

# Using Media in PAF 5

You can add digitized pictures, sound clips, and video clips to the individual records and sources in a .paf file. *Tip: You cannot add multimedia to marriage records.*

You can view pictures in scrapbooks and slide shows as well as include them on reports.

Adding multimedia to the PAF file aids research, provides entertainment, and educates your children and relatives.

File Types most often used include	<b>Photos or pictures</b> ( .jpg, .bmp, .png, .eps, .psd, .tif ) <b>Sound clips</b> ( .wav, .mid, .rmi ) <b>Video clips</b> ( .avi, .mpg, .mov )
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***IMPORTANT:*** The .paf (database) file does not store (embed) the multimedia file within itself; it stores only the path where the file can be found. This fact has the following implications:

- When you make a backup copy of the .paf file, only the links to the multimedia files will be included. You must use other means to back up your multimedia files.
- When you import or export a GEDCOM file, only the links to the multimedia files are included. To share a GEDCOM file with multimedia, you will need to give the receiver the GEDCOM file and copies of the multimedia files.
- You should store your multimedia files on your hard disk or on some other type of drive where you can store all of the files in one place. If you store multimedia files in more than one place, such as on several compact discs, you may have to switch discs to show scrapbooks and slide shows and to print reports with pictures.
- Also, digital cameras and companies that put pictures on compact discs use generic file names. This means that different photos on different compact discs may have the same name. If you do not give the photos unique names, the program cannot distinguish one photo from another. It will use the photo that is on the disc in the drive.

## Managing multimedia files

The easiest way to manage your multimedia files is to follow these guidelines:

- Give each file a unique name that identifies its contents.
- If you have enough hard disk space, store your multimedia files in one folder on your computer's disk drive. Put that folder in the same folder where you store .paf files.
- For example, if you store your .paf files in C:\My Data\Genealogy, store your multimedia files in C:\My Data\Genealogy\Multimedia. This gives you the following advantages:
  - You always know where your multimedia files are. If you decide to include multimedia with a GEDCOM file, you can easily find and copy the multimedia files.
  - If you decide to include multimedia with a GEDCOM file, the GEDCOM file uses a *relative path* as the multimedia link. A relative path contains the name of the folder and the file name. The program assumes that the folder is in the same drive and folder as the main file. *In other words, the location of the multimedia file is 'relative' to the location of the main file.*

If you store your multimedia files in another place, then Personal Ancestral File must use an *absolute path* as the multimedia link. An absolute path contains the drive letter and the name of every folder where the multimedia file is stored.

*When a GEDCOM file contains absolute paths as multimedia links, then the receiver will have to copy the multimedia files to exactly the same drive and folder where you stored them. If that person wishes to store the multimedia files elsewhere, then he or she will have to use Global Search and Replace to change the paths of the multimedia file names.*

*Tip: If you started using multimedia, did not follow these guidelines, and would like to start using them, you will need to find all individuals in a .paf file with multimedia files, move the multimedia files to a new folder, and change the location where Personal Ancestral File expects to find them.*

## How to add multimedia to individuals

You can attach multimedia files to individuals and sources.

To do so, you will need to:

- Access the Multimedia Collection screen of the individual or source.
- Choose the type of multimedia file.
- Find the multimedia file.
- Specify a caption and description.

### Steps

1. From the Individual screen, click **Options**, and select **Multimedia**. Or from the Family View screen, Pedigree View screen, or Individual View screen, select the individual. Then, from the **Edit** menu, select **Multimedia**.
2. Click **Add**.
3. Select the item type.
4. If you know the path and file name, type it. If you do not know the path and file name, click **Browse**, and find the file.
5. Type a caption. The caption is displayed in scrapbooks and on the Multimedia Collection screen. It can help you to better identify each item on the Multimedia Collection screen.
6. Type a description. The description can contain any information, such as the time the photo was taken, who participated in recording a sound clip, and so forth.
7. Click **OK**.

Tip: In scrapbooks and slideshows, the multimedia items will appear in the order shown on the Multimedia Collection screen. To change the order, click an item. Then click  or  to move it up or down the list.

8. To select a default photo, click the photo on the list, and click **Make Default**.

*Tip: The default photo is marked with an asterisk (\*). You can print the default photo on reports, display it on the Family View screen, and include it on Web pages.*

9. Make sure to Click **Save**.

## Using multimedia in sources

You can add media to source descriptions and citations, such as a scanned image of pages from a book, a birth certificate or sound clip of an interview.

