








Installing PAF 5.2 From CD

8 Sep 2002

1. Uninstall previous versions of PAF 5 (recommended). Open **Add/Remove Programs** (Start, Settings, Control Panel, double-click on Add/Remove Programs icon). Scroll down the list until you see **PAF 5 Lessons**, then click on Add/Remove (the program is uninstalled). Do the same for **Personal Ancestral File 5** and choose **remove** (not restore or modify) when prompted. Then proceed with the install as follows.
2. Place the PAF Install CD in the CD-drive, close the drive door, and wait about 20 seconds for the computer to recognize the CD. The lights will stop blinking on the front of the drive.
3. From the desktop, right-mouse-click on **MyComputer** and select (left-mouse) on **Explore**. Windows Explore will start and display a double panel. In the menu bar click on **View** and then **Details**.
4. In the left panel, click on the **plus**  next to the CD-drive icon . This will display the folders on the compact disc.
5. Click on the yellow folder icon  for Paf50. The content of the folder will appear in the right panel.
6. In the right panel double-click on the blue install icon  for **PAF5-2EnglishSetup.exe**. This will cause the install program to start.
7. When asked if you want the install prompts in English, click **Yes**.
8. On the *Install Shield Wizard* screen click **Next**.
9. On the *Install Shield Wizard - Licence Agreement* screen click **Yes**.
10. On the *Install Shield Wizard - Choose Destination Location* screen click **Next**.
11. On the *Install Shield Wizard - Select Components* screen click **Next**.
12. On the *Install Shield Wizard - Select Program Folder* screen click **Next**.
13. On the *Install Shield Wizard - Select Options* screen click on the checkmark for View Getting Started Guide Now to deselect it. Then click **Next**.
14. On the *Install Shield Wizard Complete* screen click on **Finish**. PAF-5.2 is now installed and a PAF-5 icon is on your desktop.
15. To install the PAF 5.2 Lessons, do steps 2 and 3 in this section and click on the **plus**  next to PAF50 folder. Click on the yellow folder icon  for Lessons. In the right panel double-click on the blue install icon  for **PAF5-2Lessons.exe**. This will cause the Lesson to be installed. Click **Finish**. Then click on the X in the upper right corner to close Windows Explore and return to the desktop.
16. On the desktop, right-mouse-click on the **PAF5** icon and left-mouse on **Rename**. Type on the keyboard **PAF 5.2.18** and press **Enter** (or click outside the icon) to have the new label take effect.

Setting Up The PAF 5.2 Environment

PAF-5 has a section of personal preferences that can help you organize your data and make PAF run more smoothly. The recommendations below will tell PAF:

1. To use a common folder for storing all active pedigree databases (convenient single access to pedigrees).
2. To display RIN and MRIN numbers.
3. To use Tagged-Notes.
4. To display LDS ordinance information (then choose to print LDS information or not).
5. To verify new spellings of names and localities when they occur.
6. To capitalize surnames (enter them in mixed-case {Hawkins}, but display them in upper case {HAWKINS} to make them easier to find).
7. To treat the Enter-key as though it were the Tab-key when filling out forms.
8. To allow AFN (Ancestral File Numbers) to be edited (entered from the keyboard).
9. To set the Home-person to be an individual you specify (by RIN number).
10. To set the Relationship Indicator to yourself (displays each person's relationship in the lower-left corner).
11. To keep a Log of changes made to your pedigree (helps you know where you left off or what went wrong).
12. To set the localities to be displayed Smallest to the Largest levels when they cannot be displayed fully.

PAF files:	c:\Paf5\Data5\	...
Import/Export:	c:\Paf5\Gedcom5\	...
Backup:	a:\	...
Reports:	c:\Paf5\Reports5\	...
Web pages:	c:\Paf5\Web5\	...

13. To tell PAF which folders you use for storing pedigrees, imports/exports, backups, and reports.

It is recommended that you have a on your hard-drive to store all your active PAF5 pedigrees, *c:\Paf5\Data5*. The folder can be created in Windows Explore but is easier to setup in PAF5 Preferences. From the desktop, open PAF5 (click **Cancel** if Welcome screen

appears) and click on **Tools** from the menu-bar, then **Preferences**. The preference section has 8 tabs at the top or 10 tabs when a pedigree is open. Click on the one called **Folders**, then fill in the lines as shown. Click in the first field to start the process. After typing the first line press the **Tab** key on the keyboard. PAF will tell you that the folder does not exist and ask if you want to create it. Click on **Yes**. Then press the **Tab** key a second time to enter the next field (or click in the next field with the mouse). Do each line in turn until they are all done. Then click on **OK** at the bottom to exit the Folders window and return to Preferences. This section applies to PAF5 in general, i.e., for every pedigree you work with.

