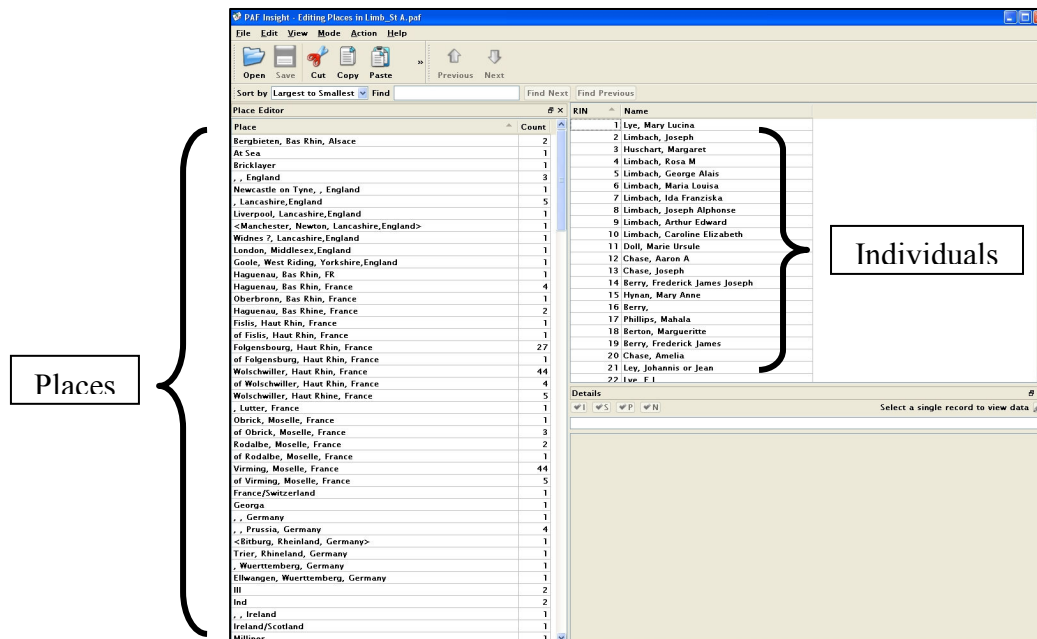


Using Edit Places in PAF Insight

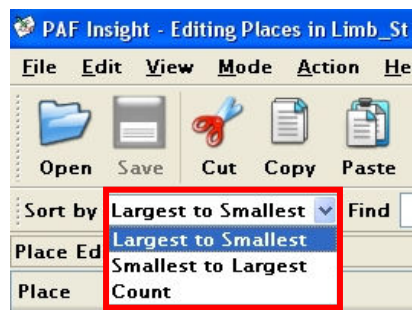
Open your PAF file in PAF Insight and choose **Edit Places** from the **Choose a Mode** window.

If you already have your PAF file opened in PAF Insight, go to the **Mode** menu on the toolbar and choose **Edit Places**.

Place Editor opens with two separate list windows; the **Place List** window on the left and the **Individual List** window on the right. The Place List contains every place name found in your database. Places are listed in alphabetical order by the largest geographic division, i.e. by country, then by state or province, county and finally, by town.



You can change the sort order by clicking on the Sort by drop down arrow and selecting **Smallest to Largest**. This sorts the places alphabetically by the smallest geographic division to the largest, i.e. by the town, then the county, next by state or province and finally, by country.



When first opened, the **Individual List** contains every person in your database listed in RIN order. When you click on a place name, the Individual List only shows the people with that place in their records. You must click on a person's name to see the information in the details window.

Place	Count
Haguenuau, Bas Rhine, France	2
Rodalbe, Moselle, France	2
Ill	2
Ind	2
. , California, USA	2
Los Angeles County, California, USA	2
Santa Barbara, Santa Barbara, California, USA	2
Huntington, Huntington, Indiana, USA	2
. , New York, USA	2
Farmingdale, Nassau, New York, USA	2
Sea Cliff, Nassau, New York, USA	2
Manhattan, New York, New York, USA	2
New York, New York, New York, USA	2
Delphos, Allen County, Ohio, USA	2
Ottoville, Putnam, Ohio, USA	2
of Abington, Lackawanna, Pennsylvania, USA	2
Fleetville, Lackawanna, Pennsylvania, USA	2
of La Plume, Lackawanna, Pennsylvania, USA	2
Newton, Lackawanna, Pennsylvania, USA	2
Peckville, Lackawanna, Pennsylvania, USA	2
Dalton, Luzerne, Pennsylvania, USA	2
Lake twp, Luzerne, Pennsylvania, USA	2
Newton, Luzerne, Pennsylvania, USA	2
Newton Twp, Luzerne, Pennsylvania, USA	2
Bethlehem, Northampton, Pennsylvania, USA	2
Lenox, Susquehanna, Pennsylvania, USA	2
Coventry, Kent, Rhode Island, USA	2
Newport, Newport, Rhode Island, USA	2

RIN	Name
8	Limbach, Joseph Alphonse

Details	
Joseph Alphonse /Limbach/	
Birth 23 Dec 1867/1868	Huntington, Huntington, Indiana, USA
Chr. 25 Dec 1867	Huntington, Huntington, Indiana, USA
Death 17 Feb 1933	Los Angeles County, California, USA

The **Count** column, to the right of the Place List, shows the number of times each place appears in your file. If the count is 3, it indicates there are three instances of this place in your file. However, only one person may appear in the Individual List. Click on the person's name and look at the details window; the person should have three events that occurred in the selected place.

