

PREPARING AN ACCEPTABLE RECORD

**Let us, therefore, as a church and a people,
and as Latter-day Saints, offer unto the
Lord an offering in righteousness; and let
us present in his holy temple, when it is
finished, a book containing the records of
our dead, which shall be worthy of all
acceptation.”**

D&C 128:24

**Orem Park 2nd Ward
Family History Self-Guided Tour**



**“That which goes on in the House of the Lord,
and which must be preceded by research,
comes nearer to the spirit of the sacrifice of the
Lord than any other activity of which I know.
Why? Because it is done by those who give
freely of time and substance, without any
expectation of thanks or reward, to do for
others that which they cannot do for
themselves.”**

Gordon B. Hinckley - Ensign March 1995

Introduction

The Family History Self-Guided Tour on CD has been designed to help you begin or continue with the process of finding names and doing temple ordinances for those individuals in your ancestral family. This training material can be printed out in full or in sections as needed. The guide has been designed with interactive checklists and workbook pages to help you learn the skills you need to research and find your ancestors and the necessary information to submit their names for temple work.

We promise you that if you will take the steps to begin this work and continue to put forth an effort to find the names of those who need temple ordinances, that you will feel guidance and help from beyond the veil and your life and family will be blessed. You will find the quiet joy that accompanies this work and it will greatly enrich your life.

If you have questions as you use this material, please call your family history consultant. In fact, much of this guide is designed to be used with the help of a consultant. A few well-placed appointments at the Family History Center or in your own home will help you progress rapidly.

We know Heavenly Father will bless you for your efforts.

The Family History Committee

Section 1

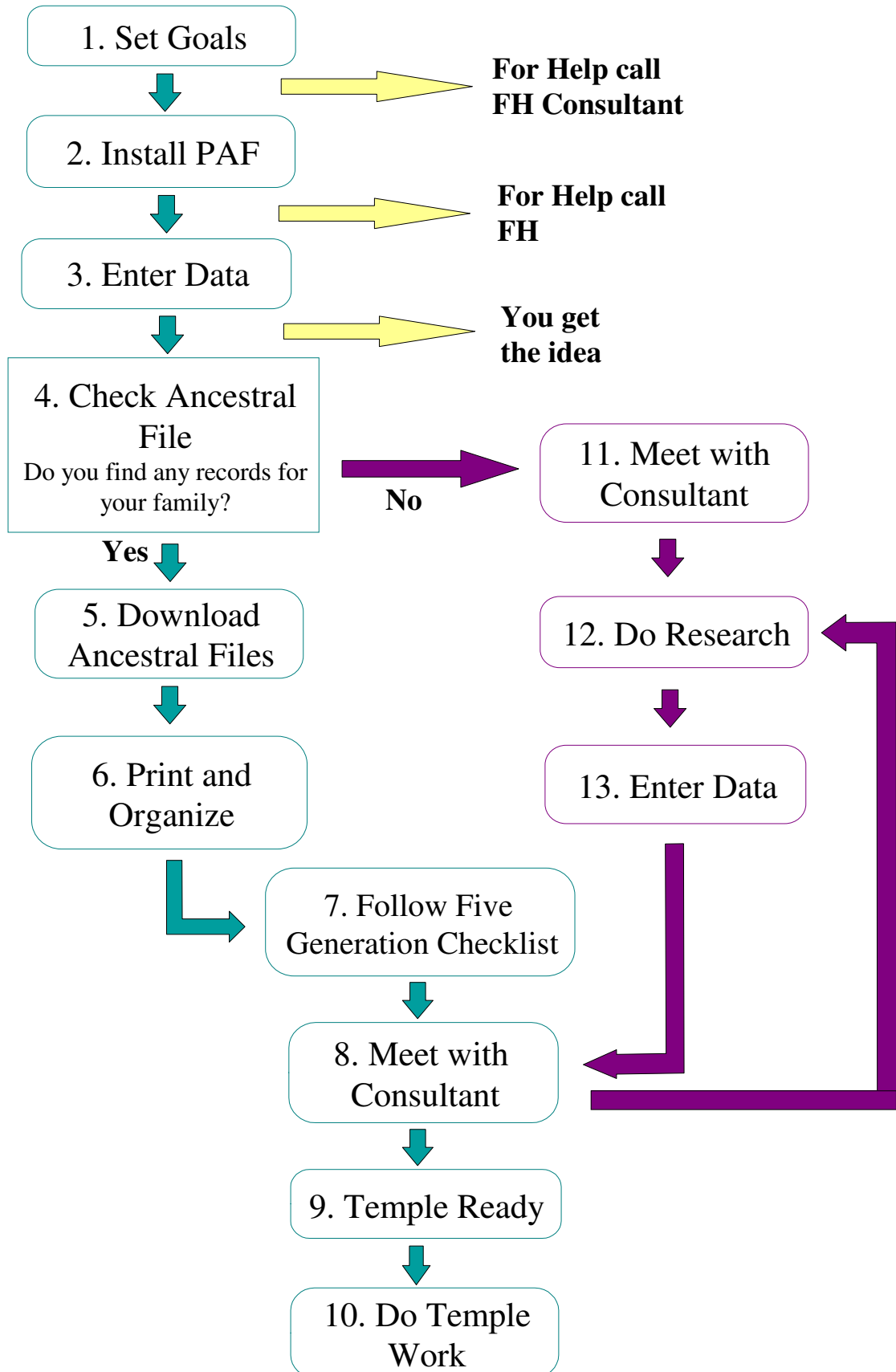
Getting Started

“There are some members who engage in temple work but fail to do family history research on their own family lines.

Although they perform a divine service in assisting others, they lose a blessing by not seeking their own kindred dead as divinely directed by latter-day prophets. ...I have learned that those who engage in family history research and then perform the temple ordinance work for those whose names they have found will know the additional joy of receiving both halves of the blessing.”

President Howard W. Hunter - Ensign 1995

Family History Fast Start Flow Chart



Family History Flow Chart Definitions

Step 1 - Goals: Set family history goals for the year. Adapt ward goals to your family.

Step 2 - Personal Ancestral File (PAF): Install PAF on your personal computer and schedule a training session with your **Family History Consultant**.

Step 3 - Enter Data: Enter names, dates and ordinances for immediate family members. You can also add data for brothers and sisters and their families, grandparents, aunts and uncles.

Step 4 - Check Ancestral File: Make an appointment with your consultant to go to the **Family History Center (FHC)** and check your records in the **Ancestral File**. Are there records on your family? If YES continue to Step 5. If NO move to Step 11

Step 5 - Download Ancestral Files: Schedule an appointment at the **FHC** with a consultant. If you want ordinance dates in these files you should download them at the **FHC** and merge them into your file. You can also get ordinance dates on the Internet at **familysearch.org** in the **International Genealogical Index (IGI)**, but it is not linked in pedigrees and must be downloaded one name or family at a time. If you have a relative that has your family information in their computer you can ask them to download their file onto a disk for you.

Step 6 - Print and Organize: Print out your first **five generation pedigree chart** (*with you as the #1 person*) and **family groups sheets** for all families on the five generation chart. Place sheets in page protectors if you like and place them in a 3 ring binder with a set of 16 tabs. These pages will be used as worksheets for Step 7.

Step 7 - Follow Five Generation Checklist: Check accuracy of information and ordinance dates on your first five generations and their families. Go to the checklist for details.

Step 8 - Meet With Research consultant: - Meet with the ward family history research specialists and determine what research needs to be done within your five generations.

Step 9 - Temple Ready: Your **PAF** computer program and the **Temple Ready** computer program at the **FHC** will help you prepare names that need ordinance work. Take your disk to the temple and office personnel will print your ordinance cards. Your consultant can help you.

Step 10 - Do Ordinance Work For Grateful Ancestors: That says it all!

Steps 11- 13 - Meet With Research Consultant: Your **FH Consultant** will meet with you to help you decide which research steps you need to take. Your initial goal will be to complete your **first five generation pedigree chart** and **family group sheets** and do the temple work for your direct line ancestors!

Checklist # 1

- Review the **Family History Goals** for the ward and meet with your family to set your personal family history goals. The next time you see the bishop tell him that you get a gold star for getting started!
- Go over the **Family History Flow Chart** and read the definitions of each step on the back page.
- Where are you in your family history work? Fill in the blank, “I am at Step _____ on the **Family History Flow Chart**.”
- Go to the corresponding section in this training and continue on. (*The sections in the manual correspond by **subject matter, not by number, to the steps on the chart.***)
- You may want to take a look at the sections you skipped just to make sure you have been there and done that!
- Each family in our ward has been assigned a **Family History Consultant**. If you don't know the name of your consultant call Sister Hall. Your Family History Consultant will help you with your next step if you need extra clarification. If you are lucky he/she will know more than you do! (Or at least know where to go to find out.)

Section 2

Personal Ancestral File

“We must redeem the dead, all of them, for we are commanded to do it. When the servants of the Lord determine to do as he commands, we move ahead. As we proceed, we are joined at the crossroads by those who have been prepared to help us. They come with skills and abilities precisely suited to our needs...For instance, inventions in the fields of travel and communication have come along just as we were ready for them...When we are ready, there will be revealed whatever we need—we will find it waiting at the crossroads.”

Elder Boyd K. Packer - That They May Be Redeemed, p. 3.

What Is PAF And Why Do I Need It?

Personal Ancestral File (*commonly known as PAF*) is a **Windows-based** computer program you can use to record, organize, print, share, and submit genealogical information. It allows you to create a computerized family tree beginning with yourself and continuing with your parents, grandparents, and as many generations back as you are able to find.

Once genealogical information is entered into a **PAF** file it can be processed through a computer program at the **Family History Center** called **Temple Ready** and submitted for temple ordinance work.

President Hinkley stated in Oct. Conference 1999,

“Going hand in hand with this increased temple activity is an increase in our family history work. The computer in its various ramifications is accelerating the work, and people are taking advantage of the new techniques being offered to them. How can one escape the conclusion that the Lord is in all of this? As computer facilities improve, the number of temples grows to accommodate the accelerated family history work.”

The following checklist and information sheets will assist you in learning how to operate **PAF** and explore its many exciting capabilities. Even if you have limited computer experience you will be able to learn all you need to know to record your family history data. **PAF** will save you hours of time as you continue with your family history research.

The latest version of **PAF**, (**5.2**) is only available for PC. If you have a **Macintosh** computer you will want to run **Virtual PC** in order to use **PAF 5.2**. There is a **Macintosh** version of **PAF 2.3.1**, but it does not have many of the features included in **PAF 5.2**. If you do not have **PAF** on your computer you may purchase it at the Distribution Center or contact a Family History Committee member to have it installed.

Checklist #2

- Set an appointment with a **Family History Consultant** to have **PAF** installed on your computer.
- Acquire the Institute of Religion **Family History Computer Guide** from a Family History Consultant or from the Distribution Center (\$ 2.50)
Get the one with the **blue cover** ! Purple is DOS.
- Enter personal data into your **PAF** program. The following sources will assist you. Choose one.
 1. **Family History Computer Guide - FHCG**
(Sec. 2, Procedures 2.1 - 2.12)
 2. **Paf Self-Guided Lessons - Lesson 1**. These hands-on lessons are accessed through your **PAF** program but run online. You will need the Internet to use them. Instructions are on the next page.
 3. **PAF 1-2-3!** - A short step-by-step outline on this disk that will walk you through entering data into your **PAF** and performing basic **PAF** functions. You may want to print it out and keep it by your computer until you feel comfortable with the processes. This is a short-cut and not meant to contain all the information you need to know. Be sure to also look at the **computer guide** or the **self-guided lessons**.
- Using the instructions in either the guide or the **PAF** lessons, enter data for yourself. (*Birth, Marriage, Ordinances etc.*)
- Enter the data for your spouse, children, parents, brothers and sisters.

