Creating a Website with PAF 5

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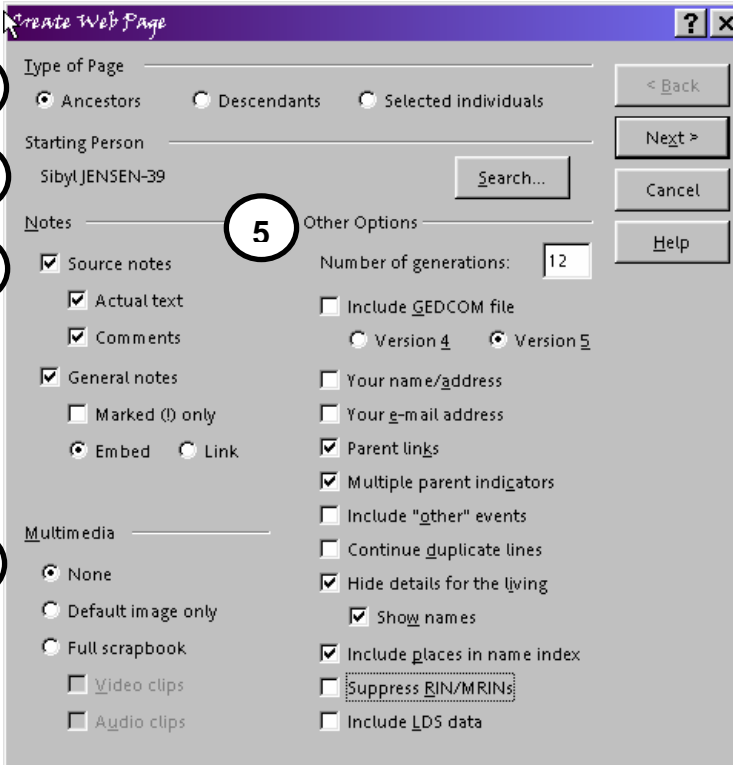**Silicon Valley Computer Genealogy Group**

You can create a website from your PAF 5 database and upload it to the web, even if you do not know how to program or "code" the text and graphics. Follow these simple steps and share your information with the world!

STAGE 1: PREPARE YOUR DATABASE IN PAF 5

First, open your PAF database. It is okay if your database has more people and information listed in it than you want displayed on your website. If you need to clean up any entries, sources, and notes, as well as to attach multimedia files, this is the time to do it.

We recommend that you next create a copy of your database, from which you will create your website. The reason for this is because you might need to make some text changes that you will not want to have included in your master database. To make a copy of your database, just open it and select the **Save As** option in the **File** pull-down menu. Rename the file, open it, and remind yourself to work only from the new copy you have created. (You may not think you need to do this, but our experience is that this is preferable to using your master database.)

From the **Tools** pull-down menu, select **Create Web Page,** or click on the icon on the Menu Bar.. The following box will appear on your screen. Explanations for the numbered items are detailed below.

1. Choose the type of website do you want

Your first decision is whether you want a chart of (1) **Ancestors**, which starts with you or someone current and goes back for a number of generations, (2) **Descendants,** which starts with someone generations back and shows that individual's descendants, or (3) a chart of **Selected Individuals**. Click the little circle next to which type of chart you want. An Ancestors chart gives only the direct ancestors of the starting person. A Descendants chart shows all the descendants of the starting person, which creates a large chart, if you have numerous descendants included.

Note that the Descendancy chart program has a bug: It inserts superscript footnotes everywhere you have a source referenced in your database. Even if you choose not to include sources in your website, PAF 5 will still insert the footnotes, which means that someone clicking on one of the superscript footnote numbers will get an error message (in Internet Explorer, the message will be a page headed "This page cannot be displayed"). The only way to avoid this problem is to check the button indicating that you want to include source notes when you create the website. In other words, clean up your sources for public display before you create a Descendants chart!

