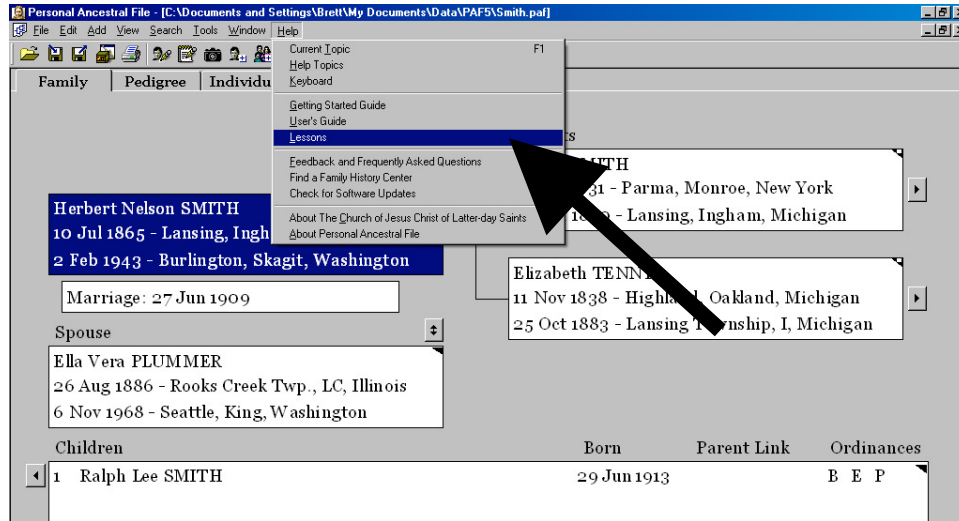


PAF Lessons

1. To learn how to use Personal Ancestral File (PAF) version 5, the simplest way is to go through the lessons included with the software.

