

# PAF Preferences, A Comprehensive Look

On the Preferences screen, you can customize how the program works. You can find it by going to “Tools” on the menu, then click “Preferences”. The shortcut to Preferences is Shift + Control + P. For any help regarding PAF, go to the “Help” menu, then click on “User’s Guide”.

## GENERAL

1. Use LDS data and Show LDS data on reports - This option will let you display or hide LDS ordinance options on screens and reports.
2. Verify new places - If you want to verify each new place-name that you type in, turn on this option. It may help catch spelling errors.
3. Edit marriage when created - If you want the Marriage screen to appear automatically when you add a spouse, child, or parent to an individual, turn on this option.
4. Shade reports and Hide shading in print preview - Shading can be turned on or off for reports.
5. Use list when navigating - This option determines what happens when you press the C key. If you check this, the last child who was in the primary position will appear.  
Press F to move the father to the primary position  
Press M to move the mother to the primary position  
Press C to move child to the primary position
6. Treat Enter key as Tab - If you check this, you can use the Enter key to move the cursor from field to field.
7. Allow AFN edit - Mark this option if you want to be able to type and edit AFN’s.
8. Display Notes Selector - The Notes Selector screen lists tags used in your notes which act like file folders by topics. If the Selector is turned off, you can view all of your notes at one time. If the Selector is turned on, you can view only the notes with a particular tag.
9. File Backup Prompt Frequency - Number of times you can close a file before PAF will prompt you to make a backup.
10. Colors - You can change the colors for name text, name background, or window background.
11. Password - The password applies to ALL .paf files on your computer.

## **File**

1. RIN of Home Person on File Open - You can decide which individual that you want to appear in the primary position when you first open a .paf file.
2. Relationship Indicators - This shows the relationship of everyone in the .paf file to a root person.
3. Log Changes - This will keep a log of changes that were made to the .paf file that you are currently working in.

## **Names**

1. Mark Surnames - The most common format used is: Given names / Surname/
2. Verify surname marks - Check this option if you want the program to ask you to verify each name that you type.
3. Capitalize surnames on screens and reports - PAF can display and print surnames in all UPPERCASE letters.
4. Use Father's surname when adding a child - PAF will automatically add the father's surname to the Full Name field when you add a child's individual record if this option is checked.
5. Append to Names - You can select to have Nothing, the RIN number, AFN, or Custom ID number displayed next to an individual's name.

## **Prepared By**

Type your name, address, and information. This info can be printed on a Pedigree or Family Group record. If you type your e-mail address on "Address line 4", your e-mail address will display on the Pedigree chart.

## **InfoBox**

An InfoBox is a box that appears when the Pedigree View screen is on display. This provides additional information about an individual and can also display additional information about spouses and children. The information displayed depends on which type of Floating or Locked InfoBox you marked.

When you rest the mouse on a name without click on it, a Floating InfoBox appears. If you click on an individual, a Locked InfoBox appears.

## Fonts

You can choose the Font and Size for:

Main Screen - the screen that appears when you open up PAF

Dialogs - the Edit Individual, Edit Marriage, and dialog boxes

(BEWARE: Don't choose too big of a font or it enlarges the Preferences dialog box likewise!)

Notes Edit Screen - the screen that displays the notes for an individual

Notes on Reports - the notes that will be printed on a report

## Multimedia

Settings for Slide Show and Photo Display

## Formats

Clipping Methods (Names, Places)

There may be times when a name or place is too long to fit on the screen or to display on a report.

1. Truncate - omits some letters
2. Initials - may reduce middle name to only an initial

Place Level Importance

Data Entry - PAF interprets the dates that were typed in numerically

Date Display Styles

Separators

## Folders

|                 |   |              |
|-----------------|---|--------------|
| PAF Files       | tells the computer where you want to store your .paf files                          | C:\Paf5Data\ |
| Import / Export | tells the computer where you want to store GEDCOM files                             | A:\          |
| Backup          | tells the computer where you want to store your backup copies                       | A:\          |
| Reports         | tells the computer where you want to store reports                                  | C:\Paf5Data\ |
| Web Pages       | tells the computer where you want to store the web pages that were created with PAF | C:\Paf5Data\ |

## Templates

PAF comes with a default template that you type info in on your Individual and Marriage screens. If you have ancestry from other countries and want to customize the terminology on your Individual and Marriage screens, you may want to create your own Template to fit the needs of those localities.

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