

Avoid Duplication - use PAF Insight before completing an Individual's LDS Ordinances

Goal: Search, Find, Update into PAF - Data found in Internet International Genealogical Index (IGI)

Overview: Download and Install Free Personal Ancestral File Version 5.2.18 (PAF) - Install PAF Insight (PAF I) - Free for use at Family History Centers (FHC); \$20.00 for home use. Use PAF I on site Free Lessons and Family History Aids. Or, visit and use at LDS FHC. Open PAF and PAF File. Open PAF Insight. Search for completed LDS Ordinances. With click of the mouse: View; Select data; Update - add IGI data to PAF file; Link IGI Sources and copy of actual text. Create Temple Submission files and use LDS Ordinance cards for individuals who have **NOT** had their LDS Ordinances completed.

Steps: At a Family History Center: (The | symbol below means to select next with a mouse click.) (Or, if you have installed PAF; [download free at www.familysearch.org] and PAF Insight program, [download at site: www.ohanasoftware.org - Check your email for install password], use PAF I at home).

1. Open PAF 5.2.18 (to find PAF version, select: Help | About PAF - Read 2nd line = Version).

2. Open PAF File. (At home: File | Open | highlight file name | Open).

(At the family history center, Restore PAF Backup copy - ZIP file: Open PAF, cancel PAF Welcome Screen, then select: File | Restore | (highlight .ZIP file like Lynell.ZIP) | Restore (wait) OK).

(You may need to convert PAF files created from earlier versions of PAF 2, 3, or 4 into PAF 5).

3. At PAF Family View screen, select: Tools | PAF Insight | (wait)

4. Select: Search IGI

(Note - in PAF Insight; it might be a good idea to use [Repair & Compact] option, fix errors, before using [IGI Search]; many patrons do not realize their file contains computer linkage errors; See #13.1).

5. At FHC, enter your FamilySearch User Name: [] (touch Tab key), and enter Password: []. (may need to register at www.FamilySearch.org (Sign on), using LDS ID# and Confirmation date).

5.1. At home, after first use, PAF Insight will remember the PAF Insight emailed password, and your FamilySearch User Name and Password, (you won't have to enter these again).

5.2. During Installation, if you have a Fire Wall protection program, watch for message and answer: "Yes allow this program to always use this Internet access/connection..."

5.3. When bottom of screen shows grey area like Match/Merge screen, Left side is patron file, Left side will become data from program you are comparing; (two PAF files or Searching IGI).

5.4. Top right of screen will say: [Signing On] and then change to [Ready]. If you do not successfully sign on, there will not be a [Search] button, (see top middle of screen). You may need to select [Log In] or Tools | Options | FamilySearch (fill in information, preferences):

5.4.1. User Name: [] (Touch Tab key), enter Password: []

5.4.2. [] Show all hits. Select: Search Type: [] Fast or [] Thorough

5.4.3. [] Not A Match (caution, after research you may find this person was a match...)

6. Screen Hints:

6.1. Names are sorted by RIN. Click on "Primary Name" title, names are in alphabetical order.

6.2. Click on RIN to sort names by RIN number.

6.3. LIST [] [Incomplete Ordinance Info (include unqualified)] or [All Records] or... (PAF Insight does an Advanced Sort Report according to preferences selected in List).

- 6.4. REGION [] [All Regions] (or specify but you may miss if in World Misc.Region, etc.)
- 6.5. Year Range [] (start with default, if no results, extend search years).

7. Click on a name your want to search for. (Search for each name you plan to submit for temple work or ones on previously printed LDS Ordinance Cards). View bottom left screen; if individual has event year and location, then click on [Search] button. (Wait) watch top right of screen, and left of name; RIN repeats for each possible match = hits. As soon as the hits start listing on screen, you may view them in any order you choose. Click on the “hit” you want to view.

8. Click on colored tab. (Data conflicts are colored or if one view has data and one does not).

8.1. You may want to view all possible hits before selecting data to add/Update into PAF file. (Highlight a tab like Spouse. Arrow or mouse click down each hit to view data, then arrow to best hit).

8.2. When you find a child with no parents in PAF, but parents are shown in PAF Insight: Write down child’s RIN number (on left screen), and Event. After [Update], later, in PAF, add parents names; see *#16 below. If you [Update] a hit with parents names, they will be in PAF Sources - Actual Text.

8.3. Once you Update you are not allowed to view that hit again, during this work session.

9. Mark [x] or Unmark [] choices. Working across the screen, view each colored Tab. Mark [x] or Unmark [] Choices, Repeat. (Watch for [x] marked data you did not mark and may not want - unmark). Type CONFLICTS in Notes; use Notes | Edit | (type in TAG [like DEATH:] and list conflict and source): Marked data is copied from right side of screen into file on left side of screen; blank fields may be filled in or created. Data from IGI may replace “abt” and “of” PAF data with complete:

Dates, Places, Names, LDS Ordinances and Temple Codes (print data on paper Ord. Cards).

