

## Sources – Creating and Using

The following are three ways of creating a source. Choose the one that is appropriate for your situation.

### Create a New Source While Editing an Individual

1. In PAF, double click an individual to open the *Edit Individual* window.
2. Double click the small “s” or “\*s” (source) at the right of the events such as birth, death, marriage, or the *Individual Sources* button. If a source is already attached for this event, click *New*.
3. Select a source from the list and go to step 4 or create a new source by clicking *New* at the bottom of the Select Source window.
  - a. Type the source information | click the *Repository* button, then *Select* or *Add* a repository.
  - b. Click *OK* to save the new source.
4. With the source highlighted click the *Select* button at the bottom of the screen.
5. See the Citation topic below.

### Create a New Source from the Edit Menu

1. Open the *Edit* menu | select *Source List*.
2. In the *Edit Source List* windows
  - a. To create a new source click *New* at the bottom of the Edit Source List window.
  - b. Type the source information | click the *Repository* button, then *Select* or *Add* a repository.
3. Finish typing the source information
4. Click *OK* | click the *Close* button.

### Create a New Source by Copying an Old Source

1. While in the *Edit Source List* ( Edit menu | Source List)
2. Select the source to be copied | click the *Copy* button at the bottom of the Edit Source List window
3. Make the changes to the source, such as year, title, etc.
  - a. Example: Copy the “Census: US Federal 1900”. Change the title to “Census: US Federal 1910”. Note: This method can be used to enter all the censuses.
4. Click *OK*

## Citation

Once created, the new source is available to cite for any event or individual in the PAF file. When a source is attached to an event or individual, a citation is created. The specific information for the event or individual should be added and then click **OK**.

Note: Once the event has a source attached the “S” is changed to a “\*S”.

See the following steps to memorize a citation and use it multiple times.

### Memorize a Citation to Use for Another Event

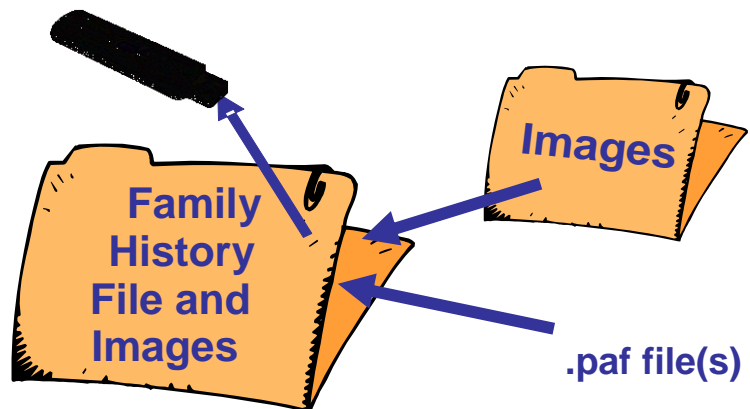
1. Double click the individual with the desired citation | double click the small “\*s” at the right of the event.
2. Select the appropriate citation | click the **Memorize Citation** button – The two sheets of paper icon at the bottom right corner of the window | Click **OK** to close the Source window.
3. Click **Save** to close the Edit Individual screen.
4. Select the individual to which the memorized citation is to be attached.
5. Two situations may occur, “s” or “\*s”:
  - a. Situation #1: Double click the small “s” at the right of the event | click **Use Memorize Citation** | **OK**
  - b. Situation #2: Double click the small “\*s” | click **Paste Memorized Citation** button – The clipboard with one sheet of paper icon at the bottom right corner of the window | change the appropriate citation information | click **OK**.

# Setting up a Flash Drive and Backing up the Folders

## Flash Drive – Diagram of folders

PAF files (.paf) are stored on and opened from the flash drive. The following method stores the **.paf file** and the **Image** folder inside another folder named **Family History File and Images**. The **Image** folder contains images such as census, certificates, photos, etc. that can be attached to the individuals in the .paf file. Set up the *flash drive* in this manner:

1. On the flash drive create the folder – **Family History File and Images**
2. Open that folder and inside it create another folder – **Images**
3. Move the PAF (.paf) file to the **Family History File and Images** folder
4. Move the images to the **Images** folder.



