

Get Started Entering Your Family History into PAF 5 in 10 Easy Steps

Step 1

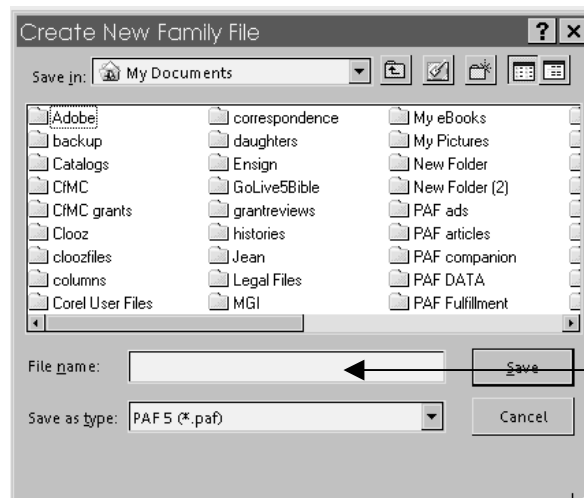
Install the PAF software. If you haven't done so already, use your browser to go to www.familysearch.org and follow the "Order/Download Products" link to the "Software Downloads - Free" section. A CD-ROM of the PAF program also may be available for a minimal shipping fee.

Step 2

When you install the PAF 5 program, you can have a PAF icon placed automatically on your PC's Windows desktop. Double-click on the little PAF icon on your desktop. The icon is a little brownish rectangle that has a tiny photo of a family. Once you open the program, it appears on your Windows taskbar as a tiny photo of one person (the child in the photo). (If the icon isn't on your desktop, open the PAF program by pulling up the Start menu and accessing *FamilySearch* under *Programs*.)

Step 3

Inside the PAF program, use the *File* pull-down menu (top-left position on the menu bar) to open *New...*, and a dialog box will appear on your screen. Where the dialog box asks for *File name*, enter the name of the database you want to create. The database will be a .paf file that can be opened only from within the PAF program. This file will contain all the genealogy information you want to put together into it — information about you, your parents, your grandparents, etc. If you want a separate database for two different sides of your family, then you will need to create two different files. (We don't necessarily recommend this, but some people prefer to do it.) For example, if your last name is Smith and you want to use that to identify the database, enter *Smith* into the *File name*: space on the dialog box and click *OK*.



Enter the name of your new PAF database

Step 4

This will open a *Prepared by* screen from the *Preferences* options, where you should enter information about yourself.

You may find it necessary to enter text on each line (this is a bit of a bug). You can enter spaces or just x's. Don't worry about the line that asks for your *AFN*. If you have an *AFN*, enter it. If you don't know what an *AFN* is, leave it blank and don't worry about it for now. When you're finished with that screen, click *OK*.

Step 5

This brings up a blank "family group sheet" screen. This is a screen on which you can enter information about a mother, a father, and their children, as well as information about the children's grandparents.

The upper-left box on this page is the "home" position. If you double-click on that blank box, it will bring up an *Add Individual* form that you can fill in with information about the person.

The screenshot shows the 'Add Individual' window with the following sections and fields:

- PERSONAL:** Full Name (with an arrow pointing to it from the callout 'Enter the individual's name'), Sex (Unknown).
- EVENTS:** Birth, Christening, Death, Burial (each with a date and place field; an arrow points to the Birth row from the callout 'Enter birth, christening, death, and burial dates and places').
- LDS ORDINANCES:** Baptism, Endowment, Sealing to Parents (each with a date and place field; an arrow points to the Endowment row from the callout 'Enter other information').
- OTHER:** Title (prefix), Married Name, Also Known As.

Buttons for Save, Cancel, Options, and Help are visible on the right. A 'Template: Default' dropdown is at the bottom.

After you enter a name (just type the name the way you would say it, for example *Sally Smith*), PAF will ask you if it has selected the correct last name (or surname) for the person, which is indicated by enclosing the last name in "/" marks. If you enter the name *Sally Smith*, PAF will ask you if *Sally/Smith/* is correct. If you don't want PAF to ask you this for every name you enter, you can turn off this feature (see item 10 below). PAF also will ask you to specify the person's gender. When you click *Save* in the upper right corner of this form, it will save the information, and the basic information will appear on the screen in the box on the "family group sheet."

