

GETTING INFORMATION FROM THE IGI-INTERNET INTO YOUR PAF 5 DATABASE

Handling One Record at a Time

After finding a record you want, choose *one* of the following procedures:

1. Printout: Make a printout of the record, and then type the information into your PAF 5 database. For some, this is the easiest, least confusing way.
2. Split screen: Run IGI-Internet in one window simultaneously with PAF 5 in another, and then tile vertically. (See other side for directions.) Type the information you want, or copy and paste. ***The advantage***: you can read IGI-Internet in one screen while you type in the other.
3. Switch windows: Run IGI-Internet in one window simultaneously with PAF 5 in another, and use Alt+Tab to switch back and forth between the two programs. Type the information you want, or copy and paste. Some prefer this to tiling.

Handling a Group of Several Records

In the IGI-Internet, select the records you want and download them into a GEDCOM file. Then choose *one* of the following procedures:

1. Import the downloaded GEDCOM directly into your regular database, and match/merge all the multiple records. ***Caution: This is almost always the worst way to do it.*** (If you prefer this method, please note item #5a below.)
2. Import the downloaded GEDCOM into a *new* PAF 5 database, and run it simultaneously with your database. You can tile the two vertically (see other side of page), or switch from one to the other by using Ctrl+F6. Type the new information, or copy and paste. This is awkward, because edit screens are not preserved in switching from one database to the other.
3. ***Perhaps the best way, if you still have PAF 4 on your computer***: Import the downloaded GEDCOM into a new PAF 4 database, and then run it simultaneously with your regular PAF 5 database. You can now tile the two windows vertically (see other side), or use Alt+Tab to switch back and forth, and the edit screens will be preserved in the process. Type the new information into your database, or copy and paste.
4. If you prefer typing data from a printout, you may wish to do the following: Import the downloaded GEDCOM into a new PAF 5 database. Then make a custom list of the ordinance data, print it out, and type the information into your regular database. (See other side.)
5. ***If you have duplicate names in the GEDCOM, do this first***: Import the downloaded GEDCOM into a new PAF 5 database. Examine the data, and do whatever matching, merging, and editing is necessary to boil it down to the way you want it in your records. Then do *one* of the following:
 - a. Make a new GEDCOM of your boiled-down database, and import it directly into your regular database. Match and merge duplicate records.
 - b. Make a new GEDCOM of your boiled-down database, and follow the steps of either item #2 or item #3 above.
 - c. Make a custom list of the ordinance data in your boiled-down database, print it out, and then type the information into your regular database.

How to tile two windows vertically:

1. Bring up the two programs, so that they are both running. (This only works with two separate programs, such as IGI-Internet & PAF 5, PAF 4 & PAF 5, etc., so that each is running in a separate window.)
2. Right-click in an open space on the taskbar, at the bottom of the screen. In the resulting menu, click on "Tile Windows Vertically".
 - To activate the other window, either click anywhere on it, click its button on the taskbar below, or use Alt+Tab.
 - Move a window by dragging the blue bar at its top.
 - Change a window's size by dragging an edge or a corner.
 - To undo the tile view, right-click on the taskbar and choose "Undo Tile".

How to tile two PAF 5 databases vertically:

1. Open the two databases in PAF 5, so that they are both running. (You can switch from one to the other by using Ctrl+F6, or by going to the "Windows" menu and clicking on the filename.)
2. Click on the "Windows" menu at the top, and then on "Tile Vertically".
 - To activate the other database, either click anywhere on it or use Ctrl+F6.
 - Move a window by dragging the blue bar at its top.
 - Change a window's size by dragging an edge or a corner.
 - To undo the tile view, maximize either window.

How to show IGI-Internet data in a custom report:

1. Import your downloaded IGI-Internet GEDCOM into a new PAF 5 database. Then, in that database, click on the "Print Reports" toolbar button (picture of a printer) to bring up the "Reports and Charts" menu. Click on the "Custom" tab to bring up the "Custom Report" menu.
2. Type something like "IGI Download" for the title of your report. In the "Select Filter/Focus" box, click on the "Select" button.
3. On the "Select Individuals" screen, go to the "Relationship Filter" box on the lower left. Indicate that you want to select "All", if it isn't already set that way. Then click the "Select" button, and click "OK" at the bottom. This gets you back to the "Custom Reports" menu.
4. In the "Report Layout" box, click the "Fields" button. Choose the fields you want on your report by highlighting them in the "Possible Fields:" list and clicking on the ">" button in the middle column. (You would probably want the name, birthdate and place, deathdate and place, father's and mother's names, marriage date and place, spouse's name, and all the ordinance dates and temples.) When you have finished your selection, click "OK".
5. Click the "Sort Order" button, and choose the name and the birthdate.
6. Click the "Page Setup" button in the right-hand column of the menu. Specify the "Landscape" orientation, and click "OK".
7. Click the "Preview" button to examine your report. If you want to change some of the specifications, click "Close" to get back to the menu. If you want to print it out, click "Print" on the preview page.