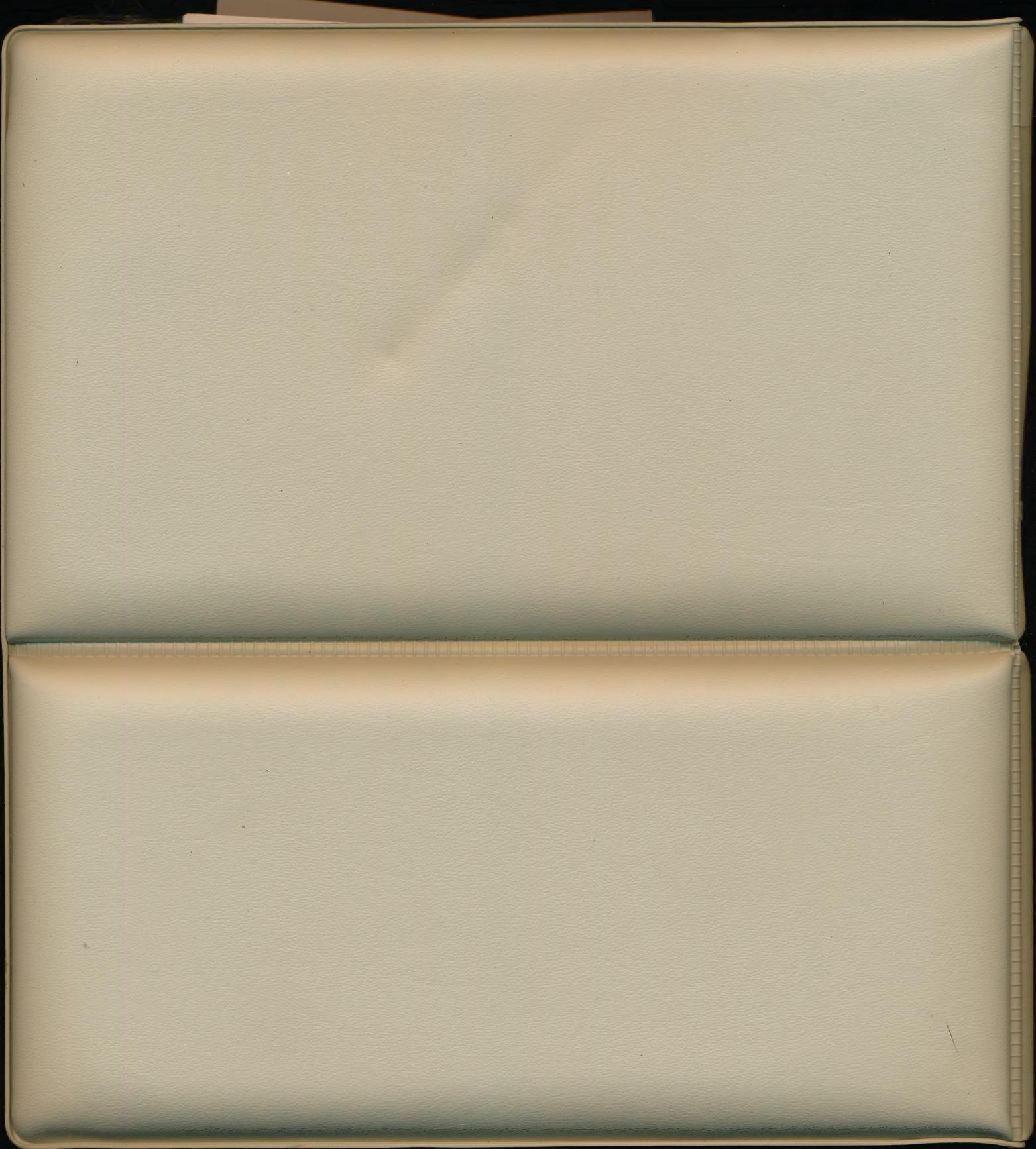


GENEALOGICAL
MANAGEMENT SYSTEM
FOR HOME COMPUTERS





GENEALOGICAL
MANAGEMENT SYSTEM
FOR HOME COMPUTERS



Personal Ancestral File
Release 2.0

Corrections to the Manual

1. Disregard the paragraph at the bottom of page 180 that states:

"You can also put the same file on both screens so you can compare entries in different parts of the same file."

The program will not allow you to have the same file on both screens at the same time.

2. If your data disk is more than half full, and you want to print a Name Sorted List (see page 139), do the following:

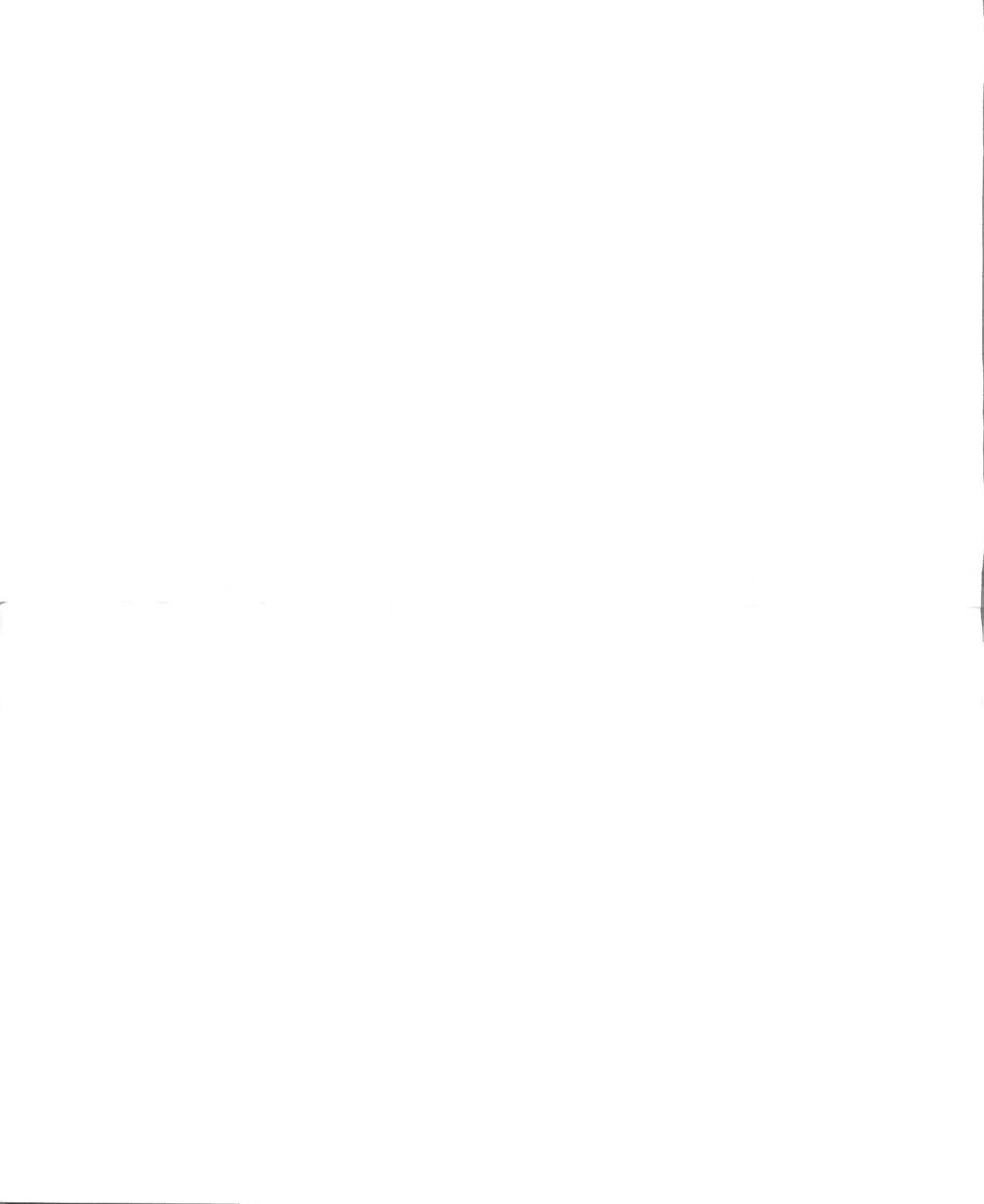
Step 1. Make sure the program is configured to use disk drive 1 both as the program disk and as the scratch disk drive (the default is drive 1). See page 30 of the manual.

Step 2. When you are in the process of printing a Name Sorted List, and the program prompts you to adjust the paper and to press RETURN, do the following:

- Remove the program diskette (diskette 3) from disk drive 1.
- Insert a blank formatted diskette.
- Press RETURN.

Step 3. After the sorted list is printed and the Sorted List Menu appears on the screen, do the following:

- Remove the diskette from disk drive 1.
- Insert the program diskette (diskette 3) you removed in step 2.
- Continue using the program.



Personal Ancestral File – Release 2.0
Apple II Computers

Corrections to the Manual

1. Disregard the paragraph at the bottom of page 180 that states:

"You can also put the same file on both screens so you can compare entries in different parts of the same file."

The program will not allow you to have the same file on both screens at the same time.

2. If your data disk is more than half full, and you want to print a Name Sorted List (see page 139), do the following:

Step 1. Make sure the program is configured to use disk drive 1 both as the program disk and as the scratch disk drive (the default is drive 1). See page 30 of the manual.

Step 2. When you are in the process of printing a Name Sorted List, and the program prompts you to adjust the paper and to press RETURN, do the following:

- Remove the program diskette (diskette 3) from disk drive 1.
- Insert a blank formatted diskette.
- Press RETURN.

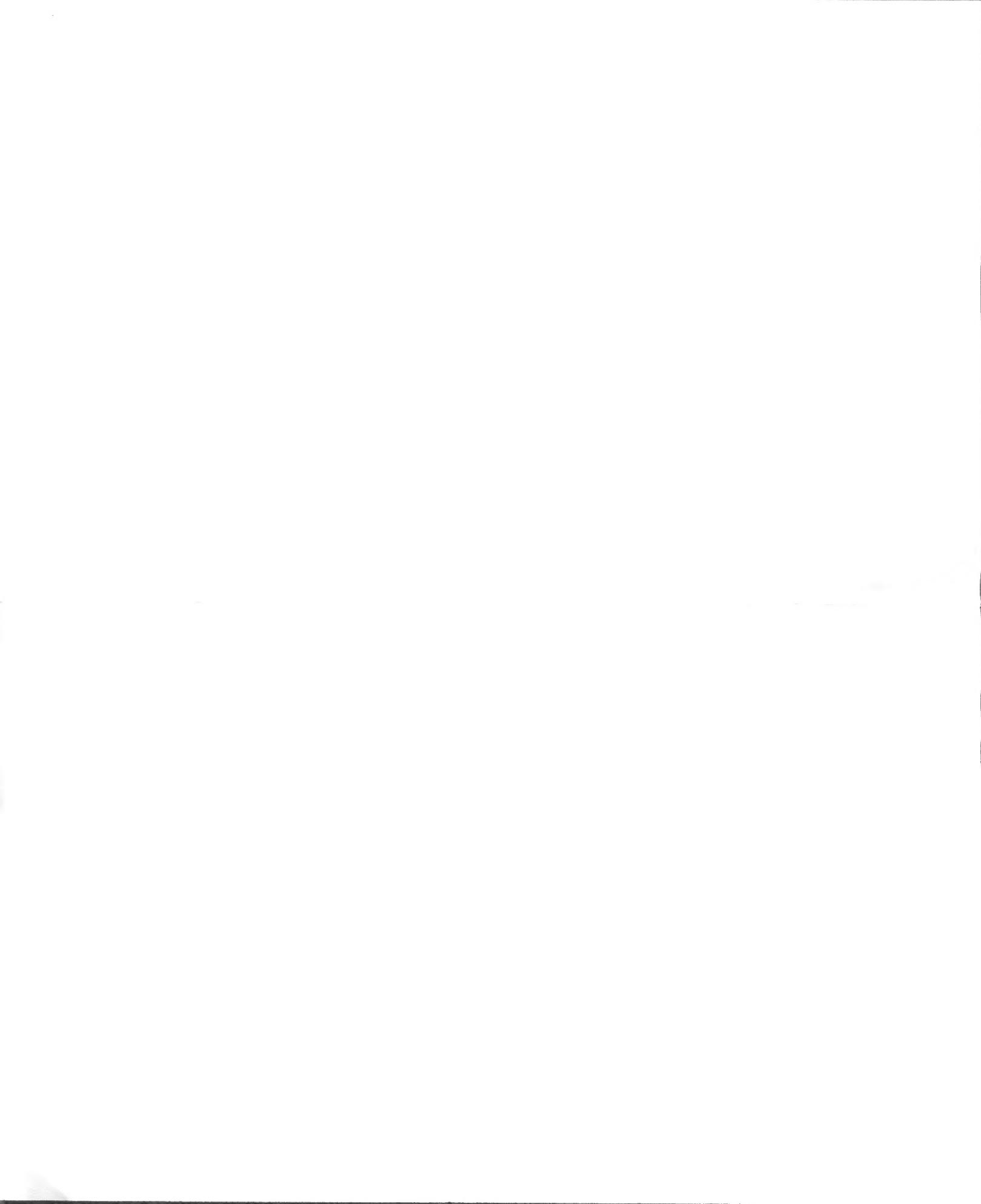
Step 3. After the sorted list is printed and the Sorted List Menu appears on the screen, do the following:

- Remove the diskette from disk drive 1.
- Insert the program diskette (diskette 3) you removed in step 2.
- Continue using the program.

3. PAF tells your printer to go to the next line (known as a line feed) after each line is printed. Your printer interface card may also tell the printer to go to the next line. If on your printouts there are blank lines between each printed line, adjust your printer interface card so that it does not send a line feed at the end of each line.
4. On the part of the registration card that you keep, the zip code (85150) is incorrect. The correct zip code is 84150.

Should you have any problems, feel free to:

- Call the support hotline: (801) 531-2584,
OR
- Write to: The Church of Jesus Christ of Latter-day Saints
Genealogical Department
Ancestral File Operations Unit
50 East North Temple Street
Salt Lake City, UT 84150





TM

Personal Ancestral File™ 2.0 Program Registration Information

Support Hotline: (801) 531-2584

Please complete the registration card below, detach, and mail as addressed. Sending in this card will make you eligible to receive updated information about the system. When making inquiries about the system, refer to the registration number below.

If you have any comments, questions, or suggestions about Personal Ancestral File, submit them in writing to:

The Church of Jesus Christ of Latter-day Saints
Genealogical Department
Ancestral File Operations Unit
50 East North Temple Street
Salt Lake City, Utah 85150

1458



Key Assignments for Apple Computers

Function You Want:	Press:	What Happens on the Screen:	
Cursor Movement Keys	UP	CTRL - I	Moves cursor up one line.
	DOWN	CTRL - K	Moves cursor down one line.
	RIGHT	CTRL - L	Moves cursor to next character.
	LEFT	CTRL - J	Moves cursor to previous character.
	WORD TAB	CTRL - N	Moves cursor to next word within current field.
	BACK WORD TAB	CTRL - B	Moves cursor to previous word within current field.
	BEGINNING OF FIELD	CTRL - W	Moves cursor to beginning of current field.
	END OF FIELD	CTRL - E	Moves cursor to end of current field.
	PREVIOUS FIELD	CTRL - P	Moves cursor to previous field.
	RETURN	RETURN or CTRL - M	Moves cursor to next field.
Insert Keys	ENTER	RETURN or CTRL - M	Indicates you have finished entering data within a field.
	INSERT/REPLACE	CTRL - O	Inserts character to left of letter cursor is on.
	SHIFT (Apple II +).	CTRL - A	Changes from capital to lowercase and vice versa
	DITTO (RDF only)	ESC - "	Copies same field from previous entry.
Delete Keys	DELETE CHARACTER	CTRL - D	Deletes character the cursor is on.
	DELETE WORD	CTRL - F	Deletes word the cursor is on.
	DELETE END OF LINE	CTRL - G	Deletes from the cursor to the end of the line/field.
	BACKSPACE	CTRL - V or DELETE	Deletes character to the left of the cursor.
	UNDO	ESC - ESC	Cancels previous action.

Key Assignments for Apple Computers

Function you Want:	Press:	What Happens on the Screen:	
Screen Keys	PAGE UP	CTRL - U	Moves up one screen of entries.
	PAGE DOWN	CTRL - H	Moves down one screen of entries.
	CHANGE ACTIVE SCREEN	CTRL - C	Changes the Active Screen from 1 to 2 and vice versa.
	SPLIT SCREEN/FULL SCREEN	ESC - /	Changes from full screen display to split screen and vice versa.
	TOP OF SCREEN (FR)	CTRL - T	Moves to first field.
	END OF SCREEN (FR)	CTRL - Z	Moves to last field.
	TOP OF FILE (RDF)	CTRL - T	Moves to first entry in a file.
	END OF FILE (RDF)	CTRL - Z	Moves to last entry in a file.
Notes Management Keys	MARK LINE(S)	ESC - L	Highlights a line of text to move, copy, or delete.
	COPY MARKED LINE(S)	ESC - C	Copies the highlighted line(s) to the new cursor position of the line/field.
	DELETE MARKED LINE(S)	ESC - D	Deletes the highlighted line(s).
	MOVE MARKED LINE(S)	ESC - M	Moves the highlighted line(s) to the new cursor position.
	REMOVE MARK	ESC - R	Removes the highlight from the note.
	DELETE LINE	CTRL - X	Deletes single line.
Exit Keys	SAVE CHANGES AND EXIT	CTRL - S	Saves changes you made and then exits.
	QUIT W/O SAVING CHANGES	CTRL - Q	Quits without saving changes.
	BEGIN SEARCH	CTRL - S	Begins searching for the individual designated.
	QUIT W/O SEARCHING	CTRL - Q	Quits without searching for the individual.
	STOP PRINTING	CTRL - Q	Stops the printer.

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Personal Ancestral File™

Release 2.0



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Ancestral File Operations Unit
50 East North Temple Street
Salt Lake City, Utah 84150
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Preface

This manual will help you make the best use of Personal Ancestral File.TM Personal Ancestral File (PAF) will help you greatly in conducting and recording the results of your genealogical research.

HOW IS THE MANUAL ORGANIZED?

The manual is divided into seven sections and an appendix.

Section 1: "Introduction" explains computer basics and how to use Personal Ancestral File (PAF).

Section 2: "Getting Started" tells you how to prepare the diskettes you need in order to run the PAF programs. *Be sure to follow the instructions in this section before attempting to use PAF.*

Section 3: "Family Records Lessons" leads first-time users through the Family Records program and covers the program's major functions.

Section 4: "Family Records Reference" gives detailed instructions on all the functions of the Family Records program.

Section 5: "Research Data Filer Lessons" leads first-timers through the Research Data Filer and covers most of the available functions.

Section 6: "Research Data Filer Reference" gives detailed instructions on each of the Research Data Filer commands.

Section 7: "GEDCOM" gives detailed instructions on the functions and uses of the GEDCOM (Genealogical Data Communications) program.

The Appendix provides reference materials that will help you use PAF.

HOW SHOULD I USE THE MANUAL?

Beginners

1. Read Section 1.
2. Work through Section 2, "Getting Started."
3. Learn about the Family Records program by working through the lessons in Section 3.
4. Start entering information from your own records.

Experienced Computer Users

1. Read the parts of Section 1 that apply to PAF.
2. Work through Section 2, "Getting Started."
3. Work through the lessons in Section 3.
4. Start entering your own records.

Experienced PAF Users

1. Work through Section 2, "Getting Started."
2. Decide which program you want to use and refer to the manual when necessary.

No matter how much experience you have, you *must* work through Section 2, "Getting Started," to prepare your diskettes for use. Then decide which program you want to run, and turn to the section containing the instructions for that program.

SYSTEM REQUIREMENTS FOR PAF

- Apple II+, IIe, or IIc computer
- 48K of memory
- Apple DOS 3.3
- Two floppy disk drives

- 80-column board
- Computer monitor (not a television)
- Printer

HOW CAN I LEARN MORE ABOUT GENEALOGICAL RESEARCH?

Many publications can teach you about genealogical research. The Church of Jesus Christ of Latter-day Saints has produced a book entitled *From You to Your Ancestors* (stock number PBGS0683) that teaches members of the Church how to do the beginning steps of genealogical research and how to submit names for temple ordinance work. You can order it from the Church's Salt Lake Distribution Center, located at 1999 West 1700 South, Salt Lake City, Utah 84104.



Introduction

WHAT IS PERSONAL ANCESTRAL FILE?

Personal Ancestral File (PAF) is a powerful software package that will help you—

- Record your genealogical information.
- Manage the results of your genealogical research.

It consists of four programs:

- The Family Records (FR) program.
- The Research Data Filer (RDF) program.
- GEDCOM (the Genealogical Data Communications program).
- CONFIG (the Configuration program).

WHAT WILL EACH PAF PROGRAM HELP ME DO?

1. The Family Records Program

This is the program you will use the most. It will help you—

- Record genealogical information for individuals and families.
- Enter an unlimited number of names. When one diskette is full, you simply insert another diskette and continue adding more names. However, the names on one diskette will not be linked to names on other diskettes.
- Tie family lines together.

- Enter notes and sources for each individual.
- Produce pedigree charts, descendants charts, Family Group Record forms, and sorted lists.
- Produce name submission forms for temple ordinances as well as lists of persons whose temple work has not been completed (for members of The Church of Jesus Christ of Latter-day Saints).

2. The Research Data Filer Program

This program will help you—

- With your general research.
- Document each source you have used, including details about where you found it, what it contains, and its publishing information.
- Search, sort, or print your genealogical research information by event (birth, marriage, military service, etc.), place, date, name of person, or relationship to others.

3. GEDCOM (Genealogical Data Communications)

This program will help you—

- Transmit all or part of your family records from one diskette to another.
- Transmit your records from your computer to another computer.

4. CONFIG (Configuration)

This program will help you set up the PAF programs to run on your particular computer and printer.

WHAT DO I NEED TO KNOW ABOUT COMPUTERS?

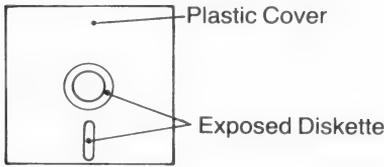
Data—What Does the Word Mean?

Data is a computer term meaning information. So, when you see a phrase like “enter data,” it just means “type your

information.” “Modify data” means “change the information.” “Delete data” means “delete or erase information,” and so on.

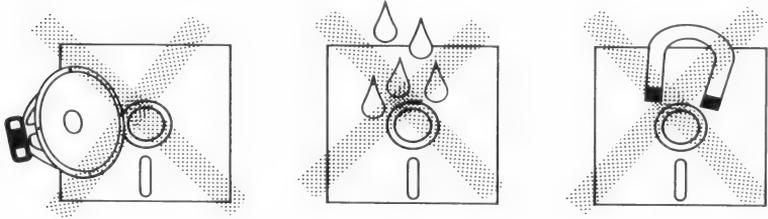
Use and Care of Diskettes

Diskettes are fragile. The magnetic material on which the data is stored is encased in plastic. A portion of the cover has been cut away to allow your computer’s disk drive to read data from the diskette and to write data on it. *Never touch the exposed portions of the diskette.*



The data on a diskette can be damaged by—

- *Excessive heat.*
- *Direct sunlight.*
- *Moisture.*
- *Dust.* Avoid laying diskettes on dusty surfaces. Even minute particles can affect diskette operation. Keep the diskettes in their paper sleeves when you are not using them.
- *Strong magnetic fields,* such as those generated by television sets, audio speakers, magnets, transformers or large motors, ballasts in fluorescent desk lights, and transformers in the bases of high intensity lamps. Keep diskettes at least one foot away from such items.

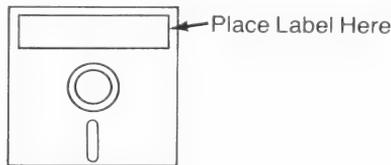


- *Bending.* Do not bend or fold a diskette. Do not staple or paper clip anything to a diskette or diskette sleeve. Pressure on the magnetic material can ruin the diskette.



Labeling Diskettes

Write on the labels *before* putting them on the diskettes. If you must write on a label after it is attached, use a felt tip or nylon tip pen. Do not use an eraser or a writing instrument that requires pressure (such as a pencil or a ballpoint pen) on a label that is attached to a diskette. Pressure can ruin the diskette.



Inserting a Diskette into a Drive

To put a diskette into a drive—

1. Hold the diskette by the label.
2. With the label side up, insert the diskette into the drive specified; in a two floppy disk drive system, the drive on the top is drive 1 and the drive on the bottom is drive 2. *Do not force the diskette in.* If it does not go smoothly into place, pull it out and try again.
3. Close the latch on the drive. Do not force the latch over a diskette. Doing so may damage the diskette. If the latch will not close easily, remove the diskette and insert it again.

When information is being read from the diskette or written on it, the red light on the drive will be on. You may also hear a

whirring, grinding sound, which is normal. *Never* open a disk drive while the red light is on and *never* remove a diskette during an operation. Doing so will cause the data on the diskette to be lost or garbled.

Because the capacity of the diskettes varies according to the type of disk drive you have (single-sided or double-sided), you may need to change diskettes more or less often than directed.

Storing Diskettes

Store diskettes vertically in a dust-free container. The temperature should be between 50 and 125 degrees Fahrenheit; the humidity, between 8 and 80 percent. It is not necessary to use diskettes periodically to preserve the data on them.

Mailing Diskettes

Diskettes can be safely mailed. Cover them with sturdy cardboard or purchase a special mailer. They can also be taken safely through airport metal detectors.

DOES THE COMPUTER KEYBOARD WORK LIKE A TYPEWRITER KEYBOARD?

If you have ever worked on an electric typewriter, you have a good background for working on a computer. In some ways the computer keyboard works very much like the keyboard on an electric typewriter. In other ways the two are very different.

WHAT IS THE SAME?

Character Keys

Character keys include all the familiar letters, numbers, and symbols found on a typewriter keyboard. When you press a character key, the character will appear on the screen. The cursor, a small solid rectangle or flashing underline (depending upon the computer you have), shows the location on the screen where the character will appear.

SHIFT Key

The **SHIFT** key works like the shift key on a typewriter. When you hold it down while you press a character key having two characters on it (such as the key that has both the number 8 and the asterisk on it), the upper character will appear. You can type your information in all capitals or in upper- and lowercase letters. (Use **CTRL** - **A** to get capital letters on the Apple II+.)

CAPS LOCK Key (Not on Apple II+ Computers)

If you want to use all capital letters when entering information, press the **CAPS LOCK** key. Press it once to get all capitals, and press it again to switch to lowercase. You will still have to use the **SHIFT** key to display the top character on a number or symbol key.

RETURN Key

Just as pressing the return key on a typewriter starts a new line of text, **RETURN** on a computer can be used to begin a new line of text.

The **RETURN** key can be used in other ways that will be discussed in the next section.

WHAT IS DIFFERENT?

1 Versus l, 0 Versus O

Two differences you must remember are the difference between the number 1 and the letter *l*, and the difference between the number 0 (zero) and the letter *O*. When you want the number one, always press **1** and NOT **L**. Similarly, always press **0** (next to **9**) for the number 0, and **O** (next to **P**) for the letter *O*.

On some computers, zeros have a slash (0) through them so that you can see if you have entered the right character. (The slash through the zero may make it look a little like the number eight).

Space Bar

On a typewriter you can use the space bar to move across text and the text remains the same. However, if you press the space bar on a computer to do the same thing, the text (letters, numbers, and so on) will be erased!

Spaces are very important on the computer. To the computer there is as much difference between putting one or two spaces between words as there is between putting one or two *p*'s in the word *hoping*.

CTRL Key

The **CTRL** (Control) key is always used with another key to perform a specific function. When you use the Control key, hold it down while you press the other key.

RETURN Key

Computers are fast and accurate, but they are not intelligent. They have no way to know when you are finished entering data or when you want to do a specific task. Press the **RETURN** key to tell PAF to accept the data you have entered.

The cursor advances to the next field when you press **RETURN**. (A field is an area where you can type data.) Some software programs will automatically advance the cursor to the next field when a field is full; PAF does not.

You may skip fields by pressing **RETURN** without entering data in them. When you change data in a field, the changes are not recorded unless you press the **RETURN** key after the changes are complete.

PAF requires you to press **RETURN** after selecting from a menu or making a one-letter response. This gives you a chance to verify your selection before PAF acts on it. Otherwise it would be easy to press the wrong key and not have a chance to correct your choice before the computer acted on it.

The only time that you do not press **RETURN** is when you press a key combination such as **CTRL** - **S**, which saves changes and exits.

Note: Later you will find out how to change PAF to automatically accept yes and no answers and menu selections without your having to press **RETURN** (see page 30).

Delete Key

To backspace, press **DELETE** (**CTRL** - **V** on Apple II+). This works much like the backspace key on a typewriter, *except* that with the backspace key on a computer, characters are erased as the cursor passes over them!

To correct a mistake, move the cursor to the right of the characters you want to erase and press **DELETE** or **CTRL** - **V**. Each time you press the key, another character will be erased. When the mistake is erased, make the correct response or selection.

Cursor Movement Keys

Cursor movement keys cause the cursor to move to a new space or field on the screen. To move the cursor from one field to another, use keys such as **CTRL** - **I** (up), **CTRL** - **K** (down), **CTRL** - **J** (left), and **CTRL** - **L** (right) (shown on the Key Assignment Chart). When you use these keys to move the cursor, no characters will be erased as the cursor passes over them.

WHAT DO I NEED TO KNOW ABOUT PAF?

While there are usually many similarities between software programs, there are always things unique to each system. The following paragraphs discuss the unique aspects of PAF as well as the specific features it has that are standard in many software packages.

Which Key Do I Press?

Throughout this manual, the keys you need to press and the things you need to type will be shown in one of three ways.

What you see	What you do
1. [M]	Press the key with the same label. In this case, press the key labeled M. ¹
2. [CTRL] – [C]	Hold down the first key and press the second. In this case, hold down the Control key and press the key labeled C.
3. Type INIT HELLO .	Type the material in red exactly as it is shown, including spaces.

¹You may use either capital or lowercase letters.

Key Combinations

“Save changes and exit” and “begin search” are examples of functions that you initiate by pressing combinations of keys. Pressing key combinations does not put characters on the screen. Instead it causes an internal operation to take place. For instance, to search for a person in the Family Records program, you enter the name to search for and then hold down **[CTRL]** and press **[S]**. You do not need to press **[RETURN]** after you press key combinations.

The functions you may want to perform at any particular point in a program are often listed at the bottom of the screen, along with the keys you should press. The key combinations are also listed in the Key Assignment Chart at the front of the manual.

Record Identification Numbers: RINs and MRINs

Every time you enter information about a new person, the system automatically assigns a record identification number (RIN) to that person. The RIN appears in the upper right corner of the Individual Data screen. The fastest way to locate an individual in the file is to enter his or her RIN when asked. You may want to write the RIN on the sheet from which you enter the data about the person. You can print a list of all the people in your file in the order of their RINs. Printing an alphabetized list of everyone in your file will also give you their RINs.

When a marriage record is created, a marriage record identification number (MRIN) is automatically assigned. The MRIN is also known as the family number. The fastest way to locate a family in the system is to enter the MRIN when asked. You may want to write the MRIN on the sheet from which you enter the marriage data. You can also print a list of marriage records by MRIN.

When PAF Asks You a Question *(Yes and No Responses)*

As you work with the PAF programs, you will be asked various questions to which you should reply yes or no. When PAF needs such a response, you will see "(Y/N)" following the question. To answer yes, press Y RETURN. To answer no, press N RETURN.

Note: If you are familiar with how menus, fields, files, and error messages are commonly used in computer programs, you may want to skip the following paragraphs and go to Section 2, "Getting Started."

Deciding What to Do *(Menus/Commands)*

The menus in this program are similar to menus you see at many restaurants where the dishes are listed by number. In the restaurant, you can order by giving the number of the dinner you want.

In PAF, a menu is a numbered list of tasks that can be done. For instance, you will choose from a menu whether to enter data about an individual or about a family. Enter the number of the task you want by pressing the number next to the task and then pressing the **RETURN** key. Shown below is an example of the Main Menu in the Family Records program.

```
-----  
PERSONAL ANCESTRAL FILE  
-----  
  
MAIN MENU  
  
1. Data Entry  
2. Modify Data  
3. Delete Data  
4. Pedigree Search  
5. Notes  
6. Print Forms and Reports  
7. System Utilities  
0. Return to System  
  
Please enter your selection:
```

Unlike some of the other programs, the Research Data Filer does not have menus. In RDF you make your selection by typing the appropriate command.

Fields

A field is an area on the screen where you can type information. For example, the area where you type the last name of an individual is the *SURNAME* field. The space provided for typing the date of birth is also a field.

There are a limited number of characters (letters, numbers, etc.) that will fit in each field. For instance, sixteen characters will fit in a name field in the Family Records program while only one character will fit in the *Sex* field (see the following display). If you try to put more characters in a field than it has room for, the computer will beep, telling you the field is full.

Shown below is a display from the Family Records program.

INDIVIDUAL DATA				
Sex:	SURNAME:	Given1:	Title:	RIN:1
	Given2:	Given3:		
BIRTH	Date:			
PLACE	Level 1:	Level 2:		
	Level 3:	Level 4:		
CHRISTENING	Date:			
PLACE	L 1:	L 2:		
	L 3:	L 4:		
DEATH	Date:			
PLACE	L 1:	L 2:		
	L 3:	L 4:		
BURIAL	Date:			
PLACE	L 1:	L 2:		
	L 3:	L 4:		
BAPTISM	Date:	Temple Code:		
ENDOWMENT	Date:	Temple Code:		
SEAL to PAR	Date:	Temple Code:	ID NO.:	

Ctrl-S SAVE CHANGES AND EXIT		Ctrl-Q QUIT WITHOUT SAVING CHANGES		

Files

Files in a computer are similar to files found in a filing cabinet. Instead of storing information in a filing cabinet, the computer stores its files on a diskette. When PAF tells you that a name was not found in the file, it means that that name was not stored on the data diskette you have in your disk drive.

When You Hear the Beep *(Correcting Errors)*

Although computers have earned a reputation for being very exact and particular, you do not need to worry that you will cause problems by making mistakes. This software has been designed to prevent you from accidentally destroying data or “crashing” the program. When you make an error that PAF can detect, a beep will sound.

You will hear a beep when you—

- Press a key the software does not understand.
- Try to put the wrong kind of information in a field.
- Try to put too much information in a field.

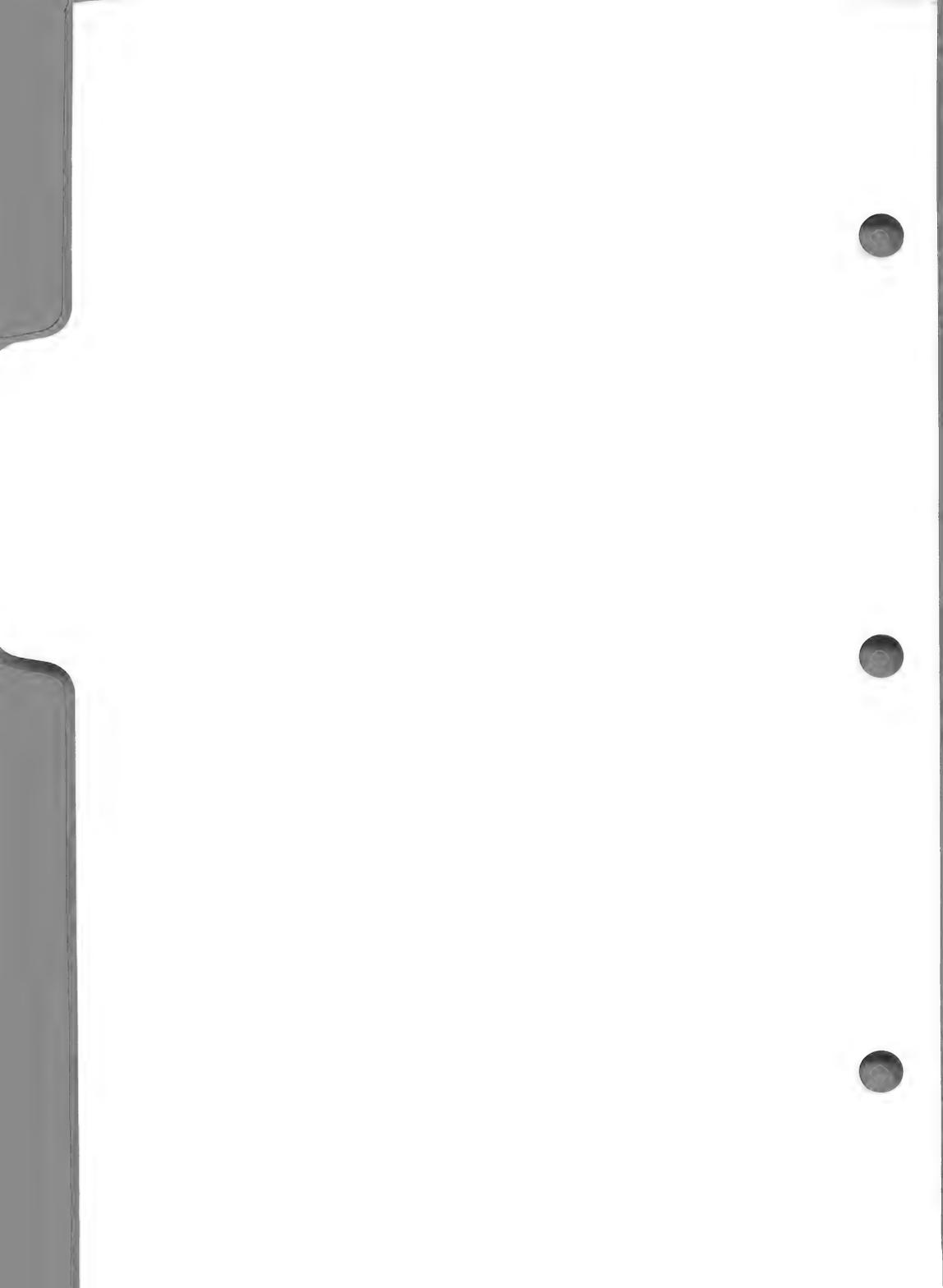
In some instances, a brief description of the problem will appear at the bottom of the screen in addition to the beep. When the beep tells you that you have made a mistake, simply do the task again, being careful to avoid the same mistake.

You are now ready to begin Section 2, “Getting Started,” which will help you prepare the diskettes you need to run the PAF programs.



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Getting Started

Before using any of the programs on the original diskettes, follow the instructions in this section. They will help you get your diskettes ready to use and prepare the programs to run on your computer and printer. You will—

- Prepare one diskette to use for storing your Family Records data by formatting and initializing it (two separate procedures).
- Format one diskette to use for storing your Research Data Filer data.
- Make copies of the original diskettes that contain the PAF programs so you can store the originals for safekeeping.
- Configure the PAF programs to run on your particular computer.

After you have completed this section, you can begin entering data.

PREPARING DISKETTES FOR USE

Begin with nine blank diskettes. You will use seven of these diskettes to copy programs onto, one for holding Family Records information and notes, and one for holding Research Data Filer information.

A. Labeling the Diskettes

Use the preprinted labels that came with the PAF package to label each of your nine blank diskettes. When you have

completed Section 2, you will have prepared the diskettes in the following way:

Diskette 1 will contain four of the Family Records program Main Menu options (Data Entry, Modify Data, Pedigree Search, and Notes).

Diskette 2 will contain half of the Family Records program print selections from Main Menu option 6, Print Forms and Reports. They include Print Pedigree Chart, Print Family Group Record, and Print Individual Information Summary.

Diskette 3 will contain the remainder of the Family Records program print options (Print Individual Entry Form, Print Marriage Entry Form, Print Sorted Lists, and Print Descendants Chart).

Diskette 4 will contain the Delete Data and System Utilities options from the Main Menu of the Family Records program.

Diskette 5 will contain the Research Data Filer program.

Diskette 6 will contain CONFIG and ADCONFIG, the programs that help you set up PAF to run with your particular computer and printer.

Diskette 7 will contain GEDCOM (Genealogical Data Communications), the program that you can use to transmit all or part of your records from one diskette to another and from your computer to another computer.

Diskette 8 will be prepared to store the records you enter when using the Family Records program. Whenever you need another diskette to hold more records, follow the same procedures in part B of Section 2 for formatting a diskette and the steps shown in Section 3 for initializing a diskette that you will use to prepare diskette 8.

Diskette 9 will be prepared to store the records you enter when using the Research Data Filer program. Whenever you need another diskette to hold more records, follow the same procedures in part B of Section 2 that you will use to prepare diskette 9.

If you have an Apple II+ or an Apple IIe, start on page 17 and work through B and C.

If you have an Apple IIc, start on page 22 and work through B and C.

B. Formatting Your Data Diskettes—Apple II+ and Apple IIe

The following steps format the diskettes you will use to store your data. These steps are required only for the diskettes you labeled 8 and 9. The other diskettes will be formatted during the copying process, which is explained after this procedure.

Step 1: Insert in drive 1 the DOS 3.3 System Master diskette that came with your computer.

Step 2: If the computer is off, turn it on and go to step 3.

If the computer is on, press **⌘** - **CTRL** - **RESET** (on Apple II+ type PR#6).

Step 3: When] appears, remove the DOS 3.3 System Diskette from drive 1 and put it back in its protective jacket. (For the IIe, press the **CAPS LOCK** key.)

Step 4: Insert *blank* diskette 8 in drive 1.

Type **INIT HELLO** and press **RETURN**.

The diskette will be formatted and DOS will be copied onto the diskette.

Remove the diskette from drive 1.

Step 5: Insert *blank* diskette 9 in drive 1.

Type **INIT HELLO** and press **RETURN**.

The diskette will be formatted and DOS will be copied

C. Making Copies of Program Diskettes—Apple II+ and Apple IIe

You will now make a copy of each of the original program diskettes that came with PAF. When you begin using the programs, store the originals in a safe place and use the copies. This helps keep the original program diskettes safe from accidental damage.

You will not use the diskettes you labeled 8 and 9 in this procedure.

Step 1: Insert in drive 1 the DOS 3.3 System diskette that came with your computer.

Step 2: If the computer is off, turn it on and go to step 3.

If the computer is on, press - - (on Apple II+ type PR#6).

For IIe press the key.

Step 3: When appears, type **RUN COPY** and press .

When the disk drive stops, remove the diskette from drive 1 and put it back in its protective sleeve.

Step 4: Insert the *original* diskette 1 in drive 1 and the *blank* diskette 1 in drive 2.

Step 5: Press several times—until you see the message “Press RETURN key to begin copy.”

Step 6: Press .

This will copy the programs that are on the original program diskette in drive 1 onto your diskette in drive 2.

Step 7: The message “Do you wish to make another copy?” will appear.

Press and press .

Remove the diskettes from both drives and put them back in their protective sleeves.

Step 8: Insert the *original* diskette 2 in drive 1 and the *blank* diskette 2 in drive 2.

Press .

This will copy the programs that are on the original diskette in drive 1 onto your diskette in drive 2.

Note: At this point, either repeat steps 7 and 8 for each of the remaining diskettes, or follow steps 9 through 19, which will guide you through the same process.

Step 9: The message “Do you wish to make another copy?” will appear.

Press Y and press RETURN.

Remove the diskettes from both drives and put them back in their protective sleeves.

Step 10: Insert the *original* diskette 3 in drive 1 and the *blank* diskette 3 in drive 2.

Press RETURN.

This will copy the programs that are on the original program diskette in drive 1 onto your diskette in drive 2.

Step 11: The message “Do you wish to make another copy?” will appear.

Press Y and press RETURN.

Remove the diskettes from both drives and put them back in their protective sleeves.

Step 12: Insert the *original* diskette 4 in drive 1 and the *blank* diskette 4 in drive 2.

Press RETURN.

This will copy the programs that are on the original diskette in drive 1 onto your diskette in drive 2.

Step 13: The message “Do you wish to make another copy?” will appear.

Press Y and press RETURN.

Remove the diskettes from both drives and put them back in their protective sleeves.

Step 14: Insert the *original* diskette 5 in drive 1, and put the *blank* diskette 5 in drive 2.

Press RETURN.

This will copy the programs that are on the original diskette in drive 1 onto your diskette in drive 2.

Step 15: The message "Do you wish to make another copy?" will appear.

Press Y and press RETURN.

Remove the diskettes from both drives and put them back in their protective sleeves.

Step 16: Insert the *original* diskette 6 in drive 1, and put the *blank* diskette 6 in drive 2.

Press RETURN.

This will copy the programs that are on the original diskette in drive 1 onto your diskette in drive 2.

Step 17: The message "Do you wish to make another copy?" will appear.

Press Y and press RETURN.

Remove the diskettes from both drives and put them back in their protective sleeves.

Step 18: Insert the *original* diskette 7 in drive 1 and the *blank* diskette 7 in drive 2.

Press RETURN.

This will copy the programs that are on the original program diskette in drive 1 onto your diskette in drive 2.

Step 19: The message "Do you wish to make another copy?" will appear.

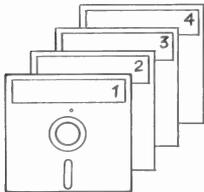
Press N and press RETURN.

Remove the diskettes from the drives and put all of the original diskettes in a safe place; *you will work with the copies.*

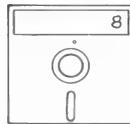
Summary

After following this process you will have these diskettes:

4 Family Records (FR)
program diskettes



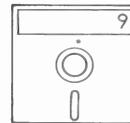
1 Family Records (FR)
data diskette



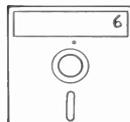
1 Research Data Filer (RDF)
program diskette



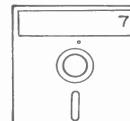
1 Research Data Filer (RDF)
data diskette



1 CONFIG and ADCONFIG
program diskette



1 GEDCOM
program diskette



WARNING! Before running any of the programs you must use the CONFIG program to prepare each of the PAF programs to work on your particular computer and printer.

Work with your copied diskettes and save the originals in a safe place.

Go to page 27 now and work through the instructions for the CONFIG program. Then go to Section 3, "Family Records Lessons," or Section 5, "Research Data Filer Lessons," to learn more about these programs.

B. Formatting Your Data Diskettes—Apple IIc

The following steps format the diskettes you will use to store your data. These steps are required only for the diskettes you labeled 8 and 9. The other diskettes will be formatted during the copying process, which is explained after this procedure.

Step 1: Insert in the built-in drive the System Utilities diskette that came with your computer.

Step 2: If the computer is off, turn it on and go to step 3.
If the computer is on, press **⌘** - **CTRL** - **RESET**.

Step 3: Press **CAPS LOCK**.

The System Utilities Main Menu will appear.

Step 4: Press **6** to select option 6, Format a Disk. Press **RETURN**.

Press **2** to select the external drive.

Press **RETURN**.

Step 5: Press **2** to select DOS 3.3.

Press **RETURN**.

Step 6: Insert *blank* diskette 8 in the external drive.

Press **RETURN**.

Diskette 8 will be formatted and DOS will be copied onto the diskette.

Step 7: Press **RETURN** to continue.

Step 8: Press **RETURN** to select the external drive.

Step 9: Press **RETURN** to select DOS 3.3.

Step 10: Remove the blank diskette 8 from the external drive and put it back in its protective sleeve.

Step 11: Insert the *blank* diskette 9 in the external drive.

Press **RETURN**.

Step 12: Press **ESC** to return to the System Utilities Main Menu.

Step 13: Press **[9]** to select option 9, Exit System Utilities.
Press **[Y]** to answer yes.
Press **[RETURN]**.

Step 14: Remove the System Utilities diskette from the built-in drive and the *blank* diskette 9 from the external drive and put them in their protective sleeves.

C. Making Copies of Program Diskettes—Apple IIc

You will now make a copy of each of the original program diskettes that came with PAF. When you begin using the programs, store the originals in a safe place and *use the copies*. This helps to keep the original program diskettes safe from accidental damage.

You will not use the diskettes you labeled 8 and 9 in this procedure.

Step 1: Insert in the built-in drive the System Utilities diskette that came with your computer.

Step 2: If the computer is off, turn it on and go to step 3. If the computer is on, press **[⌘]** – **[CTRL]** – **[RESET]**.

Step 3: Press **[CAPS LOCK]**.

Step 4: Press **[5]** to select option 5, Duplicate a Disk.
Press **[RETURN]**.

Step 5: Press **[RETURN]** to select the built-in drive as the source disk.

Step 6: Press **[2]** to select the external drive as the destination disk.
Press **[RETURN]**.

Step 7: Insert the *original* diskette 1 in the built-in drive and the *blank* diskette 1 in the external drive.
Press **[RETURN]** to begin copying.

This will copy the programs that are on the original diskette in the built-in drive onto your diskette in the external drive.

Step 8: When the copying is complete, remove both diskettes and return them to their protective sleeves.

Step 9: Press to indicate that you want to copy another diskette.

Note: At this point, either repeat steps 5 through 9 for each of the remaining diskettes, or follow steps 10 through 36, which will guide you through the same process.

Step 10: Press to select the built-in drive as the source disk.

Step 11: Press to select the external drive as the destination disk.

Step 12: Insert the *original* diskette 2 in the built-in drive and the *blank* diskette 2 in the external drive.
Press to begin copying.

Step 13: When the copying is complete, remove both diskettes and return them to their protective sleeves.
Press to continue.

Step 14: Press to select the built-in drive as the source disk.

Step 15: Press to select the external drive as the destination disk.

Step 16: Insert the *original* diskette 3 in the built-in drive and the *blank* diskette 3 in the external drive.
Press to begin copying.

Step 17: When the copying is complete, remove both diskettes and return them to their protective sleeves.
Press to continue.