The *Events* section of this screen has blanks for events such as birth, christening, death, and burial. The first line of each event is for the date the event occurred, and the second line is for the place where it occurred. This is *not* the section to enter names or descriptive details, just dates and places. If you know the name of a county where an event occurred, you can enter the county name between the city and state (for example, *Pittsburgh, Allegheny, Pennsylvania*). Since different countries may have different government structures, place entries may differ considerably from person to person.

- Always use a woman's maiden name. If, as a married woman, she went by another name (for example, if Sally Smith became Sally Jones after she was married), you can enter that name as *Married Name* in the bottom section of the form, under *Other*.
- You can also add nicknames, aliases, and other information in that section. You can enter titles such as *Sir* and *Dr.* in the *Titles* space.
- It's fine to leave spaces blank if you don't have that information. Also, you can always come back and edit or add information.
- If you don't have exact dates, you can enter something like *abt 1950* (using whatever year is correct) to indicate that the event happened about 1950. (Caution: Don't type *abt. 1950* or *bef. 1950* with a period in the abbreviation, or PAF won't recognize it as an abbreviation.)
- Depending on the options you chose when you installed your PAF 5 software, the *Add Individual* or the *Edit Individual* form may have spaces for what PAF calls *LDS Ordinances*. If you don't know what this refers to, don't worry. It refers to specific ordinances performed by

members of the LDS Church, or The Church of Jesus Christ of Latter-day Saints, which sponsors the free PAF software. We'll tell you how to hide the LDS Ordinances blanks and otherwise personalize PAF in Step 10.

Now you can double-click on the *Spouse* box, below the top left box, and a new "Edit Individual" form will pop up. You can enter the information for the spouse of the person in the top left box. When you're finished with the form, click *Save*.

Add spouse for Sally Smith

PERSONAL:

Full Name: []

Sex: Male

EVENTS:

Birth: []

Place: [] s

Christening: []

Place: [] s

Death: []

Place: [] s

Burial: []

Place: [] s

LDS ORDINANCES:

Baptism: []

Temple: []

Place if living: [] s

Endowment: []

Temple: [] s

Sealing to Parents: []

Temple: [] s

OTHER:

Title (prefix): []

Married Name: []

Also Known As: []

RIN: 2

Template: Default

Save

Cancel

Options

Help

Individual Sources

s = sources

Enter the spouse's name and other information on this form

PAF's default is to bring up an "Edit Marriage" form after you enter information about a father. Some people find it handy to have this screen pop up automatically, and others are annoyed by it.

Edit Marriage

Husband: Howard Jones

Wife: Sally Smith

Divorced

EVENTS:

Marriage: []

Place: [] s

LDS ORDINANCES:

Sealing to Spouse: []

Temple: [] s

OTHER:

Title (prefix): []

Married Name: []

Also Known As: []