*Tip: If you attach a picture to a source, you cannot print the picture, view it in a scrapbook, or include it in a slideshow. To do these tasks, add the picture to the individual.*

*Tip: If you do not know which Image button to use in the source area consider this -*

**Problem:** You see two Image buttons for sources: One on the source description and one on the citation.

**Possible solutions:** If you want the image to be used every time you cite a source, use the Image button for the source description. (example – book title page)

If you want the image to be used for this citation only, use the Image button for the citation. (example – specific page from the book)

## How to add multimedia to a source description

*Tip: You can also add multimedia to a source description from the Source List.*

### Steps

1. Display the Individual or Marriage screen that has the source description that you need.
2. To link a multimedia file to a source description that is linked to an event on the Individual screen, double-click the **S** that is located next to the event. Or to link a multimedia file to a source description that is linked to an event on the Marriage screen, double-click the **S** that is located next to the event. Or to link a multimedia file to a source description that is linked to the family, on the Marriage screen, click **Family Sources**.
3. If the correct source description appears on the screen, go to step 4. If not, click > until it does.
4. Click **Edit**.
5. Click **Image**.
6. Click **Attach**.
7. Select the item type and file.
8. If you want to type information about the image, type a caption and description.
9. When you are finished, click **OK**.
10. To return to the Source screen, click **Close**.

*Tip: When you add a multimedia file to a source, the Image button displays an asterisk (\*).*

## How to add multimedia to a source citation

### Steps

1. Display the Individual or Marriage screen that has the citation you need.
2. To add multimedia to citations that are linked to an event on the Individual screen, double-

click the **S** that is located next to the event. Or to add multimedia to citations that are linked to an event on the Marriage screen, double-click the **S** that is located next to the event. Or to add multimedia to citations that are linked to the family, on the Marriage screen, click **Family Sources**.

3. If the correct citation appears on the screen, go to step 4. If not, click > until it does.
4. Click **Image**.
5. Click **Attach**.
6. Select the item type and file.
7. If desired, type a caption and description.
8. When you are finished, click **OK**.
9. To return to the Source screen, click **Close**.

*Tip: When you add a multimedia file to a citation, the Image button displays an asterisk (\*).*

## **How to set preferences on the Multimedia tab under Tools > Preferences**

The options on this screen determine how the program will handle multimedia.

Slide Show Options – These options determine how long each photo, video clip, or sound clip should stay on the screen during a slide show. You can also select how large these items should be.

Background Color – You can select the background color for slide shows and scrapbooks. By default, slide shows use black, and scrapbooks use white.

Show Default Photo in Family View – Click here if you want to see the default photo of the primary person on the Family View screen.

Print Preview – Use this option if you do not want to see the actual photos in print preview. This can help speed up the print preview because the program does not have to load the pictures from your disk to show them on the preview screen. Instead of the picture, you will see a gray place holder that shows the size and placement of the photo.

Photo Display – Any time a photo has to be adjusted from its default size, it must be scaled. Scaling a photo can take quite a long time. You can choose whether you want the program to display a picture quickly and sacrifice some quality or whether you would rather wait for a high-quality display.

### **Steps**

1. From the **Tools** menu, select **Preferences**.
2. Click the **Multimedia** tab.
3. Select the Slide Show options.
4. Select the background color for your slide shows:
  - a. From the drop-down box, select **Slide Show** or **Scrapbook**.
  - b. Click **Color**.
  - c. Click the color that you want to use.

- d. Click **OK**.
5. Click **Use Photo Placeholders** if you don't want to see the actual photos in print preview.
6. Select the Photo Display options.  
Click **Fast** if you want speed rather than quality.  
Click **Quality** if you want quality.
7. Select whether you want to display the default photo on the Family View screen.
8. If you do not want to set any more preferences, click **OK**.

**Optional Utility Software – available free at [www.ohanasoftware.com](http://www.ohanasoftware.com)**  
( <http://www.ohanasoftware.com/?sec=downloads&page=Shareware> )

### **Paf Pal** – (installs onto Tools Menu in PAF)

#### Search and Replace

- Search and replace parts of names
- Search and replace LDS temple codes

#### Clear unwanted information from fields

- Remove "Submitted" or "Sub" dates from LDS date fields
- Clear Custom ID fields, Ancestral File Numbers, or all LDS fields

#### Expand or abbreviate places

- Can abbreviate USA states, Canadian provinces, and/or Great Britain county places
- Expand abbreviations for USA states, Canadian provinces, and/or Great Britain counties
- Add or remove "USA" or "U.S.A." from places in the United States of America

#### Print lists and reports

- Reports of which records are changed when clearing fields or searching and replacing
- Display or print statistics about the people in your file
- Print lists, by date, of records that have been changed or submitted to Ancestral File

#### Misc

- Enable showing pictures of spouse and parents in the family view
- Play genealogy songs
- Enable additional Internet searches (Ancestry.com and Genealogy.com)
- Use pre-defined color schemes

### **PAF5 MediaPacker**

A program to help people pack up their PAF file along with the multimedia files it references.  
Can gather the into a .zip file or create a self-extracting archive.

This latest version of PAF5MediaPacker will only pack the data if all the multimedia files referenced by the PAF file have relative paths. But it will help you identify the multimedia files that need to be moved to accomplish that. Previous versions dealt with absolute paths but the problems arising from unpacking were really unpleasant. So now it does relative paths only.