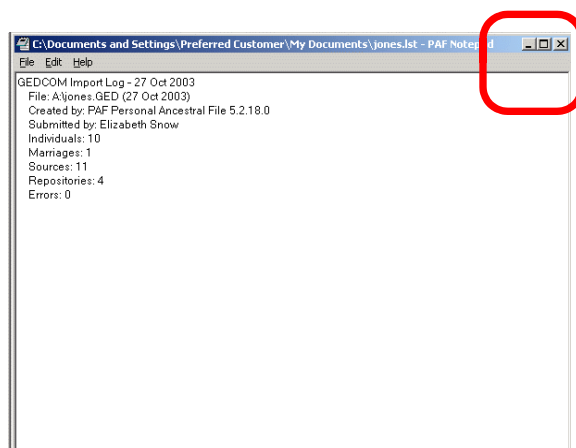




6. On the new screen, **“Import GEDCOM File”**, find **“Look in:”** and make sure it says **“3 ½ Floppy (A:)”**, because that is where your GEDCOM file is located-on the disk that is in the A: drive. In the big white box, you should see your file name with a little tree to the left of it. Double click on the file name. (You can click once on the file name and then you will need to click once on the box that says **“Import”**.)

7. On the new screen **“GEDCOM Import”**, there should be a checkmark in **“Import Notes”** and also in **“Reuse Deleted Records”**. If so, click once on **“OK”**.

8. Your new screen is a **“Notepad”** screen, that tells how many individuals and marriages, sources and repositories you have imported, along with the number of errors. You can just close this screen by clicking once in the little **“x”** in the upper right-hand corner of this NOTEPAD screen.

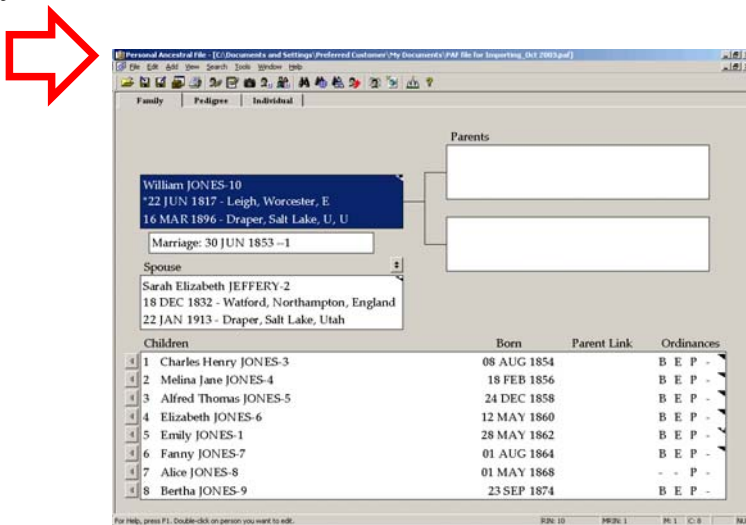


9. Next, you get a tiny screen that says **“GEDCOM Import”**-and it tells how

many individuals and marriages you have imported. Just click once on “OK”.

10. Next, you get a new screen that says “**Would you like to view instructions on how to link the data you imported?**” Just click once on “No”, because we do not need to link individuals here because we imported to an empty file. (If you were importing names into a file that already had names in it, you may want to say “Yes” on this screen, because you might have to **Match/Merge** names.)

11. You should then be back to the **family screen** with the family or families you exported from your original file. If you will notice the very top line of this screen, it should have your new file name.



\*(The print option is optional in this exercise)\*

12. Now, I would like for you to print a family group sheet of this family. Make sure the father is in the upper left-hand position on the screen with his wife and children listed below. Then go to the print icon, which is the 4th one from the left and click once. On the new “**Reports and Charts**” screen, click once on the tab that says “**Family Group**”. There should be a dot next to-