MRIN: 1

Template: Default

Save

Cancel

Options

Delete

Help

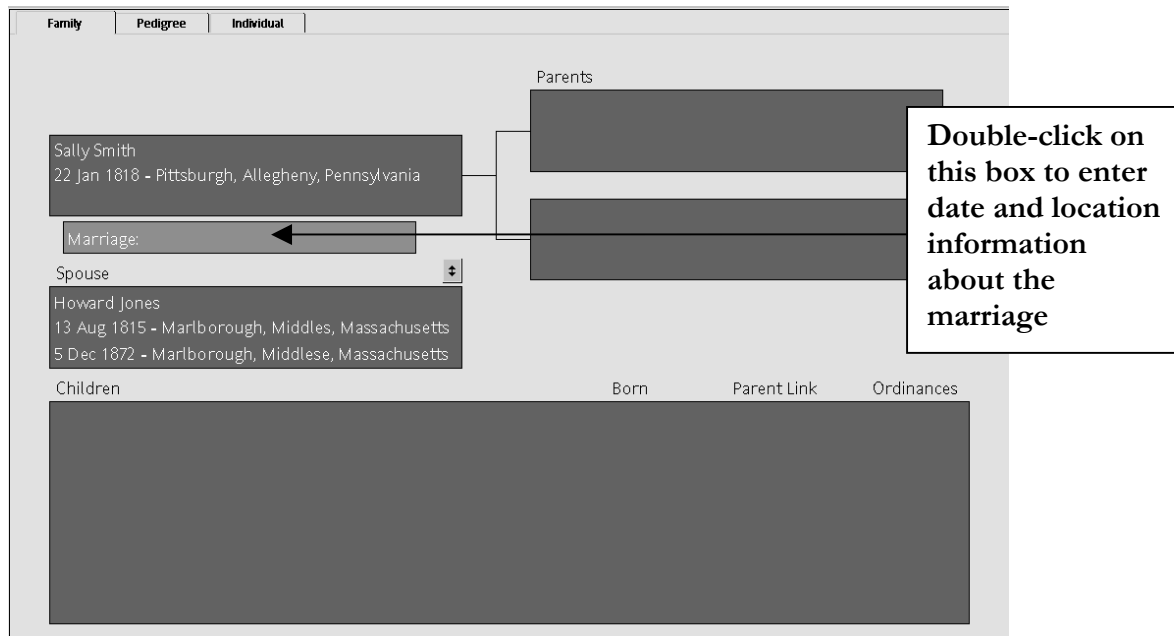
Family Sources

s = sources

Enter the marriage date and location

In Step 10 we'll tell you how to change this feature if you don't like the default. Whether or not you have the box pop up automatically, you should enter marriage information into this box for each couple.

When either spouse is in the "home" position, a *Marriage* box will appear just below the "home" box. Double-click on the *Marriage* box to open the *Edit Marriage* form, where you can enter the date of the marriage and where it took place. Be sure to fill in only the date of the marriage on the line that says *Marriage*. The location of the marriage (if you know the location) goes on the next line. This step may at first be confusing, if you're wondering whether you should enter the name of the spouse here. In the *Marriage* box, enter no names, just dates and places.



It is not uncommon for a person to have had more than one spouse during his or her lifetime. To enter a second marriage for an individual, put the person in "home" position and single-click on the person's box. Using the *Add* pull-down menu at the top of the screen, select *spouse*. This will give you the option (with which you are now becoming familiar) of whether to use an existing name or whether to add a new name. Once you have added an additional marriage for an individual, by putting that person in "home" position you can select which spouse you want to appear with that person. With each separate spouse, you can list the children that came from that particular mother and father.

Another question about marriages that comes up is whether to list people who had children but who may not have been legally married. We can see that PAF assumes, by use of the word *spouse*, that partners are married. However, the important thing to record is who the mother and father are for each child. Whether or not they were married may be impossible to determine. Even if you know a couple were not married (as in the case of a medieval European king who had children with a mistress), list them as mother and father. Similarly, list all children, whether or not they were considered legitimate according to the laws of the land or the doctrines of a given church.

Step 6

Next let's enter parents. Gather your information about the parents of the person in the "home" (top left) box, and double-click on the upper right box. First, a dialog box will pop up asking whether you want to "Add New Individual" or "Select Existing Individual." In this case, the word *existing* refers not to whether the person is alive, but to whether you've already entered the person's name in the database. If you're just starting out, you'll select *Add New Individual*. Since this is the default choice, you can just hit the *Enter* key on your keyboard, and a form identical to the one you filled in for the person in the "home" position will now pop up. This is where you'll enter the information about the father of the person in the "home" box. Note that by default, PAF provides the same last name that was in the record of this person's offspring.

Double-click on this box to bring up an "Add Individual" screen for the father of the person in "home" position

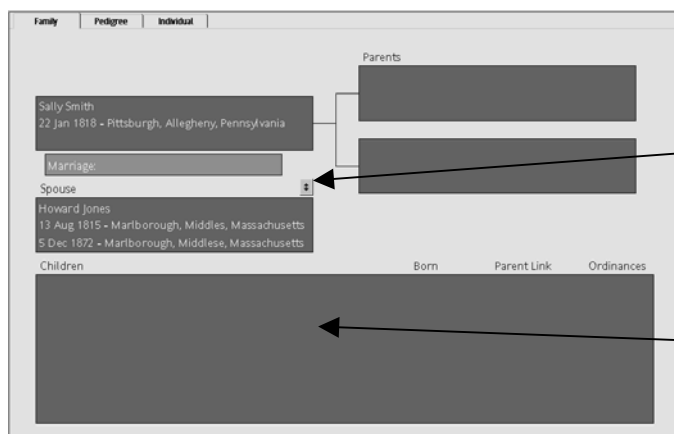
For the sake of consistency, when you enter information in the two boxes at the upper right, enter information about a father in the top-right box, and enter information about a mother in the box below it. (You may be tempted to buck tradition and enter the mother's information in the top box throughout, which you are, of course, free to do. However, you will soon learn that PAF automatically assigns male gender to the name you list in the top box. Also, when you share files and information with others, you may wish you'd used the standard approach.)

