

# SOME USEFUL FEATURES OF PAF 5 — PREFERENCES, LISTS, AND THE USER'S GUIDE

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## MOVING A NAME TO THE PRINCIPAL (PRIMARY) POSITION

### The Family View Screen

1. Click on the little "arrow-head boxes" at the right of the father's name or the mother's name, or just above the right end of the spouse's name, or to the left of a child's name.
2. A faster way is to use one of the following keystrokes: "F" for the father, "M" for the mother, or "S" for the spouse. "C" will sometimes work for the child, but it's often better to click on the arrow-head.

### The Pedigree View Screen

1. Right-click on the name, and choose "Move to Primary" from the menu.
2. A faster way is to hold down the Ctrl key and double-click on the name.

## PAF 5 PREFERENCES

Go to the "Tools" menu, and choose "Preferences". (Notice that you can get to the Preferences menu quickly by using the keystroke Shift+Ctrl+P.) The following comments describe some of the settings that most people find useful.

### General

1. Use and Show LDS Data — check these if you want ordinance information to show on screens and reports.
2. Verify New Places — Whenever you type in a new place, a pop-up screen will ask you if the name is correct. [Recommendation: Leave it unchecked, unless you really need it. It's a distraction.]
3. Treat Enter Key as Tab — If you check this, you can use the Enter key to go to the next field when you're using the Individual Edit screen. The problem is that it doesn't work this way on all PAF screens, and you don't usually remember which ones work and which don't. [Recommendation: Don't use it. Learn to use the Tab key to go to the next field — all Windows programs do it this way. You can also use the down arrow, or just click in the next field to get your cursor there.]
4. Display Notes Selector — The Notes Selector system is a method of organizing your notes, using one-word note "tags". [Recommendation: I don't use it, so I leave both of the little boxes unchecked. I like to use note tags, but I don't like restricting them to one word; and I don't want to deal with the extra complication of using the Notes Selector system. However, some people quite like it, and you may want to read about it in the *User's Guide*, pp 87-89.]
5. File Backup Prompt Frequency — If you put in the number "1", the computer will ask you whether you want to make a backup every time you close a file. If you put in the number "2", it will prompt you every other time you close, and so on. [Recommendation: I put in a "0", because I don't like it prompting me at all. If you keep forgetting to back up a file after you've made changes, you may want this reminder, but to me it's just an unwanted distraction.]
6. Colors — If you're tired of that drab gray background on all the screens, you may want to experiment with changing the colors. Click on the "Colors" button, choose "Window Background" in the field with the arrow-head, click on the "Change Color" button, and choose a color you like. Click on the "Define Custom Colors >>" button to see how you can vary the color in different ways. Have fun!

## File

1. RIN of Home Person on File Open — This allows you to change the Home Person to someone other than RIN #1. It doesn't allow you to change any of the RIN numbers.
2. Relationship Indicators — This allows you to have the computer show the relationship of any highlighted individual to the Home Person, on the status bar at the bottom of the screen.

## Names

1. Mark Surnames — Check the box to "Automatically mark surnames ..." and choose the "Given names /Surname/" button. That way you don't have to type the slash marks to indicate the surname — the computer will automatically put the slashes on the last name you type in the field. (You may choose the "/Surname/ Given names" button if you prefer to type the surname first.)
2. Verify surname marks — This brings up a pop-up screen every time you type a new unlinked name, to have you verify that the slashes are in the right place. [Recommendation: Let the computer do it automatically, and leave this unchecked. It's a pain in the neck.]
3. Capitalize surnames on screens and reports — I like to do this, but it's a matter of personal preference.
4. Append to Names — My own preference is to choose "Nothing", but many people like to see the RIN number. Sometimes it's useful to display the Ancestral File Number (AFN), but it really clutters up the screen if you don't need it.

## Prepared by

It's a good idea to have your information typed on this screen. If you click on the "Save as Default" button, the computer will automatically include this information in any new databases that you create in the future.

