WHAT'S ON THIS DISK?

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Suppose a patron brings a disk to the Family History Center, and wants to know what's on it. (You may have the same question about a disk at home.) To find out, put the disk into the A-drive, double-click "My Computer" on the Windows desktop, and then double-click "3½ Floppy (A:)". Click on the "View" menu at the top, and choose "Details". If there are computer files on the disk, you'll see a list of their names and designations. Following are some typical file types, arranged alphabetically, and a few suggestions about how to determine what's in them:

Filename.bac   Temple submission backup file, made with DOS TempleReady. To examine it, go into DOS TempleReady and proceed to the screen where you choose a file. Choose the *.bac file, and then select "A. Make changes to records ...". This will take you to the family screens, where you can examine the names in the file and the ordinances for which they are submitted. Or choose the *.rpt file and print out a new submission report.

Filename.bak   PAF 3 or 4 backup file. Go into PAF 3 or 4 and *Restore* the backup to see what's in it.

Filename.ged   GEDCOM file. To examine the information in the file, go into PAF 5, create a new database, and *Import* the file into it. (PAF 3/4 may not import a GEDCOM made by PAF 5 unless it is made specifically for PAF 2/3/4. PAF 5 can import any GEDCOM.)

You can also bring the file up in a word processor to get some more clues about where and why it was made. (If you don't have WordPerfect or Microsoft Word, you can use the Windows WordPad program, which is a less sophisticated word processor. See instructions at the end of the handout.) In particular, look for the source of the GEDCOM (code word SOUR); its destiny, or the purpose for which the file was made (code word DEST); the date the file was made, which usually just follows the destiny line; the character set (code word CHAR); and the submitter (code word SUBM).

Filename.jpg   Photographic image, made by scanning a picture or by taking a picture with a digital camera. To see what's in the picture, double-click on the file name in "My Computer", and Windows will display it. (Most digital photos have the extension *.jpg, but this same procedure will work on others such as *.gif, *.bmp, *.tif, etc.)

Filename.OUP   GEDCOM-like file with ordinance updates, made by processing a GEDCOM file through the "Update My Records" program in TempleReady for Windows. It can be used to update your database in Legacy, Family Origins, RootsMagic, or PAF 5.2.18.0 (go to the "File" menu, and choose "Add TempleReady Update..."), but *not in earlier versions of PAF*. You can read this file with a word processor.

Filename.paf   PAF 3, 4, or 5 database. Go into PAF 3, 4, or 5 and *Open* the file to examine it. You'll have to direct your PAF program to look in the "3½ Floppy (A:)" drive to open the file. (Note: PAF 3/4 cannot open a PAF 5 database. PAF 5 cannot open a PAF 3/4 database as it is, but will let you convert it and then open it.)

Filename.rpt   <u>Temple submission report, made with DOS TempleReady</u>. Go into DOS TempleReady and proceed to the screen where you choose a file. Choose the *.rpt file to make another printout of the report.

Filename.sub   <u>Temple submission file, probably made with DOS TempleReady</u>. You can go into DOS TempleReady to examine it. (Follow the steps for filename.bac above.) It's in the form of a GEDCOM file, so you can also read it with a word processor (see the steps for filename.ged above), but it can't be imported into a PAF database.

Filename.SUB   <u>Temple submission file, probably made with TempleReady for Windows</u>. There is no way to read this either in TempleReady for Windows or in DOS TempleReady. You can read it with a word processor (see the steps for filename.ged above), but it can't be imported into a PAF database.

Filename.TBK   <u>Temple submission backup file, made with TempleReady for Windows</u>. Go into TempleReady for Windows and examine the submission report, as follows:

Click on "Submit Family Names for Temple Ordinances", and proceed to the screen where you select a file to open. You must direct the computer to look in the "3½ Floppy (A:)" drive, and to display "Submission Backup Files (*tbk)", in order to open the *.TBK file. When you click on the file name and then on the "Open" button, you will be taken to the "Step 5: Review, Print, and Save Submission" screen, where you can view the submission report. You can, if you wish, print a new copy of the submission report and/or make a new submission file. (Note: TempleReady for Windows does not allow you to *change* information in the submission file. If changes are necessary, the patron must go back to PAF and start over again.)

Filename.XXX   <u>Temple submission file, after it has been submitted to the temple and the ordinance slips and tracking sheet have been created</u>. This is still in the GEDCOM-like form of the *.sub or *.SUB file that was submitted to the temple so you can read it with a word processor (see the steps for filename.ged above), but it can't be imported into a PAF database.

Filename.zip   <u>PAF 5 backup file</u>. Go into PAF 5 and ***Restore*** the file to examine it.

How to use WordPad to examine a GEDCOM file:

Click the "Start" button at the bottom left corner of your screen. Let your mouse indicator rest on "Programs", and then on "Accessories", which produces extensions to these menus. On the "Accessories" extension, click "WordPad". This will bring up a screen entitled "Document – WordPad".

Click the "Open" button (2nd from the left) on the toolbar at the top. A pop-up screen entitled "Open" appears. Click anywhere on the "Look in:" box at the top, and choose "3½ Floppy (A:)" from the drop-down menu. Click on the "Files of type:" box at the bottom, and choose "All Documents (*.*)". You should now see a list of all the files on the diskette in the A-drive.

Click on the name of the GEDCOM file, and then on the "Open" button at the lower right. You can then read the GEDCOM file. (Note: If you see a screen full of garbage, it means that the file you opened is not a text file. It isn't like a GEDCOM, and you'll have to examine it some other way.)