In the *Family* view (in other words, the "family group sheet" view), you will see pedigree information (in other words, parents, with connecting arrows to earlier and later generations) ONLY about the person in the "home" position. If you want to see pedigree information about the spouse of the person in the "home" position, click on the little up-and-down arrows just above the upper-right corner of the spouse's information box on this page (see next illustration). This will put the spouse in "home" position, so that you can see the spouse's pedigree lines to the right. Also, do not worry that information about a person is lost if you switch positions from spouse to spouse — PAF saves everything you enter, as soon as you click *Save* or *OK* on one of the forms.

Step 7

Now enter information about children. If you double-click within the big box on the bottom that says *Children*, PAF will bring up the dialog box asking whether you want to add a new person or select an existing person. If you're just getting started, you'll indicate that it's a new person, which will bring up

the *Add Individual* form that you've already seen several times. Fill it in with information about the oldest child in the family. When you finish with that child and select *Save*, PAF will ask whether you want to add another child. Repeat this process for all children in the family. If you enter children in an order other than oldest-to-youngest, you can fix this later, but it's easier to just enter the information oldest-to-youngest in the first place.



Double-click on this little double-arrow box to put the spouse in "home" position

Double-click inside this large box to begin entering information about children, oldest to youngest (see Step 7)

Step 8

Congratulations! You've now filled in three generations! You still have a lot to add, but you've done the basics. Here are some things that you will want to be sure to check for each individual (or "record") you enter. Double click on the person's name to bring up the *Edit Individual* form, then consider some additions to the information, which you can enter using these buttons:



Enter Notes information here

This button brings up a list of all the Sources for this individual

This button allows you to add digitized images and other Multimedia

Enter Contact information about the entry here

Enter general Source information about the individual here

- If you have extra information about the person that doesn't seem to belong on any of the spaces on the form, you can put it in the *Notes* section. To the right of the form itself, below the *Help* button, are four buttons with pictures on them. The *Notes* button is the top-left one

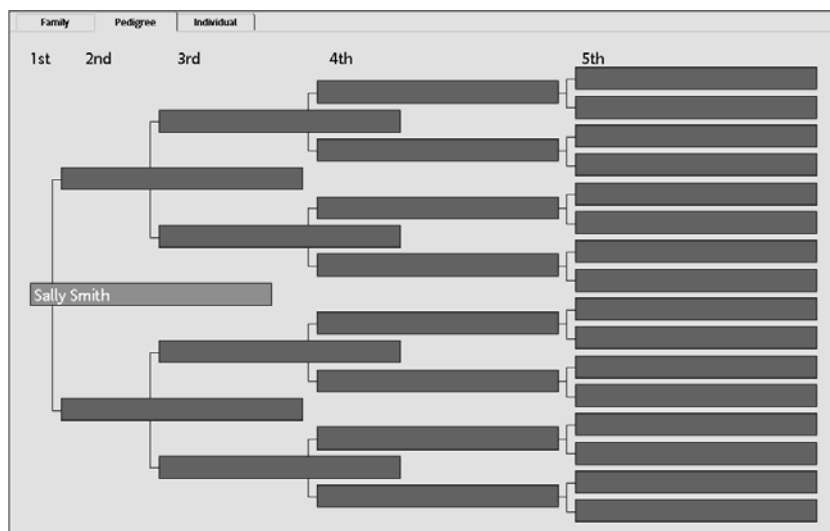
of these four buttons. (If you pass your mouse pointer over the buttons and leave it in place for a second or two, little signs will pop up telling you what the buttons are.) Click on this button, and it will bring up a blank form where you can type whatever information you want to add. It may also bring up a *Select Notes* box that lets you pick what kind of Note you are entering.