Notes (use option to Edit PAF notes before losing conflicting information)

Sources = actual text (the way a name was spelled; associated family members names like spouse, parents, etc., with film numbers, etc.), linked and copied into PAF source fields.

10. Update: (copy right screen [x] marked data onto left screen fields and link the source).

11. Select next possible hit, view all possible hits; various spellings, etc. BE CAREFUL - sometimes brothers and sisters are listed as hits because the parents match.

11.1. Percentage (%) (shows on right screen, like 89%, 20%, etc.; % is figured when PAF file is compared with IGI file. Screens may seem to match exactly when viewing completed LDS ordinance data, but may show a 98%, because PAF RIN number on left and Temporary RIN on right screen, and source, will be different so 100% is not possible...).

11.2. Individuals with only a First or Last name, may result in hours of searching... or names without a date and place will result in “frustrated” searches...

11.3. Do not search on an individual unless they have at least one event date and place.

11.4. View PAF name (on left side of screen), if you are missing comparison data (does individual have dates, places); if not, do not select [Search]. Write this individual’s RIN down. After exiting PAF Insight, (answer Yes add data found in IGI to PAF), then edit in PAF and add comparison data. See also, *A Member’s Guide To Temple and Family History Work* - pages 10 - 12.

11.5. When you have viewed the possible hits for an individual, and have marked and Updated data you want, if the word “Done” is not to the left of the name you are searching on, select [Stop].

11.6. After updating IGI data into PAF, repeat steps #7 to #11 and search for another individual.

12. To end a PAF Insight session at any time, close PAF Insight (X on top right of screen). Watch, when prompted, **answer YES Update PAF**. Temporary updated file data is added to PAF.

13. At PAF Family View Screen, check computer linkage and backup a copy of your updated PAF file to a floppy disk.

13.1. Use PAF Insight again and check computer linkage before making the backup copy:

Tools | PAF Insight | Repair and Compact | Repair & Compact | (may need to Save Results if there are errors reported you need to edit) | Done | Exit.

13.2. In PAF: File | Backup | Look in: 3 ½ floppy | Backup (wait) OK

14. Find and fix problems in PAF File before preparing a temple submission file:

14.1. Merge Duplicate Individuals. Tools | PAF Insight | Merge | Tools | Options (select) | OK. Then view Lists [Normal] (or select). Use: Match, Next Match, Switch, Research, etc.).

14.2. PAF: Print | Lists | Possible Problems | Preview (may need to print and fix) (Fix; Edit; Child Birth Order; Mother born after children; Children born after mother dies, etc.).

14.3. Check Names: Fix: Mrs Mrs or Jr. Jr.; Ex:[Sally or Mrs. John Jones] not Mrs Sally Jones.

14.4. PAF: Print | Lists | Places Sorted Alphabetically | Preview | (do Birth/Chr & Marriage Events have the country, state, county, city; (four levels, separated with only three commas? No abbreviations except: USA, Cemetery = Cem. (For ex: [Old Pioneer Cem. Salt Lake City, Salt Lake, Utah, USA], and Township = Twp. Report prints in alphabetical order: [USA, Utah, Kane, Kanab]. Use the complete name of state, province or county, or country. Use an extra comma and a space to indicate that part of the place name is missing, such as an unknown county. (For ex: [Kanab, , Utah, USA]. (See also #11.4 above). Use PAF Pal program & PAF Global Search/Replace, fix errors.

14.5. Research and replace “abt” and “of” data with complete dates and places.

15. Temple Submission: at FHC, with PAF 5 file open, select Tools | TempleReady (wait) | select family to submit: type in father’s name | search [x] name(s); (repeat to submit family by family). Next... Save submission to disk. Take submission disk to Family File desk at the LDS Temple.

15.1. Repeat Step #13 to place an updated PAF file copy, reflecting temple submissions on backup disk. **Understands that the updated PAF file is backed up (a ZIP file) on floppy disk which may be RESTORED on home computer and replace old PAF file:** At home, open PAF 5.

15.2. (May need to cancel Welcome Screen) File | Restore | Look in: 3 ½" (highlight backup file; Ex: Lynell.ZIP), Restore (wait) | Replace YES | OK

*16. Add Parents that were found in PAF Insight:

16.1. Edit individual.

16.2. View source linked to event that showed parents names. Double click Source: *s. Select: [Actual Text]. Note Father’s name. Copy mother’s name (highlight her name, right click mouse, Copy). Exit.

16.3. With Child’s name highlighted (in principal position on screen), Add - Father: type in father’s name, calculate father’s birth year and place; Save. Add - Mother: right click mouse or use [Ctl + V] keys to paste copy of mother’s name into her name field.. Calculate mother’s birth year and Birth Place. (See 11.4 above); Father age 25 = Born: [abt 1870], Mother age 24 when child is born).

17. Repeat STEPS #7-10; using PAF Insight, find child’s LDS SP date; may also find Parents real Birth, Marriage dates, LDS data, etc. Repeat steps to Update (add) data you find into PAF.

18. Schedule two hours a week - UPDATE your files = Step-By-Step success. You can do it!