Step 18: Press to select the built-in drive as the source disk.

Step 19: Press to select the external drive as the destination disk.

- Step 20:** Insert the *original* diskette 4 in the built-in drive and the *blank* diskette 4 in the external drive.
Press **RETURN** to begin copying.
- Step 21:** When copying is complete, remove both diskettes and return them to their protective sleeves.
Press **RETURN** to continue.
- Step 22:** Press **RETURN** to select the built-in disk drive as the source disk.
- Step 23:** Press **RETURN** to select the external drive as the destination disk.
- Step 24:** Insert the *original* diskette 5 in the built-in drive, and put the *blank* diskette 5 in the external drive.
Press **RETURN** to begin copying.
- Step 25:** When the copying is complete, remove both diskettes and return them to their protective sleeves.
Press **RETURN** to continue.
- Step 26:** Press **RETURN** to select the built-in drive as the source disk.
- Step 27:** Press **RETURN** to select the external drive as the destination disk.
- Step 28:** Insert the *original* diskette 6 (CONFIG diskette) in the built-in drive, and put the *blank* diskette 6 in the external drive.
Press **RETURN** to begin copying.
- Step 29:** When the copying is complete, remove both diskettes and return them to their protective sleeves.
Press **RETURN** to continue.
- Step 30:** Press **RETURN** to select the built-in drive as the source disk.
- Step 31:** Press **RETURN** to select the external drive as the destination disk.
- Step 32:** Insert the *original* diskette 7 (GEDCOM) in the built-in drive and the *blank* diskette 7 in the external drive.

Press **RETURN** to begin copying.

Step 33: When the copying is complete, remove both diskettes and return them to their protective sleeves.

Step 34: Press **ESC**.

This will return you to the System Utilities Main Menu.

Step 35: Select option 9, Exit System Utilities.

Press **RETURN**.

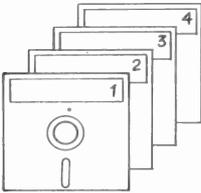
Step 36: Press **Y** for yes.

Press **RETURN**.

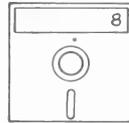
Summary

After following this process you will have these diskettes:

4 Family Records (FR)
program diskettes



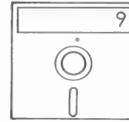
1 Family Records (FR)
data diskette



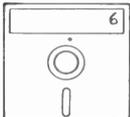
1 Research Data Filer (RDF)
program diskette



1 Research Data Filer (RDF)
data diskette



1 CONFIG and ADCONFIG
program diskette



1 GEDCOM
program diskette



WARNING! Before running any of the programs you must use the CONFIG program to prepare each of the PAF programs to work on your particular computer and printer.

Work with your copied diskettes and save the originals in a safe place.

Now you *must* follow the instructions for using the CONFIG program. Then go to Section 3, "Family Records Lessons," or Section 5, "Research Data Filer Lessons," to learn more about these programs.

CONFIG (*Configuration Program*)

This program helps you to configure (change) each program in the Personal Ancestral File (PAF) package to run on your particular computer. Without it, you will not be able to use PAF.

CONFIG presents lists of computers, printers, and disk drive arrangements for you to choose from. If your system matches one of the present configurations, the correct configuration will be set automatically by CONFIG.

If your system does not match one of the preset configurations, you will have to run an alternate program called ADCONFIG (see the Appendix). Once you have successfully configured your system with ADCONFIG, you will be able to use CONFIG to make minor adjustments or configure new programs to run on your system.

Step 1: Insert the CONFIG diskette.

Step 2: Type **BRUN CONFIG** and press **[RETURN]**.

The first screen asks what type of computer you have:

PAF CONFIGURATION

Which computer do you have?

1. Apple II+, IIe, IIC
2. Not listed above
0. Quit

Please enter your selection:

The PAF program can run on the APPLE II family of computers and any others that may be compatible with them.

If you select "Not listed above," you will be directed to run ADCONFIG in order to add your type of computer to the list.

Step 3: Press and press .

The second screen will ask what type of printer you have:

PAF CONFIGURATION

Which printer do you have?

- | | |
|---------------------------------------|---------------------------------|
| 1. Delsywriter | 12. NEC SPINWRITER 3550 |
| 2. DYNAX DX-15 | 13. OKIDATA MICROLINE 80,82,82A |
| 3. EPSON FX PRINTERS | 14. OKIDATA MICROLINE 84,92,93 |
| 4. EPSON MX-80, MX-100,IBM PC PRINTER | 15. Prowriter |
| 5. GE 3404 | 16. SILVER-REED EXP 550 |
| 6. GEMINI 10 (STAR MICRONICS) | 17. TOSHIBA P1351 |
| 7. MANNESMANN TALLEY MT 1600/1800 | 18. TRANSTAR 315 (COLOR) |
| 8. MANNESMANN TALLEY MT160 | 19. Not listed above |
| 9. MANNESMANN TALLEY SPIRIT | 20. Ignore printer for now |
| 10. MPI MPI50G | 0. Quit |
| 11. NEC SPINWRITER 2010/2030 | |

Please enter your selection:

Note: The screen you see on your computer may show a different list of printers than the one you see in the example above, because other printers may be added after this manual is printed.

If you select "Not listed above," you will be directed to run ADCONFIG in order to add your type of printer to the list. (Use the instructions for ADCONFIG in the Appendix and return to this section on page 27.)

Step 4: If you select one of the printers from the list or "Ignore printer for now," the following screen will appear:

```
-----  
PAF CONFIGURATION  
-----  
  
Computer selected is "Apple II+, IIe, IIc"  
No printer selected  
  
Data Disk: ,D2  
Program Disk: ,D1  
Scratch Disk: ,D1  
  
Family Group Note Print Character: !  
Require a carriage return on menus? (Y/N): Y  
Force surnames to uppercase on Family Records reports? (Y/N): N  
  
Ctrl-S SAVE CHANGES AND EXIT      Ctrl-Q QUIT WITHOUT SAVING CHANGES
```

This screen asks you to identify the disk drives in which you will put the program and data diskettes. The three questions at the bottom are personal preference items.

If the information shown on the screen is correct, go to step 8. If you need to fill in or change the information on this screen, move from field to field by pressing **RETURN**.

Step 5: Type the designation of the drive where you want your data disk to be (or leave it as it is) and press .

The data disk is the disk drive where you will always put your PAF data files.

Step 6: Type the designation of the drive where you want your program disk to be (or leave it as it is) and press .

The program disk is the disk drive where you will always put your PAF programs.

Step 7: Type the name of the scratch disk (or leave it as it is) and press .

The scratch disk is the disk drive where files are temporarily stored during the sort process in the Family Records program and during parts of other programs as well. It is used only when there is not enough room on the other diskettes while a program is running.

If you have a hard disk, the disks will be the complete paths (directory structure) to where you want to put each item—PAF data files, PAF programs, and temporary data files.

The comma must be placed at the beginning; otherwise the programs will not recognize the intended drives.

Step 8: Examine the family group note print character and leave it as it is, if it is correct, or type another character and press .

The family group note print character is a special symbol that you put at the front of notes in your Family Records file to indicate that you want that note printed on your Family Group Record forms.

Step 9: Press or to answer the question, "Require a carriage return on menus?"

This establishes whether you want the PAF programs to go automatically to the next screen

when you make a menu selection and when you answer a question that requires only a single character response, or whether you want the programs to wait until you press **RETURN**.

You should choose the mode you like. If you change your mind later, you can come back to CONFIG and change the setting.

Step 10: Press **Y** or **N** to answer the question, "Force surnames to uppercase on Family Records reports?"

This establishes whether you prefer to have the surnames printed with all capital letters or have only the first letter capitalized.

Choose according to your own preference. You can come back to CONFIG and change the setting later.

Step 11: Press **CTRL** - **S** to save the changes and exit or press **CTRL** - **Q** to quit without saving changes.

In either case, the program will ask if you want to configure each of the PAF programs. If this is the first time you have used CONFIG, you must press **Y** to answer each question.

The first question is:

"Do you wish to update the Family Records program with this configuration?"

Step 12: Press **Y**.

You will be asked to put the diskette containing the FR program (diskette 1) in the program disk drive. The program will look for the FR program to be configured. If it finds it, the configuration will start; if not, you will be asked again to put the diskette containing the FR program into the program disk drive.

After the FR program is configured, the next question will be presented:

"Do you wish to update the Research Data Filer program with this configuration?"

Step 13: Press Y.

Remove the FR diskette and place the RDF diskette (diskette 5) in the program disk drive.

After the RDF program is configured, the next question will be presented:

"Do you wish to update the GEDCOM program with this configuration?"

Step 14: Press Y.

Remove the RDF diskette and place the GEDCOM diskette (diskette 7) in the program disk drive.

After the GEDCOM program is configured, the next question will be presented:

"Do you wish to update any other programs with this configuration?"

Step 15: Generally, you would press N to answer this question, because all of the programs should already be configured. But if you do press Y, the following question will be displayed:

"Which program do you want to configure?"

You can specify a drive, and PAF will look there for the program. For example, if you type **FR,D2**, PAF will configure the FR program in drive 2.

RUNNING PROGRAMS

Step 1: To run one of the main programs or one of the utility programs, be sure the computer is on and the] symbol is displayed. Put the diskette with the program you want to run in drive 1.

Step 2: Type the abbreviation for the program you want to run:

Program You Want	What You Type
Family Records program	BRUN FR
Research Data Filer	BRUN RDF
CONFIG, the program that changes the software to run on your computer	BRUN CONFIG
ADCONFIG, the program that changes the software to run on your computer and printer—if they are not listed in the CONFIG program	BRUN ADCONFIG
GEDCOM, the communications program	BRUN GEDCOM

To run the Family Records program or the Research Data Filer, you can also simply put the diskette with the program you want in drive 1, turn the computer off, and then turn it back on.

Turning Off the System

Before turning off your computer, you should first exit the program and return to the system level to be sure that the record you have been working on has been stored.



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Family Records Lessons

P E R S O N A L A N C E S T R A L F I L E

A GENEALOGICAL MANAGEMENT
SYSTEM FOR
HOME COMPUTERS

F A M I L Y R E C O R D S P R O G R A M

Release 2.0

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Please enter the date (mm/dd/yy):

This program is a tool to help you manage and record your genealogical information.

The Family Records program can help you—

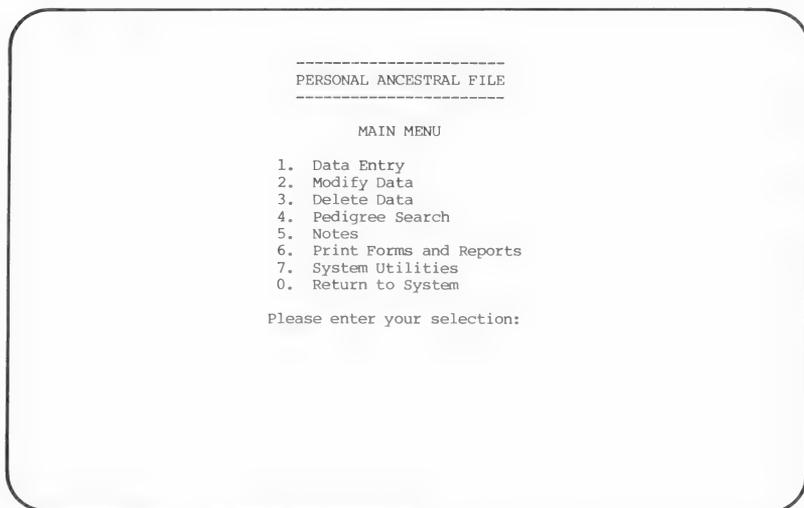
- Enter genealogical information for individuals and families.
- Search the file to find a specific person.
- Link individuals into a family unit.
- Edit information on your diskette.
- Enter and modify notes for individuals you have entered.

HOW TO START

After reading about the Main Menu, work through lessons A, B, and C. You may not have time to do all the lessons at one sitting, but be sure to finish any lesson you start.

THE FAMILY RECORDS MAIN MENU

The Main Menu tells you what the Family Records program can do. You choose the option you want by pressing the key for the number shown to the left of the option.



The following table describes the tasks you can do using the Family Records program. You can turn to the page indicated in parentheses for more detailed instructions on each task.

Note: When you use the Family Records program for the first time, select option 7 first so that you can initialize a data diskette.

1. DATA ENTRY (84)

Using this option you can—

- a. Enter data for an individual, such as the person's name; the dates and places of birth, christening, death, and burial; and LDS ordinance information.
- b. Specify whether the individual is a parent or child in a particular family.
- c. Enter the marriage date and place.

2. MODIFY DATA (98)

Using this option you can—

- a. Change or add data about an individual.
- b. Change or add data about a marriage.
- c. Add or delete any member of a specific family (parent or child).

3. DELETE DATA (105)

Using this option you can—

- a. Delete an individual record.
- b. Delete a marriage record. Deleting a marriage record also deletes the record of the family relationships. The records of the family members as individuals will remain on the data diskette, but those individuals will not be listed as parents or children in the specific family you deleted.

4. PEDIGREE SEARCH (109)

Using this option you can—

- a. Display a three-generation pedigree chart showing an individual and his or her spouse, their children, and the parents of the individual.
- b. Search up and down the pedigree lines of any person displayed on the screen.

No data can be changed by using this option; it is a display function only.

5. NOTES

(113)

Using this option you can—

- a. Enter, change, delete, reorder, or print any notes about a person.
- b. Enter as many notes for an individual as will fit on a diskette; each note is separated from the one before by a blank line.
- c. Print all the notes or only a certain type of note.
- d. Specify which notes you want to print on a Family Group Record form.

6. PRINT FORMS AND REPORTS

(123)

Using this option you can print—

- a. Blank pedigree charts and Family Group Record forms.
- b. Filled-in pedigree charts and Family Group Record forms.
- c. Individual Entry and Marriage Entry forms.
- d. Descendants charts.
- e. A list of all individuals on a data diskette in record identification number (RIN) order or in alphabetical order.
- f. A list of individuals in order of the ID numbers that you assign.
- g. A list of all the marriage records (including the names of each husband and wife and the date of each marriage) in marriage record identification number (MRIN) order.
- h. All of the data and notes about any individual.
 - i. A list of all people missing one or more ordinances.
 - j. A list of individuals for whom notes have been entered.

7. SYSTEM UTILITIES

(159)

Using this option you can—

- a. Initialize a formatted diskette so that you can store Family Records data and notes. *This must be done before you can enter data for the first time.* You will do this as the first step of the lessons in this section.
- b. Enter, change, or display the name and address of the person that will appear as the patron (the person who created the documents) on the printed pedigree charts, Family Group Record forms, and entry forms.

- c. Change or display the name you assigned to the data diskette and the starting RIN and MRIN for the individuals and families on each diskette.
-

0. EXIT TO SYSTEM

Use this option to return to the system level. At the system level, you can back up (copy) your data diskettes using your computer's disk copy program. You should do this *regularly* to prevent a major loss of data in case something happens to your original data diskette.

LEARNING TO USE THE FAMILY RECORDS PROGRAM

You should work through these lessons before you enter any of your own data. If you have already entered some data, the record identification numbers (RIN) and marriage record identification numbers (MRIN) that will be assigned automatically by the program during the exercise will differ from the examples in this manual.

Instructions

Before you work through these lessons you should have worked through Section 2, "Getting Started," to—

1. Make copies of each of the diskettes that came in the PAF package (be sure to use the copies to work with and store the originals).
2. Configure each of the programs using the CONFIG program.

These lessons will ask you to type specific information and press specific keys. When these instructions ask you to enter something, type it just as it appears in red, including spaces between words. Remember, after you press a key or type a word, press **RETURN** (except after pressing a combination of keys, such as **CTRL** – **S** to save changes and exit).

LESSON A: ENTERING GENEALOGICAL INFORMATION FOR AN INDIVIDUAL

This lesson will help you learn how to—

1. Initialize a formatted diskette.
2. Enter genealogical information for an individual or a family member.
3. Search the file to find a specific person.
4. Link individuals that you have entered into a family unit.

You will need the following materials:

1. Diskettes 1 and 4 (which you labeled), onto which you have copied portions of the Family Records program.
2. The diskette you labeled *Family Records data*.

You will need approximately thirty minutes to complete this lesson. If you lose your place, return to the previous menu by pressing the key(s) shown at the bottom of the screen or, if you are on a menu, by pressing (zero), and start over at the point you lost your place.

Begin this lesson with the computer off.

1. Initializing a Formatted Diskette

These steps are required only for Family Records data diskettes and *must* be done before you can enter data.

Step 1: Insert diskette 1 (Family Records *program*) in drive 1 and diskette 8 (Family Records *data*) in drive 2.

Step 2: If the computer is off, turn it on. If it is already on and if you have an Apple IIe or IIc, press - - ; if you have an Apple II+, type **PR#6** (if your disk drive controller is in slot 6) and press .

The title screen will be displayed.

Step 3: Type the current date (e.g., 3/20/86) and press .

The Main Menu will be displayed.

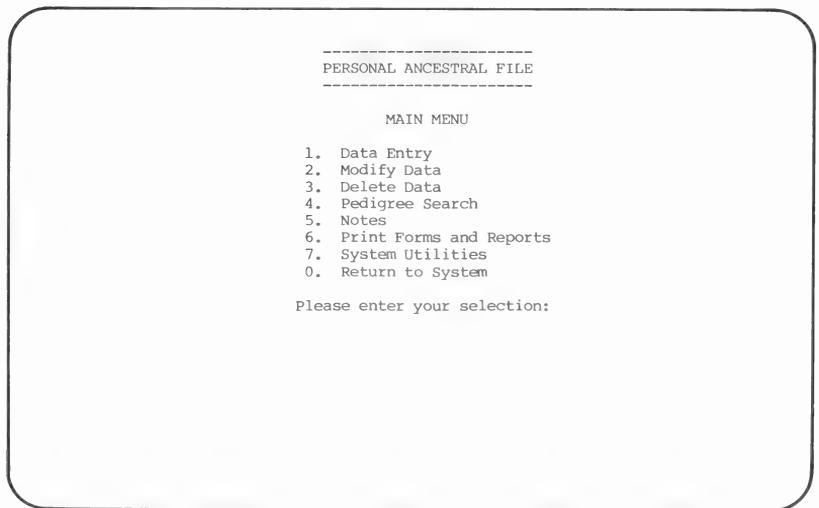
Step 4: Press **[7]** (option 7 is the System Utilities option). The message "Please insert disk with 'Utility.' Continue (Y/N)" will appear. Remove diskette 1 from drive 1 and insert diskette 4. Press **[Y]**. Press **[RETURN]**.

Step 5: Press **[1]** (option 1 is the Disk Initialization option).
The diskette in drive 2 will be initialized.

Step 6: Press **[0]** (zero).

The Main Menu will be displayed.

It is important for you to look at each example screen and compare it to what you have done before you take the steps that follow each screen.



2. Entering Data for an Individual

Selecting Options for Individual Data Entry

Step 1: Insert diskette 1 in drive 1. Press **[1]** and press **[RETURN]**.

This selects the first option from the Main Menu. The Data Entry Menu will appear.

```
-----  
PERSONAL ANCESTRAL FILE  
-----
```

```
DATA ENTRY MENU
```

1. Add Individual
2. Add Family
0. Return to Main Menu

```
Please enter your selection:
```

Step 2: Press **[1]** and press **[RETURN]**.

This selects the first option from the Data Entry Menu. The Individual Data screen will appear. This is the form on which you will enter all information for a person.

Look at the record identification number (RIN) in the upper right corner. A RIN is automatically assigned to each person when data for that person is entered for the first time.

Notice also that the cursor is in the *Sex* field, and the program is ready for you to enter data in that field.

INDIVIDUAL DATA				
Sex:	SURNAME:	Given1:	Title:	RIN:1
	Given2:	Given3:		
BIRTH	Date:			
PLACE	Level 1:	Level 2:		
	Level 3:	Level 4:		
CHRISTENING	Date:			
PLACE	L 1:	L 2:		
	L 3:	L 4:		
DEATH	Date:			
PLACE	L 1:	L 2:		
	L 3:	L 4:		
BURIAL	Date:			
PLACE	L 1:	L 2:		
	L 3:	L 4:		
BAPTISM	Date:	Temple Code:		
ENDOWMENT	Date:	Temple Code:		
SEAL to PAR	Date:	Temple Code:	ID NO.:	
Ctrl-S SAVE CHANGES AND EXIT Ctrl-Q QUIT WITHOUT SAVING CHANGES				

Step 3: Press **[F]** and press **[RETURN]**.

This enters the sex as female for the person you will enter. You can put only *M* or *F* in this field. You may also leave it blank. Note that the cursor advances to the next field when you press **[RETURN]**.

Entering and Verifying Names

Step 1: The cursor is now in the *SURNAME* field.

Type **Fox** and press **[RETURN]**.

This is the surname of an individual. A beep will sound and the message "Please verify name spelling:" will appear at the bottom of the screen along with the cursor.

Step 2: Type **Fox** again and press **[RETURN]**.

This verification helps keep you from making typographical errors. If you type the name the same way two consecutive times, the name is accepted. The cursor will advance to the *Given1* field.

Step 3: Type **Maryuk** and press **RETURN**.

This is the first given name of an individual, but it is misspelled. You will hear a beep and see the verification message.

Step 4: Type **Mary** and press **RETURN**.

Because this spelling *differs* from the one you entered the first time, the verification message will again appear.

Step 5: Type **Mary** and press **RETURN**.

Because this spelling agrees with the previous spelling, the system will accept the name *Mary* as the first given name. The cursor now moves to the next field. For a name to be accepted, you must enter it identically two consecutive times.

Note: The computer does not distinguish between uppercase and lowercase letters when it verifies spelling. To make sure the names will appear the way you want them, check the capitalization of the names as you enter them.

From this point on, any time you hear a beep and get the verification message, retype the correct name. Once the name has been accepted, you will not have to verify it if you use it again *on the same data diskette*. All names of people and places must be verified the first time they are entered.

Step 6: Type **Lynn** and press **RETURN**.

This puts the name *Lynn* in the *Given2* field. After you verify the name by typing it again and press the **RETURN** key, the cursor will advance to the next field.

Entering Birth Information

Step 1: Press **RETURN** **RETURN**.

When you press **RETURN** without typing in any data, the program skips a field. (Pressing **CTRL** - **P** moves

the cursor back one field. This is done by holding down the **CTRL** key and pressing **P**.)

The cursor has now advanced to the *BIRTH Date* field.

Step 2: Type **11/3/1888** and press **RETURN**.

This enters November 3, 1888 as the birth date. (When you enter the date in all number format, PAF only recognizes the American form of month/day/year.)

Notice that on the screen PAF has changed the date from the 11/3/1888 format you entered, to read 3 NOV 1888. PAF *always* converts dates to this format.

Note: For more information on the acceptable formats for entering dates, see page 77.

The cursor will advance to the *BIRTHPLACE* field.

Step 3: Type **Akron** **RETURN** **Akron** **RETURN**.

Step 4: Type **Summit** **RETURN** **Summit** **RETURN**.

Step 5: Type **Ohio** **RETURN** **Ohio** **RETURN** **RETURN**.

This enters and verifies the birthplace as Akron, Summit, Ohio. *Level 1* is always the smallest geographic unit, *Level 2* is the next larger, and so forth. Note that PAF asked you to verify each name after you entered it.

Entering Death and Baptism Information

Step 1: Press **CTRL** – **K** (down) until the cursor is in the *DEATH Date* field.

Step 2: Type **1856** **RETURN**.

Step 3: Type **Akron** **RETURN** **Summit** **RETURN** **Ohio** **RETURN** **RETURN**.

This enters Akron, Summit, Ohio as the death place. You did not have to verify the name of the death place because it had previously been entered as the birthplace.

You will get a message indicating that the birth year is after the death year. (Deaths normally follow births!)

- Step 4:** To correct this, press **CTRL** - **I** (up) until the cursor is back in the *DEATH Date* field.
- Step 5:** Press **CTRL** - **L** (right) until the cursor is under the *1* in 1856.

Step 6: Type **1956** **RETURN**.
This corrects the death date.

The cursor will advance to the *DEATH PLACE* field.

Step 7: Position the cursor in the *BAPTISM Date* field.

Step 8: Type **14 Aug 1922** **RETURN**.

For more information on what you can put in date fields, see the chart on page 79.

Now that you have added the information for this person, your screen should look like this one:

INDIVIDUAL DATA			
Sex:F	SURNAME:Fox Given2:Lynn	Given1:Mary Given3:	Title: RIN:1
BIRTH	Date: 3 NOV 1888		
PLACE	Level 1:Akron Level 3:Ohio	Level 2:Summit Level 4:	
CHRISTENING	Date:		
PLACE	L 1: L 3:	L 2: L 4:	
DEATH	Date: 1956		
PLACE	L 1:Akron L 3:Ohio	L 2:Summit L 4:	
BURIAL	Date:		
PLACE	L 1: L 3:	L 2: L 4:	
BAPTISM	Date:14 AUG 1922	Temple Code:	
ENDOWMENT	Date:	Temple Code:	
SEAL to PAR	Date:	Temple Code:	ID NO.:
Ctrl-S SAVE CHANGES AND EXIT		Ctrl-Q QUIT WITHOUT SAVING CHANGES	

Step 9: Press **CTRL** – **S** to save changes and exit.

This saves the record you just made. Note that you do not need to press **RETURN** after pressing a key combination like **CTRL** – **S** to save changes and exit.

The Data Entry Menu will appear.

PERSONAL ANCESTRAL FILE

DATA ENTRY MENU

1. Add Individual
2. Add Family
0. Return to Main Menu

Please enter your selection:

3. Entering Data for a Family

Adding the Husband

Step 1: Press .

This selects option 2, Add Family. This will allow you to add a family. The Identify Husband menu will appear.

```
-----  
ADD FAMILY  
-----  
  
IDENTIFY HUSBAND  
  
1. Husband not yet in file, add him  
2. Husband in file--Know RIN  
3. Husband in file--Do not Know RIN  
4. Husband not known  
0. Return to Data Entry Menu--DO NOT STORE FAMILY  
  
Please enter your selection:
```

Step 2: No information about the husband is in the file, so you need to choose the option "Husband not yet in file, add him."

Press .

The Individual Data entry screen that you have seen before will appear.

Step 3: Enter the following information about the husband, using the same procedures you used for Mary Fox:

Sex: M (displayed automatically)
Name: John Jay Grey
Born: 16 December 1887
Place: Akron, Summit, Ohio
Died: 4 April 1956

Step 4: Press **CTRL** - **S** to save changes and exit.
The Identify Wife menu will appear.

Adding the Wife

```
-----  
ADD FAMILY  
-----  
  
IDENTIFY WIFE  
  
1. Wife not yet in file, add her  
2. Wife in file--Know RIN  
3. Wife in file--Do not Know RIN  
4. Wife not known  
0. Return to Data Entry Menu--DO NOT STORE FAMILY  
  
Please enter your selection:
```

Step 1: Press **3** **RETURN**.

This tells the computer that the wife's record is in the file but you do not know her RIN.

The Individual Data (Search) screen will appear.

Step 2: Type **Fox** as the *SURNAME* and press **RETURN**.

Step 3: Type **Mary** as the *Given1* name and press **RETURN**.

Step 4: Press **CTRL** – **S** to begin the search.

Note that “BEGIN SEARCH” is shown at the bottom of the screen.

The computer will search for and display Mary Fox’s record. At the bottom of the screen a message will ask if that is the individual you want—in this case, you must decide if Mary Fox is the person you want to identify as the wife for this family.

Step 5: Press **Y** **RETURN**.

4. Entering Marriage Data

A Marriage Data screen with John Jay Grey and Mary Lynn Fox will appear. Note the automatically assigned marriage record identification number (MRIN) in the upper left corner.

```

-----
MARRIAGE DATA
-----
MRIN:1          Husband Name:John Jay Grey-2
                Wife Name:Mary Lynn Fox-1
-----
MARRIAGE      Date:
              PLACE Level 1:          Level 2:
                Level 3:          Level 4:
-----
SEAL Wife to Husband Date:          Temple Code:
                                   Divorced? (Y/N):
-----

Ctrl-S SAVE CHANGES AND EXIT      Ctrl-Q QUIT WITHOUT SAVING CHANGES

```

Step 1: Type **16 Jun 1910** as the marriage date and press **RETURN**.

Remember, if you have any question on how you can enter dates, see page 77 in Section 4.

Step 2: Type as the marriage place: Akron Summit
 Ohio .

Your screen should look like this.

```

                                     MARRIAGE DATA
-----
MRIN:1                               Husband Name:John Jay Grey-2
                                     Wife Name:Mary Lynn Fox-1
-----
MARRIAGE                             Date:16 JUN 1910
      PLACE  Level 1:Akron              Level 2:Summit
                                     Level 3:Ohio              Level 4:
-----
SEAL Wife to Husband  Date:                               Temple Code:
                                     Divorced? (Y/N):
-----

Ctrl-S SAVE CHANGES AND EXIT   Ctrl-Q QUIT WITHOUT SAVING CHANGES

```

Step 3: Press - to save changes and exit.

This saves the marriage record. The Identify Child #1 menu will appear.

```

-----
                        ADD FAMILY
-----

IDENTIFY CHILD #1

1. Child not yet in file, add child
2. Child in file--Know RIN
3. Child in file--Do not Know RIN
4. No more children--STORE RECORD
0. Return to Data Entry Menu--DO NOT STORE FAMILY

Please enter your selection:

```

5. Identify Child(ren)

Step 1: Press .

Enter any information you want about a child. At least one name is needed.

When you have finished, save the record. The Identify Child #2 menu will appear.

Step 2: Press .

This indicates that you are not going to add any more children now. (You will add another child to this family in the next lesson.)

The names and birth dates of the father, mother, and child you just entered will appear.

FAMILY NUMBER:1	
Husband:John Jay Grey-2	Br/Ch:16 DEC 1887
Wife:Mary Lynn Fox-1	Br/Ch: 3 NOV 1888
CHILD	BR/CH
1. Christina Emily Grey-3	19 JUL 1912

Press <Return>

Step 3: Press .

The Data Entry Menu will appear.

Step 4: Press (zero) .

You are back at the Main Menu.

Data Entry Summary

In this exercise you—

1. Entered data about Mary Lynn Fox as an individual rather than as part of a family.
2. Entered John Jay Grey as the husband in a family.
3. Located Mary Lynn Fox's record and identified her as the wife in the family (she had previously been entered as an individual).
4. Entered information of your choosing about a child.

This concludes Lesson A on Data Entry. If you do not want to do Lesson B or C, reinitialize your data diskette (by choosing option 7, System Utilities, from the Main Menu, and then choosing the Disk Initialization option) to delete all of the data you entered on the data diskette.

LESSON B: MODIFYING AND DELETING INFORMATION

This lesson will help you learn to—

1. Modify information on your data diskette.
2. Delete information from your data diskette.

You will need the following materials:

1. Diskettes 1 and 4, onto which you have copied parts of the Family Records program.
2. The diskette that you labeled *Family Records data*.

You will need approximately thirty minutes to complete this lesson. If you lose your place, return to the previous menu by pressing the key(s) shown at the bottom of the screen or, if you are on a menu, by pressing (zero); and then start over.

Note: When you choose one of the options from the Main Menu, you will see a message at times telling you to insert a diskette containing a specific file. When you see that message, check the labels of your Family Records program diskettes to see which diskette to insert.

If the computer is off, start with step 1. If you are continuing from Lesson A, start with step 4.

1. Setting Up

Step 1: Insert the Family Records *program* diskette (diskette 1) in drive 1 and the Family Records *data* diskette (diskette 8) in drive 2.

Step 2: Turn your computer on.

After the program is loaded into the computer, the title screen will appear.

Step 3: Type the date and press **[RETURN]**.

```
-----  
PERSONAL ANCESTRAL FILE  
-----
```

MAIN MENU

1. Data Entry
2. Modify Data
3. Delete Data
4. Pedigree Search
5. Notes
6. Print Forms and Reports
7. System Utilities
0. Return to System

Please enter your selection:

Step 4: Press **[2]** **[RETURN]**.

This selects the second option (Modify Data) from the Main Menu.

The Modify Data Menu will appear.

PERSONAL ANCESTRAL FILE

MODIFY DATA MENU

1. Modify Individual Information
2. Modify Marriage Information
3. Modify Family Structure
0. Return to Main Menu

Please enter your selection:

2. Modifying Information about an Individual

Step 1: Press .

This indicates that you want to modify the individual data for a specific person. The Modify Individual Menu will appear.

MODIFY INDIVIDUAL

1. Know RIN
2. Do not know RIN
0. Return to Modify Data Menu

Please enter your selection:

Step 2: Press .

This indicates that you do not know the RIN for the person. The Individual Data (Search) screen will appear.

INDIVIDUAL DATA		(Search)	
Sex:	SURNAME: Given2:	Given1: Given3:	Title: RIN:
BIRTH	Date:		
PLACE	Level 1: Level 3:	Level 2: Level 4:	
CHRISTENING	Date:		
PLACE	L 1: L 3:	L 2: L 4:	
DEATH	Date:		
PLACE	L 1: L 3:	L 2: L 4:	
BURIAL	Date:		
PLACE	L 1: L 3:	L 2: L 4:	
BAPTISM	Date:	Temple Code:	
ENDOWMENT	Date:	Temple Code:	
SEAL to PAR	Date:	Temple Code:	ID NO.:
Please input fields you wish to search on. Ctrl-S BEGIN SEARCH Ctrl-Q QUIT WITHOUT SEARCHING			

Step 3: Press to skip the *Sex* field.

Step 4: Type **Fox** in the *SURNAME* field and press .

Step 5: Press - to begin the search.

The computer will search for a person surnamed *Fox*. It will display the first *Fox* it finds in the file on your data diskette. Because there is only one on your diskette, you can be sure that the correct one will appear.

The Individual Data (Modify) screen with the information for Mary Lynn Fox should be on your screen. Note that her husband's name appears at the bottom of the screen. The question "Is this the individual you want? (Y/N)," referring to Mary Lynn Fox, also appears.

INDIVIDUAL DATA				(Modify)
Sex:F	SURNAME:Fox	Given1:Mary		RIN:1
	Given2:Lynn	Given3:	Title:	

BIRTH	Date:	3 NOV 1888		
PLACE	Level 1:	Akron	Level 2:	Summit
	Level 3:	Ohio	Level 4:	
CHRISTENING	Date:			
PLACE	L 1:		L 2:	
	L 3:		L 4:	
DEATH	Date:	1956		
PLACE	L 1:	Akron	L 2:	Summit
	L 3:	Ohio	L 4:	
BURIAL	Date:			
PLACE	L 1:		L 2:	
	L 3:		L 4:	

BAPTISM	Date:	14 AUG 1922	Temple Code:	
ENDOWMENT	Date:		Temple Code:	
SEAL to PAR	Date:		Temple Code:	ID NO.:
Spouse name:John Jay Grey-2				
Is this the individual you want? (Y/N)				

Step 6: Press Y RETURN.

This response indicates that this is the person for whom you want to modify data. The Individual Data screen will appear again. This time the cursor will be in the *SURNAME* field.

Step 7: Press CTRL - K (which moves the cursor down) until the cursor is in the *DEATH Date* field.

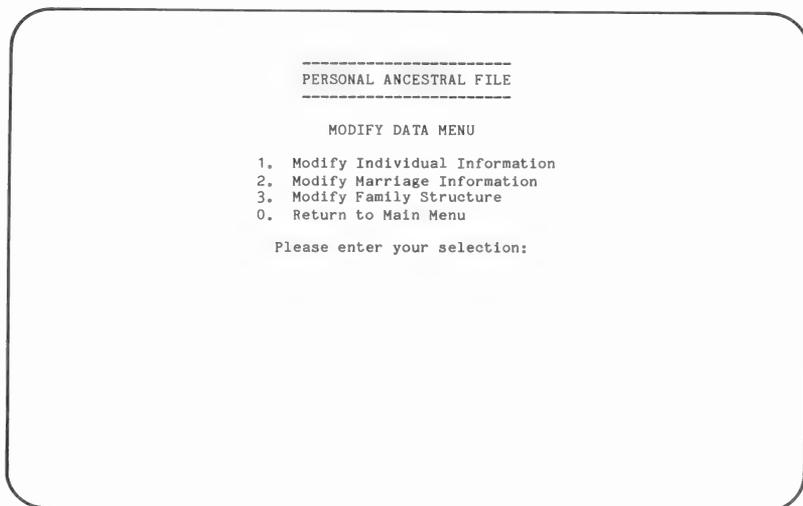
Step 8: Type **30 May 1980** RETURN.

Step 9: Press CTRL - K again, until the cursor moves down into the *BAPTISM Date* field.

Step 10: Type **15 Aug 1922** RETURN.

Step 11: Press **CTRL** – **S** to save changes and exit.

This will store the changes. The Modify Data Menu will appear.



At this point, you have modified information for one person.

3. Modifying Marriage Information

Step 1: Press **2** **RETURN**.

This selects the option to modify marriage information. The Search for Family menu will appear.

Step 2: Press **3** **RETURN**.

This indicates that you will find the family by finding one of the parents (in this exercise, the husband) and that you do not know the husband's RIN. The Individual Data (Search) screen will appear.

Step 3: Press **RETURN** to skip the *Sex* field.

Step 10: Type **14 AUG 1931** **[RETURN]**.

Step 11: Type **SL** **[RETURN]**.

You will have to verify the *SL* (which stands for Salt Lake).

Step 12: Press **[CTRL] - [S]** to save changes and exit.

The Modify Data Menu will appear.

At this point you have modified a marriage record.

4. Modifying Family Structure

Step 1: Press **[3]** **[RETURN]**.

This selection will let you modify the family structure. The Modify Family Structure Menu will appear.

```
-----  
PERSONAL ANCESTRAL FILE  
-----
```

```
MODIFY FAMILY STRUCTURE MENU
```

1. Add Child to Family
2. Add Parent to Family
3. Delete Child From Family
4. Delete Parent From Family
0. Return to Modify Data Menu

```
Please enter your selection:
```

Step 2: Press **[1]** **[RETURN]**.

This will let you add a child to the family. The Search for Family menu will appear.

Step 3: Press **[1]** **[RETURN]** **[1]** **[RETURN]**.

The second *1* is the MRIN for the family.

The record of family 1 appears.

The message "Is this the family you want? (Y/N)" appears at the bottom of the screen.

Step 4: Press **Y** **RETURN**.

This tells PAF that you want to add a child to the family that is displayed on the screen. The Identify Child menu will appear.

Step 5: Press **1** **RETURN**.

This tells PAF that you have not yet entered data about the child. The Individual Data (child) screen, with which you are familiar, will appear.

Step 6: Enter any information you choose about a child for this family. When you are finished, press **CTRL** - **S** to save changes and exit.

FAMILY NUMBER:1	
Husband:John Jay Grey-2	Br/Ch:16 DEC 1887
Wife:Mary Lynn Fox-1	Br/Ch: 3 NOV 1888
CHILD	BR/CH
1. Christina Emily Grey-3	19 JUL 1912

Enter new child's position in the family or press <Return> for no child:	

The record of family 1, without the child being added, will appear. After you have looked at the information, press **RETURN**.

Step 7: Press **2** **RETURN**.

This indicates that the child you added is the second child in the family. Family 1 will appear with the second child added.

FAMILY NUMBER:1

Husband:John Jay Grey-2
Wife:Mary Lynn Fox-1

Br/Ch:16 DEC 1887
Br/Ch: 3 NOV 1888

CHILD

BR/CH

1. Christina Emily Grey-3
2. Earl Glen Grey-4

19 JUL 1912
18 NOV 1914

Would you like to add another child to this family? (Y/N)

Step 8: Press .

This indicates that you do not want to add any more children at this time. The Modify Family Structure Menu will appear.

Step 9: Press (zero) .

This will return you to the Modify Data Menu.

Step 10: Press (zero) .

This will return you to the Main Menu.

Modify Data Summary

In this part of Lesson B you—

1. Modified data about Mary Lynn Fox by adding death and baptism information.
2. Modified a marriage record by adding a sealing date and temple code.
3. Modified the structure of the family by adding a child.

5. Deleting Data

The following steps show how you can delete information:

Step 1: With the Main Menu showing, press .

The following message will appear: "Please insert diskette with 'deldata.' Continue (Y/N)" Remove diskette 1 and insert diskette 4. Press and then press .

The Delete Data Menu will appear.

Step 2: Press .

This selection will bring up the Search for Family menu.

Step 3: Press .

The question "Which MRIN?" will appear.

Step 4: Press .

Family 1 will appear, along with the message "Is this the family you want? (Y/N)" will appear.

Step 5: Press .

The message "All references to this family will be deleted. Continue? (Y/N)" will appear at the bottom of the screen.

Step 6: Press .

This will erase all references to the family. However, the data for each individual will remain in the file even though you deleted the family.

The Delete Data Menu will then appear.

Step 7: Press (zero) .

The Main Menu will appear.

Delete Data Summary

In this part of the lesson you deleted the marriage record that ties the Grey family together. Each individual is still in the file, but they are no longer linked together as a family.

This concludes Lesson B on Modifying and Deleting Data. If you do not want to do Lesson C, reinitialize your data diskette (by choosing option 7, System Utilities, from the Main Menu, and then choosing the Disk Initialization option) to delete all of the data on your data diskette.

LESSON C: CREATING AND EDITING NOTES

Work through this lesson only *after* you have completed Lesson A, because the individual data for John Jay Grey must be on the data diskette before you can add notes to his file.

This lesson will help you learn to—

1. Enter notes for any person in your file.
2. Modify notes that were previously entered.

You will need the following materials:

1. Diskette 1, onto which you have copied parts of the Family Records program.
2. The diskette that you labeled *Family Records data*.

You will need approximately thirty minutes to complete this lesson. If you get lost or lose your place, return to the previous menu by pressing the key(s) shown at the bottom of the screen or, if you are on a menu, by pressing (zero); and then start over.

If the computer is off, start with step 1. If you are continuing from Lesson A, remove diskette 4 and insert diskette 1, then start with step 4.

1. Setting Up

Step 1: Insert the Family Records *program* diskette in drive 1 and the Family Records *data* diskette in drive 2.

Step 2: Turn your computer on.
The title screen will appear.

Step 3: Type the current date and press .

The Main Menu will appear.

Step 4: Press **[5]** **[RETURN]**.

This selects the Notes option from the Main Menu.

Step 5: Press **[2]** **[RETURN]**.

This indicates that you do not know the RIN of the person for whom you want to add notes. The Individual Data (Search) display will appear.

INDIVIDUAL DATA				(Search)
Sex:	SURNAME: Given2:	Given1: Given3:	Title:	RIN:
BIRTH	Date:			
PLACE	Level 1:	Level 2:		
	Level 3:	Level 4:		
CHRISTENING	Date:			
PLACE	L 1:	L 2:		
	L 3:	L 4:		
DEATH	Date:			
PLACE	L 1:	L 2:		
	L 3:	L 4:		
BURIAL	Date:			
PLACE	L 1:	L 2:		
	L 3:	L 4:		
BAPTISM	Date:	Temple Code:		
ENDOWMENT	Date:	Temple Code:		
SEAL to PAR	Date:	Temple Code:	ID NO.:	

Please input fields you wish to search on.
Ctrl-S BEGIN SEARCH Ctrl-Q QUIT WITHOUT SEARCHING

2. Locating an Individual

Step 1: In the *SURNAME* field type **Grey** **[RETURN]**.

Step 2: In the *Given1* field type **John** **[RETURN]**.

Step 3: Press **[CTRL] - [S]** to begin the search.

After a few seconds, the individual data for John Grey and the question "Is this the individual you want? (Y/N)" will appear.

Step 4: Press **[Y]** **[RETURN]**.

This indicates that the person displayed is the one for whom you want to add notes. After a few seconds, the Notes menu will appear.

3. Entering Family Group Notes

```
-----  
NOTES  
-----  
  
1. Add/Modify Notes  
2. Delete All Notes  
3. Print Notes  
0. Return to Notes--Find Individual Menu  
  
Please enter your selection:  
  
-----  
Name:John Jay Grey-2 Birth:16 DEC 1887
```

Step 1: Press .

This indicates that you want to add or modify one or more notes for John Grey. The top part of the screen will be erased.

There are three types of notes: family group notes, tagged notes, and regular notes (see Section 4, page 116). Notes can be one line long, part of a line, or many lines long. For PAF to understand the difference between one note and the next, leave a blank line between notes.

Step 2: Type **!Birth certificate in possession of granddaughter Ann Esther**, and press .

The exclamation point before the word *birth* makes this a family group note and tells PAF to print this note when a Family Group Record form including this individual is printed.

Step 3: Type **46 Pacific Ave., Coos Bay, Oregon.** and press **RETURN**.

PAF considers this line part of the first note because you did not insert a blank line between the two lines. Remember, you can have notes that are one line or many lines long; just leave a blank line between notes.

Step 4: Press **RETURN** again to leave a blank line between notes.

Step 5: Type **Occupation: He was a railroad engineer.** and press **RETURN RETURN**.

The second **RETURN** skips a line to separate this from the following note.

The word *Occupation:* is a tag (a tag can be *any* letter, number, word, or phrase—up to 25 letters or numbers).

If you put tags at the front of some of your notes, you can later print the notes having the same tag by using the Print Tagged Notes option. When using that option, you will be asked to type the tag that is at the beginning of the notes you want printed.

For example, you could print all the notes that began with the tag *Occupation:* (capitalizing a tag and ending it with a colon is not required).

Step 6: Type **!Death certificate in possession of Ralph Johnson.** and press **RETURN RETURN**.

The exclamation point makes this another note that will print out on a Family Group Record form.

Step 7: Type **Miscellaneous: He enjoyed fishing.** **RETURN RETURN**.

The word *Miscellaneous:* makes this another tagged note.

Step 8: Type **He may have lived in Montana for two years.**

RETURN RETURN.

This is just a regular note that you do not want printed on a Family Group Record form and do not want tagged. You could have made it a tagged note by typing a word such as *Residence:* as the first word of the note. For example: *Residence: He may have lived in Montana for two years.*

!Birth certificate in possession of granddaughter Ann Esther,
46 Pacific Ave., Coos Bay, Oregon.

Occupation: He was a railroad engineer.

!Death certificate in possession of Ralph Johnson.

Miscellaneous: He enjoyed fishing.

He may have lived in Montana for two years.

Name:John Jay Grey-2

Birth:16 DEC 1887

Ctrl-S SAVE CHANGES AND EXIT

Ctrl-Q QUIT WITHOUT SAVING CHANGES

Replace

There are several function keys that control line editing, which you can use to modify the note file for an individual.

They are—

1. **ESC** - **L** to mark a line.
2. **ESC** - **R** to remove the mark.
3. **ESC** - **M** to move the marked line(s).
4. **ESC** - **C** to copy the marked line(s).
5. **ESC** - **D** to delete the marked line(s).

4. Marking a Line to Move, Copy, or Delete

Step 1: Use the cursor movement keys (see the Key Assignment Chart) to move the cursor to the top left corner of the screen.

Step 2: Press **[ESC]** – **[L]** to mark a line.

This marks a note line so you can move, copy, or delete it.

Step 3: Press **[CTRL]** – **[K]** (which moves the cursor down) four times.

Step 4: Press **[ESC]** – **[L]** to mark a line.

This marks a second note line. Notice that the two lines you marked and the lines between them are now highlighted. When lines are highlighted like this, you can then move, copy, or delete them.

Step 5: Press **[ESC]** – **[R]** to remove the mark.

This removes the highlight from all of the lines. Use **[ESC]** – **[R]** when you mark one or more lines but then decide not to move, copy, or delete them.

5. Moving a Note

Step 1: Press **[CTRL]** – **[I]** (which moves the cursor up) until the cursor is at the top of the screen again, or press **[CTRL]** – **[T]** (which moves the cursor to the top of the screen).

Step 2: Press **[ESC]** – **[L]** to mark a line.

Step 3: Press **[CTRL]** – **[K]** (which moves the cursor down) twice.

The cursor should now be on the third line.

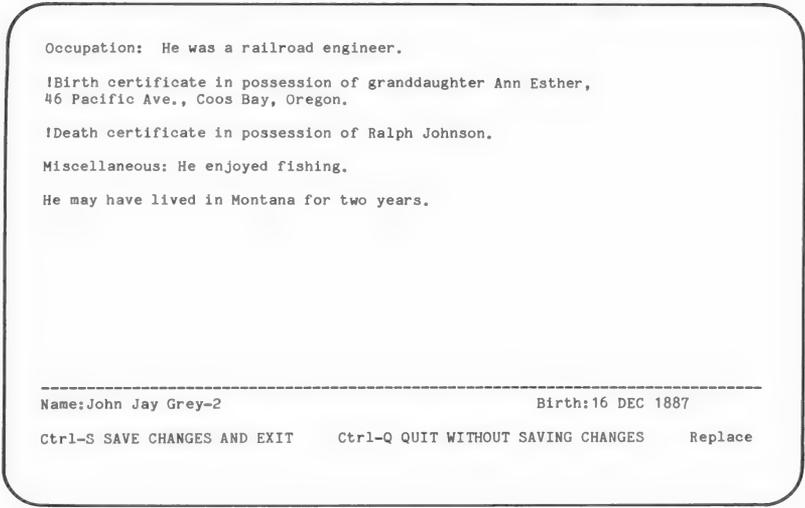
Step 4: Press **[ESC]** – **[L]** to mark a line.

The top three lines should now be highlighted and ready to move.

Step 5: Press **[CTRL]** – **[K]** (down) until the cursor is on the line *above* the note that begins with *!Death*. This is where you will move the three lines.

Step 6: Press **[ESC]** – **[M]** to move the marked line(s).