- **Optional:** You may want to add the following for each individual you enter into your file. This information is especially important later on as you become more involved in your research.

Notes - (*See FHCG Sec. 2.3*) Notes can include occupations, items of interest, personal hobbies, unusual experiences etc. Later when you are conducting research, notes is a great place to keep biographical and research information. If you are searching on the Internet you can cut and paste all sorts of good information into notes.

Sources - (*See FHCG Sec. 2.4*) It is important to document the source of names, dates and places for future reference. Save yourself and your posterity hours of back-tracking research.

Customize events under Options - (*See FHCG Sec. 2.2 Step 2*) By clicking on the **Options** tab in the **Individual Screen** you can add your own custom fields to fill in. For example, you may want a place to enter a blessing date, a graduation date or a golf date!

- Yes, the doctor is in and we do house calls! If your **PAF** file is acting up, contact your **Family History Consultant** to schedule a help session in your home or at the **Family History Center**.

Note: We will explore more **PAF** functions as you need them later in the training. Continue to read the **Family History Computer Guide** or practice the **Self-Guided Lessons** to gain greater skills in using **PAF**.

Welcome to PAF Self-Guided Lessons

Open your **PAF** program. Click on **Help**. Click on **Lessons**. To begin, click on **Lesson 1- Getting Started** in the box to the left of the title page. Click on each number and follow directions to complete that step of the lesson. Give it a try! It is an easy and fun way to learn **PAF**.

The following topics are covered in seven lessons.

- **Getting Started: Typing in Your Family**
- **Getting Started; Making Changes**
- **Notes and Sources**
- **Printing Forms and Reports**
- **Sharing Files**
- **Match/Merge**
- **Advanced Focus/Filter**

Navigation Tips - *(courtesy of familysearch.org)*

- **Use the navigation panel on the left to select a lesson. Click on the lesson title, and then use the Next and Back Buttons** at the lower-left corner to move through the lesson. Or, you can click on the page number below the lesson title to go to that page.
- Some lesson pages will have a **Show Me** or **Try Me** link. When you click on the **Show Me** or **Try Me** text, a demonstration will be displayed in a pop-up window. You can return to the lessons by clicking the **Quit** button in the pop-up window.
- The **Show Me** and **Try Me** demonstrations use a program called **Flash**. **Flash** comes with the latest versions of most browsers. If you cannot use the **Show Me** demonstrations, click the **Flash** icon below to download this program.
- The lessons are best viewed with an 800 x 600 screen resolution.
- You may want to view one lesson and then return to Personal Ancestral File

to try out what you learned. You can have both the lessons and the Person Ancestral File open at the same time and switch between the two. If you close these lessons, you can return at any time. In Personal Ancestral File, from the **Help** menu, select **Lessons**.

- To exit the lessons, simply close the browser window by clicking the **X** in the upper-right hand corner of the window.

Paf 1-2-3!

1. Create a family file.

- Go to **File** and click on **New**.
- Name your file. (*You may want to select the surname of the line you are creating a file for such as “Jones” or “R Jones”.*)
- Fill in preparer’s name and address (*that’s you!*) then click **OK**.
- The family screen will appear.

Note: You can create as many different files as you would like.

2. Add individual information

- Double click on **Blue Box**.
- Type in a name. (*Begin with yourself.*)
- Click on each line to activate and enter information, dates and places. **PAF** will reformat dates you enter to a pre-set pattern.
- Click on **“S”** by each line to enter sources and documentation (*Where you found the information*) **IMPORTANT!**
- Click on **Notepad** icon to enter notes and journal entries.
- Click on **Options** to add custom events such as priesthood ordinations, graduations, etc.

3. Add parents, children and spouse.

- Click on individual to whom you are adding family. (*Blue box*)
- Click on **Add** on the top toolbar.
- Select who you are adding (*child , spouse, parent*)
- Click on **Add New Individual**.
- Enter information in the individual screen which will appear.
- Click on **Save**.

Note: You will need to hand-enter living individual’s information. Otherwise you can download family files at the FHC on a CD or floppy and import it directly into your PAF. If you make a mistake never fear, everything can be edited or deleted. You need to enter each individual only one time. You then can link them as a parent or child to other individuals. When you close your file, PAF will ask you if you would like to backup your file. Click on Yes and go to Step 10 and follow instructions.

4. Import a GEDCOM File (Genealogical Data Communications)

- Create a new file as instructed in step 1. (*You may also import into an existing file.*)
- Click on **Import** icon on toolbar (*the picture of an arrow going in*) or select **Import** from the file menu.
- Select the drive to import from (*A: drive if your information is on a floppy disk*)
- Select the file you want to import by clicking on the file name.
- Make sure the **Type of File** says **GEDCOM**.
- Click on **Import** button.
- Wait as file imports. It will tell you when it is done.

5. Export a GEDCOM File

- Open existing file.
- Click on **Export** icon on toolbar. (*Arrow going out.*)
- Select:
 - **Export to PAF 5** if you are going to move part of a file into another file in your PAF.
 - **Temple Ready for Windows** if you are going to make a disk to take to the FHC and run through **Temple Ready**.
 - **Other Gedcom 5.5** if you are making a floppy disk for other purposes.
- Select either **All** or **Partial** depending on whether you want to export your entire file or only part of it.
- If you select **Partial** the **Select Individuals** screen comes up.
- Select the person you want to begin with and highlight their name.
- Use the arrow to select and highlight the type of file you want to export. (*Individual, couple, family, all, all related, ancestors, all ancestral related, descendants, all descendants related.*)
- Click on **Select**. Various screens will come up depending on what you have chosen. Answer the question and continue. Notice the screen will tell you how many individuals you have selected.
- If you want to add another individual and their family click on **AND** and highlight.
- Go through the process again.
- When you are done click on **OK**.
- The original export screen returns.

- Click on **Export**.
- Name the file and select where you want to save it to.
- If you have successfully exported your file it will tell you how many names have exported and you will have just earned your ticket into heaven.

6. Match/Merge

Link your files together and eliminate duplicate names.

- Open your file.
- Highlight the name you want to **Match/Merge** on your pedigree screen.
- Click on the **Match/ Merge** icon on the toolbar, (*Three heads*) or click on **Tools** and select **Match/ Merge** from the drop-down menu.
- Back-up your file as it instructs you.
- Select **Unique Record Serial Numbers**. (*RIN numbers*)
- On left side of box (*primary individual*) click on **Find**. (*The primary individual is the name you will keep. Paf will match/merge left to right*)
- The **RIN** number of the person you have highlighted will automatically appear in the box.
- Click on **OK**.
- On the right side of the box (*duplicate individual*) click on **Find**.
- An alphabetical list of names in your file will appear. Select the duplicate individual you would like to merge and highlight their name. (*The name with the lowest RIN # is your original file. The name with the highest RIN # is your imported file.*)
- Check all the information that appears on the screen to make sure you have the right individuals.
- Click on **Merge**.
- If dates and places on the right side are more complete than those on the left, check the boxes by each item you would like transferred to the left.
- Close out window
- A box will appear telling you how many individuals have been merged.

Note: The **Switch** button allows you to decide to keep the name and information on the right.

7. Linking or Un-Linking Names

If you have entered or imported individuals into your **PAF** file but they don't show up in their proper relationships (*spouse, children, parents*) then you will need to link them accurately.

- When you are in the **Family Screen**, highlight the name you want to link an individual to.
- Select **Add** on the top toolbar.
- Choose whether to add an individual, family, spouse, child, or other parents.
- Select **Existing Names** if the person is already in your file. The alphabetical list will appear.
- Find your person and highlight their name.
- Click on **OK**. That individual will be linked to your highlighted name in the relationship you have indicated.
- A box will appear that asks if you would like to add another individual, child, spouse, etc.
- If so repeat process.

To Un-Link names:

- Click (*highlight*) the name you want to remove.
- Go to the top toolbar and click on **Edit**.
- Select **Unlink**. This person will still be in your **PAF** file but not connected to the individual you unlinked him/her from.

Note: Never delete an individual unless you want them gone from your **PAF** file for ever and ever.

8. Printing Forms and Reports

- Click on the **Printer** icon on the toolbar or go to **File** and select **Print Reports**.
- Select the type of report you want to print. Your options are:

Pedigree	Individual Summary
Family Group	Scrapbook
Ancestry	Custom
Descendants	Lists
Books	Calendar

- Select specific options for the chart you want to print. For example, in **Pedigree** you can choose to either print a single chart or to cascade your pedigree and print out your entire file.
- You may click on **Preview** to view chart before it is printed.
- Select **Print**.
- **Preferences** will allow you to select whether or not to capitalize surnames or whether to show LDS ordinances along with a few other choices.
- **Page Set-Up** allows you to print horizontally and change the page margins.

9. Changing the Home Person

Clicking on the **Red Arrow by the Head** icon will take you to the **Home Person** in the file. A **PAF** file always opens up with the **Home Person** in the primary position. You can change the home person to anyone you would like in your file. Usually, it will be yourself or the first person you entered into the file. Sometimes after importing a **GEDCOM** into a **PAF** file, you will find your **PAF** file opens up to an individual other than the original **Home Person**. You will need to change the **Home Person** back by the following process:

- Click on **Tools** on the top toolbar.
- Select **Preferences** from the drop-down menu.
- Select **File** tab.
- Enter the **RIN #** of the individual you would like to be the **Home Person**.
- If you do not know the **RIN#** click on **Search**.
- Click on **Individual List**
- Select **Alphabetical** and type the last name of the person you want to be the **Home Person** in the box.
- Scroll down to find the right individual and highlight their names by clicking on it.
- Click **OK**.
- Click **Change**
- Click **OK** again.
- To check and see if you successfully changed the **Home Person** click on the **Red Arrow by the Head** icon. The file should go to the new **Home Person**.

10. Backing up Your PAF File - It is important to backup your PAF file **every time** you make changes. If you were to loose or damage your file you want a very recent copy to restore. To back up your file:

- Click on **File** on the toolbar.
- Select **Backup** from the drop-down menu.
- Select the drive you want to backup to. (*It is IMPORTANT to notice which drive you are backing up to! Many a genealogist has made a backup copy of their file and brought the disk to the FHC only to discover that the disk was empty and they really backed up the file to the hard drive!*)

Select A: for floppy disk, C: for hard drive on your computer and D: for CD. You will want to back up to several places, perhaps alternate between your hard drive and a floppy or CD. Every few months you should make a backup copy to send to a “keeper of the files” at another residence. If you were to lose your home in a fire it would be nice to be able to call a relative and ask them to send you your backup disk.

- The name of the file should automatically appear in the “Name File” box. Click on **Backup**.
- When the backup is complete click **OK**.

Note: When opening a backup file you must create a new file, name it, go to the file menu on the toolbar and select **Restore**. Select A: drive if the file is on a floppy disk or D: drive if it is on a CD. Click on **Restore**. A backup file cannot be imported like a GEDCOM file.

11. Using the Help Feature in PAF

PAF has an excellent HELP menu. Click on the **? Icon** on the toolbar to bring up the **Help** topics. You can look for help topics under **Contents, Index, or Search**. Click on **Display** and the instructions on how to use a feature in **PAF** will appear in the screen. You may also print out the **Help** pages to refer to again. Every task in **PAF** is explained in easily understood terms.

12. Other Fun Features of PAF

PAF can do many other tasks for you. Explore these topics in the **HELP** menu.

