

25 APRIL 2009

## PAF REPORTS – A RESEARCH AND ORGANIZING TOOL

This class will help beginners but more experienced PAF users may find some surprises.

Go to: PAF>File>Print Reports

A window comes up with 10 tabs: Pedigree, Family Group, Ancestry, Descendants, Books, Individual Summary, Scrapbook, Custom, Lists, Calendar.

Tabs on right side are consistent for all tabs at the top. Once set they will stay until changed, such as Portrait vs. Landscape under “Page Setup”. Tabs on right include:

- PREVIEW
- Page Setup
  - Paper
  - Orientation
  - Margins
- Titles (only active under some tabs)
- Fonts
- Photos
  - Only in “Scrapbook”
- Preferences
  - Fields will vary

On “Family” and “Pedigree” main screens, in the box around each name, a solid triangle in the upper-right corner means there are notes for the individual. A square box means “Multimedia”, a line (open triangle) means both notes and multimedia.

There are about 234 Options

### **1 – PEDEGREE**

16 Options

### **2 – FAMILY GROUP**

18 Options

Under “Number of Generations”, note that it calls for “Up” or “Down”.

### **3 – ANCESTRY**

12 Options for “Standard” Chart, 8 Options for “Wall” Chart, + 7 + 24 = 39 for “Wall” chart and 51 total Options.

### **4 – DECENDANTS**

same as # **3 – ANCESTRY**

### **5 – BOOKS**

44 Options (22 in each)

Ahnentafel (Ancestors)

Modified Register (Descendants)

### **6 – INDIVIDUAL SUMMARY**

13 Options

### **7 – SCRAPBOOK**

20 Options

I will not be covering this area.

### **8 – CUSTOM**

8 Options plus 73 sub-options plus Name Filter Select = 81 Options.

### **9 – LISTS**

15 Lists, 9 with options, totaling 59 options. with choices totaling 74.

A. Unlinked Individuals – Why are they in your file?

B. Duplicate Individuals – Does your file need cleaning up?

C. Individuals sorted by RIM – In Preview, “S” = Spouse, “P” = Parent, “C” = Child

- D. Individuals sorted alphabetically
- E. Marriages
- F. Possible Record Problems – *Possible* problems. Many are OK. Can be a big help in correcting your records. For samples see RINs 10, 15, 98, 112, 115, and 155.
- G. End-of-line-individuals  
When someone tells you that the records are complete for their family, try these two things. First, print out this list. New information becomes available all the time. Second check and make sure that all siblings are included. Families are not complete without all the siblings.
- H. Family Reunion Contacts  
Can not print from PAF. First must create “Lists”. Click on “Options” then right click in new window for instructions.
- I. Places Sorted Alphabetically  
No Options  
For corrections try “Tools>Global Search and Replace”.
- J. Individuals With Notes  
No Options  
Preview>Source>Select
- K. Sources  
No Options
- L. Citations Referencing a Source  
No Options
- M. LDS Incomplete Individual Ordinances  
11 Options  
Can ask for “Deceased only”, “if Qualified”, etc.  
Maybe the work is done but not recorded in your file. Check first such as in Temple Ready and PAF Insight. THEN GET THE WORK DONE!
- N. LDS Incomplete Marriage Sealings  
10 Options  
Same notes as “LDS Incomplete Individual Ordinances”.
- O. LDS Family Ordinance Summary  
No Options  
Another place to be sure all the work is done for this family.

## **10 – CALENDAR**

17 Options plus “Select Individuals” and Colors.