Users Guide

FAMILYSEARCH™

Personal Ancestral File 4.0

THE GENEALOGICAL SOCIETY OF UTAH · 1894-1994 ·

THE CHURCH OF
JESUS CHRIST
OF LATTER-DAY SAINTS

This manual is based on the on-line help system that came with Personal Ancestral File 4.0.4. You may print it for help with using Personal Ancestral File.

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Introduction to FamilySearch™ Personal Ancestral File

FamilySearch™ Personal Ancestral File is a tool to help you record, manage, and share your genealogical information. With this program, you can create and store family information about thousands of people.

After you have typed a person's information, you can link that person to families and then link families together. Personal Ancestral File displays the person's information as you request. For example, a person can be seen in a family as a child with siblings or as a parent with a spouse. You can display family groups any way you want.

Once you have names in your file, you can search for and find specific individuals. You can change or correct individual's information as needed. After you change a person's information once, the changed information appears any time you display that person.

Tip: For basic information on how to use Personal Ancestral File 4.0, see the *Getting Started* guide. From the **Help** menu, select **Getting Started Guide.** The guide will open in your word processor or in WordPad.

Where do I begin?

Where you begin depends on what you already have done:

- If you already have information in Personal Ancestral File 3.0 or higher, open the database into Personal Ancestral File 4.0
- If you have information in Personal Ancestral File 2.0 to 2.31, open the INDIV2.DAT file into Personal Ancestral File 4.0. The file will be converted for use in version 4.0.
- If you do not have any information in a database, create a new database. Then add yourself and your immediate family. Import any GEDCOM files that you have.

Protecting the privacy of living people

Using a computer for recording genealogical information allows you to easily share your information with others.

However, as you share information, please respect the privacy of individuals who may be living. Do not share information that may be used to embarrass or harm people who may still be living (such as social security numbers and mothers' maiden names).

Tip: To create a file that does not contain information about living people, use the **Export** feature.

Obtaining information about The Church of Jesus Christ of Latter-day Saints

Personal Ancestral File was created by The Church of Jesus Christ of Latter-day Saints to help its members and other people manage their family history information.

To obtain more information about the Church, from the **Tools** menu, select **About The Church of Jesus Christ of Latter-day Saints.**

Tip: When you use this option, Personal Ancestral File looks for an Internet browser and sends you to the Church's web page (www.lds.org).

What if I have problems using Personal Ancestral File?

Due to the large volume of users downloading Personal Ancestral File 4.0, the Family History Department is not able to give personal assistance. The help system and *Getting Started* guide are designed to give you the help you need.

In addition, the Frequently Asked Questions and Feedback features for Personal Ancestral File may be helpful. These are found at http://www.familysearch.org/paf.

Tip: If you have an Internet connection, you can go directly to this web page. From the **Help** menu, select **Feedback and Frequently Asked Questions.**

If you have a question not addressed in the help system or the *Getting Started* guide, please refer to the Frequently Asked Questions option. These questions and answers are updated frequently, based on users' responses.

If you do not find the answer you are looking for in Frequently Asked Questions, please use the Feedback option to submit your question. You can also use the Feedback option to report a problem with the Personal Ancestral File program or to suggest an improvement. Your feedback is appreciated and will help improve Personal Ancestral File.

Tip: You may also be able to find help from a Personal Ancestral File users group.

What's new in Personal Ancestral File 4.0?

The biggest change from the previous version of Personal Ancestral File is that version 4.0 runs on Windows operating systems. Other new features include:

- **Pedigree View screen (formerly Large Pedigree).** You can navigate through your family lines, edit and search for individuals, and add notes and sources.
- **Expanded printing capabilities.** You can now print books, scrapbooks, and calendars.
- **Private notes.** You can use a tilde (~) to mark those notes that you want to keep private. Mark the notes that you want to print with an exclamation point (!).
- **Search menu items.** The Marriage List and Descendancy List searching capabilities are new.

- **Other events.** You can add your own events to individual and marriage records.
- **Web page creator.** You can create a web page to store their family history on. This enables other people with Internet access to download family information.
- **Multimedia.** Media objects, such as photos, videos, and audio clips, can be attached to individuals.
- **Multiple database handling.** You can have more than one database open at a time.
- **Sharing notes.** You can cut, copy, and paste notes from one database to another.

Using the keyboard

Although all of the menu commands and selections are accessible simply by pointing and clicking, sometimes you may want to access Personal Ancestral File's features without a mouse.

- Several features have shortcut keys. You will find a list of them here in help. You can also see them on the pull-down menus at the top of the screen. For example, on the File menu, the shortcut key for Open is **Ctrl+O.** This means that you can press the **Ctrl** key and the letter **O** at the same time to open a file.
- Each option on a screen has an underlined letter, press **Alt** plus that letter to use that option. The **Spacebar** works on buttons the same as clicking the left mouse button.
- On screens that have tabs, such as the Preferences screen, press **Ctrl+Tab** to go to the next tab.
- Press **Esc** to close most windows.
- On drop-down boxes, press **F4** to see all of the options.
- Press the **arrow keys, Page Up, Page Down, Home,** and **End** to move around the Family View and Pedigree View screens.

Shortcut keys

Some people find it faster to use the keyboard rather than the mouse. It you prefer, you can use the following shortcut keys in Personal Ancestral File.

Shortcut key	Option
F1	Obtain help with the selected screen.
Ctrl+F4	Close the displayed database.
Alt+F4	Exit Personal Ancestral File.
Ctrl+A	Add a new individual.
Ctrl+D	Display a descendancy list of the selected individual.
Ctrl+F	Display a list of individuals in the database.
Ctrl+H	Add the selected individual's mother.
Ctrl+Home	Return to the home person.
Ctrl+I	Edit the selected individual.
Ctrl+L	Add the selected individual's child.
Ctrl+M	Edit the selected individual's multimedia collection.
Ctrl+N	Edit the selected individual's notes.
Ctrl+O	Open a database.
Ctrl+P	Print reports.
Ctrl+R	Find an individual by RIN or MRIN.
Ctrl+S	Switch from the Family to the Pedigree screen, and back again.
Ctrl+T	Add the selected individual's father.
Ctrl+U	Add the selected individual's spouse.
Shift+Ctrl+P	Set preferences.
S	On the Family View screen, move the spouse to the primary position. (Does not work on the Pedigree View screen.)
F	On the Family View screen, move the father to the primary position.
	On the Pedigree View screen, select the father.
M	On the Family View screen, move the mother to the primary position.
	On the Pedigree View screen, select the mother.
C	On the Family View screen, move a child to the primary position.
	On the Pedigree View screen, select the father.

Personal Ancestral File Companion

Personal Ancestral File Companion is a utility program designed to print high quality genealogical charts and reports directly from Personal Ancestral File.

The Companion was designed for version 3.0 of Personal Ancestral File. A patch is available that will allow the Companion to start version 4.0 of Personal Ancestral File rather than 3.0. This patch is available over the Internet at www.familysearch.org.

Personal Ancestral File 4.0 now prints many of the same reports as the Companion, though the Companion prints them in a different format. The Companion also prints some reports that Personal Ancestral File 4.0 does not, including:

- Fan charts.
- Descendancy lists that are not indented.
- Kinship reports.

Reports printed by Personal Ancestral File Companion

The following chart lists the reports you can print with the Companion and whether Personal Ancestral File 4.0 also prints them. Even though you can print the same type of report with Personal Ancestral File, the Companion may use a format that you prefer.

Report	Definition	Can Personal Ancestral File 4.0 also print it?
Family group records	A report that lists a family—parents and children—and gives information about dates and places of birth, marriage, and death.	Yes
Kinship reports	A report that lists all of a person's relatives.	No
Pedigree charts	A report that shows an individual's direct ancestors—parents, grandparents, great-grandparents, and so forth. May contain birth, marriage, and death information.	Yes
Ancestor charts (with siblings)	A pedigree chart that contains only names and limited information about the people on it.	No
Fan charts	A fan-style representation of an individual and his or her ancestors.	No
Ahnentafel charts (book format)	A report that lists the name, date, and place of birth, marriage, and death for an individual and a specified number of his or her ancestors. The first individual on the list is number one, the father is number two, the mother is number three, the paternal grandfather is number four, the paternal grandmother is number five, and so forth. *Ahnentafel* is a German word meaning ancestor chart or ancestor table.	Yes

Report	Definition	Can Personal Ancestral File 4.0 also print it?
Descendant charts	A report that lists an individual and his or her children and their spouses and children.	Yes
Outline descendant reports	A report that lists an individual and his or her children and their spouses and children. Each generation is indented.	Yes
Register reports (book format)	A report that lists an individual and his or her descendants in a narrative form. The first paragraph identifies the individual and explains birth and other event information in complete sentences. The next paragraph describes the person's first spouse. The next paragraphs list the couple's children and their spouses. If the person had more than one spouse, those spouses and any children appear after that.	Yes
Family ordinance summaries	A report that lists all known ordinance dates for each person in a family.	Yes
Wall charts	An ancestry chart that can be taped together to form one large pedigree chart.	Yes

What are databases?

A database is a group of records that can be accessed, altered, saved, and shared. When you use Personal Ancestral File, you are really using a database. Personal Ancestral File considers each individual, marriage, source, and repository to be a record in a database.

Databases are stored as files on your computer.

Using databases on floppy disks

In general, it is best to save your databases on your hard disk and then to save a backup copy on a floppy disk.

However, sometimes, such as when you are using a computer in a Family History Center, you may need to work with your database on a floppy disk.

If your database is on a floppy disk, DO NOT REMOVE THE FLOPPY until you close the database or exit Personal Ancestral File.

Serious loss of data on the current floppy or the next floppy you insert can occur! Work on databases stored on your hard disk whenever possible.

To save a database on a floppy disk, you can use one of these methods:

- If the database is on your hard drive, use Windows Explorer to copy the .PAF file to a floppy disk.
- If you are creating a new database, select your floppy drive when you select the drive and folder where the database will be stored.

Using databases in multiple versions of Personal Ancestral File

Over the years, different versions of Personal Ancestral File have used different databases. The following table explains how you can use databases from previous versions of Personal Ancestral File:

Versions	Does the database require conversion?	Will the changes that I make in one version appear in the other?
2.2 to 2.31	Yes. To convert the file, open the INDIV2.DAT file into Personal Ancestral File 4.0. The INDIV2.DAT file is not modified, so you can still use it in the previous version if you want to.	No. If you want to keep the same information in both versions, you will have to make the same changes to both.
3.0 to 4.0	No. Personal Ancestral File 4.0 reads the file directly.	Yes. However, version 4.0 allows you to track information that Personal Ancestral File 3.0, 3.0M, and 3.01M cannot display. These include: • New fields on the Individual screen, such as Nickname, Physical Description, Baptism Type, Also Known As, and so forth. • Other events and attributes that you add to individual and marriage records. • Multimedia. This information will still be in your database, but you can view and edit it only in version 4.0.

Saving databases

Personal Ancestral File saves all of your changes (additions, edits, deletions, and so forth) when you click the OK or Save buttons. You do not need to save your databases separately.

Tip: If you want to keep your database on a floppy disk, it may be faster to first save the database on the hard disk and then to copy it onto a floppy.

You will need to name your file. If the file will be used in a system running on Windows 95 or higher, the name can contain as many characters as you want. However, if it will be used in a DOS system (such as Personal Ancestral File 3.0, Ancestral File, or TempleReady), it can have up to 8 characters only.

Creating new databases

You can create many databases that contain family information. You may, for example, want to create a new file when you:

- Record information about your family in Personal Ancestral File for the first time.
- Split an existing database into two or more separate databases
- Add a GEDCOM file to a temporary file. This allows you to look at the information and correct any errors before adding it to your permanent database.

To create a new database

1. From the **File** menu, click **New**.
2. From the Create New Family File screen, select where you want to store your file.

   Tip: You can use any folder for your database, but you should not keep your data files in the program folder.
3. In the File Name field, type the name of your file. This name appears on the Personal Ancestral File title bar each time you open this file.
4. Click **Save,** and the "Prepared by" tab of the Preferences screen appears.
5. Type your name, address, and other information. Press **Tab** to move from field to field.
6. Make any other changes to the Preferences that you would like.
7. Click **OK.**

Opening databases

To use Personal Ancestral File, you must open an existing database or create a new database.

If you used Personal Ancestral File 2.0 to 2.31, you can convert the INDIV2.DAT file by simply opening it into Personal Ancestral File 4.0.

Tip: You can have more than one database open at a time. Use the options in the **Window** menu to switch between the files.

To open an existing database

1. From the **File** menu, click **Open.**

   Or press **Ctrl+O.**
2. If the database you want is not displayed, find the drive and folder where it is stored.

   Tip: If you do not know where your database is stored click **Search.** Personal Ancestral File finds databases that have a .PAF extension or that are named INDIV2.DAT.
3. Click on the file name.
4. Click **Open.**

Tip: If you select an INDIV2.DAT file, Personal Ancestral File converts it for use in version 4.0. If you have a database that you created in version 3.0 or higher, you do not need to convert the file.

To open more than one database

1 From the **File** menu, click **Open.**

Or press **Ctrl+O.**

2 If the database you want is not displayed, find the drive and folder where it is stored.

Tip: If you do not know where your database is stored click **Search.** Personal Ancestral File finds databases that have a .PAF extension or that are named INDIV2.DAT.

3 Click on the file name.

4 Click **Open.**

5 From the **Windows** menu, select the option that you would like to use to display the databases.

Or, select the database that you would like to use.

Tip: If you select an INDIV2.DAT file, Personal Ancestral File converts it for use in version 4.0. If you have a database that you created in version 3.0 or higher, you do not need to convert the file.

To have the computer search for existing databases

1 From the **File** menu, select **Open.**

Or press **Ctrl+O.**

2 Click **Search.**

Tip: Personal Ancestral File finds databases that have a .PAF extension or that are named INDIV2.DAT.

3 Personal Ancestral File searches your hard disk and finds all files with the extension you selected. Click the file you want.

4 Click **Open.**

Closing databases

If you do not want to use a database any longer but do not wish to exit Personal Ancestral File, you can close a database.

You can then work on other databases.

To close a database

1 From the **File** menu, select **Close.**

Or press **Ctrl+F4.**

Tip: Personal Ancestral File does not ask you if you want to save any changes because all changes have already been saved.

Reading a database's file properties

The File Properties screen contains the following information about your database

- The file's name, location, size, and last modification date.
- The number of individuals, marriages, sources, citations, repositories, notes, user events, and multimedia files. It also lists items that have been deleted.
- The amount of space left on the disk where your file is stored.

To view the file properties of a database

1 From the **File** menu, select **Properties.**

2 Review the information on the screen.

3 Click **OK.**

Deleting databases

Sometimes you may need to delete a database.

When you delete a database, be sure that you have a backup copy if you ever want to use it again.

Tip: The Delete feature in Personal Ancestral File does not delete the multimedia files attached to your database.

To delete a database

1 From the **File** menu, select **Delete.**

2 Find the drive and folder where the database is stored.

3 Click on the file name, and click **Delete.**

4 You will be asked if you are sure you want to send the file to the recycle bin. If you are sure, click **Yes.**

If you are not sure, click **No.**

Making a backup copy of your database

You should *always keep a backup copy of the most recent version of your file.* A backup copy can prevent you from losing all of your work if something happens to your database.

Especially make a backup copy before you do anything that alters your database, such as:

- Adding or editing several records in your file.
- Deleting records from your file.
- Merging records.
- Repairing your database.
- Importing a file.
- Splitting a database.
- Using the Global Search and Replace feature.

Tip: You may want to keep several backup copies on separate disks. When you make a new backup copy, simply replace the oldest backup copy. If you ever need to restore a database and find that the backup copy has problems, you can restore earlier versions until you find one that works.

To back up a database

1. From the **File** menu, select **Backup.**

   Tip: Some features, such as merge, allow you to make a backup copy before you proceed. If you are making a backup copy from one of these features, skip to step 2.

2. Select the drive and folder where you want to save the backup copy.
3. Type a name for your backup file.
4. Click **Backup,** and the backup process begins.
5. A message displays when the backup is complete. Click **OK** to continue.

   Tip: Store your backup copy on a clearly labeled floppy or other type of disk that is separate from where you store the working copy of your database. That way, you will still have your backup database file if the computer's hard disk is damaged.

Restoring databases

The easiest way to fix your database if it is damaged or if you make changes that you wish to undo is to restore it from a backup copy.

If you have made any changes after you made the backup copy, those changes will not appear in the restored database. Therefore, you should make a backup copy each time you make changes that you want to keep.

To restore a database

1 From the **File** menu, click **Restore.**

2 If the file is not displayed, find the drive and folder where it is stored.

Tip: All backup files have the file extension *bak*.

3 Double-click the file name.

Or click on the file name, and click **Restore.**

4 If the file you are restoring is open, Personal Ancestral File asks you to confirm the restore action. Click **Yes** to continue.

Checking and repairing databases

Sometimes your databases can develop problems that have nothing to do with the information you type. These problems are usually caused by:

- Turning off your computer before exiting Personal Ancestral File.
- Power failures or surges (or accidentally hitting the off switch) while you are using Personal Ancestral File.

You can use the Check/Repair option to scan your database for internal problems. If the check finds any problems, you can have the program try to fix them. You should protect the integrity of your database by running the database Check/Repair feature occasionally.

If it finds problems, Personal Ancestral File displays the report in Notepad. If the report is too large for Notepad, the report will be displayed in your word processor.

To check and repair a database

1 From the **File** menu, select **Check/Repair.**

Tip: You should make a backup copy before continuing. To do so, click **Backup.**

2 If you want Personal Ancestral File to automatically find and repair database problems, click **Check/Repair.**

Or if you want Personal Ancestral File to simply check the database, click **Check.**

3 Personal Ancestral File saves the results of the check as a file. Specify a location and name for the file, and click **Save.**

4 If Personal Ancestral File does not find any problems, it tells you so. Click **OK** to continue.

If Personal Ancestral File finds problems, it opens the report in Notepad.

Tip: If the report is too large to be opened into Notepad, you can open the report in a word processor.

Troubleshooting Common Check/Repair Problems

If you run a database check and find problems, you can follow these strategies:

- The best thing to do is to restore backup copy that does not have such errors.
- If you do not have a backup copy, perform the Check/Repair option. It can fix some types of errors, but it cannot fix all of them. Please be aware that there may be a loss of some data, such as relationships, links to notes or sources, and so forth.
- You can also try exporting your entire database to a GEDCOM 5.5 file, and then import that GEDCOM file into a new file. Doing so will usually correct most errors, but it cannot restore the relationships and links to notes or sources that were damaged.

Tip: If you have multimedia files in your database, you will have to relink them to the records they belong to.

Splitting a database

Instead of maintaining one large database, some people find it easier to keep different ancestral lines in separate databases.

If you decide to split a database, follow this checklist to ensure that you do not lose any information from your database.

1 Make a backup file of your complete database. This allows you to restore the database if you make errors during this process.

2 Decide which ancestral lines you want to move to another database.

3 Use the **Export** feature to create a GEDCOM file containing those names.

4 Create a new database.

5 Use the **Import** feature to put that information into the new database.

6 Make sure all of the information imported correctly into the new database.

7 Delete the records that you just imported from your original database.

Converting files from previous versions of Personal Ancestral File

Versions 3.0, 3.0M, and 3.01M

If you have a file from Personal Ancestral File 3.0 or higher, you do not need to convert it. You can still use it in Personal Ancestral File 3.0. However, if you add multimedia or "other" events, you can see them only in version 4.0 because 3.0 has no way to display or print them.

Versions 2.0 to 2.31

If you have a file from Personal Ancestral File 2.0 to 2.31, you must convert it before you can use it in version 4.0. To convert a database, you simply find the INDIV2.DAT file and open it into Personal Ancestral File 4.0.

Tip: During the conversion, your INDIV2.DAT file will not be changed, so you can still use it in the previous version of the software.

The PAF 2.x File Conversion screen has three options that allow you to customize the conversion process:

Option	Description
Wrap note lines into paragraphs	Before version 3.0, Personal Ancestral File put a hard line break after each line of notes of 79 characters. The result is the same as if you had pressed **Enter** after each line. Click this option to remove the line breaks within notes. The conversion process will not change the double line breaks between paragraphs. If you do not click this option, your notes will print only about two-thirds of the way across a page.
Preserve old RIN numbers	Click this option to keep the RIN numbers used in your previous database.
Convert old source notes into new source cit. records	If you used the source guidelines from the Silicon Valley PAF Users Group (SVPAFUG) or from the Personal Ancestral File 2.31 manual to type your sources into notes, you can have these converted into sources. Each time the conversion process finds such a source, it pauses and shows you how the information will be converted. You can then make changes and indicate whether or not you want it to be converted. All of your notes that are not sources will be transferred to notes. **Tip:** If you are not sure if you followed these guidelines, use this option to convert them to sources anyway. It will probably be faster than transferring the notes manually.

Transferring information from another program

If you have been using another program for recording genealogical information, you can transfer it into Personal Ancestral File 4.0.

When you transfer information, please be aware of the following:

- Multimedia files (images, sound, and video) are not transferred through GEDCOM.
- Some genealogy programs allow you to track information that Personal Ancestral File does not display. This information may not be transferred into Personal Ancestral File, or it may be displayed in a different place.
- Run the database Check/Repair function to check the database structure.
- Do not delete your old files until you are sure that the transfer was complete and satisfactory. You may want to keep them indefinitely.

The following chart explains how to transfer information from one program to another:

If you were using	Then
Personal Ancestral File 2.0 to 2.31	Open the INDIV2.DAT file into Personal Ancestral File 4.0. It will be converted automatically and saved as a different file Your INDIV2.DAT file will remain unchanged, so you can still use it in the previous version of the program.
Personal Ancestral File 3.0, 3.0M, or 3.01M	You can use the .PAF file directly in Personal Ancestral File 4.0. You can use the same file in the previous version as well.
Another GEDCOM-compatible genealogy program	Save the information as a GEDCOM file, and import it into Personal Ancestral File 4.0. **Tip:** Some genealogy programs, such as Ancestral Quest, read .PAF files directly. You should be able to open the file into Personal Ancestral File 4.0 without using GEDCOM.
A program that is not GEDCOM-compatible	Contact your software vendor to see if there is a way to save the information as a GEDCOM file. If not, you will have to retype the information to use it in Personal Ancestral File 4.0.

Converting sources stored in notes

If you used the source guidelines from the Silicon Valley PAF Users Group (SVPAFUG) or from the Personal Ancestral File 2.31 manual to type your sources into notes, you can choose to have these converted into sources.

Tip: You can convert notes to source when you convert an INDIV2.DAT file. There is no separate option for it on the screen.

Each time the conversion process finds such a source, it pauses and shows you how the information will be converted. You can then indicate whether or not you want it to be converted. All of your notes that are not sources will be transferred to notes.

This help topic assumes that you are familiar with these guidelines.

The conversion process follows these conventions:

- It identifies source notes as those that have an exclamation point (!) as their first character.
- It uses semicolons (;) to determine when one piece of information in the source begins and the next ends.
- It uses tags to determine which pieces of information should be transferred to certain fields in a source. The tags themselves are not transferred.
    - The title appears in the Source Title field.
    - The author appears in the Author field.
    - The years covered appear in the Comments field.
    - The series, volume, and publisher information appears in the Publication Information field.
    - Page numbers appear in the Film/Volume/Page # field on the citation detail.
    - The repository name and address is linked to the source record and added to the Repository List.
    - Text and comments appear in the Comments field.

Tip: If the information does not get transferred onto the source record as you would like it, you can edit the source record and use Cut (Ctrl+X), Copy (Ctrl+C), and Paste (Ctrl+V) to move information to the fields you want.

Using the Convert Source Notes screen

The top part of the Convert Source Notes screen shows you the source note as it looks in your INIDIV2.DAT file. The middle part of the screen shows you how it will be converted into a source record.

The Citing Events box tells you what event(s) the source will be linked to. The Tags Not Cited box tells you if the note contained any tags that were not linked to events.

If all of the information was not converted correctly, make any corrections needed. You can type information or use **Cut (Ctrl+X), Copy (Ctrl+C),** and **Paste (Ctrl+V).**

Use the buttons along the bottom of the screen to indicate whether you want to convert the source note.

Button	Description
Convert	Click this button to convert the source note shown on the screen.
Convert All	Click this button to convert all of the source notes in the file. You will not need to confirm each note if you click this button.
Don’t Convert	Click this button if you do not want to convert the source note shown on the screen.
Don’t Convert Any	Click this button if you do not want to convert any of the source notes in your file.

Navigating databases

Personal Ancestral File offers three ways of navigating through your database:

- **Family View screen.** Use this when you want to view an individual and his or her parents, spouse, and children. The Family View screen shows event dates and other information for each person shown on the screen.
- **Pedigree View screen.** Use this when you want to see up to 5 generations of a person's ancestry. The Pedigree View screen shows less information for each person but more generations.
- **Descendancy List.** Use this when you want to find siblings and cousins of individuals.

Handling the selected person

The selected person is the individual that you highlight with your cursor, regardless of the individual's position on the Pedigree View screen.

Tip: Remember that the primary person and the selected person are two different individuals. You can select any individual and edit their information without making him or her the primary person.

Primary person, primary position, home person, root person, and selected person

Term	Definition
Primary person	The person who is in the primary position.
Primary position	On the Family View screen, the person in the upper left position. On the Pedigree View screen, the person in the first generation.
Home person	The person displays by default when a database is opened. This is usually the person with RIN 1, but you can specify another RIN in Preferences.
Root person	The person upon whom relationship indicators are based.
Selected person	The person on the screen whose information is selected.

Symbols on the Family View and Pedigree View screens

The Family View and Pedigree View screens show you whether an individual has notes or multimedia.

Type of information	The symbol that appears
Christening date	An asterisk (*) appears next to the birth date when the date shown is a christening date rather than the actual birth date.

Type of information	The symbol that appears
Burial date	An asterisk (*) appears next to the death date when the date shown is a burial date rather than the actual death date.
Notes	◥ appears in the upper-right corner of the individual's information.
Multimedia	▪ appears in the upper-right corner of the individual's information.
Notes and multimedia	◥ (a triangle with a square in it) appears.

Tip: To find out if a person has sources, open the individual record. If any of the **S** buttons have an asterisk on them, it means that the individual has sources. You can also click the **View All Sources** button to see all of the individual's sources.

How the "Use list when navigating" option affects navigation

The "Use list when navigating" option affects how children are moved to the primary position on the Pedigree View and Family View screens.

Specifically, the option affects which child appears on both the Pedigree View and Family View screens when you press C and which child appears on the Pedigree View screen when you click the triangular button next to the primary person.

- If you click **Use list when navigating,** the last child who was in the primary position will appear. If none of the children have been in the primary position, the Descendants List appears.
- If you do not click **Use list when navigating,** the following will happen:
  - If one of the children has already been in the primary position, that child will appear.
  - If none of the children has already been in the primary position, the oldest child with descendants will appear.
  - If none of the children have been in the primary position and none of them have descendants, the youngest child will appear.

Using the Pedigree View screen

The Pedigree View screen displays up to 5 generations of a person's ancestry. The Pedigree View screen is helpful if you have a large database because it enables you to navigate easily through generations and branches of generations.

It can display details about individuals in InfoBoxes.

The Pedigree View screen has the following features:

Feature	Description
Title bar	Displays the path and name of the file that you are currently using.
Main Menu	Provides access to each Personal Ancestral File function.

Feature	Description
Toolbar	Uses buttons to provide access to the most commonly used features. If you are unsure about a button's use, hold your cursor over the button without clicking it. The button title appears after you have stopped moving your cursor.
Pedigree	Displays a five-generation chart showing four generations of ancestors of the Primary Person. **Tip:** InfoBoxes can appear when you click on a name or simply move your cursor over a name. In Preferences, you can choose whether and how to display InfoBoxes.
Status bar	Shows the following information: • If in Preferences you have turned relationship indicators on, it shows how the highlighted person is related to the root person in your database. • It shows the RIN of the selected person. • It shows the MRIN of the selected person. • It lists how many marriages that the selected person is linked to. For example, if you see M: 3 on the status bar, the selected person has three marriages. • It lists the number of children that the primary person has. If you see C: 4, the selected person has four children.

Tip: In the InfoBox when a lowercase "s" appears for the sealing to spouse ordinance, it means that the word "Submitted" appears in the Sealing to Spouse field on the Marriage screen. A lowercase "s" indicates that the ordinance has been submitted but not yet completed.

About InfoBoxes

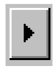
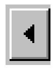
On the Pedigree View screen, InfoBoxes can appear beneath an individual's name to display more information about that person.

In Preferences, you can choose how the InfoBoxes function and what information they contain.

Navigating family lines on the Pedigree View screen

The Pedigree View screen gives you an expanded view of your database. You can also use it to quickly navigate through long ancestral lines.

You can use buttons and the keyboard to navigate through individuals and generations. This chart explains how to use these buttons and the keyboard to navigate.

Button or Key	Description
	This button appears when a person in the fifth generation is linked to parents.
	Click it to see the next generation of that line.
	This button appears when a person in the first generation is linked to children.
	Click it to move a child to the primary position.
	Tip: If you want to move a specific child to the primary position, you can either open the InfoBox and click on the child or go to the Family View, select that child, and then return to the Pedigree View.
Arrow keys	Press the arrow keys to select different individuals.
Page up	Press **Page Up** to move through the paternal line.
Page down	Press **Page Down** to move through the maternal line.
F	Press **F** to select the father.
M	Press **M** to select the mother.
C	Press **C** to select the child.
	Tip: If in Preferences you click **Use list when navigating,** the last child who was in the primary position will appear. If none of the children have been in the primary position, the Descendants List appears.
	If you do not click this option, the following will happen:
	• If one of the children has already been in the primary position, that child will appear. • If none of the children has already been in the primary position, the oldest child with descendants will appear. • If none of the children have been in the primary position and none of them have descendants, the youngest child will appear.
Home	Press **Home** to select the primary person.
End	Press **End** to select the last individual (the one on the lower right corner).

Tip: To move an individual to the primary position, right-click on the individual, and select **Make Primary.** You can also press the **Ctrl** key and **double-click** on an individual.

To move a person to the primary position (on the Pedigree View screen)

1 Use the triangular arrow buttons at the end of the sixth generation to move through the generations.

Or right-click an individual, and select **Move to Primary.**

Or press the **Ctrl** key and **double-click** on the individual.

Tip: If you switch from the Pedigree View screen to the Family View screen, the selected person will become the primary person in the Family View screen.

To switch between the Pedigree View screen and Family View Screen

1 From the **View** menu, select **Family.**

Or from the toolbar, click the **Family View** button.

Or press **CTRL+S.**

Using the Family View screen

Personal Ancestral File opens in the view screen (Family or Pedigree) you were using in your previous session. The database you were using during your previous session also opens.

The Family View screen has the following features:

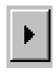
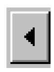
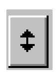
Feature	Description
Title bar	Displays the path and name of the file that you are currently using.
Menu bar	Provides access to each Personal Ancestral File function.
Toolbar	Uses buttons to provide access to the most commonly used features. If you are unsure about a button's use, hold your cursor over the button without clicking it. The button title appears after you have stopped moving your cursor.
Family Display	Shows three generations of a family and the buttons used for viewing and editing them.
Status bar	Shows the following information: • If in Preferences you have turned relationship indicators on, it shows how the highlighted person is related to the root person in your database. • It shows the RIN of the selected person. • It shows the MRIN of the primary person • It lists how many marriages that the primary person is linked to. For example, if you see M: 3 on the status bar, the primary person has three marriages. • It lists the number of children that the primary person has. If you see C: 4, the primary person has four children.

Navigating family lines on the Family View screen

The Family View screen displays three generations of a family.

Tip: To see an expanded view of the person's ancestry or to navigate ancestral lines more quickly, use the Pedigree View screen.

You can click buttons or use the arrow keys to navigate through individuals and generations. This chart explains how to use buttons and the keyboard for navigation:

Button or Key	Description
	Click this button to move the father or mother to the primary position. **Tip:** When the triangle is solid, it means that the father or mother is linked to parents. When the triangle is hollow, it means that the father or mother is not linked to parents.
	Click this button to move a child to the primary position. **Tip:** When the triangle is solid, it means that the child is linked to a spouse or child. When the triangle is hollow, it means that the child is not.
	Click this button to move the spouse to the primary position.
F	Press **F** to move the father to the primary position.
M	Press **M** to move the mother to the primary position.
S	Press **S** to move the spouse to the primary position.
C	Press **C** to move the child to the primary position. **Tip:** If in Preferences you click **Use list when navigating,** the last child who was in the primary position will appear. If none of the children have been in the primary position, the Descendants List appears. If you do not click this option, the following will happen: • If one of the children has already been in the primary position, that child will appear. • If none of the children has already been in the primary position, the oldest child with descendants will appear. • If none of the children have been in the primary position and none of them have descendants, the youngest child will appear.
Home	Press **Home** to select the primary person.
End	Press **End** to select the last child.
Page Up	When a child is selected, press **Page Up** to select the first child.
Page Down	When a child is selected, press **Page Down** to select the last child.

Button or Key	Description
Left arrow	When a child is selected, press the left arrow to move the child to the primary position. When the primary person, marriage information, or spouse is selected, press the left arrow to select the first child. When one of the parents is selected, press the left arrow to select the primary person.
Right arrow	When the primary person, spouse, or marriage information is selected, press the right arrow to select the father. When the father or mother is selected, press the right arrow to move the parent to the primary position.
Other Marriages	Click this button to select a different spouse to display. **Tip:** The Other Marriages button only appears when the primary person is linked to other marriage.
Other Parents	Click this button to select a different set of parents to display, to unlink the primary person from a set of parents, to change the parent link, and to add sealing information for other parents. **Tip:** The Other Parents button only appears when the primary person is linked to another set of parents. If the person is not linked to another set of parents, you can access the **Parents** screen by selecting Parents from the **Edit** menu.

Tip: To move a specific individual to the primary position, you can also right-click on the individual, and select **Primary.** You can also press the **Ctrl** key and **double-click** on an individual.

To move a person to the primary position (on the Family View screen)

1 Use the triangular arrow buttons next to each individual to move a person to the primary position.

Or right-click an individual, and select **Primary.**

Or press **F** to move the father, **M** to move the mother, **S** to move the spouse, or **C** to move the child.

Or press the Ctrl key and double-click on the individual.

Tip: If you switch from the Family View screen to the Pedigree View screen, the selected person will become the primary person in the Pedigree View screen.

Searching with the Descendancy List

The Descendancy List shows three descending generations for the selected person. (Remember, the selected person is not necessarily the primary person.)

You can use the Descendancy List to:

- Move a person to the primary position.
- View a person's descendants.

Tip: When **<** appears next to an individual's name, it means that the individual has descendants. Click on the individual to view them in the list.

To use the Descendancy List

1 From the **Search** menu, click **Descendancy List.**

Or press **Ctrl+D.**

2 Click on the individual you want.

Tip: If **<** appears next to an individual, that individual has descendants. Click on the individual to display his or her spouse and children in the list.

3 Click **OK.** The person you selected appears in the primary position.

Inputting diacritics and special characters

You can use two methods to input diacritics and special characters into Personal Ancestral File:

- You can use the character map. On the Individual or Marriage screen, click the **Options** button, and select **Character Map.** Or from the **Edit** menu on the Notes screen, select **Character Map.**

  Tip: You can also press **F7** to display the character map.

- You can hold down the **Alt** key and type the character's decimal equivalent on the 10-key pad.

  Tip: This is the only way to input diacritics into a source record.

To use the character map

1. Place the cursor where you want the diacritic(s) to appear.
2. On the Individual or Marriage screen, click **Options,** and select **Character Map.**

   Or on the Notes screen, from the **Edit** menu, select **Character Map.**

   Or press **F7.**
3. Double-click on the character that you want. It will be inserted where the cursor is.
4. To close the character map, press **F7** or **Esc.**

To use the 10-key pad to input diacritics

1. Make sure that the **Num Lock** key is on.
2. Hold down the **Alt** key, and type the character's decimal equivalent on the 10-key pad.

   For example, to input **á,** press **Alt+0225.**
3. Release the **Alt** key.

Decimal numbers for diacritics

Tip: To input a character, press the **Alt** key, and type the decimal number on the 10-key pad. Make sure the **Num Lock** key is on.

Decimal	Character	Decimal	Character
0138	Š	0221	Ý
0140	Œ	0222	Þ
0154	š	0223	ß
0156	œ	0224	à
0159	Ÿ	0225	á
0161	¡	0226	â
0192	À	0227	ã
0193	Á	0228	ä
0194	Â	0229	å
0195	Ã	0230	è
0196	Ä	0231	ç
0197	Å	0232	è
0198	Æ	0233	é
0199	Ç	0234	ê
0200	È	0235	ë
0201	É	0236	ì
0202	Ê	0237	í
0203	Ë	0238	î
0204	Ì	0239	ï
0205	Í	0240	ð
0206	Î	0241	ñ
0207	Ï	0242	ò
0208	Ð	0243	ó
0209	Ñ	0244	ô
0210	Ò	0245	õ
0211	Ó	0246	ö
0212	Ô	0247	÷
0213	Õ	0248	ø
0214	Ö	0249	ù
0215	×	0250	ú
0216	Ø	0251	û
0217	Ù	0252	ü
0218	Ú	0253	ý
0219	Û	0264	þ
0220	Ü	0255	ÿ

Understanding ANSI and ANSEL

When you export a GEDCOM 5.5 file, you select either ANSI or ANSEL. Select ANSI only if you know that the person receiving your GEDCOM file uses a program that accepts only ANSI and if your data contains any special characters.

ANSI and ANSEL are two different sets of characters that computers use to store information. ANSI is the character set commonly used by Windows. However, most GEDCOM-compatible programs, including Personal Ancestral File and similar programs, use ANSEL.

Both ANSI and ANSEL use the standard ASCII characters as their first 128 characters. They store the rest of their characters—including diacritics—completely differently.

