INTRODUCTION TO
FAMILY HISTORY

COMPUTER GUIDE

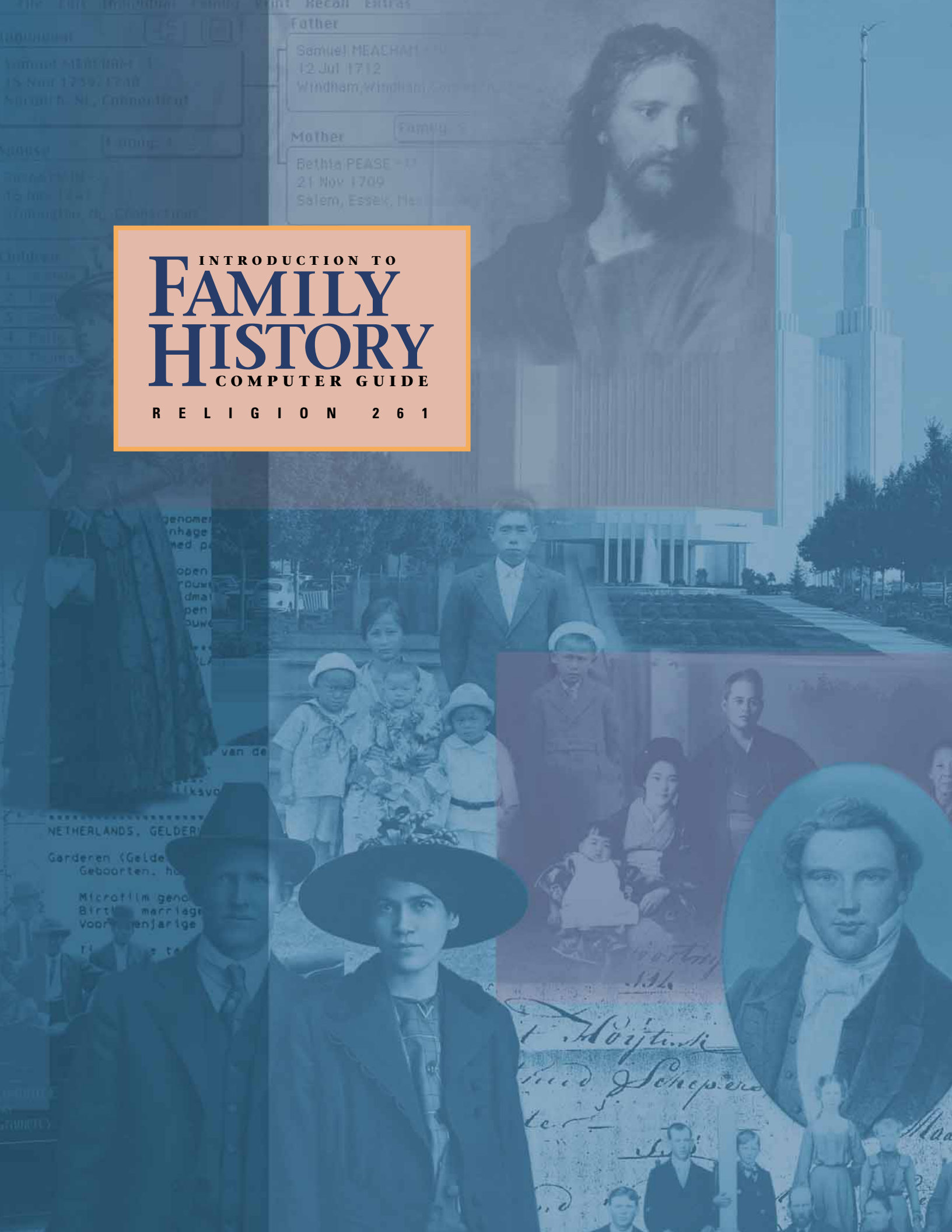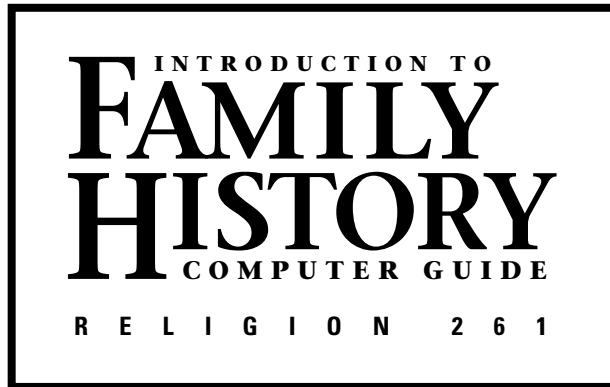### RELIGION 261

INTRODUCTION TO
FAMILY HISTORY
COMPUTER GUIDE
RELIGION 261

Prepared by the
Church Educational System

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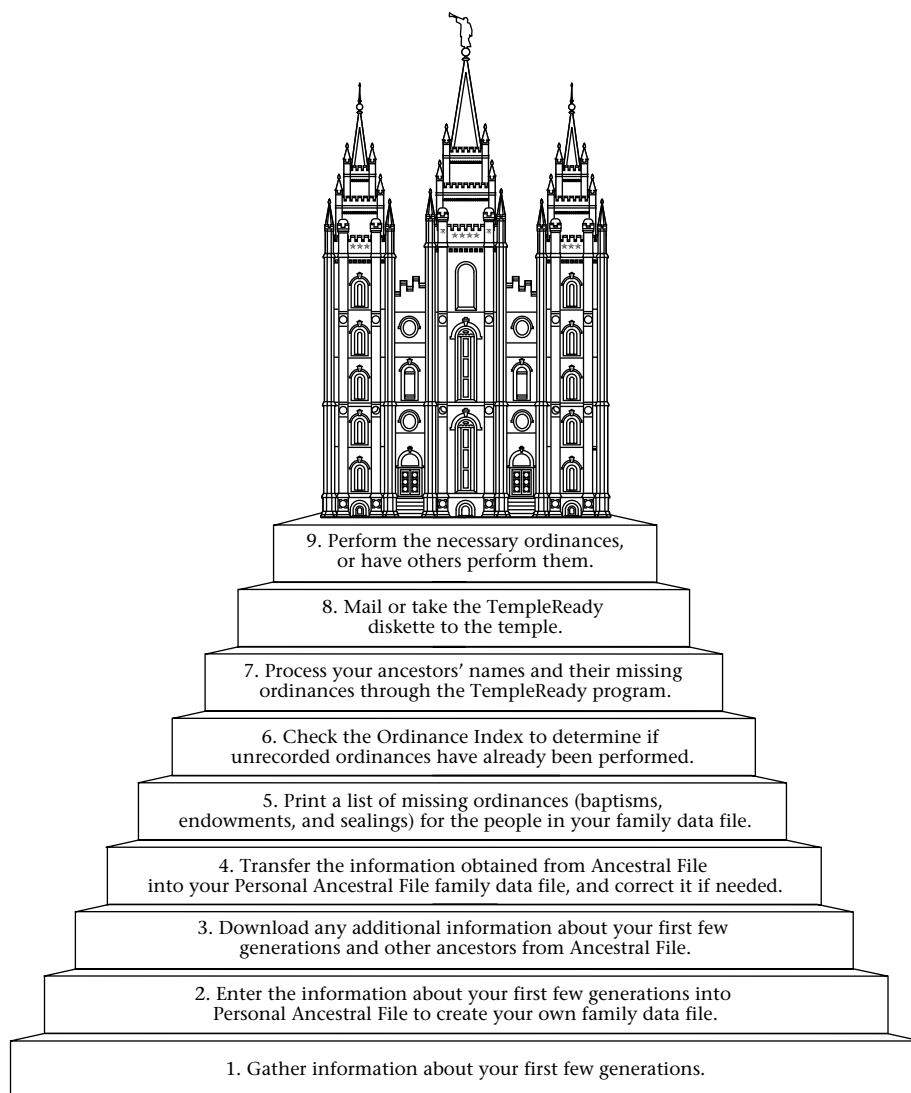Salt Lake City, Utah

CONTENTS

INTRODUCTION

This computer guide is for teachers and students of Religion 261, Introduction to Family History. The fourteen sections in this guide provide instructions for using computers to research and organize family history (genealogical) information, to print charts and forms, to submit names for temple work, and to contribute family history records to The Church of Jesus Christ of Latter-day Saints.

This guide is designed to be used with FamilySearch™ 2.26 and Personal Ancestral File (PAF) 4.0. The instructions will likely also apply to later versions of FamilySearch and Personal Ancestral File, with slight variations. When there are major changes in the computer programs and files, this computer guide will be updated.

"Going hand in hand with this increased temple activity is an increase in our family history work. The computer in its various ramifications is accelerating the work, and people are taking advantage of the new techniques being offered to them. How can one escape the conclusion that the Lord is in all of this? As computer facilities improve, the number of temples grows to accommodate the accelerated family history work" (Gordon B. Hinckley, *in Conference Report, Oct. 1999, 3; or* Ensign, *Nov. 1999, 4–5).

Using computer programs to research names and submit them to the temple can seem more complicated than it is. The following steps illustrate the research and submission process:

9. Perform the necessary ordinances, or have others perform them.

8. Mail or take the TempleReady diskette to the temple.

7. Process your ancestors' names and their missing ordinances through the TempleReady program.

6. Check the Ordinance Index to determine if unrecorded ordinances have already been performed.

5. Print a list of missing ordinances (baptisms, endowments, and sealings) for the people in your family data file.

4. Transfer the information obtained from Ancestral File into your Personal Ancestral File family data file, and correct it if needed.

3. Download any additional information about your first few generations and other ancestors from Ancestral File.

2. Enter the information about your first few generations into Personal Ancestral File to create your own family data file.

1. Gather information about your first few generations.

SECTION 1: WHAT IS PERSONAL ANCESTRAL FILE?

Personal Ancestral File (PAF) 4.0 is a Windows®-based computer program you can use to record, organize, print, share, and submit genealogical information. It allows you to create a computerized family tree (known as a database or a family records data file) beginning with yourself and continuing with your parents, grandparents, and as many generations back as you are able to find.

When you open PAF, you will see one of three screens:

The Welcome to Personal Ancestral File screen. This screen shows various options for opening or creating family data files.
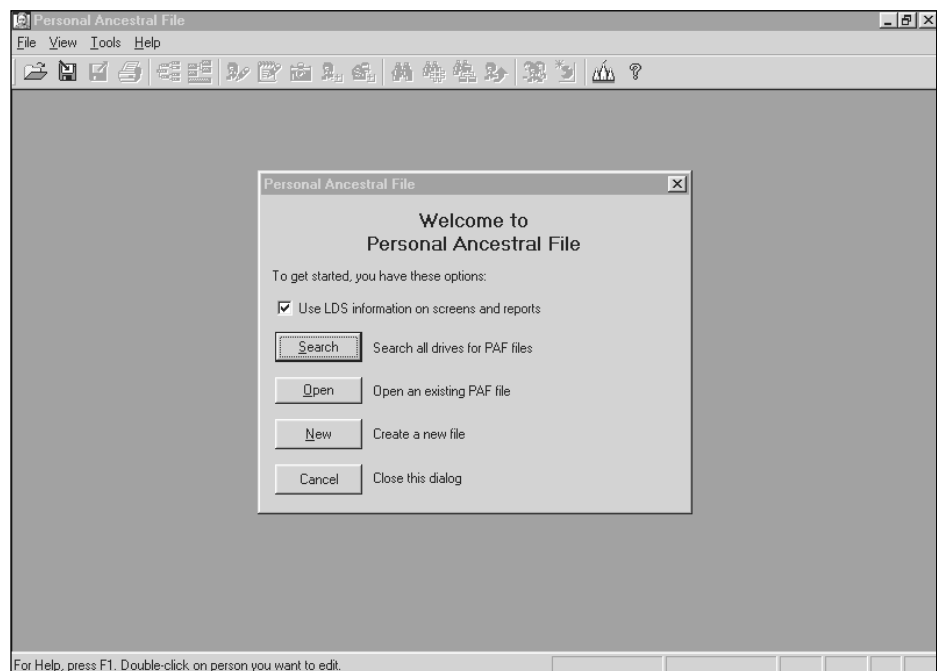
The Pedigree View screen. This screen shows a chart beginning on the left with a single individual and expanding to the right with spaces for the father, mother, grandparents, and so forth.
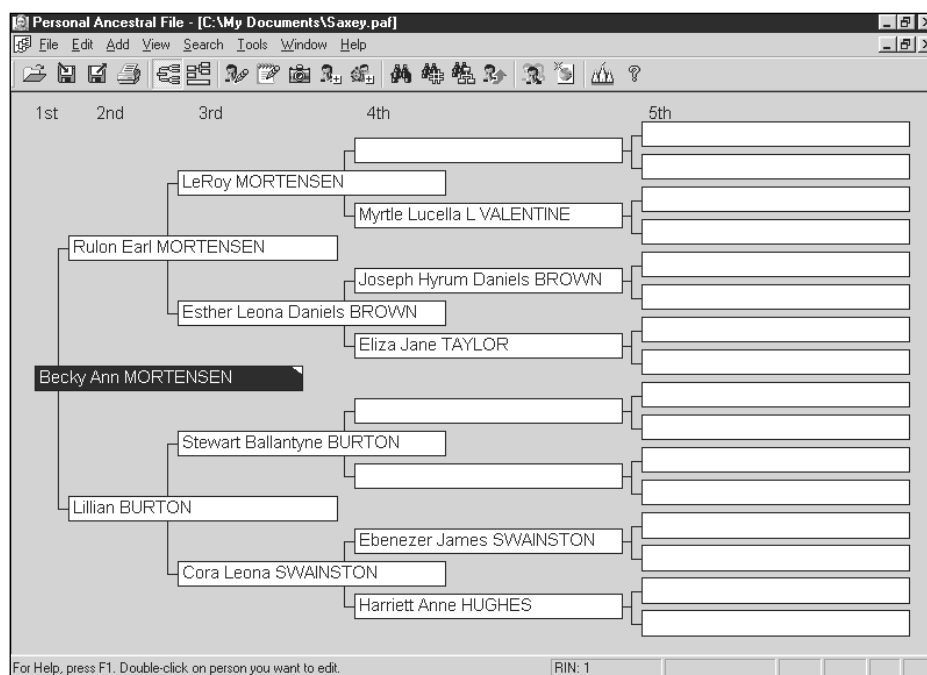
The Family View screen. This screen has a space for an individual in the upper left, a space below for the individual's spouse, spaces to the right for the individual's parents, and a bottom portion for the individual's children.

You can work from the Family View or Pedigree View screen to:

- Add names and other information to your data file.

- Link individuals and families.

- Record information sources.

- Add notes.

- Print family group charts, pedigree charts, and other charts and reports.

- Search for and display individuals or families.

- Correct the information displayed.

- Save your information to disk to share with others researching your family lines.

- Add information from disks you receive from others.

As you record and organize your family information, you can aid in the Lord's work by preparing and submitting names of your ancestors for temple ordinance work.

"'The time of harvest is come' [D&C 101:64]. A new era of family history work has arrived. As President Gordon B. Hinckley recently noted, 'The Lord has inspired skilled men and women in developing new technologies which we can use to our great advantage in moving forward this sacred work.' Previously, efforts have focused on gathering names and dates and organizing that information. Now, computer products are available that can actually guide you to find your kindred" (Russell M. Nelson, in Conference Report, Apr. 1998, 45; or *Ensign,* May 1998, 35).

SECTION 2: CREATING A PAF FILE AND ENTERING INFORMATION

The C drive. You will be creating a PAF family records data file on the computer's C drive (the internal hard drive). Working from the C drive is much faster than working from floppy disks. If you are using your own computer, leave your PAF family records data file on the C drive, and make a backup copy on a floppy disk. If you are working on a computer at an institute, Family History Center, or other FamilySearch site, each time you are ready to exit PAF you should:

- Make (or update) two backup copies of your file on floppy disks.

- Delete your original file from the C drive, leaving it clean for others to use.

When you return to continue your PAF work, use one of your backup disks to restore your PAF file to the C drive. The instructions for making backup disks, exiting PAF, deleting your file from the C drive, and restoring your PAF file to the C drive are given in section 3.

(*Note:* On networked computers or computers with partitioned hard drives, PAF may be located on a drive other than the C drive. If this is the case, translate all references to the C drive in this manual to whatever drive you are using.)

Existing PAF data. If you have a family records data disk created in an earlier version of PAF, you may be able to use it in PAF 4.0. See procedure 3.4 for instructions. *Note:* In FamilySearch, PAF 2.31 and PAF 3.0 may be two of the options. These older versions of PAF are not discussed in this computer guide. The instructions in this guide are for PAF 4.0 and will likely also apply to later versions of PAF.

Experienced users. If you are familiar with Windows, you may be able to follow the on-screen options and helps without having to carefully read all of the instructions in this computer guide. If so, read enough of the guide to learn what tasks you are to accomplish, and then continue on your own, referring to the guide as necessary. Many of the basic instructions in the guide are given in **bold** to facilitate skimming.

Keyboard and mouse. When this computer guide instructs you to click on a menu item or icon, these are designated in SMALL CAPITAL LETTERS. For example, if the guide instructs you to click on VIEW, move the mouse until the mouse pointer is centered over the word *View* in the menu bar, and click the left mouse button. When the guide instructs you to press a key on the keyboard, the key is designated in [brackets]. If the guide instructs you to press [F1], press the first function key, which is labeled F1. Do not also press the bracket keys. When the computer guide instructs you to type a word, the word is given in *italics.*

Getting help. If you do not understand an instruction in this guide, talk to a ward, branch, or stake family history consultant or another person with computer experience. You can also click on HELP or press the [F1] key, and a help screen will appear. To exit the help screen, click on EXIT or the X in the upper right corner or press the [Esc] key.

Blank disks. Before you begin the procedures in this section, you will need two blank, formatted disks for backup copies of your data file (or just one disk if you are

working on your own computer). Most disks are already formatted when purchased. If you need help with formatting, consult a ward, branch, or stake family history consultant or someone else with computer experience.

Note: If possible, complete the procedures in this section in one sitting, followed by procedure 3.1 (and 3.2 if necessary). This may take an hour or more. In this section you will create a family file and type in the information for yourself, your spouse and children (if any), your parents, and your brothers and sisters (if any). If necessary, you can finish later. Before exiting, complete procedure 3.1 to create a backup copy (or copies) of your data and, if needed, procedure 3.2 to delete your file from the hard disk. When you re-enter PAF to continue your work, follow procedure 3.3 to restore your family data file.

PROCEDURE 2.1—CREATING A NEW DATA FILE

Step 1. Enter the PAF 4.0 (or later) program. This is usually done by **double-clicking on the PAF icon** on the Windows desktop or by selecting it from the Windows Programs list (click START and then PROGRAMS, and then find and click on PAF, which may be listed under FAMILYSEARCH).

Step 2. If this copy of PAF has been previously used, in some cases the program will try to load the last-used file to the last-visible screen. After entering PAF you will see one of three screens: the Welcome to Personal Ancestral File screen, the Pedigree View screen, or the Family View screen. (See section 1 for descriptions of these screens.)

- If you see the Welcome to Personal Ancestral File screen, **click on NEW.**

- If you see a Pedigree View or Family View screen, go to the menu bar at the top of the screen, and **click on FILE.** On the drop-down menu that appears, **click on NEW.**

The Create New Family File screen will appear.

Step 3. Decide on a name to use to identify the PAF data file you are about to create. You should probably use your own last name, followed by your given names (for example, "Saxey, Becky Ann").

With the cursor blinking in the space labeled File name, type in the name you have chosen. Press [Enter] or **click on SAVE.** A screen titled Preferences will appear.

Step 4. Look at the tabs at the top of the Preferences screen (GENERAL, FILE, INFOBOX, and so on). Note which tab is selected. (The selected tab is in front of the others.) **Click on the GENERAL tab** if it is not already selected.

Step 5. *Note:* If you do not complete this step exactly as given here, some of the instructions in the PAF sections of this computer guide will not function as described. Be sure you complete this step accurately and completely. (If you are working on a computer at an institute or Family History Center, get the permission of the director or other supervisor before making these changes.)

Use the mouse to select the following items under GENERAL if they are not already selected. **(Select these items by clicking on them.** A solid dot in a circle or check mark in a square indicates the item is selected.)
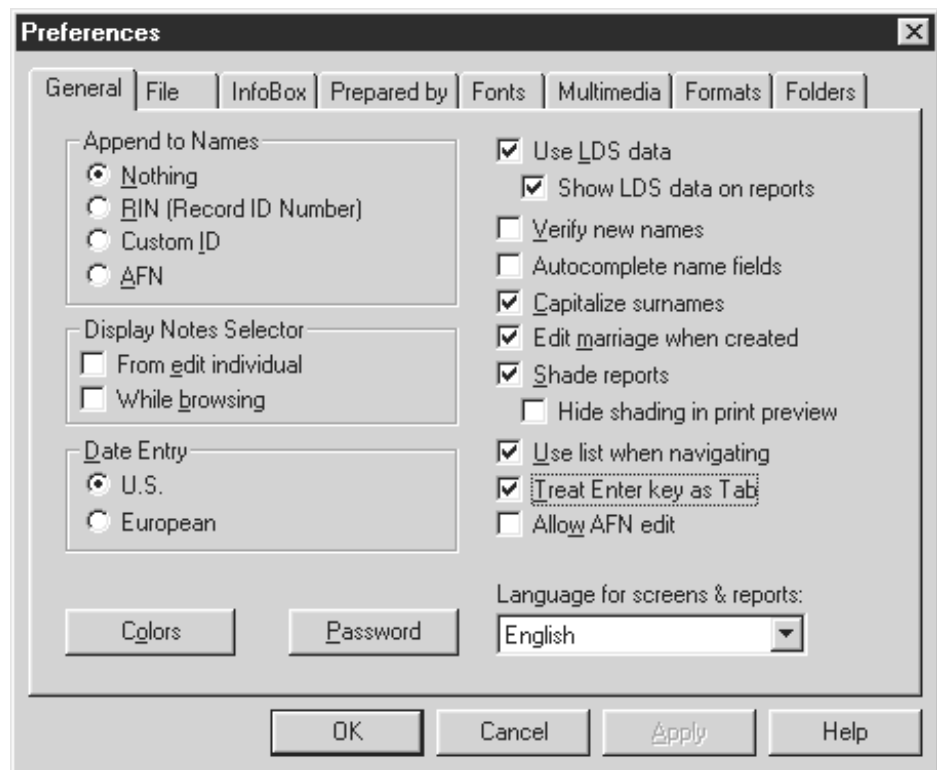
If any items besides those shown here are selected, click on them to unselect them.

Note: Do not click on OK at this point, as this will take you to the Family View or Pedigree View screen. If this happens, click on TOOLS (in the menu bar at the top of the screen) and then on PREFERENCES to get back to the Preferences screen.

Step 6. Click on the PREPARED BY tab. Type in your first name, followed by your middle names if any. Press the [Tab] key to advance to the Surname field or space. (Do not use the [Enter] key, as this will take you to the Family View or Pedigree View screen. If this happens, follow the directions in the note above.) You can also use the mouse to move from one field to another.

Type in your surname, and then continue by typing in your address, telephone number, and so forth. If you do not know your Ancestral File Number (AFN), skip that field. You can come back later and fill in additional information.