The Selected Individuals website allows you to use PAF 5's Select Individuals box to pick exactly which individuals you want on the website. However, you may want to experiment with this type of website before settling on it.

2. Select a Starting Person

If you are creating an Ancestors or a Descendants chart for your website, you will select a person who will serve as the starting point. Click the **Select** button at right to access the name of the person who will be the starting point of your online information. Use these general guidelines:

- If you want to create a <u>Descendants</u> chart for your website (e.g., "Simon Baker and His Descendants"), start with the furthest-back person you want to include.
- If you want to post an <u>Ancestors</u> chart (e.g., "My Ancestors Back Six Generations"), select the most current person you want to include.
- If you want to post a chart of <u>Selected Individuals</u>, you do not select one person at this point.

After you click the **Select** button, the Find Individual dialog box will appear. There are two ways you can select the Starting Person: The Individual List brings up a list of RINs (Record Identification Numbers) and names, which you can browse either by number or by surname. If you click on the **Alphabetical** button at the top of this box, the names will be sorted alphabetically by surname. If you click on the **RIN** button, the names will be sorted by number. Use whatever is easiest for you. (For future reference: You can also select the Starting Person before opening the Create a Web Page box.)

3. Decide what Notes and Sources to include

This section gives you several options for including notes and sources in your website. It is good to include the documented sources of your information, whether these are sources other people will be able to access or whether you are providing information that other people could not obtain, such as information in a family Bible in your possession.

By including **Source Notes**, you will include source information as it appears in your database. You can select to include the **Actual Text** information and the **Comments** section of your source notes. You can also choose to include **General Notes**, with the possible restrictions of including only notes preceded by an exclamation point. You can have the General Notes

displayed in two ways: either **Embedded** (written out in full following the information about each individual) or **Linked** (i.e., the user must click on a hypertext link to see the General Notes, which are displayed on another screen). (If you have questions about these different types of notes, refer to the *Family History Documentation Guidelines*.)

4. Decide what Multimedia to include

In this section, you can choose to include multimedia, including digitized images, audio files, and video files. Be sure that the paths are correct for any multimedia files you link to.

- The **None** option will put just text on your web pages.
- The **Default Image Only** option will include the visual image that you have designated as default through the **Edit Individual** (or similar) box. (You choose a default in the **Individual** box file by clicking on the little icon of a camera, designating a link to an image or other file, then selecting **Make Default**.) The **Full Scrapbook** option will include links to all of the images, video clip files, and audio clip files you have attached to the Individual box. You can only include video and audio clips if you have selected the Full Scrapbook option.

5. Decide on Other Options

First, you should select the **Number of Generations** you want to include (maximum is 99). You can choose this number only if you are using **Ancestors** or **Descendants** options, not the **Selected Individuals** option.

Next, you should select whether to **Include GEDCOM File** of the portion of your database that will be on your website. Some website hosting services, such as RootsWeb, do not allow downloads. If you do not include a GEDCOM for download, you can include your email address on your website, so that if others want to access your GEDCOM, they can contact you by email. If you do include a GEDCOM, you can choose whether to have it in PAF 4 format or PAF 5. (See the *Users Guide* for a description of the difference.)

Now you can choose whether to include **Your Name/Address** (probably not a good option on a public website), or **Your E-mail Address**. You will want visitors to have a way to reach you, so using an email address is a good idea. If you do not want your work or home e-mail address listed for privacy reasons, you can create an email address on a free site and list that e-mail address on your website.

According to the online help, clicking the **Parent Links** will cause parents' names to appear as a bracketed code, with a key to the listings included at the end of the report. Selecting this and the **Multiple Parent Indicators** will add a note that more than one set of parents exists for an individual. For example, this is the information that would be provided if that option were not selected:

> **Jens Nielsen JENSEN** (Niels JENSEN , Jens) was born on 3 Nov 1858 in Kalvehave, Praesto, Denmark. He died on 16 Nov 1941 in Rexburg, Madison, Idaho.