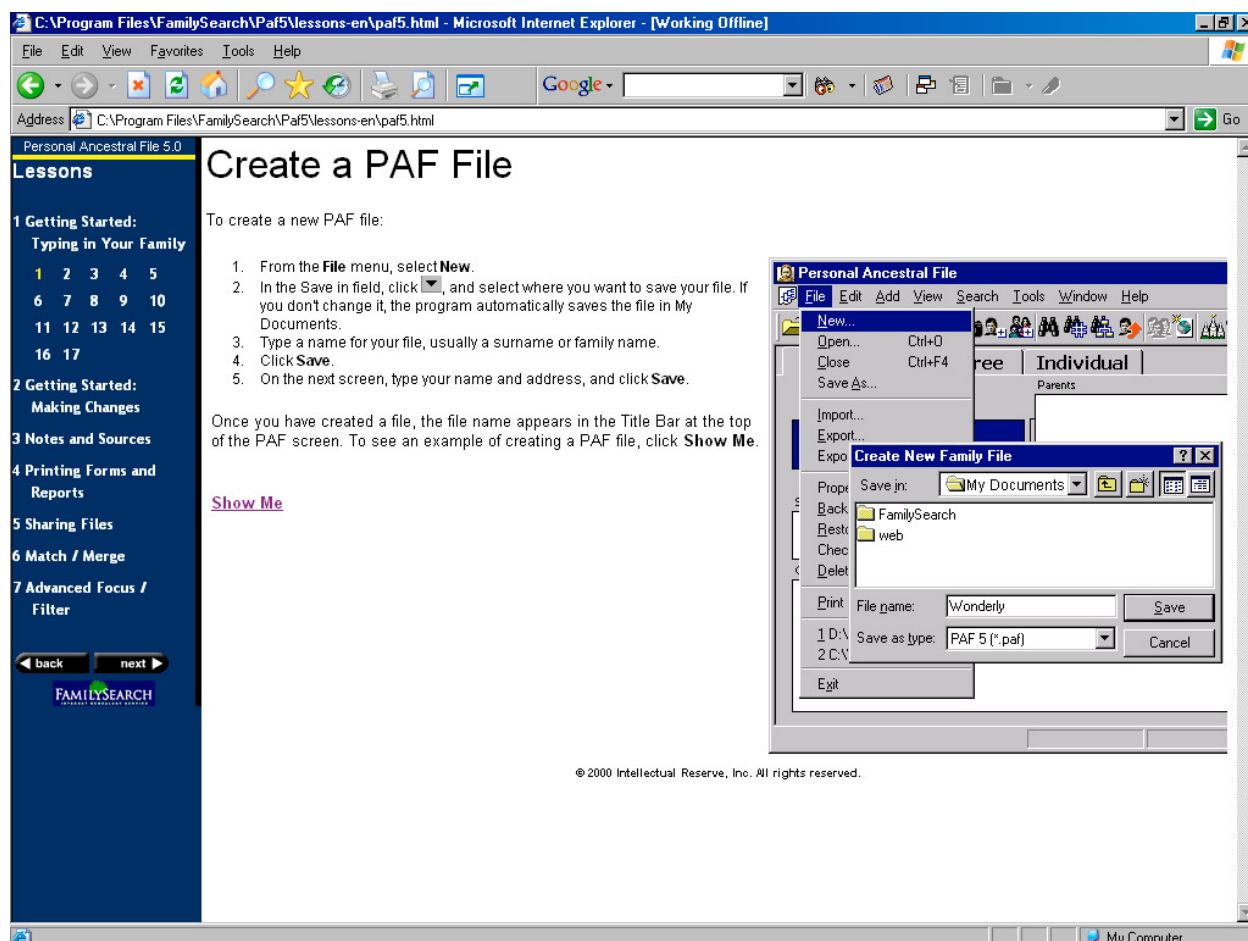


2. When you do, you will see the following screen in Internet Explorer. You do not need to be connected to the Internet to see it.



3. The same lessons are also available online at www.familysearch.org/eng/paf/lessons/paf5.html.

4. The lessons give step-by-step instructions on the basics of using PAF 5.



5. To use them, just click on the name of the lesson you want to view, in the blue column on the left side of the screen. Navigate from page to page by clicking on the “Next” and “Back” buttons.



6. The lessons cover:
- Creating a PAF file.
 - Typing in an individual: names, dates, places, ordinances, & other info.
 - Typing in a marriage and adding a spouse.
 - Typing in children.
 - Using templates.
 - Getting help.
 - Making backups.
 - Moving around in Family View, Pedigree View, and Individual View.
 - Searching for individuals.
 - Changing individual or marriage information.
 - Changing the order of children.
 - Adding a second marriage.
 - Adding parents.

7. The lessons also give step-by-step instructions on the more advanced features of PAF 5.

The screenshot shows the Personal Ancestral File 5.0 web interface in a Microsoft Internet Explorer browser. The main content area is titled "Merging" and contains the following text:

When you merge the records:

- The individual information for the Primary Individual is kept while the information for the Duplicate Individual is deleted. Any checked information on the right replaces the information on the left. The program automatically checks information from the right that is blank on the left. You can also check information on the right that you want to replace information on the left. You can also click **Edit** to add or change the information for either record before merging them.
- User-defined events are combined.
- Notes, sources, and multimedia are combined (if you indicated it on the merge options).
- Marriages are combined. However, if the marriages are to the same spouse, only the marriage date and place from the Primary record is kept.
- Parents are combined.

To the right of the text is a "Merge Individuals" dialog box. It has tabs for "Individual Information", "Marriage Information", and "Family Information". The "Individual Information" tab is active, showing two individuals: "Primary Individual -150" (Elphalet Curtis) and "Duplicate Individual -164" (Eleazer Curtis). The dialog box contains fields for birth date, sex, LMD, baptism, and endowment, as well as parent and spouse information. At the bottom of the dialog box are buttons for "Merge", "< Switch >", "Next Match", "Previous", "Options", "Close", and "Help".

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8. These features include:
- Notes.
 - Sources.
 - Printing forms and reports.
 - Linking multimedia files.
 - Exporting.
 - Importing.
 - Using match/merge.
 - Using advanced focus/filter.
9. Typically, those attending a family history class will each be at a different level of understanding and familiarity with computers in general and with PAF. For this reason, this class will not include specific instruction on using computers or step-by-step instructions on how to use PAF. Such topics are better covered in one-on-one discussions or in self-directed study. Instead, we will discuss various features of PAF that it may be helpful for you to know about.