- **Advanced Focus Filter** - Let's you customize your own lists and files. For example, if you want to know everyone born in Scotland, **Focus Filter** can print you out a list.
- **PAF** can also put multi-media into your file. You can scan photos, put in sound bites, etc.
- You can search for individuals in your file by clicking on the binoculars on the toolbar.
- You can create your own family web page by clicking on the **World** icon on the toolbar.
- Click on **Search** on the toolbar and select **On Family Search Internet PAF** will go directly into familysearch.org and find the person who is highlighted in your PAF File. This is a great help if you are looking up ordinances in the **IGI** on [familysearch](http://familysearch.org).

Section 3

Download Family Files

“Every thought or word or act we direct at this sacred work is pleasing to the Lord. Every hour spent on genealogical research, however unproductive it appears, is worthwhile. It is pleasing to the Lord. It is our testimony to Him that we accept the doctrine of the resurrection and the plan of salvation. It draws us close to those who have gone before. It welds eternal links in family associations and draws us closer to Him who is our Lord.”

Elder Boyd K. Packer - [The Holy Temple](#) p. 255

Downloading Family Files

If someone has already compiled genealogy data on your family lines and entered it into a computer program you will want to download those files into your own **PAF** program rather than doing so by hand. There are several sources available where you might find family files.

- **A Family Member** - If there is someone in your family who has compiled family history data ask them for a copy of their file on disk. **Call a FH Committee member to help you import the file.**
- **The Family History Center** - Many LDS member's family files are available on the **Ancestral File** at the **FHC**. You can download these files at the **FHC** and save them to a disk to take home and put into your **PAF** program.
- **familysearch.org** - The **Ancestral File** is also available online on **familysearch.org**, however you cannot download ordinance dates over the Internet in pedigree format. (*You may access ordinance dates from the International Genealogical Index in **familysearch** one name or family at a time. See **Internet IGI** in Sec. 5.*) You can check things out on the Internet but come to the **FHC** to download.

Optional:

- **Ancestry.com and Other Genealogical Web Sites** - There are a number of web sites which have large pedigree data bases submitted by people like you and I. (*On second thought, maybe they aren't like us or we would already have our files on there!*) You can compare data and download all or parts of these files into your own. This is not where you want to begin, but it is fun to explore once you have your **PAF** file up and running.

Note: A downloaded file from a genealogical program is called a **GEDCOM** disk. All genealogical data is transferred in a **GEDCOM** format.

Checklist #3

- Contact a relative who might have computer files on your family tree and ask them to send you a **GEDCOM** disk.
- OR**
- Call your **Family History Consultant** and set an appointment to meet at the **FHC** or sign up on the sign-up sheets that go around on the clip boards on Sunday.
- When you come to the **FHC** bring the names and birth years of your parents and all four grandparents. We will search the **Ancestral File** to see who is in there.
- Bring a computer data disk (*floppy or cd*) or plan on purchasing one for \$.75 at the **FHC**.
- A Family History consultant will assist you in downloading your file and putting it on a disk. (*You may also find this information in Section 7 of the Family History Computer Guide.*)
- Set an appointment for your Family History consultant to come to your home and help you import your file and link it up with your individual data. (*If you would like to try importing and linking it yourself, follow the instructions in your Family History Computer Guide Section 8 or PAF Self-Guided Lessons, Lesson 5 - Sharing Files, Sections 4-6 and Lesson 6-Match/Merging. There is also a step-by-step instruction list in the PAF 1-2-3! section of this training to use as a reminder.*)

Note #1: If you haven't looked at the **GEDCOM** file you are importing in detail open it into a new PAF file first. There you can examine it and decide if you want to link it into your own file on a permanent basis.

Note #2: Many people like to keep their **PAF** files smaller so they are easier to work with. For example, you could have one file for yourself and one for your husband. Or, you might want to have one file for your mother's ancestors and one file for your father's ancestors.

Section 4

Getting Organized

“I have the feeling...that those who give themselves with all their might and main to this work receive help from the other side, and not merely in gathering genealogies. Whoever seeks to help those on the other side receives help in return in all the affairs of life.... Help comes to us from the other side as we give help to those who have passed beyond the veil.”

John A. Widtsoe - Genealogical Activity in Europe, p. 104

Getting Organized

Having a simple filing and organizing system will make your genealogical life much easier. Playing the “*I’m sure I have that paper somewhere*” game gets old fast. To begin with you will need a research binder and a small file box with a few supplies.

Binder:

The binder at first will contain only information on your first five generations until you have completed the **Five Generation Checklist**. You will use this binder as a reference tool as you research. When you have completed your research for this segment of your family tree you can print out a final record for a permanent binder.

Files:

It is nice to have a file box close to your computer to keep your supplies and research folders in. It can also be helpful to have a small portable file box with a handle that you can take with you to the library. In the beginning it can be the same box if you like.

Miscellaneous Supplies:

Keeping small container by your computer for miscellaneous supplies (*pens, pencils, high-lighter, stapler etc*) can save you a lot of time.

Checklist # 4

- Read over the list of supplies and purchase what you need in order to put together your binder for your first five generations.
- Follow the checklist on putting together your binder.
- Read over the list of supplies and purchase what you need in order to put together file folders.
- Using the checklist on putting together your file folders prepare about 10 - 20 folders to be ready to use. You can punch the holes and attach the file clips and put on a label. Store them in your file box and when you begin to research a family, pull on out and write on the label and you are ready to go.
- Read over the list of supplies and purchase what you need in order to put together your file box.
- Follow the checklist on putting together your file box and getting it ready to use. Just prepare the basics and add to it as needed.
- You are ready to go!

Supply List

- **Three Ring Binder**

Tab dividers (*1-25 to begin with.*)

Sheet protectors (*optional*)

A pedigree chart with you as #1 (*five generations*) printed from your PAF program.

Family Group sheets printed from your PAF program that correspond with your #1 pedigree chart. (*One for each family represented on the chart for a total of 16.*)

- **Research Files**

Five colors of file folders

Labels

Hanging file folders

Pen or marker

Regular manilla file folders

File Box

- **Misc. Supplies**

High-lighter marker

Research logs

Briefcase or portable bag or tote

Floppy disks or cds

Zipper pouch for disks

Pens and pencils

Paperclips

Stapler

Floppy disk holder

Magnifying glass

Hole punch

Sticky notes

Putting Together Your Binder

- Acquire a 3-ring binder and set of tabs 1-16. You may use protective cover sheets if you like.
- Open up your PAF file and select the **Pedigree** tab with yourself as the #1 person.
- Click on the **Printer** icon on the toolbar.
- On the **Pedigree** tab select the dot that says **Single Page**.
- Make sure the box labeled **Generations per Page** says “5.”
- Click on **Print**.
- Next select the **Family Group** tab at the top.
- Select the dot that says **Cascading** and the dot that says **Medium**.
- In the **Number of Generation** box put **5** and make sure the **Up** dot is checked.
- Click on **Print**.
- There will be a total of 16 family group sheets for your five generations including one for your own family. (*Large families will have more than one page.*) Place your pedigree chart in the binder in front of your set of tabs. Put a set of family group sheets behind each of the sixteen tabs. Your family will be behind #1, your father’s family behind tag #2, your paternal grandparents behind #3, your maternal grandparents behind #4 and so forth.

Hint: This is a working binder in which you can make notations as you verify the research and make sure the information is correct. When you have sufficiently done so, then you can print out a permanent binder and place the sheets in page protectors so others may enjoy looking at your family lines.

Putting Together Your File Folders

- Purchase a box of colored file folders. (*five colors*)
- Select a color for your immediate family and a color for each of your four grandparents. For example, blue could be for your father's father's line; green for your father's mother's line; yellow for your mother's father's line; and red for your mother's mother's line.
- When you begin to research a family, select the appropriate color file folder and label it with the parent's names.

Example:

John SMITH Anna BURROWS
--

- Print out a family group sheet containing the information you have on this family and place it in the folder along with a research log. Take this file folder with you when you research this family and put copies of all the information you find in the folder. Give each record a # that corresponds with the # on your research log. Be sure to record film #'s, call #'s, and bibliographic information on the copies themselves or on the research log. Indicate on each document where you found the information.
- Include research information on the children in this family in the parent's file folder until you establish marriage and family information for the children. Then create new folders for their families.
- Use the folders designated for your immediate family to file certificates and documents pertaining to you, your spouse, and each of your children. Important records such as birth certificates should be stored in a fireproof container with photo copies in your file folders.

Hint #1: Create your files as you go. You don't need to have a folder on a family until you are ready to research them.

Hint #2: You can purchase clip-ons to attach the papers to the folder so they stay in order.

Putting Together Your File Box

- Acquire a **small file crate or box** that you can keep by your computer for your working files.
- Prepare enough **hanging file folders** (*any color is fine*) to put your research folders in. Label them alphabetically or by surnames and place them in your box. **For example**, if you have quite a few research files with the Jones surname, label a hanging file folder **Jones** and place all the **Jones folders** (*alphabetized by first name*) inside the hanging folder. If you have only 1 Smith folder, put that in a hanging file folder labeled “**S**” with other surnames beginning with “**S**”.
- Organize all of the folders of the same color in sections of your file box. For example, file all misc. folders in **Section 1**, all yellow folders in **Section 2**, all blue folders in **Section 3**, etc.
- You will also want to have manilla file folders for other research purposes. For example, you might have files labeled **Temple Ready Printouts, Research Logs, Census Record Forms, Temple Cards To Do, Temple Cards Finished**, etc. To begin with place blank folders in your box and label them as you need them.
- Gather your research supplies and put them in a container by your computer. **Markers, pens, pencils, magnifying glass, paper clips, stapler, etc.** See supply list on p. 23 (*this section*).

Hint#1: File papers as you go. It is frustrating to have stacks of papers all over that make it hard to organize your information. You may forget an important piece of research because it is not in the proper folder.

Hint #2: Start with the basics and create your system as you go. **Don't wait to have perfect files to begin the most exciting part of Family History - searching for your ancestors and doing their temple work!**

Section 5

The Five Generation Checklist

“Why is it that sometimes only one of a city or household receives the Gospel? It was made known to me that it is because of the righteous dead who had received the Gospel in the spirit world exercising themselves, and in answer to their prayers elders of the Church were sent to the homes of their posterity that the gospel might be taught to them and through their righteousness they might be privileged to have a descendant in the flesh do the work for their dead kindred”.

Elder Melvin J. Ballard - Three Degrees of Glory

The Family History “Blues”

by

One Who Knows!

So fledgling genealogist, you have installed **PAF**, entered your personal information and downloaded your family files. You have even purchased a few file folders and made sort-of an attempt to put together a file system. You’ve printed out the charts for your binder. **Hey, you are pretty hot stuff!** You might even brag in Family History Class next Sunday about your wonderful progress! You’ve come a long way.

Now what? You open your PAF file and take a look. Suddenly a feeling of total confusion and overwhelming helplessness comes over you. **You haven’t a clue what you should do next!** You open up your **Family History Self Guided Tour** which you have **dutifully** printed out from the CD you received at the **Family History Super Do-It Saturday**. After all, the poor Family History Committee worked **so hard** on that training guide and you wouldn’t want them to feel like you didn’t care. Low and behold, **The Five Generation Checklist** catches your attention. *“The what?”* you think. You open up **Section 5...**

What is the Five Generation Checklist?

Not all family data bases in the **Ancestral File** are created equal and some are more accurate than others. Sometimes we find in checking things out that people have followed the wrong lines in their research or that some ordinance work is missing. Hopefully yours is one of the more carefully compiled ones, but just in case, it is important to find out if the information is correct and if the ordinance work has been done for the individuals represented in your first five generations. **The Five Generation Checklist** will guide you through this process.