In Personal Ancestral File, you can input a diacritic in two different ways:

- On the Individual, Marriage, and Notes screens, you can use the character map.
- On any screen where you can input information, you can hold down the **Alt** key and type the character's decimal number on the 10-key pad. (This is the only way to input diacritics into a source record.)

Whichever way you use, Personal Ancestral File saves the character as an ANSEL character.

Adding and linking individuals

Each individual in your database will have one individual record. Personal Ancestral File assigns each individual record a record identification number (RIN).

Once you have added a person to your database, you link that individual into as many families as needed. The record used to link families is called a marriage record. It contains the parents' marriage and LDS sealing information.

Even if a couple never married, you must create a marriage record to link their children to them.

You can link a person to more than one spouse and to more than one set of parents.

Guidelines for adding and linking individuals.

- Type each person's information only once.
- Type as much information as you know about a person. You can later add more information as you find it or as events occur in your family.
- Type surnames in uppercase and lowercase letters. Do not type them in all uppercase letters.
- Be consistent in the way you type names, dates, places, and ordinance information.
- As you type names, Personal Ancestral File can ask you to verify the spelling of the name. You will need to change your Preferences if you would like to do this.
- You can add notes and sources to individual records and marriage records.
- You can add multimedia files to individual records and to sources.

Assigning record identification numbers

Personal Ancestral File assigns a record identification number (or RIN) to each individual that you add. This number is used to distinguish that individual record from all others in your database. You cannot edit the RIN.

Tip: To add your own unique number to an individual record, type it on the Individual screen in the Custom ID field.

If you want a certain person to appear when you open a database, change the File Preferences to specify the home person.

Individual records

Individual records contain information about one person.

Tip: Each person should have only one individual record in your database. If a person has more than one record, you need to merge the records.

The Individual screen has many fields for the information you can store on an individual record. If you do not see a field for the information you want to add, you can add it as an "other event or attribute" or add it to the notes.

You can add notes, sources, and multimedia files to individual records.

Personal Ancestral File assigns each individual record a record identification number (RIN). You cannot assign this number. If you want to assign your own identification numbers to individuals in your file, type them in the Custom ID field.

To add an individual who is not yet connected to another individual

Tip: You add an unlinked individual when you add the first person in a database. You also add an unlinked individual when you find information about a person who you believe is related, but you do not know which family he or she belongs to.

1 From the Add menu, select **Individual.**

Or from the tool bar, click the **Add Individual** button.

Or press **Ctrl+A.**

2 Click **New unlinked individual.**

3 Type information about the individual in the appropriate fields. Press **Tab** or the up and down arrow keys to move from field to field.

Tip: If an downward-pointing triangle appears at the right side of the field, it means that you can select from a list of options. To view the available options, click on the field, press **F4,** or press **Alt+down arrow.**

4 If you want to, add notes, sources, and multimedia.

5 Click **Save.**

To add individuals to the family

1 From the Pedigree View or Family View screen, select the person whose family you want to add.

2 From the **Add** menu, select the option you want.

Or from the toolbar, click **Add Individual,** and select the option you want.

Or double-click on the empty place where the individual's information should appear.

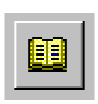
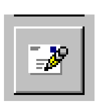
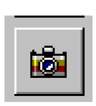
3 If the individual is not in your database, click **Add new individual,** and type the information about him or her.

Tip: If an downward-pointing triangle appears at the right side of the field, it means that you can select from a list of options. To view the available options, click on the field, press **F4,** or press **Alt+down arrow.**

Or if the individual is in your database, click **Select existing individual,** and find the individual's record.

Buttons on the Individual screen

The Individual screen has the following buttons:

Button	Description
S	Double-click one of these buttons to add a source for the specified information. (These buttons are located next to the fields where you type information. They do not look like buttons until you click them once.)
Save	Click this button to save the record and return to the previous screen.
Cancel	Click this button to return to the previous screen without saving the information.
Options	Click this button to: • Add or remove "other events and attributes." • Edit the parents. • Access the notes, multimedia, and contact information. • View a list of all sources. • Add diacritics, such as accent marks, and other special characters. • Access the Date Calculator.
	Click this button to access the individual's notes.
	Click this button to view a list of all of the individual's sources.
	Click this button to access the individual's contact information.
	Click this button to access the individual's multimedia.

Fields on the Individual screen

To move from field to field, press **Tab,** the **up arrow,** or the **down arrow.** You can also use the mouse.

The first time that you press **Enter** on an Individual or Marriage screen, the program asks if you would like to use Enter to move from field to field. If you click **Yes,** you can press **Enter** to move from field to field on the Individual and Marriage screens.

Tip: You cannot press Enter to move from field to field on other data entry screens, such as in sources. If you click **No** and later decided that you would like to press **Enter** to move from field to field, you can change your Preferences. (On the **General** tab, select **Treat Enter as Tab.**)

Field name	In this field	Field length
Given Name	Type all given names that the person had, or select them from the list.	120 characters
Surname	Type the last name (family name) as it was given at birth, or select it from the list. **Tips:** Type women's maiden surnames. Do not type surnames in all uppercase letters.	120 characters
Title (prefix)	Type the title that is spoken before the person's name. (Leave this field blank if the person has no title.)	90 characters
Title (suffix)	Jr., Sr., or other information that is spoken after the person's name.	90 characters
Sex	Select **Male**, **Female,** or **Unknown.** **Tip:** You can't change the gender if the person is linked to another person as a spouse.	Male, Female, or Unknown only
Birth, christening, death, and burial dates	Type the date. If you have already typed that date, click the down arrow (or press **F4** or **Alt+down arrow**), and select the place from the list. See "Understanding ditto features" (p. 58). **Tip:** Do not type information about Latter-day Saint baby blessings in the Christening fields. Instead, add an other events.	35 characters
Birth, christening, death, and burial places	Type the place, or select it from the list. **Tips:** Type jurisdictions from smallest to largest (such as town, county, state, country). Separate the jurisdictions with commas.	120 characters

Field name	In this field	Field length
LDS ordinance dates	Type the date when Latter-day Saint ordinances occurred, or select it from the list. **Tip:** You can also use codes in these fields. See “Typing codes in ordinance fields (p. 57). **Tip:** If a person is linked to more than one set of parents, the Individual screen displays the sealing-to-parents information for the primary parents only. Use the Parents screen to add sealing dates for other parents. See “Adding sealing-to-parents information” (p. 50).	35 characters
LDS ordinance places or temples	For a proxy baptism and for all other temple ordinances, select the temple where the ordinance occurred. For live baptisms, type the place where the baptism occurred, or select it from the list.	120 characters for places Temple code for temples
Married Name	Type the name that was adopted upon marriage.	120 characters
Also Known As	Type any other name the person used as a stage name, pen name, criminal alias, and so forth. If the person had more than one name that you could type here, you can add an event or attribute to the record called Also Known As. See “Adding other events and attributes” (p. 60).	120 characters
Nickname	Type the person’s familiar name.	120 characters
Cause of Death	Type the cause of death.	120 characters
Physical Description	Type the physical description.	120 characters
Ancestral File Number	If the Preferences option **Allow AFN edit** is selected, this field appears, and you can add and edit the number. If the **Allow AFN edit** option is not selected, the number appears at the bottom of the Individual screen, and you cannot change it. See “Setting General preferences” (p. 204).	12 characters
Custom ID	If you have your own numbering system for the people in your family, type it here. You can use both letters and numbers. **Tip:** Typing social security numbers or other similar confidential data is not recommended.	10 characters

Field name	In this field	Field length
RIN	Personal Ancestral File displays the Record Identification Number. You cannot change this number.	—
Date Last Changed	Personal Ancestral File displays the date the individual's record was last changed. You cannot change it. **Tip:** This date is saved on the individual record. Therefore, when you import a record, the Date Last Changed may be earlier than your database's creation date.	—

Marriage records

Personal Ancestral File uses marriage records to link individuals into families.

The marriage record contains:

- The date and place of the marriage.
- The date and place of the Latter-day Saint sealing.
- Whether or not the couple divorced.
- Sources.
- Notes.
- Links to family members. (You cannot see these links on the Marriage screen.)

Personal Ancestral File assigns each marriage record a marriage record identification number (MRIN).

To add a marriage record

1 Move the person whose marriage record you want to add to the primary position.

2 From the **Edit** menu, select **Marriage.**

Tip: If you are on the Family View screen, you can double-click the marriage information.

3 Type the information about the marriage.

Tip: If the couple did not marry but had children together, type **Not Married** in the Marriage Date field.

Tip: If a downward-pointing arrow appears at the right side of the field, it means that you can select from a list of options. To view the available options, click on the field, press **F4,** or press **Alt+down arrow.**

For some Temple and Confidential fields, you must select one of the options on the list.

For place-names, you can type any place-name that you need. Personal Ancestral File adds new ones to the list. To retype a place-name, you can simply select it from the list. Or, you can begin typing the name. The program will match what you type to the options that are on the list. If it finds one that matches, the name will appear in the field. If it is the correct name, you can move to the next field without typing the rest of the name. If it is not the correct name, finish typing the name.

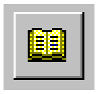
You cannot delete place-names from this list; however, as you type other names, the names that you no longer use will eventually drop off the list.

4 If you want, add notes and sources.

Buttons on the Marriage screen

The Marriage screen has the following buttons:

Button	Description
S	Double-click one of these buttons to add a source for the specified information. **Tip:** These buttons are located next to the fields where you type information. They do not look like buttons until you click them once.
Save	Click this button to save the record and return to the previous screen.
Cancel	Click this button to return to the previous screen without saving the information.
Options	Click this button to: • Add or remove other events and attributes. • Edit the parents. • Access the notes, multimedia, and contact information. • View a list of all sources. • Add diacritics, such as accent marks, and other special characters. • Access the Date Calculator.
Source	Click this button to add a source for the couple or family. **Tip:** This source is separate from the source for the marriage date and place and the sealing date and place. You might, for example, use the Source button to add a source that listed an entire family, such as a census.
Delete	Click this button to delete the marriage record and unlink the family members.

Button	Description
	Click this button to access the marriage notes.
	Click this button to view a list of marriage sources.

Fields on the Marriage screen

To move from field to field, press **Tab,** the **up arrow,** or the **down arrow.** You can also use the mouse.

Tip: If you can see a dotted line around the word "Divorced," you must press **Tab** or use the mouse to move the cursor to move the cursor. The arrow keys will not work.

The first time that you press **Enter** on an Individual or Marriage screen, the program asks if you would like to press Enter to move from field to field. If you click **Yes,** you can press **Enter** to move from field to field on the Individual and Marriage screens.

Tip: You cannot press Enter to move from field to field on other data entry screens, such as in sources. If you click **No** and later decided that you would like to press **Enter** to move from field to field, you can change your Preferences. (On the **General** tab, select **Treat Enter as Tab.**)

Field name	In this field	Field length
Marriage Dates	Type the date, or select it from the list. If the couple was not married, type **Not Married.**	35 characters
Marriage Place	Type the place, or select it from the list. **Tips:** Type jurisdictions from smallest to largest (such as town, county, state, country.) Separate the jurisdictions with commas.	120 characters
Sealing to Spouse	Type the date when the Latter-day Saint sealing occurred, or select it from the list. **Tip:** You can also use codes in these fields. See "Typing codes in ordinance fields" (p. 57).	35 characters
Temple	Select the temple where the ordinance occurred.	Temple code for temples
Divorced	Click this option if the couple divorced.	—

Adding spouses

You can link an individual in your database to up to 60 spouses.

Tip: The process for adding multiple spouses is the same as adding one spouse.

If a person is linked to more than one spouse, the Other Marriages button appears on the Family View screen. Click this button to view another spouse and the children the person had with that spouse.

To link a person to a spouse, you must:

- Find or add the spouse's individual record.
- Add a marriage record.

  Tip: If a couple never married but had children together, you must still add a marriage record to link the children to the parents. Instead of a marriage date, type **Not Married** in the Marriage Date field.

To add spouses

Tip: The process for adding multiple spouses is the same as adding one spouse.

1. From the Family View or Pedigree View screen, select the person whose spouse you want to add.
2. From the **Add** menu, select **Spouse.**

   Or press **Ctrl+U.**

   Or double-click on the place where the person's spouse should appear.
3. If the spouse is not in your database, click **Add new individual,** and type the information about the spouse.

   Tip: If you do not know the wife's name but still want to submit the couple for a sealing-to-spouse ordinance, type **Mrs.** in the Given Name field and the husband's surname in the Surname field.

   Or if the spouse is in your database, click **Select existing individual,** and find the spouse's record.

   Tip: In Preferences, if you select the option titled **Edit a marriage when created,** the Marriage screen automatically appears when you add a person's father or mother.

4 If the marriage screen does not automatically appear, display the Marriage screen. To do so, from the **Edit** menu, select **Marriage.**

Tip: If you are on the Family View screen, you can double-click on **Marriage.**

5 Type or edit the marriage information.

Tip: If a couple never married but had children together, type **Not Married** in the Marriage Date field.

Tip: You can add an unlimited number of spouses to each individual. In the lower right corner of the screen, the status bar shows how many spouses the Primary Person has. For example, if a person is linked to 3 spouses, the status bar displays "M: 3."

Understanding spouse order

The first spouse listed appears by default when you use a database.

To have another spouse appear by default, you will need to change the spouse order and make sure that the spouse you want appears first on the list.

Handling unknown spouses

When the word *Unknown* appears instead of a spouse's name, it means that the individual is linked to a marriage record but not to a spouse's individual record. This happens when you:

- Unlink or delete a person's spouse.
- Add a child to a person who is not linked to a spouse.

To change the sex of a person linked to an unknown spouse, you must first delete the marriage record.

Tip: Do not type the word *Unknown* in the name field when adding an individual because this actually creates an individual record. If you want to submit a couple for sealing but do not know the wife's name, you can add an individual record for her. In the Given Name field, type **Mrs.** In the Surname field, type her husband's surname.

Adding children

Personal Ancestral File links children to their parents through marriage records.

Tip: To add a person's brothers and sisters, add them as children of the parents.

If a person is linked to more than one spouse, you link the children to the marriage that they were born in. When a person is linked to more than one spouse, the Other Marriages button appears on the Family View screen. Click this button to view another spouse and the children that the person had with that spouse.

To link a child, you must:

- Find or add the child's individual record.
- Add a marriage record if one does not yet exist.

  Tip: If a couple never married but had children together, you must still add a marriage record to link the children to the parents. Instead of a marriage date, type **Not Married** in the Marriage Date field.

Adding step-children

When a person marries more than once, you can link that person to each spouse. When one or both spouses had children with other people, adding step-children to your database can be difficult.

In Personal Ancestral File, you use two methods to add step-children. Each method has advantages and disadvantages. No matter which method you use, you will probably want to add a detailed explanation in the notes.

- **Link each child to his or her birth parent.** If you do this, your database will accurately reflect the children's relationships to each other and to their parents. However, the Family View screen will not display all of an individual's children together. You will have to display the other spouse to see the other children. You will also have to print separate family group records for each spouse.
- **Link all of the children to the step-parent.** If you do this, you can use the parent link feature to indicate that the children are not biological. However, you can select only one parent link for each set of parents. You cannot select one for the father and another one for the mother.

  If you link all of the children to the step-parent, your database will not accurately reflect the relationships that the children have to their parents and step-parents. However, you will be able to see all of an individual's children together on the Family View screen and print them all on one family group record.

To add children

1 From the Family View or Pedigree View screen, select the person whose child you want to add.

2 From the **Add** menu, select **Child.**

Or press **Ctrl+L.**

Or double-click on the place where the child should appear.

3 If the child is not in your database, click **Add new individual,** and type the information about the child.

Or if the child is in your database, click **Select existing individual,** and find the child's record.

Tip: If the Marriage screen appears, add the parent's marriage information. If the parents did not marry, type **Not married** in the Marriage date field.

Tip: In the lower right corner of the screen, the status bar shows how many children the Primary Person has. For example, if a person is linked to 3 children, the status bar displays "C: 3."

To change a child's parent link (relationship to parents)

1 On the Family View or Pedigree View screen, select the child.

2 From the **Edit** menu, select **Parents.**

3 From the Parent Link box, select the option that most accurately reflects the relationship.

Tip: You might want to add an explanation in the notes.

Adding parents

Personal Ancestral File allows you to link an individual to one or more sets of parents.

Tip: If a person is linked to more than one set of parents, the Other Parents button appears on the Family View screen. Click this button to view the other parents.

To add parents, you must:

- Find or add the parents' individual records.
- Add a marriage record if one does not yet exist.

  Tip: If a couple never married but had children together, you must still add a marriage record to link the children to the parents. Instead of a marriage date, type **Not Married** in the Marriage Date field.

You can also specify the type of relationship that ties the child to the parents. Personal Ancestral File does not allow a separate relationship for the father and the mother. You can have only one relationship per couple.

You can choose from the following relationships:

- Biological
- Adopted
- Guardian

- Sealed
- Verified
- Challenged
- Disproved

Tip: The default relationship for the first set of parents is biological. The default for other parents is Adopted.

To add a father or mother

Tip: If the individual is not yet linked to parents, you will need to add the father and mother separately. If the individual is linked to parents, you can use the **Parents** option to add another set of parents.

1 From the Family View or Pedigree View screen, select the person whose parents you want to add.

2 From the **Add** menu, select the appropriate option.

3 From the **Add** menu, select **Father** or **Mother.**

Or to add the father, press **Ctrl+T.** To add the mother, press **Ctrl+H.**

Or double-click on the place where the father or mother should appear.

4 If the father or mother is not in your database, click **Add new individual,** and type the information about him or her.

Or if the father or mother is in your database, click **Select existing individual,** and find his or her record.

Tip: If the Marriage screen appears, add the parent's marriage information. If the parents did not marry, type **Not married** in the Marriage date field.

Linking a person to more than one set of parents

You can link a person to more than one set of parents to show adoptive, foster, sealing, and other types of lines.

However, because Personal Ancestral File can display only one set of parents, you must choose one set to be primary. When a person is linked to more than one set of parents, the Other Parents button appears on the Family View screen. Click it to view another set of parents and their ancestry.

When you link a person to more than one set of parents, be aware of the following:

- If the parents you prefer to see do not appear by default on the screen, you need to use the Parents screen to change the primary parents.
- The default parent link is biological for the first set of parents and adopted for all others. If that is not correct, you need to use the Parents screen to change it.
- The Individual screen normally displays Latter-day Saint sealing-to-parents information. When you link a person to more than one set of parents, the Individual screen displays only the sealing information for the primary parents. You can add sealing information for other parents on the Parents screen.

To link a person to another set of parents

1 On the Family View or Pedigree View screen, select the person whose parents you want to add.

2 From the **Edit** menu, select **Parents.**

  Tip: The Parents option is available only if the person is already linked to parents.

3 Click **Add.** The Add Parent screen appears.

4 If both parents are already in your database and they are linked as spouses, click **Select Existing Parents,** and find the parents.

  Or click the appropriate button on the screen to add or find the father and mother.

5 If needed, select a different type of Parent Link.

6 If needed, type Latter-day Saint sealing information.

  Tip: On the Family View screen, the **Other Parents** button appears above the parents. Click it to display another set of parents.

Adding sealing-to-parents information

The Individual screen normally displays Latter-day Saint sealing-to-parents information. When you link a person to more than one set of parents, the Individual screen displays only the sealing information for the primary parents. You can add sealing information for other parents on the Parents screen.

If a person was born in the covenant, type **BIC** in the date field for the sealing to parents.

To add sealing-to-parents information

Tip: You can also add sealing-to-parents information to the Individual screen. If a person is linked to more than one set of parents, the Individual screen displays the sealing information for the primary parents only. If an individual was sealed to more than one set of parents, use this process to add the sealing information.

1 From the Family View or Pedigree View screen, select the individual whose sealing-to-parents information you want to add.

2 From the **Edit** menu, select **Parents.**

3 Click on the parents whose sealing information you want to add.

4 Type the sealing date.

5 Select the temple.

Tip: Click the **S** button to add a source for the sealing.

Handling unknown parents

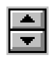
When the word "Unknown" appears instead of a parent's name, it means that the child is linked to a marriage record, but that the marriage record is not linked to one or both of the parents. This happens when you:

- Unlink or delete one or both parents but do not unlink or delete the children.
- Add a child to a person who is not linked to a spouse.

If	Then
Both parents are listed as "Unknown"	Delete the marriage record. If you do this, none of the children linked to that marriage will be shown as siblings. To display all of the children whose parents are both "Unknown," use one of these options: • From the **Search** menu, select **Marriage List.** On the list, select a marriage that has no names. • Move one of the children to the primary position. From the **Edit** menu, select **Parents' Marriage.** Note the MRIN. Then, from the **Search** menu, select **Find by RIN/MRIN.** Click **Marriage MRIN,** and type the MRIN.
One parent is listed by name and one is listed as "Unknown"	If the child should not be linked to the parent whose name is shown, delete the marriage record. **Tip:** If you delete the marriage record, the child will no longer be linked to the parent who is listed by name.

Using the Parents screen

The Parents screen shows all of the parents linked to an individual.

Option	Description
List of parents	Click on a set of parents to change the information about them. **Tip:** The Relationship to parents and sealing information shown on the screen is for the set of parents selected on the list.
	Click these buttons to move the selected parents up or down on the list of parents. **Tip:** The first set of parents on the list are the default parents.
Add	Click this button to link a person to a new set of parents. You will be able to select parents already in your database or add new individuals.
Unlink	Click this button to unlink the selected parents from the individual. The parents will remain in your database, and they will remain linked. (In other words, they will still be married.)
Make Primary	Click this button to make the selected parents the primary parents. They will be shown by default when a database is used.
Relationship to parents	Select the option that best reflects the relationship between the child and parents.
Sealing to Parents	In the date field, type the date when the sealing occurred. **Tip:** If the individual was born in the covenant, type **BIC** instead of a date. In the temple field, select the temple where the sealing ordinance occurred. If the person was born in the covenant, leave the temple field blank.
S	Click this button to add a source for the sealing information.
Notes	Click this button to add notes about the child and parents. **Tip:** The notes will be added to the child's notes.

Handling names

Type as complete a name as possible. In general, include spelling variations in the notes.

Tip: If an downward-pointing triangle appears at the right side of the field, it means that you can select from a list of names that you already typed. To view the available options, click on the field, press **F4,** or press **Alt+down arrow.**

Personal Ancestral File 4.0 allows you to store name changes that occurred within an individual's lifetime.

Type an alias name in the Also Known As field of the Individual screen. Follow these guidelines when adding aliases:

- Type immigrant name changes, stage names, and other aliases in the Also Known As field.
- Do not type married names in the Also Known As field.
- Type only one alias name in the Also Known As field. If the person had more than one alias, you can add a customized "other event" called Also Known As for each alias.
- If a woman adopted her husband's name upon marriage, type her maiden surname in the Surname field. Type her married name in the Married Name field.

Tip: You may want to add additional information to the notes to explain how these names were used.

Long names

You can type up to 120 characters in each name field.

If the name is too long to fit, type as much of it as you can. Type the complete name in the notes.

Handling titles

Put royalty, nobility, government, military, scholastic, religious, or relationship titles in the title Fields.

- Type information that comes after the name, such as Jr. or Sr., in the Title (Suffix) field.
- Type information that comes before the name in the Title (Prefix) field.

Handling event dates

Type as complete a date as you know.

Tip: If an downward-pointing triangle appears at the right side of the field, it means that you can select from a list of dates that you already typed. To view the available options, click on the field, press **F4,** or press **Alt+down arrow.**

The standard formats are:

Format	Example
Day, month, year	23 Mar 1742
Month, year	Dec 1845
Year	1799

If you do not know a standard date, you can type whatever information you know. If possible, include a year.

Tip: If you prefer, you can type dates in all numbers. In Preferences, be sure to select whether you are using U.S.- or European-style dates.

Nonstandard dates

Personal Ancestral File accepts dates that do not have standard day, month, and year information.

Tip: When you type a nonstandard date, try to at least include a year. This will enable Personal Ancestral File to sort the information by date. A year is also required on submissions to Ancestral File, Pedigree Resource File, and TempleReady.

For example:

Feast of St. Mary 1678
Summer 1820
Full moon 1834

Tip: If you type such a date, Personal Ancestral File will warn you that it is not standard.

Approximating dates

You may estimate dates for events based on other information. For example:

- You may use family knowledge or tradition. For example, if a family tradition says that an ancestor was 16 when she married in 1876, you can estimate that she was born “about 1860.”
- You may use standard genealogical approximations. For example, from a marriage date, you can estimate birth dates. You can estimate that a man was married at age 25 and a woman at age 21. You can also estimate that a first child was born one year after the parents’ marriage and that subsequent children were born every two years after that.

Tip: You need at least the approximate year of an event for ordinances to be performed. Following are some examples of how you may estimate a date:

When you type an approximated date onto an individual or marriage record, you can type one of the following words or abbreviations to indicate that the date is not exact:

About or **Abt**
Before or **Bef**
After or **Aft**
Estimated or **Est**

Calculating dates

You may calculate a date, such as a birth date, when you know the date of an event and the person's age at the time of the event. For example, if the 1860 census lists a person as two years old, you may calculate the birth date to be 1858.

If you calculate a date, type **Cal** (for calculated). For example:

Cal 1798

Tip: When you calculate dates, you may want to add an event for that information. For example, if you obtained information from a census, you could add the Census event to the individual record and a source for that event. Explain the calculation in the Comments field for that source.

Multiple dates

If you are not sure on what day or during what year an event occurred, separate the two days or years with a slash (/).

For example:

14/15 May 1854
28 Apr 1721/22

Tip: If you use a slash, be sure to put an explanation in the notes. If you submit a date with a slash to Ancestral File, TempleReady, or the Pedigree Resource File, only the first day or year will be used.

No death date

If you do not know a death date, you can type one of the following words in the Death date field:

Dead
Deceased
Child or **Chi**
Infant or **Inf**
Stillborn or **Sti**

Handling event places

Type place-names as completely as possible. List place-names from the smallest to the largest geographical divisions, separating the divisions with commas.

For example:

Chicago, Cook, Illinois, USA
St. Dunstan, Canterbury, Kent, England

You should not use postal or other abbreviations—these are often misinterpreted.

Tip: If an downward-pointing triangle appears at the right side of the field, it means that you can select from a list of places that you already typed. To view the available options, click on the field, press **F4,** or press **Alt+down arrow.**

Assumed places

You may assume places of residence based on a place where one member of a family was born, died, or lived at some time, or where the husband and wife were married. This place can be used as a probable place of residence for other members of the family.

Tip: You may want to make note of the assumption in your notes.

Cemetery and hospital names

Some people keep track of the cemeteries where their ancestors are buried and the hospitals where they were born or died.

You can put this information in a place field, but you should preferably put it in the notes.

Incomplete place information

Use an extra comma to indicate that a part of the place-name is missing, such as an unknown county name. For example, if you know the city, state, and country where an event took place but not the county, you would type in the information as follows:

Hendersonville, , North Carolina, USA

This will help you use field filters correctly to find all records from a certain place.

Landmarks, farm names, and so forth

Sometimes, especially when dealing with rural areas, you may find a landmark, farm name, or other description instead of or in addition to a town or city name. You can include this information in the place-name.

For example:

Crawfish Creek (near Chattanooga), Marion, Tennessee, USA

Nomadic or tribal peoples

Boundaries on political maps may not correspond to those accepted by nomadic or tribal peoples, such as Native Americans. In such cases, provide as complete a place-name as you can. Include a detailed explanation in the notes.

You can also include tribes, clans, ancestral homes, clan seats, and other similar information as “other events and attributes.”

Parish and other ecclesiastical divisions

When you obtain information from church records, the place information may reflect the ecclesiastical (religious) jurisdiction rather than the governmental jurisdiction. Type the ecclesiastical jurisdiction.

For example, if a christening occurred in a parish named St. Martin, you would type the parish name instead of a city name, as follows:

St. Martin, Salisbury, Wiltshire, England

Handling Latter-day Saint ordinance information

The following is a list of date fields and the information you can add.

Tip: If an downward-pointing triangle appears at the right side of the field, it means that you can select from a list of dates that you already typed. To view the available options, click on the field, press **F4,** or press **Alt+down arrow.**

Date field	Description
Baptism	Type the baptism date. If the baptism was by proxy, select the temple code. If the baptism was done while the person was alive, type the place or select it from the list. **Tip:** You cannot type both a temple and a place.
Endowment	Type the endowment date. Select the temple code.
Sealed to Parents	Type the sealing date. Select the temple code.
Sealed to Spouse	Type the sealing date. Select the temple code.

Tip: Do not type the information about a Latter-day Saint baby blessing in the Christening fields. To add baby blessings and other Latter-day Saint ordinance information, such as priesthood ordinations, add them as other events and attributes.

Typing codes in ordinance date fields

When you type an individual's Latter-day Saint ordinance information, you can type codes instead of an actual date. The list shows you what codes are acceptable and what they mean:

Code	Meaning
Infant, Inf, Child, Chi	In the Baptism and Endowment fields, use these codes to indicate that the child died before the age of eight and that ordinance work is not necessary.
Stillborn, Sti	In the Baptism, Endowment, and Seal to Parents fields, use these codes to indicate that the child was stillborn and that ordinance work is not necessary.
BIC	In the Seal to Parents field, use this code to indicate that the child was "born in the covenant" to parents who were sealed in the temple before the child's birth.
Canceled, Can, DNS, DNS/CAN	In the Sealing to Spouse field of the Marriage screen, use this code to indicate that the ordinance has been canceled or should not be performed.
Submitted, Sub	In any ordinance date fields, use this code to indicate that the name of the individual has already been submitted to the temple. You can also combine *Submitted* and *Sub* with the actual date of submission (for example: Sub 18 Nov 1993). **Tip:** When the Seal to Spouse Date field contains the word *Submitted,* a lowercase *s* appears in the InfoBox on the Pedigree View screen. This means that the ordinance has been submitted but not completed.
Cleared, Cle	In ordinance date fields, use this code to indicate that the name has been submitted, as above, and the ordinance has been done.
Uncleared, Unc	In ordinance date fields, use this code to indicate that the name was submitted but that it was not cleared. **Tip:** Using this code in ordinance date fields can help you quickly identify information that you need to find.
Complete, Com	In ordinance date fields, use this code to indicate that the name has been submitted, as above, and the ordinance has been done, but you do not know the date that the ordinance was actually cleared.
Pre-1970	In ordinance date fields, use this code to indicate that the ordinance was done before 1970. **Tip:** You should usually not type this code in ordinance date fields if you can find an exact date instead. You may, however, see this code on records that you download from the Ordinance Index or the International Genealogical Index.

Tip: Each individual's temple ordinance codes print in *lowercase* when the terms *Submitted, Sub 12 Jan 1999, Cleared,* or *Done* are typed in ordinance date fields. These terms show that the ordinance does not have an exact date but has been completed.

Understanding ditto features

Personal Ancestral File 4.0 does not have the same types of ditto features that previous versions did.

Use the following strategies to avoid retyping information:

- As you type names, dates, and places, Personal Ancestral File adds unique names, dates, and places to a list. You can select items from the list without having to retype them.

  Tip: You cannot delete items from this list; however, as you type other information, the options that you no longer use will eventually drop off the list.

- For fields that do not have this drop-down list, use Cut, Copy, and Paste.

- In notes, you can use various features, including Ditto and Cut, Copy, and Paste, to avoid retyping information.

To use ditto

1 Move the cursor to a name, date, or place field.

2 To display the list of options, click .

Or, press **F4.**

Or, press **Alt+down arrow.**

3 Select the option that you want.

Tip: Instead of clicking on the button, you can also begin typing the name, date, or place. If it matches an option that is on the list, Personal Ancestral File displays it in the field. If it is correct, you can simply move to the next field, and the complete name, date, or place will automatically be added to the field. If it is not correct, finish typing the correct information. It will be added to the list so that you can use it another time.

To use Cut, Copy, and Paste

1 Highlight the text you want to copy.

2 To cut the text, press **Ctrl+X.**

To copy the text, press **Ctrl+C.**

Or, right-click, and select either **Cut** or **Copy.**

3 Put the cursor where you want the text to appear.

4 Press **Ctrl+V.**

Or, right-click, and select **Paste.**

Tip: You can copy information from one place of a record to another place in the same record, from one record to another record, or from a record in one database to a record in another database.

Adding “other events and attributes” to individual and marriage records

The individual record and marriage record have several predefined fields on them. If you find information that you want to include on a record but the record does not have a field for it, you can add it as an “other event.”

This allows you to track adoptions, bar mitzvahs, engagements, banns, and other types of information.

You can also specify that one of these events or attributes should be kept confidential.

To add “other events and attributes” to individual and marriage records

1 Display the individual or marriage record.

2 Click **Options.**

Or press **Alt+O.**

3 Select **New Event/Attribute.**

Or press **E.**

4 If the event is on the list, click it, and click **Select.**

If the event is not on the list, click **New** to add it to the list.

Tip: You can add the same event as many times as needed. For example, if a person had more than one alias, you can type one alias in the Alias field. Then you can add more Alias fields as other events.

5 Type the date and place of the event.

6 Indicate whether this information should be kept confidential.

To remove “other events and attributes” from individual and marriage records

1 Display the individual or marriage record.

2 Put the cursor in one of the fields for the event you want to remove.

3 Click **Options.**

Or press **Alt+O.**

4 Select **Remove Event/Attribute.**

Or press **M.**

5 Personal Ancestral File asks if you are sure that you want to remove the event. Click **Yes.**

Using the Define Custom Event screen

Use the Define Custom Event screen to add a new type of event or attribute that you would like to include on an individual or marriage record.

Option	Description
Title	Type the complete name of the event. This is the name that will appear on the list of other events and on reports that have enough room for the full name.
Short title	Type a shorter version of the name. This name will appear on most reports.
Abbreviation	Type a 2-letter abbreviation for the event. This will be used on reports that have a very limited amount of space.
Date	Select how the date should be represented: • Select **None** if the event or attribute should not have a date. • Select **Single** if the event has one date. • Select **Range** if the event covers an extended amount of time.
Use description	Click this option if you want to include a Description field with the other fields on the Individual or Marriage screen. **Tip:** This description will be used when you print books. Watch the sample at the bottom of the screen. It will show you how a sentence would read.

Option	Description
Verb construct	Type a form of a verb that applies to the event. For example, if you are adding an event for the day a person became a United States citizen, you might add an event called Naturalization. The verb construct might be *was naturalized on*. On a report, the sentence would read "He was naturalized on..." **Tip:** This verb construct will be used when you print books. Watch the sample at the bottom of the screen. It will show you how a sentence would read.
Place preposition	Type the preposition that should come to between the date information and the place. To continue the naturalization example used above, you would type *in* as the place preposition. The sentence would then read "He was naturalized on 12 Feb 1910 *in*..." **Tip:** This preposition will be used when you print books. Watch the sample at the bottom of the screen. It will show you how a sentence would read.

Using the Select Event screen

The Select Event screen lists the events that you can add to an individual or marriage record. You can add new events to this list, edit the ones that are already on the list, or delete records from the list.

Tip: Different events will appear for individual records and marriage records.

Option	Description
Select	Click this button to include the highlighted event on the individual or marriage record.
Close	Click this button to return to the individual or marriage record without selecting an event.
New	Click this button to add an event to the list.
Edit	Click this button to change the settings of an event on the list.
Delete	Click this button to remove an event from the list. You can delete only the events that you have added to the list. You cannot delete the events that come standard with Personal Ancestral File. **Tip:** If you have already added this event to individual and marriage records in your database, do not delete the event until you remove it from each individual and marriage that have it. If you delete the event from the list but do not remove it from the individuals and marriages, the information will not be print correctly.

Editing individual and marriage records

When you find errors to correct or additional information to add to a record, you need to edit the record.

Tip: If you need to correct the same information on several records, use the Advanced Focus/Filter feature to find the records. You can edit the records from that feature.

To edit marriage records

1. Find the couple whose marriage record you want to edit.
2. From the **Edit** menu, select **Marriage.**

   Or if you are on the Family View screen, double-click on the marriage information.
3. Make all needed changes to the record.

   Tip: To delete information, simply highlight it, and press **Delete** or **Backspace.**
4. Click **Save.**

To edit individual records

1. Find the individual you want to edit.
2. From the **Edit** menu, select the appropriate option.

   Or from the toolbar, click the **Edit Individual** button.

   Or double-click on the individual.
3. Make all needed changes to the record.

   Tip: To delete information, simply highlight it, and press **Delete** or **Backspace.**
4. Click **Save.**

Unlinking a spouse, child, or parent

Unlinking removes an individual from a family relationship. Unlinking does not delete the individual from the database.

Tip: You cannot unlink a person who is in the primary position. You need to move that person to another position on the screen.

You can unlink:

- A spouse, child, mother, or father from the primary person.
- A person from a set of parents.

  Tip: When you unlink a person from a set of parents, the parents stay linked to each other as spouses, and all of their other children are still linked to them.

Be aware of the following:

- When you unlink a child from a family, the rest of the family stays linked.
- If you delete a marriage record, all family members will be unlinked.
- If you unlink a spouse but do not delete the marriage record, the word *Unknown* appears where the spouse's name would appear. The word *Unknown* is simply a marker. The database does not contain an individual record for the unknown person.

To unlink a set of parents from an individual

1. On the Family View screen or Pedigree View screen, click on the individual whose parents you want to unlink.
2. From the **Edit** menu, select **Parents.**
3. From the Parents of… screen, click on the parent(s) that you want to unlink.
4. Click **Unlink.**
5. Personal Ancestral File displays a warning message. If you are sure you want to unlink these parents from the child, click **OK.**

To unlink an individual from a family

1. On the Family View screen, click on the individual you want to unlink.

   Tip: You cannot unlink the primary person. Instead, you must move the person to the father, mother, spouse, or child position.

2. From the **Edit** menu, click **Unlink Individual.**
3. Personal Ancestral File displays a warning message. If you are sure you want to unlink this person from the relationship, click **OK.**

Deleting individuals and marriages

Sometimes you find that you have added individuals to your database who should not be there. When you delete an individual, that person is removed from all families where he or she has been linked.

