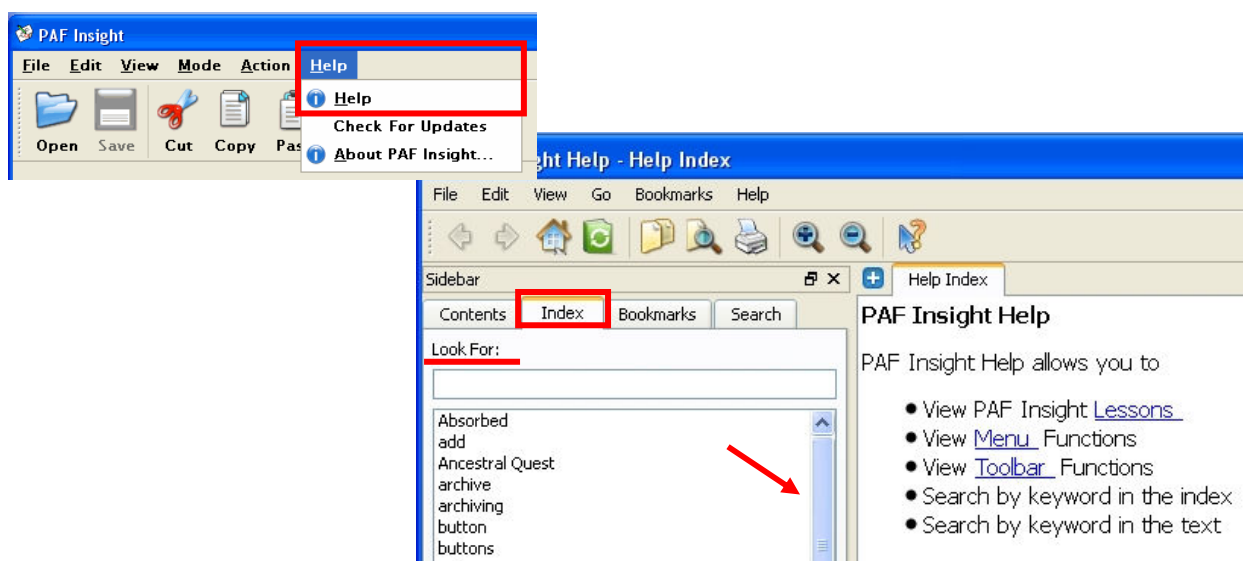


# Searching the IGI with PAF Insight

You must have Internet access to use the IGI Search in PAF Insight. If you have a dialup connection, you will need to connect to the Internet before starting PAF Insight. Open your browser then minimize your browser window by clicking on the minimize button in the upper right corner of your window.

The browser appears as a button in the task bar at the bottom of your screen. This means your browser is still open.

There are several preference options for the Search IGI mode. To learn about those preferences, click on **Help** and choose **Help**. On the left panel, click the **Index** tab. Use the slide bar to find **Preferences** on the index list or type Preferences into the **Look For:** field. **Double click** on **Preferences** to read the help document.

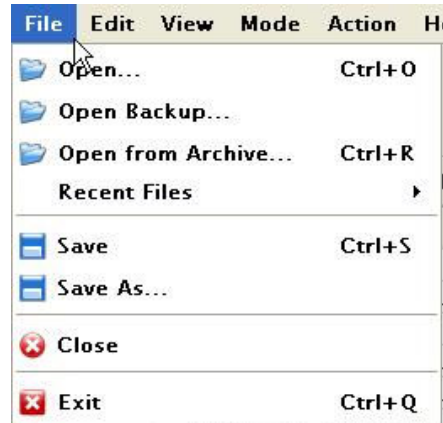


## Starting PAF Insight

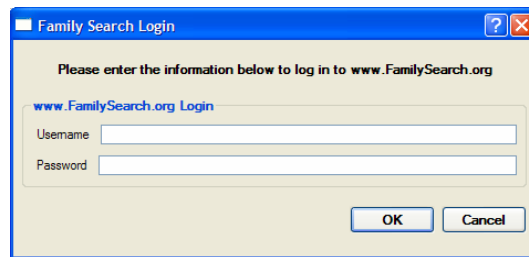
- From PAF, open the file you want to use then click on Tools in the menu bar and select PAF Insight.



- From the **Choose a Mode** window, select Search IGI.
- You may also open PAF Insight by double clicking on the desktop icon.
  - From the PAF Insight window click on File, on the menu bar, and choose Open or Open Backup.
  - Select your file and click Open.
  - Select Search IGI.