- The bottom-left button just below the *Notes* button is a place where you can enter contact information about the person named in the entry, or about someone who is a source of information about the person named in the entry.
- The top-right of the four picture buttons accesses a listing of all the sources you have entered for this individual. If you're just starting, the list will be empty. Note that underneath the four buttons with pictures is a larger button that says *Individual Sources*. This is the button you will select to add information about the sources of information not included in the individual Source (s) listings on the lines for Birth, Christening, Death, etc. When you click on the little s off to the right side of the place information for Birth, Christening, Death, Burial, etc., PAF will bring up a listing of all of the sources in your database. If you haven't entered any sources yet, you will have to start from scratch in entering source information; once you've entered a source, you can select it from this list, so that you don't have to retype it. The reason the word *Sources* is plural is because sometimes different information on the form will come from different places. For example, a great-great-aunt may give you information about her son's college graduation date, but other information about him may come from his military records or from other family members. In PAF, the Individual Sources category is for general information about the individual, in addition to information included through the Source buttons.
- The bottom-right button with a picture of a camera is the place you can add "multimedia" information to your database. Don't be concerned if you don't have family videos to add — *multimedia* also includes digitized (scanned) snapshots, or a scan of a birth certificate or marriage certificate. If you don't have those or don't even know how to create them, remember that you can always add those things later. **In the meantime, start collecting your family history information, including photos and certificates, and keeping them in a safe, dark, dry place.**

Step 9

Before you go any further entering more names, let's change our perspective. **Click once** on the name of one of the children in the big box at the bottom of the screen, or click on the "home" box. Clicking once on the box should make it change shade. Now, at the upper left of your screen, below the menu bar, click on the "Pedigree" tab. This will bring up the Pedigree view of your database.

PAF has taken your information and created a pedigree chart that contains two or three generations. Once you enter even more generations, little arrows will appear to the left or right of a name on the pedigree chart, allowing you to navigate through it to see the relationships among individuals. As you get more names into your database and navigate through a Pedigree view, you may find it frustrating to get to the far-right side of the chart and not be able to move farther right to add more names. (This frustrated us!) There's an easy solution to this: You can right-click on any name on the Pedigree page and select an option that says "Move to Primary," and PAF will put that name in the position at the far left of the page. Now you can add a whole screenful of names. This one feature can save you a great deal of time in entering names. PAF has many right-click features for you to explore.



The Pedigree view of your PAF database

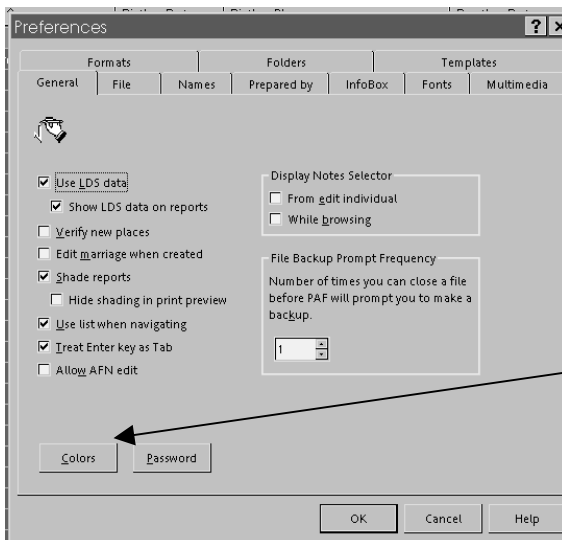
Some people wonder if there is a “right” type of screen to use for entering information. The answer is that you should work with whatever is easiest for you. If you enter names in the Family view, you will have easy access to three generations at once, and it’s easy to add marriage information. If you enter names in the Pedigree view, and if you have marriage dates for all or most of the people whose names you are entering, you will want to keep the “Edit Marriage” box in automatic pop-up mode, or you will need to right-click on a name and select the “Edit Marriage” option. You may find that if you are entering a long string of names with little information, the Pedigree view will help you keep them all straight more easily. Or you may find that if you are entering a great deal of information about a smaller cluster of people, the Family view is easier to use. If you are going back to add or correct information about an individual, the Individual view will be helpful. You can develop a system that works well for you.

If you click on the *Individual* tab at the upper left, to the right of the *Pedigree* tab, PAF will bring up a listing of all of the individuals whose information you have entered. They will be alphabetized by surname.

You will note on that screen, as well as on the *Edit Individual* form, that PAF creates a “RIN” for each person. This is just a way for identifying entries in your database, and you do not need to worry about whether the RIN numbers are in any particular order. RIN numbers are just there for your convenience, mostly as a way to look up someone quickly.

In the *Individual* view, you can sort the entries in different ways by clicking on the heading for each column. Want to sort in reverse alphabetical order? Just click the heading for the *Full Name* column. Want to sort by birth date or birth place? Just click the heading on those columns. Go ahead and click some columns and experiment a little — you won't break anything!