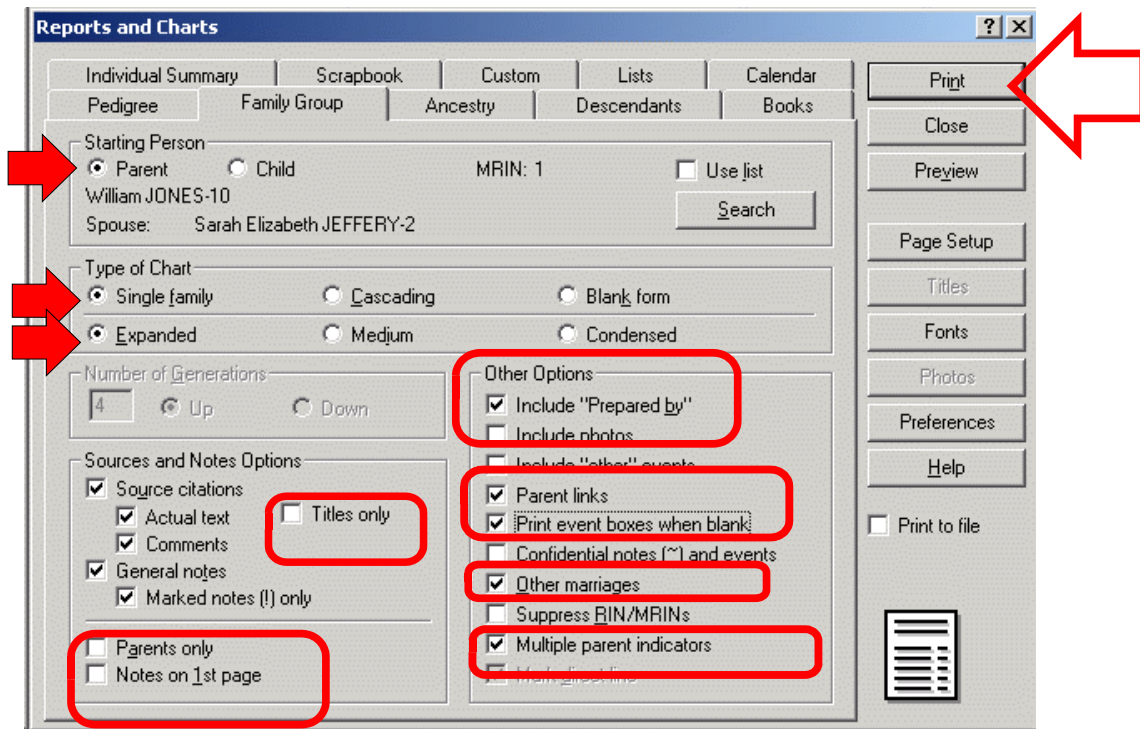
- Parent
- Single Family
- Expanded

Under “**Notes Options**”, there should be a checkmark **in all of them except-**

- Titles only
- Parents only
- Notes on 1st page

Under “Other Options”, there should be a checkmark in -

- Include “Prepared by”
- Parent links
- Print event boxes when blank
- Other marriages
- Multiple parent indicators



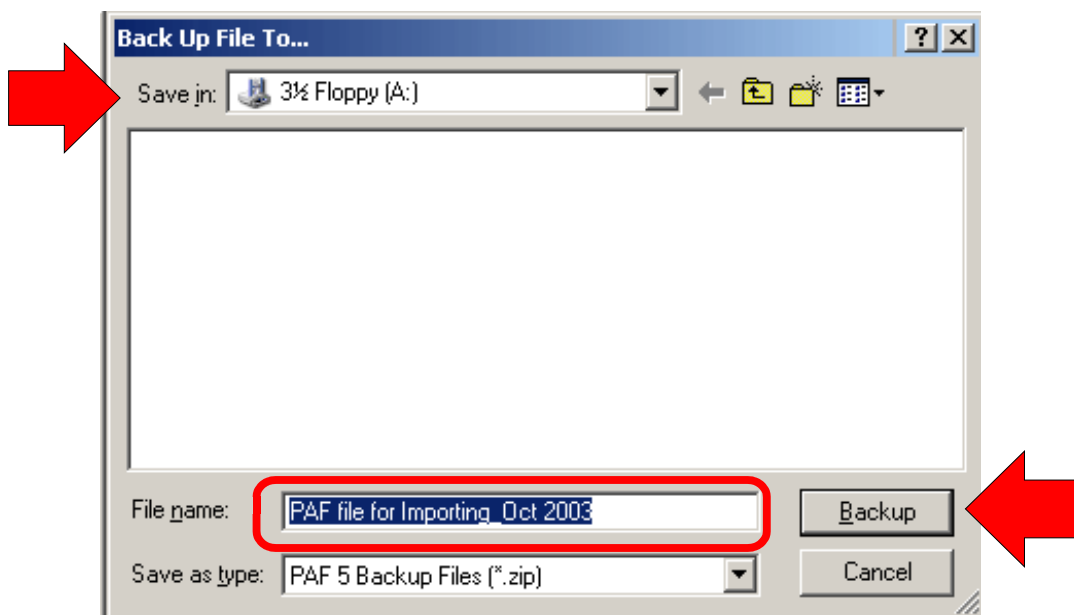
Then, just click once on the box that says “**Print**”.

13. On the new screen “**Print**”, notice that it tells you how many pages this will print. Just click once on the box that says “**OK**”.

14. Now, let’s get in the habit of making a back-up of our file. We will use the same disk that your GEDCOM is on, and it should already be in the A: drive. Find

the word **“File”** in the upper left-hand corner and click once on it, and on the new drop screen, find the word **“Backup”** and click once on it.

15. On the new screen **“Back Up File to:”** next to **“Save in:”** it should have **“3 ½ Floppy A:”** in the white box. In the white box next to **“File name:”**, your file name for this file, should be in the white box. Then click once on the box that says **“Backup”**. The computer should do it’s “thing” and then you should get a new little box that says **“Backup Complete”** and you just click once on **“OK”**.



16. Now the only thing you need to do is close your file by clicking once on the bottom **“x”**, of the two in the upper right-hand corner of the whole screen and then to close the whole PAF program, click once on the top **“x”**.

17. Be sure to take out your disk, (DO NOT remove the floppy until the green light by the floppy drive has gone out) label it with your name and phone number. You may also want to add **“PAF 5.0 Back-up/Gedcom”**-and include the file name. You can keep the disk in the office in the box with the patrons’ disks for further use if you need it.