

HOW TO USE PAF INSIGHT

Introduction-

PAF Insight is a great tool to use with PAF for expediting preparations for a Temple submission.

It is recommended by the software author to enter PAF Insight through PAF. That way, you have no trouble finding your PAF files, and you don't have to remember to close PAF before saving from PAF Insight. (If you open in PAF Insight and then open PAF, you won't be able to save the file until you close PAF).

***PAF Insight doesn't make changes to your database until you exit PAF Insight and Save.**

Cleaning up your Database-

These options of PAF Insight are for cleaning up your Database.

Compare and Sync

Merge

Edit RINs and Pedigrees

Repair and Compact

You should make your PAF file as clean and correct as possible before making a temple submission. Remember that our goal as Latter day Saints is topresent in his holy temple, when it is finished, a book containing the records of our dead, which shall be worthy of all acceptance. D&C 128: 24

1. Repair

The repair function repairs more errors that PAF and can usually do it in less attempts. Also the report is easier to read. In the report PAF Insight gives you enough information to better understand what was wrong and what was done to fix it. There are cases where conflicting claims in the database made it impossible for PAF Insight to know what to do. For example:

** This Citation was claimed by two records -

1. A Death Source for Jephtha Henry /Barger/ (1867-1944) - RIN 61

2. An Endowment Source for Joseph /Clements/ (1829-?) - RIN 281

In this example PAF Insight attaches a copy of the citation to each individual. You are then instructed to look at the citation, decide which individual it really belongs to, and delete it from the other individual. When PAF does the repair it makes the decision for you, even though there is no way it can know which is correct.

If you try to open a PAF database in PAF Insight and it has errors that need user

intervention, you will be prompted to use PAF Insight's Repair before opening your file in some other option. (For more specifics go to the PAF Insight lesson on Repair and Compacting.)

2. Edit RINS and Pedigrees-

Use this function to understand what is in your database.

When you open Edit RINS and Pedigree function, the **Individual List** will have all individuals in your database listed. The pedigree they are in and their RIN will be listed in the columns on the right. (The default view is to List- All Records.)

Navigation Bar and Pedigree View-

A. You can move around in a pedigree using the pedigree Scroll Bar or using the Navigator. The Generation numbers are listed across the top of each pedigree. The Pedigree shown in the Pedigree View will be that of the selected individual in the Individual List.

B. By carefully viewing this list you can see more clearly who is in your database. This lets you see people who may not be linked to others, or extra pedigrees that you did not realize were in your database. These people may or may not be linked to the main pedigree. Frequently they are duplicates. PAF Insight's Merge function will pick these up and allow you to merge the duplicates into the main pedigree. Sometimes they are unrelated and should be removed from the database.

Trim Function-

Hint: There are 3 ways to enter the trim function. The trim button, a right click or the delete key.

A. Lets you trim off unwanted pedigrees.

B. Can trim to -

Direct line

A person with or without ancestors/descendants

A complete pedigree

C. Check your status bar.

Hint: the deleted individuals with red show on the pedigree on the right.

Restore Function-

Can be used if you make a mistake in the trim function.

Save As-

Now you are renaming your new file (the trimmed pedigree) and leaving the main file intact.

Research-

Sometimes you are not sure about a person. If you click on the Research button, it will put a “Research for Trim” note in that individual to do more research .

Trimming your pedigree lets you create a file that is a manageable level to work with.

3. Merge

Merge is a function that shows you two individuals. The computer believes they are matches, but you must decide by looking at all the records. In the merge function, use all the tools to help you make a decision.

Pedigree View- the top pedigree is the left individual and the bottom pedigree is the right individual.

List Choices- there are 4 choices you can make.

A. Normal- shows all the individuals that are possible matches. It also shows records that you have previously marked for research.

B. Show all Not a Match- shows all the records shown in the Normal view plus records you have previously marked as Not a Match.

C. Hide Research- Shows only those matches that have not been marked for research.

D. Show Research Only- Gives a list of all those you have marked for research.

Percent of Match- this is only the computer’s judgement. Sometimes an 80% match will not be a match or a 20% match will be a match. A 99% match is the highest. There are no 100% matches, because PAF Insight doesn’t show exact matches. Only the differences.

Shows List- PAF match/merge doesn’t let you know how many you have to look at. PAF Insight shows you a list, therefore you know how many matches there are to look at.

Finding Matches-PAF Insight finds matches that PAF will not. PAF Insight also rejects many false matches that PAF will show. For instance, PAF Insight understands that in the past parents would frequently name a child the same as a sibling who had previously died in infancy or childhood. PAF Insight will not show these as a match.