- On the "General" tab, you can hide the LDS Ordinances information by removing the checkmark from "Use LDS data." Or, if you want the LDS data to show but it doesn't, click on the box beside "Use LDS data."
- Also on the "General" tab is an option that allows you to change the number of times you can close your PAF database file before PAF will prompt you to make a backup copy. It is an excellent idea to keep a current backup copy of your database. Store it on a floppy disk or other removable medium (Zip disk, on another computer on a network system, etc.). If your computer's hard drive crashes, you could lose all of your family history information unless you have backed up the file and stored it elsewhere.
- If you want PAF to quit popping up the "Edit Marriage" box every time you enter another couple, go to the "General" tab and uncheck "Edit marriage when created." (Just don't forget to enter those dates and places later. We keep this option unchecked when we are entering names of people whose marriage information is missing. When we are entering information about people who are more likely to have marriage information, we activate this feature.)
- If you find PAF's basic grey-and-grey screen to be (pardon us for saying this) boring, you can add color! On the "General" tab, click on the "Colors" button at the bottom. This brings up a box that shows you different elements on the screen whose colors you can change (see illustration below). In the little window, put your mouse pointer on the feature you want to change (for example, click on the word "Name" to bring up "Name text" as a feature to change) and then you can pick a color for that feature. Note that "Name Text" refers to the letters themselves, and "Name Background" refers to the color of the little box the name is in. (Even as smart as we are, this confused us for a little while. Experiment a bit.) Click the "Change Color" button and pick a color you like. If you don't like the basic colors, select "Define Custom Colors" and click on the rainbow chart to pull up that color. You can change the color's darkness or lightness by moving the black arrow up or down on the narrow vertical color bar at the right.



Click the Colors box to access ways to change the way PAF looks on your screen

There they are — 10 easy steps that start you on your way to putting your family history into a computerized database.

Some people wonder if they should use PAF or use a commercially available computerized database program. They worry that once they start with PAF, they won't be able to switch to another program later. This isn't something to worry about. PAF (and many other family history software programs) can import and export the information you enter in what is called GEDCOM format, which allows you to export and import the information between programs. If you want to use another program at some time, just be sure that it is capable of reading GEDCOM.

Within PAF, many basic tasks, such as saving your file as a GEDCOM file, opening a GEDCOM file, or opening a zipped file, are not difficult. The best way to learn how to do these things is to experiment a little, and if you can't figure it out easily, pull down the "Help" menu and search for an answer. PAF 5 has excellent "Help" that can answer most of your questions.

As you collect family history information, it's important that you document where the information comes from. Telling you how to document sources goes far beyond the scope of this little information article, however. The Silicon Valley PAF Users Group has published a book that helps you know just how to document the sources for all of your family history records. You can find ordering information for this book, *Family History Documentation Guidelines*, at www.svpafug.org. We highly recommend using this book from the beginning as you start entering information into your database. It is not a tutorial on how to use PAF; instead, it deals only with issues related to documenting your family history. It can help you document your sources correctly, from the beginning.

For additional basic information about how to get started with PAF, work through the PAF tutorials you can download from the www.familysearch.org site. You can download them by going through the procedure as if you are going to download PAF 5, but selecting the tutorials instead of the PAF 5 download. Once you download the tutorials, access them by opening the PAF program, pulling down the *Help* menu, and selecting *Lessons*. This will automatically open your computer's browser window, since the lessons are programmed to be read from within a browser, as if they were Web pages. You may want to select a "work offline" feature as your browser opens. When the lessons open, a welcome message will appear in your browser screen. To select lessons or parts of lessons, click on the words in the dark blue section at the left of your screen. Do not click on the white-background main section of the screen, as words there are not hyperlinked. To go from section to section within each lesson, click on the numbers underneath the lesson titles in the dark blue section. (We confess that this approach confused us briefly, as it is not how browser windows typically operate.)

You also can access the "Getting Started Guide," also on PAF's *Help* pull-down menu. It lists a number of PAF's new features. Don't worry if some of these terms don't make sense to you at first; you'll have plenty of time to explore PAF and its many features. Now, go enter those names, and remember to document your sources!

These instructions brought to you free of charge and with our best wishes
by the Silicon Valley PAF Users Group
www.svpafug.org