Now the screen should look like the one shown below:



If all went well, the two notes with an exclamation point are together (except for the blank line between the notes).

6. Deleting a Line

The cursor should now be on the blank line above the note beginning with the word *!Death*.

Step 1: Press **[ESC]** – **[L]** to mark the line.

Step 2: Press **[ESC]** – **[D]** to delete the marked line.

Now the two family group notes (designated with exclamation points) should be together, which makes them one note because there is no blank line between them.

7. Copying Notes

- Step 1:** Press **CTRL** – **K** (down) until the cursor is on the last note.
- Step 2:** Press **ESC** – **L** to mark the line.
- Step 3:** Press **ESC** – **C** to copy the marked line.
- Step 4:** Press **ESC** – **C** again to copy the marked line a second time.
- Step 5:** Press **ESC** – **C** again to copy the marked line a third time.

Your screen should now look like the example below:

Occupation: He was a railroad engineer.

!Birth certificate in possession of granddaughter Ann Esther,
46 Pacific Ave., Coos Bay, Oregon.

!Death certificate in possession of Ralph Johnson.

Miscellaneous: He enjoyed fishing.

He may have lived in Montana for two years.

He may have lived in Montana for two years.

He may have lived in Montana for two years.

He may have lived in Montana for two years.

Name:John Jay Grey-2

Birth:16 DEC 1887

Ctrl-S SAVE CHANGES AND EXIT

Ctrl-Q QUIT WITHOUT SAVING CHANGES

Replace

Before you continue, you need to remove the highlighted mark from the line.

- Step 6:** Press **ESC** – **R** to remove the mark.

The copy function is the only one where the highlighted mark remains (so you can do multiple copies).

8. Deleting Multiple Lines

- Step 1:** To delete the three lines you just created, use **CTRL** - **I** (up) to move the cursor to the first of the three copied lines.
- Step 2:** Press **ESC** - **L** to mark the line.
- Step 3:** Press **CTRL** - **K** (down) until the cursor is on the last note line.
- Step 4:** Press **ESC** - **L** to mark the line.
All three notes should be highlighted.
- Step 5:** Press **ESC** - **D** to delete the marked lines.
The three lines will be deleted.

9. Replacing and Inserting Words

- Step 1:** Use the cursor movement keys to move the cursor until it is on the comma after the name *Ann Esther* (on the third line of the screen).

Notice the word *Replace* in the bottom right corner of the screen. That means that you can type over a word and the new characters will replace the ones that are there.

- Step 2:** Press **CTRL** - **O** to change to insert mode.

The word in the bottom right corner has now changed from *Replace* to *Insert*. Now anything you type will be inserted into a note at the point where you have placed the cursor.

Each time you press **CTRL** - **O** you change from one mode to the other. If you are in *Replace* mode and press **CTRL** - **O** you will change to *Insert* mode. Pressing **CTRL** - **O** again changes back to *Replace*. Always look at the bottom right corner of the screen to see which mode you are in.

- Step 3:** Press the space bar to leave a space before the word you will type next.

Step 4: Type **Harrison** (but do not press **RETURN** or you will insert an extra line before the comma).

This makes Ann Esther's name Ann Esther *Harrison*.

Occupation: He was a railroad engineer.

!Birth certificate in possession of granddaughter Ann Esther Harrison,
46 Pacific Ave., Coos Bay, Oregon.

!Death certificate in possession of Ralph Johnson

Miscellaneous: He enjoyed fishing.

He may have lived in Montana for two years.

Name:John Jay Grey-2

Birth:16 DEC 1887

Ctrl-S SAVE CHANGES AND EXIT

Ctrl-Q QUIT WITHOUT SAVING CHANGES

Insert

Now use the keys shown on the Key Assignment Chart and practice editing the notes, changing words or whole notes. Practicing on these notes now will help you later when you enter your own notes.

Step 5: Press **CTRL** – **S** to save changes and exit.

The notes for John Jay Grey are now saved and the Notes Menu will appear.

Step 6: Press **0** (zero) **RETURN**.

The Notes—Find Individual menu will appear.

Step 7: Press **0** (zero) **RETURN**.

The Main Menu will appear.

Note Summary

In this lesson you—

1. Entered several notes for John Grey.
2. Rearranged the notes using **[ESC] - [L]** to mark three lines and **[ESC] - [M]** to move them.
3. Deleted a line using **[ESC] - [L]** to mark the line and **[ESC] - [D]** to delete it.
4. Copied a note three times using **[ESC] - [L]** to mark the line and **[ESC] - [C]** to copy it.
5. Deleted the three copied lines using **[ESC] - [L]** to mark the lines and **[CTRL] - [D]** to delete them.
6. Inserted the name *Harrison* into a note.
7. Practiced using the keys shown on the Key Assignment Chart (if you wanted to).

This concludes Lesson C on Creating and Editing Notes. Reinitialize your data diskette to delete the data you entered during lessons A, B, and C (from the Main Menu, choose option 7, then choose option 1).

What Do You Want to Do?

If You Want to

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The following is the Main Menu screen to which you will always return to make a selection or exit the program.

PERSONAL ANCESTRAL FILE

MAIN MENU

1. Data Entry
2. Modify Data
3. Delete Data
4. Pedigree Search
5. Notes
6. Print Forms and Reports
7. System Utilities
0. Return to System

Please enter your selection:

If you get into a function you do not want, look at the screen to determine how to get out. Depending on where you are in the program, you will either make a selection from a menu or you will press **CTRL** - **S** to save changes and exit or press **CTRL** - **Q** to quit without saving changes. Take a moment to look at the Key Assignment Chart at the front of the manual to familiarize yourself with the keys you will use. The cursor movement keys (also shown on the Key Assignment Chart) can be used to move the cursor to the field you want.

To enter data in a field, type the information called for. The **DELETE** key can be used to backspace over data and erase it so that you can make changes. Once the information in the field is correct, press the **RETURN** key.

Making Corrections

Use the **CTRL** - **I** (up), **CTRL** - **K** (down), **CTRL** - **P** (previous field), and **RETURN** keys to place the cursor in a field on the screen. When the cursor is in any field, you can change some of the data or you can retype the entire field.

To delete the data in a field, move the cursor to the left side of the field and press **CTRL** – **G** (delete end of line) or press the space bar several times until the field is blank.

After you have entered data for an individual, you will always be given a chance to change any of the data on the screen. You can also change the information later by selecting the Modify Data option on the Main Menu.

Entering Dates

You can type dates in date fields in many different ways. PAF converts dates you enter into a standard form. The following chart shows acceptable ways of entering dates and the form to which PAF converts each date you enter.

What You Type	What PAF Converts It to
3/24/1917	24 MAR 1917
3 24 1917	24 MAR 1917
3 24 1917/8	24 MAR 1917/1918
March 24, 1917	24 MAR 1917
24 Mar 1917	24 MAR 1917
24 MAR 1917	24 MAR 1917
24 March 1917	24 MAR 1917
24 March 1917/18	24 MAR 1917/1918
24 March 1917/1918	24 MAR 1917/1918

As you can see, you can record dual dates. Simply enter a slash after the first year and, leaving no space, enter the next year. One to four digits can be entered after the slash.

Also note that when you enter a date using only numbers, you must do so in month, day, year (Month/Day/Year) order.

PAF can be confused, however, if you type a date in a form it does not recognize. The following examples show unacceptable forms of dates.

Examples: 24 3 1917 (The date must be in month, day, year order if only numbers are used.)

3/24/17 (The year must be four digits.)

March 24, 17 (The year must be four digits.)

Sometimes you have only an approximate date. In other cases you will have other information to enter instead of a date, such as the fact that a child was born in the covenant and thus there is no date of sealing to parents. You should enter these types of information in the *Date* field. The chart below lists the words and abbreviations you can use for these purposes, with an explanation of their meaning.

For more information, see the explanations below the chart of each word or abbreviation. If you need more help with any of the terms, refer to *From You to Your Ancestors* (see page ix of this PAF manual).

Acceptable Words and Abbreviations	Date Fields							
	Birth	Christening	Death	Burial	Baptism	Endowment	Seal to Parents	Seal Wife to Husband
a. ABOUT or ABT*	✓	✓	✓	✓	✓	✓	✓	✓
b. BEFORE or BEF*	✓	✓	✓	✓	✓	✓	✓	✓
c. AFTER or AFT*	✓	✓	✓	✓	✓	✓	✓	✓
d. INFANT or INF					✓			
e. STILLBORN or STI					✓			
f. SUBMITTED or SUB					✓	✓	✓	✓
g. CLEARED or CLE					✓	✓	✓	✓
h. UNCLEARED or UNC					✓	✓	✓	✓
i. COMPLETED or COM					✓	✓	✓	✓
j. CANCELLED or CAN					✓	✓	✓	✓
k. BIC							✓	
l. DNS or DNS/CAN							✓	✓
m. CHILD or CHI					✓			
n. See notes	✓	✓	✓	✓	✓	✓	✓	✓

*Must be used in conjunction with a date. You cannot use just the word or abbreviation.

Use the indicated word or abbreviation when—

- You are not sure of the exact date. The date will print out as *ABT* plus whatever date you enter.
- You know that the date was *before* the date you enter.
- You know that the date was *after* the date you enter.
- The person died before the age of eight (baptism and endowment are not needed).

- e. The person was stillborn (no ordinances are needed).
- f. The name has been submitted to have temple ordinance work done.
- g. The name has been submitted to have temple ordinance work done, and you have been notified that the name has been cleared.
- h. The name has been submitted but not cleared for temple ordinance work.
- i. The name has been submitted and cleared and the temple ordinance work has been done, but you do not know the dates.
- j. The ordinance has been canceled.
- k. The parents of this person were already sealed when he or she was born (*BIC* is an abbreviation for born in the covenant).
- l. You want to record the message DNS (do not seal) or DNS/CAN (do not seal/canceled); see *From You to Your Ancestors*.
- m. The person died before the age of eight (baptism and endowment are not needed).
- n. You want to remind yourself to see the notes for this individual for more information.

Entering Localities by Levels

Places are often recorded in city, county, and state (or country) order. However, not all of your ancestors lived in places that can be recorded that way. For instance, some places are listed as parishes, townships, and provinces. It is usually easy to convert these types of jurisdictions into the more familiar ones, but sometimes to do so is inaccurate or impossible.

Therefore, PAF uses "levels." The lowest level, designated by the term *Level 1* (also shown as *L1*), is always the smallest geographic area, such as a parish or city. Level 2 (L2) is the next larger area, such as a county. Level 3 (L3) is even larger and would often be the province or state. Level 4 (L4) is the largest area, such as the country.

Note: When you type in a locality, it is generally a good idea to be consistent in the way you enter locality names. For example, if you want the state to be in level 3, be consistent in entering states in that field. This will help you when you have PAF search for people from specific places.

For instance, you could record Boston, Massachusetts, in the following ways:

Examples: Level 1: Boston	Level 2: Massachusetts
Level 3:	Level 4:
Level 1: Boston	Level 2:
Level 3: Massachusetts	Level 4:

Either way you could add the county later. But when entering United States localities like these, you normally should enter the state as level 3.

On the printout, localities are separated by commas. Therefore, the first example above would be printed in the following way.

Example: Boston,Massachusetts

The second would be printed with two commas.

Example: Boston,,Massachusetts

The two commas indicate that a middle level, in this case the county, is missing.

Using this method could be particularly helpful in recording locations where a county and a city have the same name, such as San Luis Obispo, San Luis Obispo, California. Recording it so that it printed San Luis Obispo as level 1 and California as level 2 gives you a printout with the following.

Example: San Luis Obispo,California

This could leave some doubt as to whether the city or the county was intended.

Remember, localities can be changed at any time. Because of limited print space, you normally should not enter *USA* as level 4 unless there could be some confusion about whether the place recorded was in the United States. When localities are printed on pedigree charts, priority is given to level 4. This means that

level 4 is printed in full, exactly as entered, while levels 1, 2, and 3 are abbreviated or dropped if necessary to make the locality fit the space available. The order in which the levels are printed is not changed—level 1 comes first—but level 4 gets priority on the space available. Therefore, if you enter *USA* as level 4, more crucial information in levels 2 and 3 may be excluded when pedigree charts are printed. Localities are printed in full on Family Group Record forms.

Examples: Level 1: French Quarter	Level 2: New Orleans
Level 3: Orleans	Level 4: Louisiana
Level 1: Montreal	Level 2:
Level 3: Quebec	Level 4: Canada
Level 1: Chicago	Level 2: Cook
Level 3: Illinois	Level 4:

Verifying Names of People and Places

To help you avoid making typing errors, the first time you enter the name of a person or place you will be asked to enter it a second time. This process is called *verification*. Once you have entered a name two consecutive times with the same spelling, it is verified and the system places it on a name list.

If you spell the name *Kathy* with a *K* the first time, with a *C* the second time, with a *K* the third time, with a *C* the fourth time, and so on, you will be in a never-ending verification cycle.

Once you have verified a name, it is placed on the name list, and you will *not* need to verify it again when you enter it the next time on the same diskette. Also, if you delete the record of an individual, the names in the deleted record still remain on the name list.

You do not have access to this name list. It cannot be displayed or printed. It is unique to that diskette. If you begin using another data diskette, you will build a new name list on the new diskette.

PAF does not distinguish between the names of people and the names of places. For instance, if you entered *Lincoln* as the name of a person and later as the name of a place, you would only have to verify it the first time.

If you mistype a name after it has been verified, PAF will ask you to verify the “error.” If you retype the name correctly so that it matches a spelling already on the name list, the mistyped name will be corrected. If you mistype it the same way when you are verifying it, the mistyped spelling will be entered on the name list.

Creating a Name File

If you want to, you can create a name file before you begin entering data and thereby avoid doing a lot of verification during data entry.

With the data entry screen displayed—

1. Press **RETURN** to skip the *Sex* field.
2. With the cursor in the *SURNAME* field, enter any surname, given name, or name of a place that you will be using often. Press **RETURN**.

Note: PAF does not know the difference between the names of people and the names of places, so when you are building a name file you can enter the names of people or places in the *SURNAME* field. All names are placed in the same name file regardless of the field in which they are entered.

3. Verify the name by typing it a second time. Press **RETURN**.
4. The cursor will appear in the first given name (*Given1*) field. Press **CTRL** – **P** (previous field) to return the cursor to the *SURNAME* field.
5. Repeat steps 2–4 until you have entered as many surnames as you would like to have on the name list.
6. Press **CTRL** – **Q** to quit without saving changes (the names you entered are still placed in the name file, even though you quit without saving changes). If you press **CTRL** – **S** to save changes and exit you will use up a RIN (record identification number).

Note: You may enter, verify, and reenter all names in any name or locality field you choose.

DATA ENTRY (Main Menu Option 1)

Use this option to enter genealogical data for an individual or a family.

Note: Once you have entered data for an individual, you can later add notes about that individual by selecting the Note option from the Main Menu. If you want to add information about an individual already in the file, use the Modify Data option from the Main Menu.

When you select the Data Entry option, the first thing you will see is the Data Entry Menu.

PERSONAL ANCESTRAL FILE

DATA ENTRY MENU

1. Add Individual
2. Add Family
0. Return to Main Menu

Please enter your selection:

Each menu item is explained in the following table. Choose the option you want and turn to the page number in parentheses for detailed instructions.

Data Entry Menu Options	Page
-------------------------	------

1. Add Individual	(85)
-------------------	------

Choose the Add Individual option if you want to enter information for a person but *do not* want to tie that person to a spouse, parent, or child. Any person entered from this option may later be put in a family as a husband, wife, or child.

2. Add Family

(89)

Choose the Add Family option if you want to enter information for an individual as a husband, wife, or child. *This is the best option to use if you are entering data from a pedigree chart or Family Group Record.* You do not need to enter every family member in order to use this option. You can add a husband, wife, or child later.

0. Return to Main Menu

Choose this option to return to the Main Menu.

Add Individual *(Data Entry Menu Option 1)*

To enter information about an individual, follow these steps:

Step 1: Press **[1]**.

The system will display the Individual Data Entry screen with the cursor in the *Sex* field.

INDIVIDUAL DATA				
Sex:	SURNAME: Given2:	Given1: Given3:	Title:	RIN:1
BIRTH	Date:			
PLACE	Level 1:	Level 2:		
	Level 3:	Level 4:		
CHRISTENING	Date:			
PLACE	L 1:	L 2:		
	L 3:	L 4:		
DEATH	Date:			
PLACE	L 1:	L 2:		
	L 3:	L 4:		
BURIAL	Date:			
PLACE	L 1:	L 2:		
	L 3:	L 4:		
BAPTISM	Date:	Temple Code:		
ENDOWMENT	Date:	Temple Code:		
SEAL to PAR	Date:	Temple Code:	ID NO.:	

Ctrl-S SAVE CHANGES AND EXIT		Ctrl-Q QUIT WITHOUT SAVING CHANGES		

Step 2: Enter the information into the appropriate fields.

Each field is listed below along with instructions for completing it. The numbers in brackets after each field name listed below indicate the maximum number of characters (letters, numbers, etc.) that you can put in each field. Always press **RETURN** after you have finished entering data in a field. If information fills a field, press **RETURN** to enter that data and advance to the next field. Use **CTRL** - **I** (up), **CTRL** - **K** (down), **CTRL** - **P** (previous field), and **RETURN** to move the cursor to any field on the screen.

- *Sex* [1]: Press **M** for male or **F** for female. If the sex is unknown, you may skip this field.
- *Surname** [16]: Type the last name of the individual.
- *Given1** [16]: Type the first given name of the individual.
- *Given2** [16]: Type the second given name.
- *Given3** [16]: Type the third given name.

**Note:* At least one name (surname or given) must be entered for a record to be stored.

- *Title* [16]: Type titles such as *Sr., Jr., Duke, Lady,* or *Doctor*. It is not advisable to enter occupations in the Title field. They can be entered as notes later on.
- *Birth Date* [16]: You can type dates in various ways, but if you type them in all-number format (such as 8/22/1844), they must be in month, day, and year order.

For more information about entering dates, see "Entering Dates," page 77.

- *BIRTHPLACE Level 1* [16]: Type the smallest geographical location of birth. Usually it will be a city or town. In foreign countries, however, there may be smaller divisions.
- *BIRTHPLACE Level 2* [16]: Type the next larger geographical area. It will often be the county.
- *BIRTHPLACE Level 3* [16]: Type the next larger geographical area. In the U.S. it will be the state; in other areas it may be the country.
- *BIRTHPLACE Level 4* [16]: Type the largest geographical area. *Note:* On printouts, any data in this level will print in full. As space permits, the data in levels 1, 2, and 3 will be printed (in that order of priority—see page 80 for more information).
- *CHRISTENING, DEATH, and BURIAL:* These fields have the same requirements and maximum number of characters as those in the *BIRTH* fields.
- *ID NO.* [10]: This field is optional. You can use it to hold your own reference number for the individual. You can enter words, numbers, letters, or a combination of the three in this field. The length of the field is your only restriction.

Note: The remaining fields are to record data for ordinances done in The Church of Jesus Christ of Latter-day Saints.

- *Baptism, Endowment, Seal to Par* (Sealed to Parents) [16]: Type these dates the same as others. However, you cannot use dual dates.
- *Temple Code* [5]: Type the code for the temple in which the ordinance work was done. If the person was baptized for himself you may enter *LIVE*, *LVG*, another meaningful code of your own choosing, or nothing.

Step 3: When you have entered all of the data you have for an individual, review the data on the screen to check for mistakes.

INDIVIDUAL DATA			
Sex:F	SURNAME:Fox Given2:Lynn	Given1:Mary Given3:	Title: RIN:1
BIRTH	Date: 3 NOV 1888		
PLACE	Level 1:Akron Level 3:Ohio	Level 2:Summit Level 4:	
CHRISTENING	Date:		
PLACE	L 1: L 3:	L 2: L 4:	
DEATH	Date:30 MAY 1980		
PLACE	L 1:Akron L 3:Ohio	L 2:Summit L 4:	
BURIAL	Date:		
PLACE	L 1: L 3:	L 2: L 4:	
BAPTISM	Date:15 AUG 1982	Temple Code:LA	
ENDOWMENT	Date:15 AUG 1982	Temple Code:LA	
SEAL to PAR	Date:15 AUG 1982	Temple Code:LA	ID NO.:FOX003
Ctrl-S SAVE CHANGES AND EXIT Ctrl-Q QUIT WITHOUT SAVING CHANGES			

Step 4: Choose one response from the table below.

What You Want	What You Do
Change the data on the screen.	<ol style="list-style-type: none"> To move the cursor to the field to be changed, use the CTRL - I (up), CTRL - K (down), CTRL - P (previous field), and RETURN keys. Make the changes.
Save the data for the individual.	Press CTRL - S to save changes and exit.

Do not store individual data.

1. Press **CTRL** - **Q** to quit without saving changes.
 2. To delete (the data will be lost and the Data Entry Menu will appear), press **Y**; or to go back and edit the data on the screen, press **N**.
-

Add Family (*Data Entry Menu Option 2*)

To enter data about a family, start with the Data Entry Menu displayed.

Step 1: Press **2** to choose the Add Family option. The Identify Husband Menu will appear.

```
-----  
ADD FAMILY  
-----  
  
IDENTIFY HUSBAND  
  
1. Husband not yet in file, add him  
2. Husband in file--Know RIN  
3. Husband in file--Do not Know RIN  
4. Husband not known  
0. Return to Data Entry Menu--DO NOT STORE FAMILY  
  
Please enter your selection:
```

Step 2: Choose one option from the table below.

Situation	What You Do
Husband's data has not been previously entered.	<ol style="list-style-type: none">1. Press [1].2. Type data for husband.3. Press [CTRL] - [S] to save changes and exit.
Husband's data has been entered and you know his RIN.	<ol style="list-style-type: none">1. Press [2].2. Type the RIN.²3. To indicate that the correct husband has been found, press [Y]; or to return to the Identify Husband menu, press [N].
Husband's data has been entered but you do not know his RIN.	<ol style="list-style-type: none">1. Press [3].2. Type as much data as needed to locate him.3. Press [CTRL] - [S] to begin the search.³4. To indicate that the correct husband has been found, press [Y]; or to locate a different person, press [N].
Husband for this family is not known.	Skip this step. ⁴ Press [4].

¹For detailed instructions on how to enter data, refer to "Add Individual," pages 42, 85.

²RIN = Record identification number.

³Refer to pages 56, 96 to learn how to locate a person.

⁴If you do not want to skip entering something on an Individual Data entry (husband) screen, you may enter the word *unknown* as a name for a husband. Typing *unknown* will later remind you that the husband was not known rather than skipped by mistake.

Step 3: The Identify Wife menu will appear.

```
-----  
ADD FAMILY  
-----  
  
IDENTIFY WIFE  
  
1. Wife not yet in file, add her  
2. Wife in file--Know RIN  
3. Wife in file--Do not Know RIN  
4. Wife not known  
0. Return to Data Entry Menu--DO NOT STORE FAMILY  
  
Please enter your selection:
```

Choose one option from the table below.

Situation	What You Do
Wife's data has not been previously entered.	<ol style="list-style-type: none">1. Press [1].2. Type data for wife.¹3. Press [CTRL] - [S] to save changes and exit.
Wife's data has been entered and you know her RIN.	<ol style="list-style-type: none">1. Press [2].2. Type the RIN.²3. To indicate that the correct wife has been found, press [Y]; or to return to the Identify Wife menu, press [N].
Wife's data has been entered but you do not know her RIN.	<ol style="list-style-type: none">1. Press [3].2. Type as much data as needed to locate her.3. Press [CTRL] - [S] to begin the search.³

4. To indicate that the correct wife has been found, press **[Y]**; or to locate a different person, press **[N]**.

Wife for this family is not known.

Skip this step.⁴
Press **[4]**. You will be advanced to the Marriage Data entry screen.

¹For detailed instructions on how to enter data, refer to "Add Individual," pages 42, 85.

²RIN = Record identification number.

³Refer to pages 56, 96 to learn how to locate a person.

⁴If you do not want to skip entering something on an Individual Data entry (wife) screen, you may enter the word *unknown* as a name for a wife. Typing *unknown* will later remind you that the wife was not known rather than skipped by mistake.

Step 4: The Marriage Data entry screen will appear. The names of the husband and wife, if you entered them, will appear.* The cursor will be in the *MARRIAGE Date* field.

MARRIAGE DATA

MRIN:1

Husband Name:John Jay Grey-2
Wife Name:Mary Lynn Fox-1

MARRIAGE	Date:		Level 2:
	PLACE Level 1:		Level 4:
	Level 3:		

SEAL Wife to Husband	Date:	Temple Code:
		Divorced? (Y/N):

Ctrl-S SAVE CHANGES AND EXIT Ctrl-Q QUIT WITHOUT SAVING CHANGES

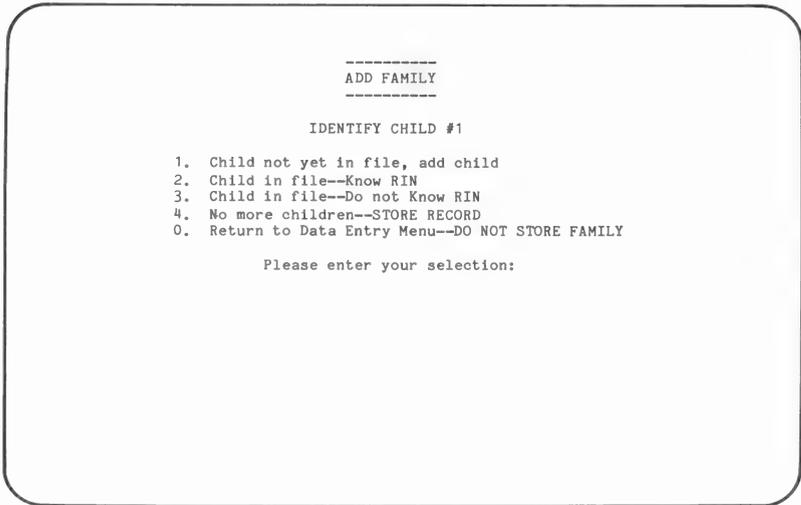
*If the husband or wife had another spouse, you can enter an additional spouse by creating a new family (use the Add Family option). Any person may appear as a husband or wife more than once. When you choose a spouse who already appears as a spouse in a family, the program will tell you so and give you the choice to include the person in that family or quit the procedure.

- Step 5:** Type the date of the marriage, if known.
- Step 6:** Type the place where the marriage was performed.
- Step 7:** Type the LDS wife-to-husband sealing date, if known.
- Step 8:** Type the code for the temple in which the sealing was performed.*
- Step 9:** Choose one option from the table below.

What You Want	What You Do
Change the data on the screen.	1. To move the cursor to the field to be changed, use the CTRL - I (up), CTRL - K (down), CTRL - P (previous field), and RETURN keys. 2. Make the needed changes. 3. Press CTRL - S to save changes and exit.
Save this record and continue with the add family process.	Press CTRL - S to save changes and exit.
Do not store this record.	Press CTRL - Q to quit without saving changes. This will erase the data and display the Main Menu.

*Temple codes can be from 1 to 5 characters long. They must be verified. A list of temple codes is shown in *From You to Your Ancestors*.

Step 10: After you press **CTRL** - **S** to save changes and exit, the Identify Child #1 menu will appear.



With the Identify Child #1 menu displayed, choose one option from the table below.

Situation/What You Want	What You Do
Child's data has not previously been entered.	<ol style="list-style-type: none">1. Press 1.2. Type data for the child.¹3. Press CTRL - S to save changes and exit.
Child's data has been entered and you know the RIN.	<ol style="list-style-type: none">1. Press 2.2. Type the RIN.²3. To indicate that the correct child has been found, press Y; or to return to the Identify Child menu, press N.
Child's data has been entered but you do not know the RIN.	<ol style="list-style-type: none">1. Press 3.2. Type as much data as needed to locate the child.³

3. Press **CTRL** - **S** to begin the search.
4. To indicate that the correct child has been found, press **Y**; or to locate a different person, press **N**.

There are no children in this family, or there are *no known children* in this family, or there are *no more children* in this family.

Press **4**. The family will be displayed.

Do not store these people as a family; delete the marriage record.⁴

Press **0** (zero).

¹For detailed instructions on how to enter data, refer to "Add Individual," pages 42, 85. Enter children in order of birth. The maximum number of children for each set of parents is twenty. You can add children later and put them in their proper order (see pages 60, 103). *Note:* If you want to change the order in which the children appear, you will have to delete a child from the family and then add the child again in the proper order. You can do this only by choosing the Modify Data option from the Main Menu and then choosing the Modify Family Structure option (pages 60, 103, 106). During the add process you can specify where you want the child to appear.

²RIN = Record identification number.

³Refer to pages 56, 96 to learn how to locate a person.

⁴If you delete the marriage record, the record of the family relationships will be destroyed. The data for each individual in the family will be retained and may be used later.

PAF will display the mother, father, and each child (unless you pressed **0**, choosing not to store the family).

Press **RETURN** when you are finished looking at the display. The Data Entry Menu will appear.

LOCATING AN INDIVIDUAL—CONDUCTING A SEARCH

Before you can modify, delete, print, or display information about an individual, you will have to locate that person in the file. When that becomes necessary, the program will ask you if you know the person's RIN (record identification number). If you do, you should select that option because it is the fastest way to locate a person. If you do not know the RIN, you will have to do a search. A search screen looks like this:

INDIVIDUAL DATA				(Search)
Sex:	SURNAME: Given2:	Given1: Given3:	Title:	RIN:
BIRTH	Date:			
PLACE	Level 1: Level 3:	Level 2: Level 4:		
CHRISTENING	Date:			
PLACE	L 1: L 3:	L 2: L 4:		
DEATH	Date:			
PLACE	L 1: L 3:	L 2: L 4:		
BURIAL	Date:			
PLACE	L 1: L 3:	L 2: L 4:		
BAPTISM	Date:	Temple Code:		
ENDOWMENT	Date:	Temple Code:		
SEAL to PAR	Date:	Temple Code:	ID NO.:	

Please input fields you wish to search on.
Ctrl-S BEGIN SEARCH Ctrl-Q QUIT WITHOUT SEARCHING

To find a specific individual, enter as much information as needed to identify the person you want. For example, if you are looking for James Robertson and you know he is the only Robertson in the file, then you only need to enter *Robertson* in the *SURNAME* field. However, if there are several Robertsons, you may want to enter his first name too. If there is more than one James Robertson, you may want to enter a middle name or a birth date as well.

To begin searching for the person you have indicated, press **[CTRL] - [S]** to begin the search. When the program finds a person who matches the data you entered, it will give you the choice of accepting that person or looking for another.

Examples of Types of Searches

You can search for and display everyone in your file with the same first given name. To do this, skip the *SURNAME* field and enter the desired first name in the *Given1* field. Press CTRL - S to begin the search.

You can also search for everyone born in a specific year by entering that year in the *Birth Date* field.

The program cannot do a search on a partial field. For instance, if you have Willards and Williams in your file, you cannot search for both by just entering *Will*.

LOCATING A FAMILY—CONDUCTING A SEARCH

To modify, delete, print, or display information about a family, you will have to locate that family in the file. When that becomes necessary, the program will ask you if you know the MRIN (marriage record identification number). If you do, select that option. It is the fastest way to locate a family. If you do not know the MRIN, you will have to do a search. You can find a family by locating either parent or any child in that family.

You can locate a parent or child by entering the RIN (record identification number) or by searching for an individual as described on page 56. The fastest way is to enter the RIN.

MODIFY DATA (Main Menu Option 2)

Use this option to—

- Change or add information about an individual already in the file, such as a birth date, death place, or ordinance dates. You can change (or add to) information in any field on the Individual Data screen.
- Change or add information about a marriage, such as marriage place or sealing date.
- Add or delete a parent or child in a family.

When you choose this option, the first thing you will see is the Modify Data Menu.

PERSONAL ANCESTRAL FILE

MODIFY DATA MENU

1. Modify Individual Information
2. Modify Marriage Information
3. Modify Family Structure
0. Return to Main Menu

Please enter your selection:

Each menu item is explained in the following table. Choose the option you want and turn to the page number in parentheses for detailed instructions.

Modify Data Menu Options

Page

1. Modify Individual Information

(99)

Choose this option when you want to add or change any information about an individual.

2. Modify Marriage Information (101)

Choose this option when you want to add or change any information about a marriage.

3. Modify Family Structure (103)

Choose this option when you want to add or delete a husband, wife, or child in a family.

0. Return to Main Menu

Choose this option to return to the Main Menu.

Modify Individual Information *(Modify Data Menu Option 1)*

To modify information about an individual, start with the Modify Individual Information Menu displayed.

Step 1: Choose one option from the table below.

Situation	What You Do
You know the RIN ¹ for the person whose data you want to modify.	<ol style="list-style-type: none">1. Press <input type="text" value="1"/>.2. Type the RIN.¹ The data for the person whose number you entered will appear.3. If this is the person whose data you want to change, press <input type="text" value="Y"/>; or to locate a different person, press <input type="text" value="N"/>.
You do not know the RIN ¹ for the person whose data you want to modify.	<ol style="list-style-type: none">1. Press <input type="text" value="2"/>.2. Conduct a search for the individual.²3. If this is the person whose data you want to change, press <input type="text" value="Y"/>; or to locate a different person, press <input type="text" value="N"/>.

¹RIN = Record identification number.

²Refer to pages 56, 96 to learn how to search for a person.

Step 2: Use the **CTRL** - **I** (up), **CTRL** - **K** (down), **CTRL** - **P** (previous field), and **RETURN** keys to place the cursor in the field you want to change. Type the new data for that field. Be sure to press **RETURN** when you are finished. To delete data from a field and leave the field blank, move to that field and press **CTRL** - **G** (delete end of line).

Step 3: Choose one option from the table below.

What You Want	What You Do
Change the data in one or more fields.	<ol style="list-style-type: none"> 1. To move the cursor to the field you want to change, use the CTRL - I (up), CTRL - K (down), CTRL - P (previous field), and RETURN keys. 2. Make the desired changes. 3. To delete data from a field and leave the field blank, move to that field and press CTRL - G (delete end of line). 4. Press CTRL - S to save the changes and exit.
Save the data as it appears on the screen.	Press CTRL - S to save changes and exit.
Do not save the changes you made. (The data will remain as it was last saved.)	Press CTRL - Q to quit without saving changes.

When you are finished, the Modify Data Menu will appear again. You may modify the information of another person or return to the Main Menu.

Modify Marriage Information *(Modify Data Menu Option 2)*

To modify marriage information, begin with the Search for Family screen.

Step 1: Choose one option from the table below.

Situation	What You Do
You know the MRIN ¹ for the marriage record you want to modify.	<ol style="list-style-type: none">1. Press [1].2. Type the MRIN.3. If the marriage record displayed is the one you want, press [Y]; or to locate a different one, press [N].
You do not know the MRIN ¹ for the marriage record.	<ol style="list-style-type: none">1. Press [2] or [3] or [4] or [5] according to what information you know about a parent or child in the family.2. Conduct a search for one of the parents or children.²3. If the marriage record displayed is the one you want, press [Y]; or to locate a different one, press [N].

¹MRIN = Marriage record identification number.

²For detailed information on how to conduct a search, see pages 56, 96.

The Marriage Information screen will appear.

Step 2: The cursor will be in the *MARRIAGE Date* field. Use the **[CTRL] - [J]** (up), **[CTRL] - [K]** (down), **[CTRL] - [P]** (previous field), and **[RETURN]** keys to place the cursor in the field you want to change. Type the new data for that field. Be sure to press **[RETURN]** when you have completed a field. To delete the data in a field and leave the field blank, move to the field and press **[CTRL] - [G]** (delete end of line) until the field is blank.

Note: If you put a *Y* in the *Divorce* field, it does not print out on Family Group Record forms. It is there to act as a note to you that there was a divorce.

Step 3: Choose one option from the table below.

What You Want	What You Do
Change the data in one or more fields.	<ol style="list-style-type: none">1. To move the cursor to the field you want to change, use the CTRL - I (up), CTRL - K (down), CTRL - P (previous field), and RETURN keys.2. Make the desired changes.3. To delete data from a field and leave the field blank, move to that field and press CTRL - G (delete end of line).4. Press CTRL - S to save changes and exit.
Save the data as it appears on the screen.	Press CTRL - S to save changes and exit.
Do not save the modifications. (The data will remain as it was last saved.)	Press CTRL - Q to quit without saving changes.

Modify Family Structure *(Modify Data Menu Option 3)*

Begin with the Modify Family Structure Menu displayed.

```
-----  
PERSONAL ANCESTRAL FILE  
-----  
  
MODIFY FAMILY STRUCTURE MENU  
  
1. Add Child to Family  
2. Add Parent to Family  
3. Delete Child From Family  
4. Delete Parent From Family  
0. Return to Modify Data Menu  
  
Please enter your selection:
```

Step 1: Choose one option from the table below.

What You Want	What You Do
Add a child to an existing family.	<ol style="list-style-type: none">1. Press <input type="text" value="1"/>.2. Locate the family to which you want to add a child.¹3. With the Identify Child menu displayed, make a selection to add or locate a child.²4. Type the data for the child.
Add a wife or husband to an existing family.	<ol style="list-style-type: none">1. Press <input type="text" value="2"/>.2. Locate the family to which you want to add a parent.¹3. With the Add Parent menu displayed, press <input type="text" value="1"/> to add a husband or <input type="text" value="2"/> to add a wife.

4. With the Identify Husband menu or Identify Wife menu displayed, make a selection to add or locate the husband or wife.
5. Type the data for the husband or wife.²

Delete a child from an existing family.³

1. Press **[3]**.
2. Locate the family from which you want to delete a child.¹
3. With the family displayed, enter the position number (not the RIN) of the child to be deleted. The child will be deleted.

Delete a wife or husband from an existing family.

1. Press **[4]**.
2. Locate the family from which you want to delete a parent.¹
3. With the Delete Parent menu displayed, press **[1]** to delete the husband or **[2]** to delete the wife. That parent will be deleted.
4. To delete another parent, press **[Y]**; otherwise, press **[N]**.

The children are in the wrong order. Correct the order of the children shown on the screen.

1. Delete the child who is in the wrong place (using the instructions above).
2. Add the child back to the family in the correct position (using the instructions above).

¹For detailed instructions on locating a family, see page 58, 60.

²For detailed instructions on how to enter the data, see page 48.

³Deleting members of a family removes them from the family but does not delete their records from the disk.

DELETE DATA *(Main Menu Option 3)*

Use this option to—

- Delete an individual (all of his data and notes).
- Delete a marriage record—this will destroy the record of the family relationships, but will not delete the records of the individuals in the family.

If you want to delete only a portion of the information in a record, such as a place or a date, use the Modify Data option on the Main Menu.

When you choose the Delete Data option, the first thing you will see is the Delete Data Menu.

PERSONAL ANCESTRAL FILE

DELETE DATA MENU

1. Delete Individual
2. Delete Family
0. Return to Main Menu

Please enter your selection:

Each menu item is explained in the following table. Choose the option you want and turn to the page number in parentheses for detailed instructions.

Delete Data Menu Options	Page
1. Delete Individual	(106)
Choose this option when you want to delete the record of an individual.	

2. Delete Family

(108)

Choose this option when you want to delete a marriage record. If you do this, the individuals will remain in the file as individuals but will not be linked to one another as family members.

0. Return to Main Menu

Choose this option to return to the Main Menu.

Delete Individual *(Delete Data Menu Option 1)*

To delete information about an individual, start with the Delete Data Menu.

The message "Please insert disk with 'deldata.' Continue (Y/N)" will appear. Insert diskette 4 that has *deldata* shown on the label.

Step 1: Press 1.

The Delete Individual menu will appear.

```
-----  
DELETE INDIVIDUAL  
-----
```

1. Know RIN
2. Do not know RIN
0. Return to Delete Data Menu

Please enter your selection:

Step 2: Choose one option from the table below.

Situation	What You Do
You know the RIN for the person to be deleted.	<ol style="list-style-type: none">1. Press [1].2. Type the RIN.¹ The individual information will appear.3. If this is the person you want to delete press [Y], or to return to the Delete Individual Menu press [N].4. Press [RETURN].
You do not know the RIN for the person to be deleted.	<ol style="list-style-type: none">1. Press [2].2. Search for the person.²3. To delete the person whose data appears, press [Y]; or to return to the Delete Individual Menu, press [N].4. Press [RETURN].
You want to return to the Delete Data Menu.	Press [0] (zero).

¹RIN = Record identification number.

²Refer to pages 56, 96 to learn how to search for a person.

Delete Family *(Delete Data Menu Option 2)*

Deleting a family deletes the marriage record. Doing this destroys the record of the relationships between the family members. The family members remain as individuals in the file but are no longer linked together.

To delete a family (marriage record), start with the Delete Data Menu.

Step 1: Press .

You will then see the Search for Family menu.

```
-----  
DELETE FAMILY  
-----
```

```
SEARCH FOR FAMILY
```

1. Know MRIN
2. Find Parent--Know RIN
3. Find Parent--Do not know RIN
4. Find Child--Know RIN
5. Find Child--Do not know RIN
0. Return to Delete Data Menu

```
Please enter your selection:
```

Step 2: Search for the family. When the family you want to delete appears, press .

Step 3: A message will appear telling you that all references to the family displayed will be deleted if you go ahead with the delete. This message serves as a double check. Press to delete the family or to retain it. If you delete the family, the process will take a few seconds before the Delete Data Menu appears.

PEDIGREE SEARCH (Main Menu Option 4)

Diskette 1 must be in drive 1 to use this option.

Use this option when you want to see family members in a pedigree chart on the screen and want to be able to search up and down the pedigree lines. The pedigree chart consists of a display (see below) that lists a husband, wife, and children along with the parents of the husband or wife (whoever is listed first).

John Jay Grey-2
16 DEC 1887
Akron,Summit,Ohio
--SPOUSE--
Mary Lynn Fox-1
3 NOV 1888
Akron,Summit,Ohio

```
-----| Kenneth Robert Grey Jr-5  
-----| 11 JAN 1865  
-----| Akron,Summit,Ohio  
-----| Mary Jane O'Brien-6  
-----| 12 FEB 1867  
-----| Akron,Summit,Ohio
```

--CHILDREN--
1. Christina Emily Grey-3
2. Earl Glen Grey-4
3. Charles James Grey-7
4. Grace Faith Grey-8

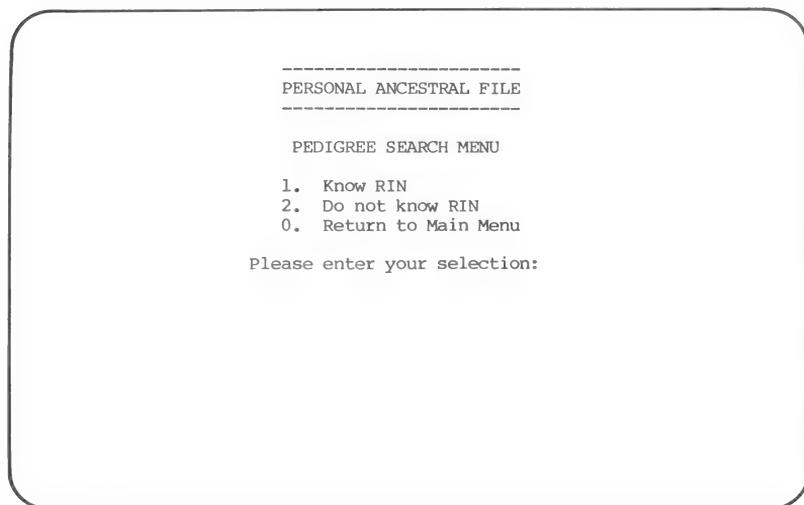
SEARCH OPTIONS MENU

1. Individual Information
2. Father
3. Mother
4. Spouse
5. Child
6. Other Marriage
7. Pedigree Search
0. Return to Main Menu

Please enter your selection:

From this display you may choose to look at the ancestors or descendants (and their families) of any individual on the screen. You cannot change data from this option.

When you choose this option from the Main Menu, the first thing you will see is the Pedigree Search Menu.



Step 1: Choose one option from the table below.

Situation	What You Do
You know the RIN for the person whose pedigree you want to see.	<ol style="list-style-type: none">1. Press [1].2. Type the RIN.¹3. If the person you want is displayed, press [Y]; to locate another person, press [N]. The pedigree will be displayed.
You do not know the RIN for the person whose pedigree you want to see.	<ol style="list-style-type: none">1. Press [2].2. Search for the person.²3. If the person you want is displayed, press [Y]; to locate another person, press [N]. The pedigree will be displayed.

2. Father

Choose this option to make the principal's father the new principal. This will display the father and the father's parents, spouse, and children.

3. Mother

Choose this option to make the principal's mother the new principal. This will display the mother and the mother's parents, spouse, and children.

4. Spouse

Choose this option to make the principal's spouse the new principal. This will display the spouse and the spouse's parents, spouse, and children.

5. Child

Choose this option to make one of the principal's children the new principal. This will display the child and the child's parents, spouse, and children. After you have selected this option, you will be asked to choose the child you want to make the new principal, unless there is only one child. To choose a child, enter his or her order number, not the RIN.

6. Other Marriage

Choose this option to display the principal's other marriages. If the principal had more than one spouse, a message will appear under the spouse's name, indicating there are other marriages. To choose another spouse, enter the order number of the marriage. For example, if it was the third marriage, press **[3]**.

7. Pedigree Search Menu

Choose this option to return to the Pedigree Search Menu.

0. Return to Main Menu

Choose this option to return to the Main Menu.

NOTES *(Main Menu Option 5)*

Notes can serve as a small historical sketch of a person that includes background information that you want to remember. This is also a good place to record the sources of your information—your source documentation.

Use this option to—

- Add notes for an individual.
- Record as notes the sources of your information.
- Change an existing note or notes.
- Delete a note.
- Rearrange notes.
- Specify that a note should print on a Family Group Record by typing (an exclamation point) at the beginning of the note.
- Specify a tag (or label) of up to 25 characters (letters, numbers, etc.) at the first of a note so you can print out all notes with the same tag.

When you choose this option, the first thing you will see is the Notes—Find Individual Menu.

```
-----  
PERSONAL ANCESTRAL FILE  
-----  
  
NOTES--FIND INDIVIDUAL MENU  
  
1. Know RIN  
2. Do not know RIN  
0. Return to Main Menu  
  
Please enter your selection:
```

Step 1: Choose one option from the table below.

Situation	What You Do
You know the RIN of the person for whom you want to add, modify, delete, display, or print notes.	1. Press [1]. 2. Type the RIN. ¹ 3. If this is the person you want, press [Y]; or to locate a different person, press [N]. The Notes—Find Individual Menu will appear.
You do not know the RIN of the person for whom you want to add, modify, delete, display, or print notes.	1. Press [2]. 2. Do a search for the individual. ² After you have located the person, the Notes menu will appear.
You want to return to the Main Menu.	Press [0] (zero).

¹RIN = Record identification number.

²Refer to pages 56, 96 to learn how to search for a person.

Step 2: Select a task from the Notes menu.

NOTES

- 1. Add/Modify Notes
- 2. Delete All Notes
- 3. Print Notes
- 0. Return to Notes—Find Individual Menu

Please enter your selection:

Name: Mary Lynn Fox-1 Birth: 3 NOV 1888

Each menu item is explained in the following table. Choose the option you want and turn to the page number in parentheses for detailed instructions.

Note Menu Options	Page
1. Add/Modify Notes Choose this option to add, modify, or delete notes for an individual.	(115)
2. Delete All Notes Choose this option to delete all notes for an individual.	(121)
3. Print Notes Choose this option to print the notes for an individual.	(121)
0. Return to the Note Menu Choose this option to return to the Note Menu.	

Add/Modify Notes (*Notes Menu Option 1*)

You can use this option to save personal notes about a person, record general reference notes you want to remember, or to document the sources you used when researching the individual. It is a wise practice to document the sources you use when searching for an individual.

Important elements of good documentation include—

- A descriptive title of the document.
- Significant dates or numbers to identify the source.
- Specific reference to where the information is found within the source.
- The general location (the repository) where you found the source.
- The specific location of the document—usually a call number.

There are three types of notes you can enter:

- Family Group Notes.
- Tagged Notes.
- Regular Notes.

You can enter all of one type, or a combination of the three; there are no restrictions on the number of each type you can use.

Note: Each note must be separated from other notes by a blank line, or the program will think of them as one note.

Family Group Notes

To make notes that will be printed when you print Family Group Record forms, type an exclamation point as the first character in the note.

Example: !She lived in Nebraska for one summer.

Tagged Notes

A tag is a label that you put at the first of a note to classify it as being of a certain type or on a certain topic. You can use many different tags to designate notes on different subjects or events. A tag can be any letter, word, phrase, or code that you want. It can be of any length up to a maximum of 25 characters. It may or may not be capitalized, and it may or may not be followed by a colon—depending on your preference.

You can print notes that are about the same event or type of event by putting the same tag on each note in that category. For example, you could print out all the notes that started with the word *Birth*. Or, you could print all notes that started with the abbreviation *BP* if you had used this tag to designate all notes about birth place. The following are examples of tags:

Examples: Birth Records:
Marriage
Death Certificate
DP (for death place)
Burial
Ordinances

In the first example below, the tag is *County records*: and in the second example the tag is *DP*.

Examples of use: County records: Lived in Nebraska for one summer.
DP Near Bedford, Oregon.

A note that includes the elements of good source documentation might look like this:

CHR: Asford Parish Reg., Vol. 4, 1804-1847, p. 163,
#14, Film GS087941

In the above example, *CHR*: stands for christening.

Regular Notes

A regular note is simply a note without an exclamation point to make it a Family Group note and without a tag at the front of it. Use a regular note when you do not want the note printed on the person's Family Group Record form, or when you will not want to use a tag to print the note with other notes on the same topic.

