Family History Class Review

PAF

1. What is a gedcom? Why are they important? How do you create one?
   GEnealogical Data communication, it is a universal file format to be able to share your file with others. Click on File, Export, check Other Gedcom 5.5, check if you want all or partial of your file. Then click on Export, Make sure of where you are saving the file, name your file, and click Export.

2. How do you do a backup? Why would you want a backup?
   Click on File, Backup, choose where you want your backup to be save to (drive letter), name the file and click Backup. You do not want to loose any of your file and must always have a backup copy or maybe even 2. You should even have a copy in someone else's home incase your home catches fire.

3. How do you find out how many people are in your database?
   Click on File, then Properties

4. If you want to add a new person to your file, what steps do you need to take?
   You can click on Add and then add a new family member, or you can click on the blank space on your pedigree, or on the family group, you can double click where the children are listed.

5. You have a bunch of names all in upper case. How do you convert them?
   Click on Tools, then Change Names to Mixed case.

6. How do you find out what your name is, in the Soundex rules?
   Click on Tools, then Soundex Calculator. Type in your name and then click on OK.

7. If you want to find out how you are related to someone in your database, how would you do that?
   Click on Tools, Relationship Calculator. The first Search button, select you. The second Search button, select your ancestor you want to find out how you are related. Then click Calculate. After the calculation, it will tell you every step it took to get from you to the ancestor.

8. If on a headstone a death date is recorded as 75 years 7 months and 10 days old. How would you find out when they were born?
   Click on Tools, Date Calculator, then in the center fill in the boxes with the listed dates. Fill in the End date (today's date) and then click calculate. On the left it tells you on the calendar what the birth date was.

9. You have duplicates on several people in your database. How do you combine them?
Click on the icon that looks like 3 people, called Match/Merge. The program then prompts you to do a backup, this is a great idea to do. Click Yes or No to make the backup. The next popup box give you different options on how you want to match the people. Make your choice and then click OK. Then you can click Next Match and it will show the possible matches.

10. You have a bunch of dates recorded as Sub 10 Feb 2007 and you want to clear all of them. How do you delete them?
Click on Tools, then Global Search and Replace. Make sure the first drop down menu is for Dates. In the Search For box type exactly what you want to replace (example: Sub 10 Feb 2007). In the Replace With box type what you want to replace the information with. If you want the dates to be blank do not put anything in the Replace With box.

11. You are ready to do a Temple Ready. What are the steps you must take to accomplish your name submission?
Backup your file from your computer at home, restore the file on a library computer, use file, then Temple Ready within PAF

12. You want to take some lessons on PAF where are they located?
Click on Help. There are Lessons and also a getting started guide you can use. You must be connected to the internet to do these lessons.

13. You need to print a report on all of the places that your ancestors came from, how do you print this report? Why would you want this report?
Click on the Printer icon. Click on the Lists Tab. Places sorted alphabetically. Then print your report. You would want this report if you are going to travel to a new place, cemetery or country, to know who from those different places.

14. You need to print a report of all the RIN numbers in your file, how do you print this report?
Click on the Printer icon, Click on the Lists Tab. Click on Individuals sorted alphabetically. Then print the report

15. You want to check your file for missing ordinances. What is the best way to find missing ordinances?
Print a report with PAF or use PAF Insight.

16. You want to compare two different files. How would you do this?
With PAF, view, Vertical or use Paf Insight.

17. Your pictures are not printing on your pedigree and family group forms. Why?
Click on the Printer Icon, then click on the Pedigree or family group tabs. Make sure at the bottom the box is check to include photos.

18. Your relationship to your ancestor in the 4 generation, is not showing in the bottom left hand

corner. What do you need to do to make this show?
Click on Tools, then Preferences. Make sure you are listed as the #1 person. The middle box
Click on the Change button. The next box make sure the you are listed as the number 1
person. Then make sure the Show relationship status is checked.

19. RIN numbers are not showing, next to your name. How do you make the RIN numbers
    show?
    Click Tools, Preferences then the Name tab. Make sure that Append to Names has RIN
    checked.