Step 7. When you finish, **click on OK,** and continue with procedure 2.2. (Be sure you click on OK. Otherwise your information will not be saved.)

PROCEDURE 2.2—ENTERING INFORMATION ABOUT YOURSELF

The Menu Bar and the Tool Bar. The menu bar at the top of the screen (showing FILE, EDIT, ADD, VIEW, and so forth) gives you various options for working within PAF. The tool bar (below the menu bar) is another way to access the various options. Before you begin this procedure, you may want to familiarize yourself with the tool bar. Move the mouse pointer over an icon without clicking, and leave it there a moment. A Tool Tip will appear, explaining what that icon does. Read the Tool Tip for each icon. Note that not all the icons will be usable all the time.

Missing information. Throughout this manual, when you are asked to enter information that you do not have, skip that portion and continue on. If you find the information later, you can return and type it in.

Step 1. You will now be at either a blank Family View screen or a blank Pedigree View screen. If you are at a blank Pedigree View screen, **click on VIEW** in the menu bar at the top of the screen, and **then click on FAMILY.**

At the Family View screen, the upper left box should be highlighted. (If it is not highlighted, click inside it once to highlight it.) **Double-click inside the box**, and the Add Individual screen will appear.

(Or go to the menu bar, click on ADD, and then click on INDIVIDUAL. You can use this method any time you add a name to your data file.)

Step 2. Read the following instructions, which apply each time you enter a new individual into your family records:

- If you need to type any non-English characters (such as letters with accents), leave the cursor blinking in the space where you want to insert the character, press [F7], and the Character Map will appear. Use the mouse or the arrow keys to highlight the desired character. (It is highlighted when the square around it is in bold.) Press [Enter] (or double-click on the character), and the character will be inserted. To exit the Character Map, press [Esc].

- For females, be sure to type the maiden name as the surname.

- To identify the sex of an individual, type [m] or [f], and "Male" or "Female" will appear (you can also type [u] for "Unknown"). Then press the [Tab] key or the [Enter] key to continue.

- To enter dates, type in the day, the first three letters of the month, and then all four digits of the year (for example, *25 Nov 1957).*

- Do not enter LDS blessing dates in the Christening field. If you want to enter this information, click on the OPTIONS button and then on NEW EVENT/ATTRIBUTE. Highlight BLESSING, and then click on SELECT.

- To enter information for places, type the city or town first, followed by a comma, and then type such additional information as the county, state, province, and nation, separating each with a comma (for example, *Fullerton, Orange, California, USA).*

- The first fields for Baptism, Endowment, and Sealing to Parents are for the dates of those events.

- Some earlier versions of PAF 4.0 have a Baptism Type field, in which you must indicate whether the baptism was "Living" (meaning the person was baptized in this life) or "proxy" (meaning the baptism was performed in the temple after the person's death). If your version of PAF has the Baptism Type field, type [l] or [p], and "Living" or "Proxy" will appear. Press the [Tab] or [Enter] keys to continue.

   Later versions of PAF 4.0 do not have the Baptism Type field and instead request that you indicate the date of the baptism, followed by either the temple in which the baptism was performed by proxy, or the place (city, county, state, province, country, or other location) where the person was baptized while living.

- In the Temple fields for Baptism, Endowment, and Sealing to Parents, click once inside the blank space, and then click on the arrow to the right. This brings up a list of temples. Use the mouse to find the temple where the ordinance was performed, click on it once, and the temple will appear in that field.

- In the first field for Sealing to Parents, if the individual's parents were sealed in the temple before the individual's birth, type *bic* instead of a date (*bic* stands for "born in the covenant"), and skip the Temple field. If the individual was sealed later, type in the sealing date, and fill in the Temple field.

Begin filling in the Add Individual form by typing your given name or names. **Press the [Tab] or [Enter] keys** (or use the mouse) to move to the next field. (You may also be able to use the arrow keys to move up and down between fields.) Type in your surname (remember, always use the maiden name for females), and fill in the rest of the information requested, skipping any fields that do not apply or that you do not know. Some of the fields may not appear until you move further down in this screen. When finished, **click on SAVE** (in the upper right).

Step 3. You should now see the Family View screen, showing your name in the primary (upper left) position.

- *RINs.* When you entered yourself, PAF assigned you a Record Identification Number (RIN), in this case number 1. (The RIN of the highlighted individual appears at the bottom of the Family View screen, near the middle.) Each person you enter will be given the next available number. It is not important to try to manage which numbers go to which names.

- *Editing.* If you ever need to change, add, or delete information you have already entered, double-click on the individual's name (in the Pedigree View or Family View screen), and you will be taken to that individual's Edit Individual screen, where you can change the information.

PROCEDURE 2.3—ADDING NOTES

You may want to type notes as part of your family history records. Notes can include anything of interest about an individual, such as occupation, hobbies, talents, and unusual characteristics or experiences. If you do not wish to type in notes at this time, skip to procedure 2.4, on adding sources.

Step 1. At the Family View or Pedigree View screen, **double-click on the name of the individual** for whom you wish to add notes. The Edit Individual screen will appear.

Step 2. **Click on the NOTES icon**, which is toward the right side of the screen.

The Notes for . . . screen will appear.

Step 3. Type in any notes that you would like to include, and then **click on SAVE** (at the bottom). You will be returned to the Edit Individual screen. **Click on SAVE again**, and you will be back at the Family View or Pedigree View screen.

PROCEDURE 2.4—ADDING SOURCES

You may also want to add sources that tell where you obtained the information in your records (dates and places of birth, marriage, death, and so forth). Sources might include birth certificates, marriage licenses, microfilmed records, books, diaries, letters, or newspaper clippings, plus information on where to find these records. Although source information is not required, including it can help avoid duplication of effort by you and later researchers. If you do not wish to type in sources at this time, skip to the end of this procedure.

Step 1. At the Family View or Pedigree View screen, **double-click on the name of the individual** for whom you wish to type source information. The Edit Individual screen will appear.

Step 2. Note the letter S that appears to the right of several of the information fields. To enter source information for one of those fields, **double-click on the S**, and a screen will appear called Select Source for . . . .

Step 3. If this is the first time you are entering source information, **click on NEW** (at the bottom). In the future, you will have the option of selecting a previously entered source. An Edit Source screen will appear.

Step 4. For the source title, type in the title of the document (such as birth certificate, will, or the title of a book). Type in any other information relating to that source.

Step 5. **Click on OK** (at the bottom). The Select Source for . . . screen will reappear, with the source title showing twice, once in the Source field and again as the first

item in a list of sources. In the future, whenever you are working on your data file and you enter the Select Source for . . . screen, you will be able to choose from this list or add new sources. (Note the options across the bottom of the screen.)

Step 6. Click on SELECT (at the bottom left) to select the highlighted source. A Sources for . . . screen will appear. **Click on OK** (at the bottom), and you will be back at the Edit Individual screen. **Click on SAVE** to return to the Family View or Pedigree View screen.

Once you have added notes or sources for an individual, a small triangle will appear in the top right corner of the name field (on the Family View or Pedigree View screen), like a folded-over corner of a piece of paper.
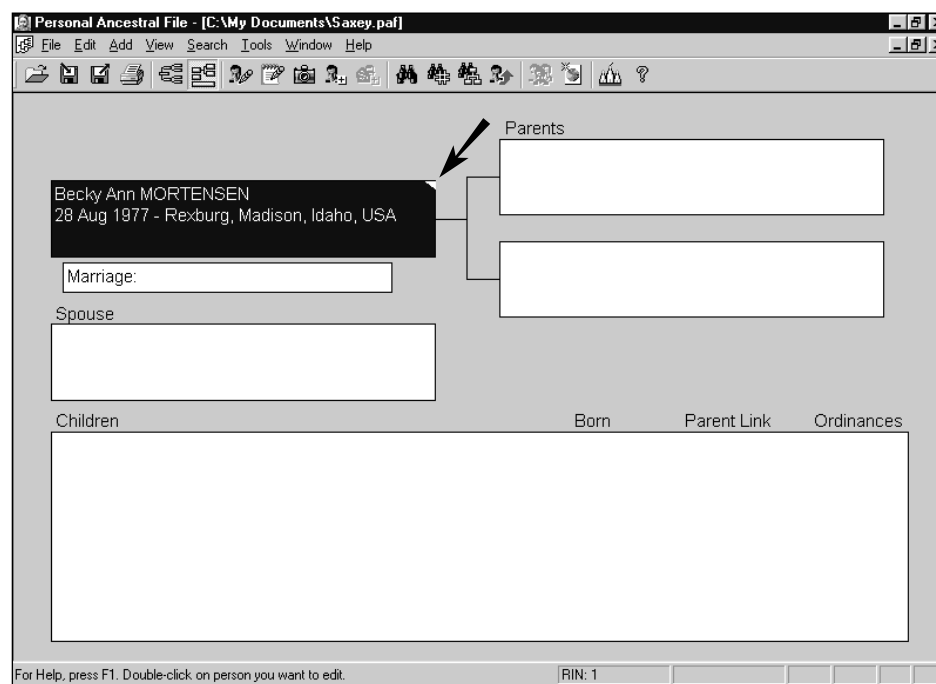
Complete procedures 2.5 and 2.6 as applicable.

PROCEDURE 2.5—ADDING YOUR SPOUSE

Step 1. At the Family View screen, with your name in the primary (upper left) position, **double-click inside the blank box labeled Spouse.** The Add spouse for . . . screen will appear.

Step 2. Type in the information for your spouse. (For instructions for the various fields, refer to procedure 2.2 step 2.) When finished, **click on SAVE,** and a Marriage screen should appear. (If the Marriage screen does not appear, double-click inside the Marriage box between your name and your spouse's name on the Family View screen.)

Step 3. Type in your marriage date and place. Type in also your sealing to spouse date (which may be the same date) and the temple where it took place, if applicable.

• *Using the Ditto feature.* Notice the arrow that often appears to the right of the boxes where you enter information.

This means that by clicking on the arrow you can access a list of previously typed names, dates, or places or in some cases a list of temples.

You can scroll through the list and click on the item (name, date, place, or temple) that you want to enter into the field, without having to type it.

Sometimes, when you begin typing a name, date, place, or temple, a previously typed name, date, place, or temple will appear. If it is what you wish to type, press [Enter] or [Tab] to accept the suggestion and move to the next field. Otherwise, continue typing in the correct information.

Step 4. Click on SAVE to return to the Family View screen.

PROCEDURE 2.6—ADDING YOUR CHILDREN

Step 1. At the Family View screen, **double-click inside the box labeled Children.** An Add or Select Individual box will appear.
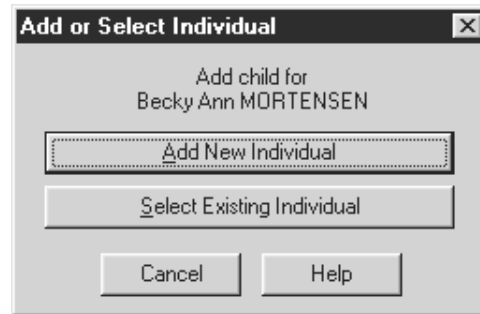
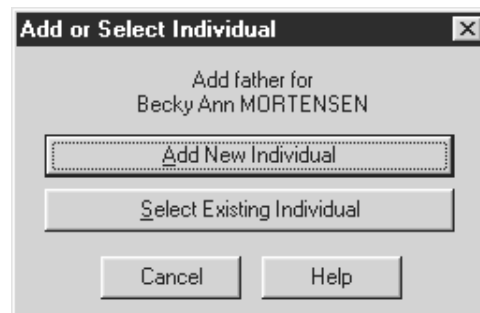**Step 2. Click on ADD NEW INDIVIDUAL.** The Add child for . . . screen will appear.

Step 3. Type in the information for your first child. (For instructions related to the various fields, refer to procedure 2.2 step 2.) Remember that if you and your spouse were sealed in the temple before this child's birth, you simply type *bic* (for "born in the covenant") in the Sealing to Parents field. When finished, click on SAVE.

Step 4. A box will appear, asking, "Do you want to add another child for . . . ?" If you have more children to add, **click on YES,** and repeat steps 2 and 3 until all children have been entered. When you are finished adding children, **click on NO** at the box that asks, "Do you want to add another child for . . . ?"

The Family View screen will appear, now showing the names of your children. If your children do not appear in the correct birth order, complete procedure 2.9, and then continue with procedure 2.7.

PROCEDURE 2.7—ADDING YOUR FATHER AND MOTHER

Step 1. At the Family View screen, **double-click inside the top blank box** (under Parents). The Add or Select Individual box will appear.

Step 2. Click on ADD NEW INDIVIDUAL. An Add father for . . . screen will appear.

Step 3. Type in the information for your father. (For instructions related to the various fields, refer to procedure 2.2 step 2.) When finished, **click on SAVE.** A Marriage screen will appear.

Step 4. Type in the marriage information (if you need help, see procedure 2.5). When you are finished, **click on SAVE.**

Step 5. To enter your mother's information, **double click inside the lower box under Parents,** and then repeat steps 2 and 3. Remember to use your mother's maiden name. When finished, **click on SAVE.** This will return you to the Family View screen, which will now show your name, the names of your spouse and children (if any), and the names of your parents.

- *Editing marriage information.* If you ever need to edit marriage information for a couple, highlight the name of the husband or wife on the Family View screen, click EDIT on the menu bar, and then click MARRIAGE on the drop-down menu that appears.

Continue with procedure 2.8.

PROCEDURE 2.8—ADDING YOUR BROTHERS AND SISTERS

If you do not have any brothers or sisters, skip to procedure 3.1.

Step 1. At the Family View screen, move your father to the primary position by **clicking on the arrow** to the right of his name field. (This is a triangle inside a small square.)

Step 2. Click on ADD in the menu bar, and **then click on CHILD** on the drop-down menu that appears. (Or double-click inside the Children box on the Family View screen, beneath any names that may already appear there.) The Add or Select Individual box will appear.

Step 3. Click on ADD NEW INDIVIDUAL. The Add child for . . . screen will appear.

Step 4. Type in the information for your brother or sister. (For instructions related to the various fields, refer to procedure 2.2 step 2.) When finished, **click on SAVE.**

Step 5. You will be asked, "Do you want to add another child for . . . ?" If you have additional brothers or sisters to add, **click ON YES**, and repeat steps 3 and 4 above for each one. When finished, at the question "Do you want to add another child for . . . ," **click on NO.** The Family View screen will show your father and mother with their children.

Step 6. Your name probably appears as your parents' first child. If you are not the first child, complete procedure 2.9 to change the order of the children. Otherwise continue with procedure 3.1. (You may want to read through procedure 2.9 regardless to become familiar with it.)

PROCEDURE 2.9—CHANGING THE ORDER IN WHICH CHILDREN APPEAR ON THE SCREEN

Step 1. At the Family View screen, with the father in the primary position, **click on EDIT** on the menu bar.

Step 2. Click on ORDER CHILDREN on the drop-down menu. A Child Order screen will appear.
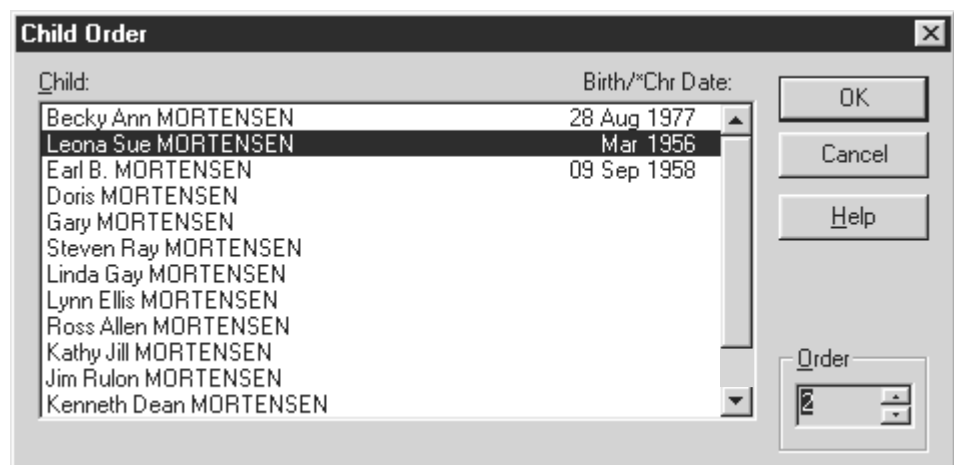
Step 3. If the name of the child you want to move is not selected, highlight it by **clicking once on the child's name.** Move the mouse pointer to the lower right

corner, under Order, and **click on the up or down arrow** until you arrive at the child's position in the birth order.

Step 4. If other children need to be moved, repeat step 3 until all names are listed in the correct order. *Note:* Double-check to be sure you have not accidentally moved any names to the wrong position. When all children are listed in proper order, **click on OK.**

You should now create a backup copy of your data and exit PAF by completing procedure 3.1 (and procedure 3.2, if needed).

"For we without them cannot be made perfect; neither can they without us be made perfect. . . . For it is necessary in the ushering in of the dispensation of the fulness of times . . . that a whole and complete and perfect union, and welding together of dispensations, and keys, and powers, and glories should take place, and be revealed from the days of Adam even to the present time" (D&C 128:18).

"There must be this chain in the holy Priesthood; it must be welded together from the latest generation that lives on the earth back to Father Adam, to bring back all that can be saved and placed where they can receive salvation and a glory in some kingdom" (Brigham Young, *Discourses of Brigham Young,* sel. John A. Widtsoe [1941], 407).

SECTION 3: EXITING AND RE-ENTERING PAF FILES

SECTION

3

PROCEDURE 3.1—CREATING A BACKUP COPY OF YOUR PAF RECORDS

It is important to have a backup copy of your PAF records in case there is ever a problem with your original data. You should update your backup disk or disks each time you work on your records and exit PAF. For this procedure, you need a blank, formatted disk, labeled *Backup*, with your family file name on it. (If you are working at an institute or Family History Center computer, you will need two blank, formatted disks in case one becomes lost or damaged. Label them with your family file name and *Backup 1* and *Backup 2.)*

Step 1. From either the Family View or Pedigree View screen, **click on FILE** on the menu bar. A drop-down menu will appear.

Step 2. On the drop-down menu, **click on BACKUP.** The Back Up File To . . . screen will appear.

Step 3. Insert the backup disk into the A drive of the computer. *Note:* You must specify that you want to back up to the A drive. If 3½ Floppy (A:) is not already showing in the Save in: field, click on the arrow to the right of this field, and find and click once on 3½ FLOPPY (A:).
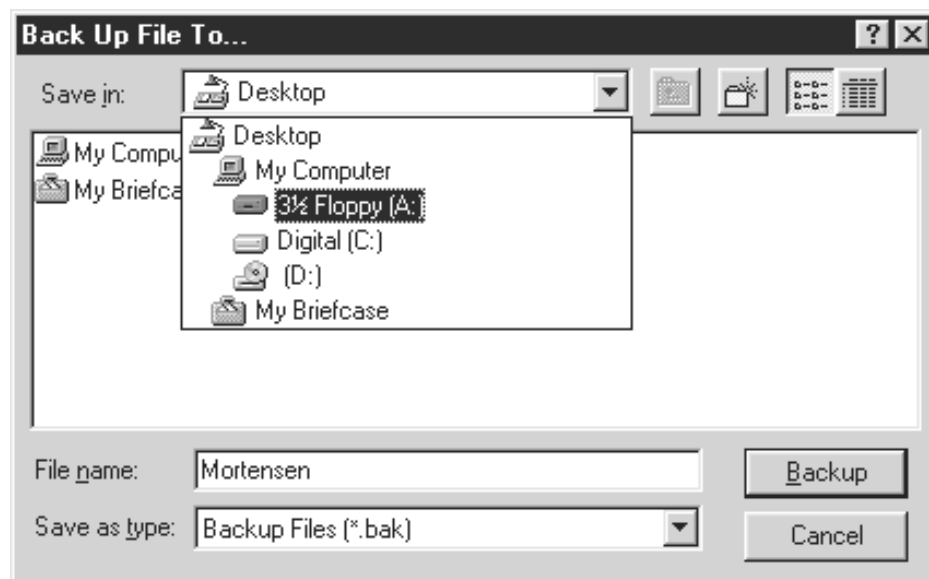
Step 4. The Save in: field should now show 3½ Floppy (A:).

Click on BACKUP (to the lower right). If the message "[Name of your file] already exists. Do you want to replace it?" appears, **click on YES.** Wait while the computer creates (or updates) your backup copy.

Step 5. When the "Backup complete" message appears, **click on OK.**

- If you are working on your own computer, exit PAF by **clicking on the** X at the top right of the screen (or click on FILE and then EXIT). You do not need to complete procedure 3.2.

- If you are working on an institute or Family History Center computer (or other computer lab or FamilySearch site), repeat steps 1 through 5 above, using your second backup disk. Then complete procedure 3.2.

PROCEDURE 3.2—DELETING YOUR FILE FROM THE C DRIVE

If you are working at a computer that is shared by others (such as in an institute or Family History Center), it is important not to clutter the C drive with PAF data files that are no longer being used. Also, you may be working at a different computer when you return to the lab. Before exiting PAF, complete procedure 3.1 to create two backup disks, followed by procedure 3.2 to delete your file from the C drive. When you return to the lab, you will use one of your backup disks to restore your file to whatever computer you use.

Step 1. At either the Family View or Pedigree View screen, **click on FILE** on the menu bar, and a drop-down menu will appear.

Step 2. Click on DELETE. The Delete Family File screen will appear. You should see the PAF 4.0 files that are currently on the C drive (your file may be the only one).

Delete Family File

Look in: My Documents

Corel User Files
Old Excel Documents
Mortensen
Saxey

File name: Saxey   Delete

Files of type: PAF 3 or 4 (*.paf)   Cancel

File Information
Name: Saxey
Individuals: 42   Marriages: 17   Search
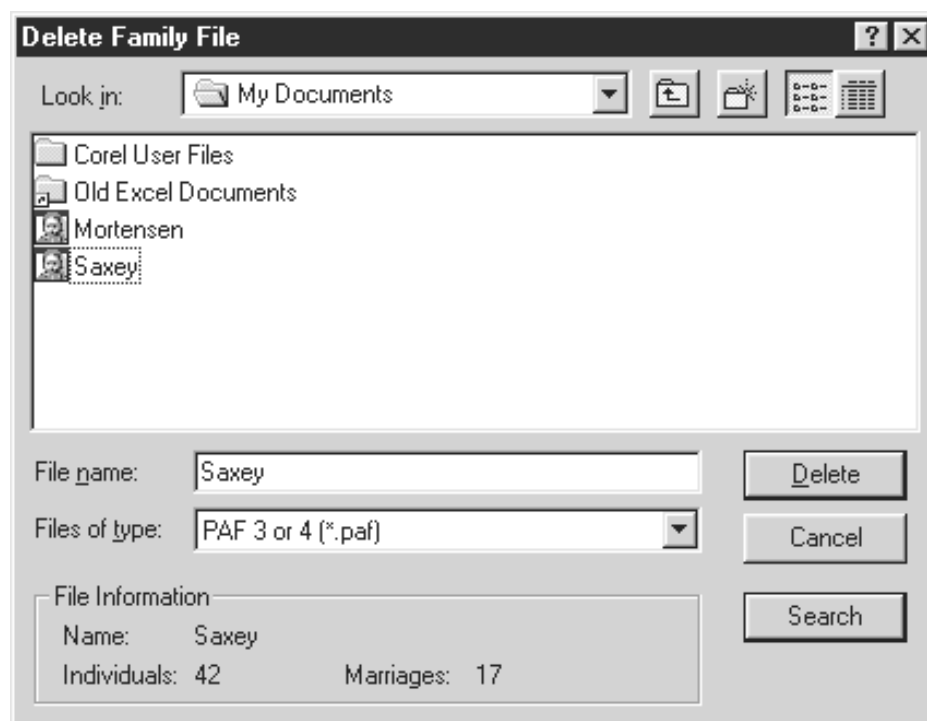
Step 3. Click once on your file to highlight it, and **then click on DELETE** (to the lower right). The Confirm File Delete screen will appear, asking if you are sure you want to send the file to the Recycle Bin.

