

# USING ALL THE FEATURES OF *PAF INSIGHT*

## WHERE TO FIND HELP:

### 1. Online Help in *PAF Insight*

Click on "**Help**" in the menu bar at the top of the *PAF Insight* screen, and then on "**Help**" in the drop-down menu. In the screen to the right, click on the hyperlink "**Lessons**" in "View *PAF Insight Lessons*". You can then choose to examine any of the eight lessons, which include all the five programs listed below.

### 2. The Ohana Software Website

If you like pictures to illustrate the various steps in your lessons, go to <http://www.ohanasoftware.com/> on the Internet; click on "**Lessons**" on the menu bar across the top part of the page; scroll down to "**Lessons for PAF Insight 2006**" and click on the "**PDF**" hyperlink for any of the lessons you wish to examine.

## THE FIVE PROGRAMS IN *PAF INSIGHT*

### 1. Search the IGI for Completed Ordinances

First, be sure you are connected to the Internet. If you have a dial-up connection, turn on the Internet and then minimize it so that it will be running in the background.

Go into PAF 5 and open the database that has the names for whom you wish to search. Click on "**PAF Insight**" in the "**Tools**" menu, and then on "**Search IGI**" in the menu that appears. For complete details, see the handout entitled "**Using PAF Insight to Search the Internet-IGI**".

### 2. Edit Places

In PAF 5, click "**PAF Insight**" in the "**Tools**" menu, and then "**Edit Places**". In the list to the left you will see all the places in your database, and the number of events that occurred in each place. When you click on a place to highlight it, the names of people with events in that place are listed in the upper screen to the right. When you click on one of these names, you will see that person's information on the "**Details**" screen below. You can edit a place name by double-clicking on that entry in the place list and making the necessary corrections. Press "Enter" and the place name will be corrected everywhere it appears in the database.

### 3. Merge Duplicate Records

In PAF 5, click "**PAF Insight**" in the "**Tools**" menu, and then "**Merge**". The list will show possible duplicates in your database. Click on the possible duplicate you wish to examine, use the comparison columns in the "**Details**" screen below to select the information you want, and click the "**Merge**" icon above to merge the records. Note the icons in the toolbar for switching screens and for marking "**Not a Match**" or "**Research**".

### 4. Compare and Synchronize Two Databases

Go into PAF 5 and open your primary database. Click on "**PAF Insight**" in the "**Tools**" menu, and then on "**Compare and Sync**". Then, on the "**Open a PAF file to synchronize with...**" pop-up screen, open the secondary database. The list will show you any *matching records* in the secondary database that *differ* from your primary records, and also any names in the secondary that are *not in* the primary. Examine the "**Details**" screens, and use the icons on the toolbar at the top to "**Add**", "**Update**", or mark "**Not a Match**".

### 5. Edit RINs and Pedigrees

In PAF 5, click "**PAF Insight**" in the "**Tools**" menu, and then "**Edit RINs and Pedigrees**". The list will show all the names, and any isolated (floating) pedigrees can quickly be identified. Click a name to examine its details on the lower right and the pedigree to which it belongs on the upper right. Click the "**Trim**" icon above to delete unwanted pedigrees. To change a RIN, click on the individual's name and then on "**Change RIN**".