When you delete a marriage record, all of the individuals in the family stay in your database, but they are no longer linked into a family.

To delete a marriage from the database

1 From Family View or Pedigree, select the individual whose marriage you would like to delete.

2 To delete the primary person's marriage record, from the **Edit** menu, select **Marriage.**

To delete the parents' marriage record, from the **Edit** menu, select **Parents Marriage.**

Tip: On the Family View screen, you can double-click on the primary person's marriage information.

3 From the Edit Marriage screen, click **Delete.**

4 To delete the marriage record, click **OK.**

If you are unsure about deleting the record, click **Cancel**.

Tip: If you delete a marriage record, the record is removed from the database but the individuals in the marriage remain in the database as unconnected individuals. The MRIN becomes available for the next marriage you add or import.

To delete an individual from the database

1 From the Family View or Pedigree View screen, select the individual that you would like to delete.

2 From the **Edit** menu, select **Delete Individual.**

3 Personal Ancestral File displays a warning that lists the number of marriages linked to the individual you are attempting to delete. To delete the record, click **OK.**

Or if you are unsure about deleting the record, click **Cancel.**

Tip: Deleting an individual removes that individual from your database. The RIN becomes vacant and available for the next individual you add or import.

Rearranging children, parents, and spouses

The order in which children, parents, and spouses are listed affects how Personal Ancestral File works.

Individuals	Effects
Children	The order of children affects are displayed on screens and printed on reports.
Parents	Because the screen does not have enough room to display all of the parents an individual may be connected to, you can specify a primary set of parents.
Spouses	Because the screen does not have enough room to display all of the spouses an individual may be connected to, you can specify which spouse appears by default.

To edit child order

Tip: By default, children are listed in the order in which they are typed. You can change the order as needed.

1 On the Family View screen, move the individual (whose children you want to change the order of) to the primary position.

2 From the **Edit** menu, select **Order Children.**

3 From the Child Order screen, select the child you want to place in a different order.

4 Click or to move the child to the correct order in the list.

5 Repeat steps two and three until all children are in the proper order.

6 Click **OK.**

Understanding spouse order

The first spouse listed appears by default when you use a database.

To have another spouse appear by default, you will need to change the spouse order and make sure that the spouse you want appears first on the list.

To edit spouse order

1 On the Family View screen, display the individual whose spouses you want to edit the order of.

2 From the **Edit** menu, select **Order Spouses.**

3 Click on the spouse that you want to move.

4 Click  or  to move the spouse to the correct position in the list.

Tip: The spouse listed at the top of the list will appear by default when you use the database.

5 Repeat steps 3 and 4 until all spouses are properly listed.

6 Click **OK.**

Linking a person to more than one set of parents

You can link a person to more than one set of parents to show adoptive, foster, sealing, and other types of lines.

However, because Personal Ancestral File can display only one set of parents, you must choose one set to be primary. When a person is linked to more than one set of parents, the Other Parents button appears on the Family View screen. Click it to view another set of parents and their ancestry.

When you link a person to more than one set of parents, be aware of the following:

- If the parents you prefer to see do not appear by default on the screen, you need to use the Parents screen to change the primary parents.
- The default parent link is biological for the first set of parents and adopted for all others. If that is not correct, you need to use the Parents screen to change it.
- The Individual screen normally displays Latter-day Saint sealing-to-parents information. When you link a person to more than one set of parents, the Individual screen displays only the sealing information for the primary parents. You can add sealing information for other parents on the Parents screen.

To edit parent order

1 On the Family View or Pedigree View screen, select the child.

2 From the **Edit** menu, select **Parents.**

3 Click on the parents whose order you want to change.

4 Click  or  to move the parents to the correct position in the list.

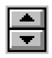
Tip: The parents marked with an asterisk (*) are the primary parents.

5 Repeat steps 3 and 4 as needed until all parents are properly listed.

6 Click **OK.**

Using the Parents screen

The Parents screen shows all of the parents linked to an individual.

Option	Description
List of parents	Click on a set of parents to change the information about them. **Tip:** The Relationship to parents and sealing information shown on the screen is for the set of parents selected on the list.
	Click these buttons to move the selected parents up or down on the list of parents. **Tip:** The first set of parents on the list are the default parents.
Add	Click this button to link a person to a new set of parents. You will be able to select parents already in your database or add new individuals.
Unlink	Click this button to unlink the selected parents from the individual. The parents will remain in your database, and they will remain linked. (In other words, they will still be married.)
Make Primary	Click this button to make the selected parents the primary parents. They will be shown by default when a database is used.
Relationship to parents	Select the option that best reflects the relationship between the child and parents.
Sealing to Parents	In the date field, type the date when the sealing occurred. **Tip:** If the individual was born in the covenant, type **BIC** instead of a date. In the temple field, select the temple where the sealing ordinance occurred. If the person was born in the covenant, leave the temple field blank.
S	Click this button to add a source for the sealing information.
Notes	Click this button to add notes about the child and parents. **Tip:** The notes will be added to the child’s notes.

Adding contact information

The contact information is the name, address, telephone number, and e-mail address for one of the following:

- The person shown on the Individual screen.
- A person you can contact for more information about the person shown on the Individual screen.

The information added to a list of family reunion contacts comes from the contact information.

To add or edit contact information

1 From the Individual screen, click the **Address** button.

Or press **Alt+A.**

Or click **Options,** and select **Address.**

2 Type the name, address, and other information. Press **Tab** to move from field to field.

3 When you are finished, click **OK.**

Using notes

You can keep track of interesting historical information for each individual and marriage by using notes. Notes can include interesting or special circumstances surrounding an individual's birth, death, or marriage; humorous anecdotes that relate to the individual's life; stories; journal entries; and so forth.

You can also type your research notes or list research that you need to do later.

You can use two types of notes:

- **Regular notes** contain no special formatting; they can be narrative in paragraphs.
- **Tagged notes** contain a certain type of information and start with a specific word or unique character used consistently throughout the database. Separate a tagged note from other notes by blank lines. Examples of tagged notes:

  RELIGION: Reformed

  MILITARY SERVICE: Spanish-American War, Chief Musician, 2nd Reg., N.C. Vol.

  TODO: Census, 1900 Philadelphia, Philadelphia Co., PA, for Jacob Guth, 52.

Tip: If you want to make sure that a note will be printed on a report, type **!** as the first character. If you want to keep a note confidential, type **~** as the first character.

Guidelines for notes

Before you begin typing your notes, consider the following strategies:

- Decide which notes you want to share with others and which notes you want to keep private.
- Make sure the notes you want to share will be understandable to another researcher. For example, when you refer to yourself, you may want to use your name rather than the word *I*.
- Be consistent. For example, decide the following issues:
  - Will you spell out place-names or use standard abbreviations? (If you plan to share your information with others, you may want to spell out place-names.)
  - Will you type dates using the American format (for example, Sep 10, 1867) or the international format (for example, 10 Sep 1867)?
  - Will you use tags, such as BIRTH? Which tags will you use?
- Do not record source information in your notes. Personal Ancestral File has a separate place to store source information.

Notes that are stored in separate files

In versions of Personal Ancestral File before 3.0, you could store notes in separate files and use your DOS-based word processor or text editor to manage them. When you accessed the notes, Personal Ancestral File would start your word processor rather than use its own notes feature. It simply maintained a link between the individual and the notes file that you ware using.

This functionality allowed you to bypass the limitations on the amount of notes that you could add. It also allowed you to use your word processor's full functionality.

This functionality was not included in Personal Ancestral File 3.0 and higher versions. However, if a Windows-based word processor can read the files that contain your notes, you can use the Windows Copy and Paste features move them into a Personal Ancestral File 4.0 database.

1 Convert your INDIV2.DAT file into Personal Ancestral File 4.0 database.

Tip: The convert process will not change your INDIV2.DAT file, so you will still be able to use it in the previous version of Personal Ancestral File that you were using.

2 Start a Windows-based word processor.

3 Open one of the files where your notes are stored.

4 Highlight the notes that you want to transfer.

5 From the **Edit** menu, select **Copy.**

Or press **Ctrl+C.**

6 Switch to Personal Ancestral File.

7 Find the individual whose notes you just copied. Make sure that the individual is selected on the screen.

8 From the **Edit** menu, select **Notes.**

9 Press **Ctrl+V** to paste the notes.

Keeping some notes confidential

If you want to keep a note confidential, type ~ as the first character of the paragraph.

If you want to print a note on reports, type **!** as the first character.

Tip: If you are recording information about a person who is still living, please keep it confidential.

To view a list of sources from notes

1 From the notes screen, click the **View Sources** button.

Or click **Options,** and select **Sources.**

Or press **Ctrl+R.**

2 When you are finished, click **Close.**

Adding and editing notes

You can add notes for:

- Each individual record in your file.
- Each marriage record in your file.

You can type notes in much the same way as you would use a word processor. Personal Ancestral File automatically wraps your text, so you do not need to press **Enter** unless you are ending a paragraph.

Tip: Unless you are using tagged notes, it is better to press **Enter** only once between each paragraph. Indented paragraphs and no blank lines look best on book reports.

Accessing the Notes screen

The Notes screen lets you add, edit, and delete notes. You can display this screen from different places in the software.

The following chart summarizes the options you have for viewing notes:

To view notes about:	You can:	Can you use the Notes Selector?
An individual.	Click the **Notes** button on an Individual record.	Yes
	On the Family View screen or Pedigree View screen, select the individual, and from the **Edit** menu select **Notes.**	Yes
	On the Family View or Pedigree View screen, select the individual, and on the toolbar click the **Notes** button.	Yes
	On the Family View or Pedigree View screen, select the individual, right-click, and select **Notes**.	Yes
A marriage.	Click the **Notes** button on a marriage record.	No
	On the Family View screen, select the marriage information, and from the **Edit** menu select **Notes.**	No
	On the Family View screen, select the marriage information, and on the toolbar click the **Notes** button.	No
	On the Family View screen, select the marriage information, right-click, and select **Notes.**	No

To add or edit notes (starting from the Pedigree View or Family View screen)

1 Select the individual on the screen.

Tip: If the individual already has notes, a small triangle appear in the upper-right corner of the name box.

2 From the **Edit** menu, select **Notes.**

Or from the tool bar, click the **Notes** button.

3 If the Notes Selector screen appears, click on the tag you would like to use.

If the Notes Selector screen does not appear, skip to step 4.

4 Type your notes.

Tip: If you would want to print the note on reports, type an exclamation point as the first character of the paragraph. To keep a note confidential, type ~ as the first character.

5 To save your notes, click **Save.**

To add or edit notes (starting from an individual or marriage record)

1 Display the individual or marriage record.

2 Click the **Notes** button.

Or press **Alt+N.**

Or click **Options,** and select **Notes.**

3 If the Notes Selector screen appears, click on the tag you would like to use, and click **Open.**

If the Notes Selector screen does not appear, skip to step 4.

4 Type your notes.

Tip: If you want to print the note on reports, type an exclamation point as the first character of the paragraph. To keep a note confidential, type ~ as the first character.

5 To save your notes, click **Save.**

Copying notes from one record to another

On the Notes screen the Edit menu lists several features that you can use to copy notes from one record to another:

- **Cut, Copy, and Paste.** If you want to copy only some of the notes from one record to another, use the Cut **(Ctrl+X), Copy (Ctrl+C),** and **Paste (Ctrl+V)** features.

  Tip: If you have more than one database open, you can use Cut, Copy, and Paste to copy notes from a record in one database to a record in another database.

- **Ditto.** If you want to copy all or most of the notes, use the ditto options. Use these options to copy all of the notes from the following records:

  - The individual's father.
  - The individual's mother.
  - The individual's next oldest sibling.
  - The primary individual (the person in the primary position).
  - The last record in which you added or edited notes.

To ditto notes

1 From the **Edit** menu on the Notes screen, select the ditto option you want.

2 Make any needed changes to the notes for this record.

3 Click **Save.**

To use Cut, Copy, and Paste

1 Highlight the text you want to copy.

2 To cut the text, press **Ctrl+X.**

To copy the text, press **Ctrl+C.**

Or, right-click, and select either **Cut** or **Copy.**

3 Put the cursor where you want the text to appear.

4 Press **Ctrl+V.**

Or, right-click, and select **Paste.**

Tip: You can copy information from one place of a record to another place in the same record, from one record to another record, or from a record in one database to a record in another database.

Using tags

Tagged notes contain a certain type of information and start with a specific word or unique character. Using tags allows you to select records with a particular tag for printing, exporting, or editing.

For example, if you have consistently used a RELIGION tag to keep track of each individual’s religion, you could print a report that listed all of the individuals from a certain place who all shared the same religion. You could then print that list and use it while you search that church’s records.

Tip: If you use tagged notes, you may want to use the Notes Selector. It allows you to work with all of an individual’s notes at once or work with only notes with a particular tag.

Using tags to identify event information

Previous versions of Personal Ancestral File allowed you to record dates and places of only a few events: birth, christening, death, burial, and marriage. People often used notes to record information about other types of events.

Personal Ancestral File 4.0 allows you to add other types of events to a record. Use this feature to record the date and place of these events. If you have other information about the event, record it in the notes.

Some examples of tags for events are:

- ADOPTION
- BIRTH
- BURIAL
- CHRISTENING
- CREMATION
- DEATH
- DIVORCE
- EMIGRATION
- IMMIGRATION
- MARRIAGE
- NATURALIZATION
- PROBATE

Using tags to identify Latter-day Saint events

Previous versions of Personal Ancestral File allowed you to record dates and places of baptism, endowment, sealing to parents, and sealing to spouse. People often recorded the dates and places of other types of other Latter-day Saint events in their notes.

Personal Ancestral File 4.0 allows you to record date and place information for any type of event you want. Therefore, it is recommended that you use the Other Events feature to record the date and place of these events. Record other information about each event in the notes.

Some examples of tags for Latter-day Saint events might be:

- BAPTISM
- BLESSING
- CONFIRMATION
- DEACON
- ELDER
- ENDOWMENT
- HIGH_PRIEST
- MISSION
- PATRIARCHAL_BLESSING
- PRIEST
- SEALING_PARENTS
- SEALING_SPOUSE
- SEVENTY
- TEACHER

Using tags to identify relationship information

Many people like to record information about family relationships.

Tip: Use the Other Parents feature to link a person to another set of parents. During this process, you will be able to specify whether they were adoptive, biological, foster, or other types of parents.

If you record information about relationships in your notes, you may want to use the following types of tags:

- CHILD
- CHILDREN
- FATHER
- HALF-(relative)
- MOTHER
- PARENTS
- SIBLINGS
- SPOUSE
- STEP-(relative)

Using tags to identify research notes

You can use your notes to track issues that arise during your research. You can record the next steps you need to take, questions you have, and so forth.

Some common tags for research notes are:

- ACTION
- AKA (also known as)
- COMMENT
- CONFLICT
- DEADEND
- ERROR
- FILE
- NAME (variations)
- NOTE
- NIL (no information located)
- PLACE
- QUESTION
- RESEARCHER
- UPDATE

Using tags to identify subject information

You will probably find information about your ancestor that does not fit anywhere on an individual or marriage record. Notes are the perfect place to keep this information.

Tip: If you have information with a date and place, you might want to add it as an "other event or attribute."

You may want to use the following types of tags to identify subject information in your notes:

- BIOGRAPHY
- CEMETERY
- CENSUS
- CITIZENSHIP
- COURT
- EDUCATION
- HONORS
- HOSPITAL
- LAND
- MILITARY
- OBITUARY
- OCCUPATION
- ORGANIZATIONS
- RELATIONSHIP
- RELIGION
- RESIDENCES

Deleting notes

To delete notes, you must first select the individual or marriage that contains the notes you want to delete. From there, you can choose to delete some of the note, all of the notes, or only notes that contain a particular tag.

To delete some of an individual's notes

1 Display the Notes screen that contains the note to delete.

2 Use the mouse to highlight the part of the notes that you want to delete.

3 Press the **Delete** key.

Tip: To delete all of the notes on this screen, click the **Delete** button.

To delete all of an individual's notes that have a particular tag

1 On the Notes Selector screen, click on the tag you want to delete.

Tip: If the Notes Selector does not appear when you access notes, you must turn the Notes Selector on.

2 Click **Open.**

3 Click **Delete.**

Tip: To delete only some of the notes displayed, highlight the note before clicking **Delete.**

4 When Personal Ancestral File asks you to confirm the action, click **Yes.**

To delete all of an individual's notes

1 Display the notes screen that contains the note to delete.

2 Use the mouse to highlight the note.

3 Click the **Delete** button.

Tip: To delete a particular note, use the mouse to highlight the note, and press the **Delete** key.

Using the Notes Selector

If you use tagged notes, you may want to use the Notes Selector. The Notes Selector lets you choose whether you want to work with all of your notes at once or work with notes that have a particular tag.

In Preferences, you can specify when the Notes Selector appears. It can appear in one or both of these instances:

- When you access notes from an individual record.
- When you access notes from the Family View screen or the Pedigree View screen.

You cannot use the Notes Selector with the notes of a marriage record.

To use the Notes Selector to display notes

1 Open the Notes screen.

2 From the Notes Selector, click on the tag you want to view.

Tip: To view all notes, click **All.**

3 Click **Open.**

To use the Notes Selector to delete notes with a particular tag

1 From the Notes Selector screen, click on the tag you want to view.

Tip: To view all notes, click **All.**

2 Click **Open**.

3 To delete all of the notes displayed on the screen, click the **Delete button.**

Or to delete only some of the notes displayed, click on the notes, and press the **Delete key.**

To turn the Notes Selector on or off

1 From the **Tools** menu, select **Preferences.**

2 Select the **General** tab.

3 To display the Notes Selector screen when you access notes from an individual record, click **From edit individual.**

4 To display the Notes Selector when you access notes from the Family View or Pedigree View screen, click **While browsing.**

Changing the list of tags on the Notes Selector

If the Notes Selector does not list all of the tags that you commonly use, you can change the list.

You can:

- Add tags to the list.
- Edit the names of the tags that are already on the list.
- Remove tags from the list.

- Return the default list of tags.
- Change the order that the tags appear on the list.

To add a tag to the Note Selector

1 From the Notes Selector screen, click **Add.**

2 Type the tag.

Tip: In the Notes Selector, a tag can have only one word.

3 Click **OK.**

To edit a tag's name in the Note Selector

1 From the Notes Selector screen, click on the tag you want to edit.

2 Click **Modify.**

3 Type a new name for the tag (in the Notes Selector, a tag can have only one word).

4 Click **OK.**

To change the order of tags on the Note Selector

1 From the Notes Selector screen, click on the tag you want to move.

2 To move the selected tag higher on the list, click .

Or to move the selected tag lower on the list, click .

To remove a tag from the Note Selector

1 From the Notes Selector screen, click on the tag you want to remove.

2 Click **Remove.**

3 When Personal Ancestral File asks you to confirm the deletion, click **Yes.**

To return to the default list of tags

1 From the Notes Selector screen, click **Defaults.**

2 When Personal Ancestral File asks you to confirm the action, click **Yes.**

Citing sources

"Citing sources" means that you record where you got the information about an individual. Citing sources provides you with the following benefits:

- It allows you to evaluate the reliability of your information. For example, an original record created near the time when an event occurred is probably more reliable than a biography written after the event. Knowing the source can help you identify information that you want to verify with other types of records.
- It provides a history of the sources you have examined. You can then focus research efforts on sources that have not yet been used.
- It helps you evaluate conflicting information. When you find conflicting information, such as two different birth dates for the same person, you can use your sources to determine which one is the most likely to contain the correct information.
- It acknowledges work done by others.

How sources are stored

Each source in your database should have one record in your database. That means that you need to type the information about each source once. You can link it to as many individual or marriage records as needed.

You can link sources to specific events on individual and marriage records. This allows you to more accurately keep track of what information you found in which source. For example, you know which sources gave you birth information and which gave you death information.

A source has three types of information:

- A **source description,** which describes the source as a whole. A source description is stored as a separate record in your database. After you type a source description once, you need only to select it from a list to cite it in another place in your database.
- The **citation detail** contains the information needed to find a particular piece of information within the source. For example, it might contain a page number of a book or a page and line number of a census.

  The citation detail is attached to a specific individual or marriage record, not to the source description. Therefore, if you need to cite the same source description and Citation Detail on another record, you can select the source description from a list, but you must retype the citation detail.
- The name, address, and telephone number of the **repository** where you found the source. This allows you or other researchers to find the source again.

  Tip: Each repository has a separate record. You only need to type each repository once. To use the same repository on other sources, you can simply select it from a list.

Where I can find more information about citing sources

Guidelines for citing sources

- Type in your sources as you work, or you may forget them.
- Provide enough information so that you or another person can easily find the source again. You will never regret adding too much information.
- Cite the source you actually use. If you used an abstract or index, cite it and not the actual record. Abstracts and indexes may contain errors.
- Identify all researchers' contributions, including your own. Use your name, not *I* or *me,* when referring to yourself.
- Record sources that did not contain any information. That way, you will not forget that you already used that source.

For more information about citing sources

A good reference book for citing sources in family history research is:

Mills, Elizabeth Shown. *Evidence: Citation and Analysis for the Family Historian.* Baltimore: Genealogical Publishing Company, 1997.

Adding sources

Adding sources to a database is a three-part process:

- Type the source description, which includes the title, author, publication information, and other information that describes the source as a whole.

  Tip: Personal Ancestral File stores the source description as a source record. You can type a source description once and then link it to as many individuals, marriages, and families as you like without having to retype the information.

- Link the source description to an individual record, marriage record, or family in your database.
- Type the citation detail, which describes the exact place within the source where you found the information, such as a page or certificate number. Once you type a citation detail, you can copy it and paste it when you cite the same source for another individual, marriage, or family.

When you add and link sources, you can use one of two methods:

- Start from an individual or marriage record. When you do this, you will have finished all three parts of the process.
- Use the Source List to add the source description. You can then link the source to an individual, marriage, or family, and add the citation detail.

Adding the actual text from a source

You can type the text as it appears in the source. This has the following advantages:

- It allows you to evaluate the information from a source. If you type in the text or add a scanned image of the source, you will not have to go back to the source to find out what it actually said.
- You can print the actual text on reports.
- You can use field filters to search for words in the text.

  Tip: If you only attach a scanned image of the source, you will not be able to print the text on reports or use a field filter to search for text within the image.

You can type the actual text as a part of the source description and as part of the citation detail. The following chart can help you decide where to type it:

Location for actual text	Recommendations
Source description	Type the actual text in the source description if the source has only one page and you want the actual text to appear each time you cite the source. You may also want to type it in the source description if you want the same portion of the text to appear each time you cite the source.
Citation detail	Type the actual text in the citation detail if the source has many pages and you cite several of them in your database. You may also want to type it in the citation detail if you want a different piece of the text to appear with a particular citation of the source. • The source has many pages and you cite several of them in your database. • You want a different piece of the text to appear with a particular citation of the source.

Items on the Edit Source screen

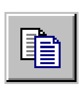
The Edit Source screen has the following items:

Item	Information
Source Title	For published works, type the title as it appears on the title page. For articles in periodicals, type the name of the article. For unpublished works, type a brief description of the source.
Print title in italics	If you want the information that you typed in the Source Title field to be printed in italics, click here. **Tip:** For a book, you would normally click this option.

Item	Information
Author	For published works, type each author, compiler, or editor listed. For unpublished works, type the name of the person or institution that created the record.
Publication Information	For published books, type the place of publishing, publisher's name, and copyright date. For periodical articles, type the name of the periodical. For unpublished works, include the form of the record you used, such as "microfilm," "microfiche," "certificate in the possession of...," or "manuscript." **Tip:** If you mention a person's name, include his or her address in the repository information.
Print in (parentheses)	If you want the information that you typed in the Publication Information field to be printed in parentheses, click here. **Tip:** For a book, you would normally click this option.
Repository	Click this button to record the name, address, and telephone number of the place where this source is stored.
Actual Text	If you have only one page of a source, you can type the text exactly as it appears in the original record. If you have many pages from the same source, you may want to type the actual text as a part of the citation detail. **Tip:** You can also attach a scanned image of the source. However, if you do not type the actual text, you will not be able to print the text on reports or use a field filter to search for text within the image.
Comments	Type comments or explanations you have about the information. For example, you may want to explain calculations or other assumptions that you have made based on the information from this source. Or you may want to include instructions for using a particularly difficult source, directions to a monument or cemetery, or general impressions about the quality of the source. You may also give your opinion about the quality or accuracy of the source.
Sample Footnote	This field shows you how the source will be printed on reports. **Tip:** This field cannot display italics. Instead, the code <I> indicates where the italics will begin, and </I> indicates where the italics will end. These codes will not appear on your printouts.

Items on the citation detail

The citation detail has the following items:

Field	Information
Film/Volume/Page #	Type all information needed to find the particular piece of information within the source. For a book, include page numbers. For periodical articles, include all information needed to identify the particular issue (such as volume and issue numbers or a month and year) and page numbers. For unpublished records, include certificate, item, folder, folio, or other numbers or indicators where the information can be found.
Date of entry	If applicable, type the date the record was made. If the source were a birth register, for example, you would type the date when the birth was registered. This was probably after the actual birth date. Do *not* type the date when you added the source record.
Comments	Type any comments or explanations you have about that particular entry, page, or record. **Tip:** If you calculated a year of birth or marriage from information you found in the source, this is a good place to explain the calculation.
Actual text	Click this button to type the text exactly as it appears in the original record. This can help you identify conflicts or evaluate your information without having to go back to the source. **Tip:** You may want to type this information even if you include a scanned image of the source. If you type this information, you can use the Find feature to search for this information.
Image	Click this button to attach a scanned picture of the item. You can also attach video or sound clips if you desire.
	Click this button to copy citation details on the screen. You can then paste them when you use the same source again. **Tip:** You can copy only one citation details at a time. If you copy one and then a second one, the second one will be pasted. The copied citation will be available until you exit Personal Ancestral File.
	Click this button to paste the citation details that you copied on a source.

Adding sources to individual records

You can group your sources according to the information that you found in them. For example, you can record the sources where you found the birth information in one group and the sources for death information in another group.

Grouping your sources helps you to identify what information came from which source.

The following chart outlines the groups of sources on an individual record and how to link a source to them:

To link a source to information about	Double-click the S to the right of this field
The individual in general	Title (suffix)
Birth date and place	Birthplace
Christening date and place	Christening place
Death date and place	Death place
Burial date and place	Burial place
Latter-day Saint ordinances	The Temple field for that ordinance
“Other events and attributes” that have been added to the record	Confidential

You can use two processes for adding sources to individual records. If the source is not in your database, you will add the source description, link it to the record, and add the citation detail. If the source is in your database, you can simply link it to the record and add the citation detail.

To add a new source to an individual record

Tip: If a source is not already in your database, need to type the source description, link it to the individual record, and type the citation detail.

1 Display the individual record that you want to add a source to.

2 Double-click the **S** that is located next to the information that you want to link a source to.

Tip: If an **S** has an asterisk (*), sources have already been added to that information.

3 If the Sources for... screen appears, it means that sources have already been added to that information. To indicate that you would like to add another source, click **New,** then **New** again.

If the Select Source for... screen appears, click **New.**

4 Type the information requested on each field of the Source screen. When you are finished, click **OK.**

Tip: To add the name and address of the place where you found this source, click **Repository.** To add a multimedia file for the source, click **Image.**

5 With the new source selected, click **Select.**

6 Type the information requested for the citation detail.

7 When you are finished, click **OK.**

To link an existing source to an individual record

Tip: If a source is already in your database, you do not need to retype the source description. Rather, you simply need to link the existing source to the individual record and type the citation detail.

1 Display the individual record that you want to add a source to.

2 Double-click the **S** that is located next to the information that you want to link a source to.

   Tip: If an **S** has an asterisk (*), sources have already been added to that information.

3 If the Sources for... screen appears, it means that sources have already been added to that information. To indicate that you would like to add another source, click **New,** then **New** again.

   If the Select Source for... screen appears, click **New.**

4 Click on the source you want to use, and click **Select.**

5 Type the citation detail.

6 When you are finished, click **OK.**

Adding sources to marriage records and families

You can group your sources according to the information that you found in them. For example, you can record the sources where you found the marriage information in one group and about the family as a whole in another group.

Grouping your sources helps you to identify what information came from which source.

The following chart outlines the groups of sources on an individual record and how to link a source to them:

To add a source about	Do this
The marriage date and place	Double-click the **S** to the right of the Marriage place field.
The Latter-day Saint sealing	Double-click the **S** to the right of the Temple field.
The family	Click **Source.**

You can use two processes for adding sources to marriage records and families. If the source is not in your database, you will add the source description, link it to the record, and add the citation detail. If the source is in your database, you can simply link it to the record and add the citation detail.

To add a new source to a marriage record or family

Tip: If a source is not already in your database, need to type the source description, link it to the marriage record or family, and type the citation detail.

1 Display the marriage record of the marriage or family that you want to add a source to.

2 Double-click the **S** that is located next to the information that you want to link a source to.

Tip: If an **S** has an asterisk (*), sources have already been added to that information.

3 If the Sources for... screen appears, it means that sources have already been added to that information. To indicate that you would like to add another source, click **New,** then **New** again.

If the Select Source for... screen appears, click **New.**

4 Type the information requested on each field of the Source screen. When you are finished, click **OK.**

Tip: To add the name and address of the place where you found this source, click **Repository.** To add a multimedia file for the source, click **Image.**

5 With the new source selected, click **Select.**

6 Type the information requested for the citation detail.

7 When you are finished, click **OK.**

To link an existing source to a marriage record or family

1 Display the marriage record that you want to add a source to.

2 To add a source for the marriage, double-click the **S** that is located next to the information that you want to add a source for.

To add a source for the family, click **Source.**

Tip: If the **S** or **Source** button has an asterisk (*), the information already has sources.

3 If the item already has sources, the Sources for... screen appears. Click **New.**

If the item does not have sources, the Select Source for... screen appears. Go to step 4.

4 Click on the source you want to use, and click **Select.**

5 Type the citation detail.

6 When you are finished, click **OK.**

Editing sources

A source has three types of information; each type is edited differently.

- To edit the source description, the easiest way is to use the Source List. However, you can also begin from an individual or marriage record that uses the source.
- To edit the citation detail, you must begin from an individual or marriage record that uses that source.
- You can edit information about the repository. For example, you can update the name, address, or telephone number, assign a different repository, or remove it completely.

Tip: If you converted source notes from a previous version of Personal Ancestral File, you may find that using the Source List is the fastest way to edit your sources. However, you will have to go to each individual detail to edit any citation details that were not converted correctly.

To edit sources (starting from an individual or marriage record)

1 Display the individual or marriage record that uses the source you want to edit.

2 To edit a source to information on an individual record, double-click the **S** that is located next to the information that you want to add a source for.

Or to edit a source for a marriage date or place or a sealing date or place, double-click the **S** that is located next to the information on the Marriage Screen.

Or to edit a source for the family as a whole, click the **Source** button on the Marriage screen.

Tip: If an **S** or the **Source** button has an asterisk (*), sources have already been added to that information.

3 If the item already has sources, the Sources for... screen appears:

a Click > until the source you want to edit appears

b Click **Edit.**

If the item does not have sources, the Select Source for... screen appears. To record the name and address of the place where you found this source, click **Repository.** To add a multimedia file for the source, click **Image.**

a Click the source you want to edit.

b Click **Edit.**

4 Make any needed changes to the information, and click **OK.**

5 Make any needed changes to the **Citation Detail.**

6 To save the changes and return to the individual or marriage record, click **OK.**

To edit source descriptions (using the Source List)

1 From the **Edit** menu, select **Source List.**

2 Click on the source you want to edit.

3 Click **Edit.**

4 Type the changes needed.

Tip: To record the name and address of the place where you found this source, click **Repository.** To add a multimedia file for the source, click **Image.**

5 When you are finished, click **OK.**

To edit citation details

1 Display the individual or marriage record that has the citation details that you want to edit.

2 Double-click the appropriate source button.

Tip: If an item already has sources, the source button displays an asterisk (*).

3 If the source is displayed on the screen, go to step 4. If the source does not appear, click **>** until the source appears.

4 Make any needed changes to the Citation Detail (located at the bottom of the screen), and click **OK.**

Tip: To include a scanned image of the source, click **Image.** To add or edit the actual text as it appears on the record, click **Actual Text.**

5 To save the changes and return to the individual or marriage record, click **OK.**

Changing a source's repository

You may need to change a source's repository if, for example, the library where you found the source has closed or you have found the source in a more convenient location.

You can change the repository associated with a source in two ways:

- You can change the repository while adding or editing a source.
- You can use the Source List.

No matter which method you use, the new repository will appear in all places where you have used that source.

To change a source's repository (using the Source List)

1 From the **Edit** menu, select **Source List.**

2 Click on the source whose repository you want to change.

3 Click **Edit.**

4 Click **Repository.**

5 To select a different repository, click on the name, and click **Select.**

Or to remove the repository, click **<<no repository>>.**

6 To return to the list of sources, click **OK.**

To change a source's repository (while adding or editing a source)

1 From the Source screen, click **Repository.**

2 To select a different repository, click on the name, and click **Select.**

Or to remove the repository, click **<<no repository>>.**

3 Click **Select.**

Deleting and removing sources

When you delete a source, you can choose to either:

- Delete the source completely from your database. Do this only when you no longer need that source for any record in your database. You can begin from either an individual or marriage record that uses the source, or you can use the Source List.

- Remove the source from a particular individual or marriage record. Do this when you want to use the source for other records in your database.

To delete a source (starting from an individual or marriage record)

1 Display the individual or marriage record that uses the source you want to delete.

2 To delete a source to information on an individual record, double-click the **S** that is located next to the information from which you want to delete a source.

Or to delete a source for a marriage date or place or a sealing date or place, double-click the **S** that is located next to the information on the Marriage Screen.

Or to delete a source for the family as a whole, click the **Source** button on the Marriage screen.

Tip: If an **S** or the **Source** button has an asterisk (*), sources have already been added to that information.

3 If the item already has sources, the Sources for... screen appears. To display the Source List, click **New.**

Or if the item does not have sources, the Source List appears. Go to step 4.

4 From the Source List, click the source you want to delete.

5 Click on the source you want to delete, and click **Delete.**

6 When the computer asks if you are sure that you want to delete the source, click **Yes.**

7 To return to the individual or marriage record, click **Close.**

To delete a source (using the Source List)

1 From the **Edit** menu, select **Source List.**

2 Click on the source you want to delete.

3 Click **Delete.**

4 When the computer asks if you are sure that you want to delete the source, click **Yes.**

To remove a source from an individual or marriage record

1 Display the individual or marriage record that uses the source you want to edit.

2 Double-click the appropriate source button. If an item already has sources, the source button displays an asterisk (*).

3 Click > until the source you want to edit appears.

4 Click **Delete.**

5 When the computer asks if you are sure that you want to remove the citation, click **Yes.**

6 To return to the individual or marriage record, click **Close.**

To remove the repository from a source (using the Source List)

1 From the **Edit** menu, select **Source List.**

2 Click on the source whose repository you want to remove.

3 Click **Edit.**

4 Click **Repository.**

5 Click **<<no repository>>.**

6 Click **Select.**

Using the list of sources

The list of sources shows the sources in your database and allows you to add, copy, edit, or delete them.

You can access this list in two main ways.

- From the **Edit** menu, select **Source List.**
- From an **Individual or Marriage screen,** click on the appropriate source button. If the record already has sources, a screen showing these sources appears. To indicate add another source, click **New.**

  Tip: The list of sources also appears when you print the list of citations referencing a source.

Depending on which method you use, some buttons on the list of sources work differently. This table explains the two ways and how each button works:

Button	From the Edit menu	From an Individual or Marriage screen
Select	This button is not available when you use this method.	Click **Select** to link the selected source to the individual or marriage record. You can then add the citation detail for that source. **Tip:** When you print the list of citations referencing a source, click **Select** to choose the source to print.
Close	Click **Close** to return to the Family View or Pedigree View screen.	Click **Close** to return to the individual or marriage record without linking a source to it.
New	Click **New** to add a new source to your database. This source will not be linked to an individual or marriage record.	Click **New** to add a new source to your database. After you have added the source, be sure to click **Select** to link it to the individual or marriage record.
Copy	Click **Copy** to create a duplicate of the selected source. This is useful if you want to add another source that is very similar to one you have already typed.	Works the same way.
Edit	Click **Edit** to change the information you have recorded about a source.	Works the same way.
Delete	Click **Delete** to delete the source from your database.	Works the same way.

To add a source from the Source List

1. From the **Edit** menu, select **Source List.**
2. Click **New.**
3. Type the information requested on each field of the Source screen.