Step 4. Check to be sure that your file is the one being deleted. If it is, **click on YES.**

Step 5. Exit PAF by **clicking on the** X at the top right of the screen (or click on FILE and then EXIT). Remove your backup disk from the A drive.

When you are ready, use procedure 3.3 to re-enter PAF.

PROCEDURE 3.3—RE-ENTERING PAF AND RESTORING FAMILY RECORDS DATA FROM DISK

Step 1. Enter PAF (see procedure 2.1).

• If you are working on your own computer, you should be at the Family View or Pedigree View screen with your family information showing. (If a Family View or Pedigree View screen appears but your information is not showing, **click on FILE** and **then on OPEN, click once on your family data file** to highlight it, and **click on OPEN.** If the Welcome to Personal Ancestral File screen appears, **click on OPEN, highlight your family data file**, and **then click on OPEN.)** Go to section 4 to continue your PAF work.

• If you are working on an institute or Family History Center computer, you must restore your family records data from the backup disks you created in procedure 3.1. *Note:* When you created your backup disks, PAF compressed your family records data. The computer will not open a compressed file. You must restore it before you can work on it. Complete the rest of this procedure to restore your backup file to the C drive.

Step 2. If the Welcome to Personal Ancestral File screen appears, **click on CANCEL.** If the Family View or Pedigree View screen appears, **click on FILE** and **then on CLOSE.** You should now see only the menu bar and the tool bar above an otherwise blank screen. (You may have to **click on FILE** and **then on CLOSE** two or more times to exit all the PAF files that are open.)

Step 3. Click on FILE. On the drop-down menu that appears, **click on RESTORE . . . .** The Restore File From . . . screen will appear.

Step 4. Insert either of your backup disks into the A drive. If 3½ Floppy (A:) is not already showing in the Look in: field, **click on the arrow** to the right of the field, and find and **click once on 3½ FLOPPY (A:)** to highlight it.

Step 5. Your file name will now appear under the Look in: field. **Click on your file name** once to highlight it, and **then click on RESTORE** (in the lower right).

Step 6. After a few moments the message "Restore complete" will appear. **Click on OK,** and the Family View or Pedigree View screen will appear with your family information displayed. Go to section 4 to continue your PAF work.

PROCEDURE 3.4—USING PAF 3.0 FILES IN PAF 4.0

If you have a family records data file that was created in any version of PAF 3, you can use it in PAF 4.0. Choose the option below *(A, B,* or *C)* that applies to the type of file you wish to use.

Note: You can import data into PAF 4.0 from virtually any genealogy program if you use that program first to create a GEDCOM file (see procedure 8.1 for instructions on importing GEDCOM files). PAF 4.0 can also read data files created in PAF 2.0 and 2.31. Complete this procedure, and follow any additional on-screen prompts. For more information, see "convert files" in PAF 4.0's online help, or consult a Family History Center staff member or a ward, branch, or stake family history consultant.

Option A: Opening a PAF 3.0 (or later) file that is already on your C drive. If you are working on your own computer and have a PAF data file on the C drive that was created in PAF 3.0 (or later), you can use it directly in PAF 4.0.

Step 1. Enter PAF 4.0. If the Welcome to Personal Ancestral File screen appears, **click on CANCEL.** If the Family View or Pedigree View screen appears, **click on FILE** and **then on CLOSE** as many times as necessary to close all the PAF files that are open. You should now see only the menu bar and the tool bar above an otherwise blank screen.

Step 2. Click on FILE and **then on OPEN.** An Open Family File screen will appear.

Step 3. Click on SEARCH (on the lower right). Wait while the computer searches through all the drives. After a few moments it will display all the PAF files it has located.

Step 4. Find and then **highlight the name** of the PAF 3.0 file that you want to open by **clicking on it once.** It will look something like this: C:\PAF3\DATA\VALLETTA.PAF (it may not be in capital letters, and it may be the only file listed). After you have highlighted the file, **click on OPEN.**

Step 5. Since this is the first time you have opened this file in PAF 4.0, you will probably see the message "You have not used this file before in this version of PAF. Do you want to check the file for problems?" **Click on NO.** A Family View or Pedigree View screen will appear with your PAF 3.0 file now upgraded and running in PAF 4.0.

Option B: Opening a PAF 3.0 (or later) file that is on a floppy disk. If you have a disk that was created in PAF 3.0 (or later), and it is *not* a backup disk, you can use it directly in PAF 4.0.

Step 1. Complete steps 1 and 2 of option *A* above. Insert your PAF 3.0 (or later) data disk in the A drive.

Step 2. At the Open Family File screen, **click on the arrow** to the right of the Look in: field, and then find and **click once on 3½ FLOPPY (A:)** to highlight it. After a moment a folder named Paf3 (or PAF3) should appear below the Look in: field.

Step 3. Click once on PAF3 **to highlight it, and then** **click on** OPEN (to the lower right). The word Data will appear in the place where Paf3 was before. **Click once on** DATA **and** **then on** OPEN **again.** A list of the PAF 3.0 files will appear. Your file may be the only one on the list.

Step 4. Click once on the PAF 3.0 file you want to open, and **then click on** OPEN. Complete step 5 of option *A*.

Option C: Opening a PAF 3.0 (or later) backup disk. If you have a backup disk that was created in PAF 3.0 (or later), you can use it in PAF 4.0, but you must first restore it.

Step 1. Complete step 1 of option *A* above.

Step 2. Insert your PAF 3.0 (or later) backup disk in the A drive. **Click on** FILE **and** **then on** RESTORE. A Restore File From . . . screen will appear.

Step 3. If 3½ Floppy (A:) is not already showing in the Look in: field, **click on the** **arrow** to the right of the field, and then find and **click once on** 3½ FLOPPY (A:) to highlight it. After a moment a list will appear showing the files on your backup disk. Your file may be the only one on the list.

Step 4. Click once on the file you want to restore to highlight it (the file will have the extension ".bak"; for example, "Giles.bak"). Then **click on** RESTORE, and after a few moments the message "Restore complete" will appear. **Click on OK.**

Step 5. Complete step 5 of option *A*.

"Joseph Smith said: 'The greatest responsibility in this world that God has laid upon us, is to seek after our dead.' Why is this such a great responsibility? For two reasons. First, because we cannot enter into the perfect life without our worthy dead who have not been blessed as we have with the Gospel. Second, because they who have lived worthy lives, but in darkness, because the Gospel did not come to them in life, are also heirs of salvation. The reasons for this will appear later. It will suffice here to say that the Lord has placed upon us this responsibility of seeing that our dead receive the blessings of the Gospel. Said Joseph Smith: 'Those saints who neglect it, in behalf of their deceased relatives, do it at the peril of their own salvation.'" (Joseph Fielding Smith, *The Way to Perfection* [1970], 153–54).

SECTION 4:   ADDING MORE NAMES TO YOUR PEDIGREE CHART

Procedures 4.1 and 4.2 will help you become more comfortable moving around in PAF 4.0. Procedure 4.3 gives instructions for adding more records to your family records data file.

PROCEDURE 4.1—MOVING AROUND ON THE FAMILY VIEW SCREEN

Step 1. Enter PAF (see procedure 3.3), and go to the Family View screen, with your name showing in the primary (upper left) position. (If you find yourself at the Pedigree View screen, click on VIEW in the menu bar, and then click on FAMILY.) You should see your parents to the right and your children (if any) below.

Step 2. Move your father to the primary position by **clicking on the arrow** to the right of his name (a triangle inside a small square).

Step 3. Click on the two-way arrow above the upper right corner of your mother's name. Your parents' names should now be switched, with your mother in the primary position.

Step 4. Click on the triangular arrow to the left of one of the children. This places that child in the primary position.

Step 5. Place the mouse pointer on one of the other names on the screen. *Right*-**click once**, and **then left-click on MOVE TO PRIMARY** on the drop-down menu that appears. This individual will now appear in the primary position.

Spend a moment practicing these methods. When finished, move either your father's or mother's name to the primary position.

Step 6. Find the GO TO HOME PERSON icon on the tool bar.
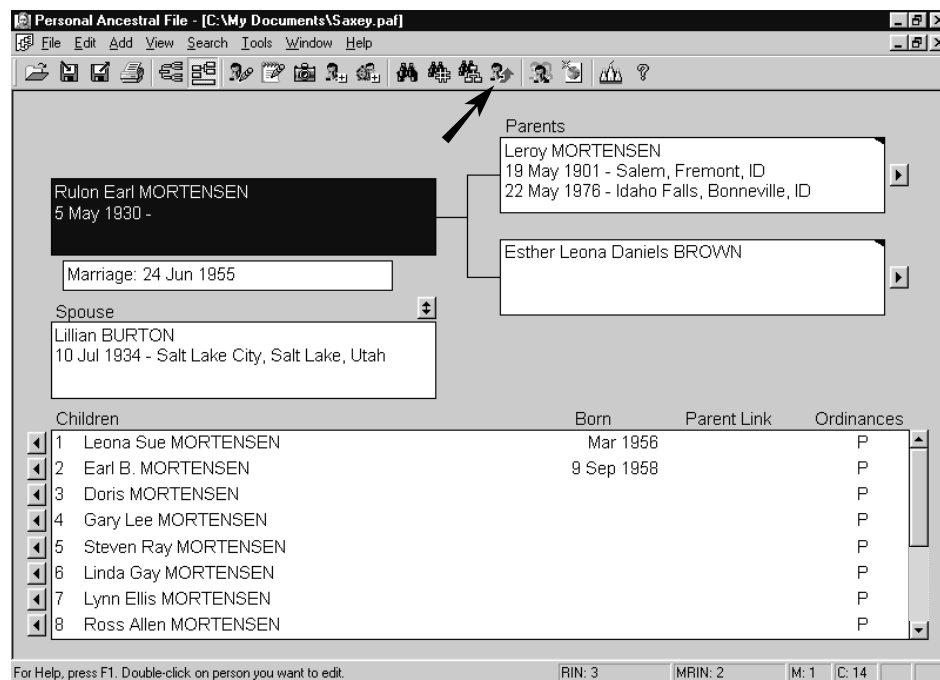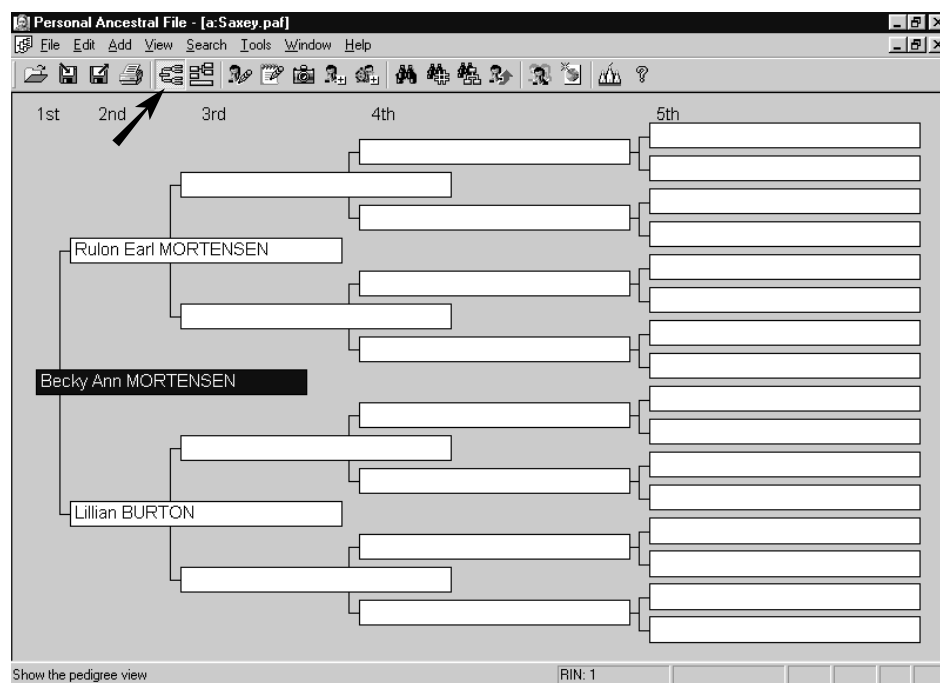

Click on this icon. The person with RIN 1 (Record Identification Number 1, which should be your name) will be placed in the primary position.

Continue with procedure 4.2.

PROCEDURE 4.2—MOVING AROUND ON THE PEDIGREE VIEW SCREEN

Step 1. At the Family View screen, with your name in the primary position, **click on the PEDIGREE VIEW icon** on the tool bar.

This takes you to the Pedigree View screen, showing a five-generation pedigree chart with your name on the far left. (*Note:* You can also move between the Family View and Pedigree View screens by clicking on VIEW in the menu bar and then clicking on PEDIGREE or FAMILY. A third method is to press [Ctrl] and [S] at the same time, which will switch you from one screen to the other.)

Step 2. At the Pedigree View screen let the mouse pointer sit on a name for a moment, and note how the birth, marriage, and death information appears. **Click on the name**, and note how the information expands to include spouse and children. **Click again to close** the information.

Step 3. Right-click once on a name that is not in the primary (far left) position. On the drop-down menu that appears, **left-click on MOVE TO PRIMARY.**

Step 4. Click on SEARCH on the menu bar. Experiment with the various options on the drop-down menu to see what appears. You can exit each screen by **clicking on CANCEL** (usually near the bottom) **or on the X** in the upper right corner. (These options can also be used at the Family View screen.)

Step 5. At the Pedigree View screen, with a name other than your own in the primary position, **click on the GO TO HOME PERSON icon** on the tool bar. Your name will be placed in the primary position.

Continue with procedure 4.3.

PROCEDURE 4.3—ADDING NAMES FROM THE PEDIGREE VIEW SCREEN

When adding names and information to your PAF family records data file, you can work from the Pedigree View or the Family View screen. Working from the Pedigree View screen, as described in this procedure, makes it easier to picture the relationships between yourself and your ancestors. Working from the Family View screen is described in procedure 4.4.

Step 1. At the Pedigree View screen, with your name in the primary (far left) position, **click once inside the space for the name of your father's father.** The Add or Select Individual box will appear.

Step 2. Click on ADD NEW INDIVIDUAL. The Add father for . . . screen for your father's father will appear.

Step 3. Type in as much information as you have for your grandfather. (For instructions related to the various fields, see procedure 2.2 step 2.) When finished, **click on SAVE.** The Marriage screen will appear.

Step 4. Type in all the marriage information you have, and then **click on SAVE.** You will be returned to the Pedigree View screen, showing your father's father.

Step 5. Repeat steps 1 through 3 above for your father's mother (this time, when you finish typing in her individual information and **click on SAVE,** you will be taken back to the Pedigree View screen rather than to the Marriage screen).

Step 6. *Note:* This step describes how to add the names of your grandparents' other children (your father's brothers and sisters, if any). You are not required to enter these children (your uncles and aunts) because they are not in your direct ancestry. However, for completeness you should consider entering these names at some time. If you do not wish to add your father's brothers and sisters now, skip to step 7.

Move your grandfather to the primary position by **right-clicking once on his name** and **then left-clicking on MOVE TO PRIMARY. Click on VIEW** on the menu bar, and **then click on FAMILY.** You will be taken to the Family View screen, with your father's father in the primary position.

Enter your grandparents' children by completing procedure 2.8 steps 2 through 5, adapting the instructions as needed. If you need to change the order of the children, complete procedure 2.9.

Return to the Pedigree View screen by **clicking on VIEW** and **then on PEDIGREE.** Return your name to the primary position by **clicking on the GO TO HOME PERSON icon** on the tool bar.

Step 7. With your name in the primary position of the Pedigree View screen, enter your mother's parents by repeating steps 1 through 6 above (adapting the instructions as needed).

Step 8. When you have finished entering all the information you have for your four grandparents, be sure you are in the Pedigree View screen, with your name in the primary position. Then repeat steps 1 through 7 above to enter as much information as you have for your eight great-grandparents (adapting the instructions as needed).

Step 9. In the Pedigree View screen, with your name in the primary position, look at the names you have entered. In the first four generations there are spaces for fifteen individuals: you, your two parents, your four grandparents, and your eight great-grandparents. Some of these spaces on your chart may be blank because you did not have the information for those individuals.

In section 7 you will search in Ancestral File for the "end-of-line" individuals, those whose names are the farthest to the right on each of your ancestral lines. For example, if you entered all eight of your great-grandparents, their eight names comprise your list of end-of-line individuals. If you are missing some names, then the end-of-line individuals are those whose names are the farthest from your name on each line. In the illustration below, the end-of-line individuals are highlighted (numbers 4, 6, 9, 10, 11, 14, and 15). Note that end-of-line individuals may be on paternal lines, maternal lines, or both.
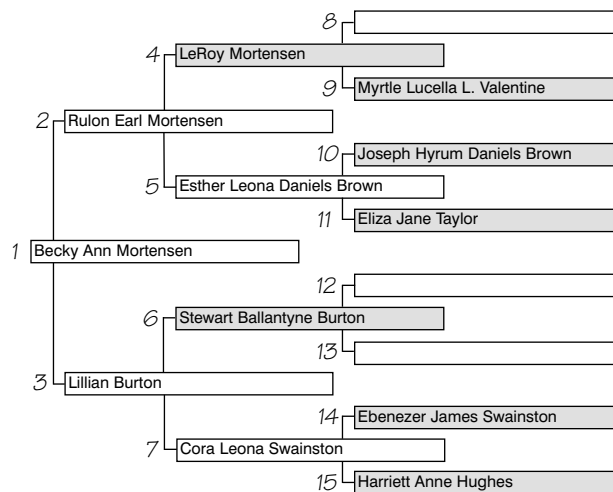
Step 10. When finished, exit PAF by completing procedure 3.1 (and 3.2 if necessary).

PROCEDURE 4.4—ADDING NAMES FROM THE FAMILY VIEW SCREEN

You can also type in the names of your grandparents and great-grandparents from the Family View screen.

Step 1. Begin at the Family View screen, with your name in the primary position.

Step 2. Place your father in the primary position by **right-clicking on his name** and **then clicking on MOVE TO PRIMARY** (or by clicking on the triangular arrow at the right of his name).

Step 3. Follow the steps in procedure 2.7, typing in the names of your father's parents.

Step 4. If you wish to add their children (your uncles and aunts), follow the steps in procedure 2.8, adapting the instructions as needed.

Step 5. If necessary, click on the arrow to the left of your father's name to move him to the primary position. Then click on the two-way arrow above and to the right of your mother's name to switch her with your father. Repeat steps 3 and 4 for your mother's parents.

Step 6. Repeat this process for your eight great-grandparents, adapting the instructions as needed.

> "That which goes on in the House of the Lord, and which must be preceded by research, comes nearer the spirit of the sacrifice of the Lord than any other activity of which I know. Why? Because it is done by those who give freely of time and substance, without any expectation of thanks or reward, to do for others that which they cannot do for themselves and for which they expect no thanks or recompense" (Gordon B. Hinckley, in "President Hinckley: Work for Dead Is Essential to Earth's Purpose," *Church News,* 19 Nov. 1994, 4–5).

SECTION

4

SECTION 5: PRINTING CHARTS

PROCEDURE 5.1—PRINTING A FOUR-GENERATION PEDIGREE CHART

You can print charts from either the Pedigree View or Family View screen. However, since you are going to print a pedigree chart, it is helpful to visualize the family relationships by beginning this procedure at the Pedigree View screen.

Step 1. Enter PAF (see procedure 3.3). Begin at the Pedigree View screen, with your name in the primary (far left) position and highlighted. (Printed charts begin with the person whose name is highlighted, regardless of which name is in the primary position.)

Step 2. Click on FILE (on the menu bar) and **then on PRINT REPORTS.** (You could also click on the PRINTER icon on the tool bar, or simply press [Ctrl] and [P] at the same time.) The Reports and Charts screen will appear. If the PEDIGREE tab is not in front, click on it.

Step 3. In the Chart Options section of this screen, **click on the arrow** to the right of Generations per page, and **then click on the number 4** (if not already indicated). This will create a chart with four generations (you, your parents, your grandparents, and your great-grandparents). Note the following other helpful options:

- If you want an alphabetical list of the names on the pedigree chart, click on INCLUDE INDEX in the Index Options portion of the screen. A separate page will print, listing the names.

- You can print a blank pedigree chart by clicking on BLANK FORM in the Type of Chart portion of the screen

- After you have entered additional generations (beyond your great-grandparents), you can click on CASCADING in the Type of Chart portion of the screen to print a pedigree chart that takes up two pages or more.

Step 4. If desired, **click on PREVIEW** (near the upper right) to see what your printed chart will look like. From there, **click on PRINT** (in the upper left) and **then on OK** (at the bottom of the Print screen), and the pedigree chart will print.

If you do not wish to see a preview, **click on PRINT** (in the upper right of the Reports and Charts screen) and **then on OK** (at the bottom of the Print screen). The pedigree chart will print.

Continue with procedure 5.2.

PROCEDURE 5.2—PRINTING A FAMILY GROUP CHART

Step 1. Begin at the Pedigree View screen (this procedure can also be done from the Family View screen). Decide which family you would like to print. (For purposes of this exercise, choose a family with both spouses and all the children entered.) **Highlight the name of the father or mother.** This name does not need to be in the primary position.

Step 2. Click on FILE in the menu bar and **then on PRINT REPORTS.** (You could also click on the PRINTER icon on the tool bar, or press [Ctrl] and [P] at the same time.) The Reports and Charts screen will appear.

Step 3. Click on the FAMILY GROUP tab (if it is not already in front). Under Starting Person, **select PARENT.** Under Type of Chart, **select SINGLE FAMILY** and **then EXPANDED.** Note the following other helpful options:

- You can print a blank pedigree chart by clicking on BLANK FORM in the Type of Chart portion of the screen.

- The tabs on the Reports and Charts screen indicate the other reports and charts that PAF can generate. For example, an ancestry chart lists all ancestors of the highlighted individual in your family records data file. A descendants chart lists the highlighted individual's descendants.

Step 4. With the Family Group tab selected, **click on PRINT** (in the upper right), and a Print screen will appear. **Click on OK** (at the bottom). The family group chart will now print.

Exit PAF by completing procedure 3.1 (and 3.2 if necessary).