Family View

Personal Ancestral File - [C:\Documents and Settings\Brett\My Documents\Data\PAF5\Smith.paf]

File Edit Add View Search Tools Window Help

Family Pedigree Individual

Other Marriages...

Daniel SMITH
 11 Aug 1831 - Parma, M, New York
 23 Oct 1890 - Lansing, I, Michigan

Marriage: 7 Dec 1856

Spouse

Elizabeth TENNY
 11 Nov 1838 - Highland, Oakland, Michigan
 25 Oct 1883 - Lansing Township, I, Michigan

Parents

Peter Daniel SMITH
 15 Feb 1802 - , New Jersey
 5 Aug 1844 - Lansing, Ingham, Michigan

Maria VAN ORDEN
 22 Mar 1811 - , New Jersey
 9 Jan 1884 - Lansing, Ingham, Michigan

Children	Born	Parent Link	Ordinances
1 Cora L SMITH	14 Feb 1859		B E P S
2 Herbert Nelson SMITH	10 Jul 1865		B E P
3 Lucy Bell SMITH	19 Oct 1870		B E P
4 George Grove SMITH	11 Dec 1872		B E P S
5 Pearl SMITH	11 May 1879		B E P S

Great Grandfather RIN: 28 MRIN: 13 M: 2 C: 5 NUM

Items of interest:

- Parent Link
- Ordinances
- Navigation buttons
- Multimedia
- Notes indicator
- Status bar

1. Parent Link



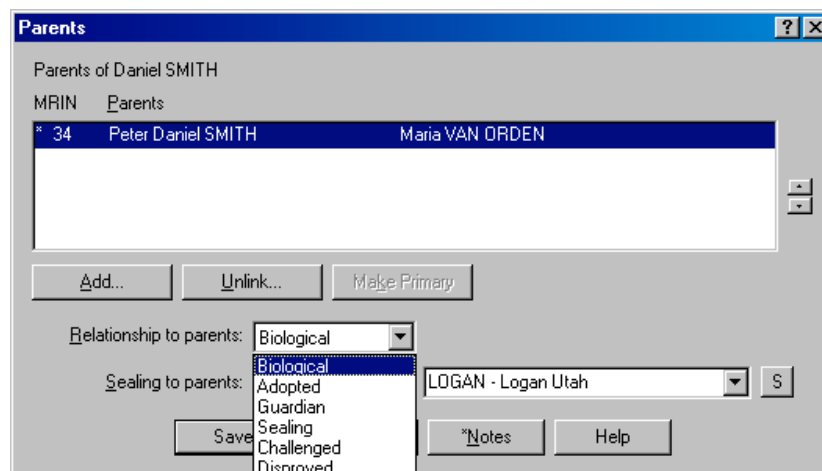
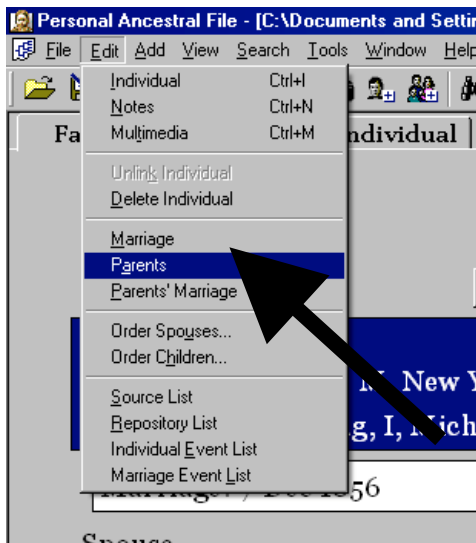
Blank = Biological (that is, the parents shown are the biological parents)

Examples:

Born	Parent Link		Parent Link
Nov 1885	Adopted	958	Sealing
13 Jan 1889	Adopted	961	Sealing
		963	Sealing

Other options: Adopted, Sealing, Guardian, Challenged, Disproved

To change this link:



2. Ordinances

Capital letters indicate completed ordinances

(**B**aptism, **E**ndowment, **S**ealing to
Parents, **S**ealing to **S**pouse)

Lower case letters indicate "submitted"

Dashes (-) indicate ordinances not needed.