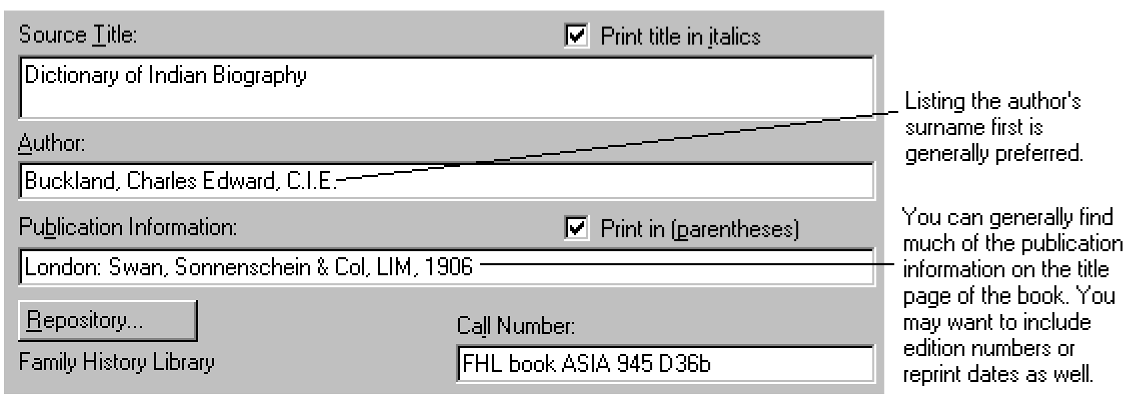
   Tip: To record the name and address of the place where you found this source, click **Repository.** To add a multimedia file for the source, click **Image.**
4. When you are finished, click **OK.**

Examples of Sources

Published book

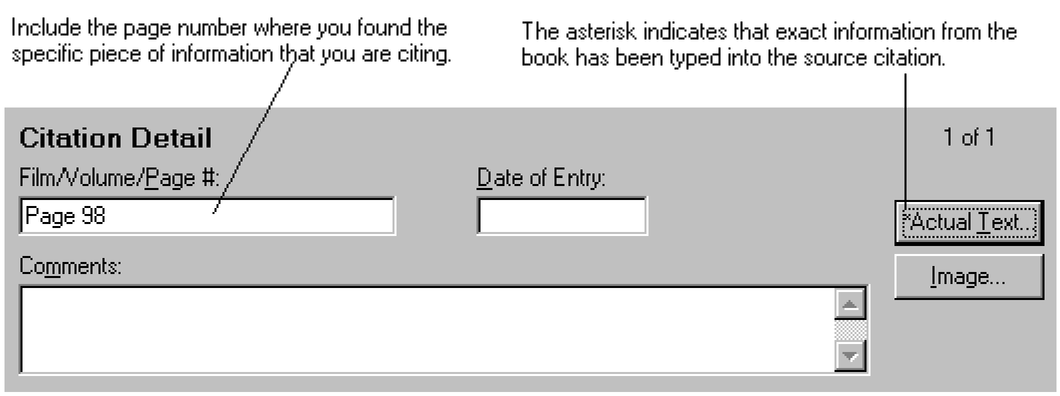
Source description

Source description for a published book



Citation detail

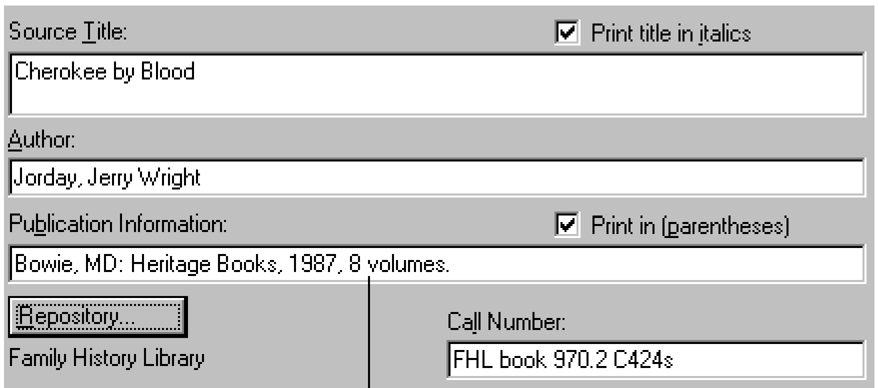
Citation detail for a book



Multivolume book

Source description

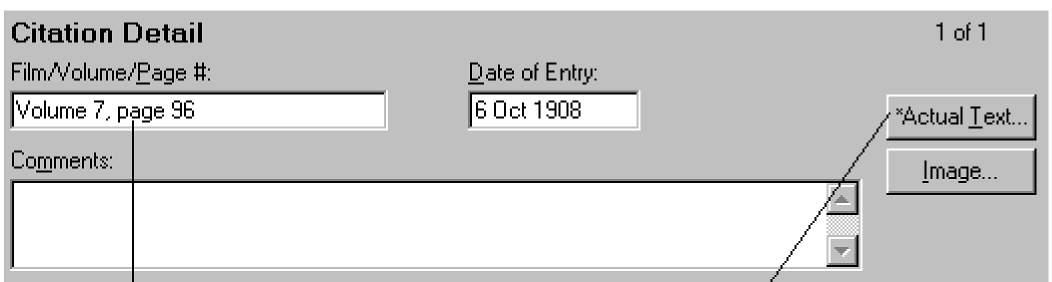
Source description for a multivolume book



Include the number of volumes in the Publication Information field. That way, you will not have to retype the source description for each volume of the set that you use. Put the specific volume you used in the citation details.

Citation detail

Citation detail for a multivolume book



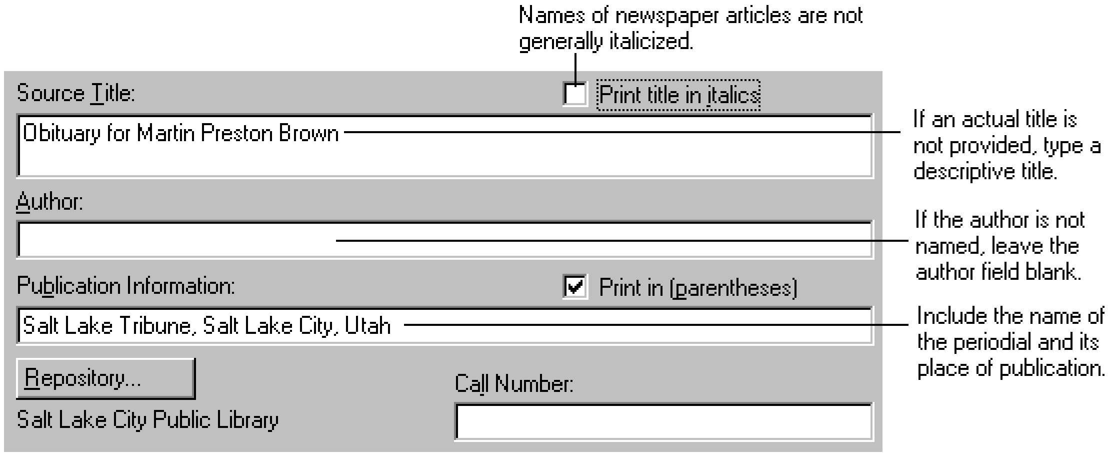
Type the specific volume and page number where you found the information.

The asterisk indicates that this citation details contain a typed version of the text in the source.

Article in a periodical or newspaper

Source description

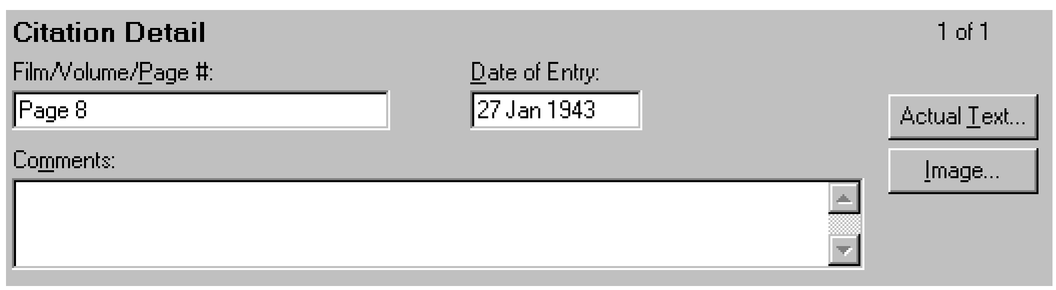
Source description for an article from a periodical or newspaper



Citation detail

Citation detail for an article in a periodical or newsletter

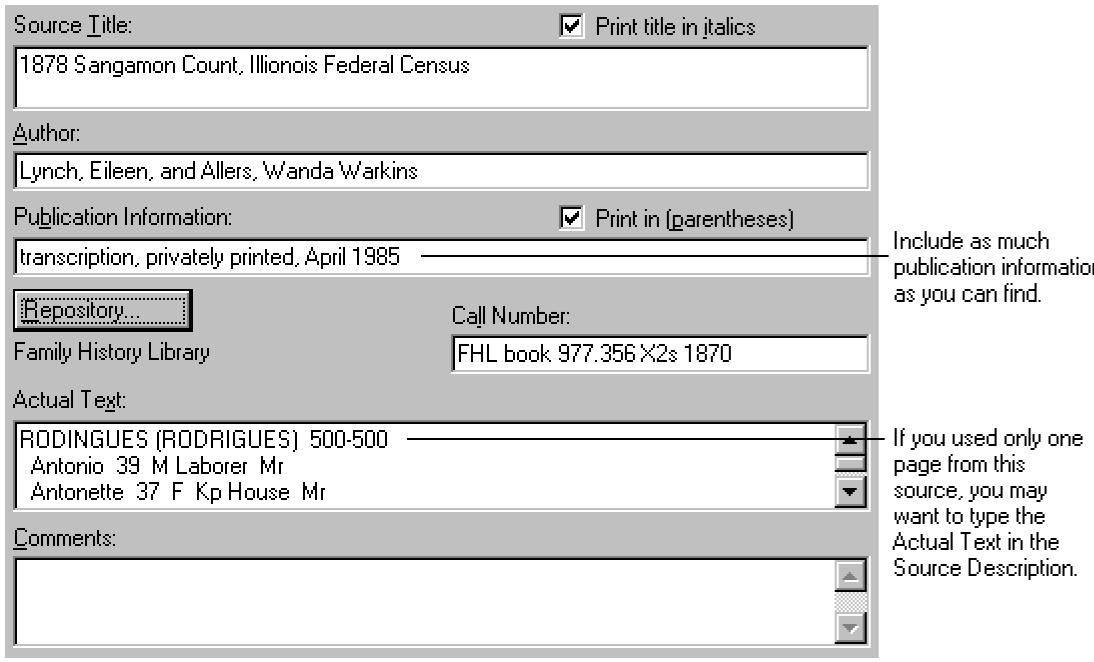
Include as much information as you can about the specific issue of the periodical or newspaper. For example, for a newspaper, include the date of issue and a page number. For a periodical, you may want to include the month and year published or volume and issue numbers along with a page number.



Transcription, manuscript, or other privately published book

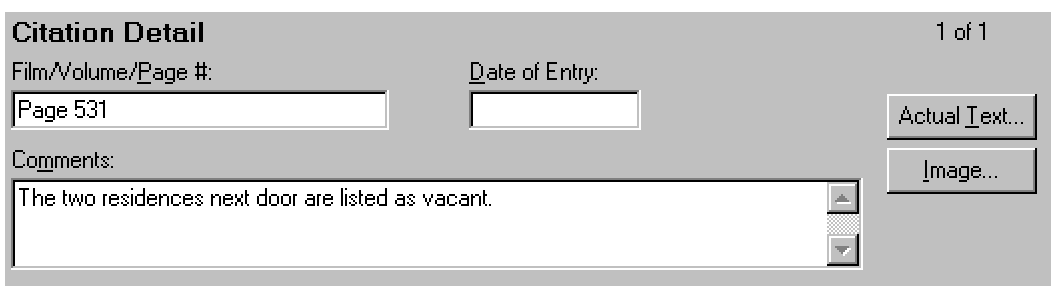
Source description

Source description for a transcript, manuscript, or privately published book



Citation detail

Citation detail for a transcript, manuscript, or privately published book

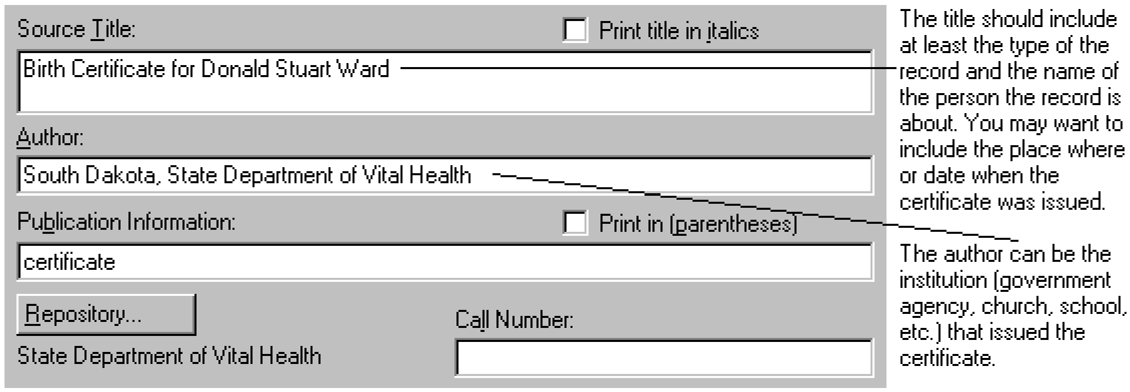


Use the Comments field to record any information that does not fit in another field.

Birth or other type of certificate

Source description

Source description for a birth or other type of certificate

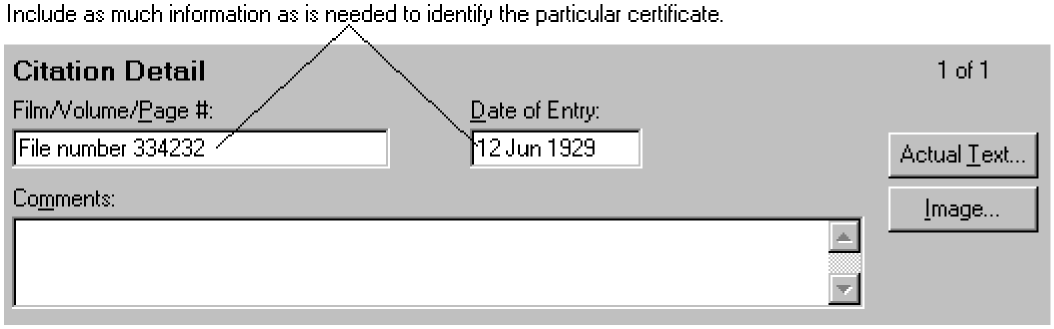


If you used a transcription, index, or abstract, cite that rather than the individual certificate.

Citation detail

Citation detail for a birth or other type of certificate

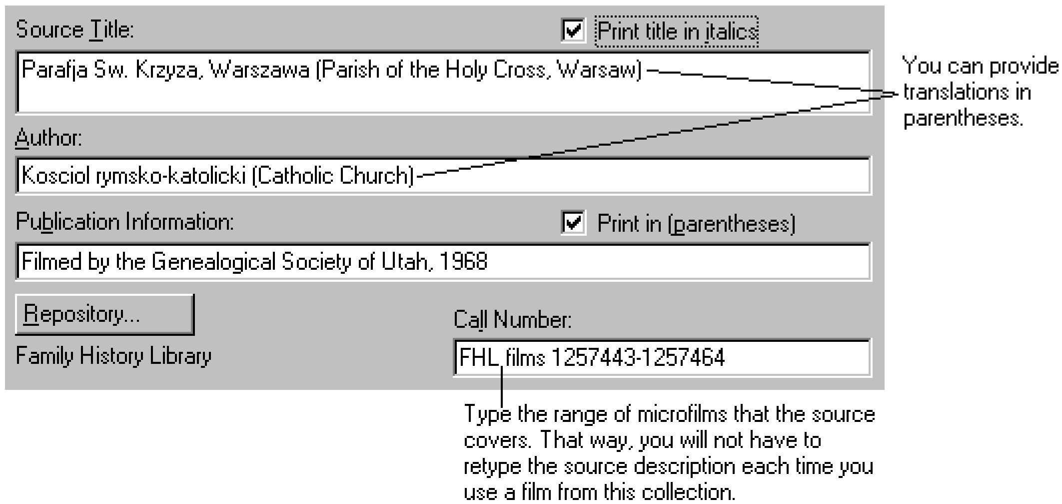
Include as much information as is needed to identify the particular certificate.



Microfilmed record

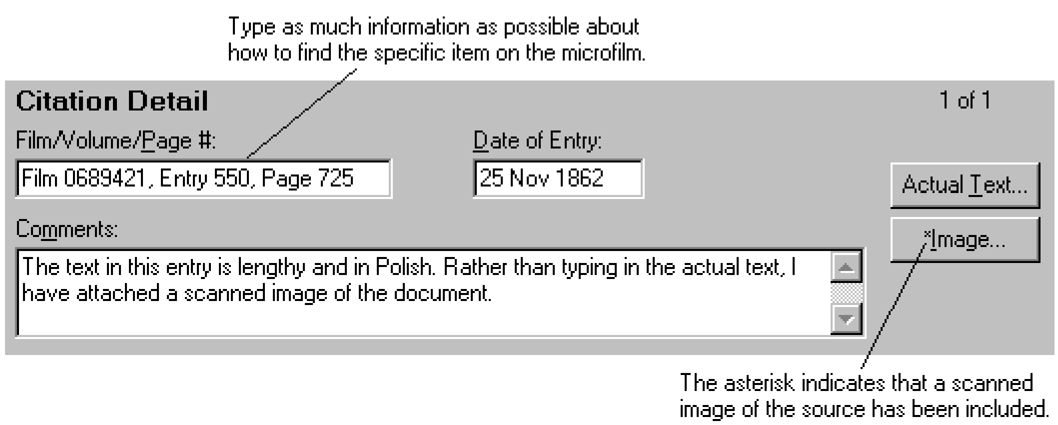
Source description

Source description for a microfilmed record



Citation detail

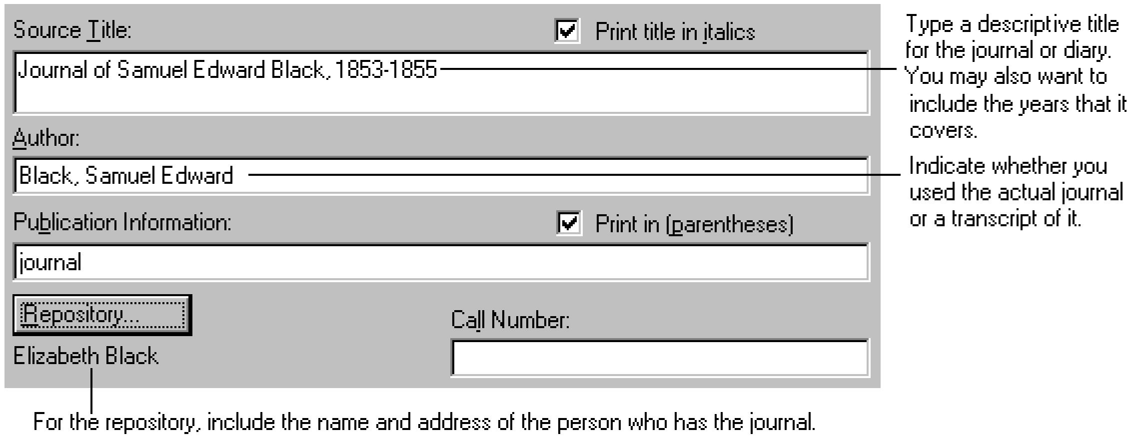
Citation detail for a microfilmed record



Journal or diary

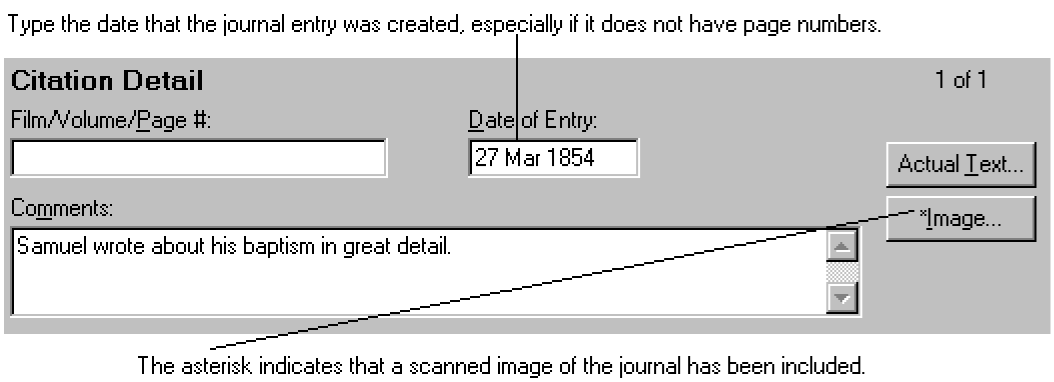
Source description

Source description for a journal or diary



Citation detail

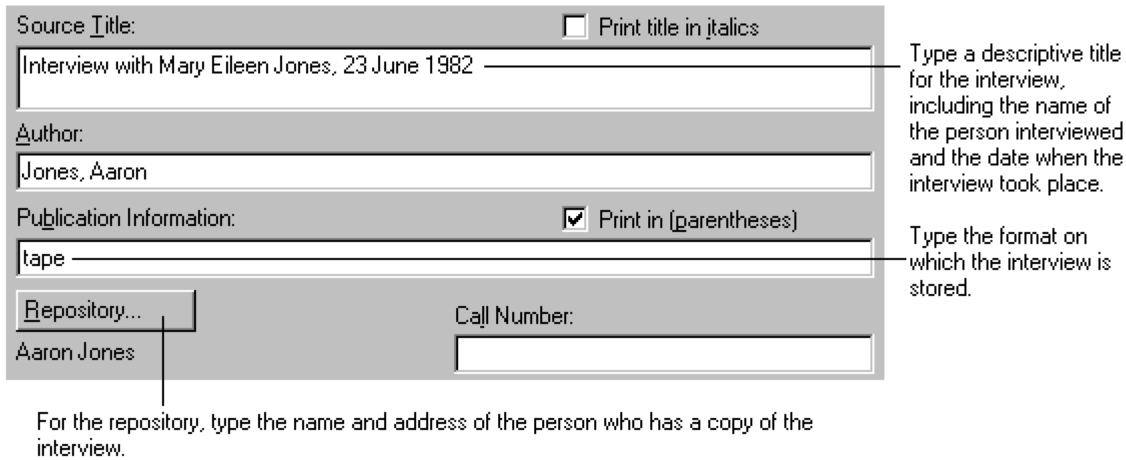
Citation detail for a journal or diary



Interview

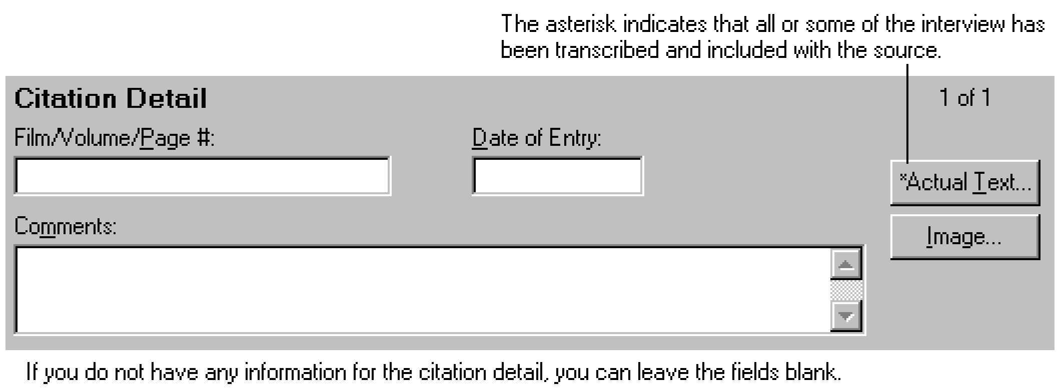
Source description

Source description for an interview



Citation detail

Citation detail for an interview



Using multimedia in sources

You can add multimedia objects (pictures, sounds, and video clips) to sources just like you can add them to individual and marriage records. For example, you may want to add a scanned image of a birth certificate or an audio or video clip from an interview that you conducted.

You can add one multimedia file to the source description and another to the citation detail. Keep the following guidelines in mind when you decide where to attach your multimedia objects:

- When you add an image to the source description, it appears each time you cite that source description. If, for example, you have only one image for a source, such as a scanned birth certificate, you may want to attach the image to the source description.
- When you add an image to the citation detail, it appears only with that single citation. For example, if you have several images from the same source, such as several pages from one book, you can attach each separate image to the citation detail that it applies to.

Sharing multimedia files

Personal Ancestral File does not store the multimedia files themselves; it just stores links to them. This fact has the following implications:

- When you make a backup copy of your database, only the links to multimedia files will be included. You must use your operating system to back up your multimedia files.
- When you import or export a GEDCOM file that includes multimedia, you must also give the person receiving the information a copy of the multimedia files.

  That person must then copy the multimedia files onto a drive and folder that their computer can use. It is helpful if you tell them the drive and folder(s) where you store your multimedia files.

  If the receiver copies the files onto the same drive and folder, the multimedia will appear. However, if he or she wants to store the files on another drive or in a different folder, he or she will have to use Global Search and Replace to change the drive and folders.

Tip: To export and import multimedia files, you must use version 4.0.2 (or higher) of Personal Ancestral File. To find out what version you have, select **About Personal Ancestral File** from the **Help** menu.

Adding multimedia to individuals and sources

You can attach multimedia files to individuals and sources.

To do so, you will need to:

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

To add multimedia to a source description (while adding or editing a source)

1 From the Source screen, click **Image.**

2 Click **Attach.**

3 Select the item type.

4 Select the file.

5 If you want to type information about the image, type a caption and description.

6 When you are finished, click **OK.**

7 To return to the Source screen, click **Close.**

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

To add multimedia to a source description (using the Source List)

1 From the **Edit** menu, select **Source List.**

2 Click on the source you want.

3 Click **Edit.**

4 Click **Image.**

5 Click **Attach.**

6 Select the item type.

7 Select the file.

8 If desired, 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 (*).

To add multimedia to citation detail

1 Display the individual or marriage record that has the citation detail you need.

2 Click the appropriate source button. If an item already has sources, the source button displays an asterisk (*).

3 If the source is displayed on the screen, go to step 4. If the source does not appear, click > until the source appears.

4 Click **Image.**

5 Click **Attach.**

6 Select the item type.

7 Select the file.

8 If desired, 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 citation detail, the Image button displays an asterisk (*).

Changing a source's multimedia files

You can replace a source's multimedia pictures, sounds, or video clips.

To change a source's multimedia file, you must know whether it is attached to the source description or the citation detail.

- If an image is attached to the source description, you can change it while adding or editing the source, or you can change it from the Source List.
- If an image is attached to citation detail, you must change it from the source. You cannot use the Source List.

To change a source description's multimedia file (using the Source List)

1 From the **Edit** menu, select **Source List.**

2 Double-click on the source you want.

3 Click **Edit.**

4 Click **Image.** If a source already has a multimedia file, the **Image** button displays an asterisk (*).

5 Click **Edit.**

6 If needed, select a different item type.

7 Select the file.

8 If desired, type a new caption and description. Click **OK.**

9 To return to the Source screen, click **Close.**

To change a source description's multimedia file (while adding or editing a source)

1 From the Source screen, click **Image.**

2 Click **Edit.**

Tip: If a source already has a multimedia file, the **Image** button displays an asterisk (*).

3 If needed, select a different item type.

4 Select the file.

5 If desired, type a new caption and description.

6 When you are finished, click **OK.**

7 To return to the Source screen, click **Close.**

To change the multimedia file attached to citation detail

1 Display the individual or marriage record that has the citation detail you need.

2 Click the appropriate source button.

3 If the source is displayed on the screen, go to step 4. If the source does not appear, click **>** until the source appears.

4 Click **Image,** and then select the item type. If a source already has a multimedia file, the Image button displays an asterisk.

5 Select the file.

6 If desired, type a new caption and description.

7 When you are finished, click **OK.**

Removing a source's multimedia files

You can remove multimedia files from citation details or a source description.

- You can remove a multimedia file from a source description while adding or editing the source or from the source list. No matter which method you use, the file will be removed from all places where you have used that source description.

- To remove a multimedia file from the citation detail, you must begin with the individual or marriage record that uses the citation detail. If you have attached that same multimedia file to another citation detail, that file is still attached. You must remove each file separately.

To remove a source description's multimedia file (while adding or editing the source)

1 From the Source screen, click **Image.**

2 Click **Remove.**

3 To return to the Source screen, click **Close.**

To remove a source description's multimedia file (using the Source List)

1 From the **Edit** menu, select **Source List.**

2 Click on the source you want to edit.

3 Click **Edit.**

4 Click **Image.**

5 Click **Remove.**

6 To return to the Source screen, click **Close.**

To remove the multimedia file from a citation detail

1 Display the individual or marriage record that has the citation detail you need.

2 Click the appropriate source button.

3 If the source is displayed on the screen, go to step 4. If the source does not appear, click > until the source appears.

4 Click **Image.**

5 Click **Remove.**

6 To return to the Source screen, click **Close.**

Tracking repositories

A repository is a place where a record is located.

Each repository should have one record in your database. That means that you need to type the information about a repository once. You can link it to as many sources as needed.

A repository's record contains its name, address, and telephone number.

Adding repositories

A repository is a place where a record is located.

You can add repositories for your sources in two ways:

- You can add them while you add or type a source record.
- You can use the Repository List.

To add a new repository (while adding or editing a source)

1. From the Source screen, click **Repository.**
2. Click **Add.**
3. Type the information requested in each field.
4. To save the information, click **OK.**

To add a new repository (using the Repository List)

1. From the **Edit** menu, select **Repository List.**
2. Click **Add.**
3. Type the information requested in each field.
4. To save the information, click **OK.**

Fields on the Repository screen

The Repository screen has the following fields:

Field	Description
Name	Type the name of the repository.
Address	Type the address.
Telephone	Type the telephone number. **Tip:** You can also type web site or e-mail addresses in this field. If you do not want to type it here, you can type it in the Comments field of the source itself.

Where should I put other information about a repository?

Sometimes you will want to record more information about a repository than fits on the Repository screen. For example, you may want to type directions to a monument or cemetery that is particularly difficult to find. Or you may want to record a web site or e-mail address.

- You can type it in the Address field.
- You can type it in the Comments field of the source itself.

Editing repositories

You can edit repositories in two ways:

- You can edit them while adding or editing sources.
- You can edit them from the Repository List.

No matter which method you use, the changes will be saved to that repository's record. The changes will appear in all places where you have used that repository.

To edit a repository (while adding or editing a source)

1 From the Source screen, click **Repository.**

2 Click on the repository you want to edit.

3 Click **Edit.**

4 Type the information requested in each field.

5 To save the information, click **OK.**

6 To return to the Source screen, click **Close.**

To edit a repository (using the Repository List)

1 From the **Edit** menu, select **Repository List.**

2 Click on the repository you want to edit.

3 Click **Edit.**

4 Type the changes you want.

5 When you are finished, click **OK.**

Removing and deleting repositories

You can choose either to delete a repository from your database completely or remove it only from a particular source. If you remove it from a particular source, you can still use that same repository for other sources in your database.

Tip: Before you delete a repository completely from your database, you may want to see which sources it is linked to. If you delete it from your database and then change your mind, you will have to add it again and then relink it to all the sources that should list that repository.

Removing repositories from sources

You can remove a repository from a source in two ways:

- You can remove it while you are adding or editing sources.
- You can use the Source List.

When you remove a repository from a source, that repository will remain in your database, and you can link it to other sources.

To remove a repository from a source

1 From the Source screen, click **Repository.**

2 Click **<<no repository>>.**

3 Click **Select.**

Deleting repositories from your database

You can delete a repository completely from your database in two ways:

- You delete repositories while adding or editing sources.
- You can use the Repository List.

To delete a repository (while adding or editing a source)

1 From the Source screen, click **Repository**.

2 Click the repository you want to delete.

3 Click **Delete.**

4 When the computer asks if you are sure that you want to delete the repository, click **Yes.**

5 If you want to select another repository, click the repository name. If you do not want to select another repository, click the blank line above the first repository in the list.

6 Click **Select.**

To delete a repository from your database (using the Repository List)

1 From the **Edit** menu, select **Repository List.**

2 Click on the repository you want to delete.

3 Click **Delete.**

4 When the computer asks if you are sure that you want to delete the repository, click **Yes.**

Using the Repository List

A repository is a place where a record is located.

The Repository List shows the repositories in your database and allows you to add, copy, edit, or delete them.

Button	Description
Select	Click this button to link a repository to a source.
	Tip: This button is not available from the Repository List.
Close	Click this button to return to the previous screen.
Add	Click this button to add a new repository.
Edit	Click this button to edit the selected repository.
Delete	Click this button to delete the selected repository from your database.

Using multimedia

You can add digitized pictures, sound clips, and video clips to the individual records and sources in your database. You can view those pictures in scrapbooks and slide show as well as include them on reports.

Tip: You cannot add multimedia to marriage records.

Personal Ancestral File does not store the multimedia files in its database; it just stores the path where the file can be found. This fact has the following implications:

- When you make a backup copy of your database, only the links to the multimedia files will be included. You must use your operating system to back up your multimedia files.

- When you import or export a GEDCOM file, the multimedia files are not 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 may want to store your multimedia files on you hard disk or on some other type of drive where you can store all of the files in one place, because:

  - If you store multimedia files in more than one place, such as on several compact discs, you may have to switch discs to show scrap books and slide shows and to print reports with pictures.

  - 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 copy the photos to another drive and give them unique names, Personal Ancestral File has no way to distinguish one photo from another. It will use the photo that is on whichever disc is in the drive.

Collecting multimedia objects

You can collect pictures, sound clips, and video clips to add to your family history database. These types of objects are called multimedia objects.

Adding multimedia objects to your database aids research, provides entertainment, and educates your children and relatives.

Sharing multimedia files

Personal Ancestral File does not store the multimedia files themselves; it just stores links to them. This fact has the following implications:

- When you make a backup copy of your database, only the links to multimedia files will be included. You must use your operating system to back up your multimedia files.

- When you import or export a GEDCOM file that includes multimedia, you must also give the person receiving the information a copy of the multimedia files.

That person must then copy the multimedia files onto a drive and folder that their computer can use. It is helpful if you tell them the drive and folder(s) where you store your multimedia files.

If the receiver copies the files onto the same drive and folder, the multimedia will appear. However, if he or she wants to store the files on another drive or in a different folder, he or she will have to use Global Search and Replace to change the drive and folders.

Tip: To export and import multimedia files, you must use version 4.0.2 (or higher) of Personal Ancestral File. To find out what version you have, select **About Personal Ancestral File** from the **Help** menu.

Acceptable multimedia formats

You can add objects to an individual or modify an object already attached to an individual. Personal Ancestral File supports the following types of multimedia files:

Media Type	Description	Extension
Photo	Bitmap	.bmp
	Compuserve PNG	.png
	Encapsulated PostScript (EPS)	.eps
	JPEG	.jpg, .jff, .jtf
	PCX	.pcx, .dcx
	Photo CD (Kodak)	.pcd, .fpx
	Tagged Image File Format (TIFF)	.tif*
	Windows Metafile	.wmf, .emf
	WordPerfect graphics	.wpg**
	Icons and cursors	.ioc, .cur
	DICOM	.dic
	PhotoShop 3.0	.psd
	Truvision TARGA	.tga
	SUN Raster Format	.ras
	Macintosh formats	.pct, .mac, .img, .msp
	LEAD	.cmp
	TIFF CCITT and other fax formats	
Sound	Wave	.wav
	MIDI	.mid, .rmi
Video	Audio/Video	.avi, .mpg, .mov

*__Tip:__ Many TIFF and most GIF images use LZW compression. This is a proprietary compression format, and Personal Ancestral File does not accept it.

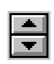
****Tip:** There are two types of WordPerfect graphics: raster and vector. Personal Ancestral File accepts only raster images, which are really bitmaps. Vector images are more common, however.

Using the Multimedia Collection screen

Each individual and source in your database can have its own multimedia files. Use the Multimedia Collection screen to:

- Assemble the photos, scanned documents, audio clips, and video clips.
- Assemble a scrapbook for the individual.
- Choreograph a slide show, including background audio, such as the individual's favorite song.

The Multimedia Collection screen has these items:

Screen Item	Description
Media item list	This list shows all of the multimedia files attached to the individual or source.
Location	This box shows where the selected multimedia file is stored.
Description	This box shows the description of the multimedia file.
	These buttons allow you to rearrange the order in which the items appear in the scrapbook and in slide shows.
Add	Click this button to add another multimedia file to the individual or source.
Modify	Click this button to change the item type, path and file name, caption, or description.
Remove	Click this button to remove the selected multimedia file from the individual or source. **Tip:** Clicking **Remove** does not delete the file from your disk.
Edit photo	Click this button to crop the photo or to include or remove the photo from the scrapbook and slide show.
Show	Click this button to display the photo a separate window.
Make Default/Clear Default	Click this button to set the selected photo as the default photo. An asterisk (*) appears next to the item on the list. After you select a default photo, the words on the button change to Clear Default. Click **Clear Default** to remove the default designation from the photo. **Tip:** You can have the default photo display on the Family View screen and include it on reports and web pages.
Preview	Click this button to display the object on the Multimedia Collection screen.

Screen Item	Description
Save	Click this button to save the Multimedia Collection as it appears and return to the previous screen.
Close	Click this button to return to the previous screen without saving changes.
Slide Show	Click this button to view the slide show.
Scrapbook	Click this button to view the scrapbook.

Adding multimedia to individuals and sources

You can attach multimedia files to individuals and sources.

To do so, you will need to:

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

To add a multimedia file to an individual

1 If you are starting from the Individual screen, you can use one of these methods:

- Click the **Multimedia** button.
- Or click **Options,** and select **Multimedia.**
- Or press **Alt+M.**

If you are starting from the Family View or Pedigree View screen, select the individual. Then:

- From the **Edit** menu, select **Multimedia.**
- Or from the toolbar, click the **Multimedia photos, sound video** button.
- Or press **Ctrl+M.**

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.

Tip: The caption displays in scrapbooks and on the Media Collection screen. It can help you to better identify each object.

6 Type a description.

Tip: The description can contain any information, such as the time the photo was taken, who participated in recording a sound clip, and so forth.

To find a multimedia file

1 From the Multimedia Collection screen, click **Add** then **Browse.**

Or, if Personal Ancestral File cannot find a multimedia file, click **Browse.**

2 Select the folder where the multimedia object file is stored.

3 Find the folder from the list.

4 If you want to broaden your search, click **Files of type.**

5 Select the extensions that you want to look at.

6 To see a thumbnail image of the file that you select, click **Preview.**

Tip: For more information about finding files, see your Windows manual.