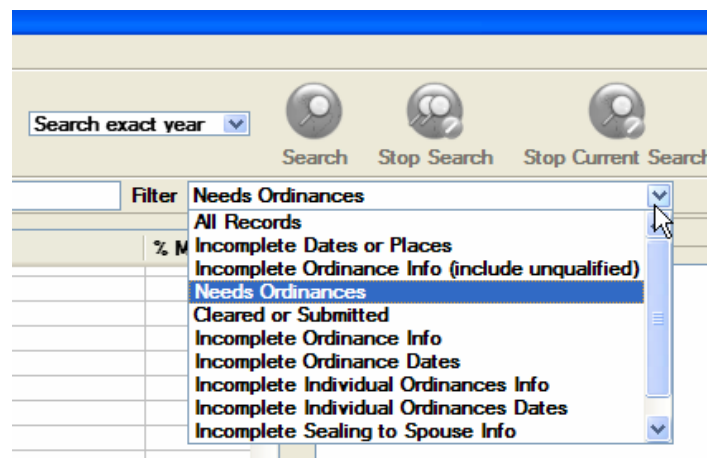


The first time you use the IGI Search in PAF Insight you will be asked to enter your username and password for the FamilySearch website. After you have entered this information, PAF Insight will store it for future sessions. If you do not have a username and password from FamilySearch, you may obtain one free of charge by registering at [www.familysearch.org](http://www.familysearch.org).



PAF Insight will open the database and, by default, display a list of all qualified people who **Need Ordinances**. You can change which records are showing by choosing a different option from the dropdown Filter list located on the toolbar.

If LDS Options are turned off in PAF 5 the default list is **Incomplete Dates or Places**.



You can choose from:

- **All Records** - Shows all records in your database.
- **Incomplete Dates or Places** - Displays records that have either a missing/incomplete date or place. The computer will search birth/christening, death/burial, marriage, and all ordinance fields. If LDS Options are turned off in PAF 5, this option will only search for missing dates or places in the basic life events.
- **Incomplete Ordinance Info (include unqualified)** - Lists all records that have a missing/incomplete date or place in an ordinance field.
- **Needs Ordinances** - Shows all qualified records that have do not have anything listed in at least one of the ordinance fields.
- **Cleared or Submitted** - Shows all records that have Cleared or Submitted in an ordinance field.
- **Incomplete Ordinance Info** – Lists all qualified records that have a missing or incomplete date or missing place in an ordinance field.
- **Incomplete Ordinance Dates** - Displays all qualified records that have either a missing/incomplete date in an ordinance field. It will not show individuals that have a date but are missing the place. An Incomplete date is one that does not have a day, month and a year.
- **Incomplete Individual Ordinances Info** - Shows all qualified records that have missing/incomplete dates or places in the LDS individual ordinance fields
- **Incomplete Individual Ordinances Dates** - Displays all qualified records that have missing/incomplete dates in the LDS individual ordinance fields
- **Incomplete Sealing to Spouse Info** – Lists all qualified records that have missing/incomplete dates or places in the LDS sealed to spouse ordinance field.
- **Incomplete Sealing to Spouse Dates** - Shows all qualified records that have missing/incomplete dates in the LDS sealing to spouse ordinance field.

## Qualified Individuals

The **Needs Ordinances** list only includes people who meet the minimum standard for a TempleReady submission.

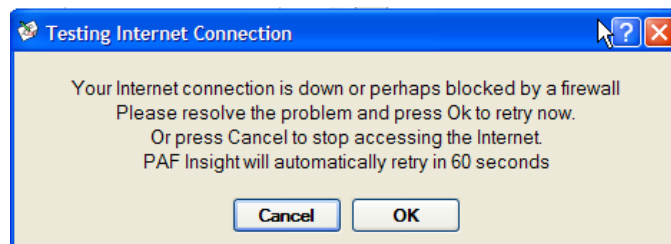
1. **For Baptism and Endowment** - They have a name, sex, and a date and place for a life event, such as birth/christening or death/burial.
2. **For Sealed to Parents** - They have the same information as for Baptism and Endowment plus at least a first or last name of a father.
3. **For Sealed to Spouse** - They have a marriage date and place. We require a name for both husband and wife and they must each qualify for personal ordinances. This follows guidelines, suggested on Temple cards, which is to have individual ordinances completed before the marriage sealing is done.

When PAF Insight opens you will see the following:

- **Details View** -- See all life event information for an individual by clicking on their name in the Individual list. Use the scroll bar, in the details section, to see all the information. The Right side of the Details view is empty until you do a search.

- **List Order** -- Individuals are listed in RIN order. You can change the order by clicking on one of the column headings. This arranges the records by Status, Primary RIN or Primary Name. After you have search results from the IGI, you can also arrange this list by IGI name or %Match.
- **Signing On** -- The program will automatically sign you into www.familysearch.org.
  - If you have not filled in your information for signing into FamilySearch, or if your information is incorrect, a login screen will appear.
  - Fill in your User Name and Password information and click OK.
  - When you are successfully signed into FamilySearch, the messages will disappear.