Ordinances				
-	-	P	-	
B	E	P	S	
b	e	p	-	

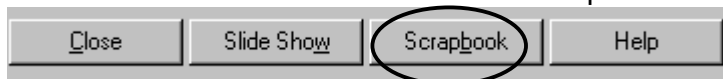
3. Navigation Buttons

Children	Born	Parent Link	Ordinances
1 Cora L. SMITH	14 Feb 1859		B E P S
2 Herbert Nelson SMITH	10 Jul 1865		B E P
3 Lucy Bell SMITH	19 Oct 1870		B E P
4 George Grove SMITH	11 Dec 1872		B E P S
5 Pearl SMITH	11 May 1879		B E P S

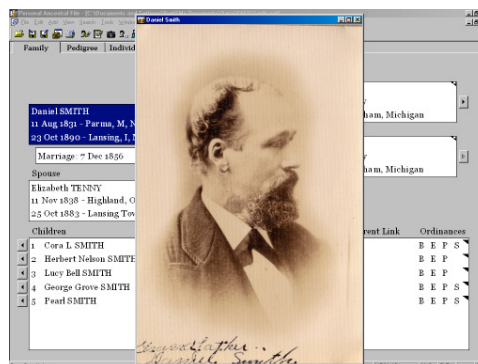
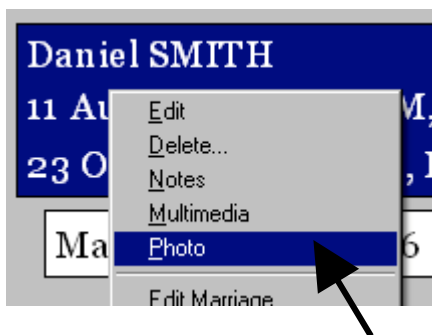
4. Multimedia

To add multimedia:

Select "Scrapbook" on the Multimedia screen to review and annotate all photos connected with the individual.



Right-click on the person and select "Photo" to view an enlarged version of the primary photo connected with the person.



5. Notes Indicators

Children		Born	Parent Link	Ordinances
1	Herbert Nelson SMITH	22 Feb 1886		B E P
2	Earl T. SMITH	27 Apr 1888		B E P

means "This person has notes or sources, or both."

means "This person has multimedia and notes (or sources)."