Using the Add/Edit Multimedia Object screen

Use the Add/Edit Multimedia Object screen to select and describe multimedia files:

Option	Description
Item type	Select the type of multimedia object that you want to add.
File name	If you know the full path and file name, type it.
Browse	If you do not know the full path and file name, click **Browse.** You can then find the file. Its path and file name will appear in the File name field.
Caption	Type a caption that you want to use for the object.
Description	Type a description for the object.

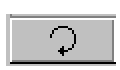
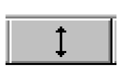
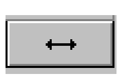
Modifying multimedia

After you add a multimedia file to an individual record or source, you can:

- Change the item type, file, caption, and description.
- Edit the photo.
- Specify a default photo.

Using the Edit Photo screen

When you change your photo in any way, you do not change the actual photo that is stored on disk; you change only the way that it appears in Personal Ancestral File.

Screen item	Description
Top	Use these options to crop the photograph.
Bottom	**Tip:** The fastest way to crop the picture is to use the mouse. Click the mouse button where you want the upper left corner of the photo to be. While holding the mouse button down, drag the mouse to where you want the lower right corner of the photo to be. Release the mouse button.
Left	
Right	
Include in Slide Show	Click this option to include this photo in the slide show.
Show slide for	Type the number of seconds you want the slide show to be displayed.
	Tip: Type **0** if you want to use the time setting specified in Preferences.
Include photo in scrapbook	Click this option to include the selected photo in the scrapbook.
Attached sound	If you want to attach a sound to this photo, type the path and file name. If you do not know this information, click **Browse** to find the file.
Browse	Click **Browse** to find a sound file to attach to the photograph.
	Click this button to flip the photograph 90 degrees to the left. (The top side will become the right side.)
	Click this button to flip the photograph vertically. (The top side will go to the bottom.)
	Click this button to flip the photograph horizontally. (The right side will become the left side.)
OK	Click this button to save the photograph as it appears on the screen.
Cancel	Click this button if you do not want to save any of the changes you have made to the photo.

To modify a multimedia file (item type, file name, caption, and description)

1 If you are starting from the Individual screen, you can use one of these methods:

- Click the **Multimedia** button.
- Or click **Options,** and select **Multimedia.**
- Or press **Alt+M.**

If you are starting from the Family View or Pedigree View screen, select the individual. Then:

- From the **Edit** menu, select **Multimedia.**
- Or from the toolbar, click the **Multimedia photos, sound video** button.
- Or press **Ctrl+M.**

2 Click **Modify.**

3 If needed, select a different Item Type.

4 If needed, select a different file.

5 If needed, type a caption.

6 If needed, type a description.

To make or remove the default photo selection

1 From the Individual screen, click the **Multimedia** button.

Or click **Options,** and select **Multimedia.**

Or press **Alt+M.**

2 Click on the file that you would like to use as the default.

3 Click **Make Default.**

Tip: An asterisk (*) appears next to the default photo. You can have the default photo appear on the Family View screen. You can also include it on reports and web pages.

To edit a photo

1 From the Individual screen, click the **Multimedia** button.

Or click **Options,** and select **Multimedia.**

Or press **Alt+M.**

2 Click **Edit Photo.**

3 If needed, crop the photo.

Or to return the photo to its original size and settings, click **Reset.**

Tip: To crop a photo means to select the portions that you want to use. To crop a photo, you can use the fields in the Crop From box to select how much of each side of the photo that you want to remove. You can also use your mouse to select the portion of the photo that you want to keep. The photo's file remains unaltered, but Personal Ancestral File uses only the portion you select.

4 If needed, use the buttons at the bottom of the displayed photo to rotate the photo until it is right-side-up.

5 Select the Slide Show options.

6 Select the Scrapbook options.

To crop a photo

1 From the Multimedia Collection, click **Edit Photo.**

2 Click your mouse on the upper-left part of the photo you want to keep.

3 While still holding the mouse button down, drag the mouse to the lower-right part of the photo you want to keep.

4 Release the mouse button.

Tip: To make small adjustments to the cropping, use the items in the Crop From box on the screen.

5 If you do not like the cropped photo, click **Reset.** This action returns the photo to its original size.

Removing multimedia files

After you have linked a multimedia file to an individual or source, you can remove it.

When you remove a multimedia file, you simply remove the link to the multimedia file. You do not delete the multimedia file from your hard disk.

To remove a multimedia file

1 If you are starting from the Individual screen, you can use one of these methods:

- Click the **Multimedia** button.
- Or click **Options,** and select **Multimedia.**
- Or press **Alt+M.**

If you are starting from the Family View or Pedigree View screen, select the individual. Then:

- From the **Edit** menu, select **Multimedia.**
- Or from the toolbar, click the **Multimedia photos, sound video** button.
- Or press **Ctrl+M.**

2 Click on the multimedia file you want to remove.

3 Click **Remove.**

4 Personal Ancestral File asks if you want to remove the link to the item. Click **Yes.**

Viewing an individual's scrapbook

The scrapbook allows you to see an individual's photos. If you have attached audio selections to the photos, you can also hear them.

If an audio button that looks like a speaker appears on this screen, you can click it to hear the attached audio file. Scroll through the long descriptions for each photo. If you have several photos, use the right and left arrow buttons in the lower corners of the screen to move from page to page.

To view a scrapbook

1 If you are starting from the Individual screen, you can use one of these methods:

- Click the **Multimedia** button.
- Or click **Options,** and select **Multimedia.**
- Or press **Alt+M.**

If you are starting from the Family View or Pedigree View screen, click on the individual. Then:

- From the **Edit** menu, select **Multimedia.**
- Or from the toolbar, click the **Multimedia photos, sound video** button.
- Or press **Ctrl+M.**

2 Click **Scrapbook.**

To attach a sound to a particular photograph

Tip: When you attach a sound to a particular photo, that sound plays when the photo is displayed in a slide show.

1 From the Multimedia Collection, press **Edit Photo.**

2 If you know the path and file name, type it in the Attached Sound field.

Or if you do not know the path and file name, click **Browse,** and find the file.

3 Click **OK.**

Assembling a slide show

You can assemble a slide show for viewing on your home computer. You can show the slide show to a group if you have the appropriate projection and sound equipment attached to your computer.

- First, gather the photos, sound clips, and video clips you want to use and to digitize them so that your computer can use them.
- Second, attach the appropriate photos to the individual records in your database. They will be arranged in the order that they appear on the Media Collection screen.
- Third, specify the slide show settings, which include the background color, the amount of time that each photo should be displayed, and the size of the photos.

  Tip: When you specify how long each photo should be displayed, remember that Personal Ancestral File has to load the photos from your storage device. Be sure to test your slide show and adjust the settings as needed.

To view a slide show

1 If you are starting from the Individual screen, you can use one of these methods:

- Click the **Multimedia** button.
- Or click **Options,** and select **Multimedia.**
- Or press **Alt+M.**

If you are starting from the Family View or Pedigree View screen, click on the individual. Then:

- From the **Edit** menu, select **Multimedia.**
- Or from the toolbar, click the **Multimedia photos, sound video** button.
- Or press **Ctrl+M.**

2 Click **Slide Show.**

Troubleshooting multimedia

I do not see the right type of file on the list of multimedia files.

If you are browsing for a particular picture, sound clip, or video clip and you know that you are in the correct drive and folder, you probably selected the incorrect Item Type on the Add Multimedia Object screen.

To resolve this problem:

1. Click **Cancel.**
2. Select the correct photo type.
3. Click **Browse.**

If this still does not resolve the problem, consider the following issues:

- The file may be stored in a format that Personal Ancestral File does not accept. For example, it does not accept GIF files.
- The file may have been deleted.
- The file may be stored in a different folder or on a different disk.

I exported a GEDCOM file, and the multimedia is not there.

Personal Ancestral File does not include multimedia files in your database, it simply stores references to them. This reference consists of the file's drive, folder(s), and file name.

When you export information, you can choose to include the multimedia references.

If someone imports GEDCOM file and cannot see the multimedia files, consider the following:

- You must use version 4.0.2 to export multimedia. To find out what version you have, select **About Personal Ancestral File** from the **Help** menu.
- When you create the GEDCOM file, you must click the **Multimedia** option on the GEDCOM Export screen.
- You must provide copies of the multimedia files in addition to the GEDCOM file.
- People who import the information must put the multimedia files onto a drive that their computers can use.
- People who import the information must store the multimedia files in the same drive and folder where you store them.

  Or if they want to store them in a a different drive and folder, they must use Global Search and Replace to change the drive and folders listed in the references to the multimedia files. Be sure to tell them where you stored the files so that they can use the Global Search and Replace.

I imported a GEDCOM file, and the multimedia is not there.

Personal Ancestral File does not include multimedia files in your database, it simply stores references to them. This reference consists of the file's drive, folder(s), and file name.

When you import a GEDCOM file and cannot see the multimedia files, consider the following strategies:

- The person who created the GEDCOM file may not have selected the Multimedia option during the export process.
- In addition to importing the GEDCOM file, you must copy the multimedia files to a drive that your computer can use. For example, copy them to your hard disk or put them on a compact disc.
- Store the multimedia files in the same drive and folder where the person who created the GEDCOM file stores them.

  If you want to store them in a a different drive and folder, use Global Search and Replace to change the multimedia references to the new location.

  Tip: To use Global Search and Replace, find out where the person who gave you the file stores multimedia files. This will allow you to replace the previous drive and folder with the one that you are using.
- The person who created the file may be using a version of Personal Ancestral File that does not support multimedia or a version that cannot export multimedia. The first version that handles multimedia is 4.0. The first version that can export multimedia is 4.0.2.
- You must use version 4.0.2 to import multimedia. To find out what version you have, select **About Personal Ancestral File** from the **Help** menu.

I restored a backup file, and the multimedia is not there.

When you add multimedia to your database, Personal Ancestral File does not store the multimedia files themselves. Instead, it stores references to those multimedia files. The reference consists of the drive, folders, and file name.

These references are saved in a backup file, but the multimedia files themselves are not.

If you have another copy of your multimedia files, copy them into the same drive and folder where you stored them previously. If you have moved the multimedia fies, use Global Search and Replace to change the previous drive and folder to the new one.

Tip: When you create a backup copy of your database, use Windows Explorer to create separate copies of your multimedia files.

The wrong picture shows.

If the wrong picture shows for a person, check the following:

- Make sure that the correct photo is selected as the default photo.
- Make sure that the correct photo is attached to the individual or source.
- Make sure that all of your photos are stored in the same place and that they all have unique file names.
- Make sure that the photo is in a multimedia format that Personal Ancestral File accepts.

Personal Ancestral File cannot find the multimedia file.

Personal Ancestral File does not store multimedia files in its database. Instead, it stores references to them. The reference consists of the drive, folder(s), and file name.

When Personal Ancestral File displays or prints multimedia files, it looks for the file in the drive and folder specified in the reference. If it does not find the file, it displays a screen that allows you to find the file.

Use the following tips to find the files:

- If the file is on your hard disk, click **Browse,** and find the file.
- If the file is on a floppy disk, compact disc, or other removeable storage device, insert the device. Then click **Browse,** and find the file.
- If you do not have the multimedia files, remove the multimedia from the sources and individual records that use them.
- If you have moved several multimedia files to a different drive or folder, use Global Search and Replace to change the multimedia references to the new location.
- If you imported imported a GEDCOM file with multimedia and copied all of the multimedia files into a different drive and folder from the person who created the file, use Global Search and Replace to change the multimedia references.

Finding an individual

Personal Ancestral File provides five basic ways to find an individual's record. You can use the following to narrow your search:

- Individual RIN
- Marriage RIN (MRIN)
- Individual List (shows all of the individuals in your database)
- Marriage List (shows all recorded marriages in your database)
- Descendancy List (shows an individual and his or her spouses and descendants)

On the left of the Find Individual screen, a text field and a scrollable list box is displayed.

To sort the individuals within the scrollable list box, from the Sort box, click **RIN** or **Alphabetic.**

In the text field, type the surname of the individual that you are searching for, or scroll through the text box until you find the name of the individual.

Clicking the Advanced button adds advanced/focus filtering functionality. The Advanced button is a "toggle" button, meaning that you click it to display the functions for Advanced Focus/Filter, and you click it to remove them.

Finding the home person

When you get lost in your database, you can quickly return to a more familiar place by finding the home person.

The home person is the person that displays in the primary position when you open your database.

By default, the home person has RIN 1. In Preferences, you can change who the home person is.

To find the home person

1 From the Search menu, click **Home Person.**

Or from the toolbar, click the **Go to Home Person** button.

Or press **Ctrl+Home.**

Searching with the Individual List

The Individual List displays all of the individuals in your database.

You can sort this list alphabetically by surname or by individual RIN.

To use this list to find an individual, you can either scroll through the list or type the surname. Personal Ancestral File finds each letter as you type it in the text field. If the list is sorted by RIN, type the RIN.

You can also use this list to delete and edit an individual's record.

Tip: If you want to select a group of related individuals or individuals who have the same types of information, click **Advanced>>.**

To find an individual by selecting from a list of individuals

1 From the **Search** menu, select **Individual List.**

Or press **Ctrl+F.**

Or from the toolbar, click the **Find** button.

2 If you want the list to be sorted alphabetically, click **Alphabetical.**

Or if you want the list to be sorted by RIN, click **RIN.**

3 Click on the individual.

4 Click **OK.**

Searching with the Marriage List

The Marriage List shows all of the couples in your database. You can use this list to find a couple and put the husband in the primary position.

You can scroll through the list to find a specific couple, or you can type an MRIN. If you type an MRIN that is greater than the number of marriages in your database, Personal Ancestral File selects the MRIN that is the largest number in your database.

Tip: You may want to print a list of marriages to serve as a quick reference to the couples in your file.

Find an individual with the Marriage List

1 From the **Search** menu, select **Marriage List.**

2 Select the couple you want to find.

3 Click **OK.**

Searching by RIN or MRIN

You can find an individual in your database by typing his or her RIN.

You can also find a couple by typing their MRIN. If a husband is linked to the marriage records, he appears in the primary position. Otherwise, the wife appears.

Tip: You may want to print a list of marriages and a list of individuals sorted alphabetically to serve as a quick reference to RINs and MRINs.

If you cannot remember the RIN or MRIN, click **Individual List** or **Descendancy List.**

To search by RIN or MRIN

1 From the **Search** menu, select **Find by RIN/MRIN.**

Or press **Ctrl+R.**

2 If you want to type a RIN, click **Individual RIN.**

Or if you want to type an MRIN, click **Marriage RIN.**

3 Type the RIN or MRIN.

Tip: If you cannot remember the RIN or MRIN, click **Individual List** or **Descendancy List.**

4 Click **OK.**

Searching with the Descendancy List

The Descendancy List shows three descending generations for the selected person. (Remember, the selected person is not necessarily the primary person.)

You can use the Descendancy List to:

- Move a person to the primary position.
- View a person's descendants.

Tip: When < appears next to an individual's name, it means that the individual has descendants. Click on the individual to view them in the list.

To find an individual's descendant

1 From the Family View screen or the Pedigree View screen, select the individual whose descendants you want to see.

2 From the **Search** menu, select **Descendancy List.**

Or press **Ctrl+D.**

Or from the Find Individual screen, click **Descendancy List.**

3 Click on the name of the individual you want to find.

Tip: When a < appears next to an individual's name, it means that the individual has descendants. Click on the individual to view them in the list.

4 Click **OK.**

Using Advanced Focus/Filter

Personal Ancestral File allows you to identify a group of records that contains similar information or that are linked into relationships. (In previous versions of Personal Ancestral File, this feature was called a focus list.)

In the Advanced Focus/Filter feature, you can use two types of filters:

- **Relationship filters** allow you to create a list with only the individuals, families, descendancy lines, or ancestral lines you want.

- **Field filters** allow you to find individuals who have similar information in fields in the individual record, marriage record, notes, or sources.

You can combine these filters in any number of ways to suit your needs.

When an individual is selected, a » appears next to his or her name. The total number of individuals selected with each type of filter appears at the bottom of the screen.

Tip: When you are selecting names to submit for temple work, a Marriages button appears at the bottom of the screen. Click this button to view and edit the individual's marriages.

Using the list of individuals selected with Advanced Focus/Filter

Once you have a list of individuals (a focus list), you can use it in a variety of ways:

- You can print them on reports. For example, you can select all of your grandchildren to use on the Birthday/Anniversary Calendar. Or you could select all of your mother's ancestors who were born in France between 1820 and 1862 and create a custom report listing just those people.

- You can export them as a GEDCOM file. This may be useful if you want to share only a common line of ancestors with a relative.

  Tip: If you are exporting a file for TempleReady, the screen will show you which ordinances the individuals qualify for or why they would not qualify. You can edit the marriage information as well as the individual information.

- You can edit the records. You may want to do this if you have made a similar type of error, such as a spelling error, on many different records.

To find a group of individuals with Advanced Focus/Filter

1. From the Advanced Focus/Filter screen, select the relationship filter that you want to use.

2. Click **Select.**

3. If you want to use a field filter, click on the option that you want to use to combine the relationship filter with the field filter.

4 Click **Define.**

5 Define your field filter.

6 Click **OK.**

Tip: The total of individuals for each type of filter appears beneath the options for that filter. Click **Show results only** to see only the selected individuals.

Manipulating the filtered list (focus list)

The buttons in the Filtered List box (in the lower right corner of the screen) help you manage and view the filtered list. The Retrieve button is always available regardless of the results of your filtered list. The following Filtered List options are explained in greater detail:

Button	Click this button to:
Show Results Only	Eliminate from view all individuals who are not in the active or filtered list. For example, if you have 5,000 people in your database and you have selected only 15 of them with relationship filters and field filters, clicking this button displays only these 15 individuals.
Prev, Next	Move the highlight bar to the selected individual who is next or previous on the list.
Save	Save a filtered list of individuals. In the Save Filter screen, name your filtered list.
Retrieve	Display a list of all previously saved filtered lists. If you did not save and name your filtered list, you cannot retrieve an earlier “attempt” at filtering. From the list of Filtered Lists, click the name of the list, and click **Open.**

To retrieve or delete a list of individuals

1 From the Advanced Focus/Filter feature, click **Retrieve.**

2 Click on the list you want.

3 To open the list, click **Open.**

To delete the list, click **Delete.**

Tip: when you delete the list, it does not delete the individuals from your file.

Saving lists of individuals

After you have created a filtered list of individuals, you may want to save that list for future use. Unless you save the list, it will be deleted when you exit Personal Ancestral File or when you create a different list.

Tip: If you save a list and then later add individuals who meet the criteria used to create the filtered list, the new individuals will not automatically appear on the list.

To save the list of individuals

1 Select a group of individuals with the Advanced Focus/Filter feature.

2 Click **Save.**

3 Type a name for the group.

4 Click **OK.**

Tip: If you are saving a new list with the same name that you used for a previous list, click **Overwrite.**

Using relationship filters

Using relationship filters, you can select individuals based on their relationship to a specified individual.

You can:

- Use each relationship filter more than once, and you can combine them in any way you want.
- Select and deselect individuals to fine-tune your list. For example, you can select everyone in your file and then deselect all of a certain person's ancestors or descendants.
- Combine relationship filters with field filters.

To use relationship filters

1 From the Relationship Filter box on the Advanced Focus/Filter screen, select the filter you want to use.

2 Click **Select.**

Tip: Next to each selected name, a » will appear.

3 Repeat steps 1 and 2 until you have selected all of the individuals you want.

4 If you want to use field filters, select **AND, OR,** or **NOT** to combine the filters.

5 Define the field filters you want.

6 When all of the names you want are selected, click **OK.**

Choosing a relationship filter

Using relationship filters is the simplest way to select individuals to export. Personal Ancestral File has nine relationship filters. You can use each filter more than once and in any combination.

Relationship Filter	Use This Filter to Select:
Individual	Only the selected individual.
Couple	The selected individual and his or her spouse. If the person is linked to more than one spouse, you can select which ones you want.
Family	The selected individual, his or her spouse, their children, as well as his or her parents and siblings. If the person is linked to more than one family, you can select which ones you want.
All	All individuals in the list. **Tip:** This filter is useful if you want to select everyone in your file except for a certain line or family. You select everyone and then use another filter to deselect the ones you do not want.
All related	The selected individual and everyone related to him or her, including siblings, aunts, uncles, and in-laws. This could be everyone in the file. **Tip:** Use this feature to identify any individuals who are not linked to anyone else in the file.
Ancestors	The selected individual and his or her ancestors. You select how many generations to include and whether to include his or her spouses.
All ancestors related	The selected individual and everyone related to the individual's ancestors. This does not include any of the individual's children, spouses, or the spouse's ancestors. This option will select an entire branch of your family tree. **Tip:** If two or more lines have intermarried, this filter will give you the same results as "All Related." In this case, you may need to temporarily unlink one or more key marriages, then perform the desired operations on the group, and relink such marriages.
Descendants	The selected individual and his or her descendants. You select how many generations to include and whether to include spouses.
All descendants related	The selected individual, all descendants of the individual, and everyone related to any of the descendants. You will get spouses of descendants, and all siblings, ancestors, etc. of these spouses. This option will select an entire branch of your family tree. **Tip:** If two or more lines in have intermarried, this filter will give you the same results as "All Related." In this case, you may need to temporarily unlink one or more key marriages, then perform the desired operations on the group, and relink such marriages.

Using the available buttons for relationship filters

After you select a relationship filter, you use these buttons to determine what action the filter should do:

Button	Description
Select	When you click this button, the filter selects the individuals. For example, if you select an individual and use the **Ancestors** filter, all of that individual's ancestors would be selected.
Deselect	When you click this button, the filter deselects the individuals. For example, if you select an individual and use the **Ancestors** filter, all of that individual's ancestors would be deselected.
Clear	Click this button to deselect all selected individuals.
Replace	Click this button to replace the individuals currently selected with those who would be selected by the current field filter. The program clears the field filter, which allows you to continue refining your list.

Using field filters

You can use field filters to further refine the list of individuals that you selected with a relationship filter.

Field filters allow you to select individuals based on information found in individual records, marriage records, notes, sources, and contact information.

Tip: In place and name filters, you can type an asterisk to replace letters that can vary or that you do not know. For example, you can type **Johns*** to find **Johnson, Johnstone, Johnsen,** and so forth.

You can use each field filter more than once, and you can combine them in any way you want. Personal Ancestral File searches for records that have the information you specify in field filters in the order in which they appear on the Current Filter list.

If you have a particularly complex field filter, you can save it and then retrieve it for use later on.

Tip: You can edit individual records directly from the Advanced Focus/Filter feature. This means that you can use field filters to find all of the records that have a certain piece of information you want to change, such as an incorrectly spelled surname, and change the information. You cannot, however, edit marriage records.

To use field filters

1 From the Field Filter box on the Advanced Focus/Filter screen, click **Define.**

2 In the Possible Fields box, click on a field that you want to include in your filter.

3 Click >.

4 Fill out all information needed for the filter.

Tip: In place and name filters, you can type an asterisk to replace letters that can vary or that you do not know. For example, you can type **Johns*** to find **Johnson, Johnstone, Johnsen,** and so forth.

5 If you want to add another field to the filter, use **AND, OR, NOT,** and **( )** to combine the filters.

6 Repeat steps 2 to 5 for all of the other filters you want.

Tip: If you have just created a complex field filter, you may want to save it for later use. To do so, click **Save,** and type a name for the filter.

7 When you are finished, click **OK.**

Using buttons on the Field Filtering screen

On the Field Filtering screen, you can use the following buttons:

Button	Description
>	Click this button to move the selected field to the Current Filter box. **Tip:** You can also double-click on a field to select it and move it to the Current Filter box.
<	Click this button to remove the selected field from the Current Filter box.
<<	Click this button to remove all of the criteria from the Current Filter box.
AND, OR, NOT, ( )	See "And, Or Not, and ( ) in field filters" (p. 134).
▲	Click this button to move the selected item in the Current Filter box up.
▼	Click this button to move the selected item in the Current Filter box down.
Modify	Click this button to change the criteria of selected item in the Current Filter box.
Save	Click this button to save all of the criteria in the Current Filter box for later use.
Retrieve	Click this button to retrieve a saved filter.
OK	Click this button to applies the field filter to the selected names on the Advanced Focus/Filter screen.
Cancel	Click this button to exit the Field Filtering screen without applying the field filter to the selected names on the Advanced Focus/Filter screen.

Using AND, OR, NOT, and ( ) in field filters

When you select more than one field for a filter, you must use the following options to combine them:

	When to Use	Example	Results
And	Use **And** when you want to find records with all the specified words or dates. This search usually finds fewer records than Or.	Name (surname only) equals García And Birthplace equals México	The program finds only individuals with García in the Surname field who were born in México.
Or	Use **Or** when you want to find records with any (one or more) of the specified words or dates. This search usually finds more records than And.	Name (surname only) equals García Or Birthplace equals México	The program finds individuals with García in the Surname field (regardless of where they were born) and individuals who were born in México (regardless of their names).
Not	Use **Not** when you want to find records that do not have the specified information.	Surname equals García Not Birthplace equals México	The program finds individuals with García in the Surname field who were born anywhere except in México.
( )	Use parentheses when you want the filter to use a particular field or combination of fields before using other fields in the filter.	(Surname equals García And Birthplace equals México) And Birth Place is less than 1890	First the program finds only individuals with García in the Surname field who were born in México. From the list of individuals who match the above criteria, the program selects only those who were born before 1890.

Filling out filters

Use the options on the filter screen to specify the information that you want Personal Ancestral File to find.

You will specify the following information:

- Whether and how the information you type should match the information found.

  Tip: To find all records that contain information in a specified field, select **Exists.** (In previous versions of Personal Ancestral File, you typed an asterisk.) To find all records that are missing information in a specified field, select **Does not exist.** (In previous versions of Personal Ancestral file, you typed EMPTY.)

- What information should be found.

Tip: In place and name filters, you can type an asterisk to replace letters that can vary or that you do not know. For example, you can type **Johns*** to find **Johnson, Johnstone, Johnsen,** and so forth.

Filling out date field filters

Date field filters have the following options:

Option	Description
Options	Select an option. Select an option: • Select **Equals** to find records with the exact date that you type. • Select **Does not equal** to find records with any date except the exact date that you type • Select **Contains** to find records that contain the date information that you type somewhere in the date field. • Select **Does not contain** to find records that do not contain the date information that you type. • Select **Exists** to find records that contain any information in the date field. (In previous versions of Personal Ancestral File, you typed * to do this.) • Select **Does not exist** to find records that do not contain any information in the date field. (In previous versions of Personal Ancestral File, you typed **Empty** to do this.) • Select **Is less than** to find records that contain a date that comes before the information that that you type. • Select **Is greater than** to find records that contain a date that comes after the information that that you type. • Select **Range** to find records that contain a date that comes between the two dates that you type.
Date	Type either a complete or partial date. You must include at least a year. **Tip:** If you select **Exists** or **Does not exist,** the Date field will disappear. If you select **Range,** two date fields will appear: one for the beginning of the range and one for the end of the range.

Filling out name field filters

Name field filters have the following options:

Option	Description
Part of Name	Specify which parts of the name should be searched. • Click **Full name (LNF)** if you want to search the full name. LNF means *last name first.* This means that in the Text field, you would type the surname, a comma, and the given name. • Click **Surname only** if you want to search only the surname field. • Click **Given names** only if you want to search only the Given Name field.
drop-down box	Select an option. Select an option: • Select **Matches** to find records with the exact name that you type. • Select **Does not match** to find records with any name except the exact place that you type • Select **Contains** to find records that contain the name that you type. • Select **Does not contain** to find records that do not contain the name that you type. • Select **Sounds like** to find names that sound like the name that you type. (This feature uses Soundex, so it will work fairly well in English, but it may not work as well in other languages.) • Select **Does not sound like** to find names that do not sound like the name that you type. (This feature uses also Soundex, so it will work fairly well in English, but it may not work as well in other languages.) • Select **Exists** to find records that contain any information in the name field. (In previous versions of Personal Ancestral File, you typed * to do this.) • Select **Does not exist** to find records that do not contain any information in the name field. (In previous versions of Personal Ancestral File, you typed **Empty** to do this.) • Select **Is less than** to find records that contain names that alphabetically come before the information that that you type. • Select **Is greater than** to find records that contain names that alphabetically come after the information that that you type. • Select **Range** to find records that contain names that alphabetically come between the two names that you type.

Option	Description
Text	Type the information that you would like to find. **Tip:** In name filters, you can type an asterisk to replace letters that can vary or that you do not know. For example: • Type **Johns*** to find **Johnson, Johnstone, Johnsen,** and so forth. • Type **Johnson, *** to find all people whose surname is Johnson. • Type **Johnson, P*** to find all people whose surname is Johnson and whose first given name begins with P. • Type **Johnson, * Paul** to find all individuals whose surname is Johnson and whose final given name is Paul.

Filling out place field filters

Place field filters have the following options:

Option	Description
Place Level	Specify which parts of the place-name should be searched. • Click **Full place** if you want to search the full place-name. • Click **1 (City)** if you want to search only the first level of the place-name. • Click **2 (County)** if you want to search only the second level of the place-name. • Click **3 (State)** if you want to search only the third level of the place-name. • Click **4 (Country)** i f you want to search only the fourth level of the place-name.
drop-down box	Select an option: • Select **Matches** to find records with the exact place that you type. • Select **Does not match** to find records with any place except the exact place that you type • Select **Contains** to find records that contain the place information that you type. • Select **Does not contain** to find records that do not contain the place information that you type. • Select **Exists** to find records that contain any information in the place field. (In previous versions of Personal Ancestral File, you typed * to do this.) • Select **Does not exist** to find records that do not contain any information in the place field. (In previous versions of Personal Ancestral File, you typed **Empty** to do this.) • Select **Is less than** to find records that contain place information that alphabetically comes before the information that that you type. • Select **Is greater than** to find records that contain place information that alphabetically comes after the information that that you type. • Select **Range** to find records that contain place information that alphabetically comes between the two places that you type.
Text	Type the information that you would like to find. **Tip:** In place filters, you can type an asterisk to replace letters that can vary or that you do not know. For example type **Mind*** to find **Mindon, Minden,** and so forth.

To modify the settings of a field filter

1 From the Current Filter list on the Field Filtering screen, click on the filter you want to modify.

2 Click **Modify.**

3 Fill out the field filter the way you would like it.

4 Click **OK.**

To change the order of fields on the Current Filter list

1 From the Current Filter list on the Field Filtering screen, click on the filter you want to modify.

2 To move the selected filter higher on the list, click .

Or to move the selected filter lower on the list, click the .

Tip: You can also click on the filter and drag it to the place where you would like it to be.

Saving, retrieving, and deleting field filters

You can save and retrieve field filters for later use. When you are finished using the filter, you can delete it.

To save a field filter

1 Create the field filter.

2 Click **Save.**

3 Type a name for the field filter.

4 Type **OK.**

To retrieve a field filter

1 From the **Search** menu, select **Advanced Focus/Filter.**

2 Click **Define.**

3 Click **Retrieve.**

4 Select the field filter that you want.

5 Click **Open.**

To delete a field filter

1 From the **Search** menu, select **Advanced Focus/Filter.**

2 Click **Define.**

3 Click **Retrieve.**

4 Select the field filter that you want.

5 Click **Delete.**

6 When Personal Ancestral File asks you to confirm the action, click **Yes.**

Using AND, OR, or NOT to combine relationship filters and field filters

When you use both relationship and field filters, you use the following options to combine them:

	When to Use	Example	Results
AND	Use AND to select individuals who match both the relationship filter and field filter. This search usually finds fewer records than Or.	You select Ancestors as the Relationship filter. You combine the searches with AND. You define a field filter that specifies that the birthplace is Mexico.	Personal Ancestral File selects only the individual's ancestors who were born in Mexico.
OR	Use OR to select individuals that match either the relationship filter or the field filter. This search usually finds more records than AND.	You select Ancestors as the Relationship filter. You combine the searches with OR. You define a field filter that specifies that the birthplace is Mexico.	Personal Ancestral File selects all of the individual's ancestors and anyone who was born in Mexico.
NOT	Use NOT to select all individuals who match the relationship filter except those who match the field filter.	You select Ancestors as the Relationship filter. You combine the searches with NOT. You define a field filter that specifies that the birthplace is Mexico.	Personal Ancestral File selects all of the individual's ancestors except those who were born in Mexico.

Selecting Printing Options

Personal Ancestral File allows you to print many different reports, charts, and lists, including the following:

- Pedigree charts
- Family group records
- Ancestry and wall charts
- Descendancy charts
- Books organized by descendants
- Individual summaries
- Scrapbooks
- Custom reports
- Lists
- Calendars

Printing Latter-day Saint data on reports

If you have selected the LDS data option, some reports will contain the data that you have typed into the Latter-day Saint information fields. For example, the family group record and individual summary include information and dates regarding the completion of ordinances for the listed individuals.

If you would like to review ordinance information specifically, you can print a list of individuals who are missing ordinances and a list of couples who are missing sealing dates.

Saving a report as a file

Rather than printing a report, you can save it as a file. Personal Ancestral File saves different types of reports as different types of files:

- It saves lists of family reunion contacts as text (.txt) files.

  Tip: You cannot print the list of family reunion contacts directly from Personal Ancestral File. You can only save it as a file, and print it from another program.

- It saves all other reports as Rich Text Format (.rtf) files.

Tip: You can also save custom reports as comma-delimited text files. You can import these files into word processors, databases, and spreadsheets.

You can use both text and Rich Text Format files in word processors.

To save a report as a file

1 Select the report and report options that you want.

2 Click **Print to file.**

3 Click **Print.**

4 Specify a folder and a file name for the report.

5 Click **Save.**

Tip: Personal Ancestral File will open the report in your default word processor.

Previewing reports before printing

When you click **Preview,** you can see what your report will look like before you print it. You can zoom in to a specific portion of the document, change the display from one to two pages, scroll through several pages, and even print the report directly from this screen.

Tip: You may find that photos take a long time to display. In Preferences, you can choose to see a gray placeholder instead of the photo. The photo will print on the actual page, but only a gray box appears when you preview the report.

To preview reports

1 Choose the report and the report options that you want to print.

2 Click **Preview.**

3 To scroll through the pages, click **Next Page** or **Prev Page.**

4 To view the pages more closely, click **Zoom In** or **Zoom Out.**

5 To view one or two pages, click **One Page** or **Two Pages.**

6 If you would like to print the report, click **Print.**

Or to return to the Reports and Charts screen, click **Close.**

Setting up the page for reports

Before printing or previewing a report, use Page Setup to configure page layout options.

Depending on the report and your printer driver, you can use a wide variety of page layout and margin options.

Tip: If you are printing a wall chart, you may want to experiment with very large paper sizes. Windows now supports some plotters, and you may find a printing service that will print the report on a large piece of paper. That way, you will not have to assemble many small pieces of paper to create your wall chart.

To set up the page for reports

1 From the Reports and Charts screen, click **Page Setup.**

2 From the Paper box, choose the size of the paper and the source where the report will print.

3 From the Orientation box, choose **Portrait** (vertical) or **Landscape** (horizontal) mode.

4 Choose any combination of **left, right, top,** and **bottom** margins.

5 Before testing to see if your page setup works, click **Preview** to check your margin and orientation choices.

Changing the title of a report or web page

You can change the title for:

- Web pages.
- Ancestry charts.
- Descendancy charts.
- Books.
- Individual summaries.
- Scrapbook pages.
- Calendars.

On the Reports and Charts screen, the **Title** button becomes active when you select one of these reports. Click it to specify the title.

Tip: You do not use the **Title** button to specify a title for a custom report. Instead, you can type it directly on the Custom Reports screen.

To change the title of a report or web page

1 To include the selected person's name in the title, click **Include Name.**

2 To type text that will precede the name on the title, click **Prefix.**

3 To type text that will appear after the name, click **Suffix.**

4 The Title box will reflect the changes that you make to the title. When you are satisfied, click **OK.**

Selecting fonts for reports

You can select the fonts used for all reports except lists.

To select fonts, click the **Fonts** button.

To select fonts for reports

1 From the Reports and Charts screen, select the type of report you want to print.

2 Click **Fonts.**

3 From the drop-down box, select the information item that you want to change the font for.

4 Click **Change.**

5 Select the font you want.

6 Repeat steps 3 to 5 for each font that you want to change.

7 Click **OK.**

Tip: To return to the default fonts, click **Set to Defaults.**

Selecting photo options for reports

You can print photos on the following types of reports:

- Pedigree charts
- Family group records
- Ancestry wall charts
- Books
- Individual summaries
- Scrapbooks

On the screen for each of these reports is an option to include photos. If you click that option, the **Photos** button becomes available.

Click **Photos** to specify (in most cases) photo size, placement, and whether space should be reserved for a photo if an individual does not have a default photo.

To select photo options for reports

1 From the Size box, choose photo height and width to print.

Tip: Personal Ancestral File will try to print the photos as close to the height and width as possible. Paper size, orientation, and margins may affect how large the photos can be.

2 From the Photo Placement box, choose where the photo will print in relation to text and other data. You can choose from **Above, Below, Left, Right,** or in the **Center** of the text.

3 If you want to reserve space for photos that are not currently in your database, click **Reserve Space for Missing Photos.**

Setting preferences for reports

You can specify the preferences that affect reports on either the Reports and Charts screen or on the Preferences screen.

Tip: On the Preferences screen, most of the preferences that affect reports are on the **General** tab. The **Use photo placeholders** option is on the **Multimedia** tab.

If you change preferences in one place, it changes the setting on both screens.

To set report preferences

1 If you want to print Latter-day Saint ordinance information on your reports, click **Show LDS Data on Reports.**

2 To always capitalize surnames on your printouts, click **Capitalize Surnames.**

3 To enhance how your reports appear, click **Shade Reports.**

4 To choose a shade color, click **Shade Color.**

5 From the **Print Preview** box, click **Use Photo Placeholders.**

Tip: When you click **Use photo placeholders,** Personal Ancestral File displays gray boxes instead of photos when you preview a report. This allows you to check the placement of the photos without waiting for them to load.

6 To hide shading during Print Preview, click **Hide Shading.** The shading will still print, but it does not appear while you preview your report.