If there is a problem with the Internet connection, a warning appears. If this happens, you should check your Internet connection and insure that PAF Insight is allowed through your firewall.

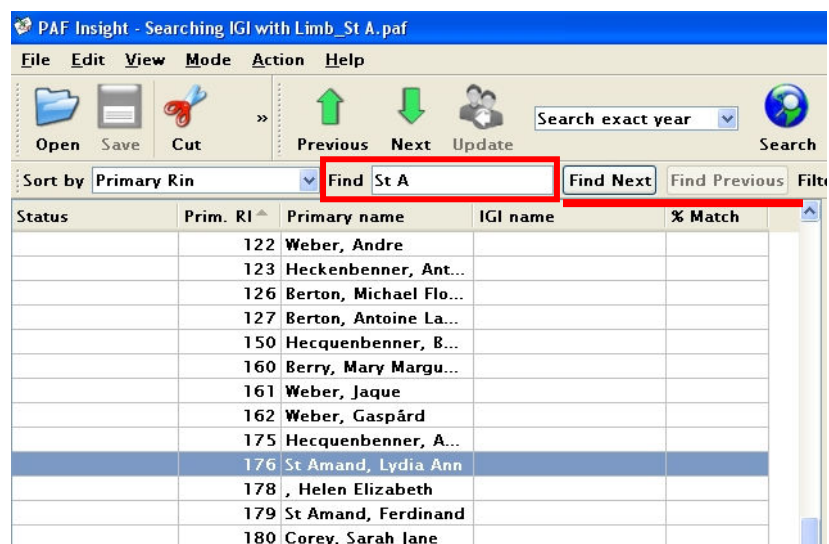


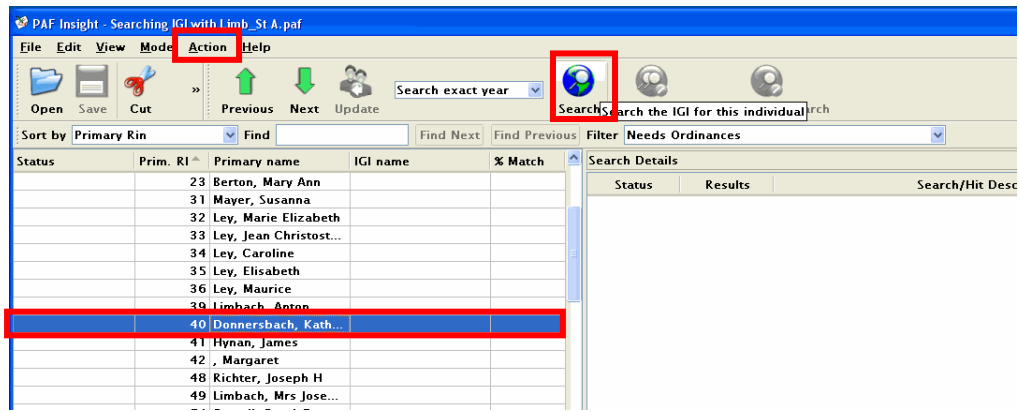
If the FamilySearch website is down, another message appears telling you there is a problem.

## Search and Update from the IGI

If you want to learn more about IGI search strategies, click on **Help** and choose **Help**. On the left panel, click the **Index** tab. Use the slide bar to find **Search Help** on the index list or type **Search Help** into the **Look For:** field. **Double click** on **Search Help** to read the help document.

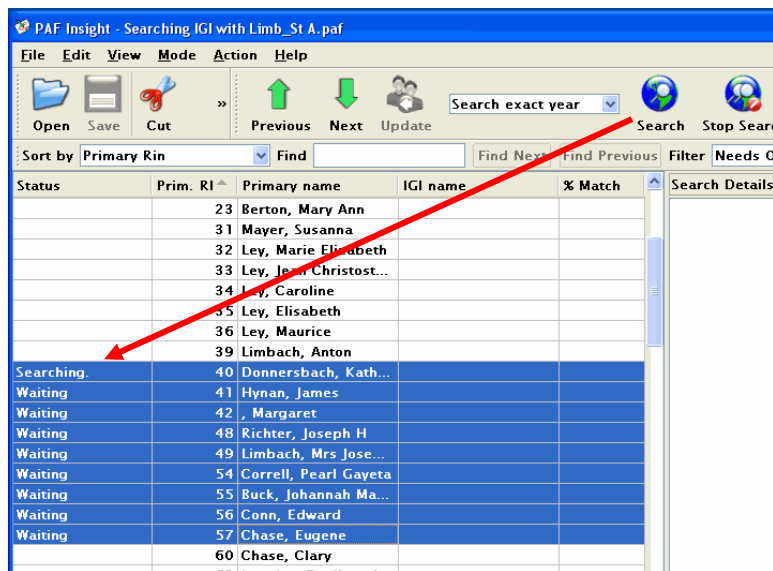
- Find the person or people you want to search for by clicking into the Find field located just above the Primary name column. Type in the RIN or the name you want to find. The highlight bar jumps to the first occurrence of that name or number on the Individual list. Click the Find Next button to find the next occurrence of the name on the Individual list. Once you have moved to a second name, you may use the Find Previous button to return to a prior listing of the name.