Actually, this individual did have two sets of parents, since his biological parents died while he was a child. Selecting the Multiple Parent Indicator adds the phrase *He had other parents.* In your PAF database you can select which set of parents to make primary. PAF will not automatically list the names of both sets of parents on the website you create. Only the primary parents will be included in the Surnames list accessible through your website's home page. We suggest that you include information about additional parents as a Note, which you can then include as you choose.

The **Include Other Events** option allows you to include other individual events, which you would have listed on the Individual screen. Note, however, that the phrasing of the other event should fit the description that will be created for the website. For example, an Other Event "Graduation" listing of an honorary degree bestowed by the University of Idaho resulted in the following odd phrasing:

> **John Warren BRIGHAM** was born on 22 Mar 1857 in Sarahsville, Placer, California. He died on 24 Feb 1940 in Moscow, Latah, Idaho. John graduated Honorary bachelor's degree, University of Idaho in 1939 in Moscow, Latah, Idaho.

Be sure the Other Events listing you include is phrased in such a way that it will make sense in the web page format. If not, you will need to rewrite it in the database you are exporting for a website.

The **Continue Duplicate Lines** option is used for an Ancestors chart. It creates a numbering system that keeps these adapted Ahnentafel lines "pure." It also does not alert the user to duplicate records of the same individual.

The option to **Hide Details for the Living** is appropriate if you include names of living persons. If you don't want even their names to show up, do not check the box below this. If you want to include *only the names* of the living but nothing else about them, select **Show Names**.

The **Include Places in Name Index** selection will result in a Name Index that list birthplaces. This could be very helpful to include in a Surname list.

The option to **Suppress RIN/MRINs** allows you to keep your database RIN and MRIN (Record Identification Number and Marriage Record Identification Number) from being included online. In most cases, these numbers will serve only to confuse visitors to your website, so it is best to suppress them. They could be useful in the rare instance that only those persons needing those nubbers from your database are accessing the website.

The **Include LDS Data** allows you to choose whether to include LDS ordinance data. Typically, this information is *not* included in public websites. In many cases, it will only confuse those unfamiliar with the LDS practice of proxy ordinances.   Also, some non-LDS descendants may be disturbed that LDS descendants have had ordinance work done. These issues are best managed among families, not in a public forum.

Select the **NEXT** button. The following box will appear (Descendants view is illustrated here):

6. Name and describe Your website

Next, you will define and describe the website (see **6A** above). For all types of charts (Ancestors, Descendants, and Selected Individuals), you will next provide a **Web Page Description**, which automatically is also entered as the **Web Page Folder**. PAF will create a subdirectory named **Web**, where it will place all of the files related to your website. Your **Web Page Description** should be your own tag words for distinguishing this website from others. It will not show up directly on the website.

Putting a title on your website's home page differs among the three types of websites:

- For an Ancestors or a Selected Individuals chart, the text that will appear on your website's home page is the **Title of Page**. This description could be something like *Twelve Generations of the Bancroft Family*.
- For a Descendants chart, the text that will appear on your website's home page is what you enter into the **Title of Page** section, which lists the person from whom the individuals listed in the website descended. You can click the **Edit** button and enter something like *Descendants of Mary Tompkins*.

(See **6B** on the illustration on the previous page) At the bottom of this dialog box, you can type in a paragraph describing your website. You could use this space to describe your family history efforts, to describe your family and its history, and to indicate that you welcome comments and communication from others interested in your family history.

7. Select Background/Advanced Formatting

The default background of your website will be plain white. You may want something fancier. In the **Background** section of this dialog box, you can choose **Select**, which brings up

files of alternative backgrounds. Single-click on each file name to see its design. Notice that these are all muted, with soft colors, so that they do not make the text hard to read. If you want to be creative and use your own family photo (which you can save in .jpg format in the same directory as the preformatted backgrounds), be sure it is light enough to work as a background. Few family photos will be suitable; we recommend using the backgrounds that come with the program.