Checklist

Step 1 - Check Your Direct Line

- Read **The Five Generation Checklist** explanation in this Section.
- Go through your binder containing your first five generation pedigree chart and place a check mark by names of your direct line which have missing information. Check for birth, marriage, and death dates and places and ordinance dates. You will see the letters **B-E-P-S-C** by each name if the ordinances are complete for that individual.

B = Baptism

E = Endowment

P = Sealed to Parents

S = Sealed to Spouse

C = Children's ordinances are complete.

- Using the **Internet IGI** checklist, next in this Section of the training, look for missing ordinance dates in your first five generations. You will possibly find missing birth, death and marriage dates and places as well.
- Also, check with other family members who may have this information.
- If you are still missing information make an appointment with your **Family History Consultant** to plan research strategy. (*This is the fun part!*)
- If you find ordinance work that needs to be done, make an appointment with your Family History Consultant at the **FHC**. (See Section 8 of this training.)

Step 2 - Check Families of Direct Line

- Examine the **family group sheets** in your binder that correspond with the families of your first five generation. Place a check mark by names of children in these families who have incomplete dates, places, spouses, and ordinance work.
- Again, using the **Internet IGI** checklist, look for missing ordinance dates in the families of your first five generations online. Watch for missing birth, death and marriage dates and places as well.
- Check your fourth and fifth generation families in the census records using instructions in **Section 7** of this training.
 - **Finding Ancestors in the 1880 Census**
 - **United States Census Records Online**
- Are the dates and places you have consistent with what you find in the census records? Print copies, highlight important information, and place in file folders for each family. Be sure and note on the record itself the town, county, state where your family lived and the year of census. Make notes in your **PAF** file. Record source information. Hey, you are doing bonafide research!
- Are there any children in census records that you are missing? (*Remember to check how many live births the mother had in the 1900 and 1910 censuses.*)
- Make an appointment with your **Family History Consultant** to evaluate your progress and plan strategy for further research.
- As you find ordinance work that needs to be done, proceed to **Section 8** of this training, **Submitting Names for Temple Work**.

Step 3 - Descendancy Check - (Optional)

- Begin with your 5th generation, great-great grandparents. These are listed as 8 couples down the right side of your pedigree chart. You have already found their children and spouses in Step 2. Make a folder for each child and their spouse. (*Do these steps one family at a time*)
- Decide which census you will first find them as a married couple. For example, if they were married in 1864, the first census you will find them in is 1870. Look them up in that census and following censuses (*every 10 years with the exception of 1890*) until you can no longer find them.
- Do you need help? Make an appointment with your consultant at the **FHC**.
- Record the names and birth years of their children. Note their birthplaces and the birthplaces of their parents if indicated in the census. Does this information line up with what you already have?
- Again, using the **Internet IGI** checklist, look for these individuals in the **IGI**. Record the information you find.
- You now need to find definite birth, marriage and death dates for each of these children as well as the names of their spouses.
- Meet with your **FH Consultant** to plan research strategy.
- As you find ordinance work that needs to be done, proceed to **Section 8** of this training, **Submitting Names for Temple Work**.
- If you have **children age 12 or older** involved them in this process and have them help you prepare and baptize these names. Talk to them about these, their cousins, about when and where they lived. In your research you will come across interesting tidbits of information to share with your them. **Family history work can bless the lives of your children in many untold ways.**

FIVE GENERATION

✓ Check Your Direct Line

Includes your parents, grandparents, great-grandparents and great-great grandparents. These are the names that appear on your **first** pedigree chart.

- **Are all direct line ancestors found with correct names, dates, and places?**
- **Are ordinances done and correctly recorded?**

You can easily verify the accuracy of information belonging to your parents or grandparents by simply asking. For earlier generations check several census records on each family to see if where they are living matches with the places you have in your record and if the dates of birth seem to line up.

Ordinance dates for deceased persons are available online in the **International Genealogical Index**, commonly known as the **IGI**, through **familysearch.org**. In order for an ordinance to be valid it must be recorded correctly on the records of the church. Instructions on searching the **IGI** will follow.

✓ Check Families of Direct Line

Includes all of the children who were in your grandparents and great grandparent's (*and so on*) families and their spouses. These will appear in the family groups sheet you have printed out from your PAF file for your first 5 generations.

- **Are all the children and their spouses found with correct names, dates and places ?**
- **Are ordinances done and correctly recorded?**

Are the children who should be in each family listed in the census records? Once in a while you may find children who have been missed, particularly if

they died as a young child or infant. For example, the 1900 and 1910 censuses indicate how many live births a woman had. If your great-grandmother said she had 7 children, but you only have 6 listed in your family group record, you have some research to do! You may also need to find a few birth, death and marriage dates if they are missing. Many times in checking for ordinance dates on the IGI, you also are able to find missing marriage dates and other information you may not have.

At this point you have a choice. You can continue to research your direct line and their families (6th, 7th, 8th generations etc.) OR you can do a Descendancy Check on your 5th generation.

✓ **Descendancy Check - (Optional, but rewarding!)**

Begin with your fifth generation (*great-great grandparents*). You have already found their children and spouses. Now you can look for their grandchildren and spouses and in some cases great-grandchildren and spouses depending on the time frame in which they lived. These are your cousins, and the posterity of your great, great grandparents.

- **Are all the children, grandchildren and great-grandchildren and their spouses found with correct names, dates and places ?**
- **Are ordinances done and correctly recorded?**

Often this is a way to find temple ordinance work that needs to be done. Perhaps one or two children in a family joined the church, but others did not. Their descendants may not have anyone to find them and perform their ordinances. The research in this time period is fairly easy and much is online. This is a great way to learn the research process and prepare to extend your direct lines back further in time.

The Internet IGI

To check for **Temple Ordinances Online**:

- Go to **familysearch.org**.
- Click on **Sign On** in the upper right corner of the screen.
- When the **Sign On** window comes up, click on **If You Are a New User**.
- Fill out the form. This will include your **membership number** and **confirmation date**, which can be obtained from your ward clerk. Click on **Save**. This will return you to the **Welcome Screen**.
- Click on the **Search** tab.
- Click on **International Genealogical Index** from the list of databases on the left side of the screen.
- Enter the name you are researching, along with the year of birth.
- Click on **Search**. A list of potential matches will appear. Comparing date and place of birth, look for the name you are researching.
- Click on the name or names you are looking for to read the information, including the **LDS** ordinance data.
- If too many matches come up (*over 25*) click on the Refine Search link in the upper right hand corner of the screen. Add more defining information about the individual such as place of birth, parent's names or a spouse's name.

Note: Individuals may be entered under different spellings or versions of the name. If you think an ordinance might be done, check different possibilities. You may notice that for some individuals temple work had been done many times. We now have the technology to almost eliminate duplication. Names are posted within 24 to 72 hours after completion. It is important to make sure a name has not been done before you perform the ordinance work.

Section 6

Research Skills

“The spirit and influence of your dead will guide those who are interested in finding those records. If there is *anywhere* on earth *anything* concerning them, you will find it”

**Elder Melvin J. Ballard - Sermons and
Missionary Service**

Preparing a “Proper and Faithful Record”

The Lord has commanded us to keep a record on earth that is “*proper and faithful.*” In **Doctrine and Covenants Section 128** we are taught the principal that “*whatever you record on earth shall be recorded in heaven,*” and that we should establish the truth of events “*by the mouth of two or three witnesses.*” Ordinances that are not recorded on earth, even though they were performed, are not recorded in heaven and therefore not valid.

What does this mean for our genealogical research? We need to document all our information, verify the truth of the record through multiple sources and use, where at all possible, first hand witnesses (*primary sources*).

There is much to be learned about the research process and it doesn’t happen overnight. **Get your feet wet** by reviewing the materials in this section to familiarize yourself with terms. Then, **learn research skills as you go.** The **Family History Committee** members will be happy to help you know where to go and how to do it. In most cases it will be much easier than you think.

This section of the training includes:

- **Checklist #6**
- **Need-To-Know Terms In Family History**
- **Selecting Record Types**
- **Record Locations**
- **Family History Library Catalog**
- **Documenting Your Research**
- **Sample Research Log**

Begin with the checklist and explore the other topics as you go.

Checklist #6

- Review (*not memorize!*) the list entitled **Need To Know Terms** in this section of the training. It's a bit of a stretch, but see if you can get through it.
- If there are terms you still do not understand ask your FH Consultant to explain them to you.
- Look over **Selecting Record Types** and **Record Locations** to familiarize yourself with what is covered so that you can refer back to these pages as needed.
- Complete the **Family History Library Catalog** checklist.
- Read Kathy Litster's **Documenting Your Research**. (*She tried to make it entertaining!*)
- Fill out the **Clear Up The Confusion quiz** just to see how clear the mud really is.

Need-To-Know Terms In Family History

Family Group Record: A printed form that **lists a family**, (*father, mother and children born to them*) and gives dates and places of births, marriage and death. Children's spouses are listed.

Pedigree Chart: A chart that lists an **individual's direct ancestors**, including parents, grandparents, great-grandparents, etc., Birth, marriage, death dates and places are listed for these people.

PAF: Personal Ancestral File is a computer program used to record, manage and share genealogical information. **PAF** is created and distributed by the **Church of Jesus Christ of Latter-day Saints**. It can be purchased through the **LDS Distribution Center**.

GEDCOM File: The abbreviation for **Genealogical Data COMMunications**, is a computer format that permits one type of software program to read genealogical records created in another program. The **LDS Church** created **GEDCOM** to make it possible for people with different kinds of software to share information. You can recognize a **GEDCOM** file on your computer because the file name ends with **GED**.

IGI: The **International Genealogical Index** contains dates of temple ordinances that have been completed for the deceased. The **IGI**, online at **familysearch.org**, is up to date within a few days of completion of the work. To view this information online, you must be registered at **familysearch.org** with your membership number and date of your confirmation in the **LDS Church**.

Familysearch.org: The **LDS** web-site for genealogical research online. Contains programs such as the **Ancestral File**, **IGI**, **Pedigree Resource File**, **Index to 1880 U.S. Census and 1881 British and Canadian Census**, **Social Security Death Index** and the **Family History Library Catalog**.

Ancestral File: Contains millions of names arranged in family groups and pedigrees which have been submitted to the **LDS Church** by both **LDS** and non-**LDS** members. Available at **familysearch.org**. You can easily copy thousands of

names onto a diskette and transfer them to your **PAF** program.

U.S. 1880 Census/British and Canadian 1881 Census: Online census collections that are 100 % indexed by individuals, family or places and available through **familysearch.org**.

U.S. Social Security Death Index: Contains information about persons whose deaths were reported to the **Social Security Administration** from 1937-2000. Provides birth and death dates, last place of residence, state in which person was issued a social security number and the SS#.

Family History Library Catalog: Describes all materials held by the **Family History Library** in Salt Lake City. It lists over 3 million books, microfilm, microfiche, maps and other materials. You can search by film number, location, or surname and use the call number to order films and fiche at our local **Family History Center**. Books, (*if they haven't been microfilmed*) can only be searched at the **Family History Library** in Salt Lake.

PAF Insight: A new computer program that can search **IGI** (*on and off-line*) for temple ordinance dates simultaneously. You can download that information into your PAF program. Available at the **Family History Center**. Eliminates checking the IGI name by name. Saves you hours of time

Primary Source: A record that was created at or near the time of a **Birth, Baptism, Christening, Marriage, Death or Burial**. Referred to as an original document, source or record. Examples of primary sources are: birth certificates, baptismal or christening entries in a parish (*church*) register or an entry in a family bible (*if the entry was made at the time of the event*).