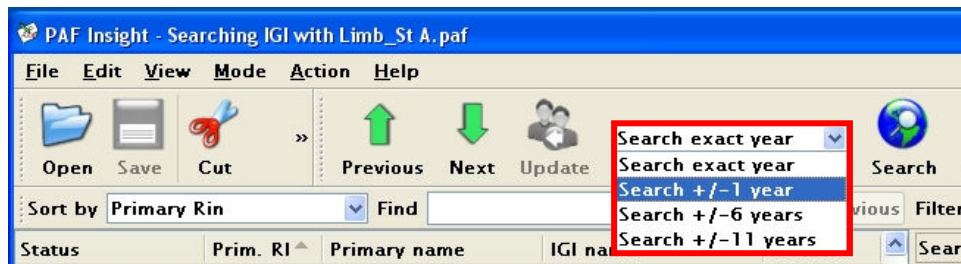


- Select an individual by clicking on their name then clicking on the **Search** button in the toolbar or choosing **Search** from the **Action** menu.
- PAF Insight allows you to multiple select groups of people to search. To select a group of individuals to search sequentially, do the following:
  - Click on the first individual in the group.
  - Hold the SHIFT Key down and click on the last individual in the group.
  - The individuals you clicked on, and everyone in between them, will be highlighted.
  - Click Search. Their search status is noted in the Status column.

After multiple selecting names, searches occur one at a time in the order they were selected. For your convenience, the status changes from Waiting to Searching to Done.



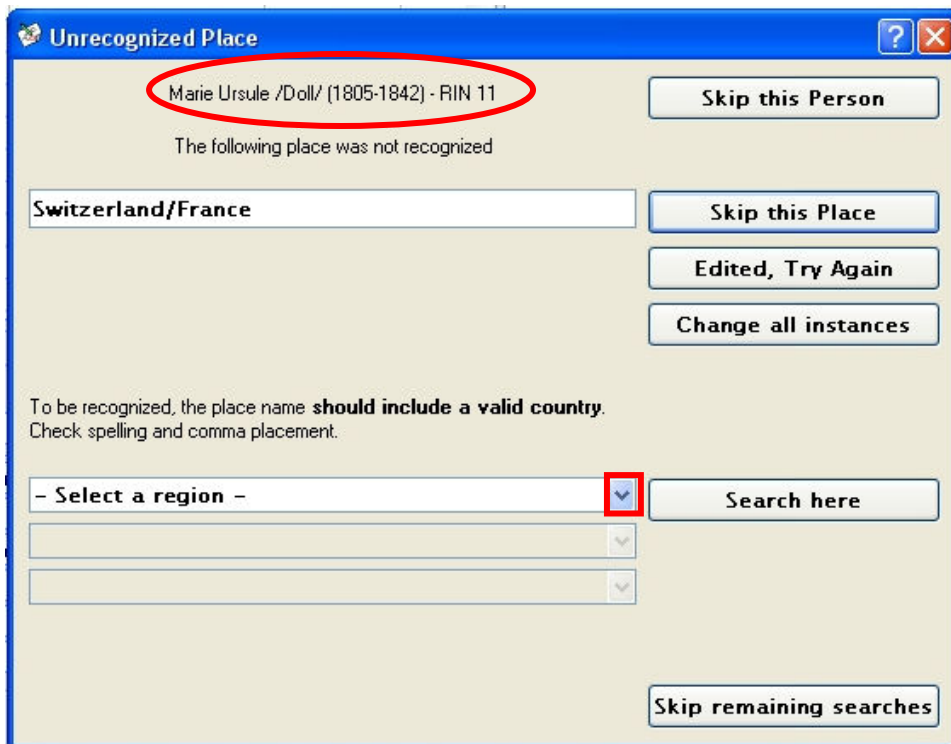
- Choose the Year range for your search from the dropdown list on the toolbar. The default is "Exact year". This will find most matches. The choices are:



- **Exact year** - Searches the exact year listed for each event according to the dates in your records. (Fastest)
- +/- **1 year** - Searches one year before and after the date listed for each event.
- +/- **6 year** - Searches six years before and after the date listed for each event.
- +/- **11 years** - Searches 11 years before and after the date listed for each event.
- If you have searched the exact year and decide to search a larger range, the original year will not be searched again. The search only includes previously unsearched years.
- When ready to search, either click on the Search icon on the toolbar, choose Search from the Actions menu, or use the shortcut keys Control+F

As PAF Insight searches for a person in the IGI, it automatically searches each region where a life event occurred. It also checks World Misc. for each life event listed for an individual. If a person was born in Hereford, England and died in Massachusetts, USA, the regions and sub regions searched would be, British Isles, England, Hereford; North America, United States, Massachusetts; and World Misc.

