Personal Ancestral File 5 Tips and Tricks
Family History Conference Class Handout

Which Version of PAF Are You Using?
- PAF 2.31 (DOS) – 30 Sep 1994
- PAF 3.0M (DOS) – 17 Aug 1997
- PAF 4.0.4.18 (Windows) – 2 Feb 2000
    - English, Portuguese, German, French & Spanish
- PAF 5.2.18.0 (Windows), 23 July 2002
    - English, Portuguese, German, Swedish, Chinese, Korean, and Japanese.

PAF 4 & 5 are Available for Free Download at: http://www.familysearch.org

Dynamic Relationship Display
- Enable display of relationship of any selected person to a selected root person
- Normally the root person is you and the selected person is any other person
- Relationship is displayed in the lower left corner of the window
- This feature is turned off by default
- Must disable & then re-enable the feature to see relationship of newly added names
- Not all relationships are displayed (some are too distant or not related)
- Click on "Tools", "Preferences", "File Tab", "Change…", "OK" and then "OK"

PAF Backup Strategy
- PAF can remind you periodically to backup your PAF data file
- Your "Data.PAF" file will be compressed and saved as a "Data.ZIP" file.
- To protect against data loss due to unforeseen circumstances it is important to:
    - o Backup Often (Suggest performing a backup after each session)
    - o Adopt a system of multiple or staged backups
    - o Store your backups outside of your home

To Manually Create a PAF Backup
1. Select the "File" menu
2. Click on "Backup…"
3. Select a directory and filename for your backup
    - – Suggest creating a new name with today's date as part of the file name
    - – Save Backups to the same directory so that you can easily find them
4. Click on "Backup"

Note: PAF Backups use a compressed "ZIP" file format. PAF can restore a ZIP file.

To Configure the PAF Backup Frequency and Reminder Notice
1. Select the "Tools" menu
2. Click on "Preferences…"
3. Locate the "File Backup Frequency" Box
4. Set your preferred backup frequency reminder interval
5. Click on "OK"

> **Backup Frequency Interval**
> 0 = Never remind me
> 1 = Remind every time I close PAF
> 2 = Remind every other time I close PAF
> etc.

Suggest Using a Free E-Mail Service to archive your PAF Backups:

- Yahoo Mail   http://mail.yahoo.com/   1GB of Free Storage
- Hot Mail   http://hotmail.com/   250MB of Free Storage
- Google Mail   http://mail.google.com/   Unlimited Free Storage

To Use the "Search on FamilySearch Internet" Feature of PAF 5

1. Highlight a person's name – then select the "Search" menu
2. Click on "On FamlySearch Internet…" (Must be connected to the Internet)
3. Internet Explorer starts up and shows the search results

Note: The keyboard shortcut is: **ALT-S F**

What does the Little Black Triangle Mean?

1. When in "Family" or "Pedigree" view look for a black triangle in upper right corner
2. This visual indicator is displayed to announce that notes exist for this person
3. To view the notes:
   1. Right click on the person's name
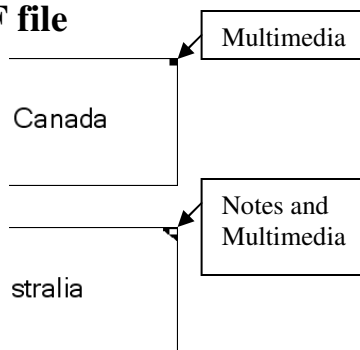   2. Select "Notes"
   3. Click on "Open"

Notes

Amos Charles BEACH
1867 - Ross on Wye, Hereford, England
11 Nov 1947 - Launceston, T, Australia

Note: It would be ideal if most, if not all, of our people had triangles next to their names

Create a Picture Pedigree – Add Scanned Photographs to your PAF file

1. Scan head shots of your direct line ancestors
2. In my example images are 165x265x256 – JPG and TIF
3. To add photographs to your file (repeat for each ancestor):
   4. Right click on the person's name and Select "Multimedia"
   5. Click on "Add" and then "Browse"
   6. Select photo, then click on: "Open", "OK", then "Save"
7. Click on "File", "Print Reports…" then "Pedigree" Tab
8. Select "Include Photos", "Generations = 4" then "Preview"

Multimedia

Canada

Notes and Multimedia

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Companion or Add-On Software for Personal Ancestral File

- **Update My Records** – Free to use at an LDS Family History Center
  - Automatically fills in missing LDS ordinances through Jan 2000
  - Part of Temple Ready for Windows
- **PAF Companion** – $8.25
  - Improved Printing of Charts & Reports
  - http://www.ldscatalog.com Order #77065
- **PAF Pal** – $18
  - Performs Additional Internet Searches from PAF Tools menu
  - http://www.ohanasoftware.com/
- **PAF Insight** - $20 **(**Soon to be **Family Insight)**
  - Search the IGI and update PAF with completed ordinance data
  - http://www.ohanasoftware.com/
- **FamilySearcher** – Free Internet Download
  - Search FamilySearch.org, Ancestry.com etc. and update your PAF file
  - http://myweb.cableone.net/kevinowen3/FamilySearcher.htm

Clean Up Your PAF File – Print a list of possible problems in your file:

1. Click on the "File" menu selection – then select the "Print Reports…" menu item
2. On the "Reports and Charts" dialog box - Click on the "Lists" tab
3. Under "Type of List" – select "Possible Problems"
4. Modify the selection of problems to flag as needed using the "Options" button
5. Click on "Print" or "Preview"

GEDCOM – Genealogical Data Communication:

- A text file format for transferring genealogical data from one computer program to another
- Developed by the LDS Church and Currently at Version 5.5
- Use a GEDCOM file to submit your family data to the Pedigree Resource File
- Personal Ancestral File can easily create a GEDCOM file containing any portion of your data

Creating a GEDCOM file using Personal Ancestral File 5

1. Load your family data into Personal Ancestral File 5
2. Eg.: Create a GEDCOM of all names in my file to submit to Pedigree Resource File
3. Steps:
   a. Export GEDCOM [File -> Export OR]
   b. Select "Pedigree Resource File"
   c. Select "All"
   d. Click "Export…", enter file name, then click "OK"

Submit to the Pedigree Resource File

1. Browse to http://www.familysearch.org
2. Sign On using your username and password
3. Click on the "Share Tab"
4. Click on "Submit my genealogy", read the conditions and then click on "I Accept"
5. Select your GEDCOM file
6. Enter a brief description of your submission and then click on "Submit"

Note: It takes about 3 months for submitted data to appear on FamilySearch.org

PAF On-Line Training Available

- Help Resources Provided with the PAF Program
  - Help
  - Context Sensitive Help – F1 Key
  - Getting Started Guide – 10 page doc
  - PAF Lessons – Seven on-line lessons:
    - http://www.familysearch.org/eng/paf/lessons/paf5.html
  - User Guide – 198 page document
  - Frequently Asked Questions – web link
- Center for Genealogy and Family History at BYU:
  - PAF Tutorial
    - http://paftutorial.byu.edu/
  - Religion 261 – Introduction to Family History – Chapter 2
    - http://261.byu.edu/
  - Finding Your Ancestors – Lesson 2
    - http://ce.byu.edu/is/famhist/secure/title.htm