"We give our witness that the doctrines and practices of the Church encompass salvation and exaltation not only for those who are living, but also for the dead, and that in sacred temples built for this purpose a great vicarious work is going forward in behalf of those who have died, so that all men and women of all generations may become the beneficiaries of the saving ordinances of the gospel of the Master. This great, selfless labor is one of the distinguishing features of this restored Church of Jesus Christ" (Proclamation from the First Presidency and the Quorum of the Twelve Apostles, in Conference Report, Apr. 1980, 75; or *Ensign,* May 1980, 52).

SECTION 6: WHAT IS FAMILYSEARCH?

FamilySearch 2.26 is a computer software system designed by The Church of Jesus Christ of Latter-day Saints to help members learn about their ancestors and provide temple ordinances for them. FamilySearch is available at Family History Centers, including institute computer labs. FamilySearch contains several different programs and files, which are described below.

Ancestral File

Ancestral File is a collection of lineage-linked genealogical records for millions of people throughout the world. The file contains information contributed by LDS Church members and other researchers since 1979. The Church releases updates periodically. Ancestral File records include dates and places of births, marriages, and deaths, as well as pedigree information. Most of the information in the file is about deceased people. Ancestral File also includes the names and addresses of the individuals who contributed the information. In Ancestral File you can look at individual records, family group records, and pedigree charts. You can also print copies of these records or copy them to disk and import them into your PAF family history data. Instructions for using Ancestral File are given in sections 7 and 8 of this computer guide.

Note that the Church does not verify the accuracy of the information submitted to Ancestral File. It is simply a pool of information donated by thousands of people. Section 14 of this computer guide describes how to submit additions to Ancestral File. For information on submitting corrections, see a ward, branch, or stake family history consultant.

International Genealogical Index

The International Genealogical Index (IGI) gives information about hundreds of millions of deceased persons, extracted from vital records or submitted by LDS Church members. The IGI lists given names and surnames under standardized spellings, allowing you to search for your ancestors by variant spellings. Latter-day Saint ordinance data is included in the Ordinance Index (described below), which is accessed using the IGI compact discs, including the Addendum discs.

U.S. Social Security Death Index

The U.S. Social Security Death Index includes over fifty million names of individuals whose deaths were reported to the United States Social Security Administration between 1937 and 1997 (most are from 1962 and later). It also contains birth dates and other information. You do not need to know an individual's social security number to use this index. Instructions for using the U.S. Social Security Death Index are not included in this computer guide.

U.S. Military Index

The U.S. Military Index lists the names of those who died or were declared dead while serving in the United States military in the Korean or Vietnam wars. Those listed in

this index, numbering almost 100,000, died between 1950 and 1975. Birth dates and residences are also listed, plus other information. Instructions for using the U.S. Military Index are not included in this computer guide.

Scottish Church Records

The Scottish Church Records include an index of approximately ten million names extracted from records of the Church of Scotland (Presbyterian). Most records come from the late 1500s to 1854, although some records from later dates and from other Scottish churches have also been included. Birth, christening, and marriage information is included and can be searched by looking for an individual, a marriage record, or parents of an individual. Instructions for using the Scottish Church Records are not included in this computer guide.

Family History Library Catalog

The Family History Library Catalog (FHLC) lists and describes the records, books, microfilms, and microfiche in the LDS Church's Family History Library in Salt Lake City, Utah. You can search the catalog by surname or by locality (where your ancestor lived). The catalog does not contain the actual records. If you find in the catalog a record you would like to see, you can order a copy of it through your local Family History Center. A small fee is usually required. Instructions for using the FHLC are given in section 13 of this computer guide.

Note: The version of the FHLC included in FamilySearch 2.26 is an older version. This computer guide provides instructions for the new version, which is accessed from the Windows desktop or from the Windows program list.
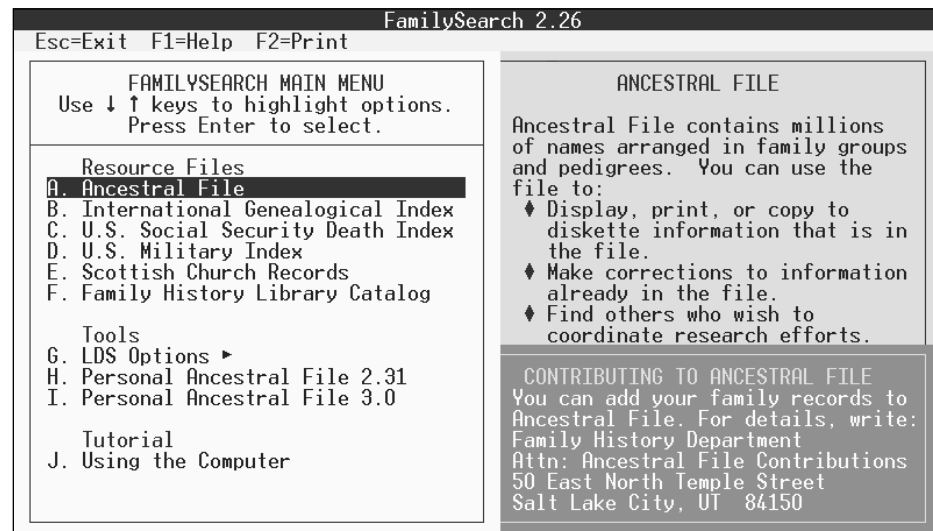
LDS Options

Ordinance Index

The Ordinance Index contains millions of records of LDS ordinances (baptisms, endowments, and sealings to spouses and parents), allowing LDS Church members to determine which ordinances their ancestors are lacking. You can also use the Ordinance Index as a research tool to help you learn more about your ancestors. The Ordinance Index is accessed by using the IGI discs, including the Addendum discs. For instructions on using the Ordinance Index, see section 11 of this computer guide. (You can also access the Ordinance Index through TempleReady by clicking on SEARCH ORDINANCE INDEX. For help, click on STEP-BY-STEP INSTRUCTIONS.)

TempleReady

TempleReady is a program you can use to prepare the names of your ancestors to submit for temple ordinances. Once names are processed in TempleReady, you save them on a computer disk that you can take or mail to the temple. For instructions on using TempleReady, see section 12 of this computer guide.

Note: The version of TempleReady included in FamilySearch 2.26 is an older version. This computer guide provides instructions for the new version, which is accessed from the Windows desktop or from the Windows program list.

PROCEDURE 6.1—FAMILIARIZING YOURSELF WITH THE FAMILYSEARCH MAIN MENU

```
                        FamilySearch 2.26
 Esc=Exit  F1=Help  F2=Print
      FAMILYSEARCH MAIN MENU              ANCESTRAL FILE
  Use ↓ ↑ keys to highlight options.
       Press Enter to select.      Ancestral File contains millions
                                   of names arranged in family groups
      Resource Files               and pedigrees.  You can use the
 A. Ancestral File                 file to:
 B. International Genealogical Index  ♦ Display, print, or copy to
 C. U.S. Social Security Death Index    diskette information that is in
 D. U.S. Military Index                 the file.
 E. Scottish Church Records          ♦ Make corrections to information
 F. Family History Library Catalog      already in the file.
                                     ♦ Find others who wish to
      Tools                             coordinate research efforts.
 G. LDS Options ►
 H. Personal Ancestral File 2.31    CONTRIBUTING TO ANCESTRAL FILE
 I. Personal Ancestral File 3.0     You can add your family records to
                                    Ancestral File. For details, write:
      Tutorial                      Family History Department
 J. Using the Computer              Attn: Ancestral File Contributions
                                    50 East North Temple Street
                                    Salt Lake City, UT  84150
```

Step 1. At the FamilySearch main menu, use the up [↑] and down [↓] arrow keys to move the highlight bar to each of the options described above. As you highlight each item, you may want to read the description that appears on the right side of the screen.

You will see that in addition to the options described above, there is one called "Using the Computer." This computer guide gives enough detail that you should not need to use this option.

You may also see Personal Ancestral File 2.31 and 3.0 as options. These are earlier versions of PAF that are not discussed in this computer guide.

"Temple work . . . gives a wonderful opportunity for keeping alive our spiritual knowledge and strength. We believe that those who die without the faith, may be served by us, as proxies, in the holy temples; and that these dead, because of our unselfish labors, may be able to secure blessings, somewhat similar to those that we desire for ourselves. Thus, by serving the dead, we commit ourselves definitely to the great eternal plan of human salvation, which constitutes the spiritual basis of all life. The past, the present and the future are united by our vicarious acts. The mighty perspective of eternity is unraveled before us in the holy temples" (John A. Widtsoe, in Conference Report, Apr. 1922, 97).

SECTION 7: ANCESTRAL FILE

Ancestral File's information is stored on compact discs. As you use the file, the computer will tell you which compact discs to insert and when to change discs. *Note:* Some FamilySearch sites have computers with all the Ancestral File data installed internally and do not require users to insert the compact discs. If this is the case with the computer you are using, ignore the instructions below that refer to inserting and changing discs.

PROCEDURE 7.1—USING ANCESTRAL FILE TO LOOK UP YOUR GRANDPARENTS OR OTHER ANCESTORS

Before beginning this procedure, you should have a copy of the four-generation pedigree chart you printed in procedure 5.1. From this chart, make a list of the end-of-line individuals, as defined in procedure 4.3 step 9. It is important that you properly identify these end-of-line ancestors and that you follow the instructions carefully, so that you can connect the names you find in Ancestral File to the names you have already entered into your PAF data file.

You will be repeating procedures 7.1 and 7.2 for each of your end-of-line ancestors. Use your list of end-of-line individuals to record the results of your searches in Ancestral File.

Step 1. Beginning at the FamilySearch main menu, **highlight "Ancestral File"** and **press [Enter]** (or simply press the letter to the left of Ancestral File).

Step 2. Press [F4] or [Enter] to begin a search.

Step 3. Select "By SIMILAR surname" by **pressing [A]** or [Enter]. This option will allow you to search among last names that sound like the name you entered but that are not spelled the same (such as Farley and Fairleigh).

Step 4. Use the name of the first individual on your list of end-of-line ancestors to see if there is a record available for that individual in Ancestral File.

Type the first name and the middle names (if any) of the end-of-line ancestor, and **press [Enter]. Type the last name** (remember to type only maiden names for females), and **press [Enter].** Type the year of birth if available. Finally, **press [F12]** or [Enter] to begin the search.

Step 5. The computer will tell you which Ancestral File compact disc to insert. Insert the disc indicated by the computer into the compact disc drive, and follow any directions the computer displays. After a few moments you will see the name you requested, if it is in Ancestral File.

Step 6. If the name you entered is listed more than once, or if the name shown is not the exact name you typed in step 4 above, look among the other names on the screen. You may need to use the arrow keys to scroll the screen up or down. Check for differences in the information columns (Born, Place, and Relative) to determine which name, if any, matches the name you are searching.

```
                           Ancestral File 4.19                    17 MAY 2000
 Esc=Exit  F1=Help  F2=Print/copy  F3=Edit  F4=Search  F9=Sources  F10=Go-back

     ┌─ F5=Index ──┐   ┌─ F6=Family ──┐   ┌─ F7=Pedigree ──┐   ┌─ F8=Descendancy ──┐

       Use ←↓↑→ PgDn and PgUp keys.  Press Enter for details.   ┌ Enter=Details ┐

     ┌(-Name Group-)─Name──────────────Born─Place─Relative─
  ↑  │ -MORTENSEN-
     │    Lars Anton MARTINSEN .........   1846   Norw   Fa:Martin ANDERSEN
     │    Lars Christian MORTENSEN ......  <1825>  Denm   Sp:Johanne LARSDATTER
     │    Lars Christian MORTENSEN ......   1826   Denm   Fa:Morten LARSEN
     │    Lars Christian MORTENSEN ......   1836   Denm   Fa:Morten Smed LAURSEN
     │    Lars Christian MORTENSEN ......   1853   Denm   Sp:Ane Marie LARSEN
     │    Lars Christian MORTENSEN ......   1860   Norw   Fa:Morten Olai LARSEN
     │    Lars Christian MORTENSEN ......   1867   Denm   Fa:Peder MORTENSEN
     │    Lars Christian Johann MORTENSE* <1850>  Denm   Sp:Jorgine Cathrine Marie
     │    Lars Hagerup MORTENSEN .......... 1887   Norw   Fa:Morten ERIKSEN
     │    Lars Hamner MORTENSEN .........   1870   Utah   Fa:Lars Pedersen MORTENSE
     │    Lars Johannes MARTENSSON ......  <1815>  Swed   Fa:Martin LARSON
     │    Lars Johannes MARTENSSON ......   1825   Swed   Fa:Marten Johan LARSSON
     │    Lars Laurids MORTENSEN ........   1717   Denm   Fa:Morten NIELSEN
  ↓  │    Lars (Lauritz) MORTENSEN ......   1745   Denm   Fa:Morten LARSEN
```

For more help in identifying the correct individual, you can use the arrow keys to highlight a name and then press [Enter] to access the Details screen. From there you can go to an even more detailed screen by pressing [Enter] again (the computer may require you to change discs). Exit these screens by pressing [Esc].

Write on your list of end-of-line ancestors whether or not you found the person you were looking for. If you did not find the person, press [Esc] and then [Enter] to return to the Ancestral File title screen, and then go to step 8.

Step 7. Use the arrow keys to **highlight your end-of-line ancestor's name.** With the name highlighted, see if the phrase F7=Pedigree is displayed in the third tab near the top of the screen. If it is, skip to procedure 7.2. If F7=Pedigree does not appear, there is no pedigree information available in Ancestral File for this individual. Be sure to write this result also on your list of end-of-line ancestors.

Step 8. Repeat steps 2 through 7 above to search for another name on your list of end-of-line ancestors. When F7=Pedigree appears for one of your end-of-line ancestors, go on to procedure 7.2.

If you do not find any of your end-of-line ancestors in Ancestral File, or if F7=Pedigree does not appear for any of those you do find, you will not be able to complete procedure 7.2. If this is the case, simply review the note in procedure 7.2 step 9.

PROCEDURE 7.2—COPYING INFORMATION FROM ANCESTRAL FILE INTO GEDCOM FILES

Step 1. After completing procedure 7.1 and highlighting one of your end-of-line ancestors with F7=Pedigree showing, **press [F7]** to create a pedigree chart. Follow the instructions that appear on the screen (the computer will tell you which compact discs to insert). The finished pedigree chart may or may not have all of the names filled in.

Step 2. On your list of end-of-line ancestors, write the names of the *parents* of the ancestor whose pedigree chart you just created in Ancestral File (sometimes only one parent is shown). For accuracy in identifying these parents later, you should also write one or more of the dates (birth, marriage, or death) and places for these parents. You can find these by highlighting the name of the parent and pressing [Enter] to see a Details screen. Write the names and other information exactly as it appears on the screen, even if it disagrees with other records or your family history data files. You will use this information in section 8 to link your PAF data to

the Ancestral File data you have found. When finished, press [Esc] to leave the Details screen.

Step 3. Press [F2] to display the Print/copy menu.

Step 4. At the Print/copy menu, **press [C]** for Create GEDCOM file of ancestors. The Number of Generations box will appear, asking how many generations you want to copy. **Type [5]** to copy five generations. (Do not be concerned if you do not see the computer's cursor blinking at first; just type [5] and it will appear.) Then **press [Enter].**

Note: Some computers are set up to allow you to copy as many as thirteen generations. However, copying that many generations can take a very long time. Plus, you will be copying any incorrect information sent in to Ancestral File by others, and this information will need to be cleaned up later. It is better to copy four or five generations at a time, work with those names, and then return to Ancestral File to copy the next few generations.

Step 5. At the Copy GEDCOM Records to Diskette screen, **highlight "GEDCOM for PAF 3.0."** (If the option for PAF 4.0 [or later] appears, highlight that option instead.) **Press [F12]** to continue.

Step 6. Read the "You have selected the following options" message that appears, and then continue by **pressing [Enter].** Read the Please Note screen, and continue by **pressing [F12].**

Step 7. Highlight "Drive C: Hard Drive (Diskette)" and then **press [Enter].** (*Note:* Selecting the A drive during this step would allow you to create GEDCOM files on a floppy disk. This disk could then be used to import Ancestral File information into PAF or other genealogy programs on other computers. For purposes of this exercise, select the C drive.)

Step 8. The Select Diskette File screen is now displayed. Choose a name for the GEDCOM file you are creating. You may want to type the last name of the ancestor whose information you will copy. (If it is the same name you used for your PAF 4.0 family records data file, you could add the first initial of the ancestor's first name to the beginning of the last name.) *Note:* This file name can be up to eight characters only and cannot contain a space, comma, or period.

Type the file name in the Selected File field. Write down the file name on your list of end-of-line ancestors by the ancestor whose pedigree it contains. Repeat this step each time you complete procedures 7.1 and 7.2 for your other end-of-line ancestors.

When you have finished, **press [Enter]** to continue.

Step 9. As the computer copies the information, it may instruct you to change compact discs. When the Print/copy menu reappears, your copying is complete.

Note: You must repeat procedure 7.1 (and procedure 7.2, if applicable) to search for each of your end-of-line ancestors. Ideally, you will find pedigree information for all your end-of-line ancestors in Ancestral file, but this is unusual. If you cannot find pedigree information for an ancestor and you know the names of that ancestor's parents, you could try repeating procedures 7.1 and 7.2 for the ancestor's parents. Otherwise continue with section 8, working with the GEDCOM files you were able to create. If you could not find *any* of your ancestors in Ancestral File, you will not be able to complete sections 8 and 9 but must continue your family history research outside of Ancestral File. (Sections 10 through 14 will still be useful in your research and preparation of ancestors' names for temple work.) For help with researching outside of Ancestral File, consult a ward, branch, or stake family history consultant or staff members at any Family History Center.

When you have completed all you can in procedures 7.1 and 7.2, your list of end-of-line ancestors should include the names of the parents of each ancestor you found, as well as the name of the GEDCOM file you created for that ancestor. You will use this information in section 8.

Step 10. If you have other end-of-line ancestors to search for, **press [Esc]** and **then [F4].** Then, at the Search menu, **press [Enter]** and **then [Enter]** again (at the Options box), and continue with procedure 7.1 step 4.

If you do not wish to perform any more searches at this time, **press [Esc]** to return to the pedigree chart, and **then press [Esc]** again, followed by **[Enter].** The program will return you to the Ancestral File title screen. You can exit Ancestral File by using **[Esc]** or [Enter] (as appropriate) to return to the FamilySearch main menu. The compact disc will eject. Now you can exit FamilySearch.

Note: You must continue with section 8 at this time in order to import your GEDCOM files into PAF and to delete them from the C drive.

"[The temple] is a place of peace, solitude, and inspiration. Regular attendance will enrich your life with greater purpose. It will permit you to provide deceased ancestors the exalting ordinances you have received" (Richard G. Scott, in Conference Report, Apr. 1999, 32; or *Ensign,* May 1999, 26).

SECTION 8: IMPORTING INFORMATION FROM ANCESTRAL FILE INTO PAF

Personal Ancestral File has the ability to import data from other genealogy programs. This option makes it possible to transfer the data you copied from Ancestral File (in procedure 7.2) to your PAF 4.0 family records data file. The data you import will not automatically link to the data you already have in PAF. After importing the new data (procedure 8.1), you will need to link it to your existing data (procedure 8.2).

PROCEDURE 8.1—IMPORTING INFORMATION FROM YOUR GEDCOM FILES TO YOUR PAF 4.0 FILE

For this procedure, you need your list of end-of-line individuals, including the names of their parents and of the GEDCOM files with their pedigree information (see procedure 7.2).

Step 1. Enter PAF (see procedure 3.3), and go to the Pedigree View screen, with your name in the primary position.

Step 2. Click on FILE on the menu bar, and **then click on IMPORT** on the drop-down menu. The Import GEDCOM File screen will appear.

Step 3. If the C drive is not showing in the Look in: field, **click on the arrow** to the right of the field, and **then click on (C:).** The C drive may be indicated by something like WIN95 (C:). A list of the GEDCOM files that you created in section 7 will appear. (You may have to look for them among other files and folders.)

Step 4. Look at the GEDCOM file names on your list of end-of-line individuals. You should see each one in the computer's listing of files (the computer files will be followed by ".ged"). **Click on the first GEDCOM file** on your list to highlight it, and **then click on IMPORT** (to the lower right). A GEDCOM Import screen will appear.
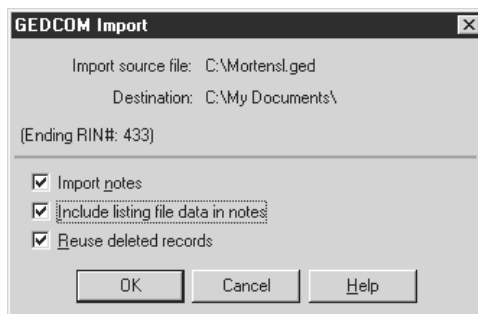
Step 5. Notice the options on the GEDCOM Import screen. The IMPORT NOTES option transfers into your PAF file any notes attached to your GEDCOM files. The INCLUDE LISTING FILE DATA IN NOTES option generates messages regarding any problems that occur during the data transfer (these messages appear in the notes of

any individuals who are affected). The REUSE DELETED RECORDS option assigns any deleted RINs to newly imported names. Be sure all three options are checked, and then **click on OK.**

Step 6. After a few moments a Notepad screen appears, showing a summary of what you just imported. Close the Notepad screen by **clicking on the** X in its upper right corner.

Step 7. A message may appear asking if you want to view instructions on linking imported data. Because these instructions are given in procedure 8.2, **click on NO.**

Step 8. On your list of end-of-line individuals, cross out the name of the file you have just imported. Then, repeat steps 1 through 8 for each of the other GEDCOM files on your list. When you have finished importing the last one, you must continue with procedure 8.2.

PROCEDURE 8.2—LINKING YOUR IMPORTED INFORMATION

This procedure gives instructions for linking together the names you imported from Ancestral File with the names you already have in your PAF family records file. You will need your list of end-of-line ancestors.

Step 1. At the Pedigree View screen (with your name in the primary position), **highlight the name** of one of the end-of-line individuals for whom you created a GEDCOM file.

Step 2. Click on ADD (on the menu bar). On the drop-down menu that appears, **click on FATHER (or MOTHER,** as indicated). The Add or Select Individual box will appear.

Step 3. Click on SELECT EXISTING INDIVIDUAL. The Find Father [or Mother] for . . . screen will appear.

Step 4. Click on INDIVIDUAL LIST (on the bottom left). A list of all the names in your PAF data will appear, including the newly imported names. In the Sort field (in the upper left, just above the list of names), **click on ALPHABETICAL** (if it is not already selected).

Step 5. Begin typing the last name of the individual you are looking for (the father or mother of the end-of-line ancestor that you highlighted in step 1). As you type, note that the highlight bar on the name list moves closer to the name you are typing. After typing the last name, type a comma and then the first and middle names. This will place the highlight bar on or near the name you are searching for. If necessary, use the arrow keys to find the correct individual. As you highlight each name, you can use the information that appears on the right side of the screen to decide when you have highlighted the correct name.

Note: If the name of the individual appears more than once, choose the entry with the most correct information. If two or more entries show basically the same information, it does not matter which one you highlight.

Be sure you have the correct name highlighted, and then **click on OK** (beneath the name list).

