



PAF 5 – Advanced Focus/Filter

Class Handout – Boise Area Spring Family History Conference – 19 Apr 2008



Personal Ancestral File is a free software program for organizing genealogical records and is available for free download at: <http://www.familysearch.org>

The most recent version is PAF 5.2.18.0 for Windows and was released on 23 July 2002

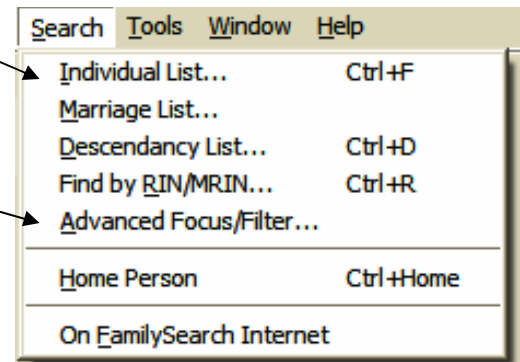
Advanced Focus/Filter – a powerful search facility available with Personal Ancestral File version 5.2 that can be used to select individuals and families that match a specified criterion. Learning how to use this capability will enhance your skills and enjoyment of this program.

Search -> Individual List...

Use this capability to search the list of available persons and identify exactly one individual by either RIN number or by name spelling.

Search -> Advanced Focus/Filter...

Use this capability to search the list of available persons and identify one or more persons that match a set of search criteria that you specify. The resulting “Focus List” can be very helpful to you in your research and communicating with other family members.



What can be done with the results of a “Focus List”?

- View Focus List results on the computer screen including details on each matching person
- Print Reports containing each of the names in your Focus List
- Save your Focus List to the hard disk for later viewing or printing
- Click through Focus List making corrections, additions or deletions from selected records
- Create a GEDCOM file containing each of the names from your Focus List

Here are some example uses for the Advanced Focus/Filter:

1. Search for names in your PAF file with a common characteristic
Example: Ancestors of John Smith AND contains “film #1844676” in the Note text
2. Identify individuals in your PAF file from a specific time or geographic location
Example: Born, Married or Died in Canton, Ohio – Between 1850 and 1900
3. Create a Focus List of all those individuals in your PAF file with missing information
Example: Birthplace or Death Date or Marriage Place is missing
4. Select a list of names to submit to any of the following destinations:
Create a Temple Ready Diskette
Submit on-line to the Pedigree Resource File
Upload a set of names to the New FamilySearch
5. Create a GEDCOM file for any one of the following purposes:
Split your PAF database into one or more files
Share a portion of your data with a family member
For use with FamilySearcher to look up incomplete LDS ordinances
6. Create a web site containing only the names you specify in your Focus List

For more information on the FamilySearcher software program for automatically searching genealogical web sites please visit: <http://myweb.cableone.net/kevinowen3/FamilySearcher.htm>

PAF 5 – Advanced Focus/Filter - Continued

Advanced Focus/Filter Terminology:

RIN – Record Identification Number – A unique serial number assigned to each person in your file.

Relationship – The way in which two individuals are related in your family tree

Relationship Filter – A filter that lists all individuals that related in the way your specify

Field – All names, dates, places, notes and sources for each person in your file are considered fields

Field Filter – A filter that selects all individuals that match the fields that you have specified

Filtered List – Also know as the “Focus List” – contains the list of names that match the filter criteria that you have specified. This list is the results of your Focus/Filter search.

The Nine Relationship Filters defined by PAF 5.2:

1. Individual - one person
2. Couple - a person plus their spouse
3. Family - a couple and their children
4. All - everyone in your database
5. All related - everyone related to a person
6. Ancestors - a person, parents, grandparents etc.
7. All ancestors related - ancestors plus relations
8. Descendants - a person, children, grandkids etc.
9. All descendants related - descendants plus relations

Individual: One person.

Couple: The Person and his or her spouse.

Family: The person, his or her spouse, and their children. You can include all families this person is in.

All: Everyone.

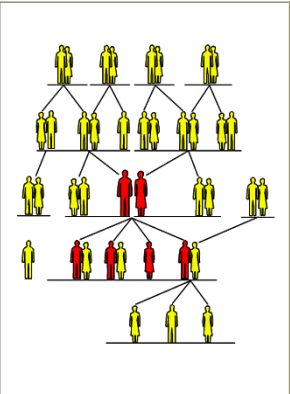
All related: Everyone related to the person.

Ancestors: The person, his or her parents, grandparents and so on.

All ancestors related: The person and everyone related to any of the ancestors. This does not include the person's spouse.

Descendants: The person, his or her children, grandchildren, and so on.

All descendants related: The person and everyone related to any of the descendants. This includes descendants' spouses and their ancestors.



The On-Line Lessons available from the PAF 5 Help Menu explain each relationship filter

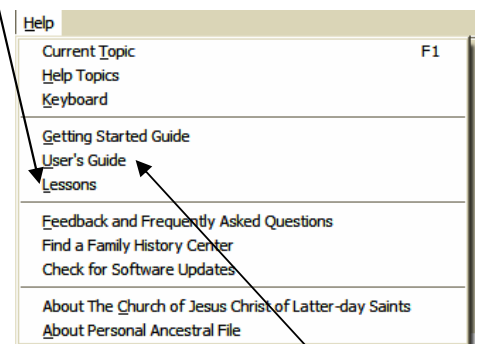
- Personal Ancestral File – Help → Lessons → Lesson #7 – Part 3
<http://www.familysearch.org/eng/paf/lessons/paf5.html>

Ways to access Focus/Filter Dialog Box from PAF 5:

- 1) Search → Individual List...
- 2) Search → Advanced Focus/Filter...
- 3) File → Export... → Partial → Select
- 4) File → Export For Temple Ready... → Continue
- 5) File → Print Reports... → Custom → Select
- 6) Tools → Create Web Page... → Selected Individuals → Select

Summary:-

- A Focus List is a list of names from your PAF file matching a set of specified characteristics
- Knowing how to use the Advanced/Focus Filter is a fundamental PAF skill
- Use the Advanced Focus/Filter to:
 - Share a portion of your data with a family member
 - Print out Custom Reports
 - Prepare to research specific areas or time periods
 - Make corrections to your PAF data
 - Submit to Pedigree Resource File
 - Clear names for Temple Ready
 - Upload names to the New FamilySearch
 - Prepare a GEDCOM file to use with FamilySearcher



Advanced Focus/Filter Further Reading:

- Personal Ancestral File – Help → Users Guide → Page 100 [Section entitled “Creating Focus Lists”]