

Pedigree Resource File: Accessing ~ Copying Information ~ Submitting

Hands-On Quiz = Successful Pedigree Resource File Tips

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Objective: Use steps to find or submit individuals using Pedigree Resource File (PRF); Personal Ancestral File (PAF); and PAF Companion (PAFC). Share list of PRF class tips and help screens.

Sit at your computer. Read a section, then, starting with #3, practice with "hands-on" and try to follow each step. Actually type or mouse click... do it! Read, then try to follow the outlined tip by clicking on the tabs, buttons, words indicated. Mark true or false, then try the next tip.

PRF QUIZ Code: | = left mouse click, || = double mouse click, Ex: = example, [] mark or add data, () = tips

___ 1. **PRF CD sets** are released about every six months. Highest CD numbers may include corrections of previous submissions by same submitter, CD 55 = newest; (old file on CD 2). Copying data to a GEDCOM file provides submitted pedigrees and family group sheets, notes, sources, etc., all typed for you, to be prepared for use with PAF, using Import option.

___ 2. PRF Submissions are similar to Ancestral File except, no changes/merges will be made, and PRF includes submitted Notes and Sources.

2.1. What you submit, is what people will see and may copy; (Ex: on CD 5). When, if, you need to fix the file you submitted, you re-submit a corrected copy of your file. Your corrected file will be on the next set of CD's (Ex: CD 58). PRF sets are released about every six months.

2.2. * **Submitters telephone number and email addresses show in PRF Index. Write down this contact information because it may not download when copying file during Export PRF Pedigree.**

___ 3. Use Internet connection and PAF to search for **individual** on < www.familysearch.org > site.

3.1. On PAF Family View screen or Pedigree View screen, select an individual in PAF file, highlight name on screen or find individual by:

3.1.1. Hold down Ctrl key and touch R key, [] (type in RIN - individual to search for) .

3.1.2. Click on # **Icon** (top task bar), type in RIN [], touch Enter key (or click OK).

3.1.3. SEARCH (top task bar) | Individual List | Search for: [] (type in surname, first name), | name on screen (or Enter key | OK).

3.2. **SEARCH - On FamilySearch Internet** | (wait, view list of possible hits).

3.3. Carefully search each hit and determine if it matches individual in the .paf file.

Or, select: HELP | Find a FHC | (wait, at site) | Search tab | PRF | (type in individuals first and last name) | Search button (screen bottom). Look at Search Index (top right screen); arrow down to PRF Index; search for individual. View each possible match, record conflicts, new data, download.

___ 4. Print a PAF **Cascading Pedigree Chart** (identify ancestors missing parents). Open PAF file. Select: Print Icon | Pedigree Chart | (starting individual is selected, or Browse and select using RIN or Individual List) | [x] Cascading | Preview | Zoom in, if OK, PRINT, if not, CLOSE, re select, then PREVIEW and when OK | PRINT. Cascading pedigree chart = see names missing ancestors.

___ 5. If you have European names, only extend your pedigree chart back to the year 1499.

___ 6. **PAF COMPANION 5.1** (PAFC) will allow you to open a PAF file, use PAFC **Compare** Icon | search for a name, all names, or all end of line individuals in your PAF file. If selected, Compare uses PRF to search and report CD's where possible matches are listed. This list may be saved and printed with word processor. (Again, view information, record CD #s, and contact information *)

6.1. You can use this feature at home, if you've installed PAFC and latest PRF Master Index (you don't have to buy all the CDs, just the last set.)

6.2. If you're doing this at home, you will need to do the compare on each index CD.

6.3. If you can find a FHC which has installed the PRF on the network and has PAFC installed, the

compare works against the whole index at the same time.

6.4. Most FHC's have NOT installed PAFC. In one, a patron has donated the program so that its compare feature could be utilized over the network PRF installation. It requires installation of the 5.1.4 version upgrade of PAFC, which is not available yet at the church site.

6.5. If someone needs help in getting this working at an FHC, contact Mr. Gerhard Ruff, <www.uvpafug.org>. The next set of PAF Companion CDs, 56-60 (Set 12), can now be ordered online, but it is not yet in stock at either the distribution center in SLC or the warehouse for online orders. The SL store does not even have it on their list to be able to order it. The warehouse suggests that it might be available at the end of this month. The order number is 50263. ___ 7. Class handouts and help screens that may offer more detailed information about using PRF:

- 7.1. < www.familysearch.org > | SITE MAP (top right tab) | (arrow down) GEDCOM.
- 7.2. In PRF | HELP | (six pages of What Is the Pedigree Resource File? Searching Tips).
- 7.3. < www.uvpafug.org > | Utah Valley PAF Users Group Class Outlines
- 7.3.1. Patricia Andrus - Use PAF & PAF Companion to COMPARE Your Records to use the PRF Master Index for Matches.
- 7.3.2. Donald R. Snow - Class 4 AF and PRFs - Part 1: Searching/Using...
- 7.3.3. Donald R. Snow - Class 6 AF and PRFs - Part 2: Contributing to - Correcting Them.
- 7.4. < www.findyourfamilytree.com > | Progeny Software (developer of PRF Viewer and PAFC).
- 7.5. PAF Companion | HELP | Contents | Compare to PRF Master Index (four pages)
- 7.6. PAF | HELP | Users Guide | (print Index) Document | Go To Page [] (print UG Index pages)

See Pages: Custom Reports 100-110; 137; Edit Individuals & Marriages 98-99; Importing GEDCOM Files 112, 114-116; Making Global Changes 162; Moving "final file" into "real" file 114-116; Notes 81-89; Printing Reports 126-139; Submit to PRF 117-119.