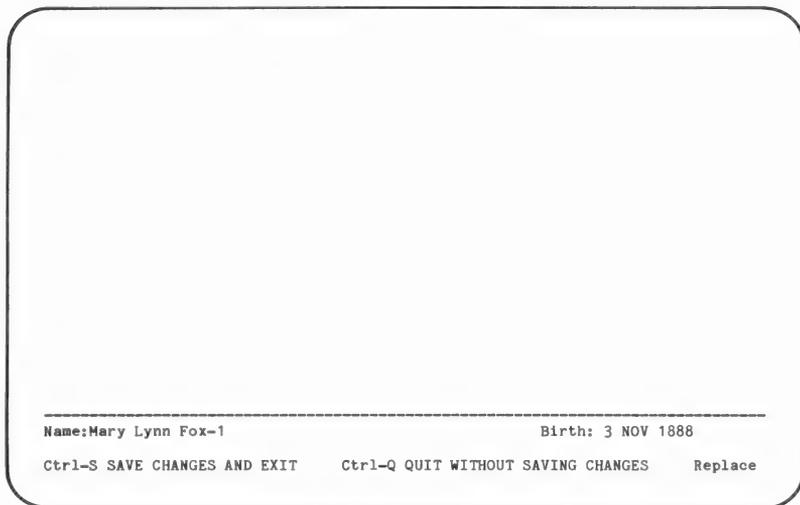
Examples: He liked to hunt and fish.
He sold his farm during the depression.

Note: If you desire, you may treat the first 1-25 characters of a regular note as a tag.

To add or modify a note for the person you have selected, start with the Notes menu.

Step 1: Press **[1]** (to choose Add/Modify Notes).

The top part of the screen will be erased and the name, RIN, and birth date of the person you chose will be displayed at the bottom.



Step 2: Choose one option from the table below.

What You Want	What You Do
There are no notes for this person. You want to enter one or more.	<ol style="list-style-type: none">1. Type the note you want.¹ Press [RETURN] at the end of every line.²2. You can use up to 25 characters for a tag, which you can use later to print all tagged notes.3. If you want to have this note print on a Family Group Record form, type ! as the first character of the note.

4. Remember to separate each note from the next with a blank line. When you are finished adding notes, make another selection from this table.

Stop working on notes.

Press **[CTRL] – [S]** to save what you have entered, or press **[CTRL] – [Q]** to quit without saving. The Notes menu will appear.

Locate a specific note.

Use the cursor movement keys (shown on your Key Assignment Chart) to move to the note you want.

Add a note between other notes.

1. Place the cursor above the line where you want the added note to be.
2. Press **[RETURN]**. The cursor will drop to a new line, and all other notes below it will move down one line.
3. Type the new note.
4. Press **[RETURN]** to leave a blank line between the new note and the next note.
5. Press **[CTRL] – [S]** to save changes and exit. The Notes menu will appear.

Mark a note or group of notes to be copied, moved, or deleted.

1. Place the cursor on the first line you want to mark.
2. Press **[ESC] – [L]** to mark the line.
3. Move the cursor to the last line you want to mark.

4. Press **[ESC]** - **[L]** to mark the lines.
5. If you change your mind about marking lines, press **[ESC]** - **[R]** to remove the mark.

Copy a note or group of notes.

1. Mark the note or group of notes as described above.
2. Move the cursor to the line *above* the line you want to copy the note to.
3. Press **[ESC]** - **[C]** to copy the marked line(s) and a copy of the note(s) will move to the new location.
4. Press **[ESC]** - **[R]** to remove the mark.

Move a note or group of notes from one spot to another.

1. Mark the note or group of notes as described above.
2. Move the cursor to the line *above* the line where you want the note(s) to be.
3. Press **[ESC]** - **[M]** to move the marked line(s) and the note(s) will move to the new location.

Delete a note or group of notes.

1. Mark the note or group of notes as described above.
2. Press **[ESC]** - **[D]** to delete the marked line(s). All remaining notes will move up.

¹You may enter notes in uppercase and lowercase letters or in all capital letters. Press the caps lock key to change from uppercase and lowercase to all capitals or vice versa. (For Apple II+, you must press Ctrl-A to get lowercase and press it again to get uppercase.)

²The program will not automatically wrap a word to the next line. If the note takes more than one line, you may continue it on the next line. You will have to decide where to break the lines of a note. When you get within 10 spaces of the end of a line, you will hear a beep to warn you.

Note: To see the keys you can use when editing or adding notes, look at the removable Key Assignment Chart at the beginning of the manual.

Delete All Notes *(Notes Menu Option 2)*

To delete all the notes, begin at the Notes menu.

Step 1: Press **[2]**.

A message will appear asking you, "Are you sure? (Y/N)"

Step 2: To delete all notes, press **[Y]**; or to keep them, press **[N]**.

Print Notes *(Notes Menu Option 3)*

To print notes, start with the Notes menu.

Step 1: Press **[3]**.

The Print Notes menu will appear, and the name and birth date of the person you selected will appear at the bottom of the screen.

PRINT NOTES

1. Print All Notes
2. Print Family Group Notes
3. Print Tagged Notes
0. Return to Notes Menu

Please enter your selection:

Name: Mary Lynn Fox-1 Birth: 3 NOV 1888

If you do not want the notes for the person being displayed, return to the Notes—Find Individual Menu (by pressing [0]) and choose another individual.

Step 2: Choose one option from the table below.

What You Want	What You Do
Print all notes for the person selected.	<ol style="list-style-type: none">1. Press [1].2. If you have single sheet feed paper, press [S]; for continuous form, press [C]; or if you want to quit, press [Q].3. Make sure the paper is properly positioned, then press [RETURN]. The notes will print.
Print all notes designated as family group notes for the person.	<ol style="list-style-type: none">1. Press [2].2. If you have single sheet feed paper, press [S]; for continuous form, press [C]; or if you want to quit, press [Q].3. Make sure the paper is properly positioned, then press [RETURN]. The notes will print.
Print all notes beginning with the same tag.	<ol style="list-style-type: none">1. Press [3].2. Type the tag.3. If you have single sheet feed paper, press [S]; for continuous form, press [C]; or if you want to quit, press [Q].4. Make sure the paper is properly positioned, then press [RETURN]. The notes will print.
Return to Notes menu.	Press [0] (zero).

PRINT FORMS AND REPORTS *(Main Menu Option 6)*

Use this option to print—

- A pedigree chart, with or without data, in normal or compressed print.
- A Family Group Record form, with or without data, in normal or compressed print.
- An Individual Entry form, with or without data, on which you can submit names for temple ordinance work.
- A Marriage Entry form, with or without data, on which you can submit names for sealing.
- All of the data you have about a person.
- A descendants chart.
- A list of all of the people you have in your file in RIN order or in alphabetical order.
- A list of all the marriages in MRIN order.
- A list sorted by ID number (not the RIN, but the ID number that you have assigned).
- A list of individuals with incomplete ordinances, including incomplete marriage sealings.
- An alphabetical list of people, including the ID numbers that you assigned to them.
- A list of people for whom you have entered notes.

When you choose this option, the first thing you will see is the Print Forms and Reports Menu.

Each menu item is explained in the following table. Choose the option you want and turn to the page number in parentheses for detailed instructions. Beginning on page 142 are examples of the forms and reports you can print using this option.

Note: Anytime you are printing and want to stop the printer, press **CTRL** – **Q** and the printing will stop. However, it cannot be restarted where it left off; so if you stop the printer when a form has only partially printed and you want that form, you will need to print another copy of it.

Print Forms and Reports Menu Options

Page

1. Pedigree Chart (125)

Choose this option to print a blank or filled-in pedigree chart. You can print up to four generations, starting with any person. You can print the chart in 14-by-8½-inch, elite-type format (requires a wide carriage printer), or in 8½-by-11-inch, compressed-type format. Some printers will not print in both of these formats.

2. Family Group Record (127)

Choose this option to print a blank or filled-in Family Group Record form. You can print the form in 14-by-8½-inch, elite-type format, or in 8½-by-11-inch, compressed-type format. Some printers will not print in both of these formats.

3. Individual Entry Form (130)

Choose this option to print a blank or filled-in Individual Entry form. You can use this form to submit the name for temple ordinance work. (See the book *From You to Your Ancestors* for instructions on submitting a name.)

4. Marriage Entry Form (132)

Choose this option to print a blank or filled-in Marriage Entry form. You can use this form to submit the names of a couple to be sealed. (See the book *From You to Your Ancestors* for instructions on submitting names.)

5. Individual Summary (134)

Choose this option to print a summary of information about an individual. The data will print out in the same format you entered it.

6. Descendants Chart (136)

Choose this option to print a chart of an individual's descendants (up to 10 generations).

Using this option you can get a list of—

- Every person on a disk, in alphabetical or RIN order. Names, RIN's, birth year, death year, and spouse's or father's name will print on both reports.
- Marriages by MRIN (marriage record identification number).
- Individuals with incomplete ordinances.
- Individuals with incomplete marriage sealings.
- Individuals with ID numbers that you assigned to them (not the RIN).
- Individuals who have notes added to their records.

The computer may take from a few minutes to over an hour to sort names, depending on the number of names on the diskette and the type of computer you have.

0. Return to Main Menu

Choose this option to return to the Main Menu.

Printing a Pedigree Chart (*Print Forms and Reports Menu Option 1*)

To print a pedigree chart, start with the Print Forms and Reports Menu.

Step 1: Press .

If any diskette other than diskette 2 is in drive 1, the message "Please insert disk with 'pedigree.' Continue (Y/N)" will appear. Make sure diskette 2 is in drive 1.

The Print Pedigree for Individual menu will appear.

PRINT PEDIGREE FOR INDIVIDUAL

1. Know RIN
2. Do not know RIN
3. Print Form Only (14 x 8-1/2)
4. Print Form Only (8-1/2 x 11)
0. Return to Printed Reports Menu

Please enter your selection:

Step 2: Choose one option from the table below.

Situation/What You Want	What You Do
You know the RIN for the first person you want to appear on the pedigree chart.	<ol style="list-style-type: none">1. Press <input type="button" value="1"/>.2. Type the RIN.¹3. If the data about the person you want appears, press <input type="button" value="Y"/>; to locate a different person, press <input type="button" value="N"/>.4. To print the pedigree chart in 14 x 8½ -inch format,² press <input type="button" value="1"/>; or to print the pedigree chart in 8½ x 11-inch format, press <input type="button" value="2"/>.5. Make sure the paper is positioned properly. Wait while the pedigree data is found.6. Press <input type="button" value="Y"/>. The chart will print.

7. If you would like to print another pedigree chart, press **[Y]**; otherwise, press **[N]**.

You do not know the RIN for the first person you want to appear on the pedigree chart.

1. Press **[2]**.
2. Search for the individual.³
3. When the data about the person you want appears, press **[Y]**.
4. Follow steps 4–7 above.

Print a blank pedigree chart in 14 x 8½-inch format.²

1. Press **[3]**.
2. Position the paper in the printer. The top of the page should be even with the printer head. Press **[Y]**. The chart will print.

Print a blank pedigree chart in 8½ x 11-inch format.

1. Press **[4]**.
2. Position the paper in the printer. The top of the page should be even with the printer head. Press **[Y]**. The chart will print.

Return to the Print Forms and Reports Menu.

Press **[0]** (zero).

¹RIN = Record identification number.

²Some printers will not print in both formats. The 14 x 8½-inch format requires a wide-carriage printer.

³Refer to pages 56, 96 to learn how to search for a person.

Printing a Family Group Record Form (*Print Forms and Reports Menu Option 2*)

To print a blank or filled-in Family Group Record form, start with the Print Forms and Reports Menu.

Step 1: Press 2.

If diskette 2 is not in drive 1, the message "Please insert disk with 'famgroup.' Continue (Y/N)" will appear. Make sure that diskette 2 is in drive 1.

The Print Family Group Menu will appear.

PRINT FAMILY GROUP

1. Search for Family to Print
2. Print Form Only (14 x 8-1/2)--Page 1
3. Print Form Only (14 x 8-1/2)--Page 2
4. Print Form Only (8-1/2 x 11)--Page 1
5. Print Form Only (8-1/2 x 11)--Page 2
0. Return to Printed Reports Menu

Please enter your selection:

Step 2: Choose one option from the table below.

What You Want	What You Do
Print a filled-in Family Group Record.	<ol style="list-style-type: none">1. Press <input type="checkbox"/>1.2. Search for a family.¹3. When the family you want is found, press <input type="checkbox"/>Y.4. To print the Family Group Record in 14 x 8½- inch format² with LDS ordinance dates, press <input type="checkbox"/>1; <i>or</i> to print the Family Group Record in 8½ x 11- inch format with LDS ordinance dates, press <input type="checkbox"/>2; <i>or</i> to print the Family Group Record in 14 x 8½- inch format² without LDS

ordinance dates, press **[3]**; or to print the Family Group Record in 8½ x 11-inch format without LDS ordinance dates, press **[4]**.

5. Position the paper in the printer. The top of the page should be even with the printer head. If you have single sheet paper, press **[S]**; if you have continuous feed paper, press **[C]**; or if you want to quit, press **[Q]**.
6. Press **[Y]**. The form will print.
7. If you would like to print another copy of this Family Group Record, press **[Y]**; otherwise, press **[N]**.
8. If you would like to print the notes associated with the people on this form, press **[Y]**; otherwise, press **[N]**.

Print a blank Family Group Record in 14 x 8½-inch format² with space for complete data on parents and seven children (page 1 of 2).

1. Press **[2]**.
2. Position the paper in the printer. The top of the page should be even with the printer head. Press **[Y]**. The form will print.

Print a blank Family Group Record in 14 x 8½-inch format² with space for twelve children (page 2 of 2).

1. Press **[3]**.
2. Position the paper in the printer. The top of the page should be even with the printer head. Press **[Y]**. The form will print.

Print a blank Family Group Record in 8½ x 11-inch format with space for complete data on parents and five children (page 1 of 2).

1. Press **[4]**.
2. Position the paper in the printer. The top of the page should be even with the printer head. Press **[Y]**. The form will print.

Print a blank Family Group Record in 8½ x 11-inch format with space for ten children (page 2 of 2).

1. Press **[5]**.
2. Position the paper in the printer. The top of the page should be even with the printer head. Press **[Y]**. The form will print.

Return to the Print Forms and Reports Menu.

Press **[0]**.

¹For details on conducting a search, see pages 56, 96.

²Some printers will not print in both formats. The 14 x 8½-inch format requires a wide-carriage printer.

Individual Entry Form (*Print Forms and Reports Menu Option 3*)

Use this option to print an Individual Entry form that you can submit for temple work (for instructions on submitting a name, refer to the manual *From You to Your Ancestors*).

Start with the Print Forms and Reports Menu.

Step 1: Press **[3]**.

The Print Individual Entry Form menu will appear.

PRINT INDIVIDUAL ENTRY FORM

1. Know RIN
2. Do not know RIN
3. Print Form Only
0. Return to Printed Reports Menu

Please enter your selection:

Step 2: Choose one option from the table below.

Situation/What You Want	What You Do
You know the RIN for the person whose name you want to submit.	<ol style="list-style-type: none">1. Press <input type="text" value="1"/>.2. Type the RIN.¹3. When the person you want is displayed, press <input type="text" value="Y"/>.4. Type your relationship to the person and your source of information.5. Position the paper in the printer. The top of the page should be even with the printer head. Press <input type="text" value="Y"/>. The form will print.6. If you want to print another copy, press <input type="text" value="Y"/>; otherwise, press <input type="text" value="N"/>.

You do not know the RIN for the person whose name you want to submit.

1. Press **[2]**.
2. Search for the person.²
3. When you have found the person you want, press **[Y]**.
4. Type your relationship to the person and the source of your information.
5. Position the paper in the printer. The top of the page should be even with the printer head. Press **[Y]**. The form will print.
6. If you want to print another copy, press **[Y]**; otherwise, press **[N]**.

Print a blank Individual Entry form.

1. Press **[3]**.
2. Position the paper in the printer. The top of the page should be even with the printer head. Press **[Y]**. The blank form will print.

Return to the Print Forms and Reports Menu.

Press **[0]**.

¹RIN = Record identification number.

²Refer to pages 56, 96 to learn how to search for a person.

Marriage Entry Form *(Print Forms and Reports Menu Option 4)*

To print a Marriage Entry form that you can submit for temple work, start with the Print Forms and Reports Menu. For instructions on submitting a name, refer to the manual *From You to Your Ancestors* (see page ix of this manual for information).

Step 1: Press **[4]**.

The message "Please insert disk with 'marentry.' Continue (Y/N)" will appear. Insert diskette 3.

The Print Marriage Entry Form menu will appear.

PRINT MARRIAGE ENTRY FORM

1. Search for Family to Print
2. Print Form Only
0. Return to Printed Reports Menu

Please enter your selection:

Step 2: Choose one option from the table below.

What You Want

What You Do

Locate the family (husband and wife) you want to submit and print a filled-in Marriage Entry form.

1. Press **[1]**.
2. Search for the family.¹
3. When the family you want is displayed, press **[Y]**.
4. Type your relationship to the family and the source of your information.
5. Position the paper in the printer. The top of the page should be even with the printer head. Press **[Y]**. The form will print.
6. If you want to print another copy, press **[Y]**.

Print a blank Marriage
Entry form.

1. Press **[2]**.
2. Position the paper in the printer. The top of the page should be even with the printer head. Press **[Y]**. The blank form will print.

Return to the Print Forms and Reports Menu. Press **[0]**.

¹For details on how to conduct a search, see pages 56, 96.

Individual Summary *(Print Forms and Reports Menu Option 5)*

To print all the data about an individual, start with the Print Forms and Reports Menu.

Step 1: Press **[5]**.

If you are not using diskette 2 the message "Please insert disk with 'marenrty.'" Continue (Y/N)" will appear. Insert diskette 2.

The Print Individual Information Summary Menu will appear.

PRINT INDIVIDUAL INFORMATION SUMMARY

1. Know RIN
2. Do Not Know RIN
0. Return to Printed Reports Menu

Please enter your selection:

Step 2: Choose one option from the table below.

Situation	What You Do
<p>You know the RIN for the person whose data you want.</p>	<ol style="list-style-type: none">1. Press [1].2. Type the RIN.¹3. When the person you want is displayed, press [Y].4. If you have single sheet paper, press [S]; if you have continuous feed paper, press [C]; or if you want to quit, press [Q].5. Position the paper in the printer. The top of the page should be even with the printer head. Press [RETURN]. The summary will print in the same format as the Individual Data screen.6. To print the notes, press [Y]; otherwise, press [N].
<p>You do not know the RIN for the person whose data you want.</p>	<ol style="list-style-type: none">1. Press [2].2. Search for the individual.²3. When the person you want is displayed, press [Y].4. If you have single sheet paper, press [S]; if you have continuous feed paper, press [C]; or if you want to quit, press [Q].5. Position the paper in the printer. The top of the page should be even with the printer head. Press [RETURN]. The summary will print in the same format as you entered it.6. To print the notes, press [Y]; otherwise, press [N].

Return to the Print Forms and Reports Menu. Press **[0]** (zero).

¹RIN = Record identification number.

²Refer to pages 56, 96 to learn how to search for a person.

Descendants Chart (*Print Forms and Reports Menu Option 6*)

To print a list of an individual's descendants (up to 10 generations), start with the Print Forms and Reports Menu.

Step 1: Press **[6]**.

If you are not using diskette 3, the message "Please insert disk with 'descend.' Continue (Y/N)" will appear. Insert diskette 3.

The Print Descendants Chart menu will appear.

PRINT DESCENDANTS CHART

1. Know RIN
2. Do not know RIN
0. Return to Printed Reports Menu

Please enter your selection:

Step 2: Choose one option from the table below.

Situation	What You Do
You know the RIN for the person for whom you want a descendants chart.	<ol style="list-style-type: none">1. Press [1].2. Type the RIN.¹3. When the person you want is displayed, press [Y].

4. Type the number of generations to print (the maximum is 10).
5. If you have single sheet paper, press **[S]**; if you have continuous feed paper, press **[C]**; or if you want to quit, press **[Q]**.
6. Position the paper in the printer. The top of the page should be even with the printer head. Press **[RETURN]**.

You do not know the RIN for the person for whom you want to print a descendants chart.

1. Press **[2]**.
2. Search for the person you want.²
3. When the person you want is displayed, press **[Y]**.
4. Type the number of generations to print (the maximum is 10).
5. If you have single sheet paper, press **[S]**; if you have continuous feed paper, press **[C]**; or if you want to quit, press **[Q]**.
6. Position the paper in the printer. The top of the page should be even with the printer head. Press **[RETURN]**.

Return to Print Reports Menu.

Press **[0]** (zero).

¹RIN = Record identification number.

²Refer to pages 56, 96 to learn how to search for a person.

A sample descendants chart is shown below.

```

-----
1- Jefferson Randolph SHAARP-32 (1827)
s- Nancy Annette WATTS-33 (1818)
  2- Lula SHAARP-34
  s- Patrick Sean O'BRIEN-22
    3- Mary Jane O'BRIEN-6 (1867)
    s- Kenneth Robert GREY Jr-5 (1865)
      4- John Jay GREY-2 (1887)
      s- Mary Lynn FOX-1 (1888)
        5- Christina Emily GREY-3 (1912)
        5- Earl Glen GREY-4 (1914)
        s- Suzanne ANDRE-12 (1914)
        5- Charles James GREY-7 (1917)
        s- Lydia Helene GREEN-13 (1919)
        5- Grace Faith GREY-8 (1922)
=====

```

Sorted Lists *(Print Forms and Reports Menu Option 7)*

To print a list of all the people on a data diskette by name or RIN, or by whether they have incomplete ordinances, start with the Print Forms and Reports Menu.

Step 1: Press 7.

If you are not using diskette 3, the message "Please insert disk with 'lists.' Continue (Y/N)" will appear. Insert diskette 3.

The Sorted Lists Menu will appear.

```

-----
SORTED LISTS MENU
-----

```

1. RIN Sorted List
2. MRIN Sorted List
3. Name Sorted List
4. Incomplete Individual Ordinances
5. Incomplete Marriage Sealings
6. ID Number Sorted List
7. Individuals With Notes List
0. Return to Printed Reports Menu

Please enter your selection:

Step 2: Choose one option from the table below.

What You Want	What You Do
Print in RIN order a list of all people on one diskette (including RIN, name, birth year, death year, and spouse or father).	<ol style="list-style-type: none">1. Press [1].2. Type the RIN¹ with which the list should start.3. If you have single sheet paper, press [S]; if you have continuous feed paper, press [C]; or if you want to quit, press [Q].4. Position the paper in the printer. The top of the page should be even with the printer head. Press [RETURN]. The list will print.
Print in MRIN order a list of all the marriage records on one diskette (including MRIN, name, spouse or child, and marriage date).	<ol style="list-style-type: none">1. Press [2].2. Type the MRIN² with which the list should start.3. If you have single sheet paper, press [S]; if you have continuous feed paper, press [C]; or if you want to quit, press [Q].4. Position the paper in the printer. The top of the page should be even with the printer head. Press [RETURN]. The list will print.
Print in alphabetical order (surname first) a list of all people on one diskette (including RIN, birth or christening year, death year, parents' MRIN, and spouse or father, including their RINs).	<ol style="list-style-type: none">1. Press [3].2. If you have single sheet paper, press [S]; if you have continuous feed paper, press [C]; or if you want to quit, press [Q].3. Position the paper in the printer. The top of the page should be even with the printer head. Press [RETURN]. The list will print.

Print a list of people for whom one or more of the individual ordinance dates are missing.

1. Press **[4]**.
2. If you have single sheet paper, press **[S]**; if you have continuous feed paper, press **[C]**; or if you want to quit, press **[Q]**.
3. Position the paper in the printer. The top of the page should be even with the printer head. Press **[RETURN]**. The list showing all people missing a baptism, endowment, or sealing to parent date will print in RIN order.

Print a list of couples for whom there is no sealing date.

1. Press **[5]**.
2. If you have single sheet paper, press **[S]**; if you have continuous feed paper, press **[C]**; or if you want to quit, press **[Q]**.
3. Position the paper in the printer. The top of the page should be even with the printer head. Press **[RETURN]**. The list showing the husbands and wives for whom there is no sealing date will print in MRIN order.

Print a list of individuals sorted by the ID numbers that you assigned.

1. Press **[6]**.
2. If you have single sheet paper, press **[S]**; if you have continuous feed paper, press **[C]**; or if you want to quit, press **[Q]**.
3. Position the paper in the printer. The top of the page should be even with the printer head. Press **[RETURN]**. The list will print.

Print a list of individuals who have notes.

1. Press **[7]**.
2. If you have single sheet paper, press **[S]**; if you have continuous feed paper, press **[C]**; or if you want to quit, press **[Q]**.
3. Position the paper in the printer. The top of the page should be even with the printer head. Press **[RETURN]**. The list will print.

Return to the Print Forms and Reports Menu. Press **[0]** (zero).

¹RIN = Record identification number.

²MRIN = Marriage record identification number.

Pedigree Chart — Blank

PEDIGREE CHART

Name and Address of Submitter:

John C. Orey
345 Main St.
Brocklin, Maryland
20206

PHONE: 902-467-0628
STATE: 1511944

Silver Spring Maryland

Chart No. _____

Number 1 on this chart
is the same person
as No. _____ on
Chart No. _____

<p>2 _____</p> <p>BORN: _____</p> <p>PLACE: _____</p> <p>MARR: _____</p> <p>PLACE: _____</p> <p>DIED: _____</p> <p>PLACE: _____</p>	<p>3 _____</p> <p>BORN: _____</p> <p>PLACE: _____</p> <p>MARR: _____</p> <p>PLACE: _____</p> <p>DIED: _____</p> <p>PLACE: _____</p>	<p>4 _____</p> <p>BORN: _____</p> <p>PLACE: _____</p> <p>MARR: _____</p> <p>PLACE: _____</p> <p>DIED: _____</p> <p>PLACE: _____</p>	<p>5 _____</p> <p>BORN: _____</p> <p>PLACE: _____</p> <p>MARR: _____</p> <p>PLACE: _____</p> <p>DIED: _____</p> <p>PLACE: _____</p>	<p>6 _____</p> <p>BORN: _____</p> <p>PLACE: _____</p> <p>MARR: _____</p> <p>PLACE: _____</p> <p>DIED: _____</p> <p>PLACE: _____</p>	<p>7 _____</p> <p>BORN: _____</p> <p>PLACE: _____</p> <p>MARR: _____</p> <p>PLACE: _____</p> <p>DIED: _____</p> <p>PLACE: _____</p>	<p>8 _____</p> <p>BORN: _____</p> <p>PLACE: _____</p> <p>MARR: _____</p> <p>PLACE: _____</p> <p>DIED: _____</p> <p>PLACE: _____</p>	<p>9 _____</p> <p>BORN: _____</p> <p>PLACE: _____</p> <p>MARR: _____</p> <p>PLACE: _____</p> <p>DIED: _____</p> <p>PLACE: _____</p>	<p>10 _____</p> <p>BORN: _____</p> <p>PLACE: _____</p> <p>MARR: _____</p> <p>PLACE: _____</p> <p>DIED: _____</p> <p>PLACE: _____</p>	<p>11 _____</p> <p>BORN: _____</p> <p>PLACE: _____</p> <p>MARR: _____</p> <p>PLACE: _____</p> <p>DIED: _____</p> <p>PLACE: _____</p>	<p>12 _____</p> <p>BORN: _____</p> <p>PLACE: _____</p> <p>MARR: _____</p> <p>PLACE: _____</p> <p>DIED: _____</p> <p>PLACE: _____</p>	<p>13 _____</p> <p>BORN: _____</p> <p>PLACE: _____</p> <p>MARR: _____</p> <p>PLACE: _____</p> <p>DIED: _____</p> <p>PLACE: _____</p>	<p>14 _____</p> <p>BORN: _____</p> <p>PLACE: _____</p> <p>MARR: _____</p> <p>PLACE: _____</p> <p>DIED: _____</p> <p>PLACE: _____</p>	<p>15 _____</p> <p>BORN: _____</p> <p>PLACE: _____</p> <p>MARR: _____</p> <p>PLACE: _____</p> <p>DIED: _____</p> <p>PLACE: _____</p>
---	---	---	---	---	---	---	---	--	--	--	--	--	--

Pedigree Chart — Completed

PEDIGREE CHART

Name and Address of Submitter:
 Michael Lee Grey
 20206
 Rocklin, Maryland

PHONE: 902-467-0628
 STATE: 1511944

Silver Spring Maryland

Chart No. _____

Number 1 on this chart
 is the same person
 as No. _____ on
 Chart No. _____

2 John Jay Fox-2
 BORN: 16 DEC 1887
 PLACE: Akron, Summit, Ohio
 MARR: 16 JUN 1910 --1
 PLACE: Akron, Summit, Ohio
 DIED: 19 JUL 1912
 PLACE: Cuyaboga Falls, Summit, Ohio

1 Christina Emily Grey-3
 BORN: 19 JUL 1912
 PLACE: Akron, Summit, Ohio
 MARR: _____
 PLACE: _____
 DIED: _____
 PLACE: _____
 Spouse

5 Mary Jane O'Brien-6
 BORN: 12 FEB 1867
 PLACE: Akron, Summit, Ohio
 DIED: 6 MAY 1924
 PLACE: Akron, Summit, Ohio

4 Kenneth Robert Grey Jr-5
 BORN: 11 JAN 1865
 PLACE: Akron, Summit, Ohio
 MARR: 30 NOV 1885
 PLACE: Akron, Summit, Ohio
 DIED: 2 DEC 1899
 PLACE: Athens, Summit, Ohio

10 Patrick Sean O'Brien-22
 BORN: _____
 MARR: ABT 1865 --11
 PLACE: _____
 DIED: _____
 PLACE: _____

11 LUIS SHAARP-34
 BORN: _____
 PLACE: _____
 DIED: _____
 PLACE: _____

12 Joseph Henry Fox-23
 BORN: 1840
 MARR: 11 England 1864 --12
 PLACE: _____
 DIED: _____
 PLACE: _____

6 Peter James Fox-9
 BORN: 13 JUN 1865
 PLACE: Akron, Summit, Ohio
 MARR: 13 JUN 1886 --3
 PLACE: Norwalk, Fairfield, Connecticut
 DIED: 4 MAR 1925
 PLACE: Akron, Summit, Ohio

3 Mary Lynn Fox-4
 BORN: 3 NOV 1888
 PLACE: Akron, Summit, Ohio
 DIED: 28 FEB 1980
 PLACE: Akron, Summit, Ohio

7 Katharine Eleanor Snow-10
 BORN: 21 DEC 1867
 PLACE: Kingston, Massachusetts
 DIED: 1910
 PLACE: Cuyaboga Falls, Summit, Ohio

14 Jonathan Joseph Snow-25
 BORN: 19 JAN 1844
 PLACE: Barnstable, Massachusetts
 MARR: 11 SEP 1862 --13
 PLACE: Barnstable, Massachusetts
 DIED: 20 FEB 1872
 PLACE: Plymouth, Massachusetts

15 Eleanor Rogers-26
 BORN: 25 DEC 1844
 PLACE: Massachusetts
 DIED: _____
 PLACE: Akron, Summit, Ohio

8 Robert Geoffrey Grey-20
 BORN: 3 MAR 1840
 PLACE: Fairfield, Connecticut
 MARR: 19 JUL 1862 --10
 PLACE: Norwalk, Fairfield, Connecticut
 DIED: 23 JAN 1899
 PLACE: Akron, Summit, Ohio

9 Elizabeth Cronin-21
 BORN: ABT 1842
 PLACE: _____
 DIED: _____
 PLACE: _____

Family Group Record — Blank

FAMILY GROUP RECORD—

9/20/1986

Page 1

HUSBAND _____ LIFE OR DEATH DATA _____

BORN: _____ PLACE: _____ BAP.: _____
 MARR: _____ PLACE: _____ END.: _____
 DIED: _____ PLACE: _____ SEAL.: _____
 BUR.: _____ PLACE: _____ SP: _____
 OTHER MARR: _____
 MOTHER: _____
 OTHER MIVES: _____

WIFE _____
 BORN: _____ PLACE: _____ BAP.: _____
 MARR: _____ PLACE: _____ END.: _____
 DIED: _____ PLACE: _____ SP: _____
 BUR.: _____ PLACE: _____
 MOTHER: _____

OTHER HUSBANDS: _____
 1. _____ (LIVING OR DEAD)
 NAME: _____ PLACE: _____ BAP.: _____
 BORN: _____ PLACE: _____ END.: _____
 MARR: _____ PLACE: _____ SP: _____
 DIED: _____ PLACE: _____

2. _____
 NAME: _____ PLACE: _____ BAP.: _____
 BORN: _____ PLACE: _____ END.: _____
 MARR: _____ PLACE: _____ SP: _____
 DIED: _____ PLACE: _____

3. _____
 NAME: _____ PLACE: _____ BAP.: _____
 BORN: _____ PLACE: _____ END.: _____
 MARR: _____ PLACE: _____ SP: _____
 DIED: _____ PLACE: _____

4. _____
 NAME: _____ PLACE: _____ BAP.: _____
 BORN: _____ PLACE: _____ END.: _____
 MARR: _____ PLACE: _____ SP: _____
 DIED: _____ PLACE: _____

5. _____
 NAME: _____ PLACE: _____ BAP.: _____
 BORN: _____ PLACE: _____ END.: _____
 MARR: _____ PLACE: _____ SP: _____
 DIED: _____ PLACE: _____

Name and Address of Submitter: _____
 PHONE: _____
 STAGE: _____

Relationship of Submitter to husband _____ wife _____

Check one option for all individuals on this form.
 A. Please provide all proxies at any temple.
 B. I will provide proxies for Bap End Seal
 at the _____ temple.

Family Group Record — Blank, Continued

3/20/1986		Page	
FAMILY GROUP RECORD—		YR OF BIRTH	
HUSBAND		YR OF BIRTH	
WIFE		YR OF BIRTH	
SEX CHILDREN (CONTINUED)			
6.		NAME:	
		BORN:	
		MARR:	
		DIED:	
		PLACE:	
		PLACE:	
		BAP.:	
		END.:	
		SP.:	
		SPOUSE:	
8.		NAME:	
		BORN:	
		MARR:	
		DIED:	
		PLACE:	
		PLACE:	
		BAP.:	
		END.:	
		SP.:	
		SPOUSE:	
9.		NAME:	
		BORN:	
		MARR:	
		DIED:	
		PLACE:	
		PLACE:	
		BAP.:	
		END.:	
		SP.:	
		SPOUSE:	
10.		NAME:	
		BORN:	
		MARR:	
		DIED:	
		PLACE:	
		PLACE:	
		BAP.:	
		END.:	
		SP.:	
		SPOUSE:	
11.		NAME:	
		BORN:	
		MARR:	
		DIED:	
		PLACE:	
		PLACE:	
		BAP.:	
		END.:	
		SP.:	
		SPOUSE:	
12.		NAME:	
		BORN:	
		MARR:	
		DIED:	
		PLACE:	
		PLACE:	
		BAP.:	
		END.:	
		SP.:	
		SPOUSE:	
13.		NAME:	
		BORN:	
		MARR:	
		DIED:	
		PLACE:	
		PLACE:	
		BAP.:	
		END.:	
		SP.:	
		SPOUSE:	
14.		NAME:	
		BORN:	
		MARR:	
		DIED:	
		PLACE:	
		PLACE:	
		BAP.:	
		END.:	
		SP.:	
		SPOUSE:	
15.		NAME:	
		BORN:	
		MARR:	
		DIED:	
		PLACE:	
		PLACE:	
		BAP.:	
		END.:	
		SP.:	
		SPOUSE:	

Family Group Record — Completed

FAMILY GROUP RECORD-1

27001986

Page 1

HUSBAND John Jay Grey-2

LOS ORDINANCE DATA

BORN: 16 DEC 1887 PLACE: Akron,Summit,Ohio
 MARR: 15 AUG 1982 LA
 MARR: 16 JUN 1910 PLACE: Akron,Summit,Ohio
 MARR: 15 AUG 1982 LA
 DIED: 4 APR 1956 PLACE: Oyahoga Falls,Summit,Ohio
 BUR.: PLACE:
 Father: Kenneth Robert Grey J1-5
 Mother: Mary Jane O'Brien-6
 OTHER WIVES:

WIFE Mary Lynn Fox-1

BORN: 3 NOV 1888 PLACE: Akron,Summit,Ohio
 CHR.: PLACE:
 DIED: 30 MAY 1980 PLACE: Akron,Summit,Ohio
 BUR.: PLACE:
 Father: Peter James Fox-9
 Mother: Katharine Eleanor Snow-10
 OTHER HUSBANDS:

SP: CHILDREN IN ORDER OF BIRTH (LIVING OR DEAD)

1. NAME: Christina Emily Grey-3

BORN: 19 JUL 1912 PLACE: Akron,Summit,Ohio

F DIED: PLACE:

2. NAME: Earl Glen Grey-4

BORN: 13 MAY 1916 PLACE: Akron,Summit,Ohio

M DIED: 2 DEC 1982 PLACE:

3. NAME: Charles James Grey-7

BORN: 27 SEP 1912 PLACE: Akron,Summit,Ohio

M MARR: 29 SEP 1942 PLACE: St. George,Washington,Utah

DIED: PLACE:

4. NAME: Grace Faith Grey-8

BORN: 5 SEP 1922 PLACE: Akron,Summit,Ohio

MARR: DIED: 15 NOV 1934 PLACE: Akron,Summit,Ohio

5. NAME: BORN: PLACE:

MARR: PLACE:

DIED: PLACE:

Name and Address of Submitter:

Michael Lee Grey

345 Main St.

Rock Hill, Maryland

PHONE: 902-467-0628

STAGE: Silver Spring Maryland

Relationship of Submitter to husband _____ Wife _____

LOS ORDINANCE DATA
 FOR CHILDREN

Individual Entry Form — Completed

=====

INDIVIDUAL ENTRY (for baptism, endowment & sealing to parent)

=====

Name and address of submitter:

Michael Lee Grey
345 Main St.
Rocklin, Maryland
20206

Stake Number:1511944
Stake/Mission:Silver Spring Maryland
Home Phone:902-467-0628

For the individual submitted on this form, mark the box for one of the following options:

- Option 1--TEMPLE FILE Send all names to any temple and assign proxies for all needed ordinances.
- Option 2--FAMILY FILE Send all names to my family file at the _____ Temple. I will provide proxies for:
 Baptism Endowment Sealing to parents.
I understand that ordinances not checked will have proxies assigned.
- =====

=====

INDIVIDUAL DATA

GIVEN NAMES: John Jay
SURNAME: Grey SEX: M
BIRTHPLACE: Akron,Summit,Ohio
BIRTH DATE: 16 DEC 1887
CHR. PLACE:
CHR. DATE:
DEATH DATE: 4 APR 1956

LDS ORDINANCE DATES

BAPTISM: 15 AUG 1982
ENDOWMENT: 15 AUG 1982
SEAL TO PAR: 15 AUG 1982

TEMPLE CODES

LA
LA
LA

YOUR RELATIONSHIP:

=====

FATHER'S DATA

GIVEN NAMES: Kenneth Robert
SURNAME: Grey DEATH DATE: 2 DEC 1899

MOTHER'S DATA

GIVEN NAMES: Mary Jane
SURNAME: O'Brien DEATH DATE: 6 MAY 1924

DATA SOURCE:

=====

Marriage Entry Form — Completed

=====

MARRIAGE ENTRY (for sealing wife to husband)

=====

Name and address of submitter:

Michael Lee Grey
345 Main St.
Rocklin, Maryland
20206

Stake Number:1511944
Stake/Mission:Silver Spring Maryland
Home Phone:902-467-0628

For the couple submitted on this form, mark the box for one of the following options:

Option 1--TEMPLE FILE Send all names to any temple and assign proxies for sealing.

Option 2--FAMILY FILE Send all names to my family file at the _____ Temple. I will provide proxies for sealing.

=====

MARRIAGE DATA

MARRIAGE PLACE: Akron,Summit,Ohio
MARRIAGE DATE: 16 JUN 1910

=====

HUSBAND

GIVEN NAMES: John Jay
SURNAME: Grey

DEATH DATE: 4 APR 1956

MARR. AGE: 23

=====

WIFE

GIVEN NAMES: Mary Lynn
SURNAME: Fox

DEATH DATE: 30 MAY 1980

MARR. AGE: 22

=====

HUSBAND'S PARENTS

Father

GIVEN NAMES: Kenneth Robert
SURNAME: Grey

Mother

GIVEN NAMES: Mary Jane
SURNAME: O'Brien

=====

WIFE'S PARENTS

Father

GIVEN NAMES: Peter James
SURNAME: Fox

Mother

GIVEN NAMES: Katharine Eleanor
SURNAME: Snow

=====

Your relationship to husband/wife:

=====

DATA SOURCE:

=====

Individual Information Summary

John Jay GREY-2

INDIVIDUAL DATA

(Summary)

Sex:M	SURNAME:Grey Given2:Jay	Given1:John Given3:	Title:	RIN:2
BIRTH	Date:16 DEC 1887			
PLACE	Level 1:Akron Level 3:Ohio	Level 2:Summit Level 4:		
CHRISTENING	Date:			
PLACE	L 1: L 3:	L 2: L 4:		
DEATH	Date: 4 APR 1956			
PLACE	L 1:Cuyahoga Falls L 3:Ohio	L 2:Summit L 4:		
BURIAL	Date:			
PLACE	L 1: L 3:	L 2: L 4:		
BAPTISM	Date:15 AUG 1982	Temple Code:LA		
ENDOWMENT	Date:15 AUG 1982	Temple Code:LA		
SEAL to PAR	Date:15 AUG 1982	Temple Code:LA	ID NO.:GREY005	

FATHER:Kenneth Robert GREY Jr-5
MOTHER:Mary Jane O'BRIEN-6

MARRIAGE(S)

3/20/1986

Page 1

MRIN	Spouse Name	Marriage Date	Sealing Date
1	Mary Lynn FOX-1	16 JUN 1910	

Descendants Chart

DESCENDANTS CHART

3/20/1986

Page 1

```

1- Jefferson Randolph SHAARP-32 (1827)
s- Nancy Annette WATTS-33 (1818)
  2- Lula SHAARP-34
    s- Patrick Sean O'BRIEN-22
      3- Mary Jane O'BRIEN-6 (1867)
        s- Kenneth Robert GREY Jr-5 (1865)
          4- John Jay GREY-2 (1887)
            s- Mary Lynn FOX-1 (1888)
              5- Christina Emily GREY-3 (1912)
                5- Earl Glen GREY-4 (1914)
                  s- Suzanne ANDRE-12 (1914)
                    5- Charles James GREY-7 (1917)
                      s- Lydia Helene GREEN-13 (1919)
                        5- Grace Faith GREY-8 (1922)
  
```

RIN Sorted List

The Grey Family Lines
RIN SORTED LIST

3/20/1986

Page 1

RIN	Name	Br/Ch Death		Spouse or *Father Name
		Year	Year	
1	Mary Lynn Fox	1888	1980	John Jay Grey-2
2	John Jay Grey	1887	1956	Mary Lynn Fox-1
3	Christina Emily Grey	1912		*John Jay Grey-2
4	Earl Glen Grey	1914	1982	Suzanne Andre-12
5	Kenneth Robert Grey Jr	1865	1899	Mary Jane O'Brien-6
6	Mary Jane O'Brien	1867	1924	Kenneth Robert Grey Jr-5
7	Charles James Grey	1917		Lydia Helene Green-13
8	Grace Faith Grey	1922	1934	*John Jay Grey-2
9	Peter James Fox	1865	1925	Katharine Eleanor Snow-10
10	Katharine Eleanor Snow	1867	1930	Peter James Fox-9
11	Joseph Raymond Draper	1909	1976	*Thomas Joseph Draper-18
12	Suzanne Andre	1914		Earl Glen Grey-4
13	Lydia Helene Green	1919		Charles James Grey-7
14	George Byron Green II	1888	1950	Lila McPherson-15
15	Lila McPherson	1890	1971	George Byron Green II-14
16	Etienne Robert Andre	1891	1930	Eloise Maude Preston-17
17	Eloise Maude Preston	1893	1971	Etienne Robert Andre-16
18	Thomas Joseph Draper	1885	1942	Edna Geraldine Taylor-19
19	Edna Geraldine Taylor	1890	1955	Thomas Joseph Draper-18
20	Robert Geoffrey Grey	1840	1899	Elizabeth Cronin-21
21	Elizabeth Cronin	1842		Robert Geoffrey Grey-20
22	Patrick Sean O'Brien			Lula Shaarp-34
23	Joseph Henry Fox	1840		Debra Ruth Peters-24
24	Debra Ruth Peters			Joseph Henry Fox-23
25	Jonathan Joseph Snow	1842	1872	Eleanor Rogers-26
26	Eleanor Rogers	1844	1901	Jonathan Joseph Snow-25
27	Albert O. Grey			Letitia Robinson-29
28	Abbie Louise Grey	1843	1845	*Albert O. Grey-27
29	Letitia Robinson			Albert O. Grey-27
30	John William O'Brien		1881	Mary Lackeon-31
31	Mary Lackeon	1823	1871	John William O'Brien-30
32	Jefferson Randolph Shaarp	1827	1911	Nancy Annette Watts-33
33	Nancy Annette Watts	1818	1897	Jefferson Randolph Shaarp-32
34	Lula Shaarp			Patrick Sean O'Brien-22

MRIN (Family Number) Sorted List

The Grey Family Lines
FAMILY NUMBER (MRIN) SORTED LIST

3/20/1986

Page 1

MRIN	Husband Name or *Oldest Child	Wife Name	Marriage Date
1	John Jay Grey-2	Mary Lynn Fox-1	16 JUN 1910
2	Kenneth Robert Grey Jr-5	Mary Jane O'Brien-6	30 NOV 1885
3	Peter James Fox-9	Katharine Eleanor Snow-10	13 JUN 1886
4	Joseph Raymond Draper-11		2 JUN 1935
5	Earl Glen Grey-4	Suzanne Andre-12	3 MAY 1936
6	Charles James Grey-7	Lydia Helene Green-13	29 SEP 1942
7	George Byron Green II-14	Lila McPherson-15	2 NOV 1910
8	Etienne Robert Andre-16	Eloise Maude Preston-17	19 FEB 1915
9	Thomas Joseph Draper-18	Edna Geraldine Taylor-19	14 JUN 1910
10	Robert Geoffrey Grey-20	Elizabeth Cronin-21	19 JUL 1862
11	Patrick Sean O'Brien-22	Lula Shaarp-34	ABT 1865
12	Joseph Henry Fox-23	Debra Ruth Peters-24	ABT 1864
13	Jonathan Joseph Snow-25	Eleanor Rogers-26	11 SEP 1862
14	Albert O. Grey-27	Letitia Robinson-29	23 JUN 1838
15	John William O'Brien-30	Mary Lackeon-31	13 MAY 1836
16	Jefferson R Shaarp-32	Nancy Annette Watts-33	

Name Sorted List

The Grey Family Lines
NAME SORTED LIST

3/20/1986

Page 1

Name	RIN	Br/Ch Year	Death Year	Parent MRIN	Spouse or *Father Name
Andre, Etienne Robert	16	1891	1930		Preston, Eloise Maude-17
Andre, Suzanne	12	1914		8	Grey, Earl Glen-4
Cronin, Elizabeth	21	1842			Grey, Robert Geoffrey-20
Draper, Joseph Raymond	11	1909	1976	9	*Draper, Thomas Joseph-18
Draper, Thomas Joseph	18	1885	1942		Taylor, Edna Geraldine-19
Fox, Joseph Henry	23	1840			Peters, Debra Ruth-24
Fox, Mary Lynn	1	1888	1980	3	Grey, John Jay-2
Fox, Peter James	9	1865	1925	12	Snow, Katharine Eleanor-10
Green, George Byron II	14	1888	1950		McPherson, Lila-15
Green, Lydia Helene	13	1919		7	Grey, Charles James-7
Grey, Abbie Louise	28	1843	1845	14	*Grey, Albert O.-27
Grey, Albert O.	27				Robinson, Lettitia-29
Grey, Charles James	7	1917		1	Green, Lydia Helene-13
Grey, Christina Emily	3	1912		1	*Grey, John Jay-2
Grey, Earl Glen	4	1914	1982	1	Andre, Suzanne-12
Grey, Grace Faith	8	1922	1934	1	*Grey, John Jay-2
Grey, John Jay	2	1887	1956	2	Fox, Mary Lynn-1
Grey, Kenneth Robert Jr	5	1865	1899	10	O'Brien, Mary Jane-6
Grey, Robert Geoffrey	20	1840	1899	14	Cronin, Elizabeth-21
Lackeon, Mary	31	1823	1871		O'Brien, John William-30
McPherson, Lila	15	1890	1971		Green, George Byron II-14
O'Brien, John William	30		1881		Lackeon, Mary-31
O'Brien, Patrick Sean	22			15	Shaarp, Lula-34
O'Brien, Mary Jane	6	1867	1924	11	Grey, Kenneth Robert Jr-5
Peters, Debra Ruth	24				Fox, Joseph Henry-23
Preston, Eloise Maude	17	1893	1971		Andre, Etienne Robert-16
Robinson, Lettitia	29				Grey, Albert O.-27
Rogers, Eleanor	26	1844	1901		Snow, Jonathan Joseph-25
Shaarp, Jefferson Randolph	32	1827	1911		Watts, Nancy Annette-33
Shaarp, Lula	34			16	O'Brien, Patrick Sean-22
Snow, Jonathan Joseph	25	1842	1872		Rogers, Eleanor-26
Snow, Katharine Eleanor	10	1867	1930	13	Fox, Peter James-9
Taylor, Edna Geraldine	19	1890	1955		Draper, Thomas Joseph-18
Watts, Nancy Annette	33	1818	1897		Shaarp, Jefferson R-32

Incomplete Individual Ordinances List

The Grey Family Lines
INCOMPLETE INDIVIDUAL ORDINANCES

3/20/1986

Page 1

RIN	Name	Br/Ch Year	Death Year	Baptism	Endowment	Seal to Parents
3	Christina Emily Grey		1912			
4	Earl Glen Grey		1914	1982		
5	Kenneth Robert Grey Jr		1865	1899		
6	Mary Jane O'Brien		1867	1924		
9	Peter James Fox		1865	1925		
10	Katharine Eleanor Snow		1867	1930		
11	Joseph Raymond Draper		1909	1976		
12	Suzanne Andre		1914			
13	Lydia Helene Green		1919		6 DEC 1927	29 SEP 1942
14	George Byron Green II		1888	1950	13 JAN 1940	30 JUN 1942
15	Lila McPherson		1890	1971	23 MAY 1944	29 AUG 1945
16	Etienne Robert Andre		1891	1930		
17	Eloise Maude Preston		1893	1971		
18	Thomas Joseph Draper		1885	1942		
19	Edna Geraldine Taylor		1890	1955		
20	Robert Geoffrey Grey		1840	1899		
21	Elizabeth Cronin		1842			
22	Patrick Sean O'Brien					
23	Joseph Henry Fox		1840			
24	Debra Ruth Peters					
25	Jonathan Joseph Snow		1842	1872		
26	Eleanor Rogers		1844	1901		
27	Albert O. Grey					
28	Abbie Louise Grey		1843	1845		
29	Lettitia Robinson					
30	John William O'Brien			1881		
31	Mary Lackeon		1823	1871		
32	Jefferson R Shaarp		1827	1911		
33	Nancy Annette Watts		1818	1897		
34	Lula Shaarp					

Incomplete Marriage Sealings List

The Grey Family Lines
INCOMPLETE MARRIAGE SEALINGS

3/20/1986

Page 1

MRIN	Husband Name or *Oldest Child	Wife Name	Marr. Sealing Year Date
1	John Jay Grey-2	Mary Lynn Fox-1	1910
2	Kenneth Robert Grey Jr-5	Mary Jane O'Brien-6	1885
3	Peter James Fox-9	Katharine E Snow-10	1886
4	Joseph R Draper-11		1935
5	Earl Glen Grey-4	Suzanne Andre-12	1936
8	Etienne Robert Andre-16	Eloise Maude Preston-17	1915
9	Thomas Joseph Draper-18	Edna G Taylor-19	1910
10	Robert Geoffrey Grey-20	Elizabeth Cronin-21	1862
11	Patrick Sean O'Brien-22	Lula Shaarp-34	1865
12	Joseph Henry Fox-23	Debra Ruth Peters-24	1864
13	Jonathan Joseph Snow-25	Eleanor Rogers-26	1862
14	Albert O. Grey-27	Lettitia Robinson-29	1838
15	John William O'Brien-30	Mary Lackeon-31	1836
16	Jefferson R Shaarp-32	Nancy Annette Watts-33	

ID Number Sorted List

The Grey Family Lines
ID NUMBER SORTED LIST

3/20/1986

Page 1

ID NO.	Name	Birth Date
ANDRE001	Etienne Robert Andre-16	23 JAN 1891
ANDRE002	Suzanne Andre-12	1914
FOX001	Joseph Henry Fox-23	1840
FOX002	Peter James Fox-9	13 JUN 1865
FOX003	Mary Lynn Fox-1	3 NOV 1888
GREY001	Albert O. Grey-27	
GREY002	Robert Geoffrey Grey-20	3 MAR 1840
GREY003	Abbie Louise Grey-28	30 SEP 1843
GREY004	Kenneth Robert Grey Jr-5	11 JAN 1865
GREY005	John Jay Grey-2	16 DEC 1887
GREY006	Christina Emily Grey-3	19 JUL 1912
GREY007	Earl Glen Grey-4	18 NOV 1914
GREY008	Charles James Grey-7	25 APR 1917
GREY009	Grace Faith Grey-8	5 SEP 1922
SHRP001	Jefferson Randolph Shaarp-32	17 JAN 1827
SHRP002	Lula Shaarp-34	

Individuals with Notes

The Grey Family Lines
INDIVIDUALS WITH NOTES

3/20/1986

Page 1

RIN	Name	Birth Date
1	Mary Lynn Fox	3 NOV 1888
2	John Jay Grey	16 DEC 1887
3	Christina Emily Grey	19 JUL 1912
4	Earl Glen Grey	18 NOV 1914
7	Charles James Grey	25 APR 1917
8	Grace Faith Grey	5 SEP 1922
11	Joseph Raymond Draper	1909
17	Eloise Maude Preston	1 APR 1893
23	Joseph Henry Fox	1840
26	Eleanor Rogers	25 DEC 1844

SYSTEM UTILITIES (Main Menu Option 7)

Use this option to—

- Initialize a formatted diskette for storing Family Records data.*
- Add or change the name and address of the patron (the person who appears as the submitter on pedigree charts, Family Group Record forms, and entry forms).
- Add or change the printed reports title.
- Set the beginning RIN and MRIN for each diskette.