If a region cannot be determined from your records, the "Unrecognized Place" window



appears. The individual's name and RIN number are displayed at the top of the window and the unrecognized place name appears in a text field.

- You may edit the text in the field and click **Edited, Try Again**.
- If the name is correct, Click on the dropdown arrow by "Select a region" and select the appropriate region.
  - Next, you have the option of selecting a country within the region.
  - Finally, you may have the option of selecting a state, province or other jurisdiction.
  - Click the "**Search Here**" button

You can also choose from the following options.

- **Skip this Person** - This stops all searching for the selected individual. If you have several individuals marked to search, PAF Insight will proceed to the next person.
- **Skip this Place** - PAF Insight will search the IGI in all recognized places where life events occurred for the selected individual. It will not search the unknown region.
- **Change all instances** - This option allows you to correct the place name and perform a global search to replace all occurrences of the original place with your correction. The change is not final until you save your work.
- **Skip remaining Searches** - This cancels all remaining searches and closes the Unrecognized Place window.

PAF Insight provides a "Search Details" window to display the status, results and Search/Hit Description of the searches being performed. This window is on the right of the names list.

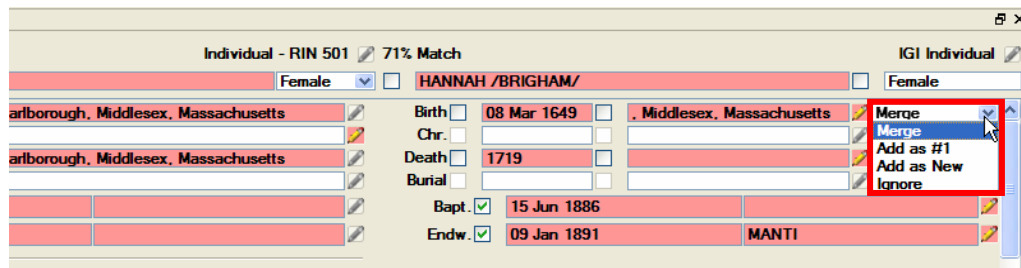
Status	Results	Search/Hit Description
Done	1 page with 2 ...	EBENEZER MORGAN, Birth place:Massachusetts, United States, North A...
Done	98% match in ...	Ebenezer Morgan, Gender: Male Birth: 27 MAR 1720 Springfield, Hampde...
Done	98% match in ...	Ebenezer Morgan, Gender: Male Birth: 27 MAR 1720 Springfield, Hampde...
Done	1 page with 2 ...	EBENEZER MORGAN, Death place:Massachusetts, United States, North ...
Done	1 page with 2 ...	Child of EBENEZER MORGAN and ABIGAIL ASHLEY, Birth place:Massac...
Done	(Dup.) 98% m...	Ebenezer Morgan, Gender: Male Birth: 27 MAR 1720 Springfield, Hampde...
Done	(Dup.) 98% m...	Ebenezer Morgan, Gender: Male Birth: 27 MAR 1720 Springfield, Hampde...
Done	1 page with n...	EBENEZER MORGAN, Birth place:World Misc., Birth date:1720
Done	1 page with n...	EBENEZER MORGAN, Death place:World Misc., Death date:1732
Done	1 page with n...	Child of EBENEZER MORGAN and ABIGAIL ASHLEY, Birth place:World M...

- To see the results under each type of search, click on the "+" in the status column.
- You may close this window by doing one of the following:
  - Click on the small black x in the right corner of the Search Details window.
  - Click on View in the menu bar and Uncheck Search Details.

After searching begins, possible matches are added to the "IGI name" column with the % match possibility listed in the next column to the right.