Name the images with the name of the person to whom they pertain and the type of image.

Examples:

1. A picture of John Albert Smith as a baby: **Smith, John Albert – Picture 1889**
2. A picture of John Albert Smith as a young man: **Smith, John Albert – Picture 1911**
3. A birth certificate of John Albert Smith: **Smith, John Albert – Birth certificate**
4. An image of the 1900 census containing information about John Albert Smith: **Smith, John Albert – Census US Federal 1900**

## Backing up on the Home computer

On your home computer create a folder in documents named **PAF Backups**.

➤ **Backup Daily** – on home computer to **Documents** | **PAF Backups** folder

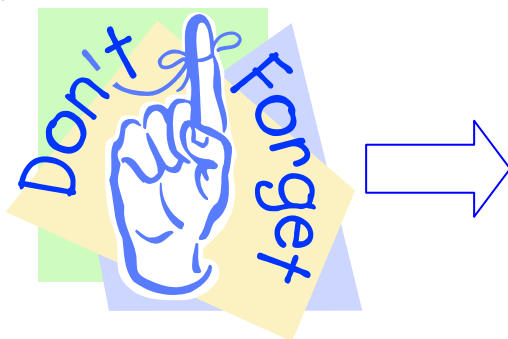
➤ **Backup Once a Week** – on home computer to **Documents** | **PAF Backups** and add the date, **25 Mar 2009 poole.zip**

➤ **Once or Twice a Month** – E-mail yourself and attach your dated backup file – **25 Mar 2009 poole.zip**

## Backing up Images and PAF file

➤ **Once a Month** – backup the **Family History File and Images** folder by copying it to **Documents** on home computer or copying it to a second flash drive. Then rename it, adding the current date, **1 Nov 08 Family History File and Images**. As they accumulate, delete the older copies. The folder could also be burned to a CD.

Note: If you lose or corrupt your flash drive, therefore your PAF file, obtain a new flash drive and copy the latest **Family History File and Images** folder to the new flash drive. If a newer backup exists in **PAF Backups**, start PAF | select the File menu | click Restore and restore the newest backup. If the restore did not replace the PAF file on the flash drive, select the **File** menu | click **Save As** and replace the PAF file on the flash drive.



When quitting PAF:

Click the small x

Next click the large X

Note: Some old programs, like TempleReady, may not work with the PAF file in a folder; therefore, when using these programs, copy the PAF file to the desktop of the computer and work with that copy on the desktop. When you have completed updating the PAF file, copy the file from the desktop back to the flash drive and replace the former PAF file with the updated copy. After it is copied, delete the desktop copy. If you do not know how to do this, ask a Family History Center missionary for assistance.

## Examples of Sources and Citations

In PAF: click Edit menu | Sources List

**Source:** **Source Title:** Descriptive title of the source.  
**Author:** Who is responsible for creating the source; author, compiler or editor? If unpublished the individual or institution who created the record.  
**Publication Information:** In what form (book, film, fiche, CD, Internet); If published, who printed or distributed the source.  
**Repository:** (Name, address, phone #) The central place where this source data is stored.  
**Call Number:** The source call number if obtained from a library or archive. The Internet address (URL) if obtained from the Internet.  
**Actual Text:** The actual text typed here will appear every time the source is used, therefore, if used; it should be actual text about the source in general. Specific actual text is put in the Citation Detail rather than the source.  
**Comments:** The comments typed here will appear every time the source is used. Therefore, type only comments or explanation about the source. Specific comments and information are put in the Citation Detail rather than the source.

**Citation:** Record the specific film, page, or volume from the source where the particular information for the specific person(s) cited was found. Include the date and the place where the record was made and any other information from the source that you would like to preserve in the file.

This list that follows is not meant to be comprehensive. It contains some broad examples along with a few alternate examples. The important thing to remember is to be consistent in how sources are entered, and make them as complete and clear as possible so another person is able to follow in your footsteps and find the same information.