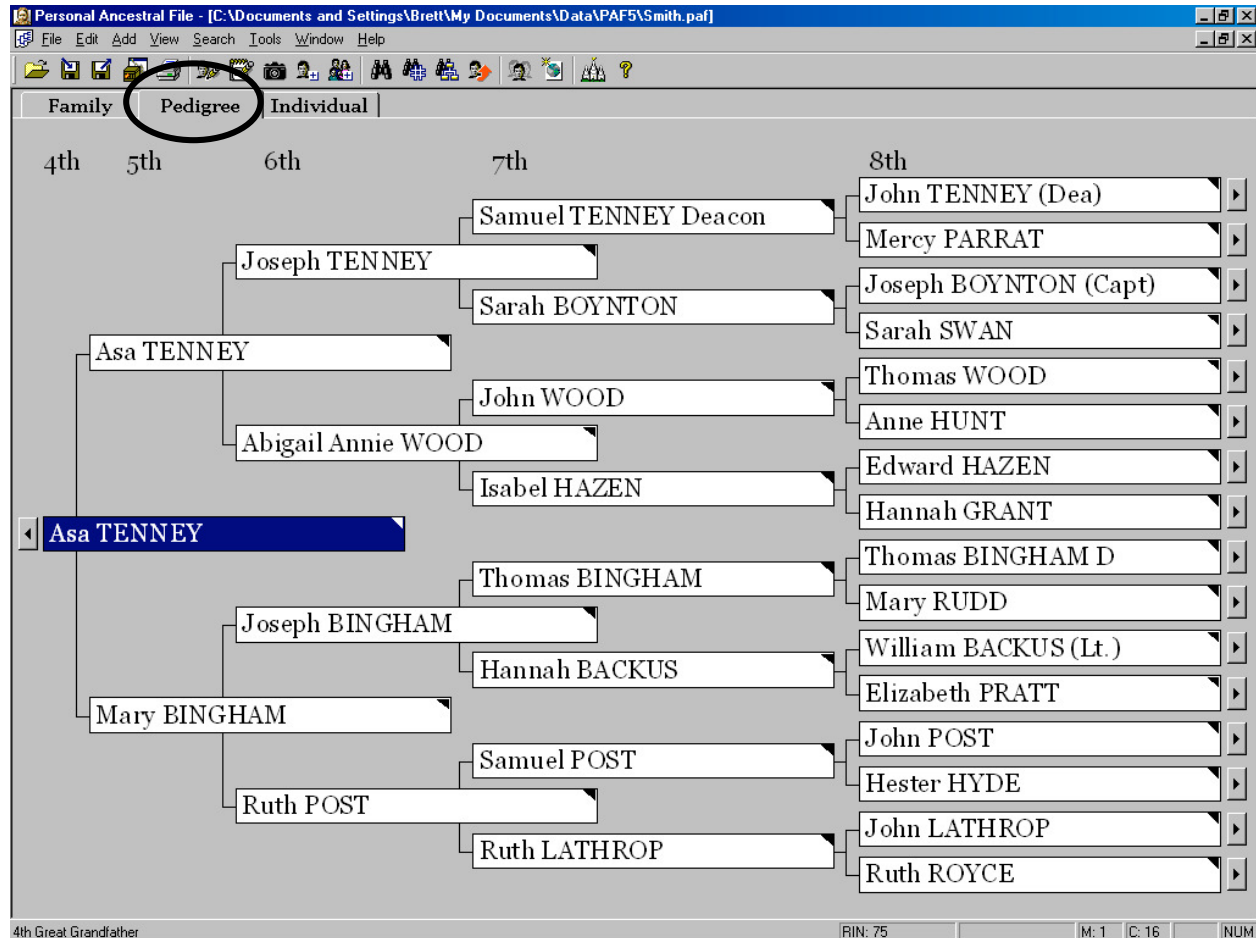
means "This person has multimedia (and no notes or sources)."

6. Status Bar (at bottom of screen)

Great Grandfather RIN: 28 MRIN: 13 M: 2 C: 5 NUM

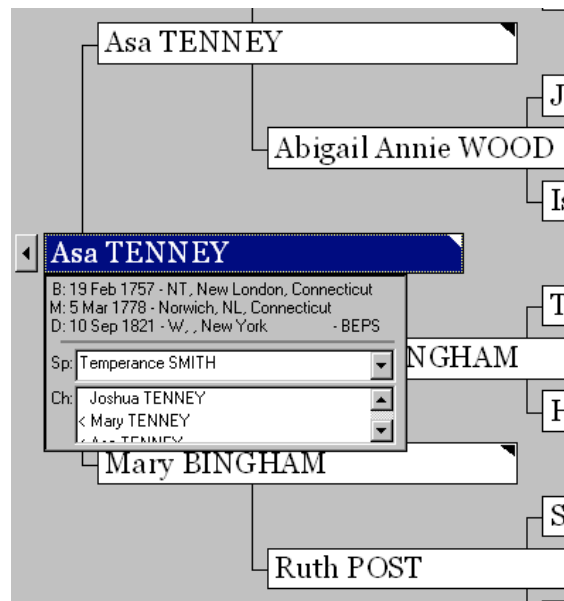
Relationship indicator (how related to the "home person") RIN = Record ID No. MRIN = Marriage Record ID No. Current person has 2 marriages Current marriage has 5 children. Caps & Num Lock indicators