Printing reports, charts, and lists

To print reports

1 From the **File** menu, select **Print Reports.**

Or press **Ctrl+P.**

Or from the toolbar, click the **Print Reports** button.

2 Click on the tab for the type of report you want to print.

3 Select the options for the report.

4 If you want to see the report before printing it, click **Preview.**

5 To print the report, click **Print.**

Understanding ordinance abbreviations

If an individual's ordinance has been performed, an abbreviation appears on the screen and on printed pedigree charts. These abbreviations give you a quick reference to the ordinances that have been performed for an individual.

- *B* means baptism.
- *E* means endowment.
- *S* means sealing to spouse.
- *P* means sealing to parents.
- *C* means that all of the children's ordinances have been done.

Lowercase letters, (*b, e,* etc.) indicate that the ordinance has been submitted or cleared but is not yet done.

Printing pedigree charts

A pedigree chart prints the individuals in your database in much the same way as they appear on the Pedigree View screen. On a single page, you can print between four and six generations, including the following information:

- Names, including the names of spouses
- Birth dates and places.
- Death dates and places.

- Marriage information (when applicable).
- Latter-day Saint ordinance information (when applicable).

You can also print photos, choose fonts, or change preferences.

To select the starting individual for reports

1 Click **Search.**

2 If you know the RIN or MRIN, type it, and then click **OK.**

3 Or if you do not know the RIN or MRIN, click **Individual List** or **Descendancy List,** and find the individual.

Selecting pedigree charts options

When you print pedigree charts, you have the following options:

Option	Description
Type of Chart	Click one option: • **Single** prints a one-page chart listing up to six generations. • **Cascading** prints a specified number of generations with up to six generations appearing on each page. The cascading option prints several pages, depending on the number of generations you have specified. Each page is numbered to enable you to keep pages in order. • **Blank** prints a blank pedigree chart on a single page that results in a four generation form that you can fill out by hand.
Chart Options	• In **Generations per page,** select 4, 5, or 6. This number determines how many generations will print on each page of your report. • In **Chart number of 1st chart,** type the number that you want the first chart to use. The default is 1. Use a different number only when you are reprinting or continuing a cascading pedigree. • In **Starting person is same as,** specify that the starting person of this chart is the same as another individual on a different chart. Then, in **On chart,** type the number of the chart where that appears. Change these numbers only when you are reprinting or continuing a cascading pedigree. • In **Starting number on continuation charts,** specify the starting number of subsequent charts. This option is available only when you print cascading pedigree charts. • In **Number of generations to print,** specify the total number of generations that you want to print. You can type any number up to 199. This option is available only when you print cascading pedigree charts.

Option	Description
Chart Numbering	Select one option: • If you select **Fixed,** each continuation chart is preassigned a specific, fixed number based on its position. For example, if you do not have much information on your father's line, but a lot of information on your mother's line, and you are printing four-generation charts, the first chart is 1. Then the continuation chart for your mother's paternal grandfather is 6, the continuation for his spouse is 7, and so on. Charts 2 through 5 are not used, because they are for your father's four grandparent lines. Because chart numbers can become very high with fixed numbering, you are limited to 32 generations when you print a cascading pedigree. • If you select **Condensed,** each continuation chart is assigned the next available chart number in sequence. For example, if you do not have much information on your father's line, but a lot of information on your mother's line, and you are printing four-generation charts, the first chart is 1. Then the continuation chart for your mother's paternal grandfather is 2, the continuation for his spouse is 3, and so on. **Tip:** Previous versions of Personal Ancestral File used condensed numbering.
Index Options	A pedigree index is an alphabetical list of the individuals in a pedigree. A pedigree index is especially useful for cascading pedigrees. You have the following options: • Click **No index** to print the pedigree chart without an index. • Click **Include index** to print an index of all individuals who appear on the set of pedigree charts. • Click **Index only** to print an index but not its pedigree chart. Use this option if you already have a set of cascading charts, without an index. (If you choose the same options for the Index Only report that you chose for the cascading set of charts, then the index will match).

Option	Description
Other Options	Select the options that you want: • Click **Include "Prepared by"** to include your name, address, E-mail address, and other information on each chart. (You can type this information in Preferences on the **Prepared by** tab.) • Click **Suppress RINs/MRINs** if you do not want to print RINs and MRINs on the chart. • Click **Parent links** to print a child's parent link between these brackets: {}. An explanation of the codes will print at the bottom of the chart. • If you click **Allow last generations to split,** Personal Ancestral File will sometimes split the last generation so that the wife's information will print to the right of her husband's information instead of below it. Personal Ancestral File will do this only when its calculations show that it can print more information on the page by doing so. If you do not click this option, you get more of a traditional layout, with the wife's information always below the husband's. This typically provides less information for each person in the last generation, but may look better. • Click **Include photos** if you want to print photos next to each person. Click the **Photos** button to adjust size and placement. • Click **Multiple parent indicators** if you want a {+) to be printed next to individuals who are linked to more than one set of parents. **Tip:** If you print both multiple parent indicators and parent links, both items will print in one set of these brackets: {}.

Printing family group records

A family group record (FGR) lists information about parents and their children. It contains all or some of the following information:

- Birth date (and place)
- Marriage date (and place)
- Death date (and place)
- "Other events" that you have added to individual and marriage records
- Notes
- Sources

- Photos
- Latter-day Saint ordinance information

Tip: You can print a family group record for a single family or for several families. If you want to print family group records for all families who are in an ancestral line, click **Cascading,** and select the number of generations. If you want to type the MRINs of the families, click **Use List.**

Selecting options for family group records

When you print family group records, you have the following options:

Option	Description
Starting person	Click the option that you want: • Click **Parent** to print the starting person as a parent with his or her spouse and children. Click **Search** to select a different starting person. • Click **Child** to print the starting person as a child with his or her parents and siblings. Click **Search** to select a different starting person. • Click **Use List** if you want to print several family group records at once. Click **Edit List** to modify the list of MRINs to print. On the screen that appears, type the MRIN of each family you want to print. Separate each MRIN with a comma. To print a range of MRINs, type the first MRIN, a hyphen, and the last MRIN.
Type of chart	• Click **Single family** to print the chart for one family listing an individual's immediate family only. • Click **Cascading** to print family group records for up to 199 generations of a person's ancestors. Type the desired number of generations in the Number of Generations field. • Click **Blank form** to print 3 blank family group record forms. These blank forms use the Expanded layout, described below. • Click **Expanded** to print 4 children on the first page and 6 children on subsequent pages. If you include submitter information, only 3 children appear on the first page; 4 will not fit on the page. • Click **Medium** to print 6 to 8 children on a page. • Click **Condensed** to print 8 to 10 children on a page. **Tip:** The calculations for expanded, medium, and condensed are based on an 8.5" by 11" page, with minimal top and bottom margins.
Number of generations	Type the number of generations. Then select whether you want the cascade to go: • **Up,** which will print the ancestors of the starting person. • **Down,** which will print the descendants of the starting person.

Option	Description
Starting person	Click the option that you want: • Click **Parent** to print the starting person as a parent with his or her spouse and children. Click **Search** to select a different starting person. • Click **Child** to print the starting person as a child with his or her parents and siblings. Click **Search** to select a different starting person. • Click **Use List** if you want to print several family group records at once. Click **Edit List** to modify the list of MRINs to print. On the screen that appears, type the MRIN of each family you want to print. Separate each MRIN with a comma. To print a range of MRINs, type the first MRIN, a hyphen, and the last MRIN.
Notes Options	• Click **Source notes** to print sources. If you click this option, the following options become available: - Click **Actual text** to include any information typed in the Actual Text portion of the source. - Click **Titles only** to include only the titles of the sources. - Click **Comments** to include any information you typed as comments in your sources. • Click **General notes** to print notes. If you click this option, the following option is available: - Click **Marked (!) notes only** if you want to include only notes that have ! as the first character on the family group record. **Tip:** If you have typed **~** as the first character of some notes to keep them confidential, click **Confidential notes (~) and events** to prevent them from being printed on the family group record.
Parents only	Click this option to print notes and other marriage information for the parents only, not the children. **Tip:** If you are printing cascading family group records, this option eliminates duplication of notes. However, if you have any notes for unmarried children, they will not appear on any of the charts.
Notes on 1st page	Click this option if you want the sources and notes to print immediately following the last child in the family. If the family group record does not fit on one page, the notes print immediately after the last child, regardless of what page he or she is on.

Option	Description
Starting person	Click the option that you want: • Click **Parent** to print the starting person as a parent with his or her spouse and children. Click **Search** to select a different starting person. • Click **Child** to print the starting person as a child with his or her parents and siblings. Click **Search** to select a different starting person. • Click **Use List** if you want to print several family group records at once. Click **Edit List** to modify the list of MRINs to print. On the screen that appears, type the MRIN of each family you want to print. Separate each MRIN with a comma. To print a range of MRINs, type the first MRIN, a hyphen, and the last MRIN.
Other options	• Click **Include "Prepared by"** to include your name, address, E-mail address, and other information on each page. (You can type this information in Preferences on the **Prepared by** tab.) • Click **Include photos** if you want to print photos next to each person. Click the **Photos** button to adjust size and placement. • Click **Include "other" events** to include "other events and attributes" that you have added to individual and marriage records in your database. • Click **Parent links** to print a child's parent link between these brackets: {}. An explanation of the codes will print at the bottom of the chart. • Click **Print event boxes when blank** if you want an empty box to appear if the individual does not have the event information included on the report. • Click **Confidential notes (~) and events** if you have confidential notes or events and you want to include them on the report. **Tip:** Confidential notes have ~ as the first character of the paragraph. When you add other events or attributes to an individual or marriage record, you can indicate that the event should be confidential. • Click **Other marriages** if you want the family group record to list all of an individual's spouses. • Click **Suppress RINs/MRINs** if you do not want to print RINs and MRINs on the report. • Click **Multiple parent indicators** if you want a {+} to be printed next to individuals who are linked to more than one set of parents. **Tip:** If you print both multiple parent indicators and parent links, both items will print in one set of these brackets: {}. • Click **Mark direct line** to mark each direct-line ancestor with an X.

Typing a list of MRINs to print

Type the MRIN of each family you want to print.

- Type a comma between single MRINs. For example, type **123, 176, 265** to print those 3 records.
- Type a hyphen between a range of MRINs. For example, type **123-175** to print records 123 through 175.
- You can combine single MRINs and ranges. For example, type **123, 175-180** to print those records.

When you are finished, click **OK.**

Tip: If you do not know the MRINs, click **Browse.** The Marriage List appears, and you can select the couples you want from it.

Printing ancestry charts

Ancestry charts are similar to pedigree charts. In general, they show more generations of a person's direct-line ancestors with less information about each individual.

You can print two types of ancestry charts:

Option	Description
Standard chart	A standard ancestry chart is a pedigree-style chart that contains only names and limited information about each person. Several generations fit on one page.
Wall chart	Wall charts are charts that fill a wall. For example, if you wanted to print 15 generations with 3 generations on each page, Personal Ancestral File would print a total of 20 pages. You would then manually assemble the pages into a complete chart. **Tip:** If you leave a bit of printable area outside of your margins, Personal Ancestral File will print crop marks and sheet numbers to help you assemble the pages. Sheets are identified first by column and then by row. For example, *(3, 2)* means the third column and the second row of the chart.

Selecting options for standard charts

When you click **Standard chart,** the following options become available:

Option	Description
Maximum indentation for each generation	In tenths of an inch, type the amount of white space (indentation) you want between generations. **Tip:** If you select too many generations to fit on the page, Personal Ancestral File reduces this value as needed.
Titles printed on each page	Click this option to have the document title appear on every page of the chart.
Print generation numbers	Click this option to include the generation number in front of each name on the chart.
Date format	Your chart can include a birth (or christening) date and a death (or burial) date for each individual. Select the date format you want: • **No dates** • **Year only** • **Full dates** **Tip:** The more information you ask for, the more abbreviation occurs.
Include	Your chart can include places of birth (or christening) and death (or burial). **Tip:** The more information you ask for, the more abbreviation occurs.
Other Options	• In **Maximum generations to print,** type the maximum number of generations that you want on the chart. • Click **Suppress RINs** if you do not want to print RINs on the report. • **Click Parent links** to print a child's parent link between these brackets: {}. An explanation of the codes will print at the bottom of the chart. • Click **Multiple parent indicators** if you want a {+} to be printed next to individuals who are linked to more than one set of parents.

Selecting options for wall charts

When you click **Wall chart,** the following options appear:

Option	Description
Chart Options	• For the **Generations per page,** click  and  to choose the number of generations to print on each page. **Tip:** Three generations work well on 8 1/2" x 11" paper.
	• Click **Include photos** to print photographs on the chart.
	• Click **Print box** to print a decorative box around each individual's information.
	• Click **Box Styles** to modify the style of the box.
	• Click **Select items** to choose which items to print for each individual and, in some cases, how the information is formatted.
Other Options	• In **Maximum generations to print,** type the maximum number of generations that you would like to include with the report.
	• Click **Suppress RINs** if you do not want to print RINs on the report.
	• Click **Parent links** to print a child's parent link between these brackets: {}. An explanation of the codes will print at the bottom of the chart.
	• Click **Multiple parent indicators** if you want a {+} to be printed next to individuals who are linked to more than one set of parents. **Tip:** If you print both multiple parent indicators and parent links, both items will print in one set of these brackets: {}.

Selecting box styles

Wall charts, scrapbook pages, and calendars allow you to print boxes around an individual's information. As you select options, the screen shows you what the boxes will look like. The following box styles are available:

Option	Description
Corner Style	Select how you would like the corners of the boxes to appear. Click **Square, Round,** or **Inverted.**
Line Styles	Select the type of lines that you would like the to have. Click **Single, Thick,** or **Double.**
Shade Box	Click this option to shade the interior of the box.
Shadow	Click this option to print a shadow behind the box. This gives your chart a 3-dimensional appearance.

Option	Description
Shade Color	Click this button to select the color of background shade. **Tip:** Colors will only print on a color printer.
Shadow Color	Click this button to select the color of the shadow behind the box. **Tip:** Colors will only print on a color printer.

Selecting items to include on a wall chart

When you print a wall chart, you can include the following items:

Tip: Many of these options do not appear until you click **Wall Chart.**

Option	Description
Name Line	Select the event years, if any, you want to print in the chart.
Notes	If you want to include notes with a particular tag, select the tag from the drop-down box. Then click **Tag Name** to include the tag with the notes. Select the lines per note you want. You can choose 1, 2, or 3 lines of notes per tag.
Other Options	Click on the information that you want to include: • Cause of death • ID (Custom ID) • Ancestral File number (AFN) • Latter-day Saint ordinance codes
Events	Click on the events you want to include. If you have added “other” events to records, you can select 2 of them with the drop-down boxes.
Event Options	• Click **Date on own line** if you want dates to appear on the chart and if you want the dates on separate lines. • Click **Place on own line** if you want places to appear on the chart and if you want the places on separate lines. • Click **Date and place together** if you want dates and places to appear on the chart and if you want them on one line. **Tip:** You cannot select **Date and place together** if you select Date on its own line or Place its on own line. • The **Description on own line** option affects how “other” or custom events print. If the “other” event has a Description field and if you click this option, the description that you typed will print on a separate line of the wall chart.

Printing descendancy charts

A descendancy chart lists a person and his or her spouses and descendants (children and children's children).

You can print two types of descendancy charts:

Option	Description
Standard chart	A standard descendancy chart shows the person's spouses and descendants in a single column down the page. Each generation is indented slightly.
Wall chart	Wall charts are just that: Charts that fill a wall. A descendancy wall chart shows the person's spouses and descendants in a "tree" format. You can choose to print each individual's information in a box. After the report is printed, you can assemble the pages into one large chart.

Manually arranging descendancy charts

Descendant wall charts can become especially narrow and long. Use a version of the following method to manually create your own descendancy wall chart.

1. If you printed a Descendant report of your great-grandmother and she had eight children and hundreds of grandchildren, you could print just one generation of descendants for her.
2. By printing one generation, you get a header for her and her spouses.
3. Print a separate Descendant chart for each of her children, following the line of children to the present.
4. Assemble each Descendant report (wall chart) for the children side by side.
5. Cover the individual titles with your great-great-grandmother's header information.
6. The result is a wider and less tall report.

Tip: You might have to draw in a few connecting lines with a straightedge.

Printing books

Books contain information about several generations of your family. The birth, christening, marriage, death, and burial information is printed in narrative form.

You can organize books in one of two formats:

Option	Description
Ahnentafel	An ahnentafel book starts with a specified person and lists his or her ancestors. Each person is numbered according to the following pattern: • The first person is number 1. • The father's number is calculated by multiplying the child's number by 2 The mother's number is calculated by multiplying the child's number by 2 and adding 1 For example, the father of person number 16 (who is the great-great-grandfather of person 1) is 32, and the mother is 33. An ahnentafel book contains up to 32 generations because the numbering system becomes impractical. The number of a person in the 32nd generation is in the billions.
Modified register	A modified register book lists a person's descendants. The starting person is number 1. Beginning with the spouse of number 1, people are numbered sequentially as they are encountered. The modified register prints up to 199 generations, which are more than is possible to have in recorded history.

Selecting options for books

Use the options on the Books screen to determine what information your book should contain:

Option	Description
Notes options	• Click **Source notes** to print sources. If you click this option, the following options become available: - Click **Titles only** to print only the title. If you select this option, you cannot choose Text or Comments. - Click **Text** to print the actual text you typed. - Click **Comments** to print the comments that you typed about the source. - Click **End of chapter** if you want the sources printed at the end of each chapter rather than in an appendix at the end of the book. • Click **General notes** to include your notes. If you click this option, the following options become available: - Click **Marked (!) only** to include notes whose first character is **!**. - Click **Embed** to have the notes printed within the body of the text. **Tip:** If you have typed **~** as the first character of some notes to keep them confidential, click **Confidential notes (~) and events** to prevent them from being printed on the family group record.
Repeating individuals	Select how you would like to print individuals who are included in more than one family: • Click **Eliminate** if you want to print them only once. • Click **Abbreviated reference** if you want full information printed the first time. Subsequent citations will contain minimal information and a cross reference to the full information. • Click **Full repeat** if you want all of the information repeated each time the individual appears.

Option	Description
Other options	Select the options that you would like: • Click **Include index** if you want an alphabetized list of all individuals on the report. Depending on how much horizontal space you have on the page, the index prints anywhere from a single column on a narrow portrait layout, to three columns on a legal landscape layout. By default, two columns print for the index. • Click **Suppress RINs/MRINs** if you do not want to print RINs and MRINs on the report. • Click **Parent links** to print a child's parent link between these brackets: {}. An explanation of the codes will print at the bottom of the chart. • Click **Each generation on new page** if you want a page break between generations. • Click **Include photos** if you want to print photos next to each person. Click the **Photos** button to adjust size and placement. • Click **Multiple parent indicators** if you want a {+) to be printed next to individuals who are linked to more than one set of parents. **Tip:** If you print both multiple parent indicators and parent links, both items will print in one set of these brackets: {}. • Click **Include "other" events** to include "other events and attributes" that you have added to individual and marriage records in your database. • Click **Confidential notes (~) and events** if you have confidential notes or events and you want to include them on the report. **Tip:** Confidential notes have ~ as the first character of the paragraph. When you add an other events or attributes to an individual or marriage record, you can indicate that the event should be confidential. • Click **Include LDS data** if you want Latter-day Saint ordinance information on the report.

Printing individual summaries

An individual summary shows information about an individual. You can print 1 summary or several summaries at a time.

Tip: To print several individual summaries at a time, use the Advanced Focus/Filter feature. To access this feature, click **Use list.** Then click **Select.**

Selecting options for individual summaries

When you print individual summaries, you have these options:

Option	Description
Starting Person	• Click **Search** to find a specific individual. • Click **Use list** to use the Advanced Focus/Filter feature to select a group of individuals.
Notes Options	• Click **Source notes** to include sources on your family group record. When you click this option, the following options become available: - Click **Actual text** to include any information typed in the Actual Text portion of the source. - Click **Titles only** to include only the titles of the sources. - Click **Comments** to include any information you typed as comments in your sources. • Click **General notes** to print notes on the family group record. If you click this option, the following option becomes available: - Click **Marked (!) notes only** if you want to include only notes that have **!** as the first character on the family group record. **Tip:** If you have typed ~ as the first character of some notes to keep them confidential, click **Confidential notes (~) and events** to prevent them from being printed on the family group record.
Other Options	• Click **Include photos** if you want to print photos next to each person. Click the **Photos** button to adjust size and placement. • Click **Suppress RINs/MRINs** if you do not want to print RINs and MRINs on the report. • Click **Parent links** to print a child's parent link between these brackets: {}. An explanation of the codes will print at the bottom of the chart. • Click **Multiple parents** if you want a {+) to be printed next to individuals who are linked to more than one set of parents. **Tip:** If you print both multiple parent indicators and parent links, both items will print in one set of these brackets: {}. • Click **Confidential notes (~) and events** if you have confidential notes or events and you want to include them on the report. **Tip:** Confidential notes have ~ as the first character of the paragraph. When you add an other events or attributes to an individual or marriage record, you can indicate that the event should be confidential. • Click **Contact Information** to include the name, mailing address, and e-mail address of the contact person. (You can type this information in Preferences on the **Prepared by** tab.)

Printing scrapbook pages

Scrapbook pages show all or some of the photos and scanned documents you have collected for an individual or group of individuals.

Tip: To print scrapbook pages for several individuals at a time, you will use the Advanced Focus/Filter feature. To access this feature, click **Use list.** Then click **Select.**

You determine the following settings for scrapbooks:

- Whether or not to include captions, descriptions, file names, RINs, and boxes.
- The number of photos per page.
- The approximate size of photos.

Tip: If you want to exclude a photo from the scrapbook, specify that before you print the report. Find the individual whose scrapbook you want to print, and access the Multimedia Collection. Select the photo that you want to exclude, and click **Edit Photo.** If the **Include photo in scrapbook option** is clicked, click on it.

Selecting scrapbook options

When you print scrapbook pages, you have the following options:

Option	Description
Starting Person	• Click **Search** to find a specific individual. • Click **Use list** to use the Advanced Focus/Filter feature to select a group of individuals.

Scrapbook Options	• Click **Include caption** to include the caption that you typed for the photo. If you choose this option, the following options are available:
	  - Click **Above photo** to print the caption above the photo.
	  - Click **Below photo** to print the caption below the photo.
	• Click **Include filename** to include the name of the file and the path where it is stored.
	• Click **Include description** to include the description that you typed for the photo.
	• Click **Suppress RINs** if you do not want to print RINs on the report.
	• Click **Print box** to print a decorative box around each individual's information.
	• Click **Box Styles** to modify the style of the box.

Items per Page	Select the number of items that will appear horizontally across the page and vertically down the page. You can either type the number or click and until the number you want appears.

Option	Description
Use Photo Size (1.000" x 1.000") As	• Click **Exact size** to print the item at the size you specify. **Tip:** Personal Ancestral File will print the photo as close to the exact size as possible. However, paper size, margins, and other settings may affect how much room is available on the page and how large the photos can be. • Click **Minimum size** to print the photo as large as possible while staying within the margins you have set.

Printing lists

Personal Ancestral File allows you to print many types of lists. To print a list, click on it, and click **Print.**

Tip: If you select a list with options, the **Options** button becomes active. Click it to specify how the list should be printed.

Type of List	Description
Unlinked individuals	A complete list of individuals in your database who are not linked to a family or spouse.
Duplicate individuals	A complete list of individual records which appear to be duplicated.
Individuals sorted by RIN	A list of part or all of the individuals in your database, sorted by RIN.
Individuals sorted alphabetically	A list of all or some of the individuals in your database, sorted alphabetically by name.
Marriages	A list of marriages. You can choose to sort the list by MRIN number, husband's name or wife's maiden name. You can also limit the report to a range of MRIN numbers or to a range of names.
Possible problems	A list of any data discrepancies. For example, it will show if an individual's death date is prior to the birth date.
End-of-line individuals	A list of individuals who are not linked to parents.
Family reunion contacts	A list of the contact information for people in your file. You cannot print this list. However, you can export it to a text file. From this list you can prepare a list of individuals to contact for specific mailing purposes, such as family reunion announcements.
Places sorted alphabetically	A list of your records sorted alphabetically by event places and the temple for Latter-day Saint events.
Individuals with notes	A list of individuals that have notes. The list also includes RINs.
Sources	A list of the sources in your database.

Type of List	Description
Citations referencing a source	A list that shows the citation details for each place where a particular source is used.
LDS incomplete individual ordinances	An alphabetic list of every individual that is missing at least one Latter-day Saint ordinance. All available ordinance information is displayed.
LDS incomplete marriage sealings	An alphabetic list of marriages that do not have a Latter-day Saint sealing date.
LDS family ordinance summary	A report showing a person and his or her parents, grandparents, and their Latter-day Saint ordinance information.

Selecting merge options and other options for a list of duplicate individuals

Personal Ancestral File uses criteria to determine whether two records may be duplicates.

You can change some of these criteria to fit your needs.

Option	Description
Include individuals with no surnames	Click this option to include records that have no surname as potential duplicates. Using this option may increase the number of potential duplicates found.
Include individuals with no birth date	Click this option to include records that have no birth date as potential duplicates. Using this option may increase the number of potential duplicates found.
Years between birth dates	Type a number in this option field to specify an exact number of years between birth years that could be considered as a duplicate. Using a large number, more duplicates may be found.
Consider Ancestral File Numbers (AFNs)	Click this option if you would like to consider the Ancestral File number (AFN) when searching for possible duplicates. Using this option may decrease the number of potential duplicates found.
Consider middle names	Click this option to limit potential duplicates to people who have the same middle names or initials. Using this option may decrease the number of potential duplicates found.
Consider parents	Click this option to limit potential duplicates to people who have the same parents. Using this option may decrease the number of potential duplicates found.
Combine notes	Click this option to combine the notes of both records. **Tip:** This option is available only when you merge records.
Combine source citations	Click this option to combine the source citations of both records. **Tip:** This option is available only when you merge records.

Option	Description
Combine multimedia objects	Click this option to combine the multimedia objects associated with both records. **Tip:** This option is available only when you merge records.
Confirm when Merge button pressed	Click this option to have Personal Ancestral File ask you to confirm the merge each time you click the **Merge** button. **Tip:** This option is available only when you merge records.

Selecting options for a list of individuals sorted by RIN

Tip: The defaults are the first and last RINs in your database. If you have a large database, printing everyone may give you a list that is too long to be useful

Option	Description
Starting RIN	Type the RIN of the first record that you want to include on the list.
End RIN	Type the RIN of the last record that you want to include on the list.

Selecting options for a list of individuals sorted alphabetically

Tip: By default, the report includes any names that start with a space through names that start with Z. If you have a large database, printing everyone may give you a list that is too long to be useful.

Option	Description
Starting name	Type the first letter of the surname that will begin the list. **Tip:** To begin the list with individuals who do not have surnames, leave this field blank.
End name	Type the first letter of the surname that will end the list.

Selecting options for a list of marriages

When you print a list of marriages, you have the following options:

Option	Description
Sort by	Select how you want to sort your list. • Click **MRIN** to sort by MRIN. • Click **Husband** to sort by the husband's name. • Click **Wife** to sort by the wife's name.
Starting name	Type the first letter of the surname that will begin the list. **Tip:** To begin the list with individuals who do not have surnames, leave this field blank.
End name	Type the first letter of the surname that will end the list.

Selecting options for a list of end-of-line individuals

The list of end-of-line individuals shows individuals who are not linked to parents.

After you decide which options to use, print the list by clicking **OK** and then **Print.**

Option	Description
All individuals without recorded parents	Click this option to select every individual who is not linked to parents.
Individuals without recorded parents on a single line	Click this option to select one individual and to display all of the ancestors of that individual who do not have parents in your database.

Selecting options for a list of possible problems

Any number of discrepancies could exist in your database. Personal Ancestral File can compare data to find obvious problems with any individuals or information. You can print a list of all of the possible problems that Personal Ancestral File finds in your database. The following options are available:

Option	Description
Sort	Select how you would like the list to be sorted. You can choose by **RIN** or **Alphabetic.**
Range	If you selected RIN, type the range of numbers. If you selected Alphabetic, type the range of letters.

Option	Description
Mother's/Father's age should be between	Type youngest and oldest ages when the father and mother were likely to have had children. The defaults are 16 and 45. If a child was born before the lowest age or after the highest age, then the record will appear on the list as a possible problem.
Age difference of husband and wife	Type the highest age difference that is likely between a husband and wife. The default is 15. If the spouse age difference is greater, the records will appear on the list as a possible problem.
Check LDS data	Click this option if you would like the list to show possible problems with the Latter-day Saint ordinance data.
Check marriage and children order	Click this option if you want the list to show families in which spouses are not listed in chronological order according to the marriage date and the children are not in order according to birth date. **Tip:** If you do not select option off, the report will run much faster.

Selecting options for a list of family reunion contacts

The list of family reunion contacts compiles the contact information you put into the individual records into one report. You can use this report to easily prepare a list of individuals to contact for specific mailing or contact purposes, such as a family reunion.

Before you export the list, you should be aware of some special considerations.

- The list includes only the individuals for whom you have typed contact information.
- The list includes only living descendants.
- If you typed "No Contact" or "NC" instead of the person's name on the Contact Information screen, that contact information will not be included on the list.

  If you typed a name for the person or his or her spouse, then the list will contain that name instead of the name stored on the database. If there is no contact name, then the married name is used instead of the surname. For women, their husband's surname is used.
- If you have typed addresses for children still living at home, multiple entries will print for the same address.
- Personal Ancestral File does not print the list of family reunion contacts. Instead, it saves the report as a file, which you can use in a word processor.

You can specify the following options:

Option	Description
Phone list	Click this option to compile a list of names and phone numbers.
Address list	Click this option to compile a list of names and addresses.
E-mail list	Click this option to compile a list of names and E-mail addresses.
Include descendants with no contact information	Click this option if you want to include descendants for whom you do not have an address, a phone number, or an E-mail address.
Born before	If you would like to specify a calendar year before which descendants should have been born, type the year in the **Born before** field. Your list will contain only descendants who have a recorded birth date.

Selecting options for lists of incomplete individual and marriage ordinances

The Incomplete Individual Ordinance Options screen allows you to choose what types of individuals will be included on the list of incomplete individual ordinances.

Tip: The Incomplete Individual Ordinance screen is available by default if Latter-day Saint data is chosen in Preferences.

After you decide which options to use, you can print the list by clicking **OK** and then **Print.**

Option	Description
Deceased only	Select this option to print only deceased individuals who lack temple ordinance information.
Include end-of-line individuals	Select this option to include individuals who are not linked to parents in your database. **Tip:** Since these individuals do not have parents, the report will show that they do not qualify for the sealing to parents ordinance.
Include records marked as "Submitted" or "Cleared"	Select this option to include individuals whose records contain the words *Submitted* or *Cleared* in ordinance date fields.
Include records marked as "Completed" or "Done"	Select this option to include individuals whose records contain the words *Completed* or *Done* in ordinance date fields. **Tip:** You may want the list to include these records to help you research the exact dates.
Born between the years of	Use this option to limit the list to individuals who were born between certain years. Type the beginning and ending years.

Option	Description
Temple submission status	Select the option that you want: • Select **Both** to include all individuals who lack temple work, whether or not they have enough information to qualify. • Select **Qualified** to include only individuals who have enough information to qualify for temple ordinances. • Select **Not qualified** to include only individuals who do not have enough information to qualify for temple ordinances. **Tip:** The Not qualified option can print a list that will indicate where you could do more research.
Name Range	Use this option to limit the list to individuals whose surnames come between a range of letters. For example, you can limit the list to only surnames that begin with the letters C to J.

Printing calendars

Calendars are a great way to remind you of upcoming birthdays and anniversaries! You can print a calendar for any month between the years 1980 and 2100 by typing a year and selecting a month. If you want a year's worth of calendars, you must print the pages one at a time, selecting each new month as you go.

Selecting options for calendars

When you print calendars, you have the following options:

Option	Description
Year	Select the year from the drop-down list.
Month	Select the month from the drop-down list.
Select Filter/Focus	Click **Select** to choose the individuals you want on your calendar.

Option	Description
Options	• Click **Living only** to include only those individuals who are alive on the calendar. • Click **Include birthdays** to include the birthdays of individuals on the calendar. When you click this option, the following two options become available: - Click **Print age on birth years under** if you want to print the ages of the people on the list. Type the oldest age that you would like to include on the report. - Click **Use married names** to use married names. • Click **Include anniversaries** to include the anniversaries of individuals on the calendar. When you click this option, the following option becomes available: - Click **Include divorced marriages** to include the anniversary, even if the couple divorced.
Colors/Borders	• Click **Border Lines** to create or select a color for the lines around the outside of the calendar. • Click **Lines** to create or select a color for the lines around the days of the week. • Click **Date Background** to create or select a color for the background of the days of the week. • Click **Border Style** to choose a style for the lines.

Printing custom reports

The custom reports screen lets you select the information and individuals that you want to print.

To print a custom report, you will need to:

- Use the Advanced Focus/Filter feature to select the individuals that you want to appear on the report.
- Choose the fields and column options that you want.
- Choose how the report should be sorted.

You can save custom reports for later use in any of your Personal Ancestral File databases. You can also modify and delete the custom reports that you have saved.

Tip: You can also save custom reports as Rich Text Format (RTF) files for use in a word processor and save them as a comma-delimited text file for import into a spreadsheet, database, or word processor.

To create and print custom reports

1 Type a title that will print on your custom report.

2 To use the Advanced Focus/Filter feature to select individuals, click **Select.**

3 To select the information you want on the report, click **Fields.**

4 To sort the information that you have just selected, click **Sort Order.**

5 To save your custom report with the title shown in the Title field, click **Save.**

Or to save the custom report with a different name, click **Save As.**

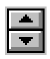
6 To ensure that the report contains the information that you want, click **Preview.**

7 To print the report, click **Print.**

Selecting fields for a custom report

When you create a custom report, you select the fields that you want printed on the report.

Feature	Description
Possible Fields	This box lists all of the fields that you can include on a custom report.
Selected Columns	This box lists the fields that you have selected to include on a custom report.

Feature	Description
>	Click this button to move the selected field to the Selected Columns box.
<	Click this button to remove the selected field from the Selected Columns box.
<<	Click this button to remove all fields from the Selected Columns box.
Column Options	Click this button to specify how the selected field should be formatted on the report. **Tip:** The **Column Options** button is available only after you select a field in the Selected Columns box.
	Click these buttons to change the order of the fields in the Selected Columns box.

To select fields and column options for custom reports

1 From the Possible Fields text box, click on the field that you want to print.

Tip: The fields are not in alphabetical order.

2 To add the selected data to the Selected Columns, click **>**.

Or double-click the field.

3 To remove a field from the Selected Columns box, click on the field you want to remove, and click **<.**

Or to remove all of the fields from the Selected Columns box, click **<<.**

4 To change the heading and width of the column where the field will print, click on the field, and click **Column Options.**

5 To change the order in which a field will appear, click on the field name, and click  or .

6 When you finish selecting fields, click **OK.**

Tip: If you select **Notes,** a screen appears that lets you choose whether you want all notes or only notes that begin with a specific tag. The list of tags you see in the drop-down box is the same list that appears on the Notes Selector.

Selecting the sort order for a custom report

You can sort a custom report according to any field or combination of fields that you wish. You can even sort a custom report according to fields that are not printed on the report.

Feature	Description
Possible Fields	This box lists all of the fields that you use to sort a custom report.
Order List	This box lists the fields that you have selected for sorting the custom report. **Tip:** If you select more than one field, Personal Ancestral File will sort them in the order shown in the Order List box.
>	Click this button to move the selected field to the Order List box.
<	Click this button to remove the selected field from the Order List box.
<<	Click this button to remove all fields from the Order List box.
Sort Order	Click one of the following options for each field in the Order List box: • Click **Ascending** to sort the field from smallest to largest or from A to Z. • Click **Descending** to sort the field from largest to smallest or from Z to A.

To sort the order of the fields on a custom report

1 From the Possible Fields text box, click on a field that you want to sort on.

Tip: You can sort a custom report on a field that is not displayed on the report.

2 To add the selected field to the Order List, click **>.**

Or double-click the field.

3 To remove fields from the Selected Columns box, click on the field you want to remove, and click **<.**

Or to remove all of the fields from the Selected Columns box, click **<<.**

4 Click on each field in the Order List.

5 To sort the field from the smallest value to the largest (or alphabetically from A to Z), click **Ascending.**

Or to sort the field from the largest value to the smallest (or alphabetically from Z to A), click **Descending.**

6 Repeat steps 2 to 5 until you have selected all of the fields that you want to sort on.

Saving, reusing, and deleting custom reports

After you have done all of the work to create a custom report, it is likely that you will want to use it again in the future.

Personal Ancestral File allows you to save and reuse custom reports. When you are finished with the report, you can delete it.

Tip: When you use Advanced Focus/Filter to select a group of individuals, you can save and reuse the list. If you think you may need to reprint the exact same report with the same fields and individuals, save both the custom report and the list of individuals.

To save a custom report

1 Create your custom report.

2 Click **Save.**

3 Type a title for the custom report.

   Tip: Type a title that describes the contents of the report. This will help you later when you need to select which custom report you want to use.

4 Click **Save.**

To save a custom report with a different name

Tip: Saving a custom report with a different name is a good way to create a variation of a custom report that you created earlier.

1 Open the report that you want to rename.

2 If you want to create a similar report, make any of the changes you need to the fields, column options, and sort order.

3 Click **Save As.**

4 To keep the existing title, click **Overwrite.**

   Or to rename the report, type a new title, and click **Save.**

To use a custom report that you saved previously

1 From the Custom Report screen, click **Open.**

2 Click on the report that you want to open or print.

3 Click **Open.**

To delete a custom report that you saved previously

1 On the Print Reports screen, select the **Custom** tab.

2 Click **Open.**

3 Click on the report that you want to delete.

4 Click **Delete.**

Exporting information

After you have typed information into your database, you may want to share it with other people. To do so, you need to export it or copy it into a format that other computer programs can use. This format is called GEDCOM.