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**Source:** **Title:** Birth Records – Idaho  
**Author:** State of Idaho  
**Publication Information:** Certificate  
**Repository:** Idaho Department of Health and Welfare  
450 W. State St., 1st Floor  
Vital Statistics Unit  
P.O. Box 83720  
Boise, Idaho 83720-0036

**Citation:** #37692 - 11 Aug 1906 - Certificate in possession of Jennifer McVey.

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**Source:** **Title:** Book – *Pioneers and Prominent Men of Utah*  
**Author:** Esshom, Frank  
**Publication Information:** Utah Pioneers Book, Salt Lake City, Utah, 1913  
**Call Number:** 979.2 D3  
**Repository:** Family History Library  
35 North West Temple  
Salt Lake City, Utah 84150-3400

**Citation:** Page 211

**Source:** **Title:** Cemetery Records: Find a Grave  
**Author:** Contributors  
**Publication Information:** Internet Online Index  
**Call Number:** <http://www.findagrave.com>  
**Repository:** <http://www.findagrave.com>  
Find a Grave  
PO Box 522107  
Salt Lake City, Utah 94152-2107  
**Comments:** Click "Search for a Cemetery" and type the name of the cemetery and/or country and state. OR  
Click "Search 22 million grave records"

**Citation:** Grave Location: Victor Cemetery, Victor, Teton, Idaho, USA, Plot: Sec 4 Lane B Lot 11

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**Source:** **Title:** Census – Canada 1901  
**Author:** Canadian Government  
**Publication Information:** Online database  
**Repository:** Library and Archives Canada  
395 Wellington Street  
Ottawa, ON K1A 0N4 CANADA  
**Comments:** Index and images - [automatedgenealogy.com](http://automatedgenealogy.com)

**Citation:** Schedule 4 Microfilm T-7391 – McGrath, Alberta

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**Source:** **Title:** Census – England 1851  
**Author:** British Government  
**Publication Information:** Online Database  
**Repository:** Family Records Office  
1 Myddelton Street  
London, UK EC1R 1UW  
0151 471 4800 (certificate enquiries)  
**Comments:** Index at [Ancestry.com](http://Ancestry.com), Some images at [FindMyPast.com](http://FindMyPast.com)

**Citation:** Class *HO107*; Piece 2398; Folio 497; Page 37; GSU roll 87076 - 30 Mar 1851 – Southwick Durham England Robert and Elizabeth Siddoway and daughter Isabella

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**Source:** **Title:** Census – US Federal 1870  
**Author:** United States Census Office  
**Publication Information:** Microfilm and Online database  
**Repository:** National Archives and Records Administration  
7<sup>th</sup> & Pennsylvania Avenue, NW  
Washington, DC 20408  
**Comments:** Index and images - [Ancestry.com](http://Ancestry.com), [Heritagequestonline.com](http://Heritagequestonline.com), microfilms - Family History Library

**Citation:** Roll: M432\_495; Page: 249; Image: 49 -- 31 Jul 1860 -- Thatcher, Bannock, Idaho. John and his wife Mary along with four children...

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Source: **Title:** Church Records – LDS Ward Membership Summary  
**Author:** The Church of Jesus Christ of Latter-day Saints  
**Publication Information:** Computer printout from ward clerk  
**Repository:** The Church of Jesus Christ of Latter-day Saints  
Membership Department  
50 East North Temple  
Salt Lake City, Utah 84150-3400

Citation: December 16, 2005 -- Huntsville Ward, Huntsville, Utah  
Copy in possession of Sally Jones

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Source: **Title:** Death Records – Social Security Death Index  
**Author:** US Social Security Administration  
**Publication Information:** Online Database **Call Number:**  
**Repository:** Social Security Administration  
Baltimore, Maryland or any local office  
**Comments:** The index is available at multiple free online sites including FamilySearch.org

Citation: Lists birth date, death month and year, and last residence

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Source: **Title:** Family Records – Mary Jane Smith  
**Publication Information:** Unpublished  
**Repository:** Mary Jane Smith  
Toledo, Ohio 43601  
**Comments:** Record contains dates and places recorded from personal knowledge, but include original documents, certified and photo copies of original documents.