Step 6. The Add Father [or Mother] for . . . screen will appear, showing the spouse of the individual you chose in step 5 above. (If more than one spouse is listed, highlight the correct one for your ancestor.) **Click on OK.**

The computer will now make the link, which will show in the Pedigree View screen. If you would like to see an extended view of the newly linked pedigree lines, you can move any name you like to the primary position of the Pedigree View screen by right-clicking on the name and then left-clicking on MOVE TO PRIMARY. If the Pedigree View screen now shows an arrow to the right of any of your ancestor lines, you can click on the arrows and view the newly linked individuals. Continue

clicking until no more arrows appear. Then, click on the arrows on the left of the Pedigree View screen until you see your own name in the primary position.

Note: When you link a married individual to your pedigree, PAF should also link the individual's spouse (assuming the spouse was included in your GEDCOM file). If you discover that this has not occurred, you will need to repeat steps 1 through 6 using the spouse's name to create the link.

Step 7. On your list of end-of-line ancestors, cross out the name of the individual you have just linked (the name you began with in step 1 above). Choose another name on your list, and repeat steps 1 through 7 to link this individual. Continue until you have linked all the individuals for whom you created GEDCOM files.

When you have finished, exit PAF by completing procedures 3.1 and 3.2. Then continue with procedure 8.3.

PROCEDURE 8.3—DELETING YOUR GEDCOM FILES FROM THE C DRIVE

Step 1. If you are working in a lab where others use the computers, you must delete from the C drive the GEDCOM files you created in section 7. You will need your list of end-of-line individuals. At the Windows desktop, **click on MY COMPUTER.** (*Note:* Someone may have changed the name of the desktop's MY COMPUTER icon; if you cannot find it, ask for help.) Then, **double-click on the C drive icon.**

Step 2. The folders and files on the C drive will appear. Scroll through the files, looking for each GEDCOM file that you created. (GEDCOM files end with ".ged" and may be represented by the PAF 4.0 icon.) When you find one of your GEDCOM files, **right-click on it.**

Step 3. On the menu that appears, **click on DELETE.** A message appears asking if you are sure you want to send the file to the Recycle Bin. **Click on YES.** Make a check mark by the name of this GEDCOM file on your list.

Step 4. Repeat steps 2 and 3 for each of your GEDCOM files.

SECTION

8

"When [God's] Kingdom is established upon the earth, and Zion built up, the Lord will send his servants as saviors upon Mount Zion. The servants of God who have lived on the earth in ages past will reveal where different persons have lived who have died without the Gospel, give their names, and say, 'Now go forth, ye servants of God, and exercise your rights and privileges; go and perform the ordinances of the house of God for those who have passed their probation without the Gospel, and for all who will receive any kind of salvation.'" (Brigham Young, *Discourses of Brigham Young,* sel. John A. Widtsoe [1941], 407).

SECTION 9: USING THE MATCH/MERGE FEATURE IN PAF

In section 8 you learned how to import GEDCOM files (downloaded from Ancestral File) into your PAF data file. There is a good chance that individuals appear in your data file two or more times. The Match/Merge feature of PAF helps you identify names that may be duplicates, determine which ones truly are duplicates, and combine or merge them into single records.

PROCEDURE 9.1—MERGING DUPLICATE RECORDS WITH MATCHING ANCESTRAL FILE NUMBERS

Ancestral File Numbers (AFNs) are index numbers used within Ancestral File. If you imported an individual Ancestral File record more than once, PAF can match these duplicates by comparing AFNs. You should run this procedure even if you do not think you have duplicate AFNs.

Step 1. Open your PAF data file. At either the Family View or Pedigree View screen, **click on TOOLS.** On the drop-down menu that appears, **click on MERGE ON AFNS.**

Step 2. A warning screen will appear, giving you the option of making a backup copy of your data file. Unless your family records data has changed since your last backup, **click on NO.** The computer will begin checking your records.

Step 3. If there are any records with duplicate AFNs in your data, the computer will show a side-by-side display, along with a Confirm Merge box. If this box appears, **click YES TO ALL,** and the automatic merge process will begin. (If you do not have duplicate AFNs in your records, the Confirm Merge box will not appear.)

Step 4. When the computer has merged all names with matching AFNs, the AutoMerge Complete! box will appear, showing the number of duplicate individuals merged. (If there were no duplicate AFNs, this number will be zero.) **Click on OK,** and the Family View or Pedigree View screen will appear.

Continue with procedure 9.2, or exit PAF and complete procedure 9.2 later. If you exit now, remember to update your backup disk or disks (procedure 3.1). If you are not working on your own computer, remember to delete your data file from the C drive (procedure 3.2).

PROCEDURE 9.2—HAVING PAF FIND OTHER POSSIBLE DUPLICATES

After merging individuals with identical Ancestral File Numbers (procedure 9.1), PAF can identify other possible duplicates in your data file. PAF's Match/Merge feature can display names that are spelled the same or that sound alike and that have similar dates side by side for you to analyze. If you are certain both records are for the same individual, you can merge them, or if not you can leave them as separate records. If you are not sure, it is best to leave them separate.

Note: Carefully analyzing and deciding on each possible match may take a long time. Do not try to hurry through this procedure. If you choose to complete this procedure in more than one sitting, see the second paragraph of step 9.

Step 1. At either the Family View or Pedigree View screen, **click on TOOLS,** and **then click on MATCH/MERGE.**

Step 2. A warning screen will appear, giving you the option of making a backup copy of your records. Unless your family records data has changed since your last backup, **click on NO.** The Merge Individuals screen will remain.

Step 3. Click on OPTIONS (at the bottom), and **then click inside any boxes** not already showing a check mark (so that all the options are checked). These options will help the computer find possible duplicate records and will give you the option of confirming any merge before it actually takes place. For Years between birth dates:, the number 10 should be showing. If it is not, **click inside the box, delete the number** that is showing, and **type** *10.* Then, **click on OK.**

Step 4. Click on NEXT MATCH (at the bottom) to begin the match-merge process.

Step 5. After a few moments, if PAF finds potential duplicates, a Merge Individuals screen will appear, showing the two records side by side. The primary individual is on the left, and the possible duplicate individual is on the right.

Now **click on the MARRIAGE INFORMATION tab** at the top. The names and marriage dates of any spouses in your family records data for the two individuals will be displayed. This information may help you determine if the two records are for the same individual. When you are finished comparing this information, **click on the INDIVIDUAL INFORMATION tab** to return to the previous display.

Step 6. If you determine that the two sides of the screen do *not* show the same individual, skip to step 9.

Step 7. Before merging any records, note the following:

• Merging two records preserves the information on the left side of the screen (the Primary Individual), filling in any blank fields with information from the right side of the screen (the Duplicate Individual). Information on the right will be lost unless it is in a field that is blank on the left side.

- If the record on the right has more information than the one on the left, you may want to switch the sides the records are on. To do this, click on SWITCH. If the records are similar, it may not matter which sides they are on.

- To preserve information in selected fields on the right side of the screen, click on the box that is next to the information you want to preserve so that a check mark appears. Some of the boxes may already be checked to indicate that the record on the left has no information in that field.

- You can also preserve information that would be lost in a merge by editing the record on the left. Click on EDIT (near the top of the record on the left), and an Edit Individual screen will appear. Type in corrections or additions, and then click on SAVE. You will be returned to the Merge Individuals screen. Your corrections or additions should be visible on the left side of the screen.

Step 8. After your evaluation and any switching or editing, if you want to merge the two records, **click on MERGE** (on the bottom left of the Merge Individuals screen). A Confirm Merge screen will appear, asking, "Are you sure you want to merge these individuals?" **Click on YES.** Now the Merge Individuals screen shows the Primary Individual on the left with the updated information, and no information on the right.

Step 9. Click on NEXT MATCH (at the bottom) to have the computer search for the next possible pair of duplicates. Repeat steps 5 through 9 until the computer displays the message "No more next matches." **Click on OK,** and **then click on CLOSE** (at the bottom right of the Merge Individuals screen). The Family View or Pedigree View screen will appear.

If you do not have time to evaluate all possible matches, close the Merge Individuals screen and exit PAF. Be sure to update your backup disks and (if necessary) delete your PAF data file from the C drive (see procedures 3.1 and 3.2). The next time you open your PAF data file and select the Match/Merge option, the computer will again begin selecting possible matches for you to analyze. (If there were possible matches in a previous session that you decided not to merge, the computer will display those individuals again before continuing from where you left off.)

After completing procedure 9.2 for all possible matches that the computer finds, continue with procedure 9.3, or exit PAF and complete procedure 9.3 later. If you exit now, remember to update your backup disks and (if necessary) delete your PAF data file from the C drive (see procedures 3.1 and 3.2).

PROCEDURE 9.3—USING THE INDIVIDUAL LIST TO CHECK FOR ADDITIONAL DUPLICATES

Even after completing procedures 9.1 and 9.2, you may still have duplicate names in your PAF family data file. In this procedure you will use a list to find them.

Step 1. For this procedure you can work from a printed list or from your computer screen.

- If you prefer a printed list, at either the Family View or Pedigree View screen, click on FILE, and then click on PRINT REPORTS. Click on the LISTS tab, and under Type of List select INDIVIDUALS SORTED ALPHABETICALLY. Then click on PRINT (in the upper right). A list of all the individuals in your family data file will be sent to the printer.

- If you prefer to work from your computer screen, at either the Family View or Pedigree View screen, click on SEARCH. On the drop-down menu that appears, click on INDIVIDUAL LIST. The Find Individual screen will appear, showing a listing of all individuals in your data file. If the listing is not alphabetical, click inside the small circle next to ALPHABETICAL, just above the top of the list, and the list will rearrange itself in alphabetical order by surname.

Step 2. Have a pencil and paper ready for taking notes. If you are working on your computer and you are not already at the top of the list, **use the mouse, the arrow keys, or the [Page Up] key** to go there.

Go carefully through the list, looking for possible duplicates. If you find any, write the name and RIN (Record Identification Number) for *both* individuals. The RIN appears to the left of the names. Keep in mind the following:

- Dates, names of parents and spouses, and other information appears to the right of the names. Use this information to determine whether individuals with similar names should be merged.

- Some individuals on your name list may show first names only, and some may only say Living. These are usually the spouses of other people on your name list (see the right side of your list or the screen). You may have the full name of this individual elsewhere on your name list if you typed it in previously or downloaded it from another line in Ancestral File.

- Some of the duplicates may not show the exact same name. There may be variations in spelling, or a middle name may appear for one listing and not the other. Perhaps one shows a full name (such as Richard) while the other shows a nickname (such as Ricky or Dick). Some of these differences may result in two listings for the same individual that are not consecutive. Watch carefully for these.

- If you find two or more women with the same last names but different first names and married to the same man, do not automatically assume that they are the same individual. They may be sisters who were married to the same man at different times or in plural marriage.

- If you are working from the Find Individual screen, you may see incorrect or incomplete information. If you want to correct or add information, highlight the name, and click on EDIT (in the bottom middle). The Edit Individual screen will appear. Type in your changes, and then click on SAVE, and you will be returned to the Find Individual screen. If you see incorrect information on a printed list, you can edit it later by double-clicking on a name on the Family View or Pedigree View screen.

- As you go through the list carefully, you should be able to find all or most of the duplicates. In some cases, there may be three or more listings for the same individual. If you cannot determine whether two listings are actually for the same person, it is best to leave them separate.

- If your data file is relatively small, or you do not find many matches, you can print a Duplicate Individuals list. To do this, go to either the Family View or Pedigree View screen, click on FILE, and then click on PRINT REPORTS. Click on the LISTS tab, and under Type of List, click on DUPLICATE INDIVIDUALS. Click on PRINT and then on OK. The computer will print a list of possible duplicates with their RIN numbers.

Going carefully through the name list may take a long time, especially if there are many names, but it is an important step in cleaning up your information. If you need to exit PAF and finish later, write down the place where you are on the name list so you can return to it. When you have finished going through the entire list and have recorded the names and RINs of all the duplicates you can find, continue with step 3.

Step 3. Now you will begin merging the names from your written list of duplicates. From either the Family View or Pedigree View screen, **click on TOOLS**, and **then click on MATCH/MERGE. Click on NO** at the question regarding a backup copy.

Step 4. On the left (Primary Individual) side of the Merge Individuals screen, **click on FIND.** The Find Individual box will appear. Type in the first RIN of the first duplicate individual on your written list, and then **press [Enter]** or click on OK. The computer will find and display this record.

Step 5. On the right (Duplicate Individual) side of the screen, **click on FIND**, and type in the second RIN of the duplicate individual. **Press [Enter]** or click on OK, and this record will be displayed.

Step 6. Review the two records to be sure they represent the same individual. If needed, complete procedure 9.2 step 7. If you are sure you want to merge the records, **click on MERGE.** (If the Confirm Merge screen appears, click on YES.)

Step 7. On your written list, cross out the names and RINs of the two records you have just merged.

Repeat steps 4 through 7 until you have merged all duplicates. If you decide to exit PAF before finishing, make a note of where you are and complete the rest of the merges later.

When finished, **click on CLOSE** (at the bottom of the Merge Individuals screen), and you will be returned to the Family View or Pedigree View screen.

Whether or not you plan to continue now with section 10, be certain to update your backup disks now. If you wish to exit PAF, delete your PAF data file from the C drive (if necessary).

WHERE TO GO FROM HERE

Now that you have added and corrected the data you found in Ancestral File, you are ready to see which individuals (if any) need temple ordinances performed. You will learn how to do this in sections 10 and 11. After preparing a temple submissions disk (as described in section 12), you may want to repeat the procedures in sections 7 through 9, going back into Ancestral File, downloading more generations further back in your ancestry, and merging them into your PAF data file (see note in procedure 7.2 step 4).

Now, O ye Saints, rejoice today
That you can saviors be
Of all your dead who will obey
The gospel and be free.
Then let us rise without restraint
And act for those we love,
For they are giving their consent
And wait for us to move.
("The Glorious Gospel Light Has Shone," *Hymns,* no. 283).

SECTION 10:   PRINTING LISTS OF MISSING ORDINANCES

To submit names for temple work, you must determine which ordinances your ancestors are lacking. This section will help you print a list of missing individual ordinances and a list of missing marriage sealings, with a third option to print an LDS family ordinance summary. These lists are your starting point for determining which individuals may need temple ordinances. You will verify the accuracy of this information by checking the Ordinance Index (either in section 11 or during the process of preparing the names for temple submission in section 12).

PROCEDURE 10.1—PRINTING A LIST OF MISSING INDIVIDUAL ORDINANCES

Step 1. From either the Family View or Pedigree View screen, **click on FILE**, and **then click on PRINT REPORTS. Click on the LISTS tab** (if necessary).
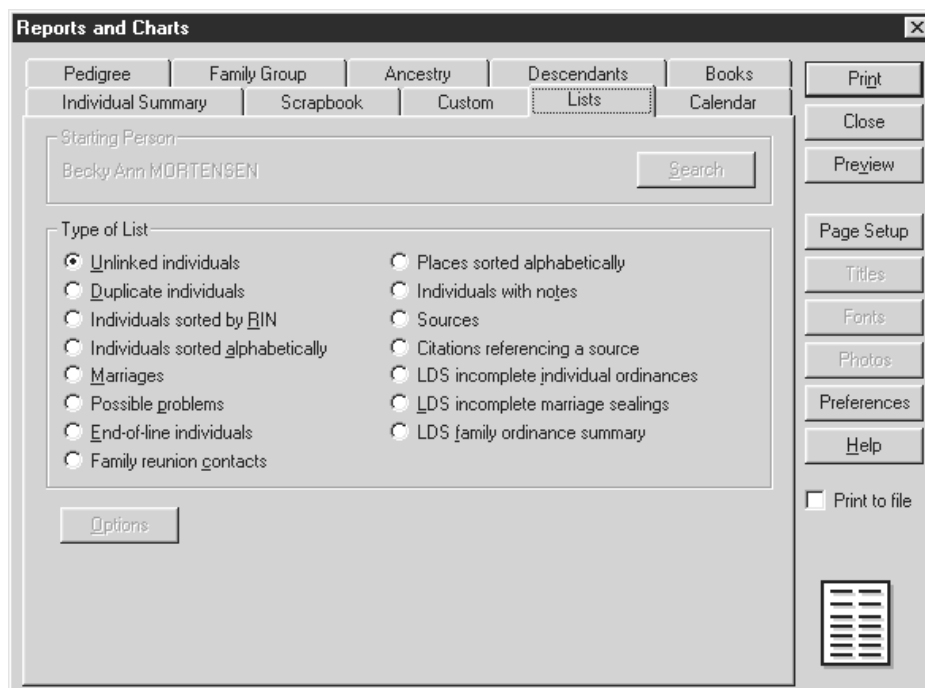
Step 2. Under Type of List, **click on LDS INCOMPLETE INDIVIDUAL ORDINANCES**, and **then click on PRINT** (in the upper right). A small box may appear briefly, indicating the number of pages being prepared. Then the Print screen will appear.

Step 3. Look in the lower left corner of the Print screen, inside the Print range area. Note how many pages are going to print. If there are too many pages, you can specify which pages you want to print. If ALL is selected and no numbers are showing, there is only one page.

To change the page numbers, **click on PAGES,** and then type in the pages you want to print. If you only want one page, type that page number in both the from: and the to: boxes. You can go back and print the remaining pages by repeating this procedure later. When you are ready to print, **click on OK** (on the bottom right).

An alphabetical list of every individual who is missing baptism, endowment, or sealing to parents will be printed (sealings to spouse are not included on this list). The list will also show what ordinances if any have been completed for these individuals.

Step 4. Examine the list (see sample below). Missing dates in the Baptized, Endowed, or Sealed to Parents columns indicate that PAF has no record of those ordinances being performed. Note that these ordinances could well have been performed but are not yet recorded in your data file. You will have the opportunity to verify this information by searching the Ordinance Index (see section 11). You can then update your PAF data file with any new information you find. Then use TempleReady to submit to the temple the names of those who need ordinances performed (see section 12).

Missing Individual Ordinances

RIN	Name	Born /Chr	Died /Bur	Baptized	Endowed	Sealed to Parents
383	, Julia					
149	ANDERSDATTER, Johanne	1793		18 Sep 1937	23 Sep 1937	Cleared
148	ANDERSDATTER, Kirsten	1791		18 Sep 1937	22 Sep 1937	Cleared
150	ANDERSEN, Jens	1797		18 Sep 1937	22 Sep 1937	Cleared
147	ANDERSEN, Morten	1787		18 Sep 1937	22 Sep 1937	Cleared
146	ANDERSEN, Morten	1786	1786	23 Jul 1938	16 Jul 1939	Cleared
154	ANDERSEN, Niels	1804		18 Sep 1937	22 Sep 1937	Cleared
153	ANDERSEN, Niels	1804		27 Aug 1993	18 Nov 1993	Submitted
156	ANDRASEN, Anne Marie	1767	1825	13 Dec 1951	29 Feb 1952	Submitted
198	ANDREASDATTER, Christine	1772	1856	12 Dec 1951	28 Feb 1952	Submitted
200	ANDREASDATTER, Elsebeth	1779		13 Dec 1951	28 Feb 1952	Submitted
199	ANDREASEN, Jens	1776		13 Dec 1951	10 Jan 1952	Submitted
197	ANDREASEN, Ole	1770		12 Dec 1951	10 Jan 1952	Submitted
366	BENGTSSON, Johanne					
372	CALDWELL, Elizabeth					
374	CALL, Fanny					
388	CHRISTAINSEN, Ane Dorthe					
225	CHRISTENSDATTER, Kirsten					
158	CHRISTENSDR, Kirsten	1790	1861			
247	CHRISTENSEN, Anders					
220	CHRISTENSEN, Jacob					
234	CHRISTENSEN, Jorgen					
238	CHRISTENSEN, Jorgen Farmer					
230	CHRISTENSEN, Karen					
222	CHRISTENSEN, Kirsten Marie					
324	CHRISTENSEN, Maren	1729	1765	13 Jun 1916	31 Jul 1930	
194	CHRISTENSEN, Mette	1718	1760	13 Dec 1951	23 Jan 1952	
401	CROCKETT, Sally Horn					
400	CROCKETT, Sarah "Sally"					
361	DILLE, Minerva					
405	DUSTIN, Seth					
378	FAULKNER, Louisa					
422	FORBES, Elisha					
381	GIBBS, John					
342	GRAHAM, Joseph	1769		27 Feb 1993	23 Mar 1993	
423	GRAHAM, Samuel					

Continue with procedure 10.2.

PROCEDURE 10.2—PRINTING A LIST OF MISSING MARRIAGE SEALINGS

Step 1. From either the Family View or Pedigree View screen, **click on FILE**, and **then click on PRINT REPORTS. Click on the LISTS tab** (if necessary).

Step 2. Under Type of List, **click on LDS INCOMPLETE MARRIAGE SEALINGS,** and **then click on PRINT** (in the upper right). A small box may appear briefly, indicating the number of pages being prepared. Then the Print screen will appear.

Step 3. Review the first two paragraphs of procedure 10.1 step 3, and type in any changes for pages to print. When you are ready to print, **click on OK** (on the bottom right). A list of marriages without LDS temple sealing dates will print.

Step 4. Examine the list (see sample below). Note that the names are listed in order of MRIN (Marriage Record Identification Number). The words *submitted* or *cleared* may appear in the Date of Sealing column. These indicate that someone has already submitted this couple for temple marriage sealing, but the date of the temple sealing (if it has been completed) is not in your data.

Missing Marriage Sealings

MRIN	Husband	Wife	Marriage Year	Date of Sealing
32	Lars Christian ANDERSON	Kirsten CHRISTENSEN	1837	
42	Peter MORTENSEN	Anna HARRIS	1899 (Div)	
43	Anders Peder MORTENSEN	Annie May HARRIS	1899	
44	Peter MORTENSEN	Annie May HARRIS	1899 (Div)	
49	Anders JENSEN	Karen MORTENSEN	1785	Submitted
54	Peder JENSEN (NORGE) Farmer	Mrs. Peder JENSEN	1762	
55	Jens RASMUSSEN			
56	Anders NIELSEN	Maren JENSDATTER	1800	
61	Soren PEDERSEN	Kirsten Marie CHRISTENSEN	1830	
63	Christen PEDERSEN	Marie LAURSEN	1816	
69	Morten NIELSEN	Johanna THOMASEN		
70	Morten ANDERSEN	Anne JENSDATTER	1816	Submitted
73	Andreas OLSEN			
74	Anders CHRISTENSEN	Karen CHRISTENSEN	1824	Submitted
76	Jurgen JENSEN	Anne PEDERSEN	1719	
79	Hans JORGENSEN (KAAD)	Anne PEDERSEN	1738	
83	Jens MADSEN	Dorethe Kirstine JENSEN	1763	
84	Jena MADSEN	Dorethe Kirstine JENSEN	1763	
85	Christen PEDERSEN (CLAUSEN)	Anne JENSEN (NORGE)	1772	
87	Niels JENSEN (NORGE) TWIN	Anne PEDERSEN	1802	
91	Jens RASMUSSEN			
92	Anders CHRISTENSEN	Christine ANDREASDATTER	1796	Submitted
189	Hans Mical VALENTINE	Sarah Sophia LOVELAND	1867	
192	Joseph Ludwig LARSEN	Sarah Sophia VALENTINE	1890	
212	Chester LOVELAND COL.	Elizabeth WHITE	1864	
217	Don Carlos LOVELAND			
221	David LOVELAND	Julia	1883	
226	Peder JORGENSEN			
227	Peder JORGENSEN	Margrethe HANSDATTER	1799	
229	Jens VALENTINSEN	Anna Margrethe JENSEN	1873	
234	Peder KOEFOED	Karen Marie Olsen KOEFOED	1825	
236	Rasmus Peter RIIS	Ann Catherine KOEFOED	1833	
238	Hans Olsen KOEFOED	Anna Margrethe Olsen TOMIL	1831	
242	Chauncey LOVELAND	Sarah "Sally" CROCKETT	1846	
244	Joseph GRAHAM	Nancy SANDERSON		
246	Levi LOVELAND	Hannah PEARCE	1836	

If you know (or later learn) that any of these sealings have indeed been performed, you should type that information into your PAF data file. (Right-click on a name on the Family View or Pedigree View screen, and then click on EDIT MARRIAGE.)