## InfoBox

These apply only to the Pedigree View screen. You get the "Floating" infobox when you just let the mouse rest on a name without clicking. The "Locked" infobox appears when you click on the name. When you install PAF 5, it's set to show "Dates only" in the floating infobox and "Dates and family information" in the locked infobox. [Recommendation: I personally find each of these a distracting pain in the neck, and turn them both off by checking "None" in the boxes. You can always turn them on if you need them.]

## Fonts

These are mostly a matter of personal preference. The one strong recommendation I would make is that you have the font on the Main Screen specified as bold, and as large as the computer will let you make it. I find the following selection to be pretty good:

Main Screen: Verdana Bold 11pt  
Dialogs: Microsoft Sans Serif Bold 9pt  
Notes Edit Screen: Times New Roman Normal 9pt  
Notes on Reports: Times New Roman Normal 8pt

## Folders

These are some of the most important things to specify in your Preferences. A lot of PAF users run into grief, losing their databases, backups, and GEDCOMS, because they haven't told the computer where to put them. There are three very important locations to specify:

1. PAF Files — This tells the computer where you want to put your databases on the hard drive. If you don't specify otherwise, it will usually put them into your "My Documents" folder (along with a bunch of other files) by default. *Personally, I find it useful to create a new folder, named "c:\Paf 5 Data\"*. If you type this into the "PAF Files" field and then go to the next, a pop-up screen will say you don't have such a folder and ask if you wish to create it. Click "Yes" and the computer will do it for you.

2. Import/Export — This tells the computer where it can find a GEDCOM to import, or where it should put an exported GEDCOM. *Type "a:" in this field.* Otherwise the computer will use "My Documents" for both of these, and you'll wonder why it can't handle GEDCOM files.
3. Backup — This tells the computer where it can find a backup file you wish to restore, and where to create a backup file when you make one. *Type "a:" in this field.* Otherwise the computer will be searching "My Documents" instead of a diskette for a backup file you're trying to restore, or putting your backup file there instead of on a diskette.
4. Reports and Web Pages — These are not as important as the others, but you may want to type "*c:\Paf 5 Data*" in for both of these.

## SOME USEFUL LISTS

Click the "Print Reports" button on the toolbar (looks like a printer) to bring up the "Reports and Charts" menu. Then click on the "Lists" tab at the top, and examine the various lists that PAF can produce. Try any of these by clicking on the name of the list and then on the "Preview" button. Here are a few that are quite useful:

1. Unlinked individuals — These are names that are just floating in your database, with no links to spouse, parents, or children.
2. Duplicate individuals — This is useful in finding duplicate records that need to be merged.
3. Possible problems — This will point out such things as people married before they were born or after they died, disparate ages between spouses, children in a family who are not in correct order by birthdate, and other possible problems.
4. Places sorted alphabetically — Planning a trip to do some genealogical research? This will show you all the individuals in your database that were born, married, or died in the places you're going to visit.
5. Sources — A very nice list describing all of the sources in your database, in alphabetical order.
6. Citations referencing a source — Shows each person and event in your database for which a given source is cited.
7. LDS family ordinance summary — Shows the temple ordinance dates for all members of a highlighted individual's family, and for the families of three generations of his/her ancestors.

## THE USER'S GUIDE, AND THE ONLINE HELP

### User's Guide

Go to the "Help" menu, and click on "User's Guide". Then use the Navigation Pane at the left (which is a Windows-style table of contents), or go to the regular Table of Contents starting on the 3rd page, or go to the Index at the end, and click on the topic you wish to examine.

### Online Help

The online help which is available in the PAF program itself actually contains more information than the *Users Guide*, and often gives suggestions on how to solve problems. A good way to learn how to use the online help more effectively is to read pp 16-17 of the *User's Guide*. A little bit of practice in learning how to consult the *User's Guide* and the online help will pay rich dividends.