The **Advanced Options** button at the bottom of the dialog box gives you additional options. The default settings are to use a file called index.htm as your start page (this is probably what you will want), and to use a sub-folder named Images for storing all of your scrapbook images along with other graphics files. Do not check this option if your Internet Service Provider does not allow the use of sub-folders. (You may have to check with their customer service to learn this, or you may have to experiment.)

The **Advanced HTML** option allows you to enter formatted titles and text; use this only if you have learned some HTML (hypertext markup language) coding. You can always create a website without it and then, if you want to learn to code in HTML, you can try it out on your website. **As always, preview what you create before you upload it.**

Preview and Fix Your Website

After you select **Finish**, PAF will automatically generate your website. Allow PAF to bring it up in your browser so that you can read it over and see what you want to change. You can go back to PAF and re-create the website easily; PAF will remember the options you chose and the text you entered and will allow you to make changes.

STAGE 2: SIGN UP FOR A WEBSITE

You can obtain server space for your website several ways. If you want a free website, you can use any of several hosting services that provide you free space if you are willing to have advertisements on your pages. This is generally tolerable. One such service is RootsWeb. Note that this website will be somewhat restricted. For example, you will not be able to include sound files on RootsWeb, nor can you have a downloadable GEDCOM. RootsWeb websites carry advertising that cannot be deleted, but it tends to flash and distract. You also can pay for a website at any of thousands of web hosting services. You also might have web space available through your Internet Service Provider or e-mail account. The process for signing up, uploading files, and maintaining the site will differ from company to company. Before you sign up for a paid website, check out the company's online documentation and customer service. You will want a company with 24/7 support.

To sign up for a free website at RootsWeb, go to **http://accounts.rootsweb.com/** and select the **Freepages Accounts** option. Read the agreement and follow the instructions. Within 3-5 days you will be emailed a message indicating your ID and password, as well as the location of your website. RootsWeb has many tools for uploading and maintaining your website, but we found some difficulty in using them for PAF-generated files. For this reason, we do not recommend using their FTP File Manager program, but instead recommend using the program we outline in STAGE 3, which follows this section.

STAGE 3: UPLOAD YOUR FILES

Most PCs come with a built-in utility for a process called File Transfer Protocol, or FTP. For reasons that remain mysterious to us, these programs do not seem to work well in transferring

(or *uploading*) a website from your computer to the server where it will be located on the World Wide Web. This also seems to be the case for the File Manager programs on website hosting sites such as RootsWeb. Our experience is that these utilities often do not work well.

The RootsWeb File Manager can be logged into here: **freepages.rootsweb.com/fileman/**

Because PC systems vary widely, we cannot guarantee that the program we recommend here will work best for you. However, it worked best for us when we tried several FTP programs. With that caveat, we recommend a home version of commercial FTP software:

- Log onto the web
- Go to this website: http://www.ipswitch.com/downloads/index.html
- If you want to purchase an excellent FTP utility, choose WS_FTP Home, which costs $39.95. Follow the instructions for downloading it. If you prefer to try it free, you may do so, but it will expire; when it expires, you must download it again and reinstall it. Follow the users' guide instructions for installing and using the utility.

To upload website files into RootsWeb, you must perform an extra step in the right-hand window. Note that the right window contains a list of folders. Scroll down to select the **Genealogy** folder by double-clicking on it. You will need to copy the Images folder created by PAF, and separately copy the pages (*.html) themselves.

At some point, you may want to change the website to update the information, to add photos, or just to change how it looks and reads. To do this, go through the same process of creating a new website, and let PAF completely replace your website files on your computer. If you want to save the old website files, assign a new name to the new website files. The **web** folder on your computer can contain folders for multiple websites. Follow the same upload procedures you used to upload your website onto the Web.