Later you will check the accuracy of your list in the Ordinance Index (see section 11). Then use TempleReady to submit to the temple the names of those who lack temple sealings (see section 12).

Continue with procedure 10.3.

PROCEDURE 10.3—PRINTING AN LDS FAMILY ORDINANCE SUMMARY

PAF will also generate a list of missing ordinances for a specific individual plus that individual's parents, grandparents, and great-grandparents and their children. If you do not want to create this list now, skip to step 4, but consider reading through the other steps so you are familiar with the process.

Step 1. At the Family View or Pedigree View screen, highlight the name of the individual (by **clicking on the name)** whose family you want a report for. **Click on FILE** and **then on PRINT REPORTS. Click on the LISTS tab** (if necessary).

Step 2. Under Type of List, **click on LDS FAMILY ORDINANCE SUMMARY,** and **then click on PRINT.** A small box may appear briefly, indicating the number of pages being prepared, followed by the Print screen.

Step 3. Review the first two paragraphs of procedure 10.1 step 3, and type in any changes for pages to print. When you are ready to print, **click on OK** (on the bottom right).

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You can use this family ordinance summary to determine what you should do next in your research or in submitting names for temple ordinances. Sections 11 and 12 will help you with this process.

Step 4. Exit PAF. There is no need to update your backup disk or disks because you have not made any changes in your data. Delete your PAF data file from the C drive if necessary.

"[Our] objective . . . has been to inspire the members to obtain their own temple blessings, attend the temple in behalf of their deceased relatives . . . , complete their four-generation records, extend research on family lines, and organize and strengthen the family organizations. The first instruction after the glorious First Vision to the Prophet Joseph Smith, in the act of restoring the gospel of Jesus Christ, was concerning the family unit. . . .

"'Behold, I will reveal unto you the Priesthood, by the hand of Elijah the prophet, before the coming of the great and dreadful day of the Lord.

"'. . . And he shall plant in the hearts of the children the promises made to the fathers, and the hearts of the children shall turn to their fathers. If it were not so, the whole earth would be utterly wasted at his coming' [Joseph Smith—History 1:38–39]" (L. Tom Perry, in Conference Report, Apr. 1982, 79–80; or *Ensign,* May 1982, 53).

SECTION 11: USING THE ORDINANCE INDEX

The Ordinance Index, which is part of FamilySearch, lists LDS ordinance information for deceased persons, including baptism, endowment, sealing to parents, and sealing to spouse. The Ordinance Index uses the information on the International Genealogical Index discs (including the Addendum discs). You can use the Ordinance Index to see if any of your ancestors' ordinances have already been performed.

If you would like to manually check some or all of the names from one of the lists you printed in section 10, follow the steps in procedure 11.1. However, when you use TempleReady to prepare names for submission to a temple (see section 12), the computer will automatically take you through the Ordinance Index.

The Ordinance Index can also be used to research genealogical information. Unlike Ancestral File, its records are not arranged in pedigree charts or family group records, but they usually include the names of an individual's parents, spouse, or other relative. Even if you could not find some of your ancestors in Ancestral File (in procedure 7.1), they may still be listed in the Ordinance Index.

PROCEDURE 11.1—CHECKING THE ORDINANCE INDEX FOR NAMES ON YOUR LISTS OF MISSING ORDINANCES

Step 1. Begin at the FamilySearch Main Menu. Use the arrow key to **highlight "LDS Options"** and **then press [Enter]. Highlight "Ordinance Index"** (if necessary), and again **press [Enter].**

Step 2. When the Ordinance Index screen appears, **press [Enter] or [F4]** to begin a search. The Select Region or Country of the World to Search screen will appear.

```
     Ordinance Index (IGI Main File) 1.01--
 Esc=Exit  F1=Help  F2=Print/Holding File                    19 MAY 2000
┌───────────────────────┐ ┌──────────────────┐ ┌──────────────────────┐
│         SELECT REGION OR COUNTRY OF THE WORLD TO SEARCH               │
│              Use ↓ ↑ and press Enter to select a region.             │
│   ┌──────────────────────────────────────────────────────────────┐  │
│   │A. North America [Canada and USA-including Alaska & Hawaii; etc.]│
│   │B. British Isles                                                  │
│   │C. Wales                                                          │
│   │D. Germany                                                        │
│   │E. Denmark                                                        │
│   │F. Finland                                                        │
│   │G. Iceland                                                        │
│   │H. Norway                                                         │
│   │I. Sweden                                                         │
│   │J. Continental Europe [Excludes GERMANY, Scandinavia, SW Europe]  │
│   │K. Southwest Europe [Italy, Malta, Portugal, Spain,..; NOT Greece]│
│   │L. Mexico                                                         │
│  ↓│M. South America                                                  │
│                                                                       │
│      ┌──────────────────────────────┐      ┌────────────┐            │
│      │ F11=Country List to Identify Region │      │ Esc=Cancel │     │
│      └──────────────────────────────┘      └────────────┘            │
└───────────────────────────────────────────────────────────────────────┘
```

When researching an ancestor in the Ordinance Index, begin by identifying the region of the world where an event in the individual's life took place (for example birth, christening, marriage, or death). If you know your great-grandfather was born in England and emigrated to the United States and that he married and lived the rest of his life there, you would search in the British Isles region for his birth or christening record and in the North America region for his marriage or death record. Once you find a record for him, the Ordinance Index will display any LDS ordinances performed (during his life or by proxy) that are associated with that event. A birth or christening record will list one or more of the following: LDS baptism, endowment, and sealing to parents. A marriage record will list sealing to spouse.

Step 3. Decide on a name from the list of missing individual ordinances (which you printed in procedure 10.1), the list of missing marriage sealings (procedure 10.2), or the LDS Family Ordinance Summary (procedure 10.3). Or choose another of your ancestors that you want to search for.

Determine the region where the event (such as birth or marriage) took place. Use the arrow keys to **highlight that region.** If you do not know the region, choose another individual.

Note: If you know the country but do not know which region it belongs to, press [F11] to see a list of countries and their regions. If you highlight the desired country on this list and then press [Enter], the computer will select the region for you, and you can then continue with step 4 below. (Exit the country list by pressing [Esc].)

After highlighting the appropriate region, **press [Enter].** The Surname Search Menu will appear.

Step 4. At the Surname Search Menu **press [F1],** and then read about each of the three options: Individual Search, Marriage Search, and Parent Search. (You may want to experiment later by trying each type of search at least once.) **Press [Esc],** use the arrow keys to **highlight the type of search** you want, and **press [Enter].**

Step 5. Type in your ancestor's first name (and middle names if any), and **press [Enter].** Then type your ancestor's last name, and **press [Enter].** Type an event year (such as birth or marriage), if available, and **press [F12]** or [Enter] to begin your search. Insert the IGI compact discs as directed. (Even though you are in the Ordinance Index, you will use the IGI discs to access the information you are searching for.)

Step 6. On the list of names that comes up, find and **highlight the name of your ancestor** (if it is not already highlighted). You may need to use the arrow keys to scroll the screen up or down. Note that sometimes names are spelled different ways (for example, an individual you know as "Anne" might be listed in the Ordinance Index as "Ann" or "Anna") and that sometimes middle names are missing. Be careful—other individuals may have names similar to your ancestor's. It is also possible your ancestor is listed more than once.

```
 Ordinance Index (IGI Main File) 1.01--Denmark (Surname Search)
Esc=Exit  F1=Help  F2=Print/Holding File  F4=Search  F5=Given Name 22 MAY 2000
┌──────────────────┐  ┌─────────────────┐  ┌──────────────────┐
│ F6=Individual Search │  │ F7=Marriage Search │  │  F8=Parent Search │
└──────────────────┘  └─────────────────┘  └──────────────────┘
 ┌─────────────────────┐  ┌──────────────┐  ┌─────────────────────┐
 │  ↓ ↑  PgDn PgUp=Move │  │ Enter=Details │  │  F9=Search Addendum │
 └─────────────────────┘  └──────────────┘  └─────────────────────┘
 ┌(-Name Group-)──Name────────Event Type──────Year──Place─Parent/Spouse/Rel─┐
↑│ -NIELSEN-                                                                 │
 │   Morten NIELSEN   ............... B      1722  Vibo  Re:Anton CHRISTENSEN│
 │   Morten NIELSEN   ............... C      1723  Aalb  Fa:Niels POVLSEN    │
 │   Morten NIELSEN   ............... C      1723  Hjor  Fa:Niels POULSEN    │
 │   Morten NIELSEN   ............... C      1723  Hjor  Fa:Niels POULSEN    │
 │   Morten NIELSEN   ............... B      1723  Mari  Sp:Malene JENSEN    │
 │   Morten NIELSEN   ............... C      1723  Mari  Fa:Niels JENSEN HAMP│
 │  ▓Morten NIELSEN   ............... C      1723  Mari  Fa:Niels MORTENSEN▓ │
 │   Morten NIELSEN HAMPE ........... C      1723  Mari  Fa:Niels JENSEN HAMP│
 │   Morten NIELSEN   ............... C      1723  Prae  Fa:Nils IPSEN       │
 │   Morten NIELSEN   ............... B  Abt 1724  Aalb  Fa:Niels PEDERSEN (F│
 │   Morten NIELSEN   ............... B      1724  Aalb  Fa:Niels MORTENSEN  │
 │   Morten NIELSEN   ............... B      1724  Denm  Re:Niels A. PETERSEN│
 │   Morten NIELSEN   ............... B      1724  Hjor  Fa:Niels JOHANSEN   │
↓│   Morten NIELSEN   ............... B      1724  Hjor  Fa:Niels JOHANSEN   │
 └──────────────────────────────────────────────────────────────────────────┘
```

If you cannot find your ancestor's name, **press [F9]** and **then [Enter],** and insert the IGI Addendum disc or discs as directed by the computer. (You can also switch to the Addendum by **pressing [F9]** at the Individual, Marriage, or Parent Search screens; see step 5.)

Step 7. If you find your ancestor's name, **highlight the name** (if necessary), **press [Enter]** to view a brief record, and **then press [Enter]** again to see a full record. You can print a copy of any new LDS ordinance information by pressing [F2], highlighting the option you want, and pressing [Enter]. Use this information to update your PAF family data file later.

```
 Ordinance Index (IGI Main File) 1.01--Denmark (Surname Search)
Esc=Exit  F1=Help  F2=Print/Holding File  F4=Search  F5=Given Name 22 MAY 2000
┌──────────────────┐  ┌─────────────────┐  ┌──────────────────┐
│ F6=Individual Search │  │ F7=Marriage Search │  │  F8=Parent Search │
└──────────────────┘  ┌────────────────────────────────────────────┐
 ┌─────────────────────┐│ NIELSEN, Morten                            │
 │  ↓ ↑  PgDn PgUp=Move ││                                   Sex: M  │
 └─────────────────────┘│ Father:   Niels MORTENSEN                  │
 ┌(-Name Group-)──Name──││ Mother:   Anne JORGENSDR                   │
↑│ -NIELSEN-            ││                                            │
 │   Morten NIELSEN .....││ Christening                                │
 │   Morten NIELSEN .....││ 25 Apr 1723                                │
 │   Morten NIELSEN .....││ Toreby Sogn, Maribo, Denmark               │
 │   Morten NIELSEN .....││                                            │
 │   Morten NIELSEN .....││ LDS Baptism:       6 Aug 1988 IFALL        │
 │   Morten NIELSEN .....││ LDS Endowment:     1 Feb 1989 IFALL        │
 │  ▓Morten NIELSEN .....││ Sealed to Parents: 2 Mar 1989 IFALL        │
 │   Morten NIELSEN HAMPE││                                            │
 │   Morten NIELSEN .....││ Source Batch Number                        │
 │   Morten NIELSEN .....││ C211981                                    │
 │   Morten NIELSEN .....││                                            │
 │   Morten NIELSEN .....││ ┌──────────────────────┐ ┌──────────────┐ │
 │   Morten NIELSEN .....││ │ Enter=See Full Record│ │ Esc=Cancel   │ │
↓│   Morten NIELSEN .....││ └──────────────────────┘ └──────────────┘ │
 └─────────────────────└────────────────────────────────────────────┘
```

SECTION

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```
       Ordinance Index (IGI Main File) 1.01--Denmark (Surname Search)
 Esc=Exit  F1=Help  F2=Print/Holding File  F4=Search  F5=Given Name 22 MAY 2000
    F6=Individual Search  │    F7=Marriage Search    │    F8=Parent Search

  FULL RECORD OF INDIVIDUAL (Including Source)          ┌──────────┐
  Use ←↓↑ or PgDn PgUp keys to see more.                │Esc=Cancel│
                                                        └──────────┘
    Morten NIELSEN                                                 Sex: M

 ──
 │    FATHER'S INFORMATION
      Name: Niels MORTENSEN

      MOTHER'S INFORMATION
      Name: Anne JORGENSDR

      INDIVIDUAL INFORMATION
      Christening
      25 Apr 1723
      Toreby Sogn, Maribo, Denmark