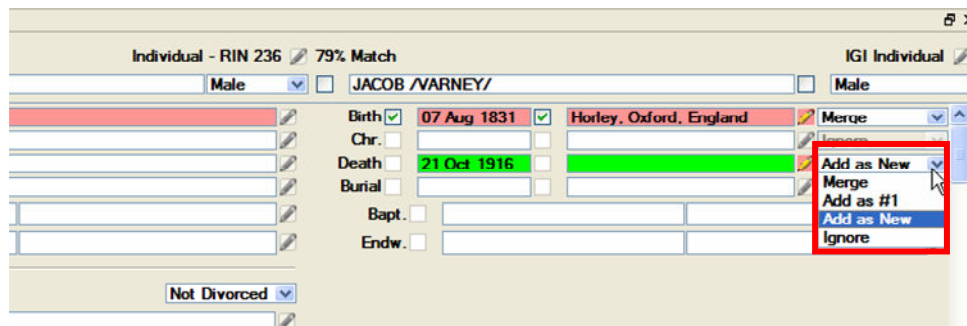
Status	Prim. RIN	Primary name	IGI name	% Match
43 Hits, 20 Matc...	501	Brigham, Hannah		
	501	Brigham, Hannah	Brigham, Hannah	92
	501	Brigham, Hannah	Brigham, Hannah	90
	501	Brigham, Hannah	Brigham, Hannah	82
	501	Brigham, Hannah	BRIGHAM, Hannah	82
	501	Brigham, Hannah	Brigham, Hannah	72
	501	Brigham, Hannah	Brigham, Hannah	72
	501	Brigham, Hannah	Brigham, Hannah	72
	501	Brigham, Hannah	BRIGHAM, HANNAH	66
	501	Brigham, Hannah	BRIGHAM, Hannah	52
	501	Brigham, Hannah	Brigham, Hannah	44
	501	Brigham, Hannah	Brigham, Hannah	44
	501	Brigham, Hannah	BRIGHAM, Hannah	42
	501	Brigham, Hannah	Brigham, Hannah	42
	501	Brigham, Hannah	Brigham, Hannah	40
	501	Brigham, Hannah	Brigham, Hannah	39
	501	Brigham, Hannah	BRIGHAM, Hannah	29

Select a pair of matching individuals to compare by clicking on one of their names. The details are displayed, side-by-side, in the **Search Details** window. The person in your files appears on the left and the IGI person appears on the right. Use the scroll bar, within the details window, to compare all information.



Differences between information in the IGI and your file will be highlighted in pink.

When information appears in the IGI file and the corresponding field in the primary file is empty, the data will be highlighted in green. This information will be added automatically if you update from this IGI record.



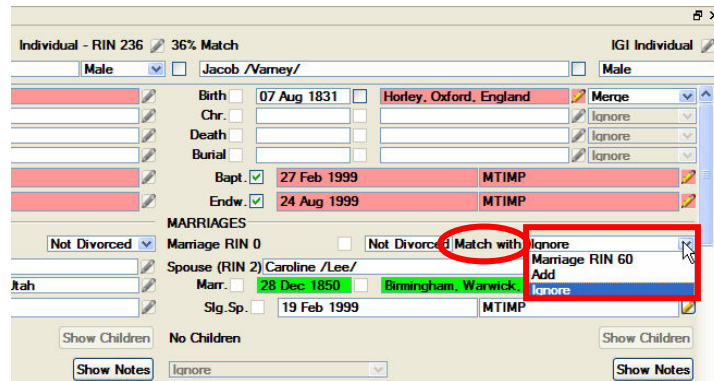
**Make sure that the information you want to merge is checked.**

- If there is information in the IGI that is missing in the primary record, this information is checked by default. If you do not want the information, remove the check mark by clicking on it. If you find other information that you want in your records, place a check mark in the box by clicking on it.

Decide how you want **individual life event information** added to your file. Choose from:

- **Merge** – this merges any checked information with the information in the primary record. You must check the information you want brought over.
- **Add as #1 (or other number)** – This adds the information on the right as the primary data for this event. Any information you had for the event will move to "Other Events" on your Edit Individual screen in PAF.
- **Add as New** – Adds the information as new information under "Other Events" in PAF.
- **Ignore** – Choose this if you do not want to update any information for this event.

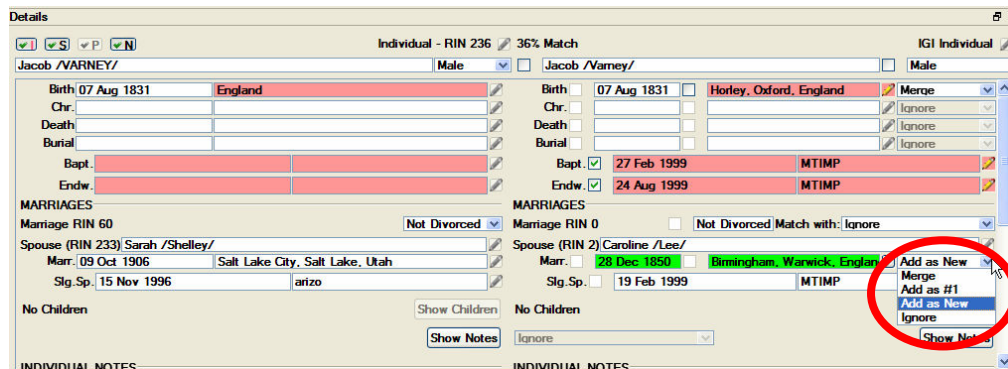
**For Marriage events** you first choose how you wish to transfer the IGI data on the right into your records on the left. From the drop down box, on the first line of the marriage information section, choose from the following:



Match with:

- **Marriage RIN #** – This option is only available if the IGI information is the same or very similar to the information in your file. This merges the IGI information with the same MRIN # on the left when you Update your records.
- **Add** – This adds the marriage as a new marriage for the individual when you Update your records.
- **Ignore** – If you choose this option, no marriage information will be added to your file when you Update your records.