Secondary Source: A record that consist of family oral traditions, records later copied or transcribed, and any other **information recorded sometime after the fact**. Examples of secondary sources are: birth years on census records, family histories written after-the-fact (*as opposed to daily entries in a journal which would be a primary source*), birth dates on death certificates, obituaries.

Compiled Sources: A collection of information that has been **gathered or collected from many sources**. An Internet site would be an example of a compiled source that may contain both secondary and primary sources.

Marriage Source: **Brigham Young University**, commonly referred to as **BYU**, contains over 30,000 individuals who are looking for a marriage entry in their own family bible. Very useful local source for single persons who are searching for an eternal companion.

Church Records: Records kept by various religious sects that **record baptisms, christenings, communions, confirmations, marriages, and burials** and are considered a primary source. These records are kept at the local parish level at the town or city where the original church was located.. Different religions also gather local church records into church archives or other repositories.

Census: An **official count and description of people living in a given area**. U.S. censuses start in 1790 and were taken every 10 years and are available through 1930. Early censuses (*1790-1840*) only list head of household and then list males and females in age groups. Starting with the 1850 census, everyone in the household is listed. British censuses start in 1841 and are taken every 10 years, ending with 1901. Canadian censuses start in 1871, are taken every 10 years and are available through 1901.

Vital Records: A term that refers to **birth, marriage, death and divorce records** created by a city, county, state or country. Vital records, as a general rule, were created at the state level about 1900 in the U.S. In England and common-wealth countries, vital records or Civil Registration started in 1837.

Emigration and Immigration Records: **Big Brother** was watching even before 1984! These records document people moving **into** or **out of** a country or area within the country. Records include **Ships' Passenger Lists** and **Port of Entry Documents** such as **Ellis Island**. Primarily, you will find these records are kept at the federal level.

Naturalization Records: The legal process by which an individual born in one country **becomes a citizen** of another. Naturalization laws varied during the 18th and 19th centuries in the U.S. but usually involved filing out a **Declaration of Intent** or **First Papers**, a waiting period of 5-7 years and then the signing of **Final Papers**, in which they swear their allegiance to their new country. Naturalization papers are filed and kept at the county level.

Military Service Record: Records detailing an individual's **military service** for their country. These records may give birth or death information.

Pension Record: **Money or land given** to an individual or his spouse and heirs who has **completed service** for the military or a company. Usually contains personal information about the pensioner, their spouse and dependants.

Will: A **legal document that describes** how a person's real and personal **property** should be distributed after their death. A will lists spouse (*if living*) and living sons and daughters. Within the U.S. wills are usually kept on a county level.

Probate: The process of **dividing a deceased person's belongings** amongst their heirs and paying expenses and debts. A probate will list spouse and children (*if they are living*). Probates are also kept on a county level.

Obituary: An article in the newspaper that **announces an individual's death**. This record usually includes birth and death information and also lists surviving family members. May also contain biographical information and clues to further research. Be sure to check the newspaper regularly to see if **your name** is listed there.

Gazetteer: A dictionary and history of **place names**.

Selecting Record Types

OBJECTIVE <i>To obtain information about--</i>	RECORD TYPES <i>First look for:</i>	<i>Then look for:</i>
Age	Census, Vital Records*, Cemeteries	Military, Taxation, Obituaries
Birth date	Vital Records*, Church Records, Bible Records	Cemeteries, Obituaries, Census, Newspapers, Military Records
Birthplace	Vital Records*, Church Records, Census	Newspapers, Obituaries, Military Records
City or parish of foreign birth	Church Records, Genealogy, Biography, Obituaries, Naturalization and Citizenship	Emigration and Immigration, Vital Records*, History
Country of foreign birth	Census, Emigration and Immigration, Naturalization and Citizenship, Vital Records*	Military Records, Church Records, Newspapers Obituaries
Country origins and boundaries	History, Maps, Internet	Gazetteers
Death	Vital Records, Cemeteries, Probate Records, Church Records, Obituaries	Newspapers, Military Records, Court Records, land and Property
Divorce	Court Records, Divorce Records, Census	Newspapers, Vital Records*
Ethnicity	Minorities, Native Races, Societies, Census	Church Records, Emigration and Immigration, Naturalization and Citizenship.
Historical background	History, Periodicals, Genealogy, Internet	Church History, Minorities
Immigration or emigration date	Emigration and Immigration, Naturalization and Citizenship, Genealogy	Census, Biography, Newspapers, Church Records
Maiden name	Vital Records*, Church Records, Newspapers, Bible Records	Military Records, Cemeteries, Probate Records, Obituaries
Marriage	Vital Records*, Church Records, Census, Newspapers, Bible Records	Military Records, Cemeteries, Probate Records, Obituaries
Occupation	Census, Directories, Emigration and Immigration, Civil Registration, Occupations, Probate Records	Newspapers, Court Records, Obituaries, Officials and Employees
Parents, children, and other family members	Vital Records*, Church Records, Census, Probate Records, Obituaries	Bible Records, Newspapers, Emigration and Immigration, Land and Property
Physical description	Military Records, Biography, Court Records	Naturalization and Citizenship, civil Registration, Church Records, Emigration and Immigration, Genealogy, Newspapers
Place-finding aids	Gazetteers, Maps, PlaceFind @ FHC, Internet	Directories, History, Periodicals, Land and Property, Taxation
Place (town) of residence when you know only the state	Census, Genealogy, Military Records, Vital Records*, Church Records, Directories	Biography, Probate Records, History, Land and Property, Taxation
Places family has lived	Census, Land and Property, History	Military Records, Taxation, Obituaries
Previous research (compiled genealogy)	Genealogy, Periodicals, History, Internet, Family Web Pages	Biography, Societies, Nobility
Record-finding aids	Archives and Libraries, Societies, Genealogy	Periodicals
Religion	Church Records, History, Biography, Civil Registration, Some Foreign Census	Bible Records, Cemeteries, Obituaries, Genealogy

*Outside the United States and Canada, see "Civil Registration" instead of "Vital Records."

Record Locations

Records are kept at National, State, County and City levels. It is important to know at what level to search for which records.

National or Federal	State	County	City
Census	Birth after 1900	Probate	Gazetteers
Military	Marriage after 1900	Land	Church
Pension	Death after 1900	Birth before 1900	City Directories
Passenger Lists	Military	Marriage before 1900	
Naturalization	Pension	Death before 1900	
	Census	County Histories	
		Naturalization	

For example: To locate records for a marriage in Redbanks, Armstrong County, Pennsylvania around 1880 you would look in the **Family History Library Catalog** under **Place** search. Look under Armstrong County, Pennsylvania to find civil marriage records. Look under Redbanks, Armstrong, Pennsylvania to find a church record. Also, a 1900 or 1910 federal census record would indicate how many years an individual had been married thus indicating a marriage year.

Internet sites that contain directories such as cyndislist.com will list online records by state and county and city. Also, find records at city, county and state level by using Internet search engines such as google.com.

Family History Library Catalog

- Open familysearch.org and click on **Search** tab. Click on **Family History Library Catalog**.
- Click on **Place Search**. Enter the name of a place one of your ancestors in from.
- Click on the **underlined place name**.
- How many records are available on this place? _____
- Click on one of the records and write down the call # or film#. _____
How would you go about accessing that record? _____

- Return to the **FHL Catalog** title page and click on **Surname Search**.
- Type in **Obituaries** or some other subject of interest. Choose one of the sources to click on and view.
- Click on **Help** in the upper right-hand corner. Click on several alphabet letters to the left of your screen to get an idea of what you can learn from the **Help Menu**. Read the help topics on the right hand of the screen.
- Click on **Glossary**. The glossary will translate foreign words or terms to define institutions, records, or topics for you. Type in the word “*soeur*”. What does it mean? _____ Type in “*Abstract Index of Deeds*.” What is this record? _____

- This is just a small taste of what you can find in the **Family History Library Catalog**. Keep experimenting!

Documenting Your Research

By Kathy Briggs Litster

So, what is this all important part of research that we refer to as ‘Documentation’? **Merely, the recording of information that is found in a genealogical source, along with the annotation of where you found that information.**

Documentation is as important to genealogical research as the sealing ordinance is to temple work. Good documentation includes both keeping track of your research plans and it’s results.

Three Primary Purposes of Documentation

- The first purpose permits someone else to retrace your steps in order to check the information for accuracy.
- The second, and most important is to save time so that you don’t constantly re-check the same genealogical sources over and over and over and over and over again. (*You may think that you couldn’t possibly forget checking a source, but BELIEVE ME, you will!!*)
- Third, your documentation may lead you or someone else to records of other ancestors.

The extra two minutes it takes to write down the source information is well worth the time and effort. It should include enough information so that anyone (*including your teenager*) can easily locate the source you used and quickly find the specific information you refer to in that source. As you find information that documents dates, places and relationships, be sure to cite that source in your PAF file. (*For more information on Citing Sources in PAF, see the Family History Computer Guide, p.2-6.*)

Time Saving Guidelines

With the growing popularity of genealogical research on the Internet, anyone can now sit down and print out reams of paper. This might not further your search for individuals who need their temple work done. Reprinting research time and time

again is also frustrating and fruitless. Here are a few guidelines to remember when doing research so your time is well spent and well documented.

- Print out or photocopy research, even if you are unsure if that information ties into your line. It is safer to print out something, and upon consideration find out the information doesn't pertain to your family, than to try to retrace steps in research. Keep a general surname file to put these “*unattached*” findings in. For example, a file labeled “*Briggs Family*” can contain anything you have not tied to a more specific Briggs family.
- Documentation can easily be recorded in your Research Log. (*See example in this section of the training.*) This log should include:
 - ✓ The date and place of the search, (*i.e. 20 Jan 2004 Family History Library, SLC*).
 - ✓ The complete film number or call number, along with the title of the source, volume and page number. This is a MUST!
(*i.e. Franklin County Missouri Marriage Records, vol. B pg. 124. SL film # 975,045*) For book references, it is good to get into the habit of photocopying the title page when you are photocopying the specific information as well.
 - ✓ If searching online, record the name of the Internet site along with the documentation listed in their data base.
 - ✓ Finally you need to include the results of your search on the **Research Log**, along with a photocopy of the information.. ON THAT PHOTOCOPY, write on the FRONT of the page the same notation of date and place of search, film or call number, title of source, volume and page number. This must be included on the front of that source in case it becomes lost from your other papers, or you need to photocopy it, digitize it, and send it to someone else or attach it to your PAF File.
- Searches that reveal no new information must be recorded on your **Research Log** too. This will keep you from repeating searches in the same records for the same information. The key to this is being extremely specific in writing out your comments. Comments such as “*found nothing*” will not be as

helpful as “*searched for all Briggs in Franklin County, MO*” or “*searched for A., Augustus, A. Horace, and Horace Briggs in 1850 Census in Franklin Co., MO*”.