Sort and Find

As stated earlier, you may change the sort order by clicking on the drop down arrow to the right of the **Sort by** field. You have three options: largest to smallest, smallest to largest, and count. Clicking on the **Place** or **Name** column heading, changes the alphabetical order from A-Z to Z-A. Clicking the column heading a second time, reverse the order again. Clicking the column headings for **Count** and **RIN** changes the sort order so 1 is either first or last on the list.

PAF Insight - Editing Places in Limb_St A.paf

File Edit View Mode Action Help

Open Save Cut Copy Paste Previous Next

Sort by Largest to Smallest Find Find Next Find Previous

Place	Count	RIN	Name
	1		Lye, Mary Lucina
	2		Limbach, Joseph

Sort by Largest to Smallest Find lacka Find Next Find Previous

Place	Count	RIN	Name
Allegheny City, Pennsylvania, USA	7	265	Corey, Coridon S
Baileytown, Pennsylvania, USA	3	188	Corey, Arnold
, Lackawanna, Pennsylvania, USA	5	185	Chase, Archibald Garfield
of Abington, Lackawanna, Pennsylvania, USA	2	12	Chase, Aaron A
Benton Twp, Lackawanna, Pennsylvania, USA	6	250	Briggs, Leora
Clarks Green, Lackawanna, Pennsylvania, USA	1		
Clarks Summit, Lackawanna, Pennsylvania, USA	3		
of Clarks Summitt, Lackawanna, Pennsylvania, USA	1		
Dalton, Lackawanna, Pennsylvania, USA	16		

Place Editing

There are two methods for editing places:

Normal Editing - Best used when there is no correct version of the place name.

- Double click on the place that needs correcting. Use the arrow keys on your keyboard to position your cursor and type the changes into this field.

Place Editor

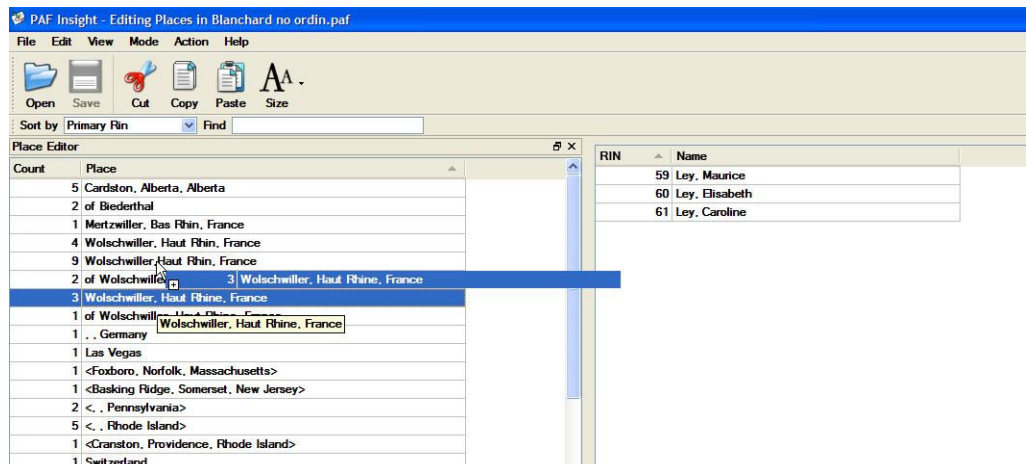
Place	Count
Bergbieten, Bas Rhin, Alsace	2
At Sea	1
Bricklayer	1
, , England	3
Newcastle on Tyne, , England	1
, Lancashire, England	5
Liverpool, Lancashire, England	1
<Manchester, Newton, Lancashire, England>	1
Widnes ?, Lancashire, England	1
London, Middlesex, England	1

Click cursor in place name field and use arrow keys to get to the area to correct

- All instances of this exact place name will be corrected. If the place has a count of 3, all three are corrected. It will not globally correct the specific part of the place you fixed even if it occurs the same way in another entry. Example: If you correct the spelling of Massachusetts as it occurs with Boston it will not correct an identical misspelling of Massachusetts with Salem, or Plymouth.
- If correcting a place name makes it exactly like another place on your list, the two will merge into one. The count reflects the combined total.
- Edited place names remain in their current position on the Place List until you click on the column heading and resort the list.

Drag and Drop - Best used when you have a correct version of the place name.

- Select a place that needs correcting.
- Using the drag and drop method, move it to the correct place name in your list.
- When using this method, a window will appear to verify the changes you want to make.
- Carefully read the change information
- Click OK or Cancel



Individual List and Details windows

When the program opens, every person in your database appears in the Individual List window. When you select a place in the Place List, only the individuals whose records reference that place will remain in the Individual List. All other names will be hidden. When you select a different place, the people connected to that place will appear in the Individual List window. You may multiple select several places to see all the people living in those places.

The Details window will be empty until you select an individual from the Individual List. Once selected, the person's details will appear in the details window. Click on **View**, in the menu bar, and click on **Arrange Windows** to hide or show the Details window.

You can edit information in the details window. If you edit a place name in the details window, it will only edit that specific instance of the name. No global changes occur when you edit places from the details window. For this reason, you should edit place names from the Place Editor window.

Your changes will not be final until you click Save. We recommend you save frequently.

© 2007 Ohana Software LLC

<http://www.ohanasoftware.com/>

This lesson may be used for personal and non-commercial purposes.