You can export information for the following purposes:

- To share with another person.
- To submit to Ancestral File.
- To submit for temple ordinances.
- To submit to the Pedigree Resource File.

What is GEDCOM?

When you export information from your database, you create a GEDCOM file.

GEDCOM is the acronym for “GEnealogical Data COMmunications.” This computer data format was created by The Church of Jesus Christ of Latter-day Saints for storing genealogical information so that many computer programs can use the same data. Personal Ancestral File, Ancestral File, TempleReady, and many other genealogical computer programs can use or create GEDCOM files.

When to use GEDCOM Export

Use GEDCOM Export in the following instances:

- When you want to submit information to Ancestral File or the Pedigree Resource File.
- When you want to submit names for temple ordinances.
- When you want to share information with someone who uses a genealogical computer program that can read GEDCOM files.

  Tip: If the person uses a program that reads .PAF files, you can give them a copy of your .PAF file. If the person uses a program that can read Personal Ancestral File’s backup files, you can give him or her the .BAK file. Please be aware that if you do this, you will be sharing all of the information in your database. If your file contains information about living people, create a GEDCOM file that includes information about deceased individuals only.

- When you want to split a database into two or more separate databases.

You should not use GEDCOM Export if:

- The party that you want to share information with does not use a computer program that reads GEDCOM files. Instead, consider giving the other person printouts from your database.
- You want to make a backup copy of your database. Instead of just copying the database file to another location, use the Backup feature so that the file size will be smaller.

Versions of GEDCOM

GEDCOM has been used for many years to share genealogical information. During that time, it has been improved several times so that it can handle more types of information. Personal Ancestral File 4.0 can save GEDCOM in two versions:

Version	Use this if the person who will receive your data has
GEDCOM 5.5	Personal Ancestral File 3.0 to 4.0 or compatible programs.
GEDCOM 4.0	Personal Ancestral File 2.31 or compatible programs.

Tip: Newer programs can usually import older versions of GEDCOM, but older versions usually cannot import newer versions of GEDCOM.

Using the GEDCOM Export screen

Use the GEDCOM Export screen to select information in your database and prepare a file to share.

The GEDCOM Export screen has three main sections:

Section	Description
Export Type	Select one option in this section. It determines which type of GEDCOM file you want to create.
Include	Select as many of these options as needed. They determine what information your GEDCOM file will contain.
Filter	Select one option. It will determine how many names your GEDCOM file includes. **Tip:** If you click **Partial,** the **Select** button becomes available. Click **Select** to choose the individuals you want to include in your file.

Selecting the export type

Personal Ancestral File allows you to export files for different purposes.

Export Type	Description
Standard GEDCOM 5.5	Click this option to create a GEDCOM file for use in Personal Ancestral File 3.0, 3.01M, 4.0, or a program using this version of GEDCOM.
GEDCOM 4.0 (PAF 2.1-2.31)	Click this option to create a GEDCOM file for use in Personal Ancestral File 2.1, 2.31, or another compatible program.
Char Set	The Char Set option applies only when you create a standard GEDCOM 5.5 file. You have two options: • **ANSEL.** As a rule of thumb, use ANSEL unless you know that you are sending your file to someone who uses a program that reads only ANSI. • **ANSI.** This is the character set used by Windows. The GEDCOM standard specifies ANSEL, so most other genealogy software uses ANSEL.
Ancestral File	Click this option to submit information to Ancestral File. If you select this option, Personal Ancestral File makes sure the data you select has enough information to be included in Ancestral File.
Pedigree Resource File	Click this option to submit information to the Pedigree Resource File. If you select this option, Personal Ancestral File makes sure the data you select has enough information to be included in the Pedigree Resource File.
TempleReady	Click this option to submit names for Latter-day Saint temple ordinances. If you select this option, Personal Ancestral File makes sure the names you select have enough information for temple ordinances to be performed.

Selecting Include options on the GEDCOM Export screen

When you export records, you can include the following types of information:

Tip: These options appear on the left side of the GEDCOM Export screen.

Option	Description
Notes	Click this option to include all of the notes in your file that are marked with an exclamation point or that are not marked. **Tip:** Using the Notes option alone will not export confidential notes marked with a tilde (~). To include confidential notes, you must also select both **Notes** and **Confidential data.**
Sources	Click this option to include all source and repository information attached to the records.

Option	Description
Multimedia	Click this option to include links to the multimedia files. **Tip:** In addition to the GEDCOM file, you must give the person receiving the information a copy of the multimedia. It is also helpful tell him or her the drive and folders where you store the multimedia files.
Contact information	Click this option to include the name, address, and other contact information attached to each individual record. **Tip:** You can add contact information to each individual record in your database.
Confidential data	Click this option to include user events that you marked to keep confidential. If you also select **Notes,** confidential notes will be included.
Full information on living	Click this option to include names and event information for people who were born fewer than 110 years ago and who have no information recorded in the death or burial fields. **Tip:** If you select neither **Full information on living** nor **Names on living,** the individual record for living individuals will contain the word *Living* in the Given Name field, and the sex will be unknown.
Names on living	Click this option to include only the names of living individuals.
Submitter	Click this option to include your name and address. **Tip:** You can type your name and address in Preferences on the **Prepared by** tab.
LDS data	Click this option to include ordinance and other Latter-day Saint information. **Tip:** This option does not appear if you have turned Latter-day Saint options off in your Preferences settings.

Exporting GEDCOM files to share with others

Personal Ancestral File allows you to create GEDCOM files that you can share with other people who use personal genealogical software.

GEDCOM has been updated several times since its creation. Personal Ancestral File supports the two most recent versions:

- **GEDCOM 5.5** is the most recent version. It is used by versions 3.0 and higher of Personal Ancestral File and by many other recent genealogical programs.
- **GEDCOM 4.0** is used by versions 2.1 to 2.31 of Personal Ancestral File and by many older genealogical programs.

Before you can share information with others, you should know which version of GEDCOM their computer programs use. If you do not know this information, you should contact them before creating the file.

Tip: If you have multimedia files in your database, Personal Ancestral File does include the links to those files in the GEDCOM file. The link consists of the drive, folder(s), and file name. If you are sharing information with another person, be sure to send copies of the multimedia files with the GEDCOM file. To view the multimedia files correctly, the receiver must either copy the multimedia files into the same drive and folder where you store your multimedia files or use Global Search and Replace to change the drive and folders of the multimedia files.

To export information for GEDCOM 5.5

1. From the **File** menu, select **Export.**
2. Click **Standard GEDCOM 5.5.**
3. Select either **ANSEL** or **ANSI.**

   Tip: Most people should select ANSEL. Select ANSI only if you know that the person who will receive this file uses a genealogy program that accepts only ANSI. Most GEDCOM-compatible genealogy programs use ANSEL.
4. To select all of the individuals in your database, click **All.**

   Or to select some of the individuals, click **Partial** and then **Select.** Use the relationship filters and field filters to select the names you want.
5. Click the "Include" options that you want.
6. Click **Export.**
7. Select the drive and folder where you want to save your submission.
8. Type a name for the file, and click **Export.**
9. When the export process is complete, a screen will appear telling you how many names were submitted. Click **OK.**

To export information for GEDCOM 4.0

1. From the **File** menu, select **Export.**
2. Click **GEDCOM 4.0.**
3. To select all of the individuals in your database, click **All.**

   Or to select some of the individuals, click **Partial** and then **Select.** Use the relationship filters and field filters to select the names you want.
4. Click the "Include" options that you want.
5. Click **Export.**
6. Select the drive and folder where you want to save your submission.

7 Type a name for the file, and click **Export.**

8 When the export process is complete, a screen will appear telling you how many names were exported. Click **OK.**

Submitting information to Ancestral File

Ancestral File is a computer file containing names and often other vital information (such as date and place of birth, marriage, or death) for millions of individuals who have lived throughout the world. Names are organized into family groups and pedigrees. To allow for coordination of research, the file also lists names and addresses of those who contributed to the file. Ancestral File, which was created by The Church of Jesus Christ of Latter-day Saints, is available on compact disc and on the Internet at www.familysearch.org.

You are invited to contribute your information to Ancestral File. To do so, export a file for Ancestral File, and mail it on floppy disk to:

Family History Department
Ancestral File Operations Unit
50 E. North Temple St.
Salt Lake City, UT 84150-3400
USA

You cannot submit information to Ancestral File over the Internet.

Correcting information in Ancestral File

To correct information in Ancestral File, use one of three methods:

- Use Personal Ancestral File 3.0, 3.0M, or 3.01M.
- Use the Ancestral File Edit feature.
- Submit the corrections on family group records or Pedigree Charts printed from Ancestral File.

You cannot use Personal Ancestral File 4.0 to submit corrections.

For more information, see the following sources:

- The documentation that came with Personal Ancestral File 3.0 or 3.01M.
- The document *Correcting Information in Ancestral File* (34030). You can obtain this document at the Family History Library or at a Family History Center.

To export information for Ancestral File

1 From the **File** menu, select **Export.**

2 Click **Ancestral File.**

3 To select all of the individuals in your database, click **All.**

Or to select some of the individuals, click **Partial** and **Select.** Use the relationship filters and field filters to select the names you want.

4 Click the "Include" options that you want.

5 Click **Export.**

6 Select the drive and folder where you want to save your submission.

7 Type a file name, and click **Export.**

8 When the export process is complete, a screen will appear telling you how many names were exported. Click **OK.**

Submitting names for temple ordinances

To submit names for temple ordinances, you must first type the information into Personal Ancestral File and then create a file of the names. You then use TempleReady to check this file to see if the names have enough information and to see if the ordinances have already been done.

TempleReady identifies the names that qualify and prepares a file that you can take to the temple, where the names will be printed and given back to you.

Guidelines for submitting names for temple ordinances

- Our preeminent obligation is for our own ancestors. We should not submit the names of people who are not related to us, including names we may obtain from personal extraction projects.
- A person whose name is submitted must have been deceased for at least one full year.
- If the person was born in the past 95 years, permission should be obtained from a living relative before the name is submitted.
- No ordinances are necessary for children who are stillborn. However, if there is any possibility that a child lived after birth, he or she should be sealed to the parents unless the child was born in the covenant (meaning that the child's parents were sealed before he or she was born).
- Children who died before age eight and were not born in the covenant need only to be sealed to their parents. They do not need any other ordinances.
- Clearance must be obtained from the First Presidency before temple ordinances may be performed for deceased persons who, at the time of their death, were excommunicated or had their names removed from Church records.

Estimating information for temple ordinances

When you are preparing names for temple ordinances, you can calculate or estimate dates and places if exact information is not available.

Information required for temple ordinances

When you have gathered and recorded information about an ancestor, Personal Ancestral File can help you determine whether you have enough information for ordinances to be performed.

This list shows the minimum information needed to perform ordinances. Some of this information can be estimated. The information should be as accurate as reasonably possible.

Tip: When you create a file for TempleReady, Personal Ancestral File automatically checks the names you select to see if they have enough information.

Baptism and Endowment

- Name
- Sex
- Event date, such as a birth date (at least a year is required)
- Event place, such as a birthplace (at least a country is required)

Sealing to Parents

- Information under "Baptism and Endowment," above
- First or last name of the father

Sealing to Spouse

- Name of the husband
- Marriage date
- Marriage place

To export information for TempleReady

1 From the **File** menu, select **Export.**

2 Click **TempleReady.**

3 To select all of the individuals in your database, click **All.**

Or to select some of the individuals, click **Partial** and **Select.** Use the relationship filters and field filters to select the names you want.

Tip: If you click **Select,** you will be able to see what ordinances the individuals qualify for or the reasons why they do not. You can also edit the individual and marriage records.

4 Click the "Include" options that you want.

5 Click **Export.**

6 Read the Temple Names Submission screen, and click **OK.**

7 Select the options you want on the Temple Names Submission Options screen.

8 Select the drive and folder where you want to save your submission.

9 Type a name for the file, and click **Export.**

10 When the export process is complete, a screen will appear telling you how many names were exported. Click **OK.**

11 Read the TempleReady Instructions screen, and click **OK.**

Tip: If you chose to have a submission report prepared, Personal Ancestral File will display that report in Notepad, where you can read, print, or edit it. To close the report, click on the **File** menu, and select **Exit.**

Using the Temple Names Submission Options screen

The Temple Names Submission Options screen allows you to customize how Personal Ancestral File prepares names for temple work.

Option	Description
Submit only selected individuals who qualify	Personal Ancestral File will include only the selected names that qualify in your submission. It may also include parents, if necessary, to complete a sealing-to-parents ordinance or a spouse to complete a sealing-to-spouse ordinance.
Submit all selected individuals	Click this option to submit all of the individuals you selected, regardless of whether they have enough information to qualify.
Put the word "Submitted" in ordinance fields to indicate names sent to the temple	Click this option to put the word *Submitted* in the ordinance date fields. **Tip:** You may want to select this option if you are submitting a large number of names. It will help if you know which names have already been submitted. As ordinances are performed, you can replace the word *Submitted* with the actual ordinance date.
Produce a submission report	Click this option to produce a submission report. This report lists the people and ordinances that were submitted. It also contains the reasons some ordinances were not submitted. **Tip:** Personal Ancestral File creates the report and displays it in Notepad after the export process is finished.

Using the Marriages button on the Temple Names Preparation screen

The **Marriages** button allows you to view and edit a couple's marriage information. If you are submitting a couple for sealing to spouse and the record lacks marriage information, you can add it.

To edit the marriage, click **Edit.**

Submitting information to the Pedigree Resource File

The Pedigree Resource File is a computer file that contains names; family relationships; and birth, marriage, and death information for millions of people. The information in this file will appear as it was originally submitted and will not be merged with information submitted by others.

You can both obtain information from the Pedigree Resource File and contribute information to it. You are responsible for the accuracy of the information you provide. Please make sure that your records:

- Are accurate and, if possible, documented.
- Do not contain information that may confuse, mislead, hurt, or embarrass other people.
- Include information about living people only if you have their permission.

The Pedigree Resource File is maintained by the Family History Department of The Church of Jesus Christ of Latter-day Saints.

You are invited to contribute your information to the Pedigree Resource File. You can do so through the Internet at www.familysearch.org. If you do not have an Internet connection, you can mail your contribution on floppy disk to:

Family History Department
Pedigree Resource File Submissions
50 E. North Temple St.
Salt Lake City, UT 84150-3400
USA

Conditions for submitting to the Pedigree Resource File

To submit your genealogy to The Church of Jesus Christ of Latter-day Saints, you must agree to these conditions:

- You must get permission from all living persons named in your submission to send their information.
- You give us permission to publish your name and address as the contributor of the information you submitted. This helps others to coordinate research with you.
- You give us permission to use, copy, modify, and distribute any of the information included in your submission without compensation and in any form we feel

appropriate. You also give us permission to use the information from your submission to create new databases.

- You affirm that you have the right to give us permission to use the information in your submission, as described in these conditions. You agree to indemnify us for any legal claims resulting from our use of the information in your submission.
- We are not responsible for any alteration, loss, damage, or corruption to your submission.
- Once you submit your genealogy to us, it becomes our property and cannot be retracted or returned. However, this does not limit your right to publish, sell, or give the information to others.

Copyright and the Pedigree Resource File

To protect Pedigree Resource File contributions from misuse, the file is copyrighted by Intellectual Reserve, Inc.

As part of the file, information you contribute may be available to the public in the Family History Library in Salt Lake City, Utah, in its associated Family History Centers worldwide, and in other Church facilities. In addition, copies of the file will be available for sale. The indexes may eventually be available on the Internet.

If you do not want to give permission to have your information published, or if you are not authorized to give permission, please do not contribute to Pedigree Resource File.

Including your information in Pedigree Resource File does not limit your right to publish the information yourself or to give it to others.

To export information for the Pedigree Resource File

1 From the **File** menu, select **Export.**

2 Click **Pedigree Resource File.**

3 To select all of the individuals in your database, click **All.**

Or to select some of the individuals, click **Partial** and **Select.** Use the relationship filters and field filters to select the names you want.

4 Click the Include options that you want.

5 Click **Export.**

6 Read the screens that explain the Pedigree Resource File, and click **Continue.**

7 Read the conditions for submitting information to it. If you agree, click **Agree.**

If you do not agree, click **Cancel.**

8 Select the drive and folder where you want to save your submission.

9 Type a name for the file, and click **Export.**

10 When the export process is complete, a screen will appear telling you how many names were exported. Click **OK.**

11 Read the Pedigree Resource File Submission Instructions screen, and click **OK.**

Importing information

An efficient way to add information to your database is to import a GEDCOM file that contains information you need.

You may be able to obtain a GEDCOM file from another family member, from Ancestral File, from the Pedigree Resource File, from a genealogical database, or from some other source.

To import GEDCOM files

1. From the **File** menu, click **Import.**
2. Select the drive and folder where the file is located.
3. Select the file.
4. Click **Import.**
5. Choose the import options that you want.
6. To import the file, click **OK.**
7. Personal Ancestral File opens Notepad to display an import log. You can print this report.
8. to close the box that tells you how many individuals were imported, click **OK.**

   Tip: To import the file into a new database, you must first create a new database and then import the file into it.
9. Personal Ancestral File asks if you want to view instructions on how to link the data you imported. Click **Yes** or **No.**

   Tip: If you click **Yes,** the help system opens to a topic that is titled "Working with imported information."

Selecting import options

When you import records, you have these options:

Option	Description
Import notes	Click this option to add notes in the GEDCOM file to your database.
Include listing file data in notes	Click this option to have messages about any problems with the data transfer to be included in the notes of the appropriate individuals. These messages are normally saved in the listing file.
Reuse deleted records	When you delete a record from your database, the RIN number, its RIN number is no longer used. Click this option to assign these RINs of deleted record to the records that you import. Do not select this option if you want all the imported records to appear at the end of your database when you sort it by RIN. **Tip:** If you do not select this option, you can track imported records by noting the highest RIN in your database before the import. the new records will have higher RINs than the records that already existed in your database.

Working with imported information

After you import information, remember the following guidelines:

- If you are importing the data into a new database, the first individual you will see is the person who had the lowest RIN in the imported database.
- If you do not see arrows indicating that there were ancestors or descendants or if you do not see the individuals that you expected, use the Individual List (found on the Search menu) to see if they are in your database.
- If the surnames you imported are in all uppercase letters, you can change them to mixed case letters.

- The data you just imported will not automatically link itself to any data that you already had. To link individuals, you can use one of the following methods:
  - If you do not have information about the individuals you imported, you will need to add them to the families where they belong.

    For example, suppose that you do not have information about the parents of Heinrich Brandt, but then you find and import information about them. The records are in your database, but they are not linked to Heinrich.

    To link them to Heinrich, move Heinrich to the primary position. From the **Add** menu, select **Parents.** Then click **Select existing individual,** and find the parents. If the parents are not linked, you can then add the spouse and marriage record.
  - If you imported information about individuals who are already in your database, you can use the Match/Merge feature to combine the records.

    For example, if you have an individual named Heinrich Brandt in your database and import more information about him and his parents, your database will have two records for Heinrich Brandt and each of his parents. Use the Match/Merge feature to merge the information from the new records into the records you already have in your database. The duplicates will be removed, and the family links will be formed.
- If the GEDCOM file has multimedia files, you must also copy the multimedia files onto a drive that your computer can use. You must either copy these files into the same drive and folder where the person who created the GEDCOM file stored them or use Global Search and Replace to change the drive and folders of the multimedia files to reflect where you stored the files.

Merging duplicate records

Each individual in your database should have only one record. If you think that you may have duplicate records, or if you import records that are similar to ones already in your file, you may want to merge the duplicate records.

You can merge duplicate records in one of two ways:

- You can use the Match/Merge feature. If you use this feature, Personal Ancestral File identifies potential duplicates, allows you to select information to keep, and merges the records.
- You can manually identify duplicate records, copy the information you need to keep from one record to the other, and delete the duplicate. This method takes time, but it gives you total control over the merge process.

Tip: During the merge process, Personal Ancestral File asks if you want to make a backup copy of your database. If you do not have a current backup copy, *make one.* When you merge two records, one of the records will be deleted permanently from your database. If you have a backup copy, you can recover that record if you accidentally merge it with the wrong record.

Identifying potential duplicate records

If you suspect that your database may contain duplicate records, you can:

- Use the Match/Merge feature to have Personal Ancestral File identify potential duplicates. You can then choose whether to merge the records or not.
- Print a list of duplicate individuals.
- Print an alphabetical list of individuals, and then manually check each record that may be a duplicate.

Using the Merge screen

Use the Merge screen to find duplicate records and combine them into one record.

Option	Description
Find	Click this button to find records that you want to merge.
Edit	Click this button to edit the individual record.
Select All	Click this button to select all of the data in the duplicate record.
Clear All	Click this button to deselect the selected data in the duplicate record.
Merge	Click this button to merge the two records displayed on the screen. If you have selected any information on the right side of the screen, it will replace the same information shown on the left side of the screen.
Switch	Click this button to have the two records change places.

Option	Description
Next Match	Click this button to find the next record that may be a duplicate.
Previous Match	Click this button to return to the previous record that may be a duplicate.
Options	Click this button to change the settings that determine how the Match/Merge feature works.
Marriages	Click this button to see the marriage records of both individuals shown on the screen.
Close	Click this button when you are finished using Merge.

Tip: LMD means Last Modified Date. This is the date when the record was last saved.

Navigating the Merge screen

The Merge screen displays records and allows you to decide whether to merge them.

The screen has two tabs:

- The Individual tab displays information for two records:
  - The Primary Individual, on the left side of the screen, is the record that remains in your database.
  - The Duplicate Individual, on the right side of the screen, will be deleted from your database if you decide to merge the records. Check boxes appear next to each piece of information. If you check a box, that information will replace the information in the same field on the Primary Individual record.
- The Marriage tab displays spouses' names, marriage dates, and marriage places for each individual. You can use this information to more effectively determine whether the records are duplicates.

Selecting merge options and other options for a list of duplicate individuals

Personal Ancestral File uses criteria to determine whether two records may be duplicates.

You can change some of these criteria to fit your needs.

Option	Description
Include individuals with no surnames	Click this option to include records that have no surname as potential duplicates. Using this option may increase the number of potential duplicates found.
Include individuals with no birth date	Click this option to include records that have no birth date as potential duplicates. Using this option may increase the number of potential duplicates found.
Years between birth dates	Type a number in this option field to specify an exact number of years between birth years that could be considered as a duplicate. Using a large number, more duplicates may be found.

Option	Description
Consider Ancestral File Numbers (AFNs)	Click this option if you would like to consider the Ancestral File number (AFN) when searching for possible duplicates. Using this option may decrease the number of potential duplicates found.
Consider middle names	Click this option to limit potential duplicates to people who have the same middle names or initials. Using this option may decrease the number of potential duplicates found.
Consider parents	Click this option to limit potential duplicates to people who have the same parents. Using this option may decrease the number of potential duplicates found.
Combine notes	Click this option to combine the notes of both records. **Tip:** This option is available only when you merge records.
Combine source citations	Click this option to combine the source citations of both records. **Tip:** This option is available only when you merge records.
Combine multimedia objects	Click this option to combine the multimedia objects associated with both records. **Tip:** This option is available only when you merge records.
Confirm when Merge button pressed	Click this option to have Personal Ancestral File ask you to confirm the merge each time you click the **Merge** button. **Tip:** This option is available only when you merge records.

To have Personal Ancestral File identify potential duplicates

1. From the **Tools** menu, select **Match/Merge.**
2. Personal Ancestral File asks if you want to make a backup copy of your database. If you do not have a current backup copy, *we highly recommended that you click **Yes,*** and make a backup copy.
3. Click **Next Match.**
4. Personal Ancestral File displays the records. If they are duplicates, go to step 5.

   Or if they are not duplicates, click **Next Match.**
5. When you find duplicate records, click on any information that you would like to transfer to the Primary Individual.

   Tip: If you would rather keep the record on the right side of the screen as the Primary Record, click **Switch.**
6. Click **Merge.**

   Tip: When you merge records that list spouses with different RINs, all of the spouses will be added to the merged record. If the merged record lists the same spouse more than once, the spouses also have duplicate records in the database. You may want to note the names and RINs of these records so that you can make sure that they get merged.

7 To merge other records, repeat steps 3 to 6.

8 To quit using merge, click **Close.**

To merge records that you select

1 From the **Tools** menu, select **Match/Merge.**

2 Personal Ancestral File asks if you want to make a backup copy of your database. If you do not have a current backup copy, *click **Yes,*** and make a backup copy.

3 To find the record that *you want to keep,* click the **Find** button for the Primary Individual.

4 Find the record you want to keep.

5 To find the *duplicate record,* click the **Find** button for the Duplicate Individual.

6 Find the duplicate record.

7 On the Duplicate Individual, click on any information that you would like to transfer to the Primary Record.

Tip: If you would rather keep the record on the right side of the screen as the Primary Record, click **Switch.**

8 Click **Merge.**

Tip: When you merge records that list spouses with different RINs, all of the spouses will be added to the merged record. If the merged record lists the same spouse more than once, the spouses also have duplicate records in the database. You may want to note the names and RINs of these records so that you can merge them.

9 To merge other records, repeat steps 1 through 7.

10 To quit using merge, click **Close.**

To merge records with matching Ancestral File Numbers (AFNs)

Tip: Before you begin, you may want to create a custom report listing individuals sorted by Ancestral File number. This report can show you exactly what records would be merged and help you decide whether to proceed.

1 From the **Tools** menu, select **Merge on AFNs.**

2 Personal Ancestral File asks if you want to make a backup copy of your database. If you do not have a current backup copy, *click **Yes,*** and make a backup copy.

3 Personal Ancestral File shows you the first two duplicate records and asks if you want to merge them. If you want to merge them one at a time, click **Yes.**

Or if you want Personal Ancestral File to automatically merge all records with matching Ancestral File Numbers, click **Yes to All.**

Or if you do not want to merge the records, click **No.**

Or to end the merge process, click **Cancel.**

Using buttons for merging records with matching Ancestral File numbers (AFNs)

When you are merging records with matching Ancestral File numbers, you have the following options:

Button	Description
Yes	Click **Yes** to merge the two records shown on the screen.
Yes to All	Click **Yes to All** to merge all records that have the same Ancestral File number. Personal Ancestral File will not ask you to confirm each merge. **Tip:** If you have edited Ancestral File numbers, you may want to click **Yes** rather than **Yes to All.** When you edit Ancestral File numbers, it is easy to make any typing errors; therefore, you may want to verify each merge one at a time.
No	Click **No** if you do not want to merge the records.

Merging duplicate sources and repositories

As you add sources or import records, you might eventually find that you have the same source or repository listed several times in your database.

Tip: The process merges sources and repositories only when their information is identical.

To merge duplicate sources and repositories

Tip: Before you do this, you may want to view the Source List and the Repository List to see what information will be merged. The merge process is automatic. You will not be able to stop it once it starts.

1 From the **Merge** menu, select **Merge Duplicate Sources.**

2 When the merge is complete, Personal Ancestral File will tell you how many sources and repositories were merged. Click **OK** to continue.

Creating a web page

One way to share your information with others is to put it on the Internet.

Personal Ancestral File can create the web pages for you. All you need to do is get an Internet service provider (ISP) to post it for you.

Posting a web page allows other people to find your information as well as communicate back to you.

To create a web page

1. From the **Tools** menu, select **Create Web Page.**

   Or from the toolbar, click the **Create WWW Page** button.

2. Select the type of web page.
3. If you selected Ancestors or Descendants, select the starting individual.

   Or if you selected Selected Individuals, use the Advanced Focus/Filter feature to select the individuals you want to include.

4. Select the options you want.
5. Click **Next.**
6. Type the information requested on the next screen.
7. When you are finished, click **Finish.**

Selecting the type of page, individuals, and notes and multimedia options

When you create a web page, these options are available:

Tip: These options appear on the first screen that appears when you create a web page.

Option	Description
Type of Page	• Click **Ancestry** to create a web page that contains the ancestors of the starting person. • Click **Descendants** to create a web page that contains the descendants (children, grandchildren, etc.) of the starting person. • Click **Selected Individuals** to choose which individuals will appear on the web page.
Starting Person/Filter	If you click **Ancestry** or **Descendants** as the Page Type, this box displays the starting person of the web page. The button in the box is labeled **Search.** Click it to choose a different starting individual for the web page. If you click **Selected individuals** as the Page Type, this box displays the number of individuals that will be included in the web page. The button in the box is labeled **Select.** Click it to use the Advanced Focus/Filter feature to choose the individuals to be included in the web page.
Notes	• Click **Source notes** to include sources in the web page. If you click this option, the following two options become available: - Click **Actual text** to include the actual text of sources. - Click **Comments** to include the comments of sources. • Click **General notes** to include your notes. If you click this option, the following options become available: - Click **Marked (!) only** to include notes whose first character is an exclamation point (!). - Click **Embed** have the notes embedded within the body of the text. - Click **Link** to have the notes in a separate but linked HTML file.
Multimedia	Click the multimedia option that you want: • Click **None** if you do not want your web page to include any multimedia files. • Click **Default image only** if you want your web page to include each individual's default image only. • Click **Full scrapbook** if you want your web page to include all of the items in the individual's scrapbook. If you click this option, the following options become available: - Click **Video clips** to include video clips. - Click **Audio clips** to include audio clips

Selecting Other options for a web page

When you create a web page, you can include the following types of information:

Tip: These options appear on the left side of the first screen that appears when you create a web page.

Option	Description
Number of generations	Type the maximum number of generations after the starting individual that you want to include.
Include GEDCOM file	Click here if you want to include a GEDCOM file of the individuals on your web page that others can download from your web site. • Click **Version 4** if you want to use version 4.0 of GEDCOM. This works with Personal Ancestral File 2.0 to 2.31 (and other compatible programs). • Click **Version 5** if you to use version 5.5 of GEDCOM. This works with Personal Ancestral File 3.0 and higher (and other compatible programs).
Your name/address	Click here if you want your web page to include your name and address. This information will come from the “Prepared by” tab in Preferences.
Your e-mail address	Click here if you want your web page to include your E-mail address. This information will come from the “Prepared by” table in Preferences.
Parent links	Click here to print the person’s parent link (relationship to parents). The parent link will appear as a code in brackets. An explanation of the codes is printed at the bottom of the report.
Multiple parent indicators	Click here if you want {+} to appear next to individuals who have more than one set of parents. If an individual has both a relationship indicator and a multiple parent indicator, they are enclosed in a single set of brackets.
Include “other” events	Click here if you want to include other individual events.
Continue duplicate lines	If you click **Ancestors** as the Type of Page, click this option to include duplicate lines. This will keep the ahnentafel numbering pure. If you click a **Descendancy** or **Selected individuals** as the Type of Page, this option is not available.
Hide details for the living	Click this option to hide all information about living individuals. Instead of details and scrapbook items, only the word *Living* appears. **Tip:** If you plan on putting your web page on the Internet, please use this option to protect the privacy of people who may still be living.
Include places in name index	Click here to include places in the name index of your web site. This can be useful but might make the name index look a bit cluttered.
Include LDS data	Click here to include Latter-day Saint ordinance dates and places.

Specifying HTML options for a web page

You must type a description of your web page when you post the page on the web. The following options are described in detail:

Tip: These options appear on the second screen that appears when you create a web page.

Option	Description
Local web page description	Type a description for your web page. The description can be up to 40 characters long. When a person displays your web page, this description will appear on the title bar of the browser.
Local web page folder	As you type the Local Web Page Description, the first nine characters will be copied as the Local web page folder. This will be the name of the folder where the web pages will be stored. If you would rather use a different folder name, type it.
Local web page path	This field displays the path and folder where the web pages will be stored.
Title of Page	This field displays the title that will appear to users on your main web page. To modify the title, click **Edit.**
Background	To choose a background image for your web page, click **Select.** To remove the background image of your web page, click **Clear.**
Introduction	Type any text that you want to appear after the Title of Page. **Tip:** The first few hundred characters carry over into later pages. If the description is too long, you will have to retype some of it each time you generate a web page.
Advanced HTML	Click this button to specify: • The start page (home page) of your web site. • The text that you want to use as a link to the start page • HTML code for headers and footers to appear at the top and bottom of each page. This is useful if you want a family logo or copyright notice to appear on each page.
Advanced Options	Click this button to specify: • The 3-character file prefix. • Whether or not you want to use the page called Index.htm as a start page. • Whether or not you want to store images in a separate folder that is named Images.

Using the Web Page—Advanced Options screen

The Web Page—Advanced Options screen allows you to specify how your web page will be stored.

Option	Description
3 character file prefix	Type a 3-character prefix if you intend to place several web pages in the same folder of your web site. This prefix will prevent each web page from using the same name that is used by other web pages.
Use 'Index.htm' as start page	Click this option if you want the start page to be named Index.htm. If you have another primary page, or if your Internet service provider (ISP) requires a name other than Index.htm, make sure that this option is not selected. **Tip:** This start page affects only the web pages created by Personal Ancestral File. It will not affect other web pages that you may have. To link your genealogical web pages to a personal web page, click the Advanced HTML button, and type the URL in the **URL of page to link back to** field.
Use 'Image' folder	Click this option if you want your graphics to be stored in a sub-folder named Images. This will include scrapbook images, background image, and the standard navigation icons for next, previous, etc. If your Internet service provider (ISP) does not allow sub-folders, make sure that this option is not selected.

Using the Web Page—Advanced HTML screen

The Web Page—Advanced HTML screen allows you to more specifically control the appearance of your web page.

Option	Description
URL of page to link back to	If you want to link your genealogical web pages back to another page, such as your personal page, type the URL here.
Text of link back	Type the "hot text" that a user clicks to return to your main page.
HTML code to appear on top of each page	Type any HTML code that you want to appear on top of each page as a header. **Tip:** A header is a good place for a family logo or other information. For more information on HTML, see any HTML authoring manual.
HTML code to appear on bottom of each page	Type any HTML code that you want to appear on bottom of each page as a footer. **Tip:** A footer is a good place for copyright information. For more information on HTML, see any HTML authoring manual.

Changing the title of a report or web page

You can change the title for:

- Web pages.
- Ancestry charts.
- Descendancy charts.
- Books.
- Individual summaries.
- Scrapbook pages.
- Calendars.

On the Reports and Charts screen, the **Title** button becomes active when you select one of these reports. Click it to specify the title.

Tip: You do not use the **Title** button to specify a title for a custom report. Instead, you can type it directly on the Custom Reports screen.

To change the title of a report or web page

1 To include the selected person's name in the title, click **Include Name.**

2 To type text that will precede the name on the title, click **Prefix.**

3 To type text that will appear after the name, click **Suffix.**

4 The Title box will reflect the changes that you make to the title. When you are satisfied, click **OK.**

Uploading your web page

Personal Ancestral File creates the web page on your hard disk in the folder specified by Local Web Page Path.

To make this page available on the Internet, you must follow the instructions of your Internet Service Provider (ISP) to upload your newly created page.

After you create your web page, you must upload all files, folders, and files in subfolders to your Internet site. For more information, contact your ISP.

Setting preferences

Preferences enable you to customize how Personal Ancestral File works. You can open the Preferences screen from the Tools menu.

The Preferences screen is divided into several categories, each with its own tab. Click on the tab to see the options on the options available on it.

Setting File preferences

To set File select **Preferences** from the **Tools** menu. Then click the **File** tab.

Option	Description
RIN of Home Person on File Open	Specify the individual that you want to appear in the primary position when you first open a file: • Click **Last used** if you want the same individual that appeared in the primary position when the database was last closed to be in that position when the database is next opened. • Click **Use** if you want to specify the RIN number of the individual that you want in the primary position. Type RIN number. If you do not know the RIN, click **Search.**
Relationship indicators	Relationship indicators show the relationship of everyone in the database to a root person in the database. The indicators appear on the status bar in the lower left corner of the Pedigree View and Family View screens. To turn relationship indicators on or off and select the root person, click **Change.**
Log Changes	If you want Personal Ancestral File to keep track of all changes made to a database, click here. The changes will be made to the file specified. • Click **View** to view the log in Notepad. • Click **Flush** to empty the log.

Understanding relationship indicators

You can use relationship indicators to identify how each person in your database is related to a selected individual. This selected individual is called the *root person.*

Relationship indicators appear on the status bar, in the lower left corner of your screen. If the highlighted person is not related to the root person, then a relationship indicator does not appear.

In Preferences, you can turn the relationship indicators on or off and select the root person.

To turn relationship indicators on or off and select the root person

1 From the **Tools** menu, select **Preferences.**

  Or press **Ctrl+Shift+Tab.**

2 Select the **File** tab.

3 Click **Change.**

4 If the correct root person is not showing, click **Search** to find the correct person.

  Tip: The root person is the person who all relationships are based on.

5 Click **Show Relationships on status bar.**

6 Click **OK.**

Understanding the log

Personal Ancestral File can keep a log that shows you when changes were made to your database. The log contains the date and time and a code that indicates what changes were made.

Keeping this log is useful, especially if you ever wonder if you have made a mistake or if you are coordinating research efforts with someone else.

Tip: From time to time, flush or delete the log file.

Log Entry	Meaning
3-12-97 11:29 Mod Ind 1	This entry indicates that on 12 March 1997, the individual record with RIN 1 was modified.
3-12-97 11:35 Mod Nts 15	This entry indicates that on 12 March 1997, the notes for the individual record with RIN 15 were modified.
3-12-97 11:41 Unl Ch 62 10	This entry indicates that on 12 March 1997, the child with RIN 62 was unlinked from marriage (MRIN) 10.
3-12-97 11:41 Unl Sp 63 10	This entry indicates that on 12 March 1997, that the spouse with RIN 63 was unlinked from marriage (MRIN) 10.
3-12-97 11:41 Del Mar 10	This entry indicates that on 12 March 1997, MRIN 10 was deleted.

