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## PAF PREFERENCES

This class was designed for those just starting to use PAF but I have found that many who have used PAF for years have never set their preferences. Try it, you may like it.

We will help you understand the options so PAF will work the way you want it to. There are NO right or wrong ways to set the options but some may make your work easier and more efficient.

This handout will only cover some of the highlights. We will cover most of the options in class, some very quickly.

Go to: PAF>Tools>Preferences

A window comes up with 10 tabs; General, File, Names, Prepared By, Info Box, Fonts, Multimedia, Formats, Folders, Templates.

There are 75 options and 9 blanks.

### **GENERAL (14 options)**

Use LDS Data

Show LDS Data on Reports

You may want to Uncheck this box when sending information to non-members.

File Back-up Prompt Frequency

In "Folders" we will show how to setup the backup.

### **FILE (3 options)**

RIN of Home in File Open

Relationship (to Home person, shows in bottom-left corner)

Change (Can change to anyone you want) (Also see Tools/Relationship Calculator)

### **NAMES (11 options)**

Mark Surnames (European/Asian)

Append to Surname (Recommend RIN)

**PREPARED BY (9 blanks, 1 option)**

**INFO BOX (7 options)**

(These options control how the individual's information appears in the side window for individuals when you are using the Pedigree window.)

**FONTS (5 options)**

**MULTIMEDIA (10 options)**

(We will not cover these options)

**FORMATS (12 options)**

(Note "Entry" vs. "Display")

**FOLDERS (5 options)**

(This is where you tell PAF where to "Backup") (Highly recommend use a flash drive for your working file, and your computer main drive (? C) for backup.)

**TEMPLATES (7 options)**

(Seldom used but can be helpful)

If you have questions later, feel free to call me at 208-866-6333 (cell) or 208-587-4871. An excellent place for really good one-on-one help is your local Family History Center or your Ward Family History Consultant.