When you use this option, the first thing you will see is the System Utilities Menu.

```
-----  
PERSONAL ANCESTRAL FILE  
-----
```

```
SYSTEM UTILITIES MENU
```

- ```
1. Disk Initialization
2. Add/Change Patron Name and Address
3. Add/Change Printed Reports Title
0. Return to Main Menu
```

```
Please enter your selection:
```

Each menu item is explained in the following table. Choose the option you want and turn to the page number in parentheses for detailed instructions.

---

\*You must use this procedure to initialize a formatted diskette before you can enter data.

---

| System Utilities Menu Options | Page |
|-------------------------------|------|
|-------------------------------|------|

---

|                        |       |
|------------------------|-------|
| 1. Disk Initialization | (160) |
|------------------------|-------|

Choose this option to prepare a formatted disk to store Family Records data.

---

|                                       |       |
|---------------------------------------|-------|
| 2. Add/Change Patron Name and Address | (161) |
|---------------------------------------|-------|

Choose this option to add or change the name and address of the person who appears on pedigree charts, Family Group Record forms, and entry forms as the person submitting the form.

---

|                                     |       |
|-------------------------------------|-------|
| 3. Add/Change Printed Reports Title | (163) |
|-------------------------------------|-------|

Choose this option to add or change the name that will appear as the title on all sorted lists. The name is called the Printed Reports Title.

You can also assign the current diskette a number (if you want to number them), enter the number you want as the beginning RIN for the first person you enter on a diskette, and the beginning MRIN for the first family you enter.

---

|                        |
|------------------------|
| 0. Return to Main Menu |
|------------------------|

Choose this option to return to the Main Menu.

---

## **Disk Initialization** *(System Utilities Menu Option 1)*

To initialize a disk to hold Family Records data, start with the System Utilities Menu.

**Step 1:** Press .

The Family Records Diskette Initialization screen will appear.

-----  
DISK INITIALIZATION  
-----

WARNING

This disk already contains family records data.

Disk initialization clears all files!

Do you wish to continue the initialization? (Y/N)

**Step 2:** Insert a formatted diskette in the drive you specified when running the CONFIG program (see page 27) as the drive to save your data in. You may use any formatted diskette, with or without data.

*WARNING!* If you have any Family Records data on the disk, it will be *erased*.

**Step 3:** Press  Y  to begin the initialization. Wait until the message "Disk initialization completed" appears.

**Step 4:** Press  RETURN .

The System Utilities Menu will appear.

**Step 5:** If you have not already done so, label the diskette "Family Records data." Remember to write on the label before putting it on the diskette so you do not put pressure on the diskette while writing on the label.

### **Add/Change Patron Name and Address** (*System Utilities Menu Option 2*)

To add or change the patron name and address, start with the System Utilities Menu.

**Step 1:** Press [2].

The Add/Change Patron Name and Address screen will appear.

-----  
PATRON NAME AND ADDRESS  
-----

You may add or modify the name and address:

Patron Name: Michael Lee Grey  
Address Line 1: 345 Main St.  
Address Line 2: Rocklin, Maryland  
Address Line 3: 20206  
Home Telephone: 902-467-0628  
Stake Unit Number: 1511944  
Stake: Silver Spring Maryland

Ctrl-S SAVE CHANGES AND EXIT      Ctrl-Q QUIT WITHOUT SAVING CHANGES

- Step 2:** Type the name of the patron (first, middle, last). This name will print on pedigree charts, Family Group Record forms, and entry forms. You can use a maximum of forty characters.
- Step 3:** Type the address. You can use up to three lines and a maximum of forty characters per line.
- Step 4:** Type the home telephone number. Include the area code. You can use a maximum of twenty-five characters.
- Step 5:** Type the stake unit number, if known. (It appears on temple recommends.) You can use up to seven characters.
- Step 6:** Type the name of the stake. You can use a maximum of twenty-five characters.
- Step 7:** Make sure you press [RETURN] at the end of the last field you enter.

**Step 8:** Use the **[CTRL] - [I]** (up), **[CTRL] - [K]** (down), **[CTRL] - [P]** (previous field), and **[RETURN]** keys to move to any field where you want to make changes.

**Step 9:** When the name and address are correct, press **[CTRL] - [S]** to save the changes and exit.

The System Utilities Menu will appear.

### **Add/Change the Printed Reports Title** *(System Utilities Menu Option 3)*

To change or display the name of a data diskette, start at the System Utilities Menu.

**Step 1:** Press **[3]**.

The Add/Change Printed Reports Title screen will appear.

```

PRINTED REPORTS TITLE

You may add or modify the reports title:

Disk Number: Beginning RIN:1 Beginning MRIN:1

Ctrl-S SAVE CHANGES AND EXIT Ctrl-Q QUIT WITHOUT SAVING CHANGES
```

**Step 2:** Type the title you want to appear on sorted lists. You may want to choose the surname of the primary line or lines that will be on the diskette. You may use up to 79 characters (letters or numbers). When you are finished, press **[RETURN]**.

**Step 3:** The cursor will now be in the *Beginning RIN* field. Type the number you want as the beginning RIN for the first person on the diskette you are working on. When you are finished, press **[RETURN]**.

If you have filled up one diskette with records and you want to continue entering records for the same family on another diskette, you might want to give the first person on the new diskette the next higher RIN.

For example, if the last person on your first data diskette had a RIN of 333, you could enter the beginning RIN for the people on the second data diskette as 334. Then any records you printed out would have sequential RIN numbers regardless of which diskette you used.

**Step 4:** The same principle also applies to MRINs, so if you want to change the beginning MRIN, move the cursor to that field and type the beginning MRIN you want.

If you do not change the beginning RIN and MRIN on each diskette, the numbering automatically starts over at 1.

**Step 5:** When you are finished, press **[CTRL] – [S]** to save the changes and exit.

The System Utilities Menu will appear.

## RESEARCH DATA FILER (RDF) COMMAND SUMMARY

---

| Command | Pages    | What It Does                                                                                                                                                                |
|---------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ADD     | 192, 222 | Adds an entry to the file on the Active Screen.                                                                                                                             |
| COPY    | 204, 224 | Copies a single entry, or a range of entries, to the same file or to another file.                                                                                          |
| DELETE  | 194, 226 | Deletes an entry or a range of entries.                                                                                                                                     |
| EDIT    | 203, 227 | Allows you to modify existing entries.                                                                                                                                      |
| FOCUS   | 185, 230 | Looks in each entry for a word or number you specify and extracts entries containing that word or number.                                                                   |
| GET     | 176, 237 | Brings a file from the diskette to the Active Screen.                                                                                                                       |
| HELP    | 238      | Displays a screen listing each of the RDF commands. When used with one of the commands (for instance, <b>help add</b> ), it displays a help screen describing that command. |
| JUMP    | 182, 239 | Jumps to the entry number you designate.                                                                                                                                    |

|         |          |                                                                                                                                 |
|---------|----------|---------------------------------------------------------------------------------------------------------------------------------|
| LOCATE  | 183, 240 | Finds the entry that contains a name, word, or date that you specify and displays the entry.                                    |
| MATCH   | 206, 241 | Compiles a file of document entries referred to by data entries.                                                                |
| PRINT   | 191, 244 | Prints out the contents of the file on the Active Screen.                                                                       |
| QUIT    | 195, 245 | Takes you out of RDF and back to system level.                                                                                  |
| RESTORE | 188, 245 | Returns the file on the Active Screen to its original form.                                                                     |
| SORT    | 189, 246 | Rearranges the file entries on the Active Screen according to the field you specify.                                            |
| UPDATE  | 194, 247 | Saves on disk the results of a FOCUS, SORT, or DELETE operation.                                                                |
| ZAP     | 248      | Removes one file from computer memory when you have two files in memory and you need more computer memory to work on the other. |

---

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## Research Data Filer Lessons

-----  
 P E R S O N A L   A N C E S T R A L   F I L E  
 -----

A GENEALOGICAL MANAGEMENT  
 SYSTEM FOR  
 HOME COMPUTERS

R E S E A R C H   D A T A   F I L E R

Release 2.0

-----  
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Please enter the date:

### WHAT IS RDF?

The Research Data Filer program (RDF) is a tool to help you record the results of your *active* genealogical research.

The Research Data Filer can—

- Serve as an index to your notes.
- Organize and rearrange your notes.
- Sort entries by name, date, location, relationship to other people, etc.

The Research Data Filer cannot—

- Take the place of your manual or paper files.
- Plan your system of organization.
- Eliminate the need to go to a library or archive and take notes.

## What RDF Can Do

The Research Data Filer program has a different purpose than the Family Records portion of PAF. You use the Family Records program to store the records of people that you are certain are part of your family. But frequently your research will turn up a lot of information about people you are not sure about—they may or may not be your ancestors. You cannot tell without more research. Instead of putting information you are unsure of in the Family Records program, you can store it temporarily in the RDF program. And RDF can do more than just store the results of your research until you learn more—it can help you organize and analyze the information to determine if and how the people fit into your family.

For example, suppose a researcher is looking for the records of an ancestor named Alexander Melville. She keeps notes on every Alexander Melville she can find, using many sources and many events from his life. After entering these notes into the RDF program, she sorts the information according to several criteria, such as a residence or date she already knows belongs to the Alexander Melville that is her ancestor. She hopes eventually to identify the correct Alexander Melville and link him to her family.

Another researcher goes to England and extracts more than one thousand different notes from a parish register. He has a lot of information, but he is not sure if it is related to his family or how it fits into his family lines. Although entering the notes into the RDF program takes him two months, it is worthwhile, because he can then search through the entries quickly in several different ways and pull out the related items. He can instantly print the lists the computer has sorted. Later he may add more notes about these same people, in chronological order, to create biographical sketches.

As you use the Research Data Filer, you will find many ways to organize the results of your research to determine if and how people fit into your family lines.

In addition to storing the results of your active research and helping you analyze the results, RDF can also help you organize your research process itself. It will help you keep track of which sources you consulted, where you found them, and what you learned from each one. Keeping a research calendar (containing the date of each trip to a library or archive, the sources you checked, and other comments) will help you to enter the information properly once you get home.

### **What RDF Cannot Do**

*RDF cannot take the place of your paper files.* You will still need paper files to store documents you acquire during your research (such as birth certificates, marriage certificates, notes from a personal interview, or notes taken from a census record). However, by entering information from these documents into the program, you can then sort, pull together, compare, and analyze the information from many separate documents to help you identify your ancestors and link them to your family.

You cannot use RDF like a word processor to type source documents word for word into your computer—that is not its purpose. You will still have to take notes, but RDF will help you organize and get the most out of those notes.

*RDF cannot plan or do your research for you.* It cannot decide what information you need and where and how you can obtain it. But by helping you organize and understand what information you already have, it can help you decide what you need to do. You will still need to go to the library or elsewhere to examine source documents and take notes. But RDF can help you keep track of and make sense of those notes.

Finally, *RDF cannot choose a system of organizing your research records for you.* You will have to adopt some system of organizing your files and notes. But by helping you use the information you obtain from these records more effectively, RDF can help you make your system of organization work.

In other words, the Research Data Filer cannot replace the efforts of a careful and organized genealogical researcher. It is just a tool, but a tool that can play an important role in anyone's research.

## LEARNING TO USE RDF

---

Think of each RDF entry as a 3-by-5-inch note card with information about one person, about one event from a person's life, or about one source document. It is important to plan on spending about three minutes to make each entry. *An investment of time at the beginning will save time later on.*

You will be making entries in two kinds of files when you use the Research Data Filer:

- Document Files
- Data Files

### Document (.doc) Files

Document files help you keep a record of all the source documents in which you find information. When you find a book, certificate, census film, or other source document that lists people who might be your ancestors, record information about that document as an entry in a document (.doc) file.

Document files have names that end with *.doc* (which stands for document file). The first eight characters can be whatever you want, but the file name must end with *.doc*.

Examples: Foster.doc  
Shaw.doc  
Jensen.doc  
Census.doc  
LDS.doc

### Data (.dat) Files

Data files help you record all the information you find in source documents. When you find a source document that lists people who might be your ancestors, record the information it contains in data file entries.

Data files have names that end with *.dat* (which stands for data file). The first eight characters can be whatever you want, but the file name must end with *.dat*.

Examples: Foster.dat  
              Shaw.dat  
              Jensen.dat

Notice that these data files have the same name before the period as some of the document files. The file names do not have to match, but if they do, you can cross-reference your records more easily.

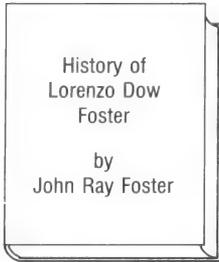
If you find a book that lists several people that might be related to the Foster family, you could list information about that book in an entry in Foster.doc. In Foster .dat you could make an entry for each person that might be your ancestor (include events or important dates from that person's life).

## Document Numbers

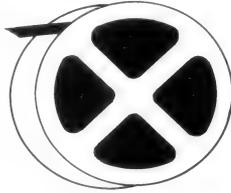
You will want to keep track of where you got the information for each entry in your RDF file—the source document in your paper file from which you took information to make the entry in RDF. RDF lets you record in each entry the document number of the corresponding source document. Assign a number to each document (such as a birth certificate, notes from a census record, or notes on a personal interview) when you obtain it. Then type that number in the *Document No.* field of both the document file entry and the data file entry or entries for the document.

If you do not already have a numbering system for your documents, consider using a system that identifies both the category a document belongs to and its position in that category. One popular and effective method is to use colors to identify categories of documents and numbers to identify documents consecutively within each category. For instance, *Blue 54* (the number of a document used in the lessons in this section) identifies a document as the fifty-fourth document in the blue category.

## Example Sources and Information from Them



1870 U.S. Federal  
Census



"Lorenzo  
was born  
February 12, 1851"

"Foster, Lorenzo  
Dow  
Residence  
Jefferson, Louisa,  
Iowa"

"Lorenzo Dow  
Foster  
Died  
14 November 1923  
File No. 439"

Save the *source* information in .doc files.

**Step 1:** Give each source a number from your own numbering system.

**Step 2:** Type information *about* the source into a document (.doc) file.

Result:

```

 ** Foster.doc **
 ACTIVE SCREEN:1
1 FOS001
 History of Lorenzo Dow Foster by John Ray Foster

2 CEN001
 US Census, Jefferson, Louisa, Iowa
 21 Jun 1870
 page 5, lines 15-19

3 FOS002
 Idaho, Board of Health, Certificate of Death
 File No. 439, Registered No. 11L
```

END OF FILE

Command?

Save the *event* information in .dat files.

**Step 1:** Give the information from a source the same document number you give to the source.

**Step 2:** Type the information found *in* the source into a data file.

Result:

```

** Foster.dat **
ACTIVE SCREEN:1
1 Foster, Lorenzo Dow M 2
 Birth 12 Feb 1851 Ohio
 F- Foster, John 3 /000000/000000
 POS001 (2)

2 Foster, Lorenzo D M 2
 Residence 21 Jun 1870 Jefferson, Louisa, Iowa
 000000/000000/000000
 CEN001 (324)

3 Foster, Lorenzo Dow M 2
 Death 14 Nov 1923 Antelope, Bonneville, Idaho
```

## Suggestions for Genealogists

The following are some general guidelines to help beginning, intermediate, and advanced genealogists start using the Research Data Filer. These are some good ways to get started, but you may find other ways more suited to your needs.

### Beginner:

In setting up your filing system, use the Research Data Filer to keep track of source documents and the information you have extracted from them. Number each document and save it in your paper files. Put the same number in the *Document No.* field in the document file entry you make in RDF. Also record the same document number in all the data file entries extracted from the document.

**Intermediate:**

If you have accumulated a large amount of research information, you probably already have a system for naming categories or files of documents and for numbering documents in those files. If you have not yet assigned file names and numbers to your materials, you should do so before using the Research Data Filer.

For each source document that you take information from, use the same document number in the document and data file entries.

**Advanced:**

If you already have several hundred documents, try to divide them into specific groups that serve your needs. Then enter information into RDF one group at a time.

For example, you may need a chronological list of events on one person. For one group you would select only those documents that contain information on that person, then extract data file entries from those documents. Or you might want to search for a certain event in the lives of all members of a particular family line. You would select only the documents that contain information on that event for those people, and then extract entries from those documents. As you become acquainted with the program by using the lessons, you will learn which documents you will want to do first.

*Remember*, the computer can only search and sort the information you have entered.

To acquaint you with the different commands and to give you some hands-on experience in entering data, examine the page showing the Research Data Filer commands (page 165) and work through the lessons in this section. Before you start these lessons, you should already have worked through Section 2. You will find detailed explanations on the use of each command in Section 6.

You can type commands in capital letters, lowercase letters, or a combination of the two, and RDF will understand. You can also abbreviate commands. Choose the way that is easiest for you.

*Note:* Remember to use the diskettes you prepared and labeled when you worked through Section 2 and *not* the original diskettes, both while doing these lessons and when using the program for your own research and record keeping.

## **LESSON A: VIEWING, SEARCHING, AND SORTING DOCUMENT AND DATA FILES**

---

This lesson will help you learn to—

1. GET document and data files from the disk and display them in full-screen and split-screen formats.
2. SEARCH for specific entries in a file.
3. SORT entries into chronological order.
4. PRINT a file.
5. ADD an entry.
6. DELETE an entry.
7. UPDATE a file.

Before you work through these lessons, you should have worked through Section 2, “Getting Started,” to—

1. Make copies of each of the diskettes that came in the PAF package.
2. Configure each of the programs using the CONFIG program.

You will need the following materials:

1. Diskette 5, onto which you copied the Research Data Filer program.
2. Diskette 9, which you labeled *RDF data*.

If you have a hard disk, you should already have put the program on it when you worked through Section 2. Place the data diskette in the floppy disk drive.

You will need approximately thirty minutes to complete this lesson. If you lose your place, press **Q** **RETURN**, and start over.

Begin this lesson with the computer off.

**Step 1:** Insert the Research Data Filer program diskette (diskette 5) in drive 1 and the RDF data diskette (diskette 9) in drive 2.

**Step 2:** Turn on the computer.  
The title screen will appear.

**Step 3:** Type the current date and press `[RETURN]`.

**Step 4:** Look over the Main Help display and notice that all of the commands you can use are displayed.

Press `[RETURN]`.

You should now be at the command level with the "Command?" prompt at the bottom of the screen.



*Note:* Even though these lessons work through the commands in a specific order, you can use the commands in any order you want.

Now let's get started.

## 1. Using the GET Command

With the GET command you can get a copy of a file from the disk and display it on the screen.

**Step 1:** Type **get** and press **RETURN**.

You can abbreviate the commands in RDF if you want. For example, instead of typing **get** and pressing **RETURN**, you could type just **g** and press **RETURN**. Try abbreviating some of the commands as you learn them. You may enter the commands in uppercase or lowercase letters.

RDF asks, "Get what file?"

**Step 2:** Type **Foster.dat,D1**.

(Remember to press **RETURN**.) This will get a practice file named **Foster.dat** from the diskette in drive 1 (the **,D1** behind the file name stands for drive 1). A screen of entries from **Foster.dat** will appear.

```

** Foster.dat,D1 **
ACTIVE SCREEN:1
1 Foster, Henry A. M 1
 Birth Abt 1845 Michigan
 000000/000000/000000
 Age 19 at enlistment, 2 Jan 1864 FOS001 ()
2 Foster, Henry A. M 1
 Residence 2 Jan 1864 Louisa, Iowa
 000000/000000/000000
 FOS001 ()
3 Foster, Henry A. M 1
 Enlistment 2 Jan 1864 Camp Harlan, Mount Pleasant, Iowa
 000000/000000/000000
 Private, Company "K" 4th Iowa Cavalry Volunteers FOA001 ()
4 Foster, Henry A. M 1
 Death 21 Mar 1864 Vicksburg, Mississippi
 000000/000000/000000
 Died of disease FOS001 ()
Command?
```

*Note:* Whenever you need help with the **GET** command, type **help get** (or **h g**). To get a list of all the commands you can use, type **help** (or **h**).

## 2. Scrolling

Scrolling is another word for moving up and down through the entries in a file.

**Step 1:** Press **CTRL** – **K** (down) and wait for the screen to change.

Try this 3 or 4 times. As you do so, notice that the display scrolls (or moves) down one entry at a time.

**Step 2:** Press **CTRL** – **I** (up) several times until entry 1 appears at the top of the screen.

You could also use the **CTRL** – **U** (page up) key to move up one full screen (four entries) each time you press it, or the **CTRL** – **H** (page down) key to move down one screen each time.

## 3. Using the **CTRL** – **C** (Change Active Screen) and **ESC** – **/** (Split Screen/Full Screen) Keys

The Research Data Filer can have two files in memory at the same time, one on Screen 1 and the second on Screen 2. The number of the Active Screen (shown in the upper right corner of the screen) tells you which screen you are working on.

Look at the screen and notice that it says “Active Screen 1” in the upper right corner.

**Step 1:** Press **CTRL** – **C** (change Active Screen).

Active Screen 2 is now displayed.

Use the **CTRL** – **C** (change Active Screen) key when you want to have two files in memory and you want to switch back and forth between them.

\*\* no file \*\*

ACTIVE SCREEN:2

Command?

Active Screen 2 is empty and displays the message “\*\* no file \*\*” because you have not yet entered data or had RDF get a file for this screen.

The **CTRL** – **C** (change Active Screen) key changes back and forth between the files on screens 1 and 2.

When you use the **CTRL** – **C** (change Active Screen) key, the screen you change to becomes the Active Screen and the name of the file on the Active Screen is highlighted (with inverse letters).

**Step 2:** Press **CTRL** – **C** (change Active Screen).

This will display Screen 1.

**Step 3:** Press **CTRL** – **C** (change Active Screen).

This will display Screen 2 again.

**Step 4:** Press **ESC** – **/** (split screen/full screen).

Pressing this key combination splits the screen in half, enabling you to see two files at once. Foster.dat, the file from Screen 1, is displayed on the top half of the split screen. Screen 2, which is empty, is displayed on the bottom half of the split screen. Screen 2 should have a label that says “\*\* no file \*\*.”

```

** Foster.dat,D1 **
ACTIVE SCREEN:2
1 Foster, Henry A. M 1
 Birth Abt 1845 Michigan
 000000/000000/000000
 Age 19 at enlistment, 2 Jan 1864 FOS001 ()
2 Foster, Henry A. M 1
 Residence 2 Jan 1864 Louisa, Iowa
 000000/000000/000000
 FOS001 ()
=====
** no file **

```

Command?

### Step 5: Type **get**.

This tells RDF to get a copy of a file from the disk and put it onto Screen 2, your Active Screen.

RDF asks, "Get what file?"

### Step 6: Type **Foster.doc,D1**.

Remember, a file that ends in *.doc* is a document file and is used to list the sources of your information. Two entries from *Foster.doc* appear on the bottom half of the screen.

Having both a *.doc* and a *.dat* file on the screen at the same time can help you compare data entries with the source they came from.

Having two *.dat* files on the screen at the same time can help you look at two different files to compare data entries.

You can also put the same file on both screens so you can compare entries in different parts of the same file.

```

 ** Foster.dat,Dl **
 ACTIVE SCREEN:2
1 Foster, Henry A.
 Birth Abt 1845 Michigan
 M 1
 000000/000000/000000
 FOS001 ()
 Age 19 at enlistment, 2 Jan 1864

2 Foster, Henry A.
 Residence 2 Jan 1864 Louisa, Iowa
 M 1
 000000/000000/000000
 FOS001 ()
=====
 ** Foster.doc,Dl **
1 FOS001
 Iowa, Adjutant General's Department
 Military Service Record Dated 16 April 1971

2 FOS002
 History of Lorenzo Dow Foster written by John Ray Foster

Command?

```

**Step 7:** Press **[ESC]** - **[/]** (split screen/full screen).

This displays the Active Screen (in this case, Screen 2) as a full screen.

```

 ** Foster.doc,Dl **
 ACTIVE SCREEN:2
1 FOS001
 Iowa, Adjutant General's Department
 Military Service Record Dated 16 April 1971

2 FOS002
 History of Lorenzo Dow Foster written by John Ray Foster

3 FOS003
 Idaho, Board of Health, Certificate of Death
 File No. 43999, Registered No. 11L

4 CEN001
 US Census, Jefferson, Louisa, Iowa
 21 Jun 1870
 Page 5, Lines 15-19

Command?

```

**Step 8:** Press **[ESC]** - **[/]** (split screen/full screen).

This changes the display back to the split screen.

**Step 9:** Press `CTRL` - `C` (change Active Screen).

This makes Screen 1 the Active Screen. The display is the same except for two things: (1) the Active Screen number in the top right corner has changed, and (2) the name of the file on Screen 1, `Foster.dat,D1`, has been highlighted.

```

** Foster.dat,D1 **
ACTIVE SCREEN:1
1 Foster, Henry A.
 Birth Abt 1845 Michigan
 000000/000000/000000
 FOS001 ()
 Age 19 at enlistment, 2 Jan 1864
2 Foster, Henry A.
 Residence 2 Jan 1864 Louisa, Iowa
 000000/000000/000000
 FOS001 ()
=====
** Foster.doc,D1 **
1 FOS001
 Iowa, Adjutant General's Department
 Military Service Record Dated 16 April 1971
2 FOS002
 History of Lorenzo Dow Foster written by John Ray Foster

Command?
```

**Step 10:** Press `ESC` - `/` (split screen/full screen).

This displays Active Screen 1 as a full screen.

## 4. Using the JUMP Command

The JUMP command helps you find a person or entry in a specific file when you know the *number* of the entry: it allows you to jump straight to that entry.

For example, if you wanted to get to entry number 8 in a file, you would do the following:

**Step 1:** Type `jump`.

Remember to press the `RETURN` key.

The message on the screen asks you to give an entry number to jump to.

**Step 2:** Press **[8]** and press **[RETURN]**.

The first entry on the screen will now be entry 8 of Foster.dat: Adaline Diantha Widger.

```

** Foster.dat,DI **
ACTIVE SCREEN:1
8 Widger, Adaline Diantha F 4
 Marriage
 S- Foster, John 3 /000000/000000
 Widow of Edwards, Joseph FOS002 ()

9 Widger, Adaline Diantha F 4
 Marriage
 S- Edwards, Joseph 000000/3 /000000
 First Marriage. Second to Foster, John FOS002 ()

10 Foster, Lorenzo Dow M 5
 Residence Iowa
 000000/000000/000000
 Spent boyhood in Iowa FOS002 ()

11 Foster, Lorenzo Dow M 2
 Marriage 12 Nov 1874 Wapello, Louisa, Iowa
 S- Snively, Margaret 5 /000000/000000
 FOS002 ()

Command?
```

*Note:* Whenever you need help with the JUMP command, type **help jump** (or **h j**).

## 5. Using the LOCATE Command

The LOCATE command helps you find an entry in a specific file by searching for entries that contain the information you tell it to look for. For example, you could find an entry for a person by using the LOCATE command to search for an entry containing his name.

You can use the LOCATE command to search for a word, a phrase, a number, or a date (or any part of each of them). For example, suppose you want to see an entry in Foster.dat for John Thomas Foster, but you do not know the entry number; you could do the following:

**Step 1:** Type **locate** (or **l**).

RDF asks, "Locate what?"

## Step 2: Type **Foster, John Thomas**.

Be sure to leave a space after the comma. After several seconds, his entry (number 17) will appear at the top of the screen.

RDF asks, "Is this the one you want? (Y/N)"

## Step 3: Press **[Y]** to answer yes.

If you had pressed **[N]** to answer no, RDF would have continued finding other entries with that name until it found the one entry for John Thomas Foster you wanted or until it ran out of entries. The more nearly unique the information is that you look for with the LOCATE command, the better chance you have of finding the right entry the first time.

```

** Foster.dat,D1 **
ACTIVE SCREEN:1
17 Foster, John Thomas M 10
 Birth 17 Jan 1885 Ord, Valley, Nebraska
 F- Foster, Lorenzo Dow M- Snively, Margaret 2 /5 /000000
 FOS002 ()

18 Foster, Lorenzo Dow M 2
 Residence Aft 1885 Lava Hot Springs, Bannock, Idaho
 000000/000000/000000
 Farmed here FOS002 ()

19 Foster, Lorenzo Dow M 2
 Residence Bef 1912 Pocatello, Bannock, Idaho
 000000/000000/000000
 Was in lumber business FOS002 ()

20 Snively, Margaret F 5
 Death 30 Aug 1918 Pocatello, Bannock, Idaho
 000000/000000/000000
 FOS002 ()
```

Command?

*Note:* Whenever you need help with the LOCATE command, type **help locate** (or **h l**).

Use the JUMP and LOCATE commands to go directly to an entry or to a name, word, or date in an entry. To look through each entry in a file, use the **[CTRL] - [I]** (up), **[CTRL] - [K]** (down), **[CTRL] - [U]** (page up), **[CTRL] - [H]** (page down) keys (see the Key Assignment Chart at the front of the manual or type **keys** for a screen display of the keys you can use).

So far you have—

1. Used the GET command to pull a copy of the Foster.dat file onto Screen 1.
2. Used the GET command to pull a copy of the Foster.doc file onto screen 2.
3. Learned how to use the **CTRL** – **C** (change Active Screen) and **ESC** – **/** (split screen/full screen) keys.
4. Learned how to jump to a particular entry by using the JUMP command.
5. Learned how to use the LOCATE command to locate an entry that contains a particular word, phrase, or number.
6. Learned how to get help on using any command.

## 6. Using the FOCUS Command

Using the FOCUS command, you can start with a whole file and select from it a smaller group of entries based on something they all have in common (such as all birth entries in the file). This command creates a temporary file of the items you “focused” on.

For example, if you want to find the marriage records for Lorenzo Dow Foster that are contained in Foster.dat, you could first find all of the marriage records in the file and then narrow that group down to just his marriages.

**Step 1:** Type **focus** (or **f**).

RDF asks, “Focus on what?”

**Step 2:** Type **event = marriage** (or **e = marriage**).

This helps RDF find the marriage entries in the file, by telling it which field to look in and the word to look for in that field.

RDF focuses on the *Event* field and looks for the word *marriage*. If you do not use the equal sign when you use the FOCUS command, RDF will simply search for entries that contain the words typed. Thus, you do not have to specify a field to focus on. The equal sign tells RDF that the word before the sign is a field name. In

this example, if you had left out the equal sign, RDF would have searched every field in every entry looking for the words *event* and *marriage*.

When RDF has found all the marriage entries in the file, it will display them, showing the *last* entry in the group and the message "END OF FILE." The last entry in this focused file is entry 6.

```

** Foster.dat,D1 **
ACTIVE SCREEN:1
6 Foster, Lorenzo Dow M 2
Marriage Aft 1918 Pocatello, Bannock, Idaho
S- Unknown 000000/000000/000000
Marriage lasted about two weeks FOS002 ()
```

END OF FILE

Command?

**Step 3:** Press **CTRL** - **U** (page up).

This will display other marriage entries that RDF found. Note that **CTRL** - **U** (page up) moves up 4 entries at a time. **CTRL** - **H** (page down) moves down 4 entries at a time. The **CTRL** - **I** (up) and **CTRL** - **K** (down) keys move only one entry at a time.

The fields you can focus on are—

*.dat files*

*.doc files*

Document No.  
Page  
Name  
Sex  
ID Number  
Event  
Date  
Place  
Relationship  
Comments

Document No.  
Source

You can focus on any word or phrase you have entered in these fields. For more information on each of these fields, see page 214.

When the last entry is displayed, the message “END OF FILE” will appear.

**Step 4:** Type **focus** (or **f**) to find a particular record within these marriage entries.

RDF asks, “Focus on what?”

**Step 5:** Type **name = Foster, Lorenzo Dow** (or **n = Foster, Lorenzo Dow**) to find Lorenzo Dow Foster in the name field.

In the temporary list of marriage entries you focused on at first, the computer will search for all marriages where Lorenzo Dow Foster appears in the *Name* field. Two marriage entries are in the file. The second entry will appear on the screen.

**Step 6:** Press **[CTRL] – [I]** (up) to see both entries.

```

** Foster.dat,Dl **
ACTIVE SCREEN:1
1 Foster, Lorenzo Dow M 2
Marriage 12 Nov 1874 Wapello, Louisa, Iowa
S- Snively, Margaret 5 /000000/000000
 FOS002 ()

2 Foster, Lorenzo Dow M 2
Marriage Aft 1918 Pocatello, Bannock, Idaho
S- Unknown 000000/000000/000000
Marriage lasted about two weeks FOS002 ()

```

END OF FILE

Command?

In this part of lesson A you—

1. Started with a complete file.
2. Did a FOCUS on event = marriage to see all of the entries where marriage was the event.
3. Did a FOCUS on a name in those marriage entries (name = Foster, Lorenzo Dow) to find the marriage entries for Lorenzo Dow Foster.

*Note:* Whenever you need help with the FOCUS command, type **help focus** (or **h f**).

## 7. Using the RESTORE Command

The RESTORE command returns a file to the way it was before you did a FOCUS, SORT, or DELETE.

For example, suppose you have finished looking at the marriage entries for Lorenzo Dow Foster and want to restore Foster.dat to the way it was.

Type **restore** (or **r**).

The Foster.dat file will be displayed again the way it was before you did the marriage FOCUS. You can scroll through the file to make sure that it is the same.

*Note:* Whenever you need help with the RESTORE command, type **help restore** (or **h r**).

## 8. Using the SORT Command

Using the SORT command, you can select a field, such as the *Event* field, and RDF will sort the entries in the file alphabetically according to the information in that field.

For example, if the *Event* fields in your file record births, deaths, burials, and christenings, the SORT command would list the entries alphabetically, showing births first and then burials, christenings, and deaths.

When you use the SORT command, the *Document No.*, *Page*, *Name*, *Sex*, *Event*, *Place*, *Rel* (Relationships), *Comments*, and *ID No.* fields are sorted alphabetically; the *Date* field is sorted chronologically. (For an explanation of how numbers are sorted alphabetically, see page 246.)

RDF cannot tell the difference between a first name and a surname, so if you list the first name first (e.g., John Benton) instead of second (e.g., Benton, John), the entry will be listed alphabetically according to the first name and not the surname.

Entries with no information in the field being searched appear at the *top* of the list.

For example, suppose you want to have a chronological list of all the entries in the Foster.dat file.

**Step 1:** Type **sort** (or **s**).

RDF asks, "Sort on what field?"

**Step 2:** Type **date**.

This will sort the entries into chronological order by *event* date.

```

** Foster.dat,Dl **
ACTIVE SCREEN:1
8 Foster, Henry A.
 Birth Abt 1845 Michigan
Age 19 at enlistment, 2 Jan 1864
000000/000000/000000
FOS001 ()
9 Foster, Lorenzo Dow
 Christening 12 Feb 1851 Ohio
 F- Foster, John M- Widger, Adaline Diantha
3 /4 /000000
FOS002 ()
10 Foster, Lorenzo Dow
 Birth 12 Feb 1851 Ohio
 F- Foster, John
3 /000000/000000
FOS003 ()
11 Foster, Henry A.
 Residence 2 Jan 1864 Louisa, Iowa
000000/000000/000000
FOS001 ()

```

Command?

The first entry displayed on the screen is number 8 because the first 7 entries do not have a date in the *Date* field. Note that a SORT by date takes into account any *Before*, *After*, or *About* modifier.

If you press the **CTRL** - **U** (page up) key you will see some of the other entries.

```

** Foster.dat,Dl **
ACTIVE SCREEN:1
4 Widger, Adaline Diantha
 Marriage
 S- Edwards, Joseph
 First Marriage. Second to Foster, John
000000/3 /000000
FOS002 ()
5 Foster, Lorenzo Dow
 Residence Iowa
Spent boyhood in Iowa
000000/000000/000000
FOS002 ()
6 Snively, Margaret
 Birth Germany
000000/000000/000000
FOS002 ()
7 Foster, John
 Birth England
000000/000000/000000
FOS003 ()

```

Command?

*Note:* Whenever you need help with the SORT command, type **help sort** (or **h s**).

## 9. Using the PRINT Command

Before using this command, turn on your printer.

If you want the name of the file (on the Active Screen) to be the title of the printout, you can use the print command without adding a title.

Suppose you want to print the file as it now stands and name it "Foster Sort by Date."

**Step 1:** Type **print Foster Sort by Date** and press **RETURN**.

This will print the file which you sorted in the last step. The title will be printed at the top of each page.

RDF asks, "Single sheet feed, continuous form, or quit? (S, C, or Q)"

**Step 2:** Press **C** if you have continuous paper and press **RETURN**.

RDF says, "Please adjust paper to print at the top of the page. Press **RETURN**."

**Step 3:** Press **RETURN**.

Wait until the report has been printed before continuing. There are 32 entries in this file. (If you ever need to stop a printout before it is finished, press **CTRL - Q**.) The following is a sample printout.

Foster Sort by Date

3/20/1986

Page 1

```

1 Foster, Henry A. M 1
 Burial National Cemetery, Vicksburg, Mississipp
 000000/000000/000000
 Bur. Section F, Grave 438 FOS001 ()

2 Foster, John M 3
 Marriage
 S- Widger, Adaline Diantha 4 /000000/000000
 FOS002 ()

3 Widger, Adaline Diantha F 4
 Marriage
 S- Foster, John 3 /000000/000000
 Widow of Edwards, Joseph FOS002 ()

4 Widger, Adaline Diantha F 4
 Marriage
 S- Edwards, Joseph 000000/3 /000000
 First Marriage. Second to Foster, John FOS002 ()

5 Foster, Lorenzo Dow M 5
 Residence Iowa
 000000/000000/000000
 Spent boyhood in Iowa FOS002 ()

6 Snively, Margaret F 5
 Birth Germany
 000000/000000/000000
 FOS002 ()

7 Foster, John M 3
 Birth England
 000000/000000/000000
 FOS003 ()

8 Foster, Henry A. M 1
 Birth Abt 1845 Michigan
 000000/000000/000000
 Age 19 at enlistment, 2 Jan 1864 FOS001 ()

9 Foster, Lorenzo Dow M 2
 Christening 12 Feb 1851 Ohio
 F- Foster, John M- Widger, Adaline Diantha 3 /4 /000000
 FOS002 ()

```

**Step 4:** Press **CTRL** - **C** to change Active Screen.

*Note:* Whenever you need help with the PRINT command, type **help print** (or **h p**).

## 10. Using the ADD Command

Use the ADD command to add an entry to an existing file. If you want to add an entry to the Foster.doc file that is on the Active Screen, do the following.

**Step 1:** Type **add** (or **a**) to add one or more entries to this .doc file.

A blank entry form for the document file will appear on the screen. The cursor should now be in the *Document No.* field.

```
Poster.doc,D1 ENTRY: 5

Document No:
Source:

3 FOS003
 Idaho, Board of Health, Certificate of Death
 File No. 43999, Registered No. 11L

4 CEN001
 US Census, Jefferson, Louisa, Iowa
 21 Jun 1870
 Page 5, Lines 15-19

Ctrl-S SAVE CHANGES Ctrl-Q QUIT WITHOUT SAVING CHANGES
```

**Step 2:** Type **FOS005** as the document number.

Now the cursor is in the *Source* field. You will next type the name of the source document.

**Step 3:** Type **A Brief History of the Fosters in Iowa**   
**by John Davies**  **1010 Uphill St., Austin,**  
**Texas.**

**Step 4:** Press  -  (shown at the bottom of the screen) to save the entry.

Another blank document entry form will appear.

**Step 5:** Press  -  (shown at the bottom of the screen) to indicate that you do not want to add any more entries.

*Note:* Whenever you need help with the ADD command, type **help add** (or **h a**).

Using the ADD command you—

1. Began with the Foster.doc file on the Active Screen.
2. Added an entry to the file.
3. Entered a document number and the title and author of a book about the Fosters.
4. Saved the entry by pressing **CTRL** - **S** (shown at the bottom of the screen) to save the changes.
5. Pressed **CTRL** - **Q** (shown at the bottom of the screen) to get out of the ADD command.

## 11. Using the DELETE Command

You may use the DELETE command to delete one or more entries.

**Step 1:** Type **delete** (or **d**).

This tells RDF that you want to delete an entry.

RDF asks you to "Enter entry number or range to be deleted."

**Step 2:** Press **5**.

This tells RDF to DELETE entry number 5 from the file on the screen.

The entry will be deleted from the screen (but not from your data disk).

*Note:* Whenever you need help with the DELETE command, type **help delete** (or **h d**).

To save the changed file, you need to use the UPDATE command (described next).

## 12. Using the UPDATE Command

Use the UPDATE command to save changes you make to a file while using the FOCUS, SORT, or DELETE commands.

**Step 1:** Type **update** (or **u**).

RDF asks, "Do you want to update the active file? (Y/N)"

**Step 2:** Press **Y** to answer yes.

This stores the file shown on the screen, minus the entry you just deleted, on the diskette.

*Note:* Whenever you need help with the UPDATE command, type **help update** (or **h u**).

### 13. Using the QUIT Command

Use the QUIT command to exit the Research Data Filer program. Anytime you are at the “Command?” prompt you can type **quit** (or **q**).

A message will appear on the screen reminding you to make a back up copy of your data diskette after you leave the program.

This returns you to the system level.

You can now turn the computer off.

**WARNING!** Update any files you have on the screen before using the QUIT command or you may lose data.

*Note:* Whenever you need help with the QUIT command, type **help quit** (or **h q**).

### Summary

In this lesson you—

1. Used the GET command to find and look at an existing document (.doc) and data (.dat) file.
2. Learned to scroll through a file.
3. Used the **CTRL** – **C** (change Active Screen) and **ESC** – **/** (split screen/full screen) keys to display the document and data files in full screen and split screen format.
4. JUMPed to a specific entry in the Foster.dat file.
5. LOCATED a specific entry in the Foster.dat file.
6. FOCUSed to locate marriage entries.
7. FOCUSed on all marriage entries having *Foster, Lorenzo Dow* in the *Name* field.

8. RESTOREd the Foster.dat file to the way it was before you used the FOCUS command.
9. SORTed all entries chronologically by event date.
10. PRINTed the sorted Foster.dat file.
11. ADDED a document entry to the Foster.doc file.
12. DELETED an entry from the Foster.doc file.
13. UPDATED the Foster.doc file to save the changes.

## **LESSON B: CREATING DOCUMENT AND DATA FILES**

---

This lesson will help you learn to—

1. Create document (.doc) files.
2. Create data (.dat) files.
3. Use the EDIT command.
4. Use the COPY command.
5. Use the MATCH command.

You will need the following materials:

1. Diskette 5, onto which you have copied the Research Data Filer program.
2. Diskette 9, which you labeled *RDF data*.

You will need approximately thirty minutes to complete this lesson. If you lose your place, press **Q** **RETURN**, and start over.

Start with the computer off.

**Step 1:** Insert the Research Data Filer program diskette (diskette 5) in drive 1 and the RDF data diskette (diskette 9) in drive 2.

Turn the computer on.

After a few seconds the title screen will appear.

**Step 2:** Type the current date and press **RETURN**.

Look over the Main Help display when it appears.

The "Command?" prompt will appear at the bottom of the screen.

## 1. Creating a Document (.doc) File

*Note:* Before beginning this part of the lesson, make sure you are on Screen 1. If you are on Screen 2, press **CTRL** - **C** (change Active Screen) to get to Active Screen 1.

### Step 1: Type **get Roberts.doc**.

The name of the file preceding the .dat or .doc can be a maximum of eight characters. Do not use spaces or slashes in any file name.

RDF says, "Could not open file 'Roberts.doc.' Shall I create it? (Y/N)"

### Step 2: Press **Y** to answer yes and create the document file.

```
 ** Roberts.doc ** ACTIVE SCREEN:1
 END OF FILE

Command?
```

Roberts.doc appears as the file name on Screen 1.

**Step 3:** Type **add** (or **a**).

This indicates you want to add an entry to the file.

A *document* entry form will appear. The entry number is automatically assigned by the computer.

Roberts.doc ENTRY: 1

---

Document No:

Source:

Ctrl-S SAVE CHANGES

Ctrl-Q QUIT WITHOUT SAVING CHANGES

For this lesson, use the sample Sexton's record shown below as the document you want to enter.

281

Taken from SEXTON'S RECORDS OF THE PROVO CEMETERY 1849-1929

Compiled and typed by Mattie Hiatt, 1930

Roberts cont'd

Benjamin M. b. 15 Jan. 1827 in Chester Co. Pennsylvania, d. 8 Aug. 1891, S. of Samuel and Sarah Lamer or Larner Roberts.

Boliver b. 7 Apr. 1882 in Provo, d. 10 Mar. 1883, So of Adelbert and Martha E. York Roberts.