To flush the log

1 From the **Tools** menu, select **Preferences.**

Or press **Ctrl+Shift+P.**

2 Select the **File** tab.

3 Click **Flush.**

Tip: The Flush button will not be available unless the Log to option is selected. If this option is not selected, no log exists and therefore cannot be flushed.

To view the log

1 From the **Tools** menu, select **Preferences.**

Or press **Ctrl+Shift+P.**

2 Select the **File** tab.

3 Click **View.**

4 The log report opens in Notepad.

Tip: The View button will not be available if a log file does not exist.

Setting General preferences

To set General select **Preferences** from the **Tools** menu. Then click the **General** tab.

Option	Description
Append to Names	You can select what information, if any, you want next to an individual's name within the database. • Click **Nothing** if you do not want any numbers to appear next to the name. • Click **RIN** to have RINs appear next to the name. **Tip:** The MRIN cannot be displayed on the Family View screen. • Click **Custom ID** to have Custom IDs, which you can type on the Individual screen, appear next to the name. • Click **AFN** to have Ancestral File numbers appear next to the name.
Display Notes Selector	The Notes Selector lists tags used in your notes and allows you to view all of your notes or only the notes with a particular tag. • Click **From edit individual** if you want the Notes Selector to appear when you access notes from the Individual screen. • Click **While browsing** if you want the Notes Selector to appear when you access notes from the Family View or Pedigree View screen. **Tip:** The Notes Selector does not appear for marriage notes.
Date Entry	Select the way that you want Personal Ancestral File to interpret dates that you type as all numbers. • Click **U.S.** if you want 8/3/1997 to be interpreted as 3 Aug 1997. • Click **European** if you want 8/3/1997 to be interpreted as 8 Mar 1997.
Use LDS data	Click this option to see fields where you can add ordinance information and use other options relating to Latter-day Saint temple work. By default, the Latter-day Saint data option is turned on.
Show LDS data on reports	Click this option to print ordinance information on reports. **Tip:** This option is only available if you have selected **Use Latter-day Saint data.**
Verify new names	Click this option if you want Personal Ancestral File to ask you to verify each new name that you type into the database. This can help catch spelling errors.
Capitalize surnames	Click this option if you want Personal Ancestral File to display and print surnames in all uppercase letters.
Edit marriage when created	Click this option if you want the Marriage screen to appear automatically when you add a spouse, child, or parent to an individual.

Option	Description
Shade reports	Click this option to turn the shading on or off for reports. **Tip:** Turn this option off if the shading detracts from rather than enhances your reports.
Hide shading in print preview	Click this option if you do not want to view shading when your preview a report.
Use list when navigating	This option affects how children are moved to the primary position on the Pedigree View and Family View screens. Specifically, the option affects which child appears on both the Pedigree View and Family View screens when you press C and which child appears on the Pedigree View screen when you click the triangular button next to the primary person. • If you click **Use list when navigating,** the last child who was in the primary position will appear. If none of the children have been in the primary position, the Descendants List appears. • If you do not click **Use list when navigating,** the following will happen: - If one of the children has already been in the primary position, that child will appear. - If none of the children has already been in the primary position, the oldest child with descendants will appear. - If none of the children have been in the primary position and none of them have descendants, the youngest child will appear.
Treat Enter key as Tab	Click here if you would like to use the Enter key to move from field to field on the Individual and Marriage screens.
Allow AFN edit	Click here if you would like to be able to type and edit Ancestral File numbers (AFNs).
Language for screens and reports	Select the language that you would like to use for screens and reports. If you change this option, you must exit Personal Ancestral File and start it again for the new language to appear.
Colors	Click **Colors** to change the colors used on the Pedigree View and Family View screens.

Option	Description
Password	Click **Password** to require a password before your database can be altered. The password is case sensitive. This means that if you type **Spot** for your password, you must later type **Spot**, not **spot** or **SPOT**, to make changes. **Tip:** To change or remove your password, you must know the current password. If you forget your password, you must use the Windows Registry Editor to remove it. Unless you are very experienced with the Registry and the Windows operating system, you should not attempt to do this without assistance. In the Windows Registry go to the key “HKEY_CURRENT_USER\Software\LDS Church\FamilySearch\Personal Ancestral File\Options” and remove the value named “Pwd.”

Understanding passwords

In Personal Ancestral File, the passwords are only intended to prevent another person from inadvertently changing your database. It is not a high-security password.

When you set a password, remember these things:

- When you set a password, it does not take effect until you exit and restart Personal Ancestral File.
- The password applies to all of the databases that are currently open—even if the other databases have a different password or no password. After you type the password to edit one database, you can edit all of them.
- To remove a password, you simply return to Preferences and delete it.
- To change a password, you return to Preferences and type a new one.

  Tip: To change or remove your password, you must know the current password. If you forget your password, you must use the Windows Registry Editor to remove it. Unless you are very experienced with the Registry and the Windows operating system, you should not attempt to do this without assistance. In the Windows Registry go to the key “HKEY_CURRENT_USER\Software\LDS Church\FamilySearch\Personal Ancestral File\Options” and remove the value named “Pwd.”

To set, change, or remove a password

1. From the **Tools** menu, select **Preferences.**

   Or press **Ctrl+Shift+Tab.**

2. Select the **General** tab.
3. Click **Password.**

4 If your database already has a password, type it, and click **OK.**

5 Type the password that you want to use.

Or if you want to remove the password, delete the existing password

6 Click **OK.**

Tip: To change or remove your password, you must know the current password. If you forget your password, you must use the Windows Registry Editor to remove it. Unless you are very experienced with the Registry and the Windows operating system, you should not attempt to do this without assistance. In the Windows Registry go to the key "HKEY_CURRENT_USER\Software\LDS Church\FamilySearch\Personal Ancestral File\Options" and remove the value named "Pwd."

To change colors

1 From the **Tools** menu, click **Preferences.**

2 Click the **General** tab.

3 Click **Colors.**

4 From the drop-down box, select the screen item whose color you want to change.

5 Click **Change Color,** and select or create the color you want.

Or if you want to return all of the screen items to the default colors, click **Windows Colors.**

Tip: Color changes affect both the Pedigree and the Family View screens.

Setting InfoBox preferences

An InfoBox is a box that appears in Pedigree View to provide additional information about a person and to allow you to display spouses and children.

To set InfoBox select **Preferences** from the **Tools** menu. Then click the **InfoBox** tab.

Use the InfoBox options to select how you want the InfoBoxes to be displayed and how much information you want them to contain. You have the following options:

Option	Description
Floating	Floating InfoBoxes appear when you pause your cursor over the name of an individual. You can choose what information appears in the InfoBox: • Click **None** if you do not want to use floating InfoBoxes. • Click **Dates only** if you want the InfoBox to display marriage, birth, and death dates and places and completed ordinance codes. • Click **Dates and family information** if you want event information as well as spouses and children to appear.
Locked	Locked InfoBoxes appear when you click on an individual or highlight an individual and press the spacebar. You can choose what information appears in the InfoBox: • Click **None** if you do not want to use locked InfoBoxes. • Click **Dates only** if you want the InfoBox to display marriage, birth, and death dates and places and completed ordinance codes. • Click **Dates and family information** if you want event information as well as spouses and children to appear. **Tip:** If you click **Dates and family information,** you will be able to move a person shown in the InfoBox to the primary position of the Pedigree Screen.

Setting Prepared by preferences

To set "Prepared by" select **Preferences** from the **Tools** menu. Then click the **Prepared by** tab.

The Prepared By preferences allow you to type your name, address, phone number, and E-mail address. Personal Ancestral File uses this information when it exports GEDCOM files, prints reports, and creates web pages.

Tip: Press **Tab** to move the cursor from field to field.

Setting Fonts preferences

To set Fonts preferences, select **Preferences** from the **Tools** menu. Then click the **Fonts** tab.

Option	Description
Pedigree and Family Views	Click **Change** to select a different font for text shown on the Pedigree View and Family View screens.
Notes Edit Screen	Click **Change** to select a different font for the Notes screen. **Tip:** This will not be the font used to print notes. It is only used to display notes on the screen.

Option	Description
Notes on Reports	Click **Change** to select the fonts that you want to print notes in. **Tip:** You can change this font when you select the fonts for the specific report.
Defaults	If you have made changes to the fonts and do not like them, click **Defaults** to return to the default fonts.

To change screen fonts

1 From the **Tools** menu, click **Preferences.**

2 Click the **Fonts** tab.

3 Click the **Change** button for the font you want to change, and select or create the color.

Or click **Defaults** to return to the fonts initially specified when you installed Personal Ancestral File.

4 Select the font you want, and click **OK.**

Tip: The font for the Notes Edit Screen is the font that is used to display information on the Notes screen (where you add and edit notes). It is not the font used to print notes on reports.

Setting Multimedia preferences

To set Multimedia preferences, select **Preferences** from the **Tools** menu. Then click the **Multimedia** tab.

Many multimedia features deal with a specific object, but a few common options exist:

Option	Description
Slide Show	Use the Default slide time to indicate how long each photo or scanned document should stay on the screen during a slide show. The following elements influence this setting: • Use **Default slide time** to determine how long each slide will be displayed. **Tip:** If the next picture takes longer to load from disk than the current slide is intended to show, then the current slide will remain until the next slide is loaded and ready for display. • Click **Default slide size** to use the default slide size. • Click **Slide size to screen ratio** to show each slide at a certain percentage of the screen's size. Type the ratio.
Background Color	Use these options to change the background colors for slide shows and scrapbooks. By default, slide shows use black, and scrapbooks use white. Use the drop-down box to select **Slide Show** or **Scrapbook.** Then, click **Color** to select a different color.
Print Preview	Click **Use photo placeholders** if you do not want to see the actual photos in print preview. This can help speed up the print preview because Personal Ancestral File 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 placeholder 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 would like Personal Ancestral File to display a picture quickly and sacrifice some quality or whether you would rather wait for a high-quality display. • Click **Fast** if you want speed rather than quality. • Click **Quality** if you want quality. **Tip:** This option does not affect the quality of the photos when you print them. It does affect photos when you display them in a scrapbook and when you crop an individual's photo.
Show default photo in Family View	Click here if you want to see the default photo of the primary individual on the Family View screen.

Setting Formats preferences

To set Formats preferences, select **Preferences** from the **Tools** menu. Then click the **Formats** tab.

Option	Description
Clipping Method (Names/Places)	At times, names and places are too long to fit both on screen and in reports. You can clip off part of a name using the following clipping methods: • Click **Truncate** to show as much as possible but clip off the portion that does not fit. • Click **Initials** to show the first letter of the words.
Place Level Importance	When a place-name does not fit on the screen or in a report, you adjust both the clipping method described above and the place level to be dropped or clipped. The drop-down box has several options. **Tip:** Largest usually refers to a country or state. Smallest usually refers to a parish or town. Select different options and watch how the example on the screen changes. These settings work with the Clipping Method described above.
Date Display Styles	This option enables you to select how dates are displayed. • You can select the order in which dates are displayed. • You can select how months are displayed. **Tip:** If you select a numeric format for the month, you will need to choose a separator. This determines whether a space or character will appear between the month, day, and year.

Setting Folders preferences

To set Folders preferences, select **Preferences** from the **Tools** menu. Then click the **Folders** tab.

When you save your family information, you are saving it to a certain location or folder. Just as you fill a manila folder with information and then mark on it what it contains, you can also save your information in computer folders. Give the folders a name that signifies what is inside the folder. You can select the folders where Personal Ancestral File will store various types of files.

Option	Explanation
PAF files	Type the path and folder where you want to store your databases.
Import/Export	Type the path and folder where you want to store your the GEDCOM files. • When you use Export, this will be the default folder where the files will be saved. If needed, you can change the folder during the Export process. • When you use Import, this will be the folder where Personal Ancestral File first looks for the GEDCOM file to import.
Backup	Type the path and folder where you want to store your backup files.
Reports	Type the path and folder where you want to store reports that you save as files.
Web pages	Type the path and folder where you want to store web pages.

Using the Date Calculator

With the Date Calculator you can:

- Calculate the time elapsed between any two dates within the Gregorian calendar.
- Calculate a date based on one date and an elapsed amount of time.

What is the Gregorian calendar?

The Gregorian calendar is the calendar commonly used today. It is a correction of the Julian calendar, which, because of miscalculated leap years, fell behind the solar year by several days.

Different countries began using the Gregorian calendar at different times, some as late as October 1752.

When a country adopted the Gregorian calendar, several days were omitted to bring the calendar in line with the solar year. Also at that time, the first day of the year changed from 25 March to 1 January.

To calculate the elapsed time between two dates

Tip: The Date Calculator does not work for dates before October 1752. Before this date, a country may have been using the Julian calendar. If the Date Calculator tried to calculate a date, it would be inaccurate.

1 From the **Tools** menu, select **Date Calculator.**

Or from the Individual screen, click **Options,** and select **Date Calculator.**

2 Select the starting date on the calendar.

Or in the Start Date field, type the date.

3 Select the ending date on the calculator.

Or in the End Date field, type the date.

4 Click **Calculate.** The elapsed time appears in the fields in the middle of the screen.

5 If you want to use the date calculator again, click **Clear Fields.**

6 When you are finished using the date calculator, click **Close.**

To calculate a date based on one date and an elapsed amount of time

Tip: The Date Calculator does not work for dates before October 1752. Before this date, a country may have been using the Julian calendar. If the Date Calculator tried to calculate a date, it would be inaccurate.

1 From the **Tools** menu, select **Date Calculator.**

Or from the Individual screen, click **Options,** and select **Date Calculator.**

2 Select the starting or ending date on the calendar.

Or, in the Start Date or End Date field, type the date .

3 Type the years, months, and days in the fields in the middle of the screen.

4 Click **Calculate.** The other date appears.

5 If you want to use the date calculator again, click **Clear Fields.**

6 When you are finished using the date calculator, click **Close.**

Using the Relationship Calculator

Use the Relationship Calculator to find the relationship between any two individuals in your file. After you identify two individuals, the program searches back generation by generation until it finds an ancestor common to the two. It then calculates the relationship.

The program *will not* show the following types of relationships:

X In-law or step family relationships

X Aunt and uncle relationships by marriage

To calculate the relationship between two people

1 From the **Tools** menu, select **Relationship Calculator.**

2 The person who was selected on the previous screen appears as the first person. To select a different person, click the first **Search** button.

3 To select the second person, click the second **Search** button.

4 Click **Calculate.**

5 The relationship(s) that the individuals have will appear. To calculate another relationship, repeat steps 2 to 4.

6 When you are finished using the relationship calculator, click **Close.**

Using the Soundex Calculator

Soundex is a type of index that groups together surnames that sound similar but are spelled differently. Each surname is assigned a code. The code consists of the first letter of the name and three numbers based on the next three consonants of the surname. Vowels are ignored. Soundex has been used to index the 1880, 1900, 1910, and 1920 United States censuses and some other types of records, such as naturalization records and passenger lists.

Use the Soundex calculator to determine a surname's Soundex code.

Tip: Soundex works reasonably well on names as they are pronounced in English, but it does not work very well in other languages.

To calculate a Soundex code

1 From the **Tools** menu, select **Soundex Calculator.**

2 Type the surname. As you type, the code appears under the name field.

3 To calculate another name, delete the first name, and type another.

4 When you are finished, click **Close.**

Manually calculating a Soundex code

The Soundex uses a code made up of a combination of letters and numbers to represent how a name sounds, rather than how it is spelled. Most variations in spelling or misspelling should produce the same code number. For example:

SMITH=S530	SMITHE=S530
SMYTH=S530	SMYTHE=S530

Tip: Soundex works reasonably well on names as they are pronounced in English, but it does not work very well in other languages.

To manually calculate a surname's Soundex code, follow these steps:

1 Write down the first letter of the name.

2 Assign code values to other letters as follows:

Code	Letters
1	b, f, p, v
2	c, g, j, k, q, s, x, z
3	d, t
4	l
5	m, n
6	r

- Do not code the letters *a, e, i, o, u, h, w,* and *y.*
- If a name has the same letter twice in a row, code it as if it were one letter. In the name Kelly, for example, you would code the two *l's* as just one *l.*
- If the name does not have enough letters to make three digits, add enough zeros to make 3 digits. For example, the surname Kelly has only one letter that can be coded. Therefore, the Soundex code is K400.

3 When you have 3 digits in the code, stop, even if the surname has more letters.

Tip: The first letter of the code is not counted as one of the three digits.

Changing names to mixed case

As you type information into Personal Ancestral File, you should be sure that you type surnames (last names) in uppercase and lowercase letters.

For example, type **McKay,** not MCKAY. This will help prevent confusion as to how a name should be capitalized.

If you have typed names in all uppercase letters, or if you have imported a file that contains names typed in all uppercase letters, Personal Ancestral File can change them to uppercase and lowercase letters.

To change names to mixed case

1. From the Tools menu, select **Change Names to Mixed Case.**
2. Personal Ancestral File asks if you want to continue. Click **Yes.**
3. When it is finished, Personal Ancestral File will tell you how many names were checked and how many were changed. Click **OK.**

   Tip: If uppercase letters in some of the names were changed incorrectly to lowercase letters, you can use the Advanced Focus/Filter feature to find and correct them.

Using Global Search and Replace

Tip: Before you use Global Search and Replace, make a backup copy of your database. Personal Ancestral File will not ask you to confirm each change. Nor can you undo the changes afterwards.

You can use Global Search and Replace to change all instances of:

- **All or part of a place-name.** This is useful if you need to correct spelling errors, add missing place levels, and spell out abbreviations. For example, you could change all occurrences of **Chicago, IL** to **Chicago, Cook, Illinois.** Or, you could simply change all instances of **IL** to **Illinois.**

- **All or part of the path and name of a multimedia file.** This is useful if you have changed the name of a multimedia file, if you would rather use a different file instead of one that is currently in your database, or if you moved your multimedia files to a new folder.

  Tip: Personal Ancestral File does not store multimedia files in your database. Rather, it stores references to them (the path and file name). If you move multimedia files from one folder to another, Personal Ancestral File will not be able to find them. With Global Search and Replace, you can change the references to all of your multimedia files at once, saving you the time of changing each multimedia file one at a time.

To use Global Search and Replace

Tip: Before you use Global Search and Replace, make a backup copy of your database. Personal Ancestral File will not ask you to confirm each change. Nor can you undo the changes afterwards.

1. From the **Tools** menu, select **Global Search and Replace.**

2. From the **Search and replace text in** drop-down box, select the type of global change that you would like to make.

3. In the **Search for** field, type the text as it currently appears in your database.

4. In the **Replace with** field, type the text that you would like to change the text to.

5. If you want the search to be case sensitive, click **Case sensitive search.**

   Tip: Case sensitive means that the search will consider uppercase and lowercase letters. If, for example, the search is case sensitive and you look for **Mexico,** the search will not find **mexico.**

6. Click **OK.**

Conducting Internet searches

If you have an Internet connection, you can select an individual in Personal Ancestral File, connect to the FamilySearch Internet Genealogy Service (www.familysearch.org), and conduct a search on that individual.

The Internet site will search the information available to it, and identify individuals who may be the same person as the one that you selected.

Tip: If you select **FamilySearch Internet Genealogy Service** from the **Tools** menu, Personal Ancestral File will access the Internet, and go to www.familysearch.org. It will not, however, conduct a search on the selected individual.

To search for an individual on the Internet

1 On the Family View or Pedigree View screen, select the individual that you would like to search for.

2 Make sure that you have included as much name, date, and place information as you know.

3 From the **Search** menu, select **FamilySearch Internet Genealogy Service.**

4 Personal Ancestral File will access the Internet, and conduct the search. If the search finds information, you will need to search each hit and determine whether it refers to the individual in your database.

Tip: If you select **FamilySearch Internet Genealogy Service** from the **Tools** menu, Personal Ancestral File will access the Internet and go to www.familysearch.org. It will not, however, conduct a search on the selected individual.

Glossary

Ahnentafel chart	A table that lists the name and date and place of birth, marriage, and death for an individual and specified number of his or her ancestors. The first individual on the list is number one, the father is number two, the mother is number three, the paternal grandfather is number four, the paternal grandmother is number five, and so forth. Ahnentafel is a German word meaning ancestor chart or ancestor table. This chart is also called a continental pedigree.
Also known as	A field on the Individual screen where you may type the other names by which a person was known.
Ancestral File number (AFN)	A number used to identify each record in Ancestral File.
Ancestral File	A computer file containing names and often other vital information (such as date and place of birth, marriage, or death) of millions of individuals who have lived throughout the world. Names are organized into family groups and pedigrees. To allow you to coordinate research, the file also lists names and addresses of those who contributed to the file. Ancestral File, which was created by The Church of Jesus Christ of Latter-day Saints, is available on compact disc and on the Internet.
Ancestry chart	A pedigree chart that contains only names and limited information about the people on it.
ANSEL character set	A set of characters used in computers. ANSEL contains the characters in the ASCII character set as well as many non-English and other characters. Personal Ancestral File uses the ANSEL character set rather than the ANSI, which uses a different technique to define the non-ASCII characters.
ANSI character set	The set of characters that are used in Windows. This set of characters includes the standard ASCII characters as well as math symbols, non-English diacritics and special characters.
ASCII	A very basic set of standard letters, numbers, and other symbols used in computers. ASCII is the most universal set of characters for a computer, but it is also the most limited.
Baptism Type	A field on the Individual screen used for recording whether a person was baptized into The Church of Jesus Christ of Latter-day Saints while they were alive or by proxy.
Baptism	The introductory ordinance into The Church of Jesus Christ of Latter-day Saints. The Church practices baptism by immersion for the remission of sins. The ordinance symbolizes the individual's rebirth as a disciple of Jesus Christ.
Books	An option that allows you to print Ahnentafel charts or modified registers.
Calendar	An option that allows you to print calendars showing names, birth dates, and other information about individuals in your database.

Call number The number used to identify a book, microfilm, microfiche, or other source in a library or archive. Library materials are stored and retrieved by call number.

Caption Text that briefly describes a multimedia file.

Cascading pedigree An option that allows you to print pedigree charts for a specified number of generations. Each page is numbered, which allows you to keep the pages in order.

Cascading family group record An option that allows you to print family group records for a specified number of generations in a family.

Cause of death A field on the Individual screen where you may type the reason that a person died.

Char set An abbreviation for character set, the numbers, letters, and other symbols available for use in a computer.

Character map A screen that displays all of the numbers, letters, and symbols available in a given font or for a given program.

Check/Repair A feature on the File menu that allows you to scan a file for database problems. You can select whether or not Personal Ancestral File should fix any problems it finds.

Child An option on the Add menu that allows you to add a child to the selected individual.

Citation Detail The part of a source citation that contains the information needed to find a particular piece of information within the source. For example, it might contain a page number of a book or a page and line number of a census.

Confidential data Information in a database that should be kept private. Confidential data includes both events that have been marked as confidential and notes that have ~ as the first character of the paragraph.

Contact information Information used to identify a person to contact about a record in your database. For living individuals, the contact information may list the individual in your database. For deceased individuals, it might be the person who gave you the information or a close living relative. You can type the name, address, telephone number, e-mail address, and web-site address. The screen where you can type this information is called the Contact Information screen.

Create Web Page A feature on the tools menu that allows you to create a web page containing the information in your database.

Custom ID A field on the Individual screen where you may type an identification number for an individual. This field is used mainly by genealogists who use a specific numbering system to identify each individual in a database. Do not use this field for social security numbers or any other information that should be kept confidential. In previous versions of Personal Ancestral File, this field was called the ID number.

Custom reports An option that allows you to design reports that contain the information and format that you want.

Date calculator A feature on the Tools menu that allows you to determine the days, months, and years elapsed between two dates or to determine a date based on the amount of time elapsed before or after a date.

Date entry An option on the Preferences screen that allows you to select whether the computer interprets dates that are typed in all numbers as U.S. style (3/4/99 means 4 March 1999) versus European style (3/4/99 means 3 April 1999).

Delete Individual A Feature on the Edit menu that allows you to remove all information about the selected individual from your database.

Descendancy chart A report that lists an individual and his or her children and their spouses and children.

Descendancy List A feature on the Search menu that displays an individual's descendants and allows you to select an individual to display.

Description Text that describes a multimedia file. The description is generally longer than the caption.

Duplicate individual In match/merge, the record that is the same as another record in your file. If you merge the records, the record of the duplicate individual will be deleted from your file.

End of line The last known person in a line of ancestry. An end-of-line person has no parents in the database.

Endowment A priesthood ordinance performed in temples of The Church of Jesus Christ of Latter-day Saints. The endowment explains the purpose of life and Heavenly Father's plan for the exaltation of his children.

Export A feature on the File menu that allows you to save information to use in another genealogical program, to submit to Ancestral File or the Pedigree Resource File, or to submit for temple ordinances.

Family A feature on the View screen menu that allows you to display an individual and his or her spouse, children, and parents. The Family screen (or view) is one of the main screens in Personal Ancestral File.

Family History SourceGuide A computerized reference library of information about how to do family history research. SourceGuide is produced by The Church of Jesus Christ of Latter-day Saints.

Family group record A printed form that lists a family—parents and children—and gives information about dates and places of birth, marriage, and death. Also called a family group sheet.

FamilySearch Internet Genealogy Service A search service on the World Wide Web that helps people find and share family history information. This service is provided by The Church of Jesus Christ of Latter-day Saints.

FamilySearch	A term that refers to computer products created by The Church of Jesus Christ of Latter-day Saints that help people learn about their ancestors. FamilySearch products currently include (1) a DOS-based version that includes Ancestral File, International Genealogical Index, Military Index, Social Security Death Index, Scottish Church Records, Personal Ancestral File, and the Family History Library Catalog, and (2) a search service on the World Wide Web that helps people find and share family history information.
Father	A feature on the Add menu that allows you to add an individual's father.
Field	A place on a computer screen where you can type or view information.
Field filter	An option on the Advanced Search/Focus screen that allows you to select individuals who have similar information in fields in the individual record, marriage record, notes, or sources.
Find by RIN/MRIN	A feature on the Search menu that allows you to find an individual in your file by typing the RIN or MRIN.
GEDCOM	The acronym for "GEnealogical Data COMmunications." GEDCOM is a computer data format created by The Church of Jesus Christ of Latter-day Saints for storing genealogical information so that many computer programs can use it. Personal Ancestral File and FamilySearch both use GEDCOM.
Gregorian calendar	The calendar system used in most of the present-day world. Pope Gregory XIII introduced this calendar in 1582 to correct the Julian calendar, which because of miscalculated leap years no longer matched the solar year. In the Gregorian calendar, the year begins on 1 January and has 365 days. Years that are divisible by four have an extra day in February, called a leap day. The year of a new century, however, has a leap year only if it is divisible by 400. Various countries adopted the Gregorian calendar at various times. England and the American colonies adopted it in 1752.
Home	A feature on the Search menu that allows you to return to the person with RIN 1. You can change the home person by changing the "RIN of Home Person on File Open" feature in Preferences. The term home can also refer to the first person in a database.
Import	A feature on the File menu that allows you to bring the information stored in a GEDCOM file into your database.
Individual Summary	A printed version of an individual record.
Individual	A feature on the Edit menu that allows you to edit the selected individual. Also a feature on the Add menu that lets you add an unlinked individual to your file.
Individual List	A feature on the Search menu that allows you to view a list of the individuals in your file and display them on the Pedigree or Family screen. You can sort the list alphabetically or by RIN.

Individual record	The computer record that contains a person's name and birth, christening, death, burial, Latter-day Saint ordinance, and other information.
InfoBoxes	An option on the Preferences screen that allows you to select how much information you want to display in the Pedigree View screen. Pedigree View displays information in two ways (1) in a floating box that appears only when you pause your cursor over the name of an individual, or (2) in a locked box that appears only when you click the name of the individual.
Julian calendar	A calendar introduced in Rome in 46 B.C. This calendar was the basis for the Gregorian calendar, which is in common use today. The Julian calendar specified that the year began on 25 March (Lady's Day) and had 365 days. Each fourth year had a leap day, so it had 366 days. The year was divided into months. Each month had 30 or 31 days, except February which had 28 days in normal years and 29 days in leap years. This calendar was used for several centuries but was eventually replaced by the Gregorian calendar because leap years had been miscalculated.
Latter-day Saint data	Latter-day Saint baptism, endowment, and sealing information stored on individual and marriage records.
Link	The process of defining family relationships between individual records. The term link can also refer to the process of attaching a source to an individual or marriage record.
Listing file	Information from a GEDCOM file that did not fit in an individual record, marriage record, or source. You can put this information into the notes for an individual or marriage, or you can copy it into a separate file.
Lists	An option that allows you to print various lists.
Living	A person who is still alive. Personal Ancestral File defines a living person as someone who was born within the last 110 years whose individual record contains no death or burial information. This term is also an option available for the Baptism Type field on the Individual screen. It is used to indicate that a Latter-day Saint baptism was performed by the individual while he or she was still alive.
Log changes	An option on the Preferences screen that allows you to track any addition, modification, or deletion you make to the individual and marriage records in your database. You see this file or empty it.
Marriage	An option on the Edit menu that allows you to edit the marriage record of the selected individual.
Marriage list	A feature on the Search menu that displays a list of all of the couples in your database and allows you to display one on the Family or Pedigree screen.
Marriage record	The computer record that contains a couple's marriage date, place, Latter-day Saint sealing, and other marriage information.
Married Name	A field on the Individual screen where you may type the name a person adopted after marriage.

Match/Merge	A feature on the Tools menu that allows you to find duplicate records in your database and combine them into one record.
Media	A term used to refer to electronic pictures, sound clips, and video clips. Also called multimedia.
Media collection	A feature that shows you all of the multimedia files that have been linked to an individual, source, or marriage.
Merge on AFNs	A feature on the Tools menu that allows you to automatically merge records that have the same Ancestral File numbers.
Modified register	A report that lists an individual and his or her descendants in a narrative form. The first paragraph identifies the individual and explains birth and other event information in complete sentences. The next paragraph describes the person's first spouse. Their children and their spouses are listed next. If the person had more than one spouse, those spouses and any children appear after that.
Mother	A feature on the Add menu that allows you to add the mother of the primary individual.
MRIN	An abbreviation that stands for "Marriage Record Identification Number." Personal Ancestral File assigns each marriage record a unique MRIN and uses it to distinguish one marriage record from another.
Multimedia	A term used to refer to electronic pictures, sound clips, and video clips. Also called multimedia. Also a feature on the Edit menu that allows you to add, change, or remove a multimedia file from the selected individual.
Multiple parent indicator	A symbol used on reports that indicate that a person is linked to more than one set of parents.
Nickname	A familiar form of a person's name or a descriptive name given to an individual in addition to his or her given name. In Personal Ancestral File, you can type a nickname in Nickname field of the Individual screen.
Notes	Information about an individual, marriage, or set of parents that does not fit in the individual record, the marriage record, or sources. notes can contain additional information, research notes, or other narrative information. Also a feature on the Edit menu that allows you to add or edit the notes associated with the selected individual.
Notes Selector	A feature that lists tags used in your notes and allows you to view all of your notes or only the notes with a particular tag.
Order Spouses	An option on the Edit menu that allows you to change the order of an individual's spouses. You can put spouses in chronological order according to the marriage date or in any other order. The spouse listed as number one will be the spouse who appears by default each time the database is opened.
Order Children	An option on the Edit menu that allows you to change the order of an individual's children. Generally, you will put the children in chronological order by birth dates.

Other events	An event that does not appear by default on the Individual and Marriage screens. You can choose from a predefined set of events or add your own.
Parent Link	The type of relationship selected for an individual and his or her parents. The options are biological, adopted, guardian, sealing, challenged, and disproved. If a person is linked to only one set of parents, the relationship is assumed to be biological unless you change it. On the Family screen, the parent link appears only if it is something other than biological. Also called the Relationship to Parents link.
Parents Marriage	An option on the Edit menu that allows you to edit the marriage record of the parents of the selected individual.
Parents	An option on the Edit menu that allows you to add a new set of parents to an individual, change the order of the parents, change the Relationship to Parents code, unlink a person from a set of parents, make a certain set of parents the primary parents, add notes about a set of parents, and add Latter-day Saint sealing-to-parents information. Also an option on the Add menu that allows you to perform the same tasks.
Password	A set of characters that you can use to prevent unauthorized people from using your database.
Pedigree	A feature on the View menu that allows you to see a pedigree chart of 5 generations of a person's ancestry. This term can also refer to a pedigree chart or be used as a synonym for lineage or ancestry.
Pedigree chart	A chart that shows an individual's direct ancestors—parents, grandparents, great-grandparents, and so forth. A pedigree chart may contain birth, marriage, and death information.
Pedigree Resource File	A computer file containing names and often other vital information (such as date and place of birth, marriage, or death) of individuals who have lived throughout the world. Names are organized into family groups and pedigrees. Unlike Ancestral File, the information will appear as it was originally submitted and will not be merged with information submitted by others. In the future, this same information may also be submitted to other systems, such as Ancestral File. As a condition of submission, people will be asked to give permission for this to happen.
Physical description	A field on the Individual screen where you may type the information about a person's appearance.
Preferences	A feature on the Tools menu that allows you to customize how Personal Ancestral File operates.
Prepared by	An option on the Preferences screen that allows you to type your name, address, telephone number, Ancestral File number, and e-mail address. Personal Ancestral File uses this information when it exports and prints information from your database.
Primary individual	On the Family screen, the person in the top, left position. On the Pedigree screen, the person in the first generation position. On the Merge screen, the record displayed on the left side of the screen that will remain in your database after a merge. Also called the primary position.

Print Reports	A feature on the File menu that allows you to send information to a printer. You can print pedigree charts, family group records, individual summaries, and many other types of reports.
Properties	A feature on the File menu that allows you to display statistics about your database, such as the number of individuals, marriages, sources, and so forth.
Proxy	An option available for the Baptism Type field of the Individual screen. It is used to indicate that a Latter-day Saint baptism was performed by an individual acting on behalf of a deceased individual.
Relationship filter	An option on the Advanced Search/Focus screen that allows you to select individuals who are related.
Relationship to Parents Link	The type of relationship selected for an individual and his or her parents. The options are biological, adopted, guardian, sealing, challenged, and disproved. If a person is linked to only one set of parents, the relationship is assumed to be biological unless you change it. On the Family screen, the parent link appears only if it is something other than biological. Also called the Parent link.
Relationship indicators	Words that show the relationship of everyone in the database to the selected individual in the database. On the screen, the relationship indicators show up on the status bar in the lower left corner of the screen.
Relationship calculator	A feature on the Tools menu that allows you to determine how two individuals are related.
Relationship codes	A symbol used to represent parent links on reports.
Repository List	A feature on the Edit menu that allows you to add, edit, or delete repositories from your database.
Repository	The place where records are stored. In Personal Ancestral File, you can record a repository's name, address, and telephone number.
Restore	A feature on the File menu that allows you to use a backup copy to return your database to its state when the backup copy was made.
RIN	An abbreviation that stands for "Record Identification Number." Personal Ancestral File assigns a unique RIN to each individual record that you type. This number is used to distinguish that individual record from others in your database.
Root person	The person who has RIN 1. Personal Ancestral File uses the term root person when you turn on the Relationship Indicators in Preferences.
Scrapbook	A report that shows the photographs and other scanned images that are associated with an individual. Each image can be accompanied by its file name, caption, and description.
Sealing To Parents	A term referring to priesthood ordinances performed in temples of The Church of Jesus Christ of Latter-day Saints that make it possible for the relationships between parents and children to continue after death.

Sealing to spouse	A term referring to priesthood ordinances performed in temples of The Church of Jesus Christ of Latter-day Saints that make it possible for a husband's and wife's relationship to continue after death.
Selection file	A file that Personal Ancestral File creates when you choose the records you want to import into your file.
Soundex	A type of index that groups together surnames that sound similar but are spelled differently. Each surname is assigned a code that consists of the first letter of the name. The next three consonants are assigned a number. Vowels are ignored. Soundex has been used to index the 1880, 1900, 1910, and 1920 United States censuses and some other types of records, such as naturalization records and passenger lists.
Soundex calculator	A feature on the Tools menu that allows you to calculate the Soundex code for a surname.
Source Description	The portion of a source citation that describes the source as a whole. A source description is stored as a separate record in your database. After you type a source description once, you need only to select it from a list to cite it in another place in your database.
Source	Information that describes the book, certificate, periodical, record, or other place where genealogical information was found.
Source List	A feature on the Edit menu that allows you to add, edit, or delete sources from your database.
Spouse	A feature on the Add menu that allows you to add the selected person's spouse.
Status bar	A feature on the View menu that allows you to hide or display the status bar (the bar along the bottom of the Pedigree and Family screens that displays instructions, the file name, and other information about your file.)
Tag	A word or phrase used to classify the information in a note. Tags should be typed in all uppercase letters at the beginning of the note and be followed by a colon.
Tagged notes	A type of note that uses a keyword to identify the type of information contained in a note. The keyword is typed in all uppercase letters at the beginning of a paragraph and followed by a colon. For example, in the following note, "NAME: is the tag: "NAME: This person changed her name."
Temple ordinances	A religious ceremony performed in a temple of The Church of Jesus Christ of Latter-day Saints by one having priesthood authority.
TempleReady	A computer program that helps members of The Church of Jesus Christ of Latter-day Saints prepare the names of their ancestors for temple ordinances.
Title (prefix)	A field on the Individual screen used for information that should appear before a person's name. It can be used for titles of nobility, scholarship, clergy, etc.

Title (suffix)	A field on the Individual screen used for information that should appear after a person's name. It can be used for information such as Junior, Senior, III, etc.
Toolbar	A feature on the View menu that allows you to display or hide the toolbar (the row of buttons along the top of the screen).
Truncate	To shorten a long personal or place-name. Personal Ancestral File sometimes truncates names so they will fit on a screen or report.
Unlink individual	A feature on the Edit menu that allows you to remove the family relationship between the individuals.
Unlink	The process of removing the family relationship between two records. When you unlink records, the records stay in the database, but they no longer appear as family members.
Wall chart	An ancestry chart that can be taped together to form one large pedigree chart.

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