Examples of Matching- PAF will not find a match between someone with an unknown surname and someone with a know surname. PAF uses either exact name matching or Soundex. PAF Insight uses fuzzy phonetic matching and also uses a large internal

database of nicknames. PAF Insight also understands the Scandinavian patronymic system. Thus, PAF Insight will recognize that Ingrid Hansen and Ingrid Hansdatter are really the same names.

Phonetic Matching- PAF Insight recognizes that the two first names sound the same. PAF Insight matches dissimilar surnames, such as Eleanor Adams and Eleanor unknown.

PAF Insight and PAF do not match families, only individuals.

Pink Tabs- show differences between the two records.

Make sure you check/uncheck all boxes you choose.

You can look at truncated information by holding your mouse on the info.

Sort List- you can sort the list by clicking on the Headings at the top of the List.

Edit Notes option- If there are differences in the Notes, then the differences will be highlighted in Brown. If there are only notes on one side, that side will be checked by default in the “keep notes from..” box. If there are notes on both sides, the “both combined” will be checked.

Merged Info- Sources for dates and events you have chosen not to merge and where the same information is not already in your database, will not be merged from the duplicate record into the primary record.

4. Compare and Sync

Only the records with differences will be displayed. Any records that are identical in the two files will not be shown. This option helps you if you have multiple copies of your database, to bring together the latest information into one database. For example- on your desktop, on your laptop, at the family history center, etc.

Pedigree View- the top right Pedigree goes with the left or Primary Database and the bottom Pedigree goes with the right Database.

Add Function- If there is an individual in the second database that is not included in the Primary database, you can add them as a new record.

Hint: When you add individuals to your database, their relationships links will remain intact as long as the involved are in your database already or are added during Synchronization. When you see ****Mary/Smith/ (1750-?) - RIN) **** Not Synced, this means the individual named has not been added to your database and you will need to add them if you want them in your database. If they are not added to a marriage and you have added a marriage date you will get a

spouse unknown in PAF.

Update Function- will add new information to your database by checking the box.

Make sure to look at each tab of the individual record to look for differences.

5. Search the Online IGI-

The online IGI contains the most up to date information, typically a few days old. PAF Insight finds ordinances that manual searching misses (typically 20% more). As you update the ordinances, source entries are automatically added. You may discover places where your lines can be extended. Use this new information as a starting point for research.

If you and your family will be performing the ordinances, select only as many as you can complete within 3 to 6 months. Where possible, select entire families. This will result in them being linked together in the IGI. For individuals who have living parents, siblings, spouses or children who are more closely related than you, ask permission from those relatives.

PAF Insight will open the database and display a list of all records that have missing ordinance information. You can change which records display in the Individual List by choosing a different option from the drop down list. If LDS Options are turned off in PAF the default list is Incomplete Dates or Places.

When a list just includes “Qualified” Individuals, this means the individuals that meet the minimum standard for a TempleReady submission.

1- For Baptism and Endowment-

Name, sex, date and place for event.

2- For Sealed to Parents-

Same info as Bap/End plus a first and last name for a father.

3- For Sealed to Spouse-

Marriage date and place, plus the name of a husband.

The latest version of PAF Insight will let you choose to do a search on Cleared or Submitted names from your file.

Doing a Search-

A. When you are successfully signed into Family Search, “Ready” will appear in the upper right hand corner of the Individual List. There will be a green light next to that.

- B. Select a person from your list and click on Search. When the status bar says Done, then all the matches are listed. You can systematically go right down the list. If you see information that you want to update, then click on the Update button. As you are going down the list, if you see other information you like better, then Update again. That way you are checking every match and not jumping around in the list trying to decide which is the best match.
- C. Make sure to check each tab on the Individual Record. You will need to check/uncheck the information boxes you want to update.
- D. When you are searching in a specific region, if you didn't find a successful match, then try again by searching a different region.

Hint: To be more successful at finding a match- whenever possible/practical search in All Regions.

Hint: The earliest date is the valid ordinance, the rest are duplicate ordinances.

You can search for several records at once by using clicking with the mouse on the individual you want to select, while holding down the Control key. Just remember that if you have to cancel a search, it will cancel the whole list.

Updating-

- A. When you update a record from the IGI, a source is added to the individual. It is to each of the ordinances update. It contains the actual text of the IGI entry. The actual text of the source can be found in the Citations details "actual text" in your PAF5 database. To view this information in PAF, click on the "*" button next to the updated information and then click on the "*Actual Text" button in the appropriate citation.
- B. When updating records, new people will not be brought into your database. If an individual in your database has parents or a spouse in the IGI that you do not have in your database, these new individuals will not be imported. They are however listed in the source text if you do an update and can be researched and added later if appropriate.

All your changes will not be final until you Save!

Actual tutorial lessons for PAF Insight with pictures can be found on their website at www.ohanasoftware.com/lessons.