Child b. 12 Apr. 1902 in Provo, d. same day, child of B. M. and Sarah Ann Milner Roberts.

Clara Elizabeth aged 30 yrs. b. in Provo, d. 6 June 1911, 2nd Ward.

Clarence b. 8 Aug. 1874 in Provo, d. same day, S. of Adelbert and Martha E. York Roberts.

David aged 35 yrs. 4 mo. 11 days, b. in Lehi, Utah Co., d. 2 Feb. 1924

Donna b. 30 May 1888 in Provo, d. 3 May 1891, D. of Adelbert and Martha E. York Roberts.

Estella b. 9 Apr 1886 in Provo, d. 17 Sept. 1887, D. of Samuel K. and Annie Jackson Roberts.

Ettola b. Oct. 1883 in Provo, d. 20 Feb. 1895, D. of Samuel R. and Annie Hooper Roberts.

Flora May b. 22 Aug 1871 in Provo, d. 5 Nov. 1872, D. of Adelbert and Martha E. York Roberts.

Geraldus M. aged 76 yrs. 2 mo. 3 days, b. in Nebraska, d. 29 July 1924.

Harriet b. 3 Sept. 1808 on the Isle of Mott, Lake Champlain, Vermont d. Feb. 1876.

James aged 63 yrs. b. in Italy, d. 11 Apr. 1913 in Pleasant View.

John ~~Hommes~~ b. 27 Aug. 1865 in Provo, d. 1 Oct. 1866, S. of Ephraim and Emma Bell Roberts.

The sample Sexton's document is taken from the file of a person who labeled it "Blue 54," meaning it is the 54th document in the Blue category.

**Step 4:** Type **Blue 54** in the *Document No.* field.

After you press  the cursor will appear in the *Source* field.

There are 3 blank lines in the *Source* field.

The next thing you do is fill in the *Source* field with the title and location of the source, including comments that will help you later.

*Note:* For more information about RDF fields, see page 214 (Section 6).

**Step 5:** Type **Sexton's Records, 1849-1929 Provo City Cemetery** and press .

**Step 6:** Type **GL 979.224P1 V3H Utah, Utah County, Sept, 1983** and press .

**Step 7:** Type **See photocopies, 2 pages for Roberts. Made personal visit also.** and press .

*Note:* You may choose your own format for entering the source references, but the more consistent you are, the more valuable the system will be for sorting and searching.

The cursor should now be in the *Document No.* field again.

**Step 8:** Press  -  (shown at the bottom of the screen) to save the entry you just completed.

Another blank entry form will appear on the screen.

**Step 9:** Press  -  (shown at the bottom of the screen) to quit without saving the empty document entry form.

You have now created a document file named **Roberts.doc** and added an entry to that file.

**Step 10:** Press **[ESC]** – **[F]** (split screen/full screen) to change to the split screen.

**Step 11:** Press **[CTRL]** – **[C]** (change Active Screen) to change to Active Screen 2.

## 2. Creating a Data (.dat) File

**Step 1:** Type **get Roberts.dat**.

RDF responds, “Could not open file ‘Roberts.dat.’ Shall I create it? (Y/N)”

**Step 2:** Press **[Y]** to answer yes and create the data file.

**Step 3:** Type **add** (or **a**) to add entries to the Roberts.dat file.

A blank data entry form will appear with the cursor in the *Document No.* field.

```

 ** Roberts.doc **
 ACTIVE SCREEN:2
1 Blue 54
Sexton's Records, 1849-1929 Provo City Cemetery
GL 979.224/P1 V3H Utah, Utah County, Sept, 1983
See photocopies, 2 pages for Roberts. Made personal visit also.

 END OF FILE

=====
Roberts.dat ENTRY: 1 Document No: Pg:
Name: | Sex: ID:

Event: | Date: |
Place:
Rel: | / /

Comments: |
Ctrl-S SAVE CHANGES Ctrl-Q QUIT WITHOUT SAVING CHANGES
```

Notice that the name in the left corner of the form is Roberts.dat. That tells you the file you are adding to.

Give this entry the same number as the document you extracted it from (Blue 54).

**Step 4:** Type **Blue 54**.

Remember to press **[RETURN]**.

**Step 5:** Type **281** as the page number from the source.

**Step 6:** Type **McEvers, Harriet** in the *Name* field.

**Step 7:** Type **F** for the sex.

**Step 8:** Press **[RETURN]** to skip entering an identification number (this is a number you can assign to organize the people in your files).

**Step 9:** Type **Burial** in the *Event* field.

**Step 10:** Type **Feb 1876** as the event date.

*Note:* To go back to the previous field, press **[CTRL] - [P]** (previous field) as you did in the Family Records program. To erase letters or numbers in a field, either move the cursor to that field and press the space bar until they are gone or press **[CTRL] - [G]** (delete end of line).

**Step 11:** Type **Provo City Cemetery, Utah Co., Utah** as the place.

**Step 12:** Press **[CTRL] - [S]** (shown at the bottom of the screen) to save this entry.

```

** Roberts.doc **
ACTIVE SCREEN:2
1 Blue 54
Sexton's Records, 1849-1929 Provo City Cemetery
GL 979.224/P1 V3H Utah, Utah County, Sept, 1983
See photocopies, 2 pages for Roberts. Made personal visit also.

END OF FILE

=====
Roberts.dat ENTRY: 1 Document No:Blue 54 Pg:281
Name:McEvers, Harriet | Sex:F ID:

Event:Burial | Date:Feb 1876
Place:Provo City Cemetery, Utah Co., Utah

Rel: | / /

Comments:
Ctrl-S SAVE CHANGES Ctrl-Q QUIT WITHOUT SAVING CHANGES
```

**Step 13:** Press **CTRL** – **Q** (shown at the bottom of the screen) to quit adding entries and return to the “Command?” prompt.

You have now created a data file named *Roberts.dat* and added one entry to that file.

### 3. Using the EDIT Command

Use the EDIT Command to change or add information in an entry.

**Step 1:** Type **edit** (or **e**).

RDF responds, “Enter entry number to edit:”

There is only one entry in this file so far.

**Step 2:** Press **1**.

The entry you added to the new file (*Roberts.dat*) will appear on the screen, ready for you to edit.

**Step 3:** Press the **CTRL** – **K** (down) key several times until the blinking cursor is in the *Rel* (Relationship) field.

**Step 4:** Type **S- Roberts, Horace** as the name of a relative mentioned in the document.

The *S-* before *Roberts, Horace* indicates Horace Roberts is the spouse. This is just one method for recording information. Use whatever method is effective for you.

**Step 5:** Press **RETURN** several times until the cursor is in the *Comments* field.

**Step 6:** Type **Actual tombstone no longer there.** in the *Comments* field.

1 Blue 54

Sexton's Records, 1849-1929 Provo City Cemetery  
GL 979.224/P1 V3H Utah, Utah County, Sept, 1983  
See photocopies, 2 pages for Roberts. Made personal visit also.

END OF FILE

```

=====
Roberts.dat ENTRY: 1 Document No:Blue 54 Pg:281

Name:McEvers, Harriet | Sex:F ID:

Event:Burial | Date:Feb 1876 |
Place:Provo City Cemetery, Utah, Utah
Rel:S- Roberts, Horace | / /

Comments:Actual tombstone no longer there.
Ctrl-S SAVE CHANGES AND EXIT Ctrl-Q QUIT WITHOUT SAVING CHANGES

```

**Step 7:** Press **CTRL** - **S** (shown at the bottom of the screen) to save the changes and exit.

You have now edited an entry in a .dat file. To edit an entry in a .doc file, follow the same basic steps.

*Note:* Whenever you need help with the EDIT command, type **help edit** (or **h e**).

To see the keys you can use while editing, type **help keys** (or **h k**).

## Summary

During this part of the lesson, you—

1. Created a document (.doc) file and added one document entry.
2. Created a data (.dat) file and added one data entry.
3. EDITed an entry.

## 4. Using the COPY Command

Use the COPY command to copy information from one data file (the sending file) into another data file (the receiving file).

When you use the COPY command, the sending file needs to be on the Active Screen.

**Step 1:** Press the **CTRL** – **C** (change Active Screen) to change to Active Screen 1.

**Step 2:** Type **get Foster.dat,D1**.

This removes Roberts.doc from Screen 1 and puts Foster.dat in its place.

Now you are ready to create a receiving file. It is not necessary to have the receiving file displayed, but it will be displayed in this lesson so that you can see the results of the COPY action.

**Step 3:** Type **focus event=birth** to focus on *Event* fields and look for the word *birth*.

A focused Foster.dat file containing all birth entries will appear.

Now you will copy the birth entries to a file you will name *Fosbirth.dat*.

**Step 4:** Type **copy** (or **c**).

RDF asks, "Copy to what file?"

**Step 5:** Type **Fosbirth.dat**.

RDF answers, "Enter entry number or range to be copied."

**Step 6:** Type **1,99**.

This specifies the range of entries to move, since you want to copy all of the entries and are sure there are fewer than 99 of them. You can use a comma, a hyphen, or a space between the numbers when entering ranges.

RDF says, "Could not open file 'Fosbirth.dat.' Shall I create it? (Y/N)"

**Step 7:** Press **Y** to answer yes.

The COPY is completed. You will now call up the file with the copied entries onto the split screen to see if everything worked as planned.

**Step 8:** Press **CTRL** - **C** (change Active Screen) to make Screen 2 the Active Screen.

**Step 9:** Type **get Fosbirth.dat**.

You will see the results of the COPY.

```

 ** Foster.dat,D1 **
 ACTIVE SCREEN:2
1 Foster, Henry A. M 1
 Birth Abt 1845 Michigan
 000000/000000/000000
 Age 19 at enlistment, 2 Jan 1864 FOS001 ()

2 Foster, Inez Leona F 7
 Birth 4 Mar 1878 Wapello, Louisa, Iowa
 F- Foster, Lorenzo Dow M- Snively, Margaret 2 /5 /000000
 FOS002 ()
=====
 ** Fosbirth.dat **
1 Foster, Henry A. M 1
 Birth Abt 1845 Michigan
 000000/000000/000000
 Age 19 at enlistment, 2 Jan 1864 FOS001 ()

2 Foster, Inez Leona F 7
 Birth 4 Mar 1878 Wapello, Louisa, Iowa
 F- Foster, Lorenzo Dow M- Snively, Margaret 2 /5 /000000
 FOS002 ()

```

Command?

*Note:* Whenever you need help with the COPY command, type **help copy** (or **h c**).

## 5. Using the MATCH Command

Use the MATCH command to find sources from which the entries in a data file have been extracted.

Document file entries contain information *about* the source documents you have consulted. Data file entries contain genealogical information taken *from* those source documents. The MATCH command lets you match the data file entries with the document file entries that tell about the sources the data file entries came from. It does this by matching document numbers. When you use the MATCH command, RDF compares the *Document No.* fields of the data file to the *Document No.* fields of the document file. When it finds a match, it copies the document file entry into a third file. When the MATCH is completed, this third file will be a document file that includes

only those entries containing information for the source documents used in making the data file entries.

Any data file entries for which there was no match are displayed on the Active Screen. For each of these unmatched entries, you may have entered an incorrect document number. Or the document file entry about the source from which that data file entry was taken may be listed in a different document file.

Before you start using the MATCH command, restore Foster.dat (on Screen 1) to its original form, with all of its entries, by completing the following steps.

**Step 1:** Press **CTRL** – **C** (change Active Screen).

This makes Screen 1, containing Foster.dat, the Active Screen.

**Step 2:** Type **restore** (or **r**).

Now the Foster.dat file is back to its original form.

**Step 3:** Type **match** (or **m**).

RDF asks, "Name of .DOC file for collecting sources?"

**Step 4:** Type **Fosbib.doc**.

Fosbib.doc will become the document file containing the matched document entries. Thus it will become a bibliography of sources where you found information on the Foster family.

RDF asks, "Name of .DOC file to be searched?"

**Step 5:** Type **Foster.doc,D1**.

Because Fosbib.doc (from Step 4) is a new file, RDF says, "Could not open file 'Fosbib.doc.' Shall I create it? (Y/N)."

**Step 6:** Press **Y** to answer yes.

```

** Foster.dat,D1 **
ACTIVE SCREEN:1
1 Foster, Henry A. M 1
Enlistment 2 Jan 1864 Camp Harlan, Mount Pleasant, Iowa
000000/000000/000000
Private, Company "K" 4th Iowa Cavalry Volunteers FOA001 ()

```

```

=====
** Fospib.doc **

```

```

1 CEN001
US Census, Jefferson, Louisa, Iowa
21 Jun 1870
Page 5, Lines 15-19

2 FOS001
Iowa, Adjutant General's Department
Military Service Record Dated 16 April 1971

```

Command?

Screen 1 will display an unmatched data entry with a document number that was entered as FOA001 instead of FOS001 as it should have been. (Entry 2 displayed at the bottom of the screen was taken from the same document and has the correct document number.) You could correct this mistake by using the EDIT command. (See page 227 for instructions about using the EDIT command to change existing entries, or type **help edit**.)

Screen 2 will display the Fospib.doc file with two entries from Foster.doc. These entries had document numbers that matched up with document numbers in entries in Foster.dat.

To see all the .doc entries, you need to get to Active Screen 2 and scroll through the file.

**Step 7:** Press **[CTRL] - [C]** (change Active Screen).

**Step 8:** Press **[CTRL] - [H]** (page down).

You will see that there are three entries in Fospib.doc. Entry 4 of the original Foster.doc is not there because it was not referenced by any of the entries in Foster.dat. All of the document entries in Fospib.doc have document numbers that match at least one data entry in the Foster.dat file.

Fosbib.doc is now saved on the diskette. You can use it as a bibliography for the Foster.dat entries.

*Note:* Whenever you need help with the MATCH command, type **help match** (or **h m**).

## 6. Deleting a Whole File

Use your computer's delete command to delete a file directly from the disk.

By following the instructions in this part of the lesson, you will delete the following practice files: Roberts.doc, Roberts.dat, Fosbirth.dat, and Fosbib.doc. If you want to keep these files to practice on later, do not work through the following steps, just read through them to learn what you must do to delete files.

**Step 1:** Type **quit** (or **q**).

This returns you to the system level.

Press **[CAPS LOCK]**.

**Step 2:** Type **CATALOG,D2** at the **]** prompt.

This lets you see the files that are on your data disk in drive 2.

**Step 3:** Type **DELETE ROBERTS.DAT,D2**.

This deletes the Roberts data file.

**Step 4:** Type **DELETE ROBERTS.DOC,D2**.

This deletes the Roberts document file.

**Step 5:** Type **DELETE FOSBIRTH.DAT,D2**.

This deletes the Fosbirth data file.

**Step 6:** Type **DELETE FOSBIB.DOC,D2**.

This deletes the Fosbib document file.

**Step 7:** Type **CATALOG,D2**.

The four files you just deleted should not appear on the list of files.

## Summary

During this lesson you—

1. Moved information from one file to another using the COPY command.
2. Used the MATCH command to find document entry numbers that matched the data entry numbers.
3. Deleted four practice files from your disk in drive 2.

# What Do You Want to Do?

---

## If You Want to

## See Pages

---

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**PRINT**

Print the file on the Active Screen. 191, 244

**GET HELP**

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Get help in using entry keys. 204

List all of the commands on the screen. 238

**RETURN TO THE SYSTEM LEVEL**

Exit the program and return to the system level. 195, 245

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## Research Data Filer Reference

---

This section will give you more detailed information on the Research Data Filer program (RDF), especially on important keys and commands. Use this section in one or more of the following ways—

- Read through it after you work through the lessons (in Section 5) in order to learn more about specific parts of RDF.
- Refer to it when you have difficulty entering your research data.
- Refer to this section after you have worked with RDF for a while, to learn more about the program.

### DOCUMENT (.DOC) FILES

---

Use a document (.doc) file to record the title of each source of your information. Assign each source a document number to help you refer to it later on.

Suppose you have gathered information from three different types of sources. You could save the title and location of all three types in a single document file, or you could create a separate file to store each type of source.

For example, if your three sources of information were (1) the 1870 census, (2) a death certificate for John Foster, and (3) a sexton's record listing a burial for a Lorenzo Dow Foster, you could record these sources in several ways:

- You could create three separate files and give them names like *Census.doc*, *Death.doc*, and *burial.doc* (the .doc extensions are

required). You could give each source a document number like *CEN001*, *DTH001*, and *BUR001*.

- If the information from each source was about the same family line (such as Foster), you could create one file, and give the file a name like *Foster.doc* with a document number like *FOS001*.
- You could create two files, one named *Census.doc* (to store the titles of the census sources you used) and another named *Foster.doc* (to record all sources you find with information on anyone related to the Foster family line) and assign each one a document number.

## DATA (.DAT) FILES

---

After you have recorded the titles of the source documents, recorded their location, and assigned each a document number, what do you do with the names, events, and places you found in them? Unless you are sure that the individuals you found fit into your family lines, you record information about the events of their lives in data (.dat) files. If you know they belong to your family line, you could enter them in your Family Records files. As you make each entry, record in its *Document Number* field the same document number you gave the source of the information (in the .doc file).

A data file is like a collection of note cards containing information you have extracted from different documents. Births, marriages, residence, military service, and other events are entered for a person. Each entry lists one event. Later, you can sort, search, and arrange these “cards” or entries in different ways according to date, name, place, event, etc.

Giving your files meaningful names will help you later when you are looking through many file names.

## SOME SPECIFICS ON FILES

---

Files in the Research Data Filer need to have a “surname” or extension. Just as your surname helps other people know what family you belong to, the extension you give your files helps

RDF identify them. RDF recognizes document files by a .doc extension (i.e. Birth.doc, Johnston.doc) that you add to an identifying file name. A .dat extension identifies data files (i.e. Stevens.dat, Mitchell.dat). You must use a period between the file name and the .doc or .dat extension.

Most people use the main divisions of their paper files for the names of their document files. For example, if you already had a file named Jensen family, you could name the corresponding computer files Jensen.doc and Jensen.dat. You could save the names and locations of records that told about the Jensen family in Jensen.doc, and the information about individuals in the Jensen.dat file.

Similarly, if you had other files at home named Census Information, Rogers Family, and County Records, you could make six files (three document files and three data) on the computer to record that information.

| Example: | <i>If your paper files are named</i> | <i>You could name your computer files</i> |
|----------|--------------------------------------|-------------------------------------------|
|          | Census Information                   | Census.doc<br>Census.dat                  |
|          | Rogers Family                        | Rogers.doc<br>Rogers.dat                  |
|          | County Records                       | County.doc<br>County.dat                  |

Keep in mind that the maximum length of file names (before the .doc or .dat) is 8 characters. Your computer may accept longer names, but RDF will not be able to use them. File names *cannot* contain slashes, periods other than the specified period, or spaces.

The number of files that you can save on a diskette is determined by the amount of information in each file.

To display the files you have already created and saved on a diskette, use the commands specific to your computer to list the files on your diskette.

## ENTRY NUMBERS IN .DOC AND .DAT FILES

---

In both data and document files, an entry number is given to each entry. RDF automatically assigns the entry number during the ADD command and uses the number in COPYing, LOCATing, EDITing, and DELETing entries.

## FIELDS IN .DOC AND .DAT FILES

---

There are *two fields available in a document entry*. There are *eleven fields available in a data entry*. For more information on how to use the fields in focusing and sorting, refer to the lessons and the parts of this reference section on the FOCUS and SORT commands.

Always press **[RETURN]** after you have finished entering data in a field. When information you type fills a field, press **[RETURN]** to enter that data and advance to the next field. Use the cursor movement keys to move the cursor to any field on the screen.

Each field is listed below along with instructions for completing it. The numbers in brackets indicate the maximum number of characters (numbers, letters, etc.) that you can put in each field.

### Fields in .doc Files

```
Poster.doc,D1 ENTRY: 5

Document No:
Source:
|

Ctrl-S SAVE CHANGES Ctrl-Q QUIT WITHOUT SAVING CHANGES
```

1. **Document Number** [15]: You can use any combination of letters, numbers, and spaces. These numbers can tie your computerized files and manual (paper) files together.

Birth certificates, letters, wills, notes made from personal knowledge, photocopies of documents you have found in the library, and notes from conversations all need to be numbered and filed. Use the numbers you give these documents for your RDF document numbers.

2. **Source** [3 lines, 74 characters each]: You can develop your own format for entering source information or you can use one of the methods shown in the lessons.

Remember that this is your bibliography reference to document the things you have done. Such information as microfilm numbers, library call numbers, and location of the original document would all be appropriate things to enter.

## Fields in .dat Files

|               |           |              |     |
|---------------|-----------|--------------|-----|
| Foster.dat,D1 | ENTRY: 33 | Document No: | Pg: |
| Name:         |           | Sex:         | ID: |
| -----         |           | -----        |     |
| Event:        |           | Date:        |     |
| Place:        |           |              |     |
| -----         |           | -----        |     |
| Rel:          |           | /            | /   |
| -----         |           | -----        |     |
| Comments:     |           |              |     |
| -----         |           | -----        |     |

Ctrl-S SAVE CHANGES      Ctrl-Q QUIT WITHOUT SAVING CHANGES

1. **Document Number** [15]: Enter the same document number for both the source entry (in the .doc file) and the entries in the .dat file that came from that source.
2. **Page** [4]: Enter the number of the page in the source document where the data entry came from.

3. **Name** [45]: Since RDF needs a standardized format for sorting, we suggest you enter the surname first, followed by a comma and other names separated by spaces. If the name was shown in a different format or different spelling in the original document, type the name in the standard format first and then as it appears in the original document, enclosed by parentheses.

Example: Melville, Alexander (Alex Melvil)

The name in parentheses will also be part of the SORT, but it will have little or no effect on the SORT order.

4. **Sex** [1]: Use one letter to indicate the gender of the person: *F* for female and *M* for male. There is no restriction on what you can enter. If you use different designations, be consistent for the sake of focusing and sorting. If you do not know the gender, you could type *?* or *U*.
5. **ID** [6]: If you have already linked a person with your pedigree in your Family Records files and have given him a RIN (record identification number), you can use that RIN as the ID number. You could also use any numbers or letters or a combination of the two.

If you are not yet sure of a person's identity, you will probably want to leave the *ID Number* field blank. However, if you have records for more than one person with the same name, you will need to assign ID numbers in order to tell them apart.

The ID number is useful for compiling biographies. By focusing on this field, you can extract all the events from one person's life and then sort them chronologically. If your genealogy includes several people by the same name, the number is especially helpful.

6. **Event** [12]: All events are important in obtaining a complete picture of a person's life. When extracting information from a document, you should make each event in a person's life a separate entry. Entering this information consistently will help you focus and sort on it later.
7. **Date** [15]: *The way you enter the date is extremely important.* In order for FOCUSes and SORTs to work, RDF needs to have

the date entered with the day first, then the first three letters of the month, and then the year in four numbers. Do not use periods. Separate the day, month, and year with spaces as in the following example.

Example: 3 Sep 1884

If you do not know the complete date, you can write the month and year or just the year. You can use three abbreviations for approximate dates. *About*, *Before*, and *After* are abbreviated as *Abt*, *Bef*, and *Aft*. You can use the abbreviations with complete dates or parts of dates, but they must precede the date. All of these formats will work:

Examples: Jun 1883  
          1883  
          Abt 1883

Bef Jun 1883  
Bef 13 Jan 1883  
Aft 1883

8. **Place** [40]: Most place names will fit in the allowed space, but for exceptionally long names you will need to decide on an abbreviation and then type it exactly the same way throughout your files. The commas and spaces you use are as important as the spelling. Proper use of commas and spaces will make it possible for you to focus on individual locality names if you need to.

Choose a format, and then be consistent in using it. The following is a suggested way of entering a place. Go from the smallest to the largest locality, for instance: city, county, state.

Example: Ogden, Weber, Utah

Or you might need to use city, shire, country.

Example: Hartley Wespall, Hampshire, England

9. **Rel** (Relationship) [51]: This field is the place to enter the names of any other people mentioned in the researched document besides the person in the *Name* field. For instance, a birth record would yield the names of the father and mother, and a marriage record would yield the name of the spouse. By entering these names and information in the

*Relationship* field, you will preserve the identity of others involved in the event.

Enter names in the *Relationship* field the same way you do in the *Name* field. You can also use letters to identify the relationship like *F-* for *father*, *M-* for *mother*, and *S-* for *spouse*. If you list both the father and mother in this field, separate the two with spaces to make it easier for you to read.

Example: F- Jones, John    M- Smith, Mary Ann

10. ***Relationship ID Numbers*** [3 fields, 6 characters each]: If you have an ID number for a person mentioned in the *Rel* (Relationship) field, enter it in this field. A more complete FOCUS for an individual can be made with the *ID Number* field. It will produce all the entries relating to that individual, not just those with his name in the *Name* field.

To focus on relationship ID numbers, focus on the *ID Numbers* field (idnum) and you will get a FOCUS on all four of these numbers in the record: three for relationship and one for the individual.

If you do not have an ID number yet for a person in the *Rel* (Relationship) field, just skip over the *Relationship ID Number* fields. You can add one later.

11. ***Comments*** [49]: Although there is not enough space in this field to enter long narratives, you can use the field to enter comments such as "Complete story found under—" or some other identifying phrase.

You can use it to explain more about what has been entered in the other fields. FOCUSes can be made on the *Comments* field by focusing on a word, phrase, or number in the field.

## SPECIAL KEYS—HOW DO I USE THEM?

---

**CTRL - I (Up), CTRL - K (Down), CTRL - U (Page Up), and CTRL - H (Page Down) Keys**

Pressing CTRL - K (down) causes the screen to go from entries 1, 2, 3, and 4 to entries 2, 3, 4, and 5. The display will move

down through the file an entry at a time each time you press **CTRL** - **K** (down). The **CTRL** - **I** (up) key combination will cause the display to move up through the file one entry each time you press **CTRL** - **I** (up), until you reach the first entry.

Pressing **CTRL** - **H** (page down) moves the display from entries 1, 2, 3, and 4 to entries 5, 6, 7, and 8. Pressing it again moves it to 9, 10, 11, and 12. The **CTRL** - **H** (page down) key combination moves the display down four entries each time until you reach the last entry.

**CTRL** - **U** (page up) will move the display backwards four entries. On a split screen, **CTRL** - **H** (page down) and **CTRL** - **U** (page up) scroll the display two entries at a time.

If you have a large file to look through, it is faster to use the JUMP (page 239) or LOCATE (page 240) commands.

### **CTRL** - **C** (Change Active Screen)

The Research Data Filer can keep two files in memory at once (one on Screen 1 and the other on Screen 2), but you can only work on one of these files at a time.

The file you are working on is called the "Active File." It is displayed on the "Active Screen." You can see the other file either by using **CTRL** - **C** (change Active Screen) to remove the current Active File from the screen and display the other file, or by using **ESC** - **/** (split screen/full screen) to divide the screen in half so you can see both files at once.

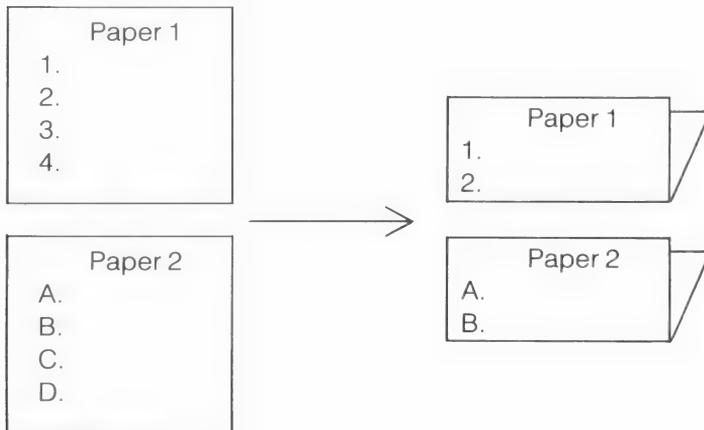
In the top right corner of the computer screen is a prompt that says "Active Screen 1" or "Active Screen 2." The Active File is determined by the Active Screen. The file title at the top of the Active Screen will be highlighted to help you distinguish it from the other screen.

The **CTRL** - **C** (change Active Screen) key combination acts like a switch: if you press it once, Screen 2 becomes the Active Screen; press it again to switch from Screen 2 back to Screen 1.

Remember, you can only work on the file that is on the Active Screen.

## **ESC** - **F7** (Split Screen/Full Screen)

The Research Data Filer allows you to look at both files at once by using its split-screen display. It is as if you had two pieces of paper and folded them both in half to display them together in the same amount of space.



On a full screen, four entries from the Active File can be displayed. With a split screen, only two entries from each file can be displayed. To see the rest of the file, on either full-screen or split-screen displays, you can use the **CTRL** - **I** (up), **CTRL** - **K** (down), **CTRL** - **U** (page up), and **CTRL** - **H** (page down) keys (see page 218) on the Active Screen. When the screen is divided, the top half of the screen will always display Screen 1, and the bottom half will always display Screen 2.

By pressing **CTRL** - **C** (change Active Screen), you can change which of the two screens is active. The prompt in the top right corner of the screen will tell you which screen is currently the Active Screen. All keys that operate on the full screen operate in the same manner on the split screen. The only difference is in the amount of information you see on each screen.

The capability of showing two screens at once is useful when you make a large number of entries from a single document into a data (.dat) file. For example, the document (.doc) file entries, which list sources, can be displayed on Screen 1 while you enter information into a data (.dat) file on Screen 2. This lets you refer

to the document number of a source while entering the information you found in that source. You can also keep a file in one screen and call up the same file in the other screen. Then you can FOCUS or SORT on it, or you can compare entries in the same file that are too far apart to see on the screen at the same time.

## The Ditto Function

Use the Ditto function to copy the contents of a field from the previous entry into the same field in the current entry.

*Note:* This function works *only* when you are adding an entry.

To use the Ditto function, follow these steps:

**Step 1:** Move the cursor to the field you wish to copy to.

**Step 2:** Press `[ESC] - ["]`.

For example, after you had entered the surname *Ferrin* in the *Surname* field of one entry, instead of retyping the surname again in the next entry, you could put the cursor in the *Surname* field of the next entry and press `[ESC] - ["]` and the surname *Ferrin* would be copied to the *Surname* field when you pressed `[CTRL] - [S]` to save changes.

## COMMANDS

---

The commands you can use in RDF include: ADD, COPY, DELETE, EDIT, FOCUS, GET, HELP, JUMP, LOCATE, MATCH, PRINT, QUIT, RESTORE, SORT, UPDATE, and ZAP. Each of these is covered in alphabetical order, in the following pages.

When using ADD and EDIT, entries are recorded on the diskette when you press the key shown as the save changes or save changes and exit key on the screen. In the COPY and MATCH commands, entries are recorded during the command. However, when you use FOCUS, SORT, and DELETE, your actions are not recorded until you type **update** (or **u**). To see the new file, type **get** and type the new file name. This is true even if the same file name is already being displayed.

## Abbreviating Commands

Whenever you need to type the name of a command, you can abbreviate the name (using capital or lowercase letters) instead of typing it out completely.

Examples: *Command*            *What you can type*  
          GET                    g, ge, get  
          FOCUS                 f, fo, foc, focu, focus

*Note:* If you decide not to continue with a command, simply press the **RETURN** key again after you have entered the command and pressed **RETURN**, and you will return to the "Command?" prompt.

## The ADD Command

Use the ADD command when you want to add information to a .doc or .dat file. You will do all of your data entry using the ADD command. The kind of blank form that is displayed when you use the ADD command depends on whether you are adding entries to a .doc file or to a .dat file.

```

 ** Poster.doc,D1 **
 ACTIVE SCREEN:1
1 FOS001
 Iowa, Adjutant General's Department
 Military Service Record Dated 16 April 1971
```

```

2 FOS002
 History of Lorenzo Dow Foster written by John Ray Foster
```

```

=====
 ** Poster.dat,D1 **
1 Foster, Henry A. M 1
 Birth Abt 1845 Michigan
 000000/000000/000000
 Age 19 at enlistment, 2 Jan 1864 FOS001 ()

2. Foster, Henry A. M 1
 Residence 2 Jan 1864 Louisa, Iowa
 000000/000000/000000
 FOS001 ()
```

Command?

To call up a blank form, type **add** (or **a**, if you want to abbreviate) and press **RETURN**.

The form will fit on either a full screen or a split screen, so you can add entries to a file when you are in either mode.

The first entry you make in a new file is automatically numbered 1. RDF gives each successive entry the next higher number.

Use the cursor movement keys (see the Key Assignment Chart) to move to any field and enter or change data in a field. When you finish filling in or editing a field, be sure to press **RETURN**, because information is not recorded until you signal PAF to do so by pressing **RETURN**.

You can add one entry or many entries one after the other. Type **add** and then type in as many entries as you have, pressing **CTRL** - **S** to save changes between each entry.

---

**What You Want****What You Do**

---

ADD an entry to the file on the Active Screen.

1. Press **A**.
2. Fill in the fields.
3. Press **CTRL** - **S** to save changes.

ADD an entry to the file not on the Active Screen.

1. Press **CTRL** - **C** to change the Active Screen.
2. Press **A**.
3. Fill in the fields.
4. Press **CTRL** - **S** to save changes.

ADD an entry to a file that is on the diskette.

1. Press **G**, leave a space, and type the file name.
2. Press **A**.
3. Fill in the fields.
4. Press **CTRL** - **S** to save changes.

ADD an entry to a file that is on another diskette.

1. Insert the diskette with the file you want to add to.
2. Press **[G]**, leave a space, and type the file name (include the drive number if in drive 2).
3. Press **[A]**.
4. Fill in the fields.
5. Press **[CTRL] - [S]** to save changes.

ADD an entry to a file in a drive other than the one you configured to store data.

1. Press **[G]**, leave a space, type the file name, a comma, and the drive number (1 or 2).  
Example: g Foster.doc,D2
2. Press **[A]**.
3. Fill in the fields.
4. Press **[CTRL] - [S]** to save changes.

---

## The COPY Command

You can use the COPY command to—

1. Copy several entries from one file to another file.
2. Create a new file from a part or parts of another file.
3. Create and maintain files on different types of entries, such as a file on births, a file on Iowa, or a file on the year 1860. You can do this by copying entries on these subjects out of existing files into new files. Use the FOCUS command (see page 230) to help in this process.
4. Split files when they get too long by copying a group of entries to a new file under a new name. Then delete them from the original file using the DELETE command (see page 226).

Make sure the file types match. If the destination for a COPY is a .dat file, the source must also be a .dat file. If the destination is a .doc file, the source must also be a .doc file.

*Note:* Whether you have a floppy disk drive or a hard disk, you must not remove the diskette containing the sending data from its drive.

## Floppy Disk Users

If you have a dual disk drive system, these instructions assume that your *program diskette is in drive 1 and your data diskette with the information for sending is in drive 2.*

After the COPY is finished, *be sure to put the program diskette back in drive 1.*

## Hard Disk Users

These instructions assume that you have all your programs on the hard disk. However, you may either have your data on the hard disk or on a diskette.

When you copy a file from one diskette to another, the new file name can be the same as the old file name without erasing the old file, because of the different disk drive designations.

Example: Foster.dat,D1  
Foster.dat,D2

*Remember:* You need to return the original diskettes to the drives when the COPY is completed.

---

### What You Want

### What You Do

---

COPY an entry into the same file.

1. Press **[C]**.
2. Type the name of the file on the Active Screen.
3. Type the entry number or range of numbers to copy.

COPY an entry into another file on the same diskette.

1. Use the GET command (see page 237) to put the file with the entries you want to copy on the Active Screen.
2. Press **[C]**.
3. Type the name of the file to send the copies to.
4. Type the entry number or range of numbers you want to copy.

COPY an entry into a file on another diskette.

1. Use the GET command (see page 237) to put the entries you want on the Active Screen.
2. Press [C].
3. Type the name of the file to send the copies to, including the drive designation.
4. Place the receiving diskette in the drive you designated.
5. Type the entry number or range of numbers you want to copy.

See the results of the COPY.

1. Use the GET command to pull the file onto the Active Screen.
2. Scroll through the file.

---

## The DELETE Command

You can delete one entry or a range of entries from a file by using the DELETE command.

After the DELETE is completed, the file from which you deleted the entries will return to the screen. The deleted entries will be gone and the remaining entries will be renumbered in sequential order with no missing numbers. The deleted entries have *not* been deleted from the diskette. They can be recovered using the RESTORE command (see page 245).

In order to delete those entries from the diskette too, you need to update (see page 247) the file after you delete the entries. To display the updated file, type **get** after doing the UPDATE.

*Note:* There is a safety feature. If you change your mind *after* deleting entries and *before* updating the file, you can restore the deleted entries by using the RESTORE command.

---

| What You Want | What You Do |
|---------------|-------------|
|---------------|-------------|

|                                                     |
|-----------------------------------------------------|
| DELETE an entry from the file on the Active Screen. |
|-----------------------------------------------------|

- |                                                                                                    |
|----------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"><li>1. Press [D].</li><li>2. Press the space bar once.</li></ol> |
|----------------------------------------------------------------------------------------------------|

DELETE a range of entries from the file on the Active Screen.

3. Type the number of the entry you want to delete. Example: d 23.

1. Press **[D]**.
2. Press the space bar once.
3. Type the number of the first entry in the range you want to delete.
4. Type a comma or dash or press the space bar once (any one will work).
5. Type the last number in the range of entries you want to delete.  
Example: d 23,29

---

## The EDIT Command

You can use the EDIT command to modify an entry in a file. To change data in an existing entry, you must know the number of the entry you want to change.

To use the EDIT command, first call up an expanded entry by typing **edit** (or **e**), pressing **[RETURN]** and then typing the number of the entry you want to change and pressing **[RETURN]**.

Example of a .DOC Entry:

```
Foster.doc,D1 ENTRY: 4
```

```

Document No: CEN001
```

```
Source:
US Census, Jefferson, Louisa, Iowa
21 Jun 1870
Page 5, Lines 15-19
```

```
Ctrl-S SAVE CHANGES AND EXIT
```

```
Ctrl-Q QUIT WITHOUT SAVING CHANGES
```

## Example of a .DAT Entry:

```
Foster.dat,D1 ENTRY: 32 Document No:CEN001 Pg:
Name:Foster, Minnie R.	Sex:F ID:11
Event:Residence | Date:21 Jun 1870 |
Place:Jefferson, Louisa, Iowa |
-----|-----
Rel: | 000000/000000/000000
-----|-----
Comments: |
```

```
Ctrl-S SAVE CHANGES AND EXIT Ctrl-Q QUIT WITHOUT SAVING CHANGES
```

The expanded entry form will fit on half of the screen, so you can edit while on a split screen.

Use the cursor movement keys to move to any field and make changes to the data in a field.

When you have finished editing or filling in a field, be sure to press **[RETURN]** to signal RDF to record the information.

After you have finished making changes, save the changed entry, and exit the EDIT command by pressing **[CTRL] - [S]** to save changes and exit. The entries will again appear in their compressed form.

## Example of .DOC and .DAT Entries in Compressed Form:

```

 ** Foster.doc,DL **
 ACTIVE SCREEN:1
1 FOS001
 Iowa, Adjutant General's Department
 Military Service Record Dated 16 April 1971

2 FOS002
 History of Lorenzo Dow Foster written by John Ray Foster

=====
 ** Foster.dat,DL **
1 Foster, Henry A.
 Birth Abt 1845 Michigan M 1
 000000/000000/000000
 FOS001 ()
 Age 19 at enlistment, 2 Jan 1864
2 Foster, Henry A.
 Residence 2 Jan 1864 Louisa, Iowa M 1
 000000/000000/000000
 FOS001 ()

Command?
```

The entry you changed will appear on the screen.

You may enter information in the fields in any order, and you may revise as many times as you wish.

---

### What You Want

Change the information in an entry.

---

### What You Do

1. Press **[E]**.
  2. Press the space bar.
  3. Type the number of the entry you want to edit.
  4. Press **[RETURN]**.
  5. Fill in empty fields or modify the existing information in fields.
  6. Press **[CTRL] - [S]** to save changes.
-

## The FOCUS Command

The FOCUS command selects out of a file a smaller group of entries that have something in common. For example, you might want to look at all the marriage records in a file. You could use the FOCUS command to temporarily reduce the file to entries that contain the word *marriage* in the *Event* field.

Using FOCUS is similar to using the LOCATE command. The major difference is that LOCATE takes you to each entry, one at a time, that has the information you specify until you find the entry you want; FOCUS, on the other hand, reduces the active file to the entries that contain the information you specify and temporarily removes all the other entries.

You can have FOCUS look for a word or number in a particular field. For example, you could focus on the date 1885 in the *Date* field by typing **focus date = 1885** and pressing **[RETURN]**. This tells RDF to gather together all the entries that have the year 1885 in the *Date* field. Or you can have FOCUS look in every field of every entry for a word or number. For example, you could use FOCUS to search through each field in each entry of the file (on the Active Screen) to find the word *Mississippi* by typing **focus Mississippi** and pressing **[RETURN]**.

You may abbreviate the command by typing **f** instead of **focus**. Similarly you may abbreviate the field names by using only the first letters.

## Partial Field FOCUSes

You may focus on the entire content of a field or on only part of a field. It is especially useful to focus on only part of a field when conducting a focus on the *Place* field. For example, suppose you want to gather together all entries that deal with New York, no matter what city or town. You could request a FOCUS on New York by typing **f place = New York** and pressing **[RETURN]**. Every place field would then be searched for the words *New York*.

## Partial Word or Number FOCUSes

Besides focusing on complete words or numbers, you may also focus on any portion of a word or number. This capability works on all fields (except the *Date* field) in both .doc and .dat files.

For example, if you conduct a FOCUS on the *Name* field using *al* as the word to be focused on, you will get all names where *al* appears anywhere in the name. Entries with *Allen*, *Albert*, *Wendall*, *Evaline*, and *Hales* will all be brought together because they contain *al* somewhere in the *Name* field.

All spaces, commas, and other characters are significant. For example, if you want all of the surnames ending with *sen*, type **name = sen**, and press **[RETURN]**. Because of the comma after *sen*, RDF will only show entries that have surnames ending with *sen* but not entries with *sen* somewhere else in the name.

## Focusing on Fields

In document files, the fields that you can focus on are—

- Document number.
- Source.

In data files, the fields that you can focus on are—

- Document number.
- Page.
- Name.
- Sex.
- ID number.
- Event.
- Date.
- Place.
- Relationship.
- Comments.

The following explanation of how to do a focus on each field and what you can expect to obtain should give you some ideas about how you might use the FOCUS command.

## Focusing on Fields in .DOC Files

1. **Document Number:** Using the FOCUS command on this field produces very little. Since each document number should be unique, a document number FOCUS can yield only one document.

Examples: focus docnum = FOS001  
f docnum = FOS001  
f do = FOS001

2. **Source:** Using FOCUS on this field is valuable if you know at least part of the title of a source document and are looking for its number or for the full title. You do not need to enter the entire title of the document. You can enter one word or the first few words to identify it.

You can also make use of certain key words when you enter your titles and later focus on those key words. For example, you could include the phrase *Personal Knowledge of* in the *Source* field of all appropriate entries and later use those key words to conduct a FOCUS among the titles to determine which entries in the file depend on personal knowledge.

Examples: focus source = Personal Knowledge of  
f source = Personal Knowledge of  
f s = Personal Knowledge of

## Focusing on Fields in .DAT Files

1. **Document Number:** If you want to know what information, if any, was extracted from a certain document, a FOCUS on the document number will help you.

Examples: focus docnum = FOS001  
f docnum = FOS001  
f do = FOS001

2. **Page:** Doing a FOCUS on the page number field is possible.

3. **Name:** For a FOCUS on a name to be successful, each person's name should be spelled the same way each time and in the same format in each entry for that person. You can preserve different spellings of names as they appear on the original document by putting them in parentheses after the standardized format and spelling.

Example: Melville, Alexander (Alex Melvil)

You can use the FOCUS command on the full name of a person (such as *Melville, Alexander*), on just one name (*Melville*), or on part of a name (*Mel*).

If you prefer to type the name as it was spelled in the source document, you do not have to give up name focuses. You may enter a standard spelling of the name in the *Comments* field. Or you may eliminate the need for standard spelling entirely by assigning unique ID numbers to entries that refer to the same individual. Using either method, you can focus on the appropriate field and retrieve all the records that refer to the same individual.

Examples: f name = Melville, Alexander  
          f name = Melville  
          f n = Mel

4. **Sex:** You can search out all the females or all the males in a file by focusing on this field.

Examples: f sex = M  
          f sex = F  
          f s = F

5. **ID Number:** One advantage of focusing on an ID number, if you have assigned a unique ID number for each individual, is that you will get all of the entries that pertain to him, not just the ones where his name is in the *Name* field.

Examples: f idnum = 000200  
          f id = 000200

Each record has room for four six-digit ID numbers: *one ID number for the individual* (see page 216) the record is about and *three for other individuals to whom this record relates*. An *ID Number* field FOCUS will retrieve all records where the ID number you requested appears in any one of the four *ID Number* fields.

If you have several individuals with the same name, establish a unique ID number for each of them and then focus on the ID number.

The *ID Number* field can be searched using a partial field FOCUS (typing part of a word or number to focus on). Or you can focus on an exact spelling for the entire field.

6. **Event:** The event focus is simple to do, and it will yield all entries for the same event from your file if you entered them all with the same spelling. You can focus on the *Event* field using a partial field FOCUS, or you can focus on an exact spelling for the entire field. Events include birth, death, marriage, and so on.

Examples: f event = burial  
          f e = bur

7. **Date:** See page 216 for the correct format for entering dates.

You can focus on the entries for a single date by entering only one date. Or you can focus on a range of dates, starting with one date and ending with another, by typing **date =** and then entering the beginning date, entering a comma, and entering the final date.

Examples: f date = 1880,1881  
          f d = 24 Jan 1881

8. **Place:** For a place FOCUS to be successful, use a consistent format and spelling when you enter the place names.

Example: Richfield, Sevier, Utah

You can focus on any location, no matter how general or specific, as long as it is set off by commas or spaces.

Examples: f place = Richfield, Sevier, Utah  
f place = Sevier

9. **Rel:** (Relationship) You can focus on any word or phrase in this field.

If you are using labels like S- for spouse, you can FOCUS on just that label or you can FOCUS on an exact spelling for the entire field.

Examples: f relationship = S-  
f rel = S- Green, Marlis

10. **Comments:** You can do a partial field FOCUS in this field. For example, focusing on *No* for *No data found*. Or you can focus on an exact spelling of the entire field.

Examples: focus comments = No  
f comm = No data found

---

**What You Want****What You Do**

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Narrow down a file by focusing on entries containing a specific word, number, or phrase in a specific field.

1. Use the GET command (see page 237) to put the file on the Active Screen.
2. Press **[F]**.
3. Press the space bar.
4. Type the name of the field to FOCUS on. The field names in .doc files are: *Document No.* and *Source*. The field names in .dat files are: *Name*, *Sex*, *ID*, *Event*, *Date*, *Place*, *Relationship*, *Comments*, *Document No.*, and *Page*. (You can abbreviate field names.)
5. Press **[=]** (equal sign).
6. Type the word, number, or phrase for RDF to look for in that field (such as *marriage* in the event field).

Narrow down a file by focusing on entries containing a specific word, number, or phrase—regardless of the field it is in.

1. Use the GET command to put the file on the Active Screen.
2. Press **[F]**.
3. Press the space bar.
4. Type the word, number, or phrase for RDF to look for (such as *marriage* or *California*).

---

## Layered FOCUSes and SORTs

A layered FOCUS starts out with a full file and narrows down to smaller and smaller groupings within a file.

For example, you could search your file for entries containing the words *Houston, Texas* in the *Place* field. Then, without restoring the original file, type **focus** again and ask for an event such as birth. You will then have all the entries from your file that show births in Houston. Then type **focus** again, ask for the *Date* field, and enter a range of years like *1850, 1870* (for example, **focus date = 1850, 1870**). The result will be a list of all the birth entries you have in Houston between 1850 and 1870.

Example: Step 1: f place = Houston, Texas  
Step 2: f event = birth  
Step 3: f date = 1850,1870

If you want to have a printed copy of the results of your FOCUS on paper, give those results a name and print them out. To save the results on diskette, use the UPDATE command (see page 247) and give them a file name with a .dat extension. When saving a focused file on diskette, be sure to give it a new name. If you do not, the original file will be replaced by the focused file you just created.

Layered FOCUSes become even more significant when coupled with the sort routines to order your results alphabetically, numerically, or chronologically.

*Note:* Because SORT operations are slower than FOCUSes (when you have many entries), do your FOCUSes before the SORTs.

---

## What You Want

## What You Do

---

Gradually narrow down a file using FOCUS several times.

1. Use the GET command (see page 237) to put the file you want on the Active Screen.
  2. Press **[F]**.
  3. Press the space bar.
  4. Type the name of the field to focus on.
  5. Press **[=]** (equal sign).
  6. Type the word for PAF to look for in that field. All entries with that word in the field will remain visible on the screen. All others will be temporarily removed.
  7. Repeat steps 2–6 using a different field name and word to search for each time, until you get just the entries you want.
- 

After doing a FOCUS, you can return the full file to its original form by using the RESTORE command (see page 245) as long as you did not update the active file (which would destroy the original).

## The GET (File) Command

The files you have made are stored on your data diskette. When you type **get** and type in a file name, RDF searches the diskette and brings up the file.

If a file with that name is not found on the diskette, RDF will tell you it could not find the file and ask if you want to create it. If you do, answer yes.

Any file you have displayed on the screen must be available in the drive all the time. If the file is on a diskette in drive 2, then that diskette cannot be taken out of the drive until you type **get** to pull in a new file or until you exit from the File Display level. If the file is on a hard disk, then you need not worry, because it is always available.

If you do not preface the file name with a drive designation when you use the GET command, the program automatically assumes the file is on a diskette in the drive that you configured for data. Therefore, if you want data that is on a diskette in drive 1 and you have configured drive 2 as the data drive, you must supply the drive designation by following the file name with the drive number.

Example: `get Foster.dat,D1`

---

| What You Want                                                                                     | What You Do                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pull a copy of a file from the diskette into the Active Screen.                                   | <ol style="list-style-type: none"><li>1. Have the diskette with the file you want in the drive that you configured to store data.</li><li>2. Press <b>G</b>.</li><li>3. Press the space bar once.</li><li>4. Type the name of the file you want. RDF will get the file.</li></ol> |
| Get a file from a disk drive other than the one you set in the CONFIG Program for RDF to save on. | <ol style="list-style-type: none"><li>1. Press <b>G</b>.</li><li>2. Press the space bar once.</li><li>3. Type the name of the file. RDF will get the file.</li><li>4. Type a comma.</li><li>5. Type <b>D1</b>.</li></ol>                                                          |

---

## The HELP Command

Whenever you need help with a command, type **help** and then the name of that command, such as **help get**. A description of the command and an example of its proper use will appear on the screen.

You can also type **help** (or **h**) **RETURN** to get a list of each command as well as general help.

Example of a help screen:

RESEARCH DATA FILER  
The Help Command

Commands available in RDF:

|        |        |         |
|--------|--------|---------|
| ADD    | HELP   | RESTORE |
| COPY   | JUMP   | SORT    |
| DELETE | LOCATE | UPDATE  |
| EDIT   | MATCH  | ZAP     |
| FOCUS  | PRINT  |         |
| GET    | QUIT   |         |

Many of the keys also have special functions that can help you with RDF.

To find out more about a command, type HELP or H followed by the name of the command, while at the "Command?" prompt.

Example:

Type: help focus  
Type: h f

To find out more about the special keys, type HELP KEYS or KEYS while at the "Command?" prompt.

Command?

---

## What You Want

## What You Do

---

Help from RDF on using one of the commands.

1. Press **[H]**.
2. Press the space bar.
3. Type the first letter of the command you want help with.
4. Press **[RETURN]**.

Help finding out the keys you can use to edit an entry.

1. Press **[H]**.
2. Press the space bar.
3. Press **[K]** (or type **keys**).
4. Press **[RETURN]**.

A list on the screen of all the commands you can use.

1. Press **[H]**.
  2. Press **[RETURN]**.
- 

## The JUMP Command

JUMP helps you go to an entry in your file more quickly than you would find it by scrolling.

If you want to jump to the last entry in a file but do not know the number of the entry, enter a high number, such as 99, and you will go to the end of the file.

---

| What You Want                                                                 | What You Do                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Go directly to a particular entry in the file when you know the entry number. | <ol style="list-style-type: none"><li>1. Have the file you want on the Active Screen.</li><li>2. Press <b>[J]</b>.</li><li>3. Press the space bar once.</li><li>4. Type the number of the entry you want to jump to. (If you are unsure of the number of entries in a file and you want to jump to the last one, just type a large number.)</li></ol> |

---

## The LOCATE Command

When the "Command?" prompt is showing at the bottom of the screen and there is a file on the Active Screen, you can use LOCATE to find any word, phrase, or number in a file. (You can also locate a specific field by entering a field name and then the equal sign.) RDF begins looking at the first entry in the file and stops at the entry where it finds the information you entered.

After finding what you asked it to find, RDF asks, "Is this the one you want? (Y/N)."

- *If you answer yes (Y), the entry with the word or number you were searching for remains on the screen, the "Command?" prompt appears, and you can do whatever else you need to with the entry.*
- *If you answer no (N), RDF finds the next entry that contains the information you asked it to LOCATE, and it will keep finding entries until you answer yes or until it runs out of entries. If the information you want to locate is not found, RDF tells you, "No qualified Locate entry. Press Return."*
- *If you answer by pressing the **[RETURN]** key, you will return to the "Command?" prompt.*

---

**What You Want****What You Do**

---

Locate an entry containing a specific name, word, or number.

1. Have the file you want on the Active Screen.
  2. Press **[I]**.
  3. Press the space bar once.
  4. Type the name, word, or number you want RDF to locate.
  5. Answer the screen message by pressing **[Y]** if it found the entry you want, or **[N]** if you want to find the next entry containing the name, word, or number you specified.
- 

## The MATCH Command

Use this command to gather a list of sources (in a .doc file) with document numbers that match the document numbers of entries in .dat files. It will also display all data (.dat) entries whose document numbers did not match any entries in the document file being searched.

After you have entered a large amount of data, you will probably find it useful to rearrange your data files. For instance, if your data was entered in files grouped together by similar sources, you will probably want to create new files grouped by pedigree line.

If you have a large number of document files that are organized by similar sources, you may also want to create new .doc files that are organized by name as well. Or you may want to find the document sources for your reorganized data files. The MATCH command will help you do this.

When you use the MATCH command, RDF will list in a .doc collector file all the sources it finds in a .doc file that matched the document numbers of entries in a .dat file. If there are any .dat file entries for which a .doc file source is not found, they will be listed on the Active Screen as an extract of the .dat file.

The RESTORE command (see page 245) will restore the full file. However, instead of typing restore, you can type **match** again and name the same collector file and a second .doc file to be searched. This second .doc file will now be searched for sources matching the previously unmatched entries in the .dat file. Any sources found will be added to the collector .doc file after the entries previously matched. Thus, you may build a new .doc file containing the sources that refer only to entries found in a particular .dat file or files.

The collector file entries are on the same diskette as the data file. Whether you have a floppy disk or a hard disk system, the diskette containing the data file and the collector file must not be removed from its drive during the MATCH operation.

### **Floppy Disk Users**

If you have a dual disk drive system, your program diskette is in drive 1 and your data diskette with the data and collector files is in drive 2. The .doc file that contains the sources to be matched and the .doc collector file may be on either the same data diskette as the data file or on a different one, which must be placed in drive 1.

### **Hard Disk Users**

These instructions assume that you have all your programs on the hard disk. You may have also moved your data onto the hard disk or have it on a diskette.

If your data is on the hard disk, you will have no problem. The data file and the collector files cannot be on one diskette and the document file on another. Either the data file and collector file or the document file must be placed on the hard disk with either UPDATE or COPY before you begin the MATCH command.

---

**What You Want****What You Do**

---

MATCH a list of the source documents when both the .dat and .doc files are on the *same* diskette.

1. Use the GET command to put the file on the Active Screen, and press the space bar.
2. Type the name of the .dat file containing entries you want to match with their source documents and press **[RETURN]**.  
Example: Harmon.dat
3. Press **[M]** **[RETURN]**.
4. Type the name of a .doc collector file to save the list of sources into. Example: Birth.doc
5. Press **[RETURN]**.
6. Type the name of the .doc file which contains the sources to be matched. Example: Harmon.doc
7. Press **[RETURN]**.
8. If the collector .doc file is a new file, press **[Y]** to have it created.

Get a list of the source documents (where the diskettes containing the .dat file, the .doc source file, and the .doc collector file are in different drives).

1. Press **[G]** the space bar.
  2. Type the name of the .dat file containing entries you want to match with their source documents and press **[RETURN]**.
  3. Press **[M]**.
  4. Type the name of the .doc collector file, a comma, and the number of the drive the .doc collector file is in: D1 or D2.  
Example: Burial.doc,D1
  5. Press **[RETURN]**.
  6. Type the name of the .doc file to search for sources, a comma, and the number of the drive the .doc file is in (D1 or D2). Example: Foster.doc,D2
  7. Press **[RETURN]**.
-

## The PRINT Command

Usually, when you ask for a printout, it is because you have changed the file in some way. So when you use the PRINT command, give each printout a title that describes the changed file.

The title of a printout may be up to 80 characters long. If you do not specify a title for your printout, RDF will use the name of the file as the title.

The date that you entered when you turned on the computer will appear at the top of the printout, along with the printout title. Ten entries will be printed on each page.

### Printers

Some printers will only print one sheet at a time (single sheet feed). Others use paper that is fed into the printer continuously (continuous feed). Some printers will work both ways.

You will need to specify which kind of paper is in your printer by answering the prompt "Single sheet feed, continuous form, or quit?" Press **[S]** for single sheet, **[C]** for continuous, or **[Q]** to quit.

| What You Want                                                                                        | What You Do                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Print the file on the Active Screen and give the printout a title (printed out at top of each page). | <ol style="list-style-type: none"><li>1. Use the GET command to put the file you want on the Active Screen.</li><li>2. Press <b>[P]</b>.</li><li>3. Press the space bar.</li><li>4. Type the title (up to 80 letters or numbers) for the printout and press <b>[RETURN]</b>.</li><li>5. Press <b>[S]</b> for single sheet feed, <b>[C]</b> for continuous form, or <b>[Q]</b> to quit.</li></ol> |
| Print the file with the name of the file as the title (printed at the top of each page).             | <ol style="list-style-type: none"><li>1. Use the GET command to put the file you want on the Active Screen.</li><li>2. Press <b>[P]</b>.</li></ol>                                                                                                                                                                                                                                               |

3. Press **[RETURN]**.
  4. Press **[S]** for single sheet feed, **[C]** for continuous form, or **[Q]** to quit. The file will print.
- 

## The QUIT Command

Use the QUIT command to return to the disk operating system (DOS). The disk operating system is a program that came with your computer. It tells the computer how to create and manage files, use the screen, manage the printer, and so on. At this level you can back up diskettes, see what files are on your diskette, enter the Family Records program, or change to any other software program you have.

## The RESTORE Command

After a FOCUS, SORT, or DELETE operation, the RESTORE command allows you to return your original file to the screen in its unaltered form. At any time when the "Command?" prompt appears, you may restore your file.

*Note:* Restoring the original file to the Active Screen will wipe out any FOCUS or SORT subfile that was there. If you want to keep the subfile, you should print it out, do an UPDATE (be sure to give the subfile a new name or you will wipe out the original file), or do a COPY to a different file before doing a RESTORE.

---

### What You Want

Return the original file to the screen in its unaltered form.

### What You Do

1. The file to restore must already be on Screen 1 or 2.
  2. Put the file on the Active Screen.
  3. Press **[R]**. The file will be restored.
-

## The SORT Command

You can do a SORT on any .dat file field. In .doc files, you can SORT on the *Document Number* field and on the first line of the *Source* field. Unlike FOCUS, SORT does not extract or eliminate any entries. It simply puts them in a different order, according to the field you specify.

In all fields except the *Date* field, spaces are sorted first, then numbers, and then letters. Numbers are sorted in ascending order and letters are sorted alphabetically.

For example, if you had entered the following numbers into one of the fields in an entry and then did a sort on that field, the entries with the numbers shown would appear in the following order:

```
Example of Sorting Order: 00000125
 00125000
 125
 2
 BIRTH125
 CENS0125
```

Since spaces and zeros sort before numbers, it is important that you enter numbers with leading zeros (i.e. 00000012) so that they will sort properly.

Dates are sorted chronologically from the earliest date to the latest, as long as they have been entered in the proper format (i.e. 3 Sep 1713). *Before*, *After*, and *About* modifiers (i.e. Before 1713) are ignored on a date SORT.

Sorting by date is valuable because it can produce chronologies of families and individuals. The most important factor that determines the success of these SORTs is how accurately you entered the data.

*Note:* When the SORT is finished, the display will be positioned at the first entry in which the field you are SORTing on is not blank. All entries are still in the file and you can look at them by using the **CTRL** - **I** (up), **CTRL** - **K** (down), **CTRL** - **U** (page up), and **CTRL** - **H** (page down) keys, or the JUMP or LOCATE commands.

---

**What You Want****What You Do**

---

Sort the entries in order according to a field you specify.

1. Use the GET command to put the file you want on the Active Screen.
  2. Press **[S]**.
  3. Press the space bar.
  4. Type the name of the field to SORT the entries by.
- 

The entries will be sorted according to the word(s) or numbers in the field you specified.

## The UPDATE Command

Use the UPDATE command after you have conducted a FOCUS or a SORT or when you have deleted some entries from a file and you want to save the changed file in its new form.

If you want to save the changed file while preserving the contents of the original file, then you need to give the new file a new name. You can use UPDATE to save the changed file over the original, which deletes the original, or you can specify a different file name and preserve the original file.

---

**What You Want****What You Do**

---

Update (save) a changed .doc or .dat file without preserving the original file.

1. Have the file you want to save on the Active Screen.
2. Press **[U]**.
3. Press **[Y]** to update the current Active File.

Update (save) the changed file under a different name and keep the original file under its own name.

1. Have the file you want to save on the Active Screen.
2. Press **[U]**.
3. Press **[N]**.
4. Type the new name for the new file.

Update (save) the changed file as a new file on another disk drive.

1. Have the file you want to save on the Active Screen.
  2. Press **U**.
  3. Press **N**.
  4. Type the new name for the file.
  5. Type a comma.
  6. Type **D1** or **D2**.
- 

If you have any doubts about whether or not you need a new file name, use **GET** to call up the original file on the other screen and look at the file. If you still want to keep the entire file, you will need to give the changed file another name. Updating the file and giving the new file a different name will let you keep both files.

After saving to a new file name, you may restore the original file by using the **RESTORE** command.

## **The ZAP Command**

Use the **ZAP** command when you have a file on each screen and you want to remove one to give you more computer memory to work on the other. However, the file that you **ZAP** is not deleted from the diskette.

## **When All Else Fails...**

Working with a computer can be very frustrating because one small error can lead to big problems. If you get into a situation where nothing seems to be going right, press **Q** to get back to the system level and start over again.

## What Do You Want to Do?

| <b>If You Want to</b>                                                                             | <b>See Page</b> |
|---------------------------------------------------------------------------------------------------|-----------------|
| Convert data from other programs to a Family Records data file.                                   | 251             |
| CREATE A GEDCOM FILE                                                                              |                 |
| Divide a Family Records data file.                                                                | 252             |
| Select Family Records data to be sent to someone else.                                            | 255             |
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| ADD GEDCOM FILE TO FAMILY RECORDS DATA FILE                                                       |                 |
| Add a GEDCOM file from someone else to your Family Records data files.                            | 270             |
| Add a GEDCOM file from a full Family Records data diskette to a new Family Records data diskette. | 270             |
| COMMUNICATIONS                                                                                    |                 |
| Send or receive a GEDCOM file over telecommunications.                                            | 274             |
| Send or receive a GEDCOM file over direct wire connection between two computers.                  | 274             |



## Contents

---

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## GEDCOM (Genealogical Data Communications)

---

The GEDCOM program is designed to help you manage your Family Records data files. Family Records data is contained in several highly compact files. In this form, these files are not easily transferred over telecommunications or from one disk to another. GEDCOM converts data from these files into a single, noncompacted file that can be easily transferred. Another part of GEDCOM lets you accept data from a GEDCOM file and add it to a set of Family Records data files.

### To Get Started

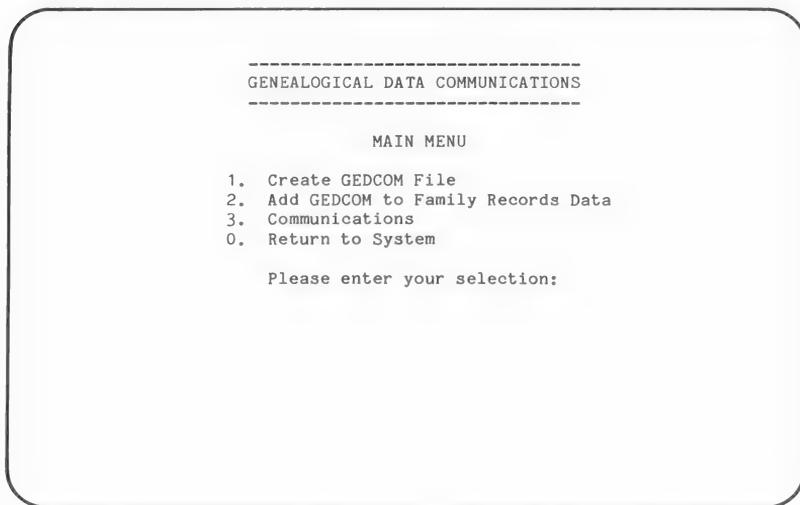
1. Be sure that the GEDCOM program has been configured to run on your computer. (Use CONFIG—see page 27—or ADCONFIG—see page 302.) Otherwise, GEDCOM may not work.
2. You may have to boot your system with DOS first, since the DOS files necessary to boot the system may not be on the GEDCOM diskette.
3. Insert the GEDCOM program diskette into drive 1.
4. Type **BRUN GEDCOM** and press **[RETURN]**.

*CAUTION:* Make an extra copy of the GEDCOM program diskette. You will need this extra copy if you are going to create a large GEDCOM file, (because you may be asked to insert another diskette to hold the remaining part of the GEDCOM file). This extra diskette must have the GEDCOM program on it in order to work properly.

## THE MAIN MENU

---

The first screen after the title screen is the GEDCOM Main Menu.



Each menu item is explained in the following table. Select the option you want and press **RETURN**. The page number in parentheses gives detailed instructions about that option.

---

| GEDCOM Main Menu Options | Page |
|--------------------------|------|
|--------------------------|------|

---

|                         |       |
|-------------------------|-------|
| 1. Create a GEDCOM File | (252) |
|-------------------------|-------|

This option copies selected Family Records data into a GEDCOM file. It does not alter your original Family Records data. This option is often used to divide the information on a Family Records data diskette when the diskette is full. It is also used to extract and copy data that you want to give to someone else.

---

|                                           |       |
|-------------------------------------------|-------|
| 2. Add GEDCOM Data to Family Records Data | (270) |
|-------------------------------------------|-------|

Select this option when you have a GEDCOM file that you want to add to your Family Records data files. The file may have come from someone else or it may be the result of your efforts to move some

information from a Family Records data diskette onto a separate diskette.

---

### 3. Communications

(274)

Select this option if you want to send or receive a GEDCOM file over telecommunications.

---

### 0. Return to System

Select this option to return to the system level.

---

*Note:* It is less expensive and easier to exchange diskettes with your family than to send information long distance over telephone lines. But exchanging diskettes with someone else works only if their computer is compatible with your computer. When the computers are different, you will have to use a communications program like GEDCOM to send or receive the information.

The communications program included here is provided simply to complete your set of tools. If you have another communications package that you are already familiar with, you can use it to send and receive GEDCOM files.

## **CONVERTING DATA FROM OTHER GENEALOGICAL PROGRAMS**

---

If you have genealogical data that was produced with a computer program other than PAF and would like to put it into your PAF Family Records data files, you will need to acquire a program to convert the other program's data into the PAF GEDCOM format. Then the PAF GEDCOM program can be used to add that data to your PAF Family Records data files.

Programmers may obtain documentation describing the GEDCOM format and the PAF implementation by sending \$5.00 to:

Ancestral File Operations Unit  
50 East North Temple Street  
Salt Lake City, Utah 84150

## CREATING A GEDCOM FILE *(GEDCOM Main Menu Option 1)*

To create a GEDCOM file, you must first set up your system. Start at the GEDCOM Main Menu.

**Step 1:** Press .

The following screen will be displayed:

```

CREATE GEDCOM FILE

Family Records data disk: ,D2
 Disk for GEDCOM file: ,D1
Name of new GEDCOM file:

Ctrl-S CONTINUE Ctrl-Q QUIT
```

**Step 2:** Insert your Family Records data diskette in the drive listed on the screen. The GEDCOM file that will be created will be saved on the GEDCOM program diskette.

*Warning:* If the drive designations on the screen are blank, you must exit and use the CONFIG program to configure the GEDCOM program to work properly on your computer.

*Note:* The GEDCOM program diskette must remain in the disk drive, because only parts of the program are taken into the computer memory at any time. If you do not have several diskettes ready with the GEDCOM program on them, you may want to exit now (press  -  to quit) and prepare the diskettes you need.

**Step 3:** Type the name you want for your GEDCOM file.

File names may be up to eight letters long. Do not use punctuation marks, numerals, or spaces.

Many people like to use a prominent surname from their data as a file name. Your choice of a file name will depend on the purpose for which you are making the GEDCOM file. If you are dividing a Family Records file into specific pedigree lines, you might want to give each GEDCOM file the name of the pedigree line that will be on it.

*Note:* If there is a file with the name you entered already on the disk, the following message will appear at the bottom:

“File name already in use. Use it anyway? (Y/N)”

If you press  Y, the old contents of that file will be erased to make space for the new data. If you press  N, you will be given a chance to enter a different GEDCOM file name.

**Step 4:** Press  CTRL –  S (continue) to start the process of creating a GEDCOM file.

**Step 5:** Enter the name, address, and telephone number that you want to send with the GEDCOM file, as asked for on the screen.

You may add to or change any of the data on the screen (doing so does not change the data in your Family Records data file). You should enter the information asked for if you plan to send the GEDCOM file to anyone.

**Step 6:** When the name, address, and telephone number are correct press  CTRL –  S to continue.

**Step 7:** Type a “cover letter” to send with your data (the same way you enter notes in the FR program—see page 64, 113).

The cover letter is optional, but can be included with the GEDCOM file when it is sent. You may want to say where you got your information, point out any concerns, or ask for further family information.

**Step 8:** When you have completed the cover letter or comments, press **[CTRL] - [S]**.

If you did not create a cover letter or do not want to use this screen, press **[CTRL] - [Q]**.

The following screen will be displayed:

```

NOTE OPTIONS

Which notes do you want to include on selected individuals?

1. None
2. All
3. Tagged

Please enter your selection:
```

**Step 9:** Select the notes from your Family Records data file that you want to have included in the GEDCOM file:

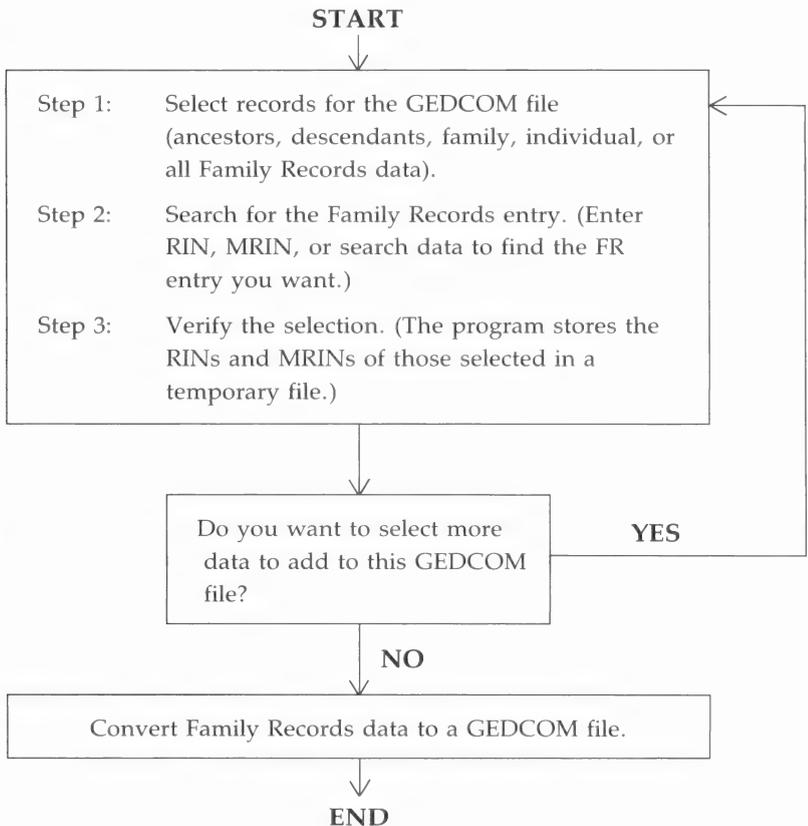
Press **[1]** to exclude all notes.

Press **[2]** to include all notes.

Press **[3]** to include only the notes that begin with a specific tag. After you select this option, you will be asked to enter the word or phrase you used as a tag.

## Selecting Records for a GEDCOM File

The process of selecting Family Records data and converting it into a GEDCOM file is summarized in the following flowchart:



Notice that the last process is done only once—when you are through selecting records to add to the GEDCOM file. The program eliminates duplicate RINs and MRINs from the temporary file, converts FR data for each RIN and MRIN to the GEDCOM format, and places it in the GEDCOM file. You could cycle through the top part many times before you stop selecting records.

## The Create GEDCOM File Menu

When you press **1** while at the GEDCOM Main Menu, the Create GEDCOM File menu will be displayed.

```

CREATE GEDCOM FILE

What do you want to place in the GEDCOM file?

1. Ancestors
2. Descendants
3. Family
4. Individual
5. All Family Records Data
0. Return to Main Menu

Please enter your selection:
```

Each menu item is explained in the following table. Select the option you want and turn to the page number in parentheses for detailed instructions.

---

### Create GEDCOM File Menu Options

Page

---

#### 1. Ancestors (257)

This option allows you to select an ancestral line to be included in the GEDCOM file. The line will begin with one individual and go back as many generations as you specify. You can select the direct-line ancestors only, or include the extended pedigree lines of all spouses of the direct-line ancestors.

---

#### 2. Descendants (260)

This option allows you to select an individual from your Family Records file to be included in the GEDCOM file and to include as many descendant generations of that individual as you specify.

---

### 3. Family (261)

This option allows you to select a single family (father, mother, and children) to be included in the GEDCOM file.

---

### 4. Individual (265)

This option allows you to select one individual to be included in the GEDCOM File.

---

### 5. All Family Records Data (269)

This option allows you to select every individual in your Family Records data file to be included in the GEDCOM file.

---

### 0. Return to Main Menu

This option returns you to the Main Menu.

---

## **Ancestors** *(Create GEDCOM File Menu Option 1)*

If you press 1 while at the Create GEDCOM File menu, the program will help you search your Family Records data file for the individual you want to start the ancestors search from.

The process of searching for the first individual when adding ancestors is the same as searching for an individual in the Family Records program (see pages 56, 96, 266 for a more detailed description).

**Step 1:** If you know the RIN, enter it. If you do not know the RIN, you are given a blank individual data record. You only need to fill the fields that will make a good search. For example, if the person you want has an unusual name, you would only need to enter that name in the appropriate field. The program then searches for that individual data record (by RIN or by the data you entered). A screen like the following will then be displayed.

## INDIVIDUAL DATA

(GEDCOM)

Sex:M SURNAME:Grey Given1:John RIN:2  
 Given2:Jay Given3: Title:

BIRTH Date:16 DEC 1887  
 PLACE Level 1:Akron Level 2:Summit  
 Level 3:Ohio Level 4:

CHRISTENING Date:  
 PLACE L 1: L 2:  
 L 3: L 4:

DEATH Date: 4 APR 1956  
 PLACE L 1:Cuyahoga Falls L 2:Summit  
 L 3:Ohio L 4:

BURIAL Date:  
 PLACE L 1: L 2:  
 L 3: L 4:

BAPTISM Date:15 AUG 1982 Temple Code:LA  
 ENDOWMENT Date:15 AUG 1982 Temple Code:LA  
 SEAL to PAR Date:15 AUG 1982 Temple Code:LA ID NO.:GREY005  
 Spouse name:Mary Lynn Fox-1

Is this the individual you want? (Y/N)

Press  Y if this is the individual you want. Otherwise press  N and GEDCOM will present the next individual record, if any, that matches your data and ask you again if this is the one you want. This process continues until you answer Y or until there are no more records that match your search data.

- Step 2:** Select how many generations you want to include, starting from this individual.
- Step 3:** Decide which spouses of direct-line ancestors to include.

-----  
CREATE GEDCOM FILE  
-----

Which spouses do you want to include?

1. Direct line only
2. All spouses

Please enter your selection:

Press  1 if you want only the direct-line spouses to be included in the GEDCOM file.

Press  2 if you want all spouses included in the GEDCOM file.

In either case, GEDCOM will copy the RINs of all the ancestors you selected to a temporary file, and a screen like the following will be displayed.

-----  
SEARCH RESULTS  
-----

Starting with John Jay Grey-2  
and ascending 11 generations  
20 records have  
been selected  
  
for a total of 20 records thus far

Ctrl-S Include search results      Ctrl-Q Do not include search results

**Step 4:** Decide whether to include the results of the search in the GEDCOM file.

Press **CTRL** - **S** to include the search results.

Press **CTRL** - **Q** to instruct the program not to include the search results.

**Step 5:** Decide what to do next.

Choose one of the following:

Press **1** to select more entries to add to your GEDCOM file.

Press **2** to stop the selection process and begin converting the entries into the GEDCOM file.

Press **0** (zero) to abort the whole process and destroy the GEDCOM file you have been creating. You will be asked to confirm this choice.

When you select the second option in step 5 above, a message indicating the progress of the conversion will be displayed. Wait until the conversion is complete. This could take from three to forty-five minutes, depending on the amount of information that is being converted. If your GEDCOM file is large, you may be asked to put another formatted diskette in the data drive when the first GEDCOM diskette becomes full.

**WARNING!** Once you have closed a GEDCOM file, you cannot add more records to it. You can create a different GEDCOM file, but you cannot add to the one you closed.

Be sure to record the name of your GEDCOM file and, if it is on a diskette, label the diskette.

When processing is complete, the GEDCOM file will be ready to use and the program will bring you back to the GEDCOM Main Menu.

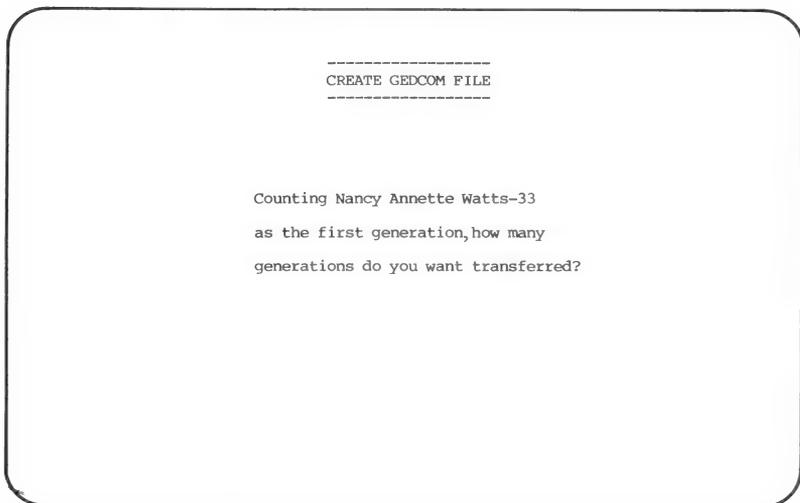
## **Descendants** *(Create GEDCOM File Menu Option 2)*

This option will help you search your Family Records data file for the individual you want to start the descendants search from.

**Step 1:** Search for the starting individual.

The process of searching for the starting individual for adding descendants is the same as searching for an individual in the Family Records program. This continues until you have found the individual from which to start the descendants search.

When you indicate that you have found the individual you are looking for, the following screen will be displayed with the name and RIN of the individual you selected.



**Step 2:** Enter the number of generations you want to include, starting from this individual.

**Step 3:** Decide whether to include the descendants that were found in the GEDCOM file.

Press **CTRL** - **S** to include the search results.

Press **CTRL** - **Q** to reject the search results.

**Step 4:** Choose one of the following: press **1** to continue selecting records, press **2** to stop selecting records and begin the conversion to the GEDCOM file, or press **0** (zero) to abort the whole process and return to the Main Menu.

## Family (Create GEDCOM File Menu Option 3)

This option will help you search your Family Records data file for the family you want to include in the GEDCOM file. The following screen will be displayed.

```

CREATE GEDCOM FILE

SEARCH FOR FAMILY

1. Know MRIN
2. Find Parent--Know RIN
3. Find Parent--Do not know RIN
4. Find Child--Know RIN
5. Find Child--Do not know RIN
0. Return to GEDCOM Selection Menu

Please enter your selection:
```

The process of finding a family depends on what you know about them. The following table explains what happens when you select each of the options.

| Menu Option                  | What You Do                                                                                                                                             |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Know MRIN.                | 1. Enter the MRIN.<br>2. The Family Data screen is shown and you verify that this is the family you want.                                               |
| 2. Find Parent—<br>Know RIN. | 1. Enter the RIN for the parent.<br>2. The Individual Data screen is displayed for this RIN and you are asked, "Is this the individual you want? (Y/N)" |

3. Find Parent—Do not know RIN.

3. Answering Y takes you to the Family Data screen and you verify that this is the family you want. Or you are informed that this person is not listed as a parent.
4. Answering N takes you back to the Search for Family menu.

4. Find Child—Know RIN.

1. A blank Individual Data screen is displayed and you are told to "Please input fields you wish to search on."
  2. Enter enough data to make a good search for the parent.
  3. Press **[CTRL]** - **[S]** to begin the search.
  4. The Individual Data screen is displayed with data for the first match filled in.
  5. If you find the individual you are looking for, press **[Y]**, otherwise, press **[N]** to find the next one.
1. Enter the RIN for the child.
  2. An Individual Data screen is displayed for this RIN and you are asked, "Is this the individual you want? (Y/N)"
  3. To verify that this is the family you want, press **[Y]**. (Or you are informed that the individual is not listed as a child.)
  4. To return to the Search for Family menu, press **[N]**.

5. Find Child—Do not know RIN.

1. A blank Individual Data screen is displayed and you are told to "Please input fields you wish to search on."
2. Enter enough data to make a good search for the child.
3. Press **CTRL** - **S** to begin the search.
4. An Individual Data screen is displayed with data for the first match filled in.
5. If you find the individual you are looking for, the Family Data screen is displayed and you are asked, "Is this the family you want? (Y/N)"

---

After you have completed any of the actions described in the above table, choose one of the following: press **1** to continue selecting records, press **2** to stop selecting records and begin the conversion to the GEDCOM file, or press **3** to abort the whole process and return to the Main Menu.

## **Individual** *(Create GEDCOM File Menu Option 4)*

If you press **4**, GEDCOM will help you search your Family Records data file for the individual you want to include in the GEDCOM file. The following screen is displayed.

```

CREATE GEDCOM FILE

SELECT AN INDIVIDUAL

1. Know RIN
2. Do not know RIN
0. Return to Previous Menu

Please enter your selection:
```

The search method is the same as it is in the Family Records (FR) program.

## Search Method 1

If you know the RIN for the individual you are looking for:

**Step 1:** Press .

**Step 2:** Type the RIN.

The Individual Data screen for that person will be displayed.

| INDIVIDUAL DATA                        |                                             |                                |         | (GEDCOM) |
|----------------------------------------|---------------------------------------------|--------------------------------|---------|----------|
| Sex:F                                  | SURNAME:Taylor<br>Given2:Geraldine          | Given1:Edna<br>Given3:         | Title:  | RIN:19   |
| BIRTH                                  | Date: 3 JUL 1890                            |                                |         |          |
| PLACE                                  | Level 1:Barnstable<br>Level 3:Massachusetts | Level 2:Barnstable<br>Level 4: |         |          |
| CHRISTENING                            | Date:                                       |                                |         |          |
| PLACE                                  | L 1:<br>L 3:                                | L 2:<br>L 4:                   |         |          |
| DEATH                                  | Date:21 SEP 1955                            |                                |         |          |
| PLACE                                  | L 1:San Francisco<br>L 3:California         | L 2:San Francisco<br>L 4:      |         |          |
| BURIAL                                 | Date:                                       |                                |         |          |
| PLACE                                  | L 1:<br>L 3:                                | L 2:<br>L 4:                   |         |          |
| BAPTISM                                | Date:                                       | Temple Code:                   |         |          |
| ENDOWMENT                              | Date:                                       | Temple Code:                   |         |          |
| SEAL to PAR                            | Date:                                       | Temple Code:                   | ID NO.: |          |
| Spouse name:Thomas Joseph Draper-18    |                                             |                                |         |          |
| Is this the individual you want? (Y/N) |                                             |                                |         |          |

**Step 3:** When you find the person you want, press ; otherwise, press  to return to the Create GEDCOM File menu where you can make another selection.

When you indicate that you have found the individual you want, the Search Results screen will be displayed.

-----  
SEARCH RESULTS  
-----

Adding Edna Geraldine Taylor-19

1 records have  
been selected

for a total of 9 records thus far

Ctrl-S Include search results

Ctrl-Q Do not include search results

- Step 4:** Decide whether to include the results of the search (shown on the screen) in your GEDCOM file.
- Step 5:** Choose one of the following: press **[1]** to continue selecting records, press **[2]** to terminate selecting records and begin the conversion to the GEDCOM file, or press **[0]** to abort the whole process and return to the Main Menu.

## Search Method 2

If you do not know the RIN, the process of searching through your Family Records data file is a little more complicated.

- Step 1:** Press **[2]** and a blank Individual Data screen will be displayed.
- Step 2:** Type search data on the Individual Data screen.  
You need to fill in only the fields that will make a good search. For example, if the person you want has an unusual name, you only need to enter that name in the appropriate field. Press **[CTRL] - [S]** to start the search.
- Step 3:** Review the search data to identify the individual you are looking for.

The first entry that matches your search data will be displayed on the Individual Data screen.

- Step 4:** Determine if the individual found is the one you are looking for.

The program asks, "Is this the individual you want? (Y/N)"

If it is, press  Y and go to step 6.

- Step 5:** If it is not the person you want, press  N.

The program asks, "Do you want to continue the search? (Y/N)"

If you press  Y, the program gets the next entry that matches your search data.

Continue searching until you find the individual you are looking for or until there are no more entries that match your search request. In the latter case, the program gives you the message:

"No match found. Press Return."

The program then allows you to try another search, and the process starts over with step 1.

- Step 6:** When you indicate that you have found the individual you want, the Search Results screen will be displayed.

-----  
SEARCH RESULTS  
-----

Adding Edna Geraldine Taylor-19

1 records have  
been selected

for a total of 9 records thus far

Ctrl-S Include search results

Ctrl-Q Do not include search results

Decide whether to include the results of the search in the GEDCOM file.

Press **[CTRL]** - **[S]** to include the search results in the GEDCOM file, or press **[CTRL]** - **[Q]** to cancel this selection.

**Step 7:** Choose one of the following: press **[1]** to continue selecting records, press **[2]** to stop selecting records and begin the conversion to the GEDCOM file, or press **[0]** to abort the whole process and return to the Main Menu.

**All Family Records Data** *(Create GEDCOM File Menu Option 5)*

This option transfers a copy of all of your Family Records data from your Family Records data diskette to a GEDCOM file.

## ADDING GEDCOM DATA TO FAMILY RECORDS DATA

(GEDCOM Main Menu Option 2)

---

When you choose this option, a warning is displayed.

```

ADD GEDCOM TO FAMILY RECORDS DATA

```

WARNING

Your Family Records data can become scrambled if GEDCOM  
aborts before completing all its work! Before you proceed  
you should create a BACKUP of your Family Records data!

Ctrl-S CONTINUE IN GEDCOM (BACKUP ALREADY MADE)      Ctrl-Q QUIT

Press **[CTRL] - [S]** to continue if you have a backup copy of your Family Records data diskette.

If you do not have a backup, press **[CTRL] - [Q]** to quit and return to the GEDCOM Main Menu. From there, return to the system level and make a backup copy of the Family Records data using your computer's copy commands. Then return to the GEDCOM program.

It is very important to have a backup copy of your Family Records data diskette. If anything happens to your data during processing (i.e., not enough room on the diskette), you can use your backup diskette in place of the damaged data.

A screen showing the drives where you should insert the diskettes will be displayed.

-----  
ADD GEDCOM TO FAMILY RECORDS DATA  
-----

Family Records data disk: ,D2  
Disk for GEDCOM file: ,D1  
Name of GEDCOM file:  
Name of GEDCOM listing file:  
  
Ctrl-S CONTINUE      Ctrl-Q QUIT

The process of adding data from a GEDCOM file to your Family Records data is relatively easy.

**Step 1:** Insert the Family Records data diskette and the diskette containing the GEDCOM file in the proper drives as shown on the screen.

You can save files on a different drive by changing the listing on the screen to show the drive where you want to save files.

**Step 2:** Type the name of the GEDCOM file that you want to add to your Family Records data. Use the name you assigned to the file when you created or received it.

**Step 3:** Type the name of the GEDCOM listing file.

The GEDCOM listing file is a file created by the computer to hold any data from the GEDCOM file that does not fit the regular fields in the Family Records file, such as the sender's name and address, the cover letter, and a list of errors found in the transmission process (for further explanation, see page 273). This listing file can be printed or looked at using standard text viewing procedures for your system.

**CAUTION:** If you do not enter a name for the GEDCOM listing file, a listing file will not be created and the extra data will be lost.

You should probably give the listing file the same name as the GEDCOM file. The system will add a period and three letters (.GED) to the name you type to avoid confusion.

If you use a name that is already on the Family Records disk, the message "File name already in use. Use it anyway? (Y/N)" will appear. If you press  Y, the old file containing that name will be replaced with the new GEDCOM listing file. If you press  N, you will be able to change the name.

**Step 4:** Press  CTRL -  S to continue and begin the conversion process.

The program will look for Family Records data in the location shown on the screen. If GEDCOM finds Family Records data, it will add the GEDCOM file data to it. If you are using a blank diskette that does not yet contain Family Records data and has not been initialized, the program will initialize it to receive Family Records data and then add the GEDCOM data. However, you must format the blank diskette before you put the GEDCOM data on it.

**Step 5:** Wait while the GEDCOM file is converted to Family Records data. While the conversion is taking place, the following screen will be displayed.

-----  
GEDCOM TO FAMILY RECORDS CONVERSION  
-----

Conversion in progress; please wait.

Processing GEDCOM line 10

The conversion may take from a few minutes to several hours, depending on how many records were selected to be converted to the GEDCOM file and the kind of computer you have.

A running account of the conversion is displayed on the screen. The file is read twice, so you will see the record numbers start over. The process takes longer the second time through. When the conversion is complete, the program will return you to the GEDCOM Main Menu.

You may want to exit GEDCOM to use the Family Records program to look at this new data. You may also want to look at the GEDCOM listing file to see what special messages were included and review the errors that may have occurred in the conversion process. To do this, you have to exit PAF entirely and use whatever text viewing method you have available to look at the GEDCOM listing file—it will be called what you named it, with *.GED* at the end.

## **GEDCOM Listing File**

Whenever you use GEDCOM to convert data that someone has sent you into a PAF file, there may be information that will not fit into one of the fields on a PAF screen. This extra information will be put into a GEDCOM listing file. For example, if someone

sends you information from a genealogical software package other than Personal Ancestral File (PAF), there may be fields used in that software that are not used in PAF. All of the information found in those fields will be sent to a GEDCOM listing file.

An example of the type of information contained in a GEDCOM listing file is "??35: 0AB Unknown." This means that GEDCOM record number 35 contains the information "OAB Unknown," which could not be converted to PAF data.

You can put the information in a GEDCOM listing file into PAF by entering it as notes for the appropriate individuals.

### **COMMUNICATIONS** (*GEDCOM Main Menu Option 3*)

---

**WARNING:** This is a complex procedure and may be difficult for computer novices.

You can use this procedure to send or receive GEDCOM files in two ways: (1) Transfer data across telephone lines through modems, or (2) transfer data directly from one computer to another.

When using the telephone, the sender must notify the receiver as to when the transmission will be made so that he or she will be prepared to receive it. Remember, the person who "dials" pays for the call.

The second way to transfer GEDCOM files, directly from one computer to another, is very useful when you want to transfer data between computers that can be placed next to each other and whose floppy disks are not compatible.

Using the communications procedures requires a certain amount of expertise and perseverance. If you are not familiar with the technology, you may want to get an expert to help you. You *cannot* assume that all you have to do is call up your friend or relative and immediately start exchanging GEDCOM files across the telephone lines.

## What You Need for Communications

1. A need to communicate genealogical records.
2. A way to connect two computers: modems or direct line (RS232).
3. Patience and perseverance.

For this effort to be successful, both computers have to be properly prepared to send or receive data.

## Using Other Communications Programs

It is not necessary for both systems to be using the GEDCOM communications program, since the GEDCOM file is just an ASCII file. Any communications program that uses XMODEM file transfer protocol will be compatible with GEDCOM.

Computers using other communications programs must have their parameters set as follows:

1. 8-bit characters.
2. No parity.
3. One stop-bit.
4. The same baud rates for both computers.

In using modems and telephone lines, be sure both modems are set up correctly. (See “Modems—Technical Detail” on page 285 for more information.)

## Setting Up

When you select option 3 from the GEDCOM Main Menu, the Communications Menu will appear.

```

GEDCOM COMMUNICATIONS

```

1. Dial
2. Answer
3. Hang up
4. Continue Call
5. View/Change Settings
0. Return to Main Menu

Please enter your selection:

**Step 1:** Press **[5]**.

You must select option 5 first to set up your system.  
The following screen will be displayed.

```

VIEW/CHANGE COMMUNICATIONS SETTINGS

```

APPLE II

```
Baud Rate: 1200
Phone Number:
Local Echo: Y
Modem Type: Hayes Smartmodem
Serial Card Slot: 2
Serial Card Type: SSC

Modem Dial Prefix: ~+++~ATD
Modem Dial Suffix: |
Modem Hang Up Sequence: ~+++~ATH|ATSO=0|
Modem Answer Sequence: ~+++~ATSO=1|
```

```
Ctrl-S SAVE CHANGES AND EXIT Ctrl-Q QUIT WITHOUT SAVING CHANGES
```

The values listed on this screen are default settings which match a commonly used (Hayes command compatible) modem. If your modem does not match, you will have to change the settings before you can successfully send or receive GEDCOM files. First-time users will have to be careful to set all of the items. After the first time, you will most likely only have to change the telephone number to call the person with whom you want to exchange files.

- Step 2:** Set the baud rate, if necessary, to match the system with which you are going to communicate.

The baud rate determines how fast the data will be transmitted. You can select values of 300, 1200, 2400, or 9600 baud. The usual baud rate for using modems is 1200 or 300 baud, while 9600 baud is usually used when computers are connected directly.

- Step 3:** Type the phone number that you want to automatically dial. If your modem does not have automatic dialing, you can leave this field blank.

The way you type the phone number depends on the modem you have. Most modems will allow you to type the phone number in the standard format, such as (801) 351-7272. With some modems, you can also include a character (for instance, a comma or a *p*) to cause a one-second pause before dialing the next digit in the number.

Example: 801, 351-7272 (Hayes modem)  
801P 351-7272 (Novation modem)

- Step 4:** Select the local echo option you want.

The local echo option is provided so that, in setting up to transmit files, you can more easily “talk” with the person on the other computer.

If you press  to turn the local echo on, whatever you type while in terminal mode will be immediately displayed on your computer.

If this becomes bothersome, you should come back to this screen and turn the local echo off by pressing [N]. With the local echo off, nothing extra will appear on the screen when you type. The default setting is on, or Y.

If you are connected to another personal computer, you will most often have local echo on. If you are connected to a host (or larger) computer, you may need to turn the local echo off by pressing [N].

**Step 5:** Type in the name brand (modem type) of your modem.

The default modem type is the Hayes Smartmodem. However, the program is set up to recognize the Novation modem as well.

If you enter either of these two modem types, the correct values for each item will be filled in automatically. If you type in a different name, you must enter new values for the other items in order for GEDCOM to be able to use your modem.

The data shown in the example of the View/Change Communications Settings screen on page 276 is for the Hayes Smartmodem. The last four items are strings of text that are used to tell your modem how to dial, hang up, or answer the phone:

- Dial Prefix. These characters indicate the beginning of the phone number.
- Dial Suffix. These characters indicate the ending of the phone number.
- Hang Up Sequence. These characters cause your modem to hang up the phone.
- Answer Sequence. These characters cause your modem to answer the phone.

You should be able to find the specific character strings for these items in the manual that came with your modem. If you cannot, you may have to contact the person or company from whom you got the modem.

The GEDCOM program recognizes the following special characters in the modem information fields:

| Name of Character | Character | Action                                              |
|-------------------|-----------|-----------------------------------------------------|
| Vertical bar      |           | Insert a carriage return.                           |
| Tilde             | ~         | Insert a one second delay.                          |
| Carat             | ^         | Cause the next character to be a control character. |

- Step 6:** Type the serial port information. You have to indicate the serial card slot (0 through 7) and the serial card type (SSC, SSM, or CCS).
- Step 7:** Complete the set-up procedure by pressing **CTRL** - **S** to save changes and exit or pressing **CTRL** - **Q** to quit without saving changes.

*WARNING:* If you do not save the settings, you may have to come back and set up your system all over again each time you run the GEDCOM program.

## Establishing Contact

This section describes the process of establishing contact between your computer and the computer with which you want to exchange GEDCOM files. These procedures vary, depending on the method you use (modems or direct line) and the type of modem you use (if you use them), but the following are the basic steps involved.

- Step 1:** Initiate the call by notifying the other party that you are ready to begin sending or receiving a GEDCOM file over the telephone.

One of the most frustrating aspects of communicating with computers is not knowing what is going on at the other end of the line.

- Step 2:** While at the GEDCOM Communications screen, begin the actual connection between the two computers.

-----  
GEDCOM COMMUNICATIONS  
-----

1. Dial
2. Answer
3. Hang up
4. Continue Call
5. View/Change Settings
0. Return to Main Menu

Please enter your selection: 2

Waiting for modem to answer phone....

How you make connections depends on the type of modem each person is using and who wants to pay for the call. Use the following table to select the option you want.

---

**What You Want**

**What You Do**

---

To make a call with automatic dialing.

1. Press .
2. Wait for the call to be made. When the connection is complete, a send or receive menu will appear.

To receive a call.

1. Press .
2. A send or receive menu screen will appear.
3. Wait until your partner tells you that contact has been made.

To make a call without automatic dialing.

