Let PAF Search for Online Temple Ordinances

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Objective: To use the Personal Ancestral File program to search for individuals' temple ordinances in the International Genealogical Index on the FamilySearch Internet Genealogy Service (www.familysearch.org)

This lesson will demonstrate the following: 1. One method to use to locate individuals, in your database, who are missing one or more of their temple ordinances. 2. How to use the option in PAF, search "On FamilySearch Internet," to automatically look for the highlighted person in your database. 3. How to use a "split screen" to view both PAF and the Internet site at FamilySearch.org side by side.

Resources needed: PAF 5.2 and Internet connection

Preliminary Steps: Take a backup disc of your PAF data to a local Family History Center and run "Update My Records" in Temple Ready for Windows. This will find completed temple ordinance data up through January of 2000 (some ordinances up to March 2000) and add the ordinance information to your disc.

The next step is to search for ordinances, which may have been completed since 2000. The online ordinance index (IGI) at **FamilySearch.org** contains all data, old and new, even up to ordinances completed just a few days previous.

In order to search for temple ordinances in the IGI online, you need to be a registered user and a member of the Church of Jesus Christ of Latter-day Saints. Obtain your church membership number and confirmation date from your ward clerk. Access the Internet and go to **www.FamilySearch.org** and click on the tab "Share." Follow the instructions to choose a "user name" and "password" then, check the box that you are a member of the church. An additional information box will open up where you will enter your membership number and confirmation date, which you will need to enter only once. When you visit FamilySearch.org from then on, you will click on the **Sign On** link on the **Home Page** and enter your user name and password. You will see your name listed as signed on. Now the **Sign On** has changed to **Sign Off**, which you would do when you are leaving the site.

Step 1:
Open PAF 5 and choose the data file to use. Prepare a group of individuals, from your data, for which you want to find missing ordinances. Click on the **Search** tab and choose *Advanced Focus/Filter* from the drop-down list. Highlight the individual you want to start with and choose *Ancestors* (or any of the other choices you want) in the *Relationship Filter* box and click on *Select.* A pop-up window will appear and you will select how many generations, etc. you want to search for. The names in the search box will now have "**>>**" added by their names, if they were selected. Check the box *Show Results Only*. You now have a **Focus Group** for your search.

Step 2:

To select those in your focus group who have missing ordinances, click on *Define* in the **Field Filtering** box.
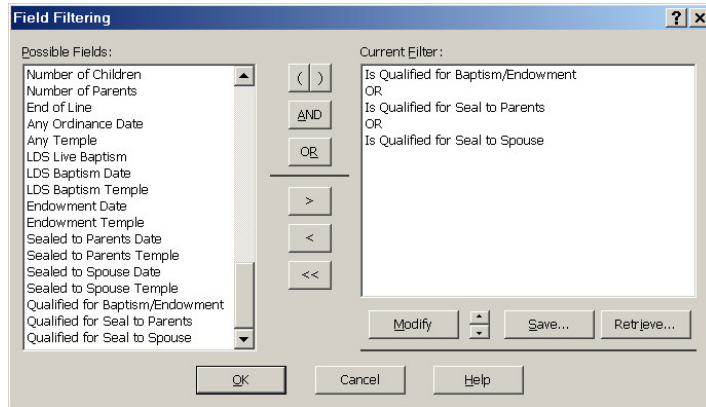

Now, define the information you desire by selecting those possible fields that are listed. Highlight the following fields relating to ordinances by first clicking on **Qualified for Baptism/Endowment** then clicking the button "**>**." A pop-up window will appear for you to choose "**is**" or "**is not**" **qualified;** choose "**is**" for this focus group. You will see this selection move over into the **Current Filter** window on the right. Next, click on the button **OR** in the area between the two windows, followed by **Qualified for Seal to Parents**, etc. until all three-ordinance choices appear in the **Current Filter** window with **OR** in between. Click the **OK** button**. N**ow, the list will return with the names of those individuals in your focus list who have one or more missing ordinances, for which they could be qualified. In the **Filtered List**, choose the **SAVE** button and give this Focus Group a name. This will allow you to return without having to redo the group. You can choose individuals from the list to search for them in the Temple Ordinance file online.

Step 3:
Resize your PAF screen, in order to view the Ordinance Index at FamilySearch.org in the left half of your screen and your PAF data in the right half. You will need to reduce the PAF screen in size. You cannot resize a window when it appears in a full screen (maximized). Do the following:
