

Personal Ancestral File (PAF)

CANS

and

CAN'TS

1. Type "SEE NOTES" in the "Baptism," "Endowment," "Sealing to Parents," and "Sealing to Spouse" date fields for end of line family members. If an entry is in that box, Temple Ready won't pick up that name for Ordinance work to be done. "SEE NOTES" will appear on the Family Group Record.
2. You CAN use Memorized Citations if you want to cite the same source description and citation in another place in your PAF file.
3. On the "Edit Individual" screen, under "Other," is a field called "Married Name." I put in the individual's full birth name followed by the married surname. This information can then be used in a custom report when wanting information about this person after a marriage took place and she is known by a different name. Searches at cemeteries, for censuses, wills, and other records could be done from this list.
4. On the "Edit Individual" screen, under "Baptism," don't put "LIVE" in the field called "Place if living." When you go to the "Reports and Charts" screen > "Lists" > "Places Sorted Alphabetically," it thinks "LIVE" is a place and shows up as such on this report.
5. If I have an adult who died having never married, I want my family group record to reflect that information so I won't continue looking for a marriage entry. On the "Edit Individual" screen, I click on "Options" and create a new event entitled "Married Status" that I have added to the "Select Event" list. In my newly created field on the "Edit Individual" screen, I type "Never Married." When I view the family group record, "Never Married" will be displayed.
6. I use the tag features when working with my Notes. It is like file folders

keeping track of my information by topics. I can turn the tag features off and on by going to “Tools” > “Preferences” > “General” > “Display Notes Selector.” If both options are checked underneath the “Display Notes Selector,” the tags will be displayed. If they are not checked, they will not display.

7. On the “Sources” screen you CAN’T rearrange the sequence of your “Citation 1,” “Citation 2,” “Citation 3,” etc, to display in a different sequence unless you re-key in all the data.
8. While viewing the “Sources” screen, you CAN replace the source if you have previously chosen an incorrect one. Click on the “Replace” button and choose the correct one on the “Select Source” screen.
9. My database has two Repositories for Family History Library. One was one I had created for my own usage. When you use PAF Insight, it automatically creates a second Repository also entitled Family History Library. Visually it is hard to tell the difference between yours and theirs by looking at the line that says Family History Library. Their’s has the address of www.familysearch.org
10. You CAN’T print your family group record back to back without losing the numerical sequence of your sources. When viewing the family group record on your PAF screen, it starts with #1 and continues in sequential order through your last source number. If printing on single pages, the numerical sequence remains the same as the screen. But, if you choose to print these same pages back to back, in the section of the husband, wife, and children, the beginning of each page renumbers your sources beginning with the number one. However, the numerical sequence is not interrupted and prints from #1 to whatever your last number may be in your “Sources” information at the bottom of the family group record.

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