Next, you need to decide how you want to transfer the actual marriage event data. You may have the same marriage date in both the primary and secondary files but the places may be different. By clicking on the drop down box, to the right of the date and place fields, you can choose from the following options:



- **Merge** – This merges any checked information from the right side with the information you have in your record on the left. You must check the information you want brought over into your primary record.
- **Add as #1 (or other number)** – This adds the information on the right as the primary data for this event. Any information you had for the event will move to "Other Events" for the marriage.
- **Add as New** – This keeps your original information as the primary information and adds the new information under "Other Events" in your file for this marriage.
- **Ignore** – Choose this if you do not want to update any information for this marriage.

**For Parent information** choose how and if you want information merged in your file. The choices are:

- **Merge with Family #** – This merges the checked IGI information with the information in your record for the corresponding family number.
- **Add as New Parents** – This adds the individuals listed as a new set of parents.
- **Ignore** – Choose this if you do not want to add or update any information for parents.

When you select the information you want in your file, either click on the Update icon or choose Update from the Action menu.

The updated information can now be seen in details view, of the individual's record, on the left. If there are any changes you would like to make you can edit the information while in PAF Insight.

If an individual in your database has parents or a spouse in the IGI that you do not have in your database, and you choose to add them, new records will be created for these individuals in your file. You should be sure to research any information you add from the IGI.

## Stopping a Search

**Stop Search** - This command to stops all active searching of the IGI and all searches marked as "waiting".

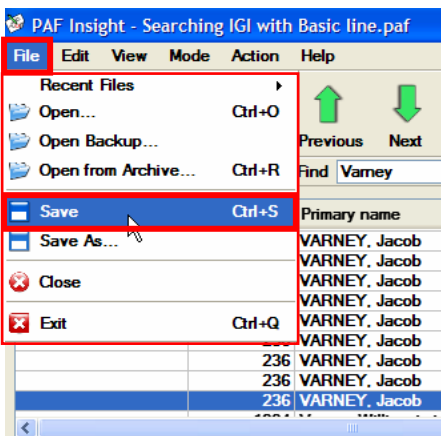


**Stop Current Search** - This command stops searching the IGI for the individual currently being searched. The status changes to Cancelled. If there are names marked "waiting", the program starts searching the IGI for the next individual on the list.

## Saving Your Work

Nothing is saved in your database until you **Save** or **Save As**. The **Save** option overwrites your original file with your new information. It keeps the same file name as before. **Save As** creates a new database with a different file name. To do this, click on the File menu and choose Save As, type in a new file name and click Save.

- If you choose the Save As function, be aware that your original file will not be changed and the IGI updates will not appear on that file. When you return to PAF5, you must open the new file, saved with the new name, in order to see the IGI updates.
- It is wise to save your work periodically during the session. You may either use Save or Save As. Save As changes the file name for the duration of your session. After you change it the first time, you need only click the Save icon.
- You may save your work while the program searches the IGI. You no longer have to stop active searches to save your work. You will not lose un-viewed information when you save.
- If you do not save your work as you go, you must save before exiting or lose all your updates. As explained above, either use Save or Save As.



If you exit PAF Insight before saving your changes, a warning appears asking you if you would like to save your file. Click "Yes" if you want to save your changes. If you want to exit and not save any changes, click "No". You can also click on Cancel and return to the IGI Search in PAF Insight.

If you entered PAF Insight from the Tools menu in PAF, you will be returned to PAF when you exit. The file that will be open in PAF is the one that you started with. If you did a Save As and want to use that database, you will need to open the new file in PAF.

## Sources

When you update information from the IGI into in your file a source is added to the event, according to the preferences you have selected. You can view and edit a source by clicking on the source icon, next to the event in the Primary record. This source will include the actual text from the IGI. If you update a birth or death record the actual IGI text will be attached to the updated event.

