

PAF Data Entry Quick Reference

Numbers

- RIN: A number PAF assigns to each individual - not that important
- MRIN: A number PAF assigns to each family - not that important
- ID Number: A number you can make up and include on each individual - not essential
- AFN: Ancestral File Number - present when you “import” from FamilySearch

Names (of persons or places)

- The contents of each names field can be up to **120** letters.
- Spell them out completely.
- Use upper and lower case letters when typing a name.
- Press F7 to enter diacritic characters used in some languages, like Danish.
- A new name is validated the first time it is entered by having you confirm it (w/Yes).

Individual's Names

- Title (like Dr.)
- Given Names (nicknames may follow the given names, preceded by “or”)
- Surname or last name (between slashes, automatic if not a compound name)
- Suffix (like Jr. Sr.)

Place Names (suggested - up to four names for each place)

- Go from smallest place (city) to largest place (country)
- (City, Township, Parish, etc.), County, State, Country
- Put in a comma for any missing places (e.g., missing county)

Types of Places: Birth, Christening, Death, Burial, Marriage

Names of Temples (a special case - only a single name of 5 characters)

- One for each ordinance (baptism, endowment, seal to parents, seal to spouse)
- Use the standard codes (Click on down arrow for full list)

Dates

- 23 Mar 1996 is normal format, but d/m/y and d-m-y work too. Use 4 digits for year
- Can include ABT, BEF, AFT, EST, CAL
- May use text descriptions like “During Civil War”
- It is advisable to put at least an estimated year somewhere in the description

Types of Dates: Birth, Christening, Death, Burial, Marriage, temple ordinances (baptism, endowment, seal to parents, seal to spouse)

Special codes: are sometimes used in the temple date fields, such as BIC in the seal to parents field if a child was born in the covenant, and Infant or Child if the individual died before the age of eight.

Repeats

- To speed up your data entry, many of the fields have a drop down box to pick from the last few entries.
- When you first start typing a place name, the last entry that began with the same characters will be displayed and you can hit enter to accept it. The temple names work in a similar fashion.
- You can use Windows' Copy and Paste (Ctrl-C, Ctrl-V)

Remember

- Be consistent!
- F1 will give you help when you are about to enter information in a field
- Check the built in lessons for reminders about data entry