Any time after the Folders section has been defined you may open each of your active pedigrees (e.g., Hawkins.paf) from PAF3 or PAF4 and convert them to the new PAF5 format. With the folders defined PAF5 will place the new pedigrees in the c:\Paf5\Data5 folder and leave your PAF4 pedigrees untouched and still where they were. When you ask PAF5 to open a new pedigree, this is the folder it will look in. If you create a new pedigree database in PAF5, this is the folder it will store it in.

If you want to **Import** a GEDCOM file, move it to *c:\Paf5\Gedcom5* first where PAF expects to find it, then start the import. When PAF5 creates an Export GEDCOM file it will put it in the Gedcom5 folder.

<input checked="" type="checkbox"/> Use LDS data <input checked="" type="checkbox"/> Show LDS data on reports <input checked="" type="checkbox"/> Verify new places <input checked="" type="checkbox"/> Edit marriage when created <input type="checkbox"/> Shade reports <input type="checkbox"/> Hide shading in print preview <input checked="" type="checkbox"/> Use list when navigating <input checked="" type="checkbox"/> Treat Enter key as Tab <input checked="" type="checkbox"/> Allow AFN edit	Display Notes Selector <input checked="" type="checkbox"/> From edit individual <input checked="" type="checkbox"/> While browsing File Backup Prompt Frequency Number of times you can close a file before PAF will prompt you to make a backup. <input type="text" value="1"/>
---	---

When PAF5 does a Backup or Restore from a PAF file, the **a:** (A-drive for diskettes) should be used. This gets the backup off your hard-drive for safety purposes. (Always make 2 backups.)

Next, click on the **General** tab and fill in the options as shown. This section applies to PAF in general (all pedigrees). The checkmarks in the **Display Notes Selector** indicates you want to use Tagged Notes.

Show LDS data on reports becomes the default and may be changed for each

report or GEDCOM output you produce. **Verify new names** causes PAF to ask if the spelling is correct for each brand-new personal name or locality name. This is a good check if you thought you entered a name that is already in the database and PAF tells you it is a new name. **Edit marriage when created** causes PAF to help you through the sequence of adding parents starting with the Father-Husband, Marriage, and then the Mother-Wife. **Use list when navigating** makes the alphabetic name list available at appropriate times when you are trying to find an individual. **Treat Enter key as Tab** causes PAF to advance to the next data field in a form (when the Enter key is pressed) instead of Save-and-Exit the form. **Allow AFN edit** lets you enter or modify the Ancestral File Number in the Edit Individual window. The Preferences-General window is also the place to change the color choices that come with PAF, but generally the default colors work just fine.

RIN of Home Person on File Open

Last used

Use

Relationship Indicators

Douglas Miles STIRLING-2060

Showing

Log Changes

Log to 'Doug Stirling in PAF 5.paf'

Next, click on the **File** tab and fill in the options as shown. This section applies the current pedigree only (currently viewed in PAF) and should be set again for each pedigree you use.

The **RIN of Home Person on File Open** allows you to specify which individual in the pedigree PAF will display in the primary location when you select **Search, Home-person**, or click on the icon called **Go to Home Person**. This is also the person that is displayed first when you open the pedigree. If you are building a pedigree over multiple sessions you may want to click on **Last used** which will cause PAF to open the pedigree at the same point you were at when you last closed it. The **Relationship Indicator** causes PAF to display in the lower-left corner the relationship of whoever is currently highlighted relative to a single anchor-person (often yourself). **Log Changes** tells PAF to keep a log of all additions, changes and deletions to your pedigree in the order they were made - useful if you lost track of where you last left off or where a mistake might have been made. Once there are entries in the Log, you can view the log by clicking on **Tools, View-Log** from the menu-bar.