## Example of PAF Insight IGI Search life event source

### Actual text field

```
JACOB VARNEY; Male; Birth: 07 AUG 1831 Horley,
Oxford, England; Death: 21 OCT 1916; Father: WILLIAM VARNEY;
Mother: CHARLOTTE TYSOE;
Batch Number: 8983409;
```

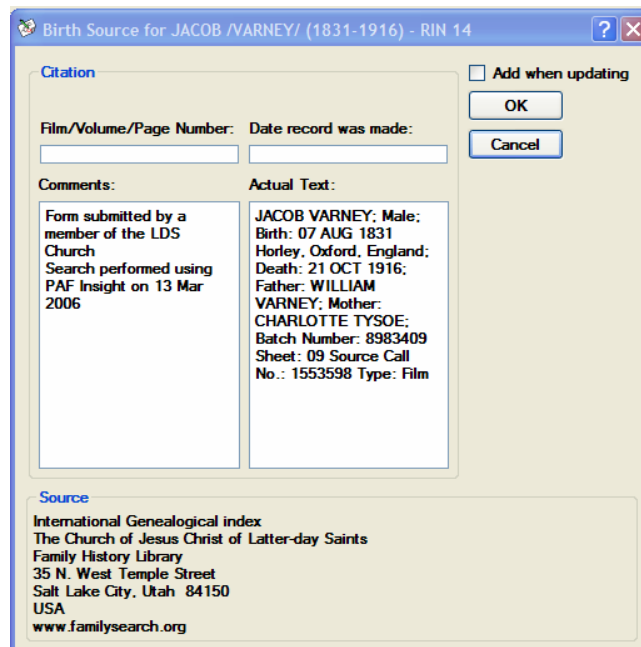
Batch Number: 8983409: Sheet: 09;  
Source Call No.: 1553598 Type: Film

## Comments field

Form submitted by a member of the LDS Church  
Search performed using PAF Insight on 04 Mar  
2005

## Source reference information

International Genealogical Index  
The Church of Jesus Christ of Latter-day Saints  
Family History Library  
35 N. West Temple Street  
Salt Lake City, Utah 84150  
USA  
[www.familysearch.org](http://www.familysearch.org)



Birth Source for JACOB /VARNEY/ (1831-1916) - RIN 14

Add when updating

**Citation**

Film/Volume/Page Number:  Date record was made:

**Comments:**

Form submitted by a member of the LDS Church  
Search performed using PAF Insight on 13 Mar 2006

**Actual Text:**

JACOB VARNEY; Male;  
Birth: 07 AUG 1831  
Horley, Oxford, England;  
Death: 21 OCT 1916;  
Father: WILLIAM VARNEY; Mother: CHARLOTTE TYSOE;  
Batch Number: 8983409  
Sheet: 09 Source Call No.: 1553598 Type: Film

**Source**

International Genealogical index  
The Church of Jesus Christ of Latter-day Saints  
Family History Library  
35 N. West Temple Street  
Salt Lake City, Utah 84150  
USA  
[www.familysearch.org](http://www.familysearch.org)

OK  
Cancel

## Example of PAF Insight IGI Search Baptism or Endowment source

### Actual text field

JACOB VARNEY; Male; Birth: 07 AUG 1831 Horley, Oxford, England; Death: 21 OCT 1916; Baptism: 20 NOV 1849; Endowment: 26 JAN 1861 EHOUS; Sealing to Parents: 14 DEC 1989 PROVO; WILLIAM VARNEY/ CHARLOTTE TYSOE; Father: WILLIAM VARNEY; Mother: CHARLOTTE TYSOE; Batch Number: 8983409; Sheet: 09; Source Call No.: 1553598 Type: Film

### Comments field

Form submitted to request LDS temple ordinances.  
Search performed using PAF Insight on 04 Mar  
2005

### Source reference information

International Genealogical Index  
The Church of Jesus Christ of Latter-day Saints  
Family History Library  
35 N. West Temple Street  
Salt Lake City, Utah 84150  
USA  
[www.familysearch.org](http://www.familysearch.org)

Endowment Source for JACOB /VARNEY/ (1831-1916) - RIN 14

Add when updating

Film/Volume/Page Number: \_\_\_\_\_ Date record was made: \_\_\_\_\_

Comments: Form submitted to request LDS temple ordinances. Search performed using PAF Insight on 13 Mar 2006

Actual Text: JACOB VARNEY; Male; Birth: 07 AUG 1831 Horley, Oxford, England; Death: 21 OCT 1916; Baptism: 20 NOV 1849; Endowment: 26 JAN 1861 EHOUS; Sealing to Parents: 14 DEC 1989 PROVO; WILLIAM VARNEY / CHARLOTTE TYSOE; Father: WILLIAM VARNEY; Mother: CHARLOTTE TYSOE;

Source

International Genealogical index  
The Church of Jesus Christ of Latter-day Saints  
Family History Library  
35 N. West Temple Street  
Salt Lake City, Utah 84150  
USA  
[www.familysearch.org](http://www.familysearch.org)

The actual text of the source can be found in your PAF 5 database. To view this bring up the person's "Edit Individual" screen and double click on the \*s button, next to event. The Sources screen appears. Click on the "\*Actual Text" button in the citation section. NOTE: The asterisk (\*) only appears on the button if there is an entry.