- Record each person’s name in full. This is especially important when it comes to women’s maiden name. Avoid abbreviations. Many an error has happened when more than one J. Smith is in the family.
- Dates should be recorded in full. Most genealogists use a day/month/year format. However you record dates, months should be written with standard abbreviations (*not as numbers*) and years written out entirely (*e.g. 1776, 1900, etc.*)
- Copy information especially dates, location and last names **EXACTLY AS YOU FIND IT**. You can interpret your findings later when you have time to review your notes and make comparisons with other information. This is particularly important when copying down names. Over time, names and spellings often vary and sometimes change. When copying down information, **DO NOT CHANGE IT TO WHAT YOU THINK IT SHOULD BE**.
- Write notes and sources clearly. After reading a few census records, you will begin to appreciate good clear handwriting and penmanship.
- With all due respect to Aunt Bessie, just because family information has been passed down through generations, doesn’t mean it’s correct. Many a horse thief had a genealogist in the family to clean up the family’s “*amusing anecdotes*”. Sure, Aunt Bessie was a good lady.... but that doesn’t mean she was perfect. Try to verify Aunt Bessie’s dates through primary sources.
- Think about when the record was created. Records that were made at the time of the event are more likely to be correct than sources that were made several years (*or decades*) later. Censuses are the exception to this rule...many a census taker could barely write his own name, let alone other people’s.
- After completing your research for the day, take time to write yourself a note about your research, any conclusions reached and plans for future research. The best place for this note is in the “*Notes*” icon in PAF. You probably

want to be less specific here, not referencing every document searched, but rather discuss broader themes in your research

(e.g. Looked for Horace Briggs father in Scoito County, OH. There is a Robert Briggs listed in the 1820 Census in Porter Twp., Scoito County but all the biographies of Scioto County list the Patriarch of the Briggs Family as John Briggs in Scoito County, a Revolutionary soldier. Further Research is needed in Luzerne Co., PA to see if John and Robert Briggs could be brothers.)

Research really is much more fun and much more rewarding than you might at first think. It opens the door to who you really are and what has made up your family's past. It also opens temple doors to your family members on the other side of the veil.

Note: See the **Sample Research Log** on the next page and then proceed to the **Clear Up The Confusion Quiz**.

Clear Up The Confusion Quiz

- List three examples of a **primary source**.

1 _____
2 _____
3 _____

- List three examples of a **secondary source**.

1 _____
2 _____
3 _____

- List three places you might find birth information.
(Hint: See Selecting Record Types)

1 _____
2 _____
3 _____

- List three places you might find marriage information.

1 _____
2 _____
3 _____

- List three places you might find death information.

1 _____
2 _____
3 _____

- What is the difference between a will and a probate record?

- What are the three primary purposes of documentation?
1 _____
2 _____
3 _____

- What is the difference between a **research log** and a **research report**?

- In what order and manner do most genealogists record dates?_____

- What is a gazetteer?

- What is a compiled source?_____

- Where can you find the Social Security Death Index? _____

- Where could you find an ancestor's occupation?_____

- Which censuses record the number of live births for each mother?
1. _____
2. _____

- Can you believe you have actually completed this quiz?
Yes _____ **NO!!!!!!**_____

Section 7

Internet Family History

“Sister Susa Young Gates...once asked her father [Brigham Young] how it would ever be possible to accomplish the great amount of temple work that must be done, if all are given a full opportunity for exaltation. He told her there would be many inventors of labor-saving devices, so that our daily duties could be performed in a short time, leaving us more and more time for temple work. The inventions have come, and are still coming, but many simply divert the time gained to other channels, and not for the purpose intended by the Lord.”

**Archibald F. Bennett
Improvement Era, Oct. 1952, p. 720.**

Checklist #7

- Complete the practice session on **Familysearch.org** in this section.
- Complete the practice session on **Finding Ancestors in the 1880 Census.**
- Review **U.S. Census Records Online.**
- Schedule a practice session at the **FHC** on census research with your **Family History Consultant.**

- **Complete the following tasks:**

- Choose one of your head of household ancestors born in the 1800's and find them, their children or grandchildren in each census.
- Do a last name only search by county in the 1880 U.S. Census at **familysearch.org.**
- Do a first name only search by county in the 1880 U.S. Census at **familysearch.org.**

- **Fill in the Blanks:**

Which censuses tell the year of immigration? _____

Which census tells the month and year of birth? _____

Which census tells you how many years the person has been married? _____

Which census tells the age a person was first married? _____

Which census tells if the person has been naturalized? _____

Which censuses tell how many children the mother had and how many children were still living at the time of the census? _____

Which censuses tell the birthplace of the individual and his/her parents? _____

Which censuses only gives the name of the head of household? _____

- Complete the practice session on **Ancestry.com.**
- Complete the practice session on **Other Internet Sites.**

Familysearch.org

Schedule a training session at the **Family History Center** with a committee member.

Date: _____ Time: _____

- Go to www.familysearch.org and select the **Search** tab. Click on **Tips On How To Search Your Ancestors**. Review tips and then click on **Return To Ancestor Search**.
- The green box to the left of the search page lists the data bases available on **familysearch.org**. You may search individual data bases or all resources at once. Databases include:
 - **All Resources**
 - **Ancestral File**
 - **Census (U.S. 1880, British 1831, Canadian 1831)**
 - **International Genealogical Index**
 - **Pedigree Resource File**
 - **U.S. Social Security Death Index**
 - **Vital Records Index (Scandinavian)**
 - **Search Family History Web Sites**
- Enter the name and year of birth of a deceased ancestor into the search fields. (*Remember to enter women under their maiden names on all searches except the **Census Records** and the **Social Security Death Index**.)*)
- In the Year Range box select + or - 2 years. If you are unsure of the date you may want to select a larger range. Click on **Search**.

- If you get more than 25 hits, narrow the search by adding more information into the search field boxes. Click on **Refine Search** in the upper right hand corner of the screen. Your original search will return. Add more information such as country and state of birth, a spouse's name or parent's names. Usually, entering in one more piece of information will do the job.
- The box to the right indicates the data bases your ancestor's name might be found. Click on each one to review the information.
- Find one of your ancestors in the **Ancestral File**. Look at the pedigree. Click on **Family** to see a family group record.
- Find one of your ancestors in the **Social Security Death Index**. They will need to be born after the 1880 or so and have lived long enough to file for a SS# in the 1930' s. Enter women under their married names.
- Return to the general search page by clicking on **Search**. Click on **Research Guidance** and explore this resource.
- Return to the general search page. Click on **Research Helps** and explore this resource.
- Return to the general search page. Click on **Web Sites** and explore this resource.

Note#1 - It is possible to download family files or individual ordinance records from **Familysearch**. Click download once you are into the record or file you want and follow instructions.

Note #2 - You can copy and paste names, dates and places into your own file from **Familysearch** databases. Pull of your **PAF** file and also **Familysearch**. Go back and forth between the two files. Use **Ctrl C** for copy and **Ctrl V** for paste.

Note#3 - The **IGI** is covered in **Section 2 Personal Ancestral File**. The **Family History Library Catalog** is covered in **Section 6 Research Skills**. The **1880 Census** is next page.

Finding Ancestors In The 1880 Census

- Open familysearch.org and click on the **Search** tab.
- Go to **Census Search** (*Third arrow from top on left hand side of screen.*)
- In the **Census** box click on the arrow to select **1880 United States Census** (*1881 British and Canadian Census is also available.*)
- Type in the first and last name of your ancestor and the year of birth. Highlight **+ or - 5 years** in the **Birth Year Range**. (*Use a married name for women.*)

Note #1 - To start with give minimal information. Usually name and date of birth is sufficient.

- Census State Box** - Highlight state, county and township where your ancestor was living in 1880. If you do not find your ancestor in the township, try searching just the state and county, then the state and then search all states.
- Once you get the list of people in your search, click on the name (*or names*) of those who could possibly be your ancestor.
- You will get a screen of individual information. Click on **Household** to see if you have the correct family.
- Check households on both sides of your ancestors for several blocks. Up on the top of the household screen you can click on **Previous Household** or **Next Household**. Extended family tended to live close by. You may find brothers, sisters, cousins, parents, grandparents etc.

Note #2 - Just because your ancestor could spell his name, doesn't mean the census taker could. Try variations on the theme. Or, nicknames may be used, for example "*Charles*" may be entered as "*Chas.*" Also try middle names. Sometimes first names are listed as only initials such as "*R*" for Robert.

Note #3 - If at first you don't succeed, .try, try again. If you know they were living in a small town...search for them by first name ONLY...for example looking for all the Roberts in Provo. The census taker may have spelled the last name wrong.

U. S. CENSUS RECORDS ONLINE

Census records are online at various web sites and in various formats. Some have been transcribed and posted online by individuals and organizations. These are usually free. Other paid sites have digitized and indexed the census records and you can easily search for your ancestor by typing their name into the database and clicking on **Search**. You can then view the actual record on your computer screen.

Free Sites - Free sites are dependent on the generosity of fellow genealogists who transcribe records and post them on the Internet. Try the following links:

- www.census-online.com/links/
- www.us-census.org/inventory/inventory.htm (*USGenWeb*)
- www.google.com - search for “*census indexes (name of state or county)*”

Paid Sites - Ancestry.com and Genealogy.com both have **all** the US Census records digitized online. They also have a few Canadian and British Isles censuses available as well.

- **Ancestry.com** is available for \$1.00 per month at the **Family History Center** - well worth the price!!!!
- **Genealogy.com** is available only by private subscription. (*Several members of our ward have a subscriptions to these sites if you have questions.*)
- Some public libraries have subscriptions and provide free access to these sites.

Both sites can be searched by state, country, and townships page by page. However, each of these web sites have **different** census years indexed as indicated on the next page. As with all Internet sites, the information in the following chart is subject to change.

Note: Other interesting information may also be indicated in census records such as whether one owned or rented his home or property, whether he farmed, whether he was deaf, dumb, blind, insane, idiotic, pauper, convict, maimed, crippled, bedridden or otherwise disabled and whether he can read and write. Perhaps you can discover some genetic links that will explain to your spouse why you act the way you do! You can even find out if the family owned a radio set in 1930!

Census	Indexed Site	Description
<u>1790 -1840</u>	Ancestry.com & Genealogy.com (1790-1820)	Indexed by head of household. Lists males and females by ages in groups of 5 years. Does not give names of individuals in a household.
<u>1850</u>	Ancestry.com	Indexed by head of household. Lists names, ages, sex, race, occupation, and place of birth.
<u>1860</u>	Ancestry.com Genealogy.com	Completely indexed in Ancestry by individuals in the household; Genealogy indexes head of household. Lists names, ages, sex, race, occupation, and place of birth.
<u>1870</u>	Ancestry.com Genealogy.com	Completely indexed! Search for any member of a household. Lists names, ages, sex, race, occupation, and place of birth of all household members. Indicates if an individual's parents are of foreign birth.
<u>1880</u>	Familysearch.org Ancestry.com	Completely indexed! Search for any member of a household. Lists name, age, sex, relationship to head of household, and marital status. Can search previous and next households. (<i>Neighbors</i>) Linked with Ancestry.com to provide a digitized image.
<u>1890</u>	Genealogy.com	Only fragments of 9 states have survived.
<u>1900</u>	Genealogy.com	This is a major census. Indexed by head of household. Lists names, relationship to head of household, race, sex, month and year of birth, age, marital status, number of years present in marriage, mother of how many children, number of those children living, place of birth, place of birth of father and mother of each person, year of immigration, number of years in the U.S., naturalization, occupation, etc.
<u>1910</u>	Genealogy.com	Indexed by head of household. Lists names, relationship to household, sex, race, age, marital status, number of years present in marriage, mother of how many children, number of living children, place of birth, place of birth of parents, year of immigration, naturalization.
<u>1920</u>	Ancestry.com	Indexed by head of household. Lists names, relationship to head of household, home owned or rented, sex race, age, marital status, years of immigration, naturalization, year of naturalization.
<u>1930</u>	Ancestry.com	Completely indexed! Search for any member of the household. Lists names, relationship to head of household, sex, race, age, marital status, age at first marriage, place of birth of self and parents.