Pedigree View

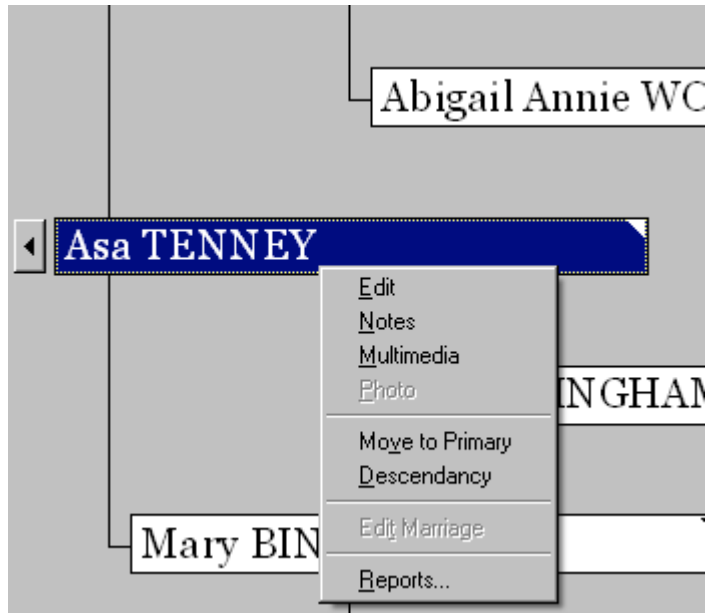


1. Options available using the mouse:

Click on the person to see his information.

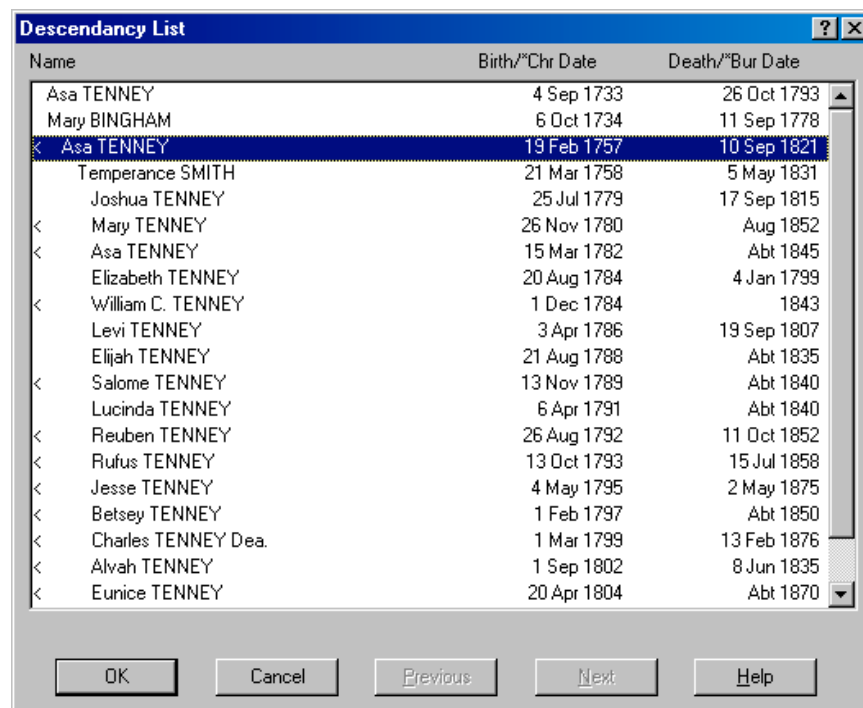


Right-click on the person to see a list of options.



“Move to Primary” will move the selected individual to the primary position on the pedigree screen.

“Descendancy” will provide a list of descendants, from which you can navigate to view or edit other individuals.



