



Ohana Insights

Tips for using PAF Insight and other tools

Ohana Software

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The Only Constant is Change

I like change. Change is exhilarating and breaks the monotony of routine. Change that brings improvement is great. However, I have to admit that when change involves my software programs, my attitude is not always this positive. Perhaps it is similar to getting a new pair of shoes; I'm happy to have them but breaking them in can be uncomfortable. New software means becoming accustomed to a new look and learning new techniques for accomplishing my work and this can be uncomfortable, too.

With the rollout of the new FamilySearch and the forthcoming release of FamilyInsight, we may feel as though we are swimming in a sea of change. The new FamilySearch may stretch and test some because the concept is different. Knowing the new FamilySearch will revolutionize the sharing and processing of our genealogical data, and in spite of whatever challenges I may experience, I look forward to using it.

From our emails and phone calls, I know many of you are looking forward to the change. Some may anticipate it more eagerly than others. Some may be curious but have reservations about learning yet another new way of keeping your family history. The changes are coming. I think we should jump into the water and have a great time learning and helping one another! For the next few issues I will do my part by writing about FamilyInsight. You can use these articles like floats to help you keep your head above water until you learn to swim on your own.

~ Cina Johnson ~

WorldVitalRecords Special Offer Ends December 3rd

By special arrangement with WorldVitalRecords - Fastest Growing Genealogy Resource on the Web, our customers can still purchase a two-year subscription for the price of one, plus get an extra \$10 off. Ohana Software customers can get two years of WorldVitalRecords.com for \$39.95 but you

must act before December 3rd.

Link to **World Vital Records discount** for Ohana Software customers --

[WorldVitalRecords Discount link](#)

We encourage you to look at the website and consider taking advantage of this great offer while you can. This offer is only available through this link.

Insights into FamilyInsight: New Capabilities and Features - part I

The fun part of testing FamilyInsight has been the surprising changes. I approached the task as though I was on an Easter egg hunt. My job: find the changes the programmers made. On occasion, John offers clues but for the most part, he sends the update and waits for a reaction.

If you want the fun of discovery, do not read any further. If you want a preview of coming attractions, keep on reading.

Does FamilyInsight look different from PAF Insight?

The first thing I thought when I opened Family Insight was, "Good, it looks familiar!" The layout and icons match the current PAF Insight with the addition of one new icon called "Guide Me". When you click "Guide Me", a popup appears with simple instructions on how to proceed.

The "Details" window, where you compare information, has the most noteworthy change. Instead of showing the birth, christening, death and burial boxes, whether there is information in them or not, you only see the ones that have data. If you have birth and death information, you see those fields but not the empty boxes for christening and burial.

What are the major changes to the program?

Aside from the new mode for working with the new FamilySearch (I will write about that next month), you can do everything in FamilyInsight that you do in PAF Insight with three significant upgrades.

1. You can manually enter new people (spouse, mother, father or child), events (birth, christening, death, burial, and marriage), and source citations from within FamilyInsight. You can still add notes as before.
2. If you have a GEDCOM file from another source, you no longer need to open it into a new file in PAF before using it in FamilyInsight. Simply open FamilyInsight and select the file by clicking the Open icon or File > Open.

FamilyInsight can read and write to GEDCOM (.ged) files directly. This is particularly helpful in the Compare and Sync mode or if the GEDCOM came from another genealogy program.

3. When you open the Edit Places mode, it begins scanning your place names and marking the status

with **Recognized** or **See Suggestions**. When you click on a place marked with **See Suggestions** the **Suggestions** window displays a list of possible matching places. Select the appropriate place for your records. If you have a valid place name and it is not on the suggestions list, click the **Mark as Valid** button.

Do you have any recommendations for starting to use FamilyInsight?

I strongly recommend using Place Editor before opening the Sync with new FamilySearch mode as it will save you a great deal of time.

Let me give you some background so you understand why this is important. The new FamilySearch contains a database of places it uses when you enter names into the system. If you start typing Denver, it displays a list of possible places. You can select "Denver, Denver, Colorado, United States" or "Denver, Norfolk, England" from a pick list instead of typing the name. If you ignore the list and enter, "Denver, Denver, Colorado, USA" it will offer "Denver, Denver, Colorado, United States" as the correct place because that is the standard used on this website.

When you use the Sync with the new FamilySearch mode, the program expects your places to meet the new FamilySearch standards. I have some places entered more than 100 times in my file. By using Edit Places, I can correct or validate that place once. If I ignore this step and immediately open Synchronize with new FamilySearch, every time this place appears on each individual's details window, I have to validate it before the search starts. The Edit Places mode saves time.

Stay tuned. Next month I will write about synchronizing your records with the new FamilySearch.

Spotlight on: Personal Historian - Composing and Journaling

I spotlighted Personal Historian in the third issue of [Ohana Insights \(May 2007\)](#), and covered the basics of creating a file, using the timeline to trigger memories, and organizing your thoughts. Once you set up your file, you can start writing!

The **Composer** window (for writing) has all the standard formatting tools such as **bold**, *italics*, underline, align left, right or center, undo and redo, as well as a spell checker and Thesaurus. You can add visual interest to your work by inserting a picture, graphic or separating lines. I particularly like two other helpful features accessed from the icons in the Composer window. The light bulb icon brings up several basic writing tips. These serve as a good reminder of what we should do to make our writing interesting and understandable. The icon that looks like a paper with 123 across the bottom analyses your writing and rates it for readability by grade level. A five means 5th grade while 10 means 10th grade. The two indexes vary so your writing may range from 6th to 9th grade reading skills. If you are writing a story for a young grandchild and the index shows the reading level far too advanced for the child, you may consider rewriting the story.

You may not be aware that you can also use Personal Historian for daily journal entries. To use the program this way, you should create a new file for your journal. You can do that when you open the program or by clicking **File** and selecting **New Project**. You can skip adding your genealogical data and importing life capsules during the setup process so that your journal will only display a basic window without a timeline or memory triggers. Each day, click on the icon that looks like a daily calendar to bring up a **Journal Entry** page. The title and date are already filled in so you can

immediately begin by organizing your thoughts in the **Organizer** window or writing in the **Composer** window.

There is no need for concern about limitations from using a specialized program, like Personal Historian because you can save your files in either Rich Text Format (.rtf) or PDF. An RTF file allows you to open the file, including photos, in other word processing programs like MS Word, WordPerfect or Open Office. A PDF file preserves the document exactly as you see it on the screen but, like a photocopy, you cannot edit it. This flexibility gives the user the best of both worlds; you can use all the organizational, brainstorming and formatting tools of Personal Historian while retaining the ability to share your work with others.

Odds and Ends: Remember...

Retrieving your License Key and License Username

- Go to www.ohanasoftware.com
- Click the **Register or Login Here** link on the left hand panel of every webpage
- Under the **Customer Login** heading, enter either your customer area username or email address as we have it.
- Enter your customer area password
- Click the green **Login** button

If you have forgotten your username or password, click the green **Lost password?** button.

- Enter your email address. If it matches the email address we have on file, it will be sent to you.
- Use the information in the email to log onto our website.
- Click on the red link for either **License Keys & Download** or **E-mail License Keys**

Lost Details Window

If you cannot see the **Details** window at the bottom of your PAF Insight screen, where you compare information, click **View** and select **Arrange Windows**. This restores the window.

Need Help? - Please review last month's newsletter, Issue 9, to learn about our self-help features. All back issues of "Ohana Insights" are located under the **Newsletter** tab of our website.

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