 ──   LDS Baptism:        6 Aug 1988 IFALL
 │↓   LDS Endowment:      1 Feb 1989 IFALL
```

Exit the Full Record and Details screens by **pressing [Esc] twice.**

Note: If the Ordinance Index does not contain any record of your ancestor's missing ordinances, you can assume that the ordinances have not been performed. You may submit this ancestor's name for temple work (see section 12).

You should be aware that after a person dies and ordinance work has been done, there is sometimes a delay before the information is added to the Ordinance Index. If you think one of your deceased ancestors has already had temple work done but it is not shown in the Ordinance Index, you may want to wait until the next update of the Ordinance Index comes out. Then, if the information is still not shown, go ahead and submit your ancestor's name for temple ordinances.

To return to the beginning of the Ordinance Index, **press [Esc]** and then, at the Exit screen, **press [Enter].** To search for another ancestor, press **[Enter] or [F4]**, and repeat steps 3 through 7. Remember to check the Addendum if you do not find the names or ordinances you are looking for.

Step 8. Exit the Ordinance Index by **pressing [Esc] or [Enter]** until the FamilySearch Main Menu appears.

PROCEDURE 11.2—USING THE ORDINANCE INDEX TO FIND MORE ANCESTORS

Besides recording temple ordinance work, the Ordinance Index can be used as a research source. You may find information about your ancestors even if you did not find information in Ancestral File. This procedure will help you learn to use the Ordinance Index for research. If desired, simply read through the procedure.

Step 1. Repeat procedure 11.1 steps 1 through 6 to search in the Ordinance Index for the name of one of your ancestors. Instead of using a name from your lists of missing ordinances, use a name that you could not find in Ancestral File (section 7) or another ancestor you wish to research.

Step 2. If you find your ancestor, **highlight the ancestor's name** and **press [Enter]** to see a brief record, and **then press [Enter] again** to see a full record. Write down the names of your ancestor's parents or spouse, if they are listed, and any other information you do not have. **Press [Esc] twice** to exit the Full Record and Details screens.

Step 3. With your ancestor's name still highlighted, **press [F8]** to begin a Parent Search (this will only work if one or both of your ancestor's parents are shown to the right of your ancestor's name on the name list). A screen will appear, showing the parents' names highlighted.

Step 4. Press [Enter], and the Parent Search screen will appear. **Press [F12]** to begin the search.

The computer will show you the names of others in the Ordinance Index whose parents' names are the same as the ones you selected. The parents will be shown on the left and the children on the right, beginning with the oldest. These individuals are possible brothers and sisters of your ancestor.

Continue searching for other ancestors that you could not find in Ancestral File. Then go back to your PAF data file and type in the new information you have found.

WHERE TO GO FROM HERE

You may find that all the ancestors on your lists of missing ordinances have already received all their ordinances. If so, you may want to begin searching for other ancestors by repeating sections 7 and 8, going back further than the five generations you requested in Ancestral File previously (see procedure 7.2 step 4).

If you found new names in the Ordinance Index, you should go back to Ancestral File and look there for these names. For example, your great-grandfather may not be in Ancestral File, but if, in checking the Ordinance Index, you find your second and third great-grandfathers, you should look up their names in Ancestral File. Someone who is distantly related to you may have sent these names to Ancestral File, even if your great-grandfather is not included.

"Jesus had not finished his work when his body was slain, neither did he finish it after his resurrection from the dead; although he had accomplished the purpose for which he then came to the earth, he had not fulfilled all his work. And when will he? Not until he has redeemed and saved every son and daughter of our father Adam that have been or ever will be born upon this earth to the end of time, except the sons of perdition. That is his mission. We will not finish our work until we have saved ourselves, and then not until we shall have saved all depending upon us; for we are to become saviors upon Mount Zion, as well as Christ. We are called to this mission" (Joseph F. Smith, *Gospel Doctrine,* 5th ed. [1939], 442).

SECTION

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SECTION 12:   USING TEMPLEREADY TO CLEAR NAMES FOR THE TEMPLE

Note: The instructions in this section apply to the Windows version of TempleReady. If you need help using the DOS version of TempleReady (an earlier version, accessed through "LDS Options" in FamilySearch 2.26), ask a family history consultant or a Family History Center staff member.

After completing sections 2 through 11, you should have an indication of which ancestors need ordinances performed for them in the temple. In this section you will learn how to select an individual, a family, or a group of families and to process their names through TempleReady.

Because someone else could have performed ordinances for some of your ancestors, the TempleReady program checks the Ordinance Index to see if any of the ordinances you are requesting have already been completed. You can use TempleReady's Update My Records option to transfer ordinance information directly from the Ordinance Index into your PAF family data file. Then use TempleReady to prepare a disk containing a list of individuals who still need ordinances performed. This disk can be taken or mailed to a temple.

Note: Before processing names through TempleReady, be aware of the following guidelines for submitting names for temple ordinances:

- For baptism and endowment, you must have the ancestor's name, sex, an event date, and an event place. (Examples of events include birth, christening, marriage, death, and burial.)

- For sealing to parents, you must have the information required for baptism and endowment, plus the first or last name of the father.

- For sealing of husband and wife, you must have the name of the husband (but not necessarily the wife), marriage date, and marriage place.

- An individual must be deceased for more than one year (unless the individual was a worthy member of the Church who died before age twenty-one or who, for reasons beyond the individual's control, was unable to go to a temple in mortality).

- For ancestors born within the last ninety-five years, if there is anyone more closely related to the deceased individual, you should obtain the relative's permission for the ordinance work, even if the relative is not a member of the Church.

- Do not submit for temple work names of individuals who lived before A.D. 1500 or who are members of royalty without first consulting with the Family History Department in Salt Lake City. Many such names have already been submitted.

- If you find that the Ordinance Index misspells your ancestor's name or lists incorrect ordinance dates or places, do not resubmit your ancestor's name for temple work. The ordinances are still valid.

- Do not submit names of celebrities or other people to whom you are not related. Everyone whose name you submit should be an ancestor or close relative.

If a person in your records does not qualify for submission because of a missing date or place, and you do not have the information available to add to your records, there are acceptable ways of approximating:

- *Calculating dates.* When you know a person's age at a particular event, you can calculate the date of another event. For example, if an 1870 census lists a person as four years old, you can subtract four from 1870 and type in 1866 as the birth year, even though you do not know the exact birth date. When typing a calculated date, type *cal* ("calculated") before the date (for example, *cal 1866).*

- *Estimating dates.* You can also use known information to estimate dates for events. A standard formula for estimating the birth date if you know a marriage date is to assume that men married at age 25 and women at 21. In such cases, simply subtract 25 or 21 from the marriage date and type in the approximate birth date. Similarly, it is common to assume that the first child was born one year after the marriage and that subsequent children were born at two year intervals. Include an explanatory word before the date, such as *abt* ("about"), *bef* ("before"), *aft* ("after"), or *est* ("estimated").

- *Assumed places.* You can assume a place of residence based on the place listed on birth, marriage, death, or other records. For example, if the parents were married in Tennessee but there is no record of a birthplace for the children, you can list Tennessee as their probable place of birth. When typing an assumed place of residence, type *of* before the place (for example, *of Tennessee).*

- *No death information available.* Ordinarily a person born within the last 110 years for whom no death date is available cannot receive temple ordinances. However, if you are certain the person has died, you can simply type the word *dead* or *deceased,* and this will allow you to submit the name for temple ordinances.

PROCEDURE 12.1—USING THE UPDATE MY RECORDS FEATURE IN TEMPLEREADY

Note: To complete this procedure, you must be at a Family History Center or other site where the Windows version of TempleReady is available on a computer that also has PAF 4.0 (or later). If you have been working on your own computer, you must take your PAF backup disk to the Family History Center or other site where the Windows version of TempleReady is available.

This procedure allows you to update your PAF family data file by transferring ordinance information from the Ordinance Index directly into your PAF file.

This procedure could take a long time if your data file includes a large number of ancestors for whom temple work has been performed. If necessary, you can do the update in several sessions.

Step 1. Insert your PAF backup disk into the A drive of the computer where you will be using TempleReady. Enter PAF 4.0, and then restore your backup disk to the C drive by completing procedure 3.3. You should now be in your PAF family data file, at either the Family View or Pedigree View screen.

Step 2. Look at the title bar at the very top of the screen (above the menu bar). After Personal Ancestral File you will see a hyphen and then the full path name of your file in brackets (for example, [C:\My Documents\Farley.paf]). Write down this file path exactly as you see it in the title bar (except for the brackets).

Step 3. Exit PAF. Enter the TempleReady program (double-click on its icon on the Windows desktop, or select it from the Windows Programs list). The TempleReady title screen will appear.

Step 4. Click on UPDATE MY RECORDS. After a few moments the Select a File screen will appear. If the name of your PAF family data file is showing (under File Name), **highlight it, click on OPEN,** and then skip to step 5.

If the name of your file is not showing, **click on BROWSE.** An Open screen will appear. If the C drive is not showing in the Look in: field, **click on the arrow** to the right of the field, and **highlight the C drive.** Below the Look in: field there should be a number of folders and possibly some files. If your data file is showing, **highlight it,** click on **OPEN,** and then skip to step 5.

Otherwise, look at the file path that you wrote down in step 2. It includes the drive name at the beginning; one or more folder names, separated by backslashes, in the middle; and the name of your PAF data file at the end. (For example, in the file path "C:\My Documents\Farley.paf," there is one folder name, My Documents, between the drive name and the name of the data file.) Find a folder below the Look in: field that matches the first folder name in your file path (for example, MY DOCUMENTS). Highlight the folder by clicking on it once, and then click on OPEN.

If there are other folder names in your file path, repeat this process for each of them. (For example, in the file path "C:\My Documents\FamilyHistory\ Personal\Farley.paf," after you click on MY DOCUMENTS you must click on FAMILYHISTORY and PERSONAL.)

Your data file should now be visible. **Highlight it** and **click on OPEN.**

Step 5. The Select Families and Individuals screen will appear.

Step 6. Make sure a check mark appears in the box titled Show only records with some ordinances not recorded.

Note: The more names you have in your data file, the longer it will take to select and check the records. If you have more than 200 names to check, you may want to check only some of them now.

- If you want to check and update all your records, **click on EDIT** (on the menu bar), and **then click on SELECT ALL.**

- If you want to check and update only some of your records now, locate the families or individuals whose records you want to update, and **click in the**

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Select box to the right of their names. You may have to wait a few moments after clicking for the check mark to appear. If the words "View Next . . . Families" appear at the bottom left of the screen (at the end of the list of names), there are more names in your data file. To view these, **click on VIEW NEXT . . . FAMILIES,** and additional names will appear. Repeat this process as many times as necessary to mark any additional names you want to update.

Step 7. Click on NEXT—SEARCH FOR ORDINANCE DATES. Insert the IGI or Addendum compact discs as instructed.

Step 8. If the computer finds a possible match for an individual in your PAF family data file, a screen titled Ordinances May Already Be Done will appear. Your Record will be shown on the left side of the screen, and the Ordinance Record will be shown on the right. Compare the two records, and decide whether they represent the same individual. If not, **click on NO,** and the computer will search for another possible match.

If they do represent the same individual, look in the upper right corner of the screen to see if there is more than one record of ordinances performed for this individual.

If so, **click on the right arrow.** You will see another record of ordinance work that has been performed for that individual (often the work has been duplicated). You can then select the date you want transferred to your records (normally, select the earliest date). When the dates you want to transfer are visible, **click on YES.** The computer will add the new ordinance information to your PAF file and then search for another possible match. You may be instructed to insert additional discs during this process.

Note: If you need to exit and continue later, click CANCEL and close the program. Updated records will be retained in your PAF data file.

Step 9. When the computer can find no more possible matches, the Update Records Summary screen will appear, showing how many records were checked and how many were updated. (If "0" appears for the number of records updated, this means that no ordinances were found for individuals in your PAF family data file beyond what you had already entered.)

After reading the summary, **click on OK,** and the TempleReady title screen will appear. Exit TempleReady by **clicking on EXIT.** If the computer found no ordinances and so did not update your records, skip to step 11. Otherwise continue with step 10.

Step 10. Note that the Ordinance Index has updated the copy of your family data file on the C drive. You must now update your backup disk in the A drive or you will lose all the information you have just transferred from the Ordinance Index. Be sure you are working on the same computer in which you have completed steps 1 through 9 and that your backup disk is still in the A drive.

Enter PAF and open your PAF family data file (be certain you open the copy of the file on the C drive). Back up your data to the A drive (procedure 3.1). (If you have been working on your own computer, this is sufficient; otherwise, update your second backup disk as well.) Eject your disk so that you can take it with you. Be sure to complete step 11.

Note: If you have been working on your own computer, the next time you enter PAF on your computer you must restore the backup disk you created in step 10. To do so, complete procedure 3.3 steps 2 through 6. If you do not do this, the PAF file on your C drive will not contain the ordinance information you have just added to it. In step 5, when the computer asks if you want to replace the current file with the backup copy, click on YES.

Step 11. Delete your PAF family data file from the C drive (procedure 3.2).

PROCEDURE 12.2—CREATING A SUBMISSION DISK IN TEMPLEREADY

This procedure requires the use of TempleReady (Windows version), which is available in Family History Centers. You will also need two blank, formatted disks, with which you will create a temple submission disk and a backup copy. Label one of the disks *Temple Submission* and the other *Temple Submission Backup.* Include your name and the date on both disks. If you are submitting many names, you may need additional disks.

Note: It is important to think of the names in your data file as individual people. President Gordon B. Hinckley taught this fundamental principle: "This Church is concerned with individuals, notwithstanding our numbers, whether it be 6 million or 10 million or 12 million or 50 million. We must never lose sight of the fact that the individual is the important thing" ("We Must Look after the Individual," *Church News*, 4 Mar. 2000, 6). Rather than merely sending batches of names to the temple for processing, you should submit the names of individuals and families as if you were developing a personal relationship with them. To do this, you must keep your submission to a manageable size.

Step 1. Enter PAF and restore your data to the C drive (see procedure 3.3). Exit PAF when you are done.

Step 2. Enter TempleReady (double-click on its icon on the Windows desktop, or select it from the Windows Programs list). The TempleReady title screen will appear.

Step 3. Click on SUBMIT FAMILY NAMES FOR TEMPLE ORDINANCES. A screen will appear giving an overview of the steps in TempleReady. Read through the information, using the mouse or the down arrow to scroll down and see all six steps.

Step 4. Click on NEXT—SELECT NAMES TO SUBMIT (at the bottom right). The Select a File screen will appear. If your file is not visible below the Look in: field, use the BROWSE feature to locate it (see procedure 12.1 step 4). **Highlight the file** from which you wish to submit, and **click on OPEN.**

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Step 5. The Select Families and Individuals screen will appear.

(If you like, you can print this screen by clicking on FILE and then on PRINT.)

Scan through this screen (you may need to scroll down in order to see all the entries). Note that any missing ordinances are indicated by a small temple icon in the appropriate columns under Temple Ordinances Needed. Now look carefully through the list of names.

- If you want to submit all of the names, click on EDIT and then on SELECT ALL. If your data file contains more than 3,000 individuals, the computer will not allow you to submit all of them at once.

- If you want to submit part of the names, locate the families or individuals needing ordinances, and **click in the Submit? box** to the right of their names. You may have to wait a few moments after clicking for the check mark to appear. Use the arrow keys or mouse to scroll to the bottom of the list of names. If there are more families, **click on VIEW NEXT . . . FAMILIES** to view them. Continue in this manner until you have clicked in all the Submit? boxes for the ordinances you wish to have performed.

Notice that when a Submit? box is checked, a check mark also appears on the temple icon, indicating the ordinance selected. A summary of the ordinances requested appears near the bottom of the screen.

When you have finished marking all the individuals and families you would like to submit, **click on NEXT—CHECK MY SELECTED RECORDS** (on the lower right).

Step 6. The Check and Correct Records screen will appear.

This screen may take a few moments to load. (If you like, you can print this screen by clicking on FILE and then on PRINT.)

Note: During this step, if you wish to exit and return later, click on SAVE MY PLACE & EXIT in the lower left corner of the screen. Follow the prompts to save your submission information to your backup disk in the A drive. This can be useful if you have too many names to do in one sitting or if the computer prompts you for information you do not have at hand. When you re-enter TempleReady, with your data file on the C drive and your backup disk in the A drive, click on SUBMIT FAMILY NAMES FOR TEMPLE ORDINANCES, and then click on NEXT–SELECT NAMES TO SUBMIT. The Select a File screen will appear. Click on the file with the unfinished submission information (the file name should end in ".IPS" or ".Ips"), and then click on OPEN.

Read through the information at the top left of the screen and the information in the right-hand column (under Ready to save in submission?). If there is a red button next to the information in this column, it means that the ordinance is already completed or that there is not enough information to submit the ordinance. A brief explanation next to the red button tells what is needed. You can edit (add, delete, or correct an individual's information) as you go by clicking on the name or on the red text for that name. The changes you make will automatically transfer to your PAF data file.

When a green button appears, it means there is enough information available in your data file to continue the TempleReady process for this individual. The ordinances requested are indicated by the checked boxes in the center of the screen.

When ready, **click on NEXT—CHECK FOR DUPLICATES** (on the lower right). After a few moments the computer will instruct you to insert an IGI disc (or Addendum disc). The computer will use these disks to see if any of the ordinances you requested have already been performed. If the computer does not find any matches,

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skip to the last bullet prior to step 7 below. If the computer finds a possible match, an Ordinances May Already Be Done screen will appear.

Note that the display shows a name from your records on the left and a name from the Ordinance Index on the right. Compare the two records. If you determine that both records represent the same individual, note the ordinance information given in the bottom portion of the record on the right (you may need to use the down arrow or the mouse to see it all). This indicates which ordinances have already been performed and the dates and temples (if applicable) of those ordinances. **Click on YES** (at the bottom left). If you determine that the two records do not represent the same individual, **click on NO.**

The computer will look for more possible duplicates. Respond to any it finds by clicking on YES or NO. When you finish, TempleReady will ask if you want to update your PAF data file with completed ordinance dates and temples. **Click on YES.**

• If there are ordinances to be performed, a Submission Summary screen will appear, showing the number of ordinances you are submitting. **Click on OK** to continue. Be sure to remove the IGI (or Addendum) disc from the CD drive.

• If there are no ordinances that can be performed (because the Ordinance Index showed they were already completed or because your data file lacked necessary information), you may still want to continue with the next step, where you will be able to print a report indicating which ordinances you lack. If you do not wish to print this report, you can now exit TempleReady. Be sure to eject the IGI (or Addendum) disc from the CD drive.

Step 7. The Type Submitter Information screen will appear.

Type in any information about yourself as the submitter. Under the Please Note: section, read the information, and then **click on either YES or NO.** You must select either YES or NO in order to proceed to the next step. **Click on NEXT—PROVIDE PROXIES** (on the lower right).

Step 8. The Who Will Provide Proxies? screen will appear.
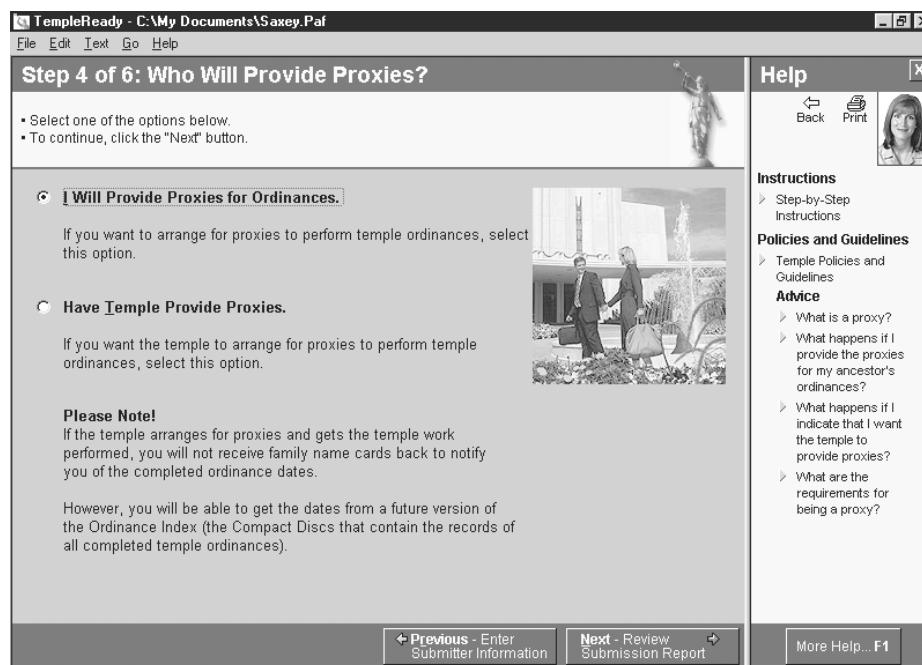
Choose one of the following options:

*   *Clicking on I WILL PROVIDE PROXIES FOR ORDINANCES* makes you responsible to see that all the ordinances are completed. Family Name Cards will be printed at the temple for individual ordinances and for sealings. These cards will be given to you, and you can ask family members or others to take cards to a temple and then return the cards to you once they have completed the ordinances you asked them to perform.

*   *Clicking on HAVE TEMPLE PROVIDE PROXIES* gives the temple the responsibility to complete the ordinances. It may be months or years until the ordinances are all completed. You will not be able to be a proxy for any of the names submitted, nor will you be able to choose others to perform the ordinances.

When you are finished, **click NEXT—REVIEW SUBMISSION REPORT** (on the lower right).

Step 9. The Review and Save Submission screen will appear.