Individual Screen

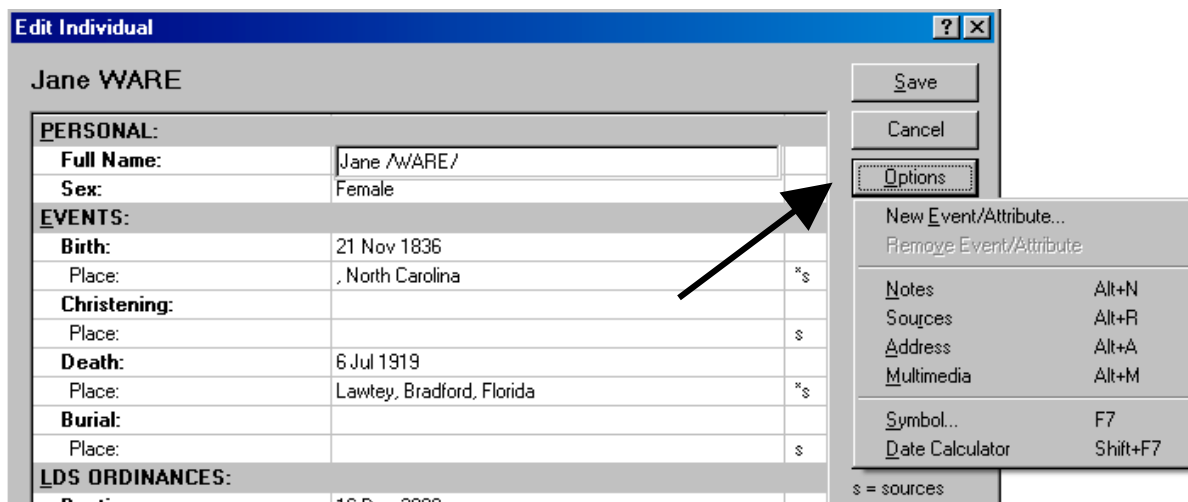
PERSONAL:	
Full Name:	Jane WARE/
Sex:	Female
EVENTS:	
Birth:	21 Nov 1836
Place:	North Carolina *\$
Christening:	
Place:	\$
Death:	6 Jul 1919
Place:	Lawley, Bradford, Florida *\$
Burial:	
Place:	\$
LDS ORDINANCES:	
Baptism:	16 Dec 2000
Temple:	SPQKA - Spokane Washington
Place if living:	\$
Endowment:	20 Oct 2001
Temple:	SPQKA - Spokane Washington \$
Sealing to Parents:	31 Jan 2003
Temple:	SPQKA - Spokane Washington \$
OTHER:	
Title (prefix):	
Married Name:	
Also Known As:	
Nickname:	
Cause of Death:	
Physical Description:	
Ancestral File Number:	
Custom ID:	28-2

RIN: 129 Template: Default

1. Special fields (optional):

- | | |
|-----------------------|---|
| Title (prefix): | Used for information that should appear before a person's name (titles of nobility, scholarship, clergy, etc.) |
| Married Name | Where you can type the name a person adopted after marriage. |
| Also Known As | Where you can type stage names, pen names, criminal aliases, and other names the individual may have used. |
| Nickname | |
| Cause of Death | |
| Physical Description | |
| Ancestral File Number | Where you can type the unique number assigned to the person by Ancestral File. |
| Custom ID | Where you can type an identification number for an individual. Do not use this field for social security numbers or any other information that should be kept confidential. |

2. Options:



You can use “New Event/Attribute” to add any of the following, or a custom event/attribute of your own choosing.

- | | | |
|-------------------|---------------------|----------------|
| Adoption | Engagement | Mission |
| Adult christening | Excommunicated | Move |
| Annulment | First communion | Naming |
| Baptism | Graduation | Naturalization |
| Bar Mitzvah | Hospitalization | Occupation |
| Bas Mitzvah | Illness | Ordinance |
| Blessing | Immigration | Ordination |
| Burial | LDS Confirmation | Probate |
| Census | LDS Initiatory | Religion |
| Circumcision | Marriage contract | Residence |
| Confirmation | Marriage license | Retirement |
| Cremation | Marriage notice | Separation |
| Divorce | Marriage settlement | Will |
| Divorce filing | Military service | |
| Emigration | Miscarriage | |

Sample custom event:

OTHER EVENTS:	
Enlisted in Confederate Army	15 Dec 1863
Place:	Ringgold, Georgia
Description:	Private, 1st Confed. Inf., 2nd Co. E
Confidential:	No

