

## USING A PAF-QUALIFIED GEDCOM TO CREATE A TEMPLE SUBMISSION FILE WITH "TEMPLE-READY FOR WINDOWS"

Take your PAF-Qualified GEDCOM file on a diskette to the Family History Center, along with two other diskettes for the temple submission and submission backup files, and follow these steps:

1. Insert the diskette containing your PAF-Qualified GEDCOM into the A-Drive of the computer, and bring up the "**TempleReady for Windows**" program. On the main menu, click the large "**Submit Family Names for Temple Ordinances**" button. Click the "**Next**" button on the "**Welcome! ...**" screen and a small "**Open**" pop-up screen appears, showing a list of all the \*.paf files that are on the hard drive of the computer.
2. Your PAF-Qualified GEDCOM file will not appear on this list, since it is not on the hard drive. To find and open it, you need to direct the computer to the A-Drive. Click on the "**Look in:**" box at the top of the pop-up screen, and choose "**3-1/2 Floppy (A:)**" from the drop-down menu. Your filename should now appear on the screen. Highlight it by clicking on it, and then click on the "**Open**" button.
3. You should now see the "**Step 1 of 6: Select Families and Individuals**" screen, listing all the names in your PAF-Qualified GEDCOM file. (Note: If you selected any names as individuals rather than as members of families in creating the PAF-Qualified GEDCOM, you will have to click the "**Individuals**" tab at the top of this screen to see them on the list.) Select all the names by clicking on the "**Edit**" menu at the top and choosing "**Select All**". Then click on the "**Next**" button at the bottom.
4. Look over the records on the "**Step 2 of 6: Check and Correct Records**" screen. Nothing further should need to be done, since you have already done all the checking and correcting in the process of preparing your PAF-Qualified GEDCOM file. Click on the "**Next**" button to check for duplicates.
5. The computer now looks for matches in the Ordinance Index. There should be no surprises here if you've already done your homework in searching the Ordinance Index and the Internet IGI for completed ordinances. Make your "**No**" judgments on any matches that are found — there shouldn't be any "**Yes**" judgments if you did your homework properly. When you have finished, a small pop-up screen shows the numbers of ordinances that are cleared. Click "**OK**".
6. On the "**Step 3 of 6: Type Submitter Information**" screen, check your submitter information to be sure it is correct. Click "**Yes**" or "**No**" to indicate whether you give permission for your submitter information to be included in genealogical databases, and then click the "**Next**" button at the bottom.
7. On the "**Step 4 of 6: Who Will Provide Proxies?**" screen, make your choice and then click the "**Next**" button at the bottom of the screen.

8. You will now see the "**Temple Submission Report**", showing the names and the ordinances for which they are being submitted. To make a printout for your files, click the "**Print**" button below. Then click "**Next**" to proceed.
9. On the "**What Do You Want To Save?**" pop-up screen, notice that you have three "**Other**" options.

***Important: On the first of these, be sure you have chosen to save a backup copy.***

The second option (to create an update file) is meaningless if you did your homework properly, since the computer will find no new ordinance information you didn't already have. However, if you check the third option to have the computer put the word "Submitted" (along with today's date) into your records, you must check the second option for this to happen. Then the computer will put the "Submitted" statements into an \*.OUP file, with which you can update your database at home. (Please note that if you chose to have the "Submitted" statements put into your database in preparing the PAF-Qualified GEDCOM, there is no need to have it done here. In this case, leave both the second and third options unchecked.)

When you have finished specifying your choices, click "**OK**".

10. Insert your submission disk (the one you will take to the temple) into the A-Drive, and click "**OK**" on the small pop-up screen. On the "**Save As**" pop-up screen, type a name for the submission file and click "**Save**". (The name of the submission file will be given an extension ".SUB".) Then insert your backup disk and click "**OK**" on the small pop-up screen. (The name of the backup file will be the same as the name of your submission file, but will have the extension ".TBK".) The Family History Center will provide white and yellow labels for your submission and backup disks.

Finally, if you chose the option to create an update file, a small pop-up screen tells you to insert your update disk and click "**OK**". (The name of the update file will be the same as that of your submission and backup files, but will have the extension ".OUP".)

11. The final screen has some instructions about taking your submission disk to the temple. When you have read them, click the "**Done**" button at the bottom. This takes you to the main menu, from which you can close the "**TempleReady for Windows**" program.