Ancestry.com

Ancestry.com is a paid site that also has some limited **free** access to family trees (*pedigrees*) within their database. Our stake **Family History Center** does have a subscription to **Ancestry.com** and charges you only \$1 per month to have unlimited access to the Internet and **Ancestry.com** databases.

Search the Home Page:

- **Ancestry.com** opens to their home page. Type the first and last name of the person you wish to search for in the first two boxes.
- Enter the country where they lived. If they lived in more than one country, highlight **All Countries**. Click on **State** for a more specific search.
- Click **Search**.
- You may receive hits in the following areas:

Featured Databases: Databases **Ancestry** is running a “sale” on and they are allowing you to check them for free.

Census Records: Ancestry provides digitized and indexed census records for all census years in the U.S. (*a few in British Isles*) you can easily search for your ancestor by typing their name into the data base and clicking on **Search**. You can then view the actual record on your computer screen. Overall an **EXCELLENT** source for censuses. (*See U.S. Census Records Online in this section of the training.*)

Birth, Marriage & Death Records: **Ancestry** has scattered birth, marriage and death information available on-line. Much of the **Early American Marriages** are available on-line (*pre-1840*). Births are only rarely available, due to the fact that births weren't recorded (*except in church records*) widely prior to 1900. Death information is available through the **Social Security Death Index** and some states have death indexes available on-line. (*e.g. California, Washington and British Columbia*).

Military Records: Military records of some kind are on-line for most major military engagements.

- **Revolutionary War indexes (*DAR collections*).**
- **War of 1812**
- **Civil War Service Records**
- **Spanish American War**
- **WWI Draft**
- **There is also some great information concerning individual regiments: (*Where they mustered in, engagements, killed and wounded in action, and date of disbanding regiment, etc.*)**

Immigration and Nationalization Records: Records made upon entry into this country and upon becoming a citizen. These are mostly **EARLY** American.

Periodicals and Newspapers: **Ancestry** is currently working on getting more newspapers on-line and available for searching. Currently there are only a smattering of newspapers in the **U.S.** that are available.

Directories and Membership Lists: Includes early **1900's Directories** that are like the phone book, but without phone numbers. These give a person's name, address and usually occupation. The **1994 and 2000 phone books** are also available to search.

Trees and Community: The **Ancestry World Tree** has a large data base of family trees and pedigrees. A **GREAT** source for extending family pedigrees. This segment is available to you at home for free. You may also contribute your own file to the data base. The **Family Data Collection** is a secondary source of information but can be a good research jumping off point.

Biography and History: Mostly **EARLY** American biographies....

Court, Land and Probate Records: Only **EARLY** probates and **Court Records** available.

Reference and Finding Aids: Contains maps and genealogical sources and indexes to help you in your research etc.

- Examine the hits in each area and open those which might have pertinent information.
- When you find information you would like to keep, print it out and place it in a research folder.

- Search with and without middle names. Search spouses and children. Search maiden names and married names.

Search By Location:

If you do not find what you are looking for in a general home-page search, try a search by location.

- Open up **Ancestry.com** and click on the **Search Records** tab on the top of the page.
- Scroll down to the map of the **United States**.
- Click on **State** or **Region**.
- **Ancestry** will list all records in that state or region that they have in their data-base. Click on those records that interest you and do individual searches for names within that record.
- It is helpful to search these data bases by surname to retrieve entries that may be related to your ancestor and useful in your research.

Search The Message Boards:

Others who are researching the same ancestors may have posted a inquiry on the message board. Perhaps they have information you do not have and vice versa.

- Open up **Ancestry.com** and click on the **Message Boards** tab on the top of the page.
- Under **Surnames** click the letter of the alphabet corresponding to the surname you are searching.
- Type the surname into the box and click **Search**.
- Look for messages pertaining to your ancestors. You may contact the person who posted the message and share information.

Other Internet Sites

There are thousands of genealogy Internet sites. Learning how to navigate them can bring you data wealth untold.

Search Engines: Sites with search engines allow you to put in a name and they will do all the work of sifting through the databases to find matches! There are engines that search the entire web and those that search specifically for genealogy. Both are useful. Any one search engine can only search up to 25% of the web. Try several.

Directories: Directories categorize web sites and link you to them. For example, a site may be divided into **Surnames, Locations, Occupations, Vital Records** etc. You then click on the category and you will receive a new list under that topic to choose from.

Many sites have both a directory and a search engine. We will cover a few of them.

Google - Many of you are already familiar with **Google.com**, one of the web's most popular search engines. Here are some hints on **Google** searches.

- Go to **Google.com**.
- In the search box type in words relating to what you are trying to find. For example: **Crumley Fountain County Indiana** will pull up web sites containing all four of those words.
- Add a “**~genealogy**” to your search to confine the results to genealogy related topics. The **tilde (or ~)** means the equivalent of “*having to do with.*”
- Put a full name in quotes to keep it together. “**John Smith**” will only bring up sites which have the name of **John** and **Smith** together rather than finding a **John Bell** and **James Smith** on the same page.
- If you get too many hits, narrow the search by adding more words. For example: **Crumley “Fountain County” Indiana Cemetery Index.**

- The possibilities are endless. Try searching by names, places, types of records, etc. Anything you can think of can be searched.

Cyndislist - **Cyndi's List of Genealogy Sites on the Internet** is one of the most comprehensive directories on the web for family history research. Started by Cyndi Howell as a grassroots effort to help her local genealogical society, her web site has grown to a 150 category, 200,000+ link Internet goldmine. **Cyndislist.com**.

UsGenWeb - **Usgenweb.com** is a volunteer run and maintained site dedicated to free genealogy online. There are web sites for every county and state in the U.S. **GenWeb** categorizes their work into projects. The main ones are **State Pages Project, Archives Project, Census Projects and Tombstone Project**. If you are lucky someone in the locale you are researching has donated time and transcribed records for your use.

RootsWeb - **Rootsweb.com** is the oldest and largest free genealogy site of the Internet. It includes search engines and databases, family trees, online classes, message boards, surname lists etc. It provides links to many other sites.

These are just a tiny sample of what you will find on the Internet. To find more sites, type in "***Genealogy Search Engines***" into **Google** and see what you get. (***How about 529,000 hits!***) Don't worry, you only need a few of them. **Google** sorts the links from most significant to least.

Hint - You may want to try some metasearch engines which search multiple search engines at one time. To find them put "***metasearch engines***" or "***genealogy metasearch engines***" into **Google**.

Section 8

Submitting Names For Temple Work

“I wish many times that the veil were lifted off the face of the Latter-day Saints. I wish we could see and how the things of God as they do who are laboring for the salvation of the human family who are in the spirit world; for if this were so, this whole people, with very few, if any, exceptions, would lose all interest in the riches of the world, and instead thereof their whole desires and labors would be directed to redeem their dead.”

Discourses of Wilford Woodruff, p. 152

Checklist # 8

- Review **Submitting Names For Temple Work** in this section of the training guide.
- Meet your consultant at the **Family History Center** and run your **PAF** file (*or a segment of it*) through the **PAF Insight** program. See the **PAF Insight** instruction sheet in this section of your training. This will update the ordinance records in your **PAF** file to its most current possible state.
- Print out a list of **missing individual ordinances** and **missing marriage sealing ordinances** from your **PAF** file. (*See Section 10, Printing Lists of Missing Ordinances in your Family History Computer Guide p. 10-1 and 2.*)
- Examine each name on the list to see if you have enough information to do their temple work. Decide which names you will prepare temple ordinance cards for.
- Create a **GEDCOM** file for **Temple Ready**. See instructions on **Exporting A GEDCOM File For Temple Ready** in this section of your training.
- Make an appointment with your **Family History Consultant** to meet at the **Family History Center** to create a temple submission disk on **Temple Ready**.
- Create your **temple submission disk**. See instructions in the **Family History Computer Guide**. (*p.12-5*) Your consultant will assist you.
- After preparing your submission disk, take it to the temple offices just off the inside foyer. Ask them to **print the ordinance cards** for you.

Submitting Names For Temple Work

Before submitting names through **TempleReady**, you should be aware of the following general guidelines.

- **Baptism and Endowment** - For baptism and endowment, you must have the ancestor's name, sex, event date, and an event place (*events include birth, marriage, death, and so forth*).
- **Sealings** - For sealing to parents, you must have the information listed above for baptism and endowment, plus the first or last name of the father. For sealing of spouses, you must have the name of the husband, the marriage date, and the marriage place.
- **Rule of Three** - A good rule of thumb for submitting names for temple work is to have **minimum** three segments of information about that person, preferably a specific date, a specific place and a specific relationship (*child, spouse, parent*).
- **1 Year Rule** - The individual must be deceased for more than one year before you submit his names for proxy temple ordinances (*unless he or she was a worthy member of the Church who died under age twenty-one, or who was unable to go to a temple in his/her lifetime for reasons beyond his/her control*).
- **110 Year Rule** - A death date must be provided if the person was born during the last 110 years. The names of persons missing in action, lost at sea, or declared legally dead are held for temple ordinances by the **Family History Department** until 110 years after their birth.
- **Right of Precedence** - The right of the closest living relative to submit a name for temple ordinance work, or to prevent it from being submitted, belongs to the person's parents, non-divorced spouse, children, and siblings - in that order. If other relatives want to submit a name, they must first obtain permission from the person having the right of precedence.

- **Right of Privacy** - The rights of privacy of living persons make it mandatory that names submitted for temple ordinance work be submitted by a close relative, or with the approval of the closest living relative **if the people were born within the last 110 years**. In the case of a **Friendship Request**, the approval must be in writing, dated, and signed.
- **Before A.D. 1500** - Do not submit for temple work names of individuals who lived before A.D. 1500, nor for royalty, without first consulting with the **Family History Department** in Salt Lake City.
- **Celebrities and Historical Personalities** - Do not submit the names of deceased celebrities and historical personalities, early church leaders and their families. Though the names may not appear in the **IGI**, the temple work for most of the people in these categories have already been done.
- **End of Line Ancestors** - Do not “*invent*” ancestors by adding Mr. and Mrs. to the surnames of the persons at the end of their family line simply to fill in the spaces for the next generation of ancestors. This practice produces ordinance work and associated records for persons who are not uniquely identified and usually results in duplication of ordinances.
- **Incorrect Information** - Do not submit individual’s names for temple work just because you found the **IGI** to show incorrect ordinance dates or places, or because their names are misspelled. **The ordinances are still valid.**
- **About Dates** - You may use about (*abt*) dates if you have exhausted all avenues of research to find the actual date and **IF** you have other identifying information such as a spouse, parents, place, etc. Do not estimate dates and places if exact dates and places can be obtained with reasonable effort. Imprecision produces inaccurate records on the **IGI**.

- **Estimated Dates** - If it becomes a necessity to estimate dates in order to submit the name for temple work, you can calculate that date from known information. For example, you can assume that men married about age 25 and women at 21. If you have a marriage date of 1875 you can assume that the man was born about 1850 and the woman about 1854. It is common to assume that the first child was born one year after the marriage and the subsequent children were born at two year intervals. Include an explanatory word before the date, such as abt (*about*), bef (*before*), aft (*after*), or est (*estimated*).
- **Assumed Places** - You can assume a place of residence based on the place listed on birth, marriage, death, or other records. For example, if the parents were married in Tennessee, but there is no record of a birthplace for the children, you can list Tennessee as their probable place of birth. When typing an assumed place of residence, type “**of**” before the place (*for example, of Tennessee*) or put the place in brackets < >.
- **Proofread!** - Carefully proofread records before you submit them.
- **The Number of Names to Submit** - The number of family names you submit at one time should be limited to as many ordinances as you can easily manage or as many as you, your family, and your friends can complete within a reasonable time. (*3 to 6 months*)

(References - A Member’s Guide to Temple and Family History Work: Ordinances and Covenants (1993), p.10, 13-14 and Family History Research: The Do’s and Don’t’s- Church News, Mar. 23, 2002, and Introduction to Family History Computer Guide Religion 261, p. 12-2)

PAF Insight

PAF Insight is a computer program that allows you to search the on-line **IGI** quickly and update your **PAF** file in a single click, inserting ordinance dates and other data (*including sources*) into sections of your file in one sitting. It will save you hours of time! (*Do about 100 names and then save the data to your PAF file and start again.*)

PAF Insight is available for download at www.ohanasoftware.com for \$20 or at our stake **Family History Center**.

