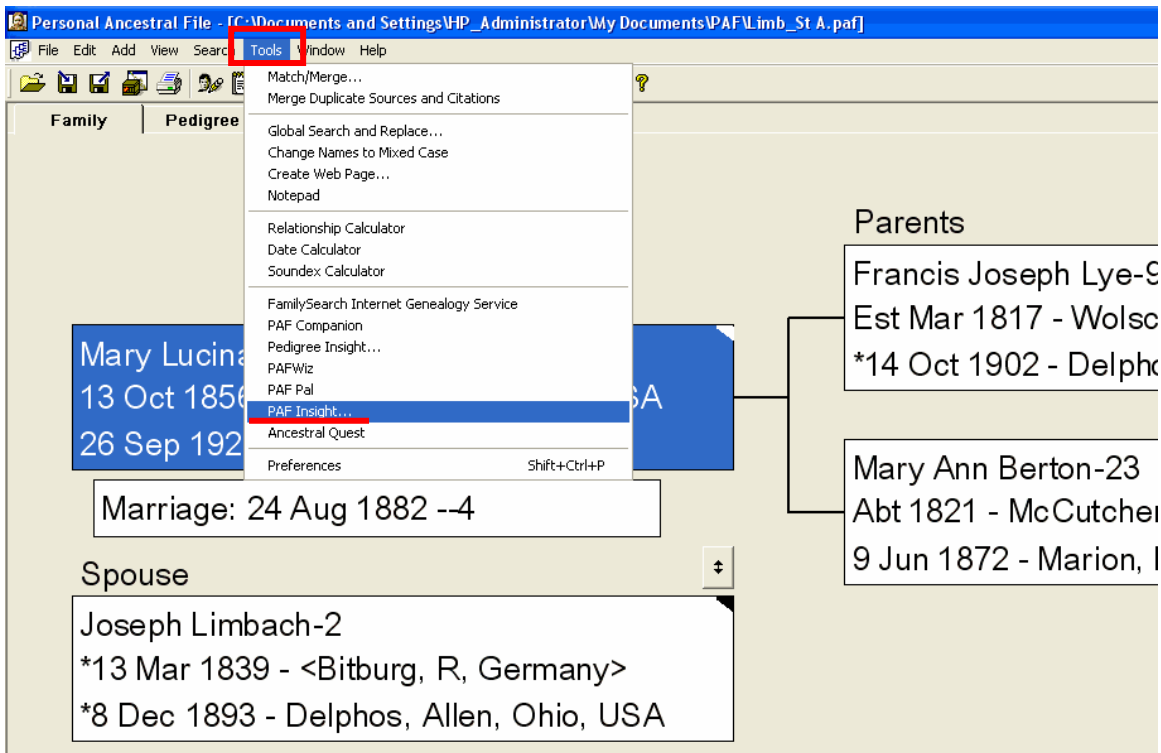


Getting Started

You can open PAF Insight from the PAF Tools menu or from your desktop icon.

Opening from PAF

To open PAF Insight from PAF 5, click on the **Tools** menu and select PAF Insight by clicking once.



To open PAF Insight from PAF 5, click on the **Tools** menu and select **PAF Insight** by clicking once. This closes PAF and opens PAF Insight. Opening PAF Insight temporarily disables PAF because both programs cannot write to the same PAF file at the same time. You may return to PAF and look at your records by clicking on **View** and selecting **View in PAF**. When you select this option, a window appears with the file path to your PAF file and the message, "This file cannot be opened for read-write access. Would you like to open it for read-only access?" If you say **Yes**, you will see your file in the PAF format but you can not write to it. If you say **No**, PAF opens so you can select and view a different file. When you return to PAF Insight, save your work, and close the program, your PAF file will reopen for read-write access.

