

CREATING A PAF-QUALIFIED GEDCOM FILE TO USE IN "TEMPLE-READY FOR WINDOWS"

First, do your homework!

1. Decide prayerfully which names you wish to submit for temple ordinances, and fully research the names, dates, places, and relationships. Get the information as complete and accurate as you can, and type it into your PAF 5 program at home.
2. See if any of the temple ordinances have already been completed. First, use "Update My Records", and then search the Internet-IGI for each of the names "Update My Records" didn't find. (*PAF Insight* is good for this, if you have the latest version of PAF 5.)

Then, using your PAF 5 program at home, follow these steps:

1. Open PAF 5 and bring up your database. Click on the "**Export**" button, 3rd from the left on the toolbar. This brings up the "**Export**" menu screen.
2. In the "**Export To**" box, click the "**TempleReady for Windows**" radio button. In the "**Selected Individuals**" box, be sure the "**Partial**" radio button is activated, and then click the "**Select**" button on the right. The "**Select Individuals for TempleReady**" screen appears, showing an alphabetical list of the names in your database.
3. Select the names you wish to submit for temple ordinances.
 - a. To select an individual, highlight the name by clicking on it. Then go to the "**Relationship Filter**" section below, and click on the top field -- the box with an inverted triangle at its right end. Choose "**Individual**" from the drop-down menu, and click the "**Select**" button just below.
 - b. To select a family, highlight the name of one of the parents by clicking on it. Then go to the "**Relationship Filter**" section, click on the top field, choose "**Family**" from the drop-down menu, and click the "**Select**" button. (You can choose a "**Couple**" if you wish, in a similar manner.) When you choose "**Family**", you may have to specify whether you want the family where the person appears as a child, or the one where the person appears as a parent, or both.
4. The names you select will be marked in the alphabetical list. Go to the "**Filtered List**" section at the lower right corner of the screen, and click on "**Show results only**". The alphabetical list will now show just those names that have been selected.
5. Check the selected names, one by one, to see if they are qualified for their individual temple ordinances. To do this, click on the name in the alphabetical list to highlight it, and look at the data for that name on the right-hand part of the screen. In particular, notice the third section down that shows the individual ordinances for which the person is qualified. If you need to make any changes or additions to the person's data, such as approximating dates or places for example, click on the "**Edit**" button at the bottom of the screen.

6. On the same screen, check the marriage data for each couple you are submitting for the Sealing to Spouse ordinance. To do this, highlight the name of either spouse by clicking on it, and then click on the "**Marriages**" button at the bottom to see whether they are qualified. If you need to change or add marriage data, click on the "**Edit**" button at the bottom of the "**Seal to Spouse Status**" pop-up screen.
7. When you have finished checking the qualifications for ordinances, click "**OK**" at the bottom of the "**Select Individuals for TempleReady**" screen, and the "**Export**" menu screen appears again. Click the "**Export**" button at the bottom.
8. Read the "**Temple Names Submission**" information screen and click the "**Continue**" button at the bottom. Make your choices on the "**Temple Names Submission Options**" screen and click "**OK**". On the "**Export GEDCOM File As**" pop-up screen, give your PAF-Qualified GEDCOM file a name, and click the "**Export**" button at the right of it. The computer writes the file on your diskette, and then shows you the numbers of individuals and marriages being submitted for ordinances on a small "**GEDCOM Export**" pop-up screen. Click "**OK**", and some instructions will appear.
9. Read the "**TempleReady Instructions**" screen and click "**OK**". You will then see a summary of the names that will be submitted to the TempleReady program, and the ordinances for which they are cleared. Make a printout of this summary by pressing Ctrl+P or by choosing "**Print**" from the "**File**" menu. Take this report with you to the Family History Center, so you can check it against the temple submission report that will be produced when you use the "**TempleReady for Windows**" program.
10. Close the report screen by clicking on the "**X**" in the upper right corner, and then close PAF 5. You can now take your diskette with the PAF-Qualified GEDCOM file on it to the Family History Center, and use "**TempleReady for Windows**" to create a temple submission file.