___ 8. The **PRF Index** of names, is available on the FamilySearch site, www.familysearch.org = CD #s. **PRF Index and Pedigrees** may be used at your local Family History Center, or purchased to use at home.

___ 9. The PRF Index may continue after showing the first index group of names; left mouse click middle of Index screen, hold down [Ctrl] key and touch [End] key to take you to the bottom of the list. Click NEXT to view additional similar names on the Index. Continue doing this until the last screen shows PREV (previous) rather than NEXT in bold letters, or until you find your name(s).

___ 10. Click on name in **PRF Index**, view information; print or write down CD#s; be sure to write down submitter's name, address, * **telephone number and * email address** (* data may not download). Contact submitter(s) if you have questions, corrections, additions, conflicts, etc.

___ 11. Search the **PRF Pedigree**, after finding matching name, download (copy names & information):

- 11.1. **Export** file (creates a GEDCOM file).
- 11.2. Type in file name [] (Ex: Howell Des PRF CD-55)
- 11.3. **Save to disk in A:Drive.**
- 11.4. Repeat starting with step 11.1; Export Ancestors this time; (Ex: Howell Anc PRF CD-55)

___ 12. Steps to **Import** PRF File into an empty, new PAF File:

- 12.1. FILE | NEW | File name [] (Ex: PRF HOWELL Anc + Desc CD-55) | SAVE
- 12.2. PREFERENCES | Prepared by (address line 4, put in a note: [PIN#__ Ancestors PRF CD-55]
- 12.3. With new file open select: FILE | IMPORT (put your disk in A:Drive, at Look in: select A Drive, highlight PRF GEDCOM file; ___ (Ex: Howell Anc PRF CD-55) | Import (wait) | OK.

12.4. Before closing Notepad message [x], **read Notepad message**; write down errors in Columns with RINS and MRINS under each error.

Ex: **Errors:** MT SG LG
 RIN 2 RIN 13 MRIN 7
 RIN 6 RIN 5 RIN 22

12.5. Repeat and Import Descendants if you created a file for them, starting with step 12.3, but

highlight the GEDCOM file, for example, highlight file: Howell Des PRF CD-55.GED.

- ___13. To edit multiple errors, use PAF **Tools - GLOBAL SEARCH / REPLACE** | Temple Codes.
- 13.1. View PAF Individuals or Marriage screens. Older LDS Ordinance dates may help determine if Error "MT" = Manti temple rather than Mt. Timpanogos, etc.
 - 13.2. Edit an individual, find, copy new temple codes and Paste into PAF Global Search and Replace;
Ex: Search for: [MT]. Replace: [MANTI - Manti Utah]. Click REPLACE. (repeat, fix each error).
- ___14. To find and resolve conflicts in your new PAF file that may have come in the PRF download. Use PAF **Print - Lists**, Preview each list, (print if necessary), fix, then print next list:
- 14.1. [x] Possible Problems (use **Edit** - order of children; check for typos - ages of parents, etc.)
 - 14.2. [x] Individuals sorted alphabetically (check list for possible duplicates to merge)
 - 14.3. [x] Places sorted alphabetically (prints out: Country, State, County, City; US locality have 4 levels)
 - 14.4. [x] LDS incomplete individual ordinances
 - 14.5. [x] LDS incomplete marriage ordinances
- Use TempleReady and Internet IGI; add dates & temple codes, submit if names need ordinances.
- Use PAF **Tools**:
- 14.6. Preferences | Prepared by | (check, is information, area code-phone #, email correct) OK
 - 14.7. Match/Merge (mark on Individuals sorted alphabetically list or create a custom report to use)
 - 14.8. Merge Duplicate Sources & Citations
 - 14.9. Change names to mixed case (if USA comes out Usa; fix using Global search & replace).
 - 14.10 Create Web Page (write down where your Internet provider helped put it on the Web)
- ___15. Check PAF file computer linkage and make a backup of fixed file:
- 15.1. **File - Check/Repair** | Check | Save | Y (replace screen message, wait, read screen) | OK. If not OK... repeat and repair... or create a GEDCOM file.
 - 15.2. **File - Backup** | Backup | (wait) | OK.
- ___16. Coordinate with previous submitter(s), other family members; Share; re-submit, send "fixed" PAF file, back to PRF.
- ___17. To submit to PRF:
- 17.1. Create PRF Submission (see PAF Users Guide pages 119-120); Open PAF file | File | Export | [x] All (you may send all or part) | [x] (mark right screen options) | Export | (read screen(s) | Continue | Agree | OK. Save in: [My Documents] | File name: [] (Ex: Rhoda Howell Ancestors) | Export | (wait) OK | OK.
 - 17.2. Submit PRF Submission (Ex: GEDCOM file for Levi Shock Ancestors) PAF HELP | Find a Family History Center | Sign in (top right of FamilySearch screen) | Sign on | Share tab | I am ready to submit (on left side of FamilySearch screen) | I accept |
Step 1. Browse (Look in My Documents; All Files; highlight file, Ex: Rhoda Howell Ancestors.GED) |Open | | Submit
Step 2. [] (write brief description)
Step 3. Link Web Pages [] | Submit
- ___18. A copy of each PRF submission is also stored in the Granite Vault.