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Review the Temple Submission Report that appears on the screen. If you find mistakes, you can click on PREVIOUS several times to return to the Check and Correct Records screen. If you need to leave the computer (for example to find information that is not at hand), click on SAVE MY PLACE & EXIT, and you will be able to return to this point later (see the note in step 6 above).

If you want a printed copy of the report, click on PRINT on the bottom left. If you had no ordinances that could be performed, click on DONE! (on the lower right) and **then on EXIT** to leave TempleReady. If you had ordinances to be performed, continue with the remainder of the procedure.

Click on NEXT—SAVE SUBMISSION (on the lower right). The Update Records with "In Process" screen will appear. **Click on YES.**

You will be prompted to insert a blank disk into the A drive. Remove your PAF data disk from the A drive, and replace it with the Temple Submission disk. **Click on OK,** and a Save As screen will appear.

Unless you want to change the file name, **click on SAVE.** A Save Temple Submission screen will appear, informing you how many disks you will need. **Click on OK** to save your submission to disk. (Follow any additional instructions from the computer, such as inserting additional disks.)

Next, the computer will ask you to insert another blank disk to create a backup copy of your submission. Remove the Temple Submission disk, and replace it with the Temple Submission Backup disk. **Click on OK.** (Follow any additional instructions from the computer, such as inserting additional disks.)

Step 10. The Take Disk to the Temple screen will appear.
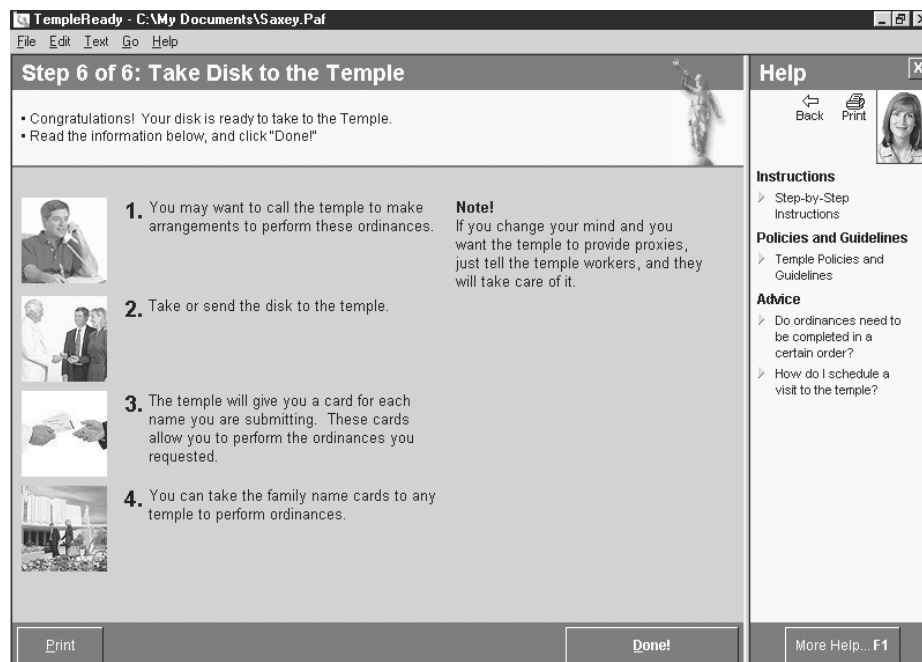
Read the information on this screen. (You may want to write down notes of things you wish to remember, or you can print this screen by clicking on PRINT in the lower left corner.) Then **click on DONE!** You will be returned to the TempleReady title screen. **Click on EXIT.**

Take or mail the disk to the temple of your choice (or you can have someone take it for you). If you chose to provide the proxies for the ordinances, be sure to arrange to do this work.

"We pray for all who shall come as patrons [to the temple] that they may ever look upon this service as a labor of love performed in the spirit of the Redeemer who gave His life for all mankind. May the wonder and the majesty of that great act of atonement enter the minds and hearts of all who serve here in behalf of those beyond the veil of death" (Gordon B. Hinckley, "It Is Thy House, a Place of Thy Holiness" [St. Paul Minnesota Temple dedicatory prayer], *Church News*, 15 Jan. 2000, 4).

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SECTION 13: THE FAMILY HISTORY LIBRARY CATALOG

The Family History Library Catalog, or FHLC, lists and describes the records, books, microfilms, and microfiche available in the Family History Library in Salt Lake City. You can use the FHLC to identify and order copies of records to use in a Family History Center to research your ancestors.

These instructions are based on the Windows version of the FHLC, which can be accessed at Family History Centers or other FamilySearch sites or can be purchased on CD for use at home. (For help in using other versions of the FHLC, ask a family history consultant or a Family History Center staff member.)

PROCEDURE 13.1—USING THE FHLC SURNAME SEARCH

When you search in the FHLC for family histories, journals, diaries, and so forth, one of the most valuable options is Surname Search. When you type in a surname, the FHLC program locates the family histories available that mention that surname, along with other surnames connected to that line. The program displays a summary of the contents of the record, with record numbers to use when ordering copies.

Step 1. Insert the FHLC compact disc into the computer, and then enter the FHLC program. This is usually done by double-clicking on the FHLC icon on the Windows desktop or by selecting it from the Windows Programs list. (Some computers may not require you to insert the compact disc because all the data is already contained in the computer's hard drive.)

Step 2. At the FHLC title screen, **click on LAUNCH CATALOG.** The following screen will appear:
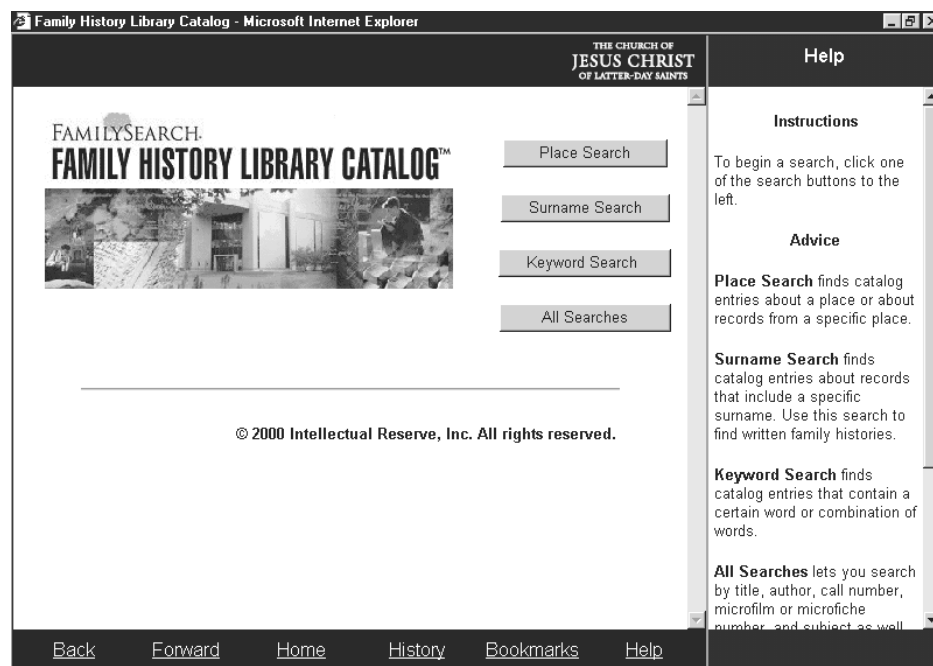
Step 3. You may have to enlarge the display in order to reveal all of this screen. This is done by clicking on the square to the left of the X in the top right corner of the FHLC screen. You may also need to click several times on the right arrow (toward the bottom of the screen) to reveal the search option buttons.

When ready, **click on SURNAME SEARCH.**

Step 4. At the Surname Search screen, type in the surname (last name) of the ancestor or family line you want to research. Press [Enter] or **click on SEARCH.**

Wait a few moments. If there are no listings in the FHLC for the surname you typed, you will see the message "No matching titles found." Click on BACK (near the bottom left of the screen), and try any variant spellings of the surname you can think of. (For example, if no entries are found for "Claybaugh," you might try Clabaugh, Claybough, Clabough, Klebaugh, and Klebach.) If you find nothing under variant spellings, type in a different surname.

Note: Consider using truncation or the wildcard character [!] to expand your search. *Truncation* means typing only the first few letters of a name (or other word). The computer will locate all names that start with those letters. For example, typing *Far* will bring up names like Farley, Farleigh, Farlinger, and Farlow. The exclamation mark [!] serves as a *wildcard character,* meaning it can represent any letter in a name you are searching for. Typing *Anders!n* will bring up both "Andersen" and "Anderson."

If the FHLC does find a listing for the name you typed, after a few moments a Surname Search Results screen will appear.
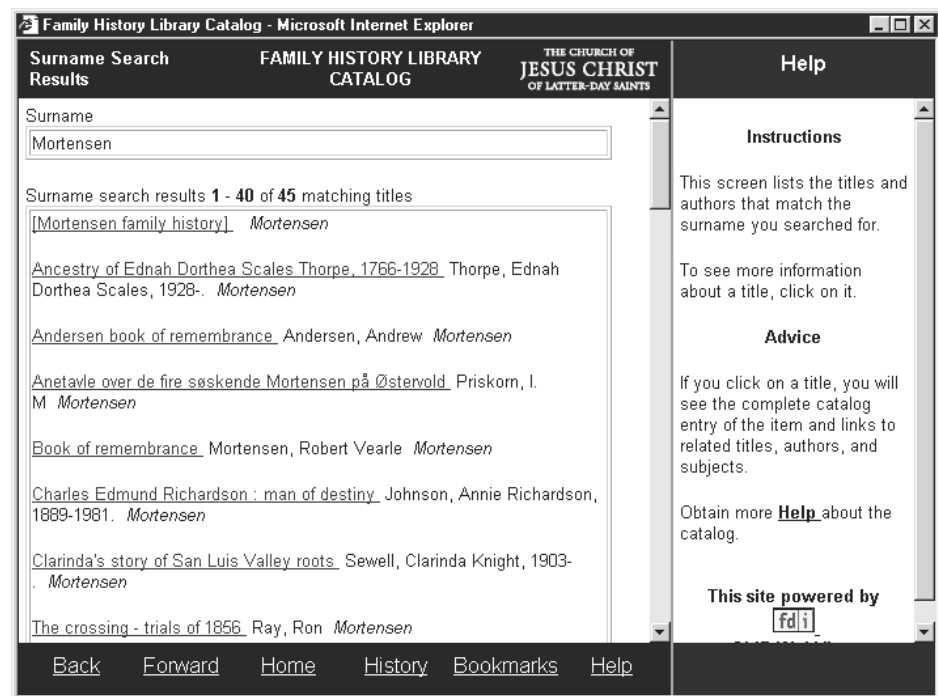

Notice the Surname search results line (near the top of the screen under the surname), with the number of entries listed. Look through the titles (you may need to scroll down to see them all). Note that even though the surname you typed may not appear in the title or in its description, it does appear somewhere in the record.

If there are more than forty titles in the Surname Search Results listing, the words "Next results" will appear at the bottom. Click on NEXT RESULTS, and the next forty (or fewer) titles will appear. Click on PREVIOUS RESULTS at the bottom of this screen to go back. Another way to see the next titles is to type *41* in the Get records from number: field and then click on GET RECORDS.

Step 5. If you find an entry that interests you, **click on the title.** A Title Details screen will appear, showing the complete catalog entry and possibly showing additional links to related titles, authors, and subjects. (These are indicated in blue, underlined text.) If there is a film for the record, you can **click on VIEW FILM NOTES** (top right) to see details about the film. Otherwise the message "There are no film notes available for this title" appears in place of the VIEW FILM NOTES button. To return to the Title Details screen from a Film Notes screen, click on BACK or VIEW TITLE DETAILS.

If you are not interested in this record, **click on BACK** as many times as necessary to get to the Surname Search Results screen and its list of records. If you arrive at the Surname Search screen or the FHLC title screen, click on FORWARD until you are once again at the desired screen. Continue looking through any other titles.

Step 6. If you do find a record that interests you, you can mark it from the Title Details or Film Notes screen so that you can come back to it later. **Click on BOOKMARKS** (at the bottom), and **then click on ADD BOOKMARK** (at the top right of the screen). A copy of the title will be placed in a list on the right side of the screen.
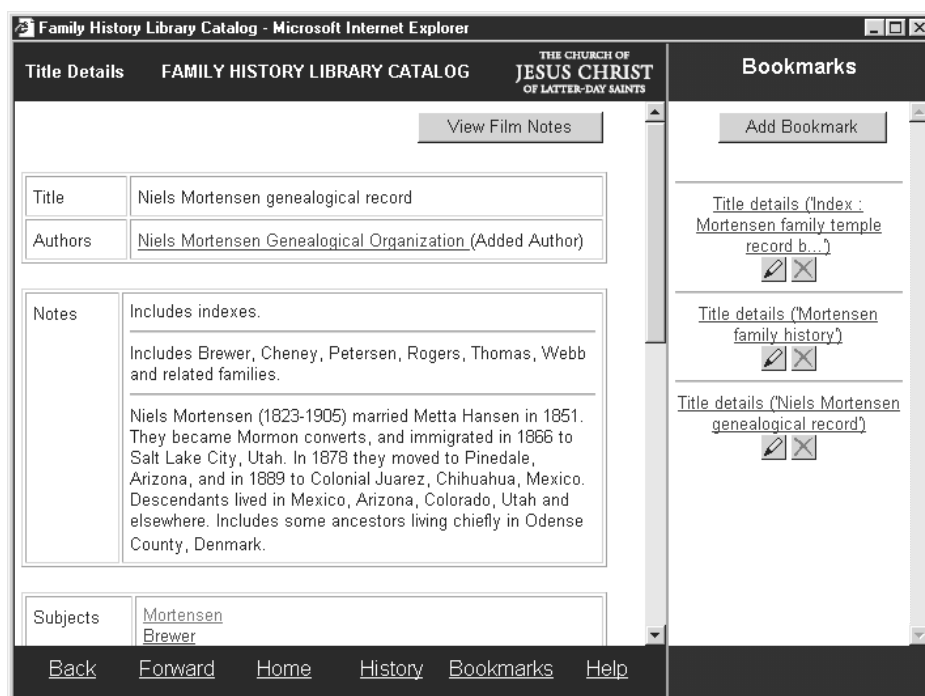
(If the previous user left bookmarks, you can delete them by clicking on the X beneath the title.)

While in the Bookmarks column, if you want to make a note about a particular title, click on the VIEW/EDIT BOOKMARK ANNOTATION icon (the pencil that is just below the title), and a Bookmark Annotation screen will appear. When you are finished typing your note, click on OK to save it.

You can continue searching other surnames and adding more titles to the Bookmarks column without losing the titles you have already placed there. If in the course of your work you lose sight of the Bookmarks list, click on BOOKMARKS (at the bottom), and the titles you selected will reappear. When you come back to your Bookmarks listings, you can click on any title to see its details. If you made a note about that listing, click on the pencil icon to read (or edit) your note. (Exit your note by clicking on OK or on the X.)

If you want to delete a title from the bookmark list, click on the X immediately beneath the title. *Note:* If you are not working at your own computer, you will need to delete all of your bookmarks before exiting the Family History Library Catalog at the end of this procedure.

Step 7. When you have finished studying the list of titles and adding those that interest you to the Bookmarks section, go to the Bookmarks column and **click on each of the titles** you need to review. Take written notes, or print any Title Details or Film Notes screen by **right-clicking anywhere inside the screen** and **clicking on PRINT.** Make sure there is a dot by the ONLY THE SELECTED FRAME option. Then **click on OK.**

Note: You can order copies of records that are on microfilm or microfiche (those with film notes attached) for use at the nearest Family History Center. For a small fee the record will be sent to that center for you to study. To order a film, you will need the film number (under Location Film on the Film Notes screen). Check also the Notes field in the Title Details screen to see if any restrictions have been placed on the film. Books cannot be sent, with the exception of books on microfilm or microfiche. If a book has not been filmed, you can request that the library film it or photocopy pages for you.

Step 8. When you are finished using Surname Search, delete all bookmarks by **clicking on the** X beneath each one.

- If you want to exit the FHLC program, close it by **clicking on the** X in the upper right corner of the screen as many times as needed.

- If you want to use another function of the FHLC, **click on HOME** (at the bottom), and you will be returned to the beginning of the program.

PROCEDURE 13.2—USING THE FHLC KEYWORD SEARCH

In the Family History Library Catalog, you can add key words to narrow your search. For example, if you type a surname and then a geographic location, the FHLC will display only the records that include both the surname and the place that you typed. Typing three or more key words is also possible, but too many key words can limit the search to where it is no longer useful.

Step 1. Enter the FHLC program by completing procedure 13.1 steps 1 and 2. (If you are already in the FHLC, click on HOME at the bottom of the screen.) Then **click on KEYWORD SEARCH.**

Step 2. In the Keyword Search screen, type in the words that you would like to research. For example, if you are looking for records that mention the surname Baum and the place Germany, type *Baum Germany* (the order in which you type the words does not matter). **Click on SEARCH.** A Keyword Search Results screen will appear, with the listing of matching titles. If no matches were found, you will see the message "No matching titles found."

Step 3. As in procedure 13.1 steps 5 through 8, you can click on a title for more information. From there you can view film notes, add bookmarks, obtain microfilm numbers, and so forth.

Note: You can use the Keyword Search for other combinations. For example, if you want to look for birth records from Virginia, you can type the words *birth records Virginia,* and then click on SEARCH, and the computer will display a list of available records.

Step 4. When finished, remember to delete any bookmarks you have added. Exit the FHLC by **clicking on the** X in the upper right corner of the screen as many times as necessary to completely close the program.

PROCEDURE 13.3—USING THE FHLC PLACE SEARCH

If you want to see what records the Family History Library has for a certain area of the world, you can use the Place Search. If you find a listing that corresponds to the place and time of one of your ancestors, you can order a copy of that record (see the note under procedure 13.1 step 7).

Step 1. Complete procedure 13.1 steps 1 and 2 (or click on HOME). Then **click on PLACE SEARCH.** The Place Search screen will appear.

**Step 2.** Type the place you want to search for in the Place field.

Note: Searching a place name will display all places with that name. For example, a search of *Springfield* will bring up dozens of matching places in the FHLC (from various U.S. states and from other countries). Because of this, the Place Search screen allows you to type a place and then to specify a larger location that includes the place. For example, for Place you could type *Springfield,* and then for Part of you could type *Missouri.*

If desired, press [Tab] (or use the mouse), and fill in the Part of field. When ready, **click on SEARCH.**

Step 3. A Place Search Results screen will appear, with the listing of matching places (or the message "No matching places found").
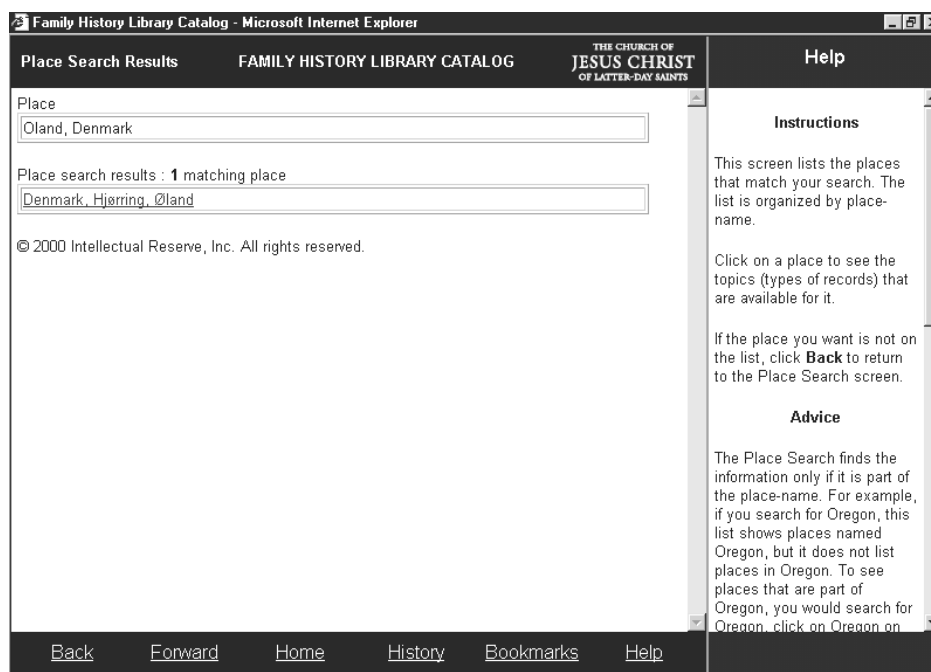
Step 4. If you find a place that matches what you are looking for, **click on its name** (the blue, underlined text). A Place Details screen will appear.
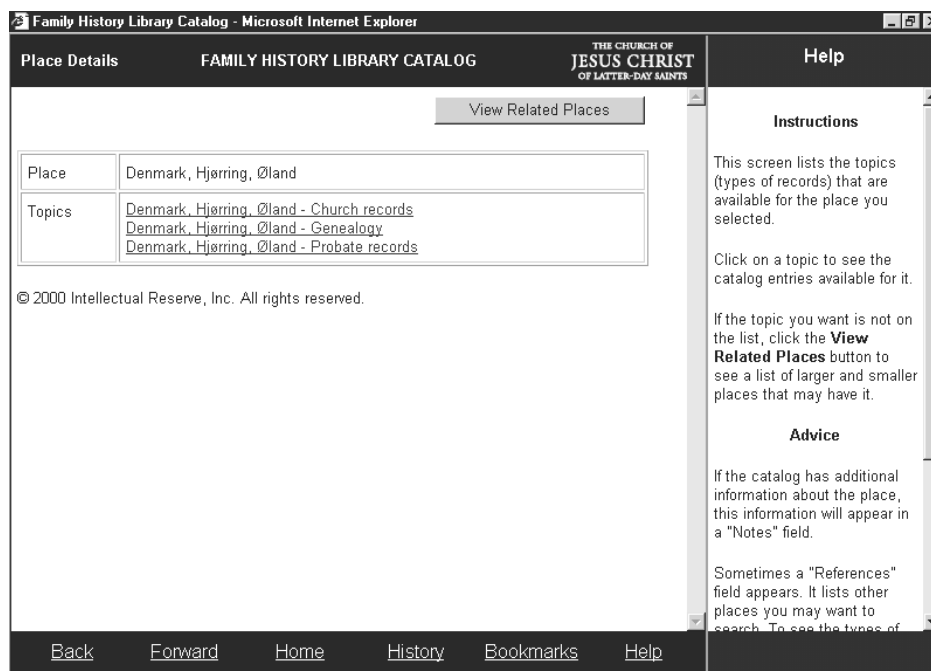
Step 5. Find and **click on a topic** you are interested in. A Topic Details screen will appear, with an alphabetical listing of sources available.

Step 6. Click on a title that interests you, and a Title Details screen will appear. As in procedure 13.1 steps 5 through 8, you can click on a title for more information. From there you can view film notes, add bookmarks, obtain microfilm numbers, and so forth.

Step 7. When finished, remember to delete any bookmarks you have added, and then exit the FHLC by **clicking on the** X in the upper right corner of the screen as many times as necessary to completely close the program.

PROCEDURE 13.4—USING THE ALL SEARCHES FEATURE IN THE FHLC

The All Searches feature of the FHLC allows you to search for surnames or places, to do keyword searches, and to access several additional search options.

Step 1. Complete procedure 13.1 steps 1 and 2. Then **click on ALL SEARCHES.** The All Searches screen will appear.
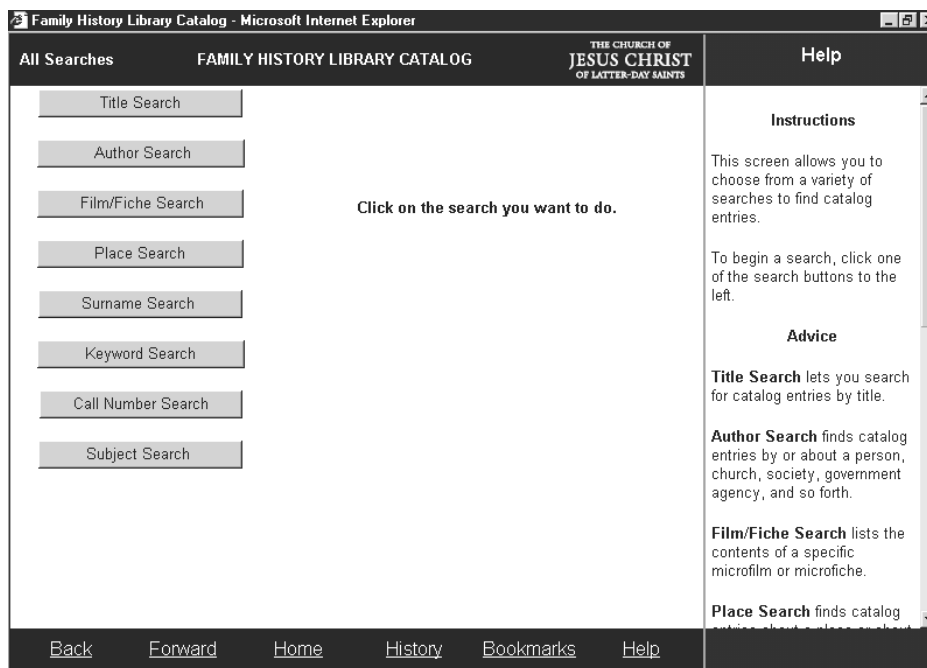
Step 2. Experiment with various options to see what is available. As you **click on each type of search**, the Help column (on the right) offers information about using that search option. The search options include:

- *Title Search.* If you know the title of a book (or any of the words included in the title), use this search to find details about the book.

- *Author Search.* Use this search when you know the author of a record. The author can be a person or an agency (such as the United States Bureau of Indian Affairs). When searching for an individual author, type in the author's surname in the Surname or Corporate Name field. The First Name field can be left blank.

- *Film/Fiche Search.* If you know the film number of a record you wish to search, use this option to find additional information about the film.

- *Place Search, Surname Search, and Keyword Search.* These options are the same as those described in procedures 13.1 through 13.3.

- *Call Number Search.* If you know the call number of a book you want to search, use this option to find additional information about the book.

- *Subject Search.* Use the subject search to look for records by topic (such as nationalities, native races, occupations, religions, and languages).

Step 3. Once you have found a listing or record that interests you, use procedure 13.1 steps 5 through 8 to find more information, view film notes, add bookmarks, obtain microfilm numbers, and so forth.

Step 4. When finished, remember to delete any bookmarks, and then exit the FHLC by **clicking on the** X in the upper right corner of the screen as many times as necessary to completely close the program.

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"This glorious doctrine [work for the dead] is another witness of the all-encompassing nature of the atonement of Jesus Christ. He has made salvation available to every repentant soul. His was a vicarious atonement that conquered death. He permits the worthy deceased to receive all ordinances of salvation vicariously" (Richard G. Scott, in Conference Report, Oct. 1990, 4; or *Ensign*, Nov. 1990, 5).

SECTION 14: SUBMITTING RECORDS TO ANCESTRAL FILE

Now that your family history records are organized into a PAF data file, you can submit them for inclusion in Ancestral File. Your contribution will help the Church maintain and expand this permanent collection of computerized family group records and pedigree charts. This helps others in their research and can reduce duplication of effort. Before submitting information to Ancestral File, you should be certain you have entered into PAF all of the information that you can reasonably gather for the individuals whose names you are submitting.

Note: You should submit only new or corrected information to Ancestral File. If you obtained most of the information in your PAF file from researching in Ancestral File and have made no changes to that data, you should not submit those names again. For example, if you entered original information for yourself, your siblings, and your parents in your PAF data file, plus information downloaded from Ancestral File for five generations for each of your grandparents' lines, you will have many names in your data file. If you made no changes to the information from Ancestral File, you should submit to Ancestral File only the information for yourself, your siblings, and your parents. If you made changes to the information from Ancestral File based on better sources than those listed for the Ancestral File records, you should submit the corrected information to Ancestral File.

PROCEDURE 14.1—SUBMITTING YOUR RECORDS TO ANCESTRAL FILE

You can submit to Ancestral File information on individuals, couples, families, ancestors, and descendants (see illustration under step 5 below). Note that Ancestral File will not display complete genealogical information for people born in the last ninety-five years unless their record includes a death date. For individuals with no LDS ordinances listed, the word *Living* appears in place of the individual's name. For individuals with LDS ordinances, the individual's name appears, followed by the word *Living,* but all other vital information is excluded.

For submitting records you will need two blank, formatted disks. Label one *Ancestral File Submission* and the other *Ancestral File Submission Backup.* On each disk leave room for a name and write today's date.

Step 1. Enter PAF. Choose an individual whose family information you want to submit to Ancestral File. If the individual's name is already in the primary position on the Family View or Pedigree View screen, skip to step 2. If the name appears elsewhere on the Family View or Pedigree View screen, **highlight the name**, and **then right-click.** At the drop-down menu that appears, **click on MOVE TO PRIMARY,** and continue with step 2.

Otherwise, **click on SEARCH,** and then **click on INDIVIDUAL LIST.** Type the last name of the individual you are looking for, followed by a comma, and then the first name (you can stop as soon as the desired name is highlighted). **Double-click on the highlighted name.** The Family View or Pedigree View screen will appear, with the name in the primary position. Continue with step 2.

Step 2. Click on FILE and **then on EXPORT.** The GEDCOM Export screen will appear.

Step 3. Under Export Type (top left), **click on ANCESTRAL FILE.** Under Selected Individuals (bottom left), if you want to export all the names in your file, **click on ALL,** and skip to step 7. If you want to export just some names, **click on PARTIAL,** and continue with step 4. (If you are not sure whether to select ALL or PARTIAL, review the note at the beginning of this chapter.)

Step 4. Click on SELECT (lower right), and the Select Set of Individuals screen will appear, with the primary individual highlighted. Look under the Relationship Filter section (lower left of screen). If the option **CLEAR** is available, **click on it.**

Step 5. Click on the down arrow under Relationship Filter, and a set of options will appear.

Look at the options and decide which one you want, based on the following information:

- *Individual.* Submit only the individual you chose in step 1.

- *Couple.* Submit the individual and his or her spouse. If more than one spouse is listed, you can select which spouses you want.

- *Family.* Submit the individual, his or her spouse, their children, and his or her parents and siblings.

- *All.* Submit all individuals in your file.

- *All Related.* Submit the individual and everyone in your file who is related to him or her.

- *Ancestors.* Submit the individual and all his or her ancestors who are in your file.

- *All Ancestral Related.* Submit the individual, his or her ancestors, and everyone in the file who is related to those ancestors.

- *Descendants.* Submit the individual and all his or her descendants who are in your file.

- *All Descendant Related.* Submit the individual, all of his or her descendants who are in your file, and everyone in your file who is related to those descendants (including their ancestors).

You can use these filters in combination with each other or other options on the screen. To learn about them, click on HELP (in the lower right).

Click on the option or options you want, and **then click on SELECT.** If any prompts appear, click OK if necessary. If you make a mistake or want to change your selection, close any pop-up screens necessary to get back to the Relationship Filter field, click on CLEAR, and make another selection.

Step 6. Click on OK, and the Select Set of Individuals screen will reappear. **Click OK** again, and the GEDCOM Export screen will reappear.

Step 7. At the GEDCOM Export screen, **click on EXPORT.** The Export GEDCOM File As screen will appear. Insert in the A drive the Ancestral File Submission disk.

Step 8. If the Save in: field does not say 3½ Floppy (A:), **click on the down arrow, find 3½ FLOPPY (A:),** and **click on it.**

Step 9. Click inside the File name field, delete any text already there, and type in a name for your file. (You may want to type the name of the individual you chose in step 1.)

Step 10. Click on EXPORT, and after a few moments a GEDCOM Export message will appear, indicating the number of individuals and marriages in your export file. **Click on OK,** and you will be back at the Family View or Pedigree View screen. Exit PAF, without removing your submission disk from the A drive.

Step 11. You must now make a backup copy of your submission file. At the Windows desktop, **double-click on MY COMPUTER. Click** *once* **on 3½ FLOPPY (A:)** to highlight it. (*Note:* If instead of clicking once on 3½ FLOPPY (A:) you double-click, the My Computer listing will be replaced by a listing of the contents of the A drive. If this happens, locate the file folder icon with the up arrow, to the right of 3½ Floppy (A:). Click on this icon once, and then click once on 3½ FLOPPY (A:).) **Click on FILE,** and **then click on COPY DISK.** The Copy Disk screen will appear.

The Copy from: field and the Copy to: field should both indicate 3½ FLOPPY (A:). (If not, click on the appropriate items to make any necessary changes.) **Click on START,** and wait while the computer reads the source disk.

When the computer prompts you to insert the destination disk in the A drive, remove your Ancestral File Submission disk, and replace it with the Ancestral File Submission Backup disk. **Click on OK,** and wait while the computer writes the data to the destination disk.

When the computer is finished, you will see the message "Copy completed successfully." **Click on CLOSE** to close the Copy Disk screen, and then close the My Computer screen by **clicking on the X** in the upper right corner.

Step 12. Remove the Ancestral File Backup disk from the A drive. Write the name of the individual you chose in step 1 on both the submission disk and the backup disk. Mail the submission disk to:

> Family History Department
> Ancestral File Operations Unit
> 50 East North Temple Street
> Salt Lake City, Utah 84150-3400
> USA

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Keep the backup disk in case the submission disk becomes lost or damaged before its data is added to the Church's Ancestral File database.

Note: You may also want to submit your family data file to the Church's Pedigree Resource File. For information on this file and how to submit, contact a family history specialist.

"This is the great work of the dispensation of the fulness of times, by which the hearts of the fathers are turned to the children and the hearts of the children to the fathers. The uniting and redemption of the family of God was the divine plan before the foundations of the earth were laid" (Howard W. Hunter, in Conference Report, Oct. 1971, 54; or *Ensign,* Dec. 1971, 71–72).