- Take your **PAF GEDCOM** or **Backup (zip) File** on a disk to the library. (*See PAF 1-2-3, Step 10 in Section 2 of this training guide.*)
- Open **PAF** and create a new file. (*See PAF 1-2-3 in Section 2 of this training guide.*)
- Import or restore your **GEDCOM** or **Backup (zip) File** into your new file. (*See PAF 1-2-3, Step 4 in Section 2 of this training guide.*)
- With your new file open, go to the toolbar and click on **Tools**.
- Click on **PAF Insight**.
- When the **Select Operation** screen appears, click on **Search IGI**.
- Choose the list that you will select names from in the upper left portion of the screen. Select from **Missing Ordinance Information** or **Missing Ordinance Dates**.
- Click on the box marked **Region**. Choose the region you wish to limit your search to. (*North America, British Isles, etc.*)
- In the upper left hand portion of the screen, you will notice a list of names from your database. They will be listed by **RIN**. If you prefer, you can list them **alphabetically** by click on **Primary Name** at the top of the column.

- Find the name you wish to search and highlight it by clicking on it. Click on **Search** on the top left.
- Watch the space to the left of the name, in the **Status** column. As the computer searches, it will show you how many hits and matches it finds. As it finds a match, it lists the duplicate name it found in the **IGI** along with a % number that represents how closely the duplicate name is to the name you are searching. When it finishes, it will show **Done** in the **Status** column, with the number of matches found. (*Highest % first*).
- Click on the highest % match. On the bottom half of the screen you will see the name in **your PAF** database on the left side of the page. On the bottom right, you will notice the information that is contained in the selected match from the **IGI**. The fields containing information that differ will be highlighted in **Pink**.
- If you see any information in the right-hand screen that you would like to have in your database, **check the adjacent small white box**.
- Click on the **Spouses** and Children tab above the **Primary Screen** and compare your record with the **IGI**. Again, if there are differences that you want to add to your records, **check the small white box**. Repeat the above with the **Parents and Siblings** tab.
- When you have finished comparing the two records, and checked all the boxes you wish to have added to your database, click on **Update**. All checked information will then be added to your record.

<p>IMPORTANT: Before you click on Update, be sure you have looked at all three tabs (<i>Individual, Spouses and Children, and Parents and Siblings</i>) and the information you want added to your database is checked. Serious errors can be made here!</p>
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- Go down to the next match on the list and repeat the above directions until you have complete ordinance dates or information. After completing your work, 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. Click **Yes** and you are finished. Remember to backup your **PAF** file if changes were made.

Exporting a GEDCOM File For Temple Ready

Believe it or not you have researched, organized, printed, download and researched some more and are finally ready to prepare names to take to the temple. You will need to export a **GEDCOM file for Temple Ready** from your PAF file and run that file through the **Temple Ready For Windows at the Family History Center**.

You may prepare your **GEDCOM file** at home and take it to the **Family History Center**, or take a **backup copy of your PAF** file to the **FHC** and have a consultant help you make your disk.

To make a **Gedcom file** follow the instructions below:

- Click on **File** on the toolbar and select **Export for Temple Ready** in the drop-down menu. Or, you may click on the **Export for Temple Ready** icon (*next to the printer icon*) on your toolbar.
- Click on **Continue** and the **Export Individuals for Temple Ready** screen will appear.
- **Select** the person you want to begin with and **highlight** their name.
- Use the arrow to **select** and **highlight** the type of file you want to export. (*Individual, couple, family, all, all related, ancestors, all ancestral related, descendants, all descendants related.*) Most likely you will choose individual, couple or family.
- Click on **Select**. Various screens will come up depending on what you have chosen. Answer the questions and continue. Notice the screen will tell you how many individuals you have selected.
- If you want to add another individual and their family click on **AND** and **highlight**.

- Go through the process again.
- When you are done click on **OK**.
- The original export screen returns.
- Click on **Export**.
- Name the file and select where you want to save it to. (*Such as the A: drive, or My Documents on the C: drive, etc.*)
- If you have successfully exported your file it will tell you how many names.
- Take this disk to the **Family History Center** and a consultant will help you run it through the **Temple Ready** computer program.

Congratulations!!! You have arrived!

*You have just graduated from **Family History for the Average Saint 101!** We want to thank you for being a good sport and jumping through all of 926,000 of our hoops! We hope they have made at least a little bit of sense. We also hope that you have caught the spirit of this great work and that your testimony of the importance of redeeming the dead has increased. We pray that your joy in this work will grow and that Heavenly Father will reward you for your efforts.*

We want to thank all who have contributed to this Self-Guided Tour in any way.

Please know that we are ready and willing to assist you in the pursuit of your ancestors at any time.

Happy Researching,

Park 2nd Ward Family History Committee

A Successful Ward Family History Program

Set a goal - Set a date and schedule a ward temple day. Plan to prepare and take family names to the temple that day. Perhaps you can set a goal to baptize the equivalent of your ward in the spirit world during the coming year. You just might end up baptizing a stake!

Advertise! - Use announcements, sign-up sheets, newsletters, hand-outs, and role-playing (visiting ancestors in period dress) to publicize your goals. Hold a sacrament meeting on family history.

Sunday Classes - Use modern technology to turn an old, tired family history class into the latest and greatest Sunday School class held. Laptops, big screens and Internet access to **familysearch.org** goes a long ways in getting people interested in doing family history.

Involve the Youth - Set a day for ward baptisms and help the youth and their parents research and prepare names. Then, youth and their parents attend the temple together for ward family baptisms. Priesthood holders can baptize and confirm while youth are proxies.

Family History Center Appointments - Pass around a sign-up sheet every Sunday to attend the FHC. Schedule certain times when ward committee members will be available to **go with ward members to the center and help them research.**

Family History Self-Help Guide - Publish a booklet or CD for your ward members that contains how-to checklists and step-by-step instructions for basic computer, Internet and research skills. Also, include ward temple dates, FHC hours, committee member's names and numbers. Be sure to include your ward goals and goal setting sheets for families to fill out.

PAF Installation Program - Computer specialists see that ward members have PAF installed on their computers and receive personal, in-home instruction on its use.

Ward Card File - Maintain a file of temple cards of ward member's family names. This is mainly for those who have many names and few family members who can perform the ordinances. Pass temple cards around every Sunday for members to take to the temple during the week.

Ward Temple Days - Schedule days to do family names at the temple. You can have Baptism days, Endowment Days, and Sealing Days. Those who do not have names can help do ordinance work for those who have found multiple names. This is a wonderful way to become close as a ward and lift the members spiritually.

Family History Ward Activity - Work with the ward Activity Committee to hold a Ward Family History Super Saturday. Along with classes and displays, schedule families to

come at appointed times for individual goal setting and hands-on training on computers and Internet. Each family brings their own five-generation pedigree chart to use as they practice on the computers. Families can research their ancestor's pioneer stories and journal entries on Infobase's Pioneer Heritage Library. Set up equipment to scan photos into PAF. Organize a file system. Find out who is related to whom!

Family History Enrichment Night - Family History mini-classes on organizing FH files, using the computer, scrap-booking, Family Heritage books.

Family History Library Research Days - Schedule a day at the Family History Library in Salt Lake or at BYU where ward members with research problems meet committee members at appointed time for individual help.

Successful Family History Work Begins With Priesthood Leadership and Support.

Bishop - A bishop can make all the difference in the success of family history work in his ward. If the bishop is committed to family history, his testimony will shine forth to other ward members. A bishop can assist this work by:

- Making sure his ward has a dedicated Head Family History Consultant called.
- Calling 5-10 or more individuals to the Family History Committee.
- Scheduling a sacrament meeting on Family History.
- Giving verbal attention to Family History activities over the pulpit.
- Participating in Family History activities as his time allows A little bit goes a long way.
- Working with the High Priest Group leader to encourage Family History.
- Providing some budget resources for the Family History Committee for printing costs, publicity, temple night refreshments etc.
- Encouraging an annual hands-on Family History fair on a ward basis.

High Priest Group Leader - The High Priest Group Leader has the stewardship over the family history work in his ward. He can be a great asset to the Family History Committee by:

- Attending Family History classes and activities.
- Helping to instigate temple events and ordinance work.
- Attending Family History committee meetings.
- Being involved in his own Family History work.
- Giving verbal attention to Family History activities in priesthood meetings.
- Encouraging all high priests to be involved in temple and family history work.

How to Organize a Family History Committee

A ward Family History committee needs enough members to smoothly carry forth the many tasks related to a successful program in a ward unit. Following are possible positions on a Family History committee.

Head Family History Consultant - Organizes and runs the committee. Holds bi-monthly or quarterly committee meetings. Heads up all FH activities in the ward. Interfaces with the stake FH consultant. Can attend ward council meetings when invited.

Publicity - Puts announcements in bulletins, produces Family History fliers and newsletters as needed. Makes reminder posters etc.

Computer Specialists - Installs PAF on ward members computers and gives them basic instruction on how to use it. Two or three individuals are needed who can do this.

Youth Specialists - Assists the YM/YW presidencies to carry forth programs for the youth such as baptisms for names researched in the ward, ancestor research, merit badge and personal progress classes, and special class activities at the FHC. Can also serve the Primary as needed.

Research Specialists - Meets with ward members at the FHC and helps them with their research problems. There should be several committee members who can do this.

Trainer - Trains new committee members on how to run computer programs, do basic research and consult with ward members.

Lists and Files Specialist - Supervises the sign up sheets that go through Sunday School, Relief Society and Priesthood classes each Sunday. Sign up sheets should go around for weekly scheduled times at the Family History Center, for those wishing to participate in preparing names for ward temple days etc. This committee member also keeps a card file containing temple-ready family names of ward members who need help with ordinance work and oversees the distribution and return of these cards.

Sunday Instructor - Teaches the Sunday Family History class. In addition to the standard beginning Family History Class, it is helpful to run a series of mini-classes lasting 3 or 4 weeks specializing in one topic such as the PAF Program, Familysearch.org., Internet Research, Filing Systems, Research Techniques etc. It is possible to use laptops and TV screens to effectively teach these subjects.

Temple Specialists - Arranges for ward temple events such as baptisms, endowment nights, sealing sessions etc. Helps members get files Temple Ready.

Phone Specialists - Someone who may be homebound can make appointments and reminder calls.

High Priest Group Leader - Sits on the Family History committee and attends meetings. Is a liaison with the bishopric and ward council.

To be successful, a ward Family History Program must be hands on. It cannot be just a Sunday class. Ward members need side-by-side instruction in all phases of Family History work to not feel overwhelmed by this effort. If a ward member attends the Sunday class, has in-home personal computer help and attends the Family History Center with a committee member who guides them through the research process, family history will become one of the most exciting activities a ward can be involved in. The spirituality in a ward will increase as ward members attend to temple ordinances for their own family members.