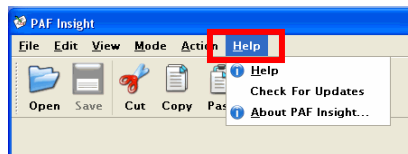
PAF Insight opens to an options menu asking, **How do you want to start?** Select the Mode (function) you want by single clicking on the button. Your choices are:

- **Edit RINs and Pedigrees** – See all the pedigrees in your file, change RINs, Trim your records to delete unwanted individuals or line
- **Merge** – Merge records of duplicate individuals within a single file
- **Edit Places** – See every place in your file and edit the way you entered place names
- **Search IGI** – Search the Internet International Genealogical Index (IGI) on the FamilySearch website at www.familysearch.org and update information directly into your PAF file
- **Compare and Sync** – Compare two files, see the differences and update from one file into the other.
- **Close** – Hides the options window and leaves you with a blank PAF Insight screen. You may use the available menus or select a different file.
- **Exit** – Closes PAF insight.

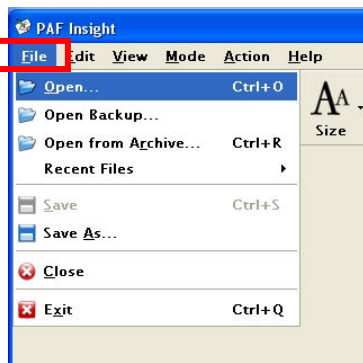
Opening from the desktop icon



Double click the PAF Insight desktop icon. The program opens to a blank screen. You can open a PAF file, click on Help to get assistance, or see if there are updates.

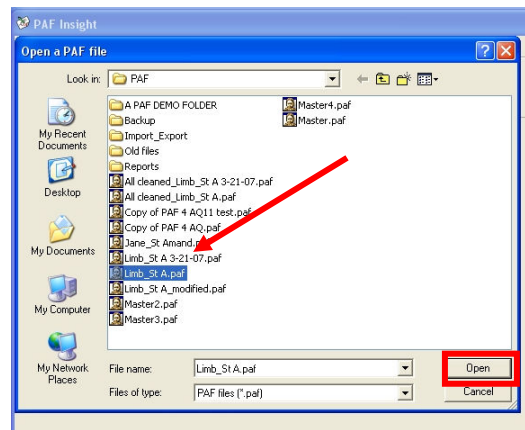
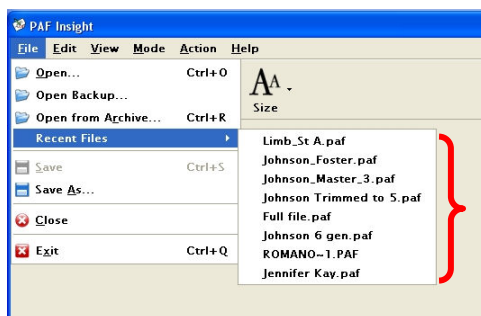


If you want to open a PAF file, click the **Open** icon located on the Tool bar, or click **File** found on the Menu bar, and click **Open**. A menu appears with the following options:

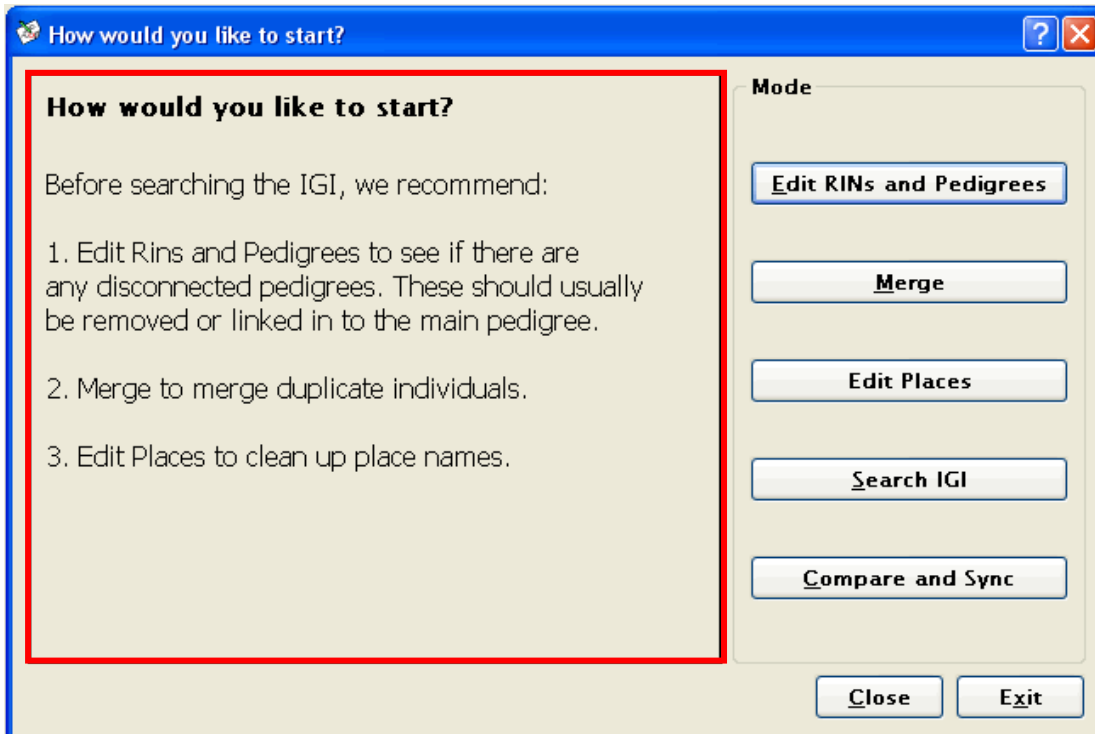


- **Open** – Open any PAF file
- **Open Backup** – Open a PAF backup file
- **Open from Archive** – Open the PAF Insight Archive and choose a backup to restore a file
- **Recent Files** – Open a recently used PAF file

Click on the name of the file you want and click **Open**.



Choose the Mode (function) you wish to use from the options window as described above.



We urge you to use the various modes to and clean up your PAF records before you begin searching the IGI. You can determine if you have unlinked individuals or pedigrees, find possible duplicate people, and easily view and correct all the places in your PAF records. Cleaned records may result in more effect use of your IGI search time and return better matches.

Sort

The Individual list may be sorted by any of the headings at the top of the list or from the **Sort by** field. There are two ways to sort the list.

- In any mode, you can sort by clicking any of the headings at the top of the list.

Status	Prim. RI ▲	Primary name	IGI name	% Match
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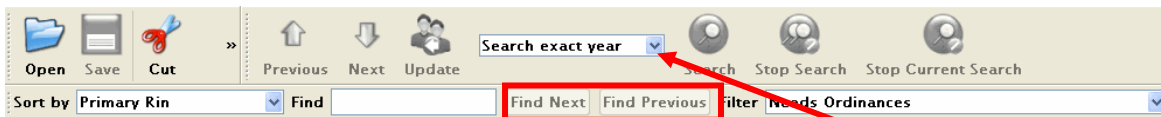
- If you click on the Primary or Secondary Name heading the list will be

sorted alphabetically by the names in that column. If you click on this heading again, the list will be sorted in the opposite order (i.e. A-Z or Z-A).

- If you click on the Primary RIN or Secondary RIN heading, the list will be sorted numerically. Clicking on the RIN heading again will reverse the numeric order(i.e. 1-10, 10-1).
- You can sort by clicking on any of the column headings.



Edit Places Sort and Find filter boxes



Search IGI Sort, Find and Filter boxes. Also shown: Search year filter with default, “Search exact year”.

- The list may also be sorted by using the **Sort by filter** dropdown arrow located on the toolbar.
 - Use this to sort by Given Name.
 - In the **Edit Places** mode the **Sort by** options consist of **Largest to Smallest** (geographic areas), **Smallest to Largest**, and **Count**.

Find Next and Find Previous

The **Find Next** and **Find Previous** buttons work in conjunction with the **Find** feature to locate a specific name or RIN in your **Names List** or **Place List** windows. In the **Edit Places** mode, it only locates place names, not names of people.

- To search, click your cursor into the **Find** field and type the name or RIN you need. The highlight goes to the first occurrence in the **Names List** or **Place List** window. Click the **Find Next** button to jump to the next occurrence.
- After moving to other entries, you may click on the **Find Previous** button to return to previous entries that match your request.
- You may type in a name, place (in the Edit Places mode only) or number. The highlight moves to the first instance of your search parameter.

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