Mark Surnames

Automatically mark surnames when names are typed, and assume the following name order:

Given names /Surname/

/Surname/ Given names

Given names /Surname1 Surname2/

Given names only //

Verify surname marks

Capitalize surnames on screens and reports

Use father's surname when adding a child

Append to Names

Nothing

RIN (Record ID Number)

Custom ID

AFN

Next, click on the **Name** tab and fill in the options as shown. PAF5 has changed the format on how personal names are entered. Instead of having a separate fields for given and surnames, there is a single field. A slash mark (/) must appear before and after the surname. The slashes help the program sort the names on lists and allow names to transfer correctly to other computer programs. When entering names in the Individual Edit window, type the individual's full name in the order that you would speak it. Type suffixes, such as Junior, Senior, or III, after the surname. If a woman adopted her husband's surname after marriage, type her maiden name. Type titles in the Title (Prefix) field. Type nicknames in the Nickname field. Type stage names, pen names, criminal aliases, and other names the individual may have used in the Also Known As field.

No changes are required to the **InfoBox** tab from the original setup in PAF5.

Name:

Address line 1:

Address line 2:

Address line 3:

Address line 4:

Country:

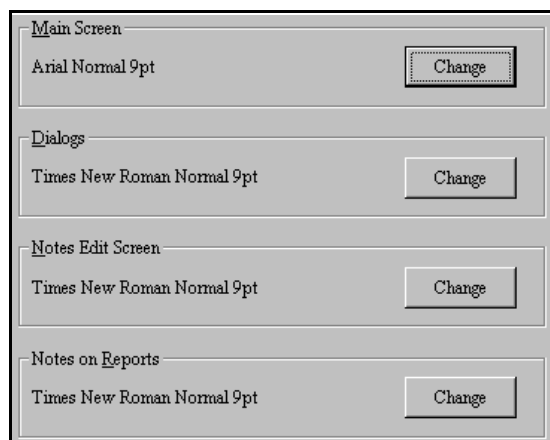
Phone:

Preparer's AFN:

E-mail address:

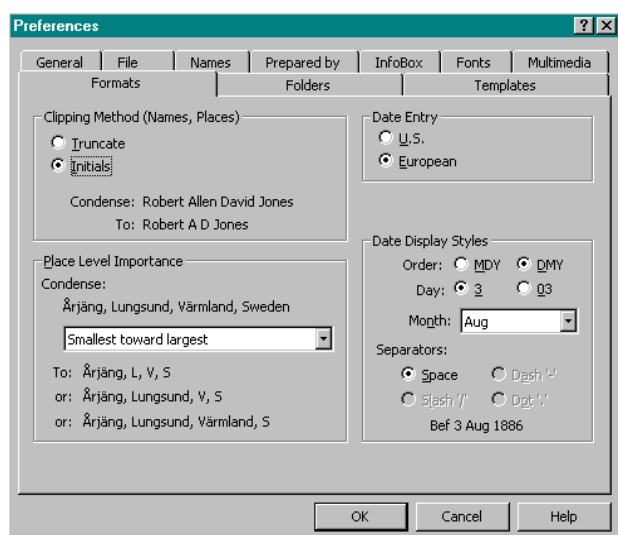
Next, click on the **Prepared by** tab and fill in the blanks. This section applies the current pedigree only (currently viewed in PAF) and should be set again for each pedigree you use.

One of the things we learn by researching our ancestors is that we cannot do it all alone. Sharing our findings and depending on others to share theirs is an important factor in our mutual success. This section should be filled out fully to enable others to contact you and ask further questions, and you would hope that others would do the same. For women, you might consider using your full maiden name on the first line (Elaine Lee Chapman), and your married name on the second line (Booth).



Under the **Fonts** tab change the fonts in all four areas as you see in the example. The Tahoma font that comes with PAF5 causes printed reports to have overlapping text. Using Arial Normal 9 point text for main displays and Time New Roman Normal 9 point for each of the others, is a better match for the defaults used in PAF4.

The **Multimedia** tabs do not require modification for the initial setup of PAF5.



The **Formats** section pertains to all pedigrees. Change the **Place Level Importance** to read **Smallest toward largest**. This controls what portion of locality name is displayed when there is not enough room to display the entire name. With the counsel to use **USA** or other country name at the end of every locality name in the United States, it is more helpful to display the lower levels before the higher levels.

Examples:

Oakland, Alameda, California, USA (full name)

Becomes:

Oakland, A, C, U (full truncation)

Oakland, Alameda, C, U (partial truncation)

Oakland, Alameda, California, U (minimal truncation)

The **Templates** tab section allows you create **Edit Individual** screens and Edit Marriage screens for data entry with fields of your choice in the order you choose. If you would like to use edit screens other than the ones that traditionally come with PAF5, look in the **HELP-Index** section of PAF5, search for **Templates** and choose *How to create and modify a template*.