Citation: Funeral program

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Source: **Title:** Immigration – New York Passenger Lists  
**Author:** New York Port Authority  
**Publication Information:** Microfilm and Online database  
**Repository:** National Archives and Records Administration  
7<sup>th</sup> & Pennsylvania Ave., NW  
Washington, DC 20408  
**Comments:** Indexes available at Ancestry.com, SteveMorse.org, FindmyPast.com, CyndisList.com and other sites.

Citation: Microfilm M237, Roll 191, Line 62, List #367 – Henry Harries and Mary Rees

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Source: **Title:** International Genealogical Index  
**Author:** The Church of Jesus Christ of Latter-day Saints  
**Publication Information:** Online Database **Call Number:** FamilySearch.org  
**Repository:** Family History Library  
35 North West Temple  
Salt Lake City, Utah 84150-3400

Citation: Search performed 10 March 2006

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Source: **Title:** Military Records – World War I Draft Registration  
**Author:** Selective Service Administration  
**Publication Information:** Online database **Call Number:**  
**Repository:** National Archives and Records Administration  
7<sup>th</sup> & Pennsylvania Ave., NW  
Washington, DC 20408  
**Comments:** Indexed and images - Ancestry.com

Citation: Vol. 6, Record No 2341 -- June 4, 1918 -- Teton, Fremont, Idaho  
Accompanied by wife Nellie. Tall, medium build, blue eyes, brown hair

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Source: **Title:** Mormon Pioneer Overland Travel, 1847-1868  
**Author:** The Church of Jesus Christ of Latter-day Saints  
**Publication Information:** Online Database **Call Number:** LDS.org  
**Repository:** Church History Library  
50 East North Temple  
Salt Lake City, Utah 84150-3400

Citation: Robert F. Neslen Company departed Florence Nebraska with 380 individuals and 56 wagons.  
Arrived Salt Lake 15 Sep 1859

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Source: **Title:** Obituary – Deseret News Weekly Death Notices 1852-1888  
**Author:** Compiled by Kent Davis  
**Publication Information:** Compact Disk **Call Number:** CD No. 1899  
**Repository:** Family History Library US/CAN LibAtt Win  
35 North West Temple  
Salt Lake City, Utah 84150-3400

Citation: Obituary published July 17, 1882

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Source: **Title:** Personal Knowledge – Sally Petersen  
**Author:** Peterson, Sally  
**Repository:** Sally Petersen  
1479 West 13th Avenue  
San Jose, California 95101

Citation: In attendance at birth of child.

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Source: **Title:** Vital Records – British  
**Author:** British Government  
**Publication Information:** Certificate  
**Repository:** General Register Office  
PO Box 2  
Southport at Merseyside  
PR8 2JD  
**Comments:** Birth, Marriage and Death Index 1837-1983 Database online -  
FreeBMD.Rootsweb.com

Citation: Vol 9d, Page 295 - 1 Jul 1858 - Sculcoates, Hull, Yorkshire, England

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**Source:** **Title:** Vital Records – Idaho, Western United States  
**Author:** Compiled by Family History Center  
**Publication Information:** Online Database **Call Number:** abish.byui.edu/SpecialCollections  
**Repository:** BYU-Idaho Family History Center  
224D McKay Library  
525 South Center  
Rexburg, Idaho 83460-0405  
**Comments:** Cemetery and Burials databases, Marriage Records

**Citation:** #106281, Teton-Newdale Cemetery. Alice died of pneumonia.

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**Source:** **Title:** Vital Records – Utah State  
**Author:** Compiled by Utah State Historical Society and Archives and Records Service  
**Publication Information:** Online Database **Call Number:** uhrc.utah.gov  
**Repository:** Utah History Research Center  
300 South Rio Grande Street  
Salt Lake City, Utah 84101-1182  
**Comments:** Cemetery and Burial Indexes, Death Indexes, Death Certificates, and Images, and other historical records

**Citation:** Grave Location: Logan City Cemetery, plot B\_50\_36\_8

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