1. Dial the number manually.
2. Wait for the carrier signal given by the other computer waiting for the call.

3. Press the switch on your modem to switch the call to the modem.
4. Press **[4]** to switch the call over to your modem.
5. Hang up the headset and the send or receive menu will appear.

---

If you want to abort the dialing or answering process, you may press **[CTRL] - [C]**.

If the call is not successful within 35 seconds, the message "Remote phone did not answer" will appear and you will have to try again. You should first try again without changing any of the settings. If it still does not work, you may have to adjust some of the modem settings. There are no magic formulas for this. If you continually have trouble making connections, you will need to get an expert to help you.

When you have established contact with the other computer, the following send or receive menu will appear.

-----  
GEDCOM COMMUNICATIONS  
-----

1. Terminal
2. Send File
3. Receive File
0. Return to Previous Menu

Please enter your selection:

**Step 3:** Press **[1]** to go into "terminal mode."

Use the **terminal** mode to confirm making contact with the other computer.

This step is optional, but it is very useful to verify that the computers are properly connected. The terminal option allows you and your partner to type messages back and forth to each other as if you were using a teletype machine.

When you select this option, your screen will be cleared and the following message will appear:

"Press **[CTRL] - [X]** to return to menu."

Until you press **[CTRL] - [X]**, whatever you type will be sent to your partner and his messages will be sent to you.

For example, your typed conversation could go something like this:

HI GEORGE, ARE YOU READY TO RECEIVE MY DATA?

YES, LET'S DO IT.

OK, I'LL START SENDING A FILE CALLED: SMITH

OK, I'M READY.

**Step 4:** Press **[CTRL] - [X]** to return to the previous menu.

You are now ready to send or receive the GEDCOM file.

## **Send/Receive a GEDCOM File**

Once you have established contact between the two computers, you can begin to send or receive a previously prepared GEDCOM file.

**Step 1:** Press **[2]** to send or press **[3]** to receive.

It does not matter which process is initiated first (send or receive), as long as one computer is sending and the other one is receiving and the processes are initiated near the same time.

*CAUTION:* If you are trying to send or receive large files over long distance telephone lines, the cost may be quite high.

**Step 2:** Place the diskettes in the proper drives.

If you are sending, make sure the GEDCOM file is in the drive specified on the screen, then press **[CTRL] – [S]** to continue.

If you are receiving, make sure the diskette to receive the GEDCOM file is in the drive specified on the screen, then press **[CTRL] – [S]** to continue.

**Step 3:** Enter the name of the GEDCOM file.

If you are sending, assign the name to the GEDCOM file assigned when you created the file.

If you are receiving, assign a name to the GEDCOM file (any name you want to call it). If there is a file by that name on the diskette, the system will tell you that the name is already in use and ask you if you want to use it anyway. *CAUTION:* If you press **[Y]** to answer yes, the old file will be destroyed and the new file will be put in its place.

**Step 4:** Wait while the file is being transmitted.

This may take from a few minutes for small files to an hour or so for large files. You may abort the sending or receiving process by pressing **[CTRL] – [C]**.

*Note:* If the other system does not respond, a message will appear to indicate the problem. You may have to try again from Step 1.

While the file is being sent, a message will appear at the bottom of the screen showing the number of blocks sent or received. This will let you know how the transmission has progressed. You might see messages that indicate transmission errors. They will go away if the two systems are able to recover. However, the process of recovering may take several minutes before the program decides that it cannot recover. So, be patient!

-----  
SEND FILE  
-----

Disk for file: ,D1  
File to send: Grey

3 Blocks Sent

**Step 5:** Press **[RETURN]** when the message that the transmission is complete is displayed.

The program will take you back to the previous menu.

**Step 6:** Press **[1]** to go back into terminal mode so you can communicate with your friend to verify that the GEDCOM file was received and decide what to do next.

**Step 7:** Press **[CTRL] - [X]** to get out of terminal mode.

**Step 8:** Press **[0]** (zero) to go back to the first menu.

**Step 9:** Press **[3]** to hang up.

If you do not hang up, the program will keep the other computer on the line while you do something else. Remember, the one who dialed pays for the call!

**Step 10:** Press **[0]** (zero) to return to the GEDCOM Main Menu.

## MODEMS—TECHNICAL DETAIL

---

It is impossible to give you the proper switch settings for all available modems. The following table gives a list of the most common modems and how extensively they have been tested with GEDCOM communications:

---

| Modem                   | Fully Tested | Used but not tested |
|-------------------------|--------------|---------------------|
| Hayes Smartmodem 1200   | X            |                     |
| Hayes Smartmodem 1200B* | X            |                     |
| Novation PC1200B*       | X            |                     |
| Radal-Vadic             |              | X                   |
| Popcom                  |              | X                   |

---

\*Tested on MS-DOS computers only.

The two Hayes Smartmodems have internal switches that must be set manually. The settings are given here for your convenience.

### Hayes Smartmodem 1200 (*Freestanding Modem*)

The switch settings should be as follows:

|     | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|-----|---|---|---|---|---|---|---|---|
| OFF |   | ● | ● | ● | x | x |   |   |
| ON  | x |   |   |   |   |   | ● | x |

Switches 2, 3, and 4 may be set either way. Switch 7 must be set according to the phone system with which you connect (usually on for a single line).

## Hayes Smartmodem 1200B *(IBM internal modem)*

The switch settings should be as follows:

|     | 1 | 2 | 3 |
|-----|---|---|---|
| Off |   |   |   |
| On  |   |   | x |

Switch 1 should be on for COM1, off for COM2. Switch 2 must be set according to the phone system with which you connect (usually off for a single line).

The Novation PC1200B modem does not have any physical switches to set, but it does have some jump pins to set to indicate which serial port is to be used.

If you have one of the other modems, you should be able to use the operation manual that came with it to set the switches, if it has any.

## TROUBLESHOOTING

---

This section provides a few simple steps that will generally solve the problems of using telephone communications.

Identify the symptom of your communication problem and follow the prescribed solution.

---

### Symptom

### Steps to solve problem

---

Many checksum or timeout errors.

Try a lower baud rate.

Modem continues to answer phone after exiting GEDCOM.

Choose the "hang up" option on the communications menu, or set the switch on the modem to disable the automatic answer.

Two directly connected computers cannot communicate.

You probably need a null-modem RS-232 cable.

In terminal mode, everything you type appears twice.

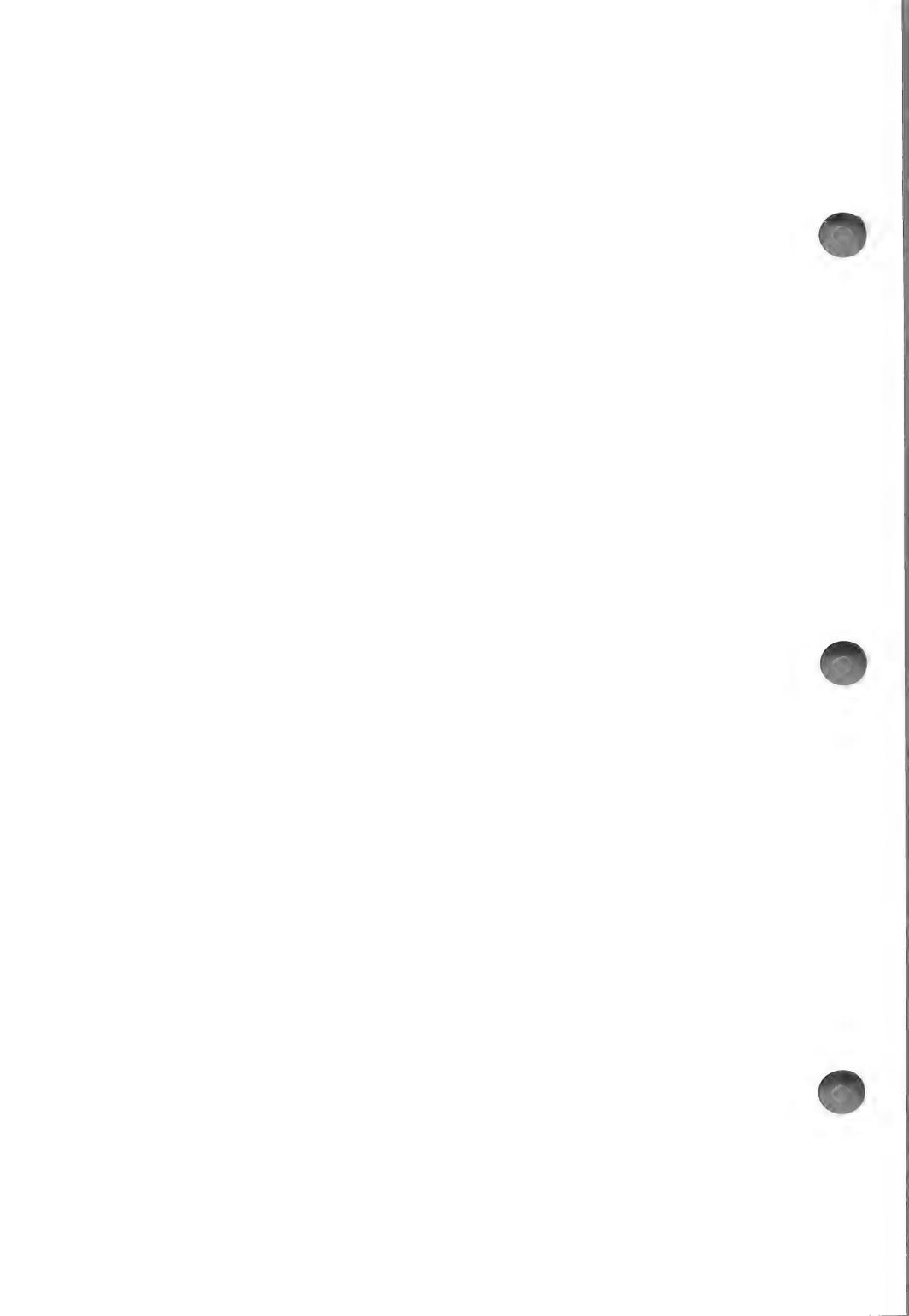
Change the Local Echo setting to N.

In terminal mode, nothing you type appears on the screen.

Change the Local Echo setting to Y.

Nothing seems to work.

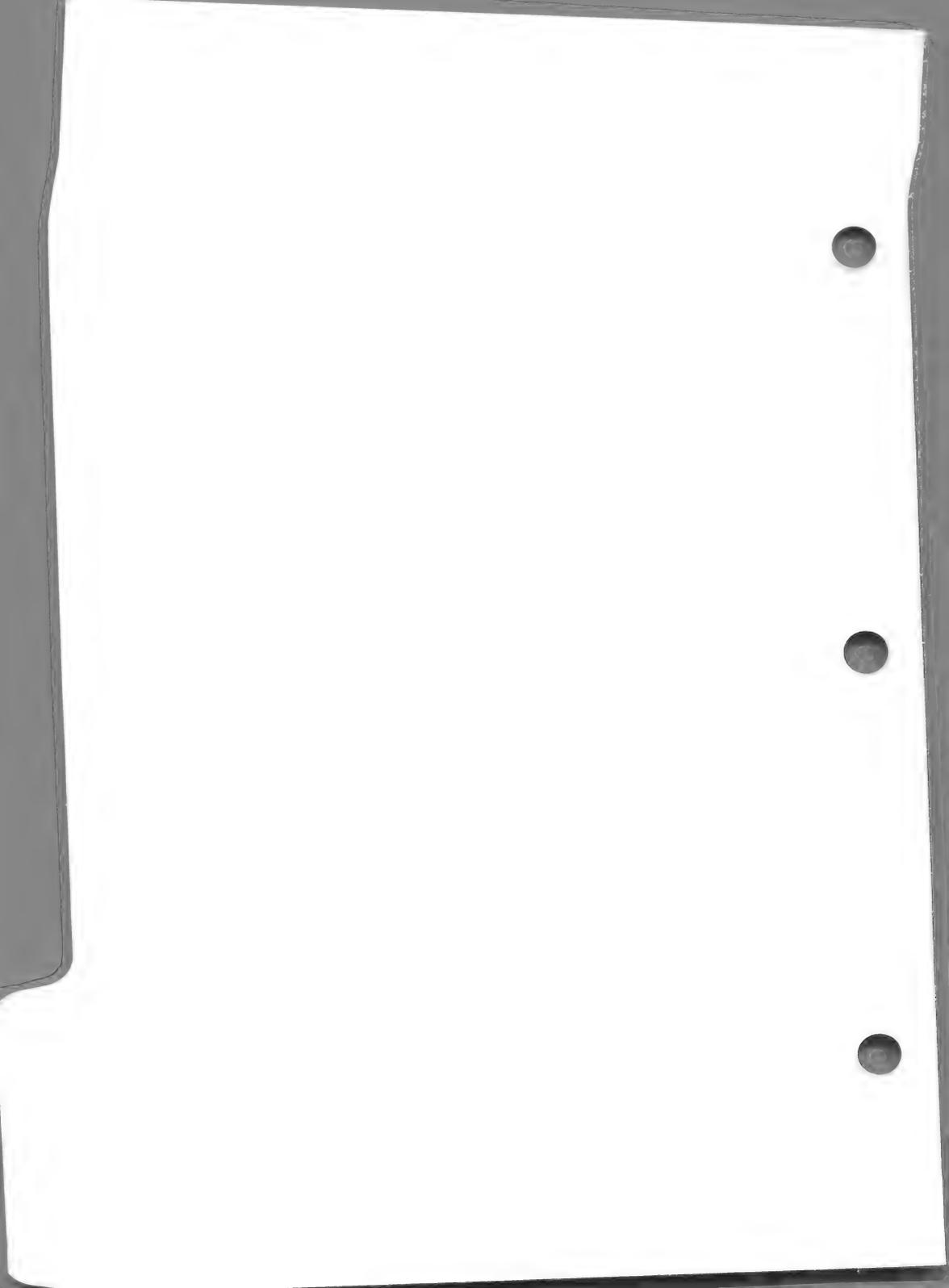
1. Make sure the communications settings are correct on both computers.
2. Make sure the baud rates of both computers are the same.
3. Make sure all modem switches are set correctly.
4. Make sure the cables from computer to modem and from modem to phone jack are connected properly. (Look for loose or broken wires.)
5. Make sure you try to use this communications program only with the following computers for which it was developed:
  - IBM-PC, IBM PC-XT (or hardware compatibles).
  - KAYPRO (external serial port only).
  - Apple II series computers with SSC, SSM, or CCS serial cards.



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# Appendix

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## FREQUENTLY ASKED QUESTIONS

---

### General Questions

- **Is there any way to transfer data automatically from the Research Data Filer to the Family Records program?**

No. They are totally separate programs. If you want to include any Research Data Filer data in the Family Records program, you must reenter it.

- **What is the best way to be sure that I do not lose data if a diskette gets damaged?**

After you have entered or modified a substantial amount of data, make a backup copy of your data diskette. Instructions for making backup copies are found in Section 2, "Getting Started." When a data diskette is damaged, use your backup diskette. As a general guideline, if you would not want to reenter what you have input since your last backup, it is time to make another backup copy.

- **What should I do if it seems that the system has stopped working?**

Wait at least one minute before doing anything. Remember that procedures that read data from diskettes or store (write) data on them take time. If the red light on your disk drive is on, something is happening. Be patient. Sorts also require time—many minutes in some cases. If several minutes go by and there is no evidence that anything is happening (no red lights on, no message changes on the screen), then turn the power off. Wait five or ten seconds and turn it on again. The computer will be starting over, so check the data you were working on just before you turned it off. Some of the data may have been lost.

- **What is the worst thing that can happen if the computer goes off (because of a power failure, computer problem, etc.) while I am using the system?**

In the Family Records program, the worst thing likely to happen is that you will lose the data in the record you were working on. If you were entering a family and had already added the husband, the wife, and their marriage data, and you were in the middle of adding a child, you will lose the marriage data as well as the child's data. The marriage data is not saved on diskette until you select the option indicating that there are no children or no more children. (The individual data for the husband and wife will remain.)

If a failure occurs during a sort or print routine, you will have to begin that routine again.

If you are using the Research Data Filer when the problem occurs, you will lose any sorted lists and lists from a search that have not been saved. Any entries you deleted since the last time you saved a file will still be in the file.

In both systems, if you are writing onto the diskette when the power goes off, the file may be lost. If it is lost, you will have to use your backup data diskette to recover the data for that file.

- **In what programming language was Personal Ancestral File written?**

Release 1.0 was written in Interpreted BASIC. Release 2.0 was written in C.

- **Can I send my genealogical data to the Genealogical Department on diskettes?**

No. There is no system for handling (inputting data from, storing, or returning) diskettes. When a system is developed for transmitting data recorded by Personal Ancestral File to the Genealogical Department, the transfer will probably be done through telecommunications rather than by sending diskettes.

- **Can the computerized files at the Genealogical Library be accessed using this software?**

No. Currently you can neither read from nor write to any computerized files in the Genealogical Library or the Genealogical Department.

- **How can I go from the Family Records program to the Research Data Filer and vice versa without turning the computer off?**

To get from the Family Records program to the Research Data Filer, return to the Main Menu on the Family Records program. Select the Exit to System option. For versions where each program is on a separate diskette, insert the Research Data Filer system diskette and reboot the computer.

To get from the Research Data Filer to the Family Records program, first press **[Q] [RETURN]** to return to the system level. For versions with each program on a separate diskette, insert the Family Records program diskette and reboot the computer.

- **Where can I go for help with my research questions?**

The following resources can provide valuable information on doing genealogy.

1. *From You to Your Ancestors* [genealogical course manual]. Salt Lake City: The Church of Jesus Christ of Latter-day Saints, 1982.
2. The Genealogical Library in Salt Lake City, Utah, and the branch genealogical libraries of The Church of Jesus Christ of Latter-day Saints.
3. Zabriskie, George Olin. *Climbing Our Family Tree Systematically*. Salt Lake City: Parliament Press, 1969.
4. Wright, Norman E., and Pratt, David H. *Genealogical Research Essentials*. Salt Lake City: Bookcraft, 1967.
5. Greenwood, Val D. *The Researcher's Guide to American Genealogy*. Baltimore: Genealogical Publishing Co., Inc., 1973.
6. Stryker-Rodda, Harriet. *How to Climb Your Family Tree: Genealogy for Beginners*. Baltimore: Genealogical Publishing Co., 1983.

7. Jaussi, Lauren R., and Chaston, Gloria D. *Fundamentals of Genealogical Research*. Salt Lake City: Deseret Book Co., 1977.

## **Questions about the Family Records program.**

### **■ How can I find the RIN for a person?**

Anytime the name of a person is displayed, the RIN will also appear. Consequently there are many ways to find a RIN.

Two of the easiest ways are—

1. Print a list of people by RIN or sorted by name. (Select the Print Forms and Reports option from the Main Menu, then select the Sorted Lists option.)
2. Select the Modify Data option from the Main Menu. Select the option to Modify Individual Information. Indicate that you do not know the RIN. The Individual Data (search) screen will be displayed. Enter as much data as necessary to identify the person you want. The data you entered for the person will be displayed, with the RIN.

### **■ How can I find the MRIN for a couple?**

There are many ways to find the MRIN for a couple. Two of the easiest ways are—

1. Print a list of families by MRIN.
2. Select the Modify Data option from the Main Menu. Select the Modify Marriage Information option. Select an option to search for a family by locating a child or parent. When an individual in the family is found, the marriage record, including the MRIN, will be displayed.

### **■ How do I make a husband or wife in one family appear as a child in another family?**

While adding a family or modifying a family structure, select the option that indicates that the child's data is already in the file. Find the person by RIN or by doing a search. When the individual data is displayed, you will be asked if this is the person you want as a child in the family you are creating or modifying. Press  to indicate that it is the correct person.

- **How do I make a child in one family appear as a husband or wife in another family?**

While adding a family or modifying a family structure, select the option that indicates that the husband's or wife's data is already in the file. Find the person by RIN or by doing a search. When the individual data is displayed, you will be asked if this is the person you want as the husband or wife. Press  to indicate that it is the correct person.

## Questions about the Research Data Filer

- **How should I document unsuccessful research?**

First, think of a name for these files, such as Notfound.doc and Notfound.dat. It is a good practice to document research and sources that do not provide you with usable information so that you will not search through those sources again.

Create a .doc entry for every document that you have examined. Give it a number that corresponds with the number that you have given the surname you are working on, and enter the source identification information, including a statement like "No Wilson names found." This can save duplicated efforts later on.

Make a .dat entry with the surname only, skip down to the *Comments* field, and enter a statement like "Incomplete search." This will remind you to do further research on this name in the sources you documented in the .doc file. Then before you go back to the library, you can search out the "Incomplete search" entries and you will know where to start.

- **How can I use my identification numbers for entries in the Research Data Filer if the numbers are longer than the six characters allowed?**

You can use the *Comments* field for identification numbers longer than six characters. You can do searches and sorts on data in this field.

- **What do I do when a file is filled?**

Divide it into two or more files. For example, if you have 500 entries in one file, you might want to put them in alphabetical order and then split them into two files.

■ **What do I do if a blank screen, or one containing miscellaneous characters, appears?**

This may happen if the memory is overloaded. Press **[R]** and press **[RETURN]** to restore data on the screen. If this does not help, turn off the computer. Wait five or ten seconds and turn it on again. Rebooting (by pressing **[⌘]** - **[CTRL]** - **[RESET]** or typing **PR#6** on Apple II+ computers) has the same effect as turning the computer off and on again.

## KEY ASSIGNMENTS FOR APPLE COMPUTERS

---

| Function You Want:          | Press:                                  | What Happens on the Screen:                               |
|-----------------------------|-----------------------------------------|-----------------------------------------------------------|
| <b>Cursor Movement Keys</b> |                                         |                                                           |
| UP                          | <b>CTRL</b> - <b>I</b>                  | Moves cursor up one line.                                 |
| DOWN                        | <b>CTRL</b> - <b>K</b>                  | Moves cursor down one line.                               |
| RIGHT                       | <b>CTRL</b> - <b>L</b>                  | Moves cursor to next character.                           |
| LEFT                        | <b>CTRL</b> - <b>J</b>                  | Moves cursor to previous character.                       |
| WORD TAB                    | <b>CTRL</b> - <b>N</b>                  | Moves cursor to next word within current field.           |
| BACK WORD TAB               | <b>CTRL</b> - <b>B</b>                  | Moves cursor to previous word within current field.       |
| BEGINNING OF FIELD          | <b>CTRL</b> - <b>W</b>                  | Moves cursor to beginning of current field.               |
| END OF FIELD                | <b>CTRL</b> - <b>E</b>                  | Moves cursor to end of current field.                     |
| PREVIOUS FIELD              | <b>CTRL</b> - <b>P</b>                  | Moves cursor to previous field.                           |
| RETURN                      | <b>RETURN</b> or <b>CTRL</b> - <b>M</b> | Moves cursor to next field.                               |
| <b>Insert Keys</b>          |                                         |                                                           |
| ENTER                       | <b>RETURN</b> or <b>CTRL</b> - <b>M</b> | Indicates you have finished entering data within a field. |
| INSERT/REPLACE              | <b>CTRL</b> - <b>O</b>                  | Inserts character to left of letter cursor is on.         |

SHIFT                    **CTRL** - **A**                    Changes from capital to lowercase and vice versa (Apple II+).

DITTO (RDF only)    **ESC** - **"**                    Copies same field from previous entry.

### Delete Keys

DELETE CHARACTER    **CTRL** - **D**                    Deletes character the cursor is on.

DELETE WORD         **CTRL** - **F**                    Deletes word the cursor is on.

DELETE END OF LINE **CTRL** - **G**                    Deletes from the cursor to the end of the line/field.

BACKSPACE           **CTRL** - **V** or **DELETE**           Deletes character to the left of the cursor.

UNDO                    **ESC** - **ESC**                    Cancels previous action.

### Screen Keys

PAGE UP                **CTRL** - **U**                    Moves up one screen of entries.

PAGE DOWN            **CTRL** - **H**                    Moves down one screen of entries.

CHANGE ACTIVE SCREEN **CTRL** - **C**                    Changes the Active Screen from 1 to 2 and vice versa.

SPLIT SCREEN/  
FULL SCREEN         **ESC** - **/**                    Changes from full screen display to split screen and vice versa.

TOP OF SCREEN (FR) **CTRL** - **T**                    Moves to first field.

END OF SCREEN (FR) **CTRL** - **Z**                    Moves to last field.

TOP OF FILE (RDF)    **CTRL** - **T**                    Moves to first entry in a file.

END OF FILE (RDF)    **CTRL** - **Z**                    Moves to last entry in a file.

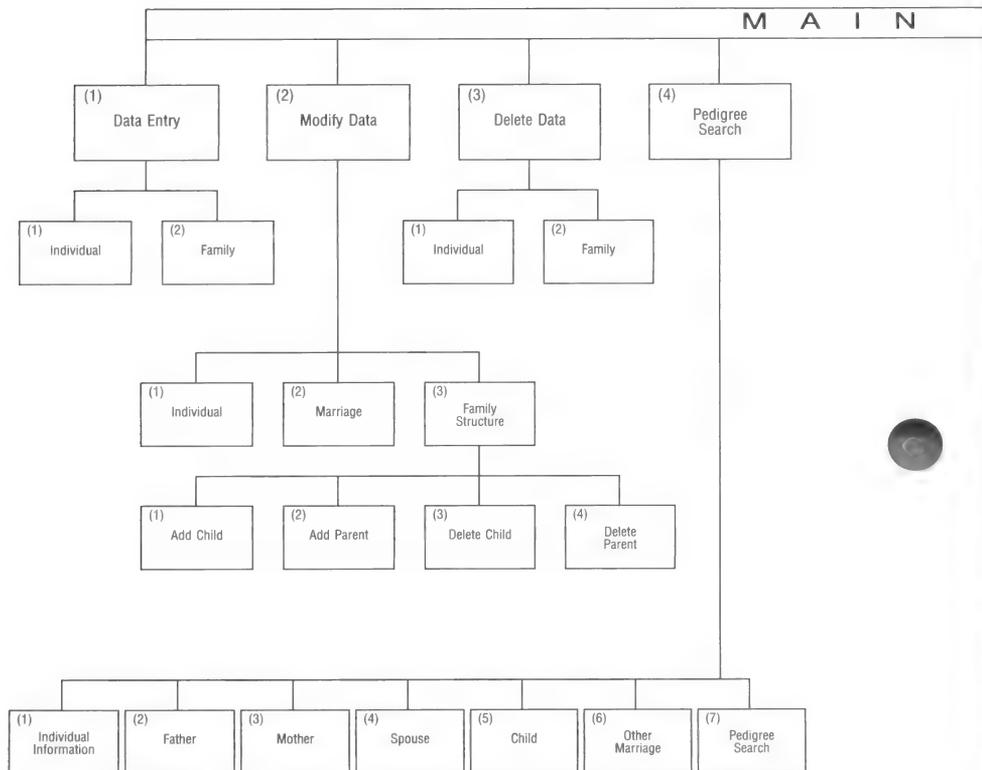
## Notes Management Keys

|                       |                            |                                                                              |
|-----------------------|----------------------------|------------------------------------------------------------------------------|
| MARK LINE(S)          | <b>[ESC]</b> - <b>[L]</b>  | Highlights a line of text to move, copy, or delete.                          |
| COPY MARKED LINE(S)   | <b>[ESC]</b> - <b>[C]</b>  | Copies the highlighted line(s) to the new cursor position of the line/field. |
| DELETE MARKED LINE(S) | <b>[ESC]</b> - <b>[D]</b>  | Deletes the highlighted line(s).                                             |
| MOVE MARKED LINE(S)   | <b>[ESC]</b> - <b>[M]</b>  | Moves the highlighted line(s) to the new cursor position.                    |
| REMOVE MARK           | <b>[ESC]</b> - <b>[R]</b>  | Removes the highlight from the note.                                         |
| DELETE LINE           | <b>[CTRL]</b> - <b>[X]</b> | Deletes single line.                                                         |

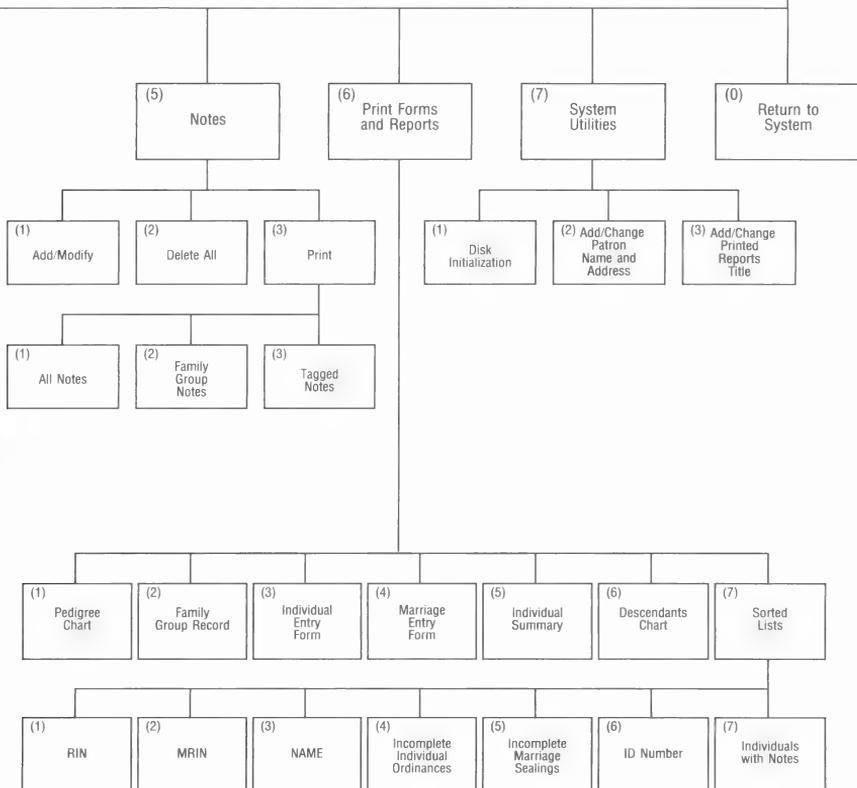
## Exit Keys

|                         |                            |                                                 |
|-------------------------|----------------------------|-------------------------------------------------|
| SAVE CHANGES AND EXIT   | <b>[CTRL]</b> - <b>[S]</b> | Saves changes you made and then exits.          |
| QUIT W/O SAVING CHANGES | <b>[CTRL]</b> - <b>[Q]</b> | Quits without saving changes.                   |
| BEGIN SEARCH            | <b>[CTRL]</b> - <b>[S]</b> | Begins searching for the individual designated. |
| QUIT W/O SEARCHING      | <b>[CTRL]</b> - <b>[Q]</b> | Quits without searching for the individual.     |
| STOP PRINTING           | <b>[CTRL]</b> - <b>[Q]</b> | Stops the printer.                              |

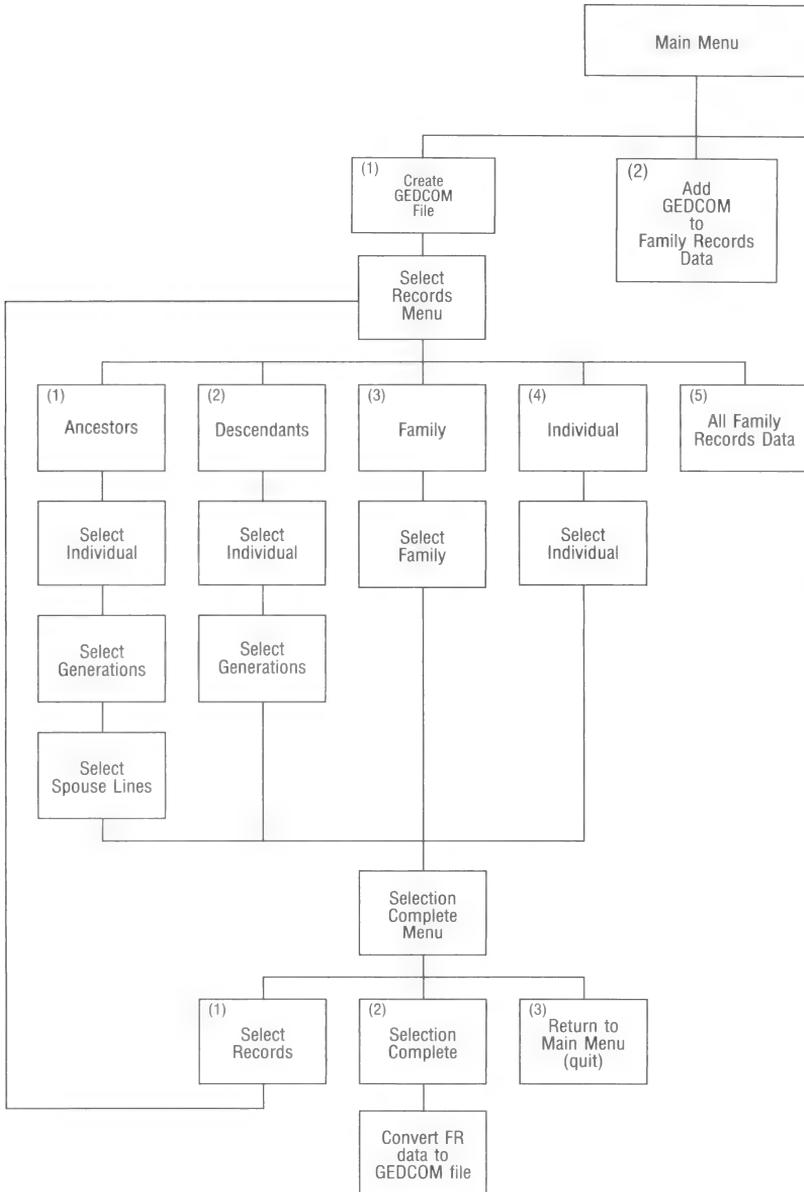
# MAP OF THE FAMILY RECORDS PROGRAM

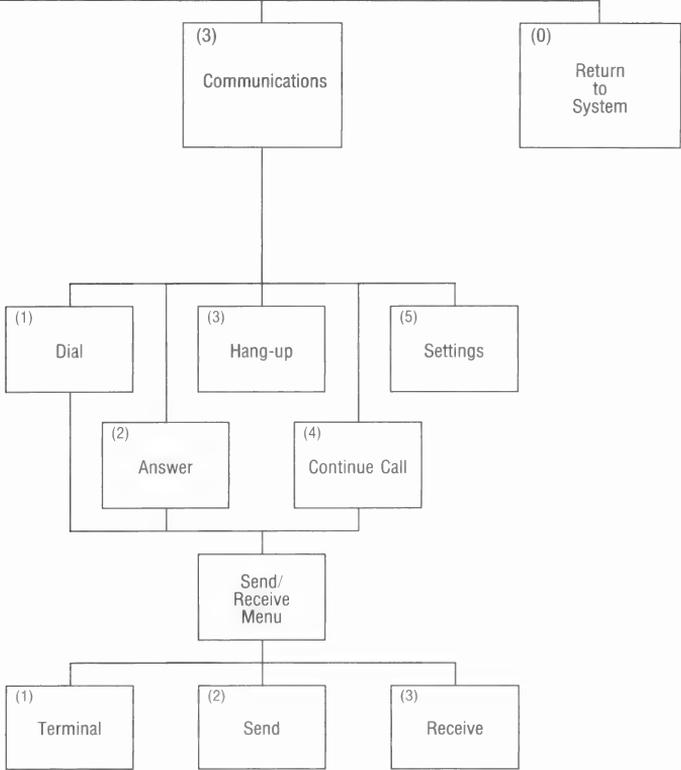


# M E N U



# MAP OF THE GEDCOM PROGRAM





## **ADVANCED CONFIGURATION PROGRAM (ADCONFIG)**

*WARNING!* You have to know your computer very well to use this program.

This program helps you to configure (change) each program in PAF to run on your computer when your system cannot be configured with the CONFIG program.

ADCONFIG is not as easy to use as CONFIG, since you have to know more about your system in order to provide all of the needed data. Once you have successfully configured your system with ADFCONFIG, you will be able to use CONFIG to make minor adjustments or to configure new programs to run on your system.

### **To Get Started**

**Step 1:** Insert the ADFCONFIG diskette. If the computer is off, turn it on and press **[2]** when the prompt to choose between CONFIG and ADFCONFIG appears; or, if the computer is already on, type **BRUN ADFCONFIG** and press RETURN at the system prompt.

The first screen will ask, "What type of computer do you have?"

**Step 2:** Press **[1]** RETURN. Option 2 applies to the MS-DOS and CP/M versions of PAF only. Even if you are using another brand of computer that is compatible with Apple computers, choose option 1.

-----  
PAF CONFIGURATION  
-----

Which computer do you have?

1. Apple II+, IIe, IIc
2. Not listed above
0. Quit

Please enter your selection:

## ADCONFIG Main Menu

When you select option 1, the ADFCONFIG Main Menu screen is displayed:

-----  
PAF CONFIGURATION  
-----

Computer selected is "Apple II+, IIe, IIc"  
No printer selected

MAIN MENU

1. Printer Set-Up
2. Computer Set-Up
3. Miscellaneous Items
4. Update a Program
0. Exit

Please enter your selection:

Each menu item is explained in the following table. Select the option you want and turn to the page number in parentheses for detailed instructions.

---

| Main Menu Options                                                                                                                                                                                                                                                                                                 | Page  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 1. Printer Set-up                                                                                                                                                                                                                                                                                                 | (305) |
| This option allows you to enter the codes necessary to add your printer to the list of acceptable printers or to change the codes for an existing printer selection.                                                                                                                                              |       |
| 2. Computer Set-up                                                                                                                                                                                                                                                                                                | (306) |
| This option allows you to change the keyboard assignments for the Apple II+, IIe, or IIc.                                                                                                                                                                                                                         |       |
| 3. Miscellaneous Items                                                                                                                                                                                                                                                                                            | (308) |
| This option allows you to define the disk drives where the PAF programs will find data files, programs, and scratch files (files temporarily stored on a diskette when there is not enough room on the data diskette). It also allows you to adjust some of the parameters that control how your system operates. |       |
| 4. Update a Program                                                                                                                                                                                                                                                                                               | (309) |
| This option is used to alter each of the PAF programs to recognize the computer, printer, and miscellaneous items specified in options 1-3 above. Each PAF program must be configured if (1) this is your first time using PAF or (2) you have changed anything using ADCONFIG.                                   |       |
| 0. Return to System                                                                                                                                                                                                                                                                                               |       |

---

## Printer Set-up

When you select 1 from the ADCONFIG Main Menu, a screen similar to the following is displayed.

```

PAF CONFIGURATION

Computer selected is "Apple II+, IIe, IIc"
No printer selected

PRINTER SET-UP

1. Change the Current Printer
2. Modify an Existing Printer Entry
3. Create a New Printer Entry
4. Delete a Printer Entry
0. Return to Main Menu

Please enter your selection:
```

Most of these items will be self-evident when you go through the process of modifying or creating an entry for a printer.

If you press **[1]**, a printer selection menu will appear. Select the printer you are using and press the corresponding number. You will then be returned to the Printer Set-up Menu.

If you press **[2]**, a printer selection menu will appear. Select the printer you wish to modify the codes for and press the corresponding number. A screen giving the printer name and ASCII decimal codes for compressed print (17 characters per inch), elite print (12 characters per inch), and boldface printing will appear. Modify the name and codes as needed. You can obtain the ASCII decimal codes from your printer manual. Press **[CTRL] - [S]** to save changes or **[CTRL] - [Q]** to quit and not save changes. Either way you will end up at the Printer Set-up Menu. To select the printer for which you modified codes, press **[1]**, to change the current printer.

If you press **[3]**, the following screen will be displayed.

Printer Name:

Codes to turn ON compressed printing:  
Codes to turn OFF compressed printing:

Codes to turn ON elite printing:  
Codes to turn OFF elite printing:

Codes to turn ON bold face printing:  
Codes to turn OFF bold face printing:

Ctrl-S SAVE CHANGES AND EXIT

Ctrl-Q QUIT WITHOUT SAVING CHANGES

Enter the name of your printer and the ASCII decimal codes for compressed print (17 characters per inch), elite print (12 characters per inch), and boldface printing. You can obtain the ASCII decimal codes from your printer manual.

If you enter codes that are the same as those for a printer already listed on the printer selection menu, you will be so informed. You can then select that option from the printer selection menu instead of creating a new printer entry.

If you press **[4]**, a printer selection menu will appear and you can choose which printer you wish to delete from the selection menu.

## **Computer Set-up** (Changing Key Assignments)

You can use ADCONFIG to change the key assignments for running the PAF programs with your computer. The following sequence of steps is needed.

**Step 1:** Select option 2 from the ADCONFIG Main Menu. The following screen is displayed.

-----  
PAF CONFIGURATION  
-----

Computer selected is "Apple II+, IIf, IIc"  
No printer selected

COMPUTER SET-UP

1. Change the Current Computer Entry
2. Modify an Existing Computer Entry
3. Delete a Computer Entry
0. Return to Main Menu

Please enter your selection:

Options 1 and 3 apply to the MS-DOS and CP/M versions of PAF only.

**Step 2:** Press **[2]** to select the Modify an Existing Computer Entry option from the Computer Set-up menu.

**Step 3:** Press **[1]**.

The Computer Set-up screen will be displayed with the values filled in.

**Step 4:** Press **[CTRL] - [S]**.

The Keyboard Assignments screen will be displayed.

**Step 5:** Select from the list the function for which you wish to change the key assignment.

A paragraph is presented on the screen telling you about the possible changes.

**Step 6:** Press the key (or two keys) you want assigned to that function.

For example, the Control key plus the S key.

**Step 7:** Type the name of the key (or keys) to be used in the program for that function.

For the example above, you would type **Ctrl - S**.

**Step 8:** Repeat steps 4, 5, 6, and 7 for all of the changes you want to make.

**Step 9:** Press  (zero) to return to the Computer Set-up menu.

**Step 10:** Press  (zero) to return to the ADCONFIG Main Menu.

## Miscellaneous Items

There are several miscellaneous items that are provided to help you adjust your PAF programs to run the way you want them to.

Press  while at the ADCONFIG Main Menu, and the following screen will be displayed.

```

PAF CONFIGURATION

Computer selected is "Apple II+, IIe, IIc"
No printer selected

Data Disk: B:
Program Disk:
Scratch Disk: A:

Family Group Note Print Character: !
Require a carriage return on menus? (Y/N): Y
Force surnames to uppercase on Family Records reports? (Y/N): N
GEDCOM Destination Flag: 1

Ctrl-S SAVE CHANGES AND EXIT Ctrl-Q QUIT WITHOUT SAVING CHANGES
```

You can use the cursor movement keys to move from field to field on this screen and fill in each item.

**Data Disk**—the disk drive where you will always put your PAF data files.

**Program Disk**—the disk drive where you will always put your PAF programs.

Scratch Disk—the disk drive where you will always put temporary data files. This is used only a few times when there is not enough room on other diskettes while running a program (i.e., for GEDCOM data and for sorting work files).

The comma must be placed before the drive designation (e.g., ,D1), otherwise the programs will not recognize the intended drives.

The first three questions at the bottom of the screen are personal preference items that are described fully in Section 2. The last item (GEDCOM Destination Flag) is reserved for future use.

When you are satisfied with the configuration shown on the screen, press **CTRL** – **S** to save the changes you have made, or press **CTRL** – **Q** to quit without saving the changes.

In either case, you will be returned to the ADCONFIG Main Menu. You can now update any of your programs by selecting option 4. An alternative is to exit by pressing **0** (zero) and use CONFIG to update the PAF programs. This is possible because updating CONFIG using the ADCONFIG program changes the settings for the CONFIG program as well.

## Update a Program

When you choose option 4 from the Main Menu, the following statement is presented at the bottom of the screen: “Name of program to update:”

You can then enter the names of any of the PAF programs (FR, RDF, GEDCOM). You should put the program diskette in the program disk drive before entering the name of the program to be updated. The program will then attempt to configure the program you entered. While the program is doing so, the following message will be displayed: “Updating program [name you entered].exe”

If you are using this option for the first time, you should configure all of the PAF programs. When they are all configured, you will be ready to start.

## GLOSSARY

---

|                               |                                                                                                                                                                                                      |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Active Screen</b>          | The screen in the Research Data Filer on which you are working (one of two possible screens). It determines the Active File.                                                                         |
| <b>ADCONFIG</b>               | Stands for Advanced Configuration. This program helps you change key assignments and configure PAF to run the programs on your computer. Most people will only need to use CONFIG and not ADFCONFIG. |
| <b>Back Up</b>                | (verb) The process of making copies of program or data diskettes.                                                                                                                                    |
| <b>Backup</b>                 | (noun) A copy of the program or data diskette.                                                                                                                                                       |
| <b>Boot</b>                   | The process of turning the computer on and getting the program running.                                                                                                                              |
| <b>Character</b>              | Any letter, number, or symbol (such as a punctuation mark).                                                                                                                                          |
| <b>Command</b>                | A direction you give to the computer.                                                                                                                                                                |
| <b>CONFIG (Configuration)</b> | A program that will help you set up the PAF programs to run on your particular computer and printer.                                                                                                 |
| <b>Cursor</b>                 | The small solid rectangle that appears on the screen when a response is needed. The characters entered will appear at the cursor location.                                                           |
| <b>Cursor Movement Keys</b>   | Keys on the computer keyboard (and shown on the Key Assignment Chart) used to position the cursor.                                                                                                   |

|                               |                                                                                                                                     |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>Data</b>                   | Information you find; information you enter into the computer.                                                                      |
| <b>Data Disk</b>              | The diskette where you will save your PAF data files.                                                                               |
| <b>Data File</b>              | A computer file used in the Research Data Filer program to record information about people you think may be related to your family. |
| <b>Directory</b>              | A list of the files on a disk(ette).                                                                                                |
| <b>Document File</b>          | A computer file used in the Research Data Filer to record sources of information about your family.                                 |
| <b>DOS</b>                    | Disk Operating System. The set of instructions needed for the computer hardware to process and store data.                          |
| <b>Entry</b>                  | One record about a person, event, or document.                                                                                      |
| <b>Extension</b>              | Used in the Research Data Filer following the name of the file: either <i>.doc</i> or <i>.dat</i> .                                 |
| <b>Family Group Notes</b>     | Notes you designate, with an exclamation point, to print when you print Family Group Record forms.                                  |
| <b>Family Group Record</b>    | A printed report that lists a father, mother, and their children, including birth, marriage, and death information for each.        |
| <b>Family Records Program</b> | Previously named the Lineage-linked Subsystem in release 1.0 of PAF, it is a program where                                          |

individuals are tied together in family groups and extended pedigrees. In Personal Ancestral File you enter the parent-child relationship and the husband-wife relationship, and the computer does the linking necessary to make family groups and pedigrees.

|                             |                                                                                                                                                                      |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Field</b>                | A field is an area on the screen where you can type information.                                                                                                     |
| <b>File</b>                 | Files in a computer are similar to files found in a filing cabinet. Instead of storing information in a filing cabinet, the computer stores its files on a diskette. |
| <b>Format</b>               | To organize a diskette so that the computer can write data on it.                                                                                                    |
| <b>Function</b>             | A computer process.                                                                                                                                                  |
| <b>GEDCOM</b>               | Genealogical Data Communications. A computer program that will help you transmit your family records from one diskette to another or from one computer to another.   |
| <b>Initialize</b>           | To prepare a formatted diskette in the Family Records program to accept Family Records data.                                                                         |
| <b>Key Assignment Chart</b> | A chart, found at the front of this manual, that lists the uses and specific functions of certain keys with PAF.                                                     |
| <b>Level</b>                | Used in the Family Records program to refer to a specific locality, such as a parish, city, county, state, or country.                                               |

|                                 |                                                                                                                                                                                                                |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Lineage-linked Subsystem</b> | The name previously used in release 1.0 of PAF and now changed to Family Records program to make it more easily understood.                                                                                    |
| <b>Menu</b>                     | A numbered list of options displayed on the screen. Press the number and the Return key to select the option you want.                                                                                         |
| <b>MRIN</b>                     | Marriage record identification number. A unique number automatically assigned to each marriage record in the Family Records program.                                                                           |
| <b>Pedigree Chart</b>           | A printed report showing up to four generations (parents, grandparents, great-grandparents, and great-great-grandparents) for an individual. Birth, marriage, and death information for each person is listed. |
| <b>Program Diskette</b>         | A diskette containing PAF programs.                                                                                                                                                                            |
| <b>Prompt</b>                   | A message on the screen that asks you to enter something, such as a name, date, or menu selection.                                                                                                             |
| <b>Program</b>                  | (noun) A sequence of instructions for handling data.<br>(verb) To write the sequence of instructions.                                                                                                          |
| <b>Regular Notes</b>            | Notes without an exclamation point or a tag.                                                                                                                                                                   |
| <b>RIN</b>                      | Record identification number. A unique number automatically assigned to each individual entry in the Family Records program.                                                                                   |

**Scratch Disk**

The drive where you will always put your temporary data files. It is used only a few times, when there is not enough room on the other diskettes while running a program.

**Split Screen**

A function in RDF whereby the screen is divided horizontally in half, allowing you to see two different files at the same time.

**Tagged Notes**

Notes that are labeled according to a subject or event. Tags can be used to identify notes you will want to print all at once. To add or modify a note for the person you have selected, start with the Notes Menu.

**Verification**

The process of typing the names of people and places twice to make sure they are entered accurately.

**Write Protect Notch**

A rectangular notch (approximately  $\frac{1}{4}$  inch by  $\frac{1}{8}$  inch) on floppy diskettes which, when covered, will not allow any data to be written (stored) on the diskette. The write protect notch is often covered on program diskettes to ensure that data is not written over programs, causing them to be erased accidentally.

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