20. You always want to have backup/restore go to the same drive, how do you set the drive to
    always be the active one?
    Click Tools, Preferences, then click the Folders tab. In the Input/export there is a small box
    at the right end. Click that and choose the drive you want to always save your file in.

21. You want to find out all the variations of a last name. How would you find those variations?
    http://home.triad.rr.com/combsfamily/sslmain.html

22. Is there one way to do your genealogy filing?   List some of the different ways you can file?
    There is no one way to do filing. You can color code, file by MRIN numbers, alphabetically
    the chronically. You can file in file folders or a file cabinet.

23. What source should you start with first in your genealogy?
    Start with all your documents you have at home. Get a shoe box and put all of them in one
    place.

24. What is a Primary Source?
    Primary source is one that is recorded on or very near to the event. Birth certificate for births,
    death certificates for deaths

25. What is a Secondary Source?
    Secondary Source is one that is recorded long after the event has happened. Example: birth is
    recorded on a death certificate.

26. What kinds of things can you learn from a census?
    You can find family members, birth months and years, ages, country born in, and country
    born for parents, you could learn of any health issues, when a person immigrated and when
    they gained citizenship, and much more.

27. Your family member came from a foreign country. How do you find out the ship records?
    http://www.ellisislandrecords.org/ http://www.castlegarden.org/ if they came through New
    York ports. You will have to do an internet search for other ports and use
    www.familysearch.org and their films. For England and those leaving you can check
    http://www.findmypast.com/home.jsp

28. If your ancestor became a citizen of the US, how do you find those records?
    You have to search in the city and state where they lived and filed the records.

29. If your ancestors owned land, how do you find those records?
    BLM website at http://www.glorecords.blm.gov/

30. Is there a site that you can find all of the lessons you have received in this class? Where?
    Yes, www.bobcatsworld.com/genclass

31. If you have not started your personal history, when is the best time to start this history?   Are there resources to help jog your memory and bring those memories out of the cobwebs?
    Now, do it NOW! Yes at www.bobcatsworld.com/myfavorites.htm Or search to internet for ideas.

32. You are looking for an ancestor, what resources can you use to find them?
    www.familysearch.org, www.heritagequest.com, www.ancestry.com, the internet and do a name search.

33. What file format should you use when scanning pictures to use in your PAF program or to share with others?   JPEG

34. When starting your family history research, where is the best place to start? List some of the other resources you can use in your research?
    A. Living family members
    B. Census records - www.ancestry.com Heritage Quest, http://labs.familysearch.org
    C. Immigration records - you have to know when and where they arrived and what port of entry. www.ellisisland.org   http://www.castlegarden.org
            http://www.theshipslist.com
    D. Naturalization records, sometimes hard to find, you have to know where they lived when they filed their intention papers, second papers and final papers. They could all have been different towns or locations.
    E. Military records - records of service, pension, personal features, where they lived. A lot of records were burned in St. Louis. http://www.archives.gov/research/order/
    F. Land records & property taxes www.glorecords.blm.gov
    G. Wills & Probate records - you have to know the city and county where you ancestors lived to find these records
    H. Court records
            find where the state archives are located
    I. Internet searches
    J. Message boards - www.rootsweb.com   http://genforum.genealogy.com/
            http://boards.ancestry.com/   http://www.cyndislist.com/queries.htm
            http://www.familyhistory.com/
    K. Cemetery records
    L. Timelines

M. Pictures
N. Histories for families and counties
O. School records
P. Work records
Q. Social Security records
R. Church records
S. City Directories

www.cyndislist.com/schools.htm
www.qwestdex.com
www.infospace.com
www.cyndislist.com/citydir.htm
www.cyndislist.com/taxes.htm
www.cyndislist.com/religion.htm
www.cyndislist.com/soc-frat.htm

T. Join a historical society where your family is from. Use google.com and search
U. Maps - www.mapquest.com http://www.cyndislist.com/maps.htm
V. Primary and Secondary Sources http://www.genealogy.com/genealogy/tip12.html
W. Newspapers http://www.cyndislist.com/newspapr.htm or do a google.com search for
        newspapers in the state you are searching.
X. Journals & diaries

"Don't worry about learning how to do it. If you'll just do it, you'll learn how!"

Richard G. Scott