

USING PAF INSIGHT TO SEARCH THE INTERNET-IGI

(Please note: To learn more about *PAF Insight*, and to download it to your own computer, go to the www.ohanasoftware.com website.)

1. Open your PAF 5 database in *PAF Insight*.

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.

If you are already working in your PAF 5 database, the quick and easy way to bring up *PAF Insight* (assuming it has been installed on your computer) is to go to the "Tools" menu and click on "PAF Insight ...". This way, your database is already open and available to the *PAF Insight* program.

[You can, if you prefer, bring up *PAF Insight* first by double-clicking the icon on your desktop. Then click the "Open" icon on the toolbar, find the PAF database you want (you may have to direct the computer to the correct folder), and double-click on its name to open it.]

When the "Choose a Mode" screen appears, click on the "Search IGI" button. When a small pop-up screen entitled "Family Search Login" appears, type in your "User Name" and "Password". These are the regular ones you use to "Sign On" when you're going to search the IIGI (Internet-IGI) for ordinances. Click on "OK", and the main working screen for *PAF Insight* will appear. (Note: if you're using *PAF Insight* on your home computer, you have to type in your username and password only the first time you search the IIGI — after that it signs you on automatically.)

2. Choose the list from which you will select names, and select the year range.

Notice the list of names that appears on the first working screen. These are names in your database that are qualified for temple ordinances, but are missing at least one. "Needs Ordinances" appears in the "Filter" box on the toolbar just above the list. By clicking on the filter box, you can examine all the options and select the one that should contain the names for which you wish to search. (To see what kinds of records each list displays, click on the "Help" menu at the top of the screen, and then "Help" => "PAF Insight Lessons" => "Lesson 7: Searching the IGI with PAF Insight".)

You may wonder why you do not need to specify a region for your search. *PAF Insight* takes care of this automatically. It searches any regions indicated by the person's life events in your record, and then searches the World Miscellaneous region as well.

You will also see a box on the toolbar at the top of the screen, between the "Update" and the "Search" buttons, that says "Search exact year". By clicking on the box, you can set the year range to search for the exact year, ± 1 year, ± 6 years, or ± 11 years. Using a smaller range will speed up your search, but it may also cause you to miss some possible matches.

3. Choose a name for which you wish to search.

Examine the list of names and notice that they are ordered by RIN number. (If you prefer, you can list them alphabetically by clicking on the "Primary Name" button at the top of the names column.)

Highlight the name for which you wish to search by clicking on it. (You can highlight as many names as you wish by using the Control or Shift keys, but *PAF Insight* will only search for one name at a time.) Then click on the "Search" button on the toolbar at the top. Be patient — the search may take some time, depending on your computer, your Internet connection, and on how common the name is.

Watch the space in the "**Status**" column to the left of the name, and the "**Search Details**" window to the right. As the computer searches, it will show you how many hits and how many matches it finds. When it finds a match, it adds it to the list on the next line, with the "**IGI Name**" to the right of the "**Primary Name**" for which it was searching, along with a "**% Match**" number that represents how closely the duplicate matches your original. When the search is finished, the word "**Done**" will show in the "**Status**" column along with the number of matches that were found. The most likely match is listed first, with the others following in decreasing order.

4. Examine the matching (duplicate) names, choose the information you want, and update your database.

Highlight the first match that is listed (the one that shows the highest % Match) by clicking on it. This activates the "**Details**" section below the name list, which now shows a comparison of the information in the two matching records. The column on the left shows your information (from your database), and the column on the right shows the corresponding information that was found for the "IGI Individual".

By scrolling down the screen, you may see information contained in the two records pertaining to the individual, marriage(s), spouses, children, parents, siblings, and notes.

The fields that differ in the two records are highlighted, sometimes in pink and sometimes in green. For a field that is highlighted in pink, if you see any information in the IGI record that you would like to have in your database, checkmark the little white box next to the information by clicking on it. If the corresponding field in your database is empty, the box may already be checkmarked or it may be highlighted in green instead of pink. If you wish, you can remove any checkmarks by clicking on them, but information highlighted in green will automatically be added to your records when you update. (You can see other options for the green information by clicking on the button that says "**Add**".)

When you have finished comparing all the information in the two records, you can click on the "**Update**" button above the name list. Then any information you have checkmarked and all the information in green boxes will be automatically copied into your database, either *replacing* the corresponding information that is already there or adding to it.

Incidentally, any of the information in your database (showing in the left-hand column) can be edited while it's showing in *PAF Insight*. So if the automated procedures don't create the results you want, you can fix them yourself right on the site. Also, you can tell *PAF Insight* to add sources to your records for any of the updated information. Go to the Edit Menu, choose "Preferences", click the "General" tab, and in the "Sources" box, checkmark "When selecting an event, select its source too". If you want your record to have only the most recent IGI source you have added by updating, you can indicate that by going to the "IGI Search" tab in Preferences.

Now you can go down to the next matching name in the list and examine the comparisons for that record, repeating the procedures above. After you have finished this process for all the matches that were found, you are ready to proceed to the next name for whom you wish to search.

5. Close *PAF Insight*, and save your changes.

When you have completed all your updating, you can close *PAF Insight* by clicking on the "**X**" in the upper right-hand corner of the screen. A small pop-up screen will then appear, asking if you wish to save the changes in your database. Click "**Yes**" and the program will close, transferring you back into your PAF database. *Remember to make a new backup of your database if you have made changes.*