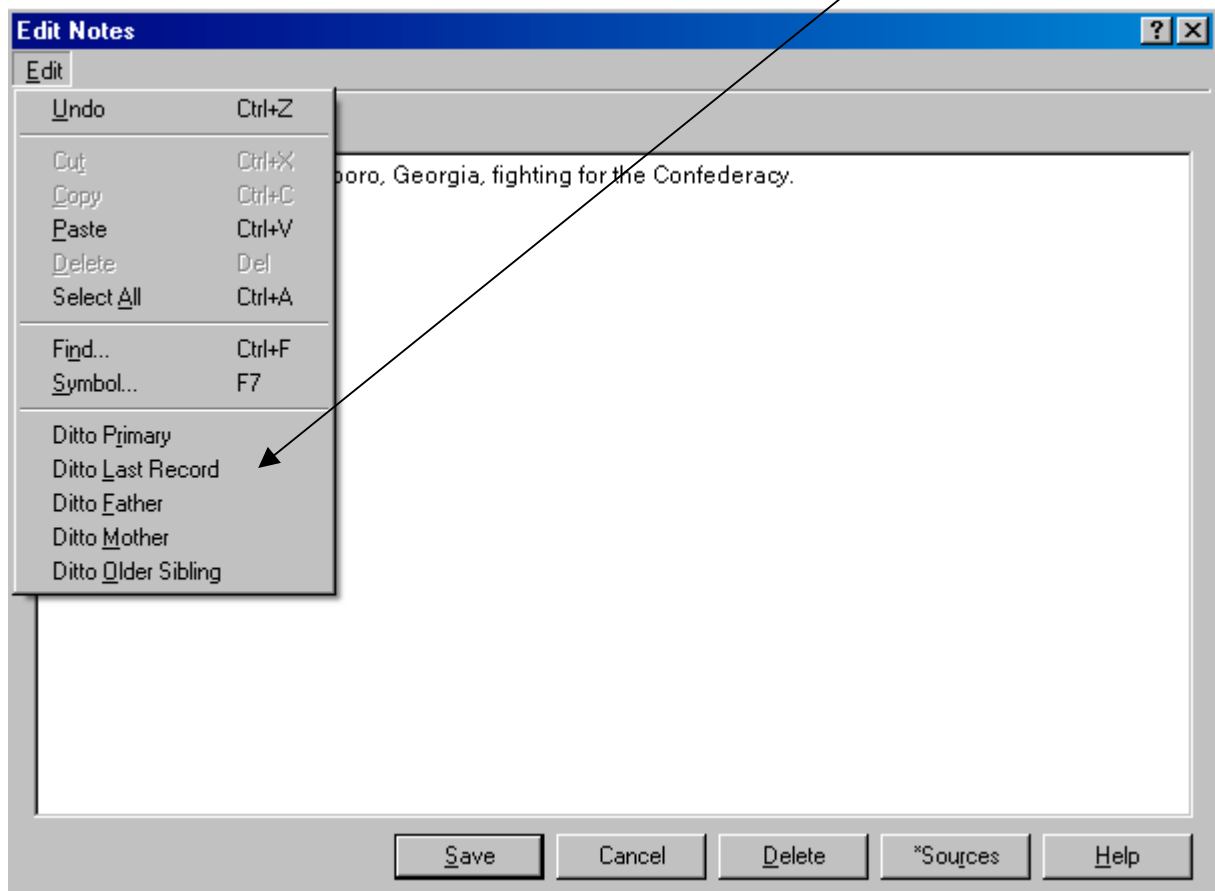
You can also use “Symbol” for inserting special characters, and “Date Calculator” for calculating dates.

Notes Screen

You can use notes to keep track of many types of information, such as the following:

- Interesting or special circumstances of an individual's birth, death, or marriage
- Stories
- Journal entries
- Your research notes and "to do" lists

Notes from one record can easily be duplicated into another record:



If you want a note to print on reports, use an exclamation point (!) as the first character of the paragraph.

If you want a note to remain confidential, use a tilde (~) as the first character of the paragraph.

Fun Stuff

1. Relationship Calculator.

You can figure out how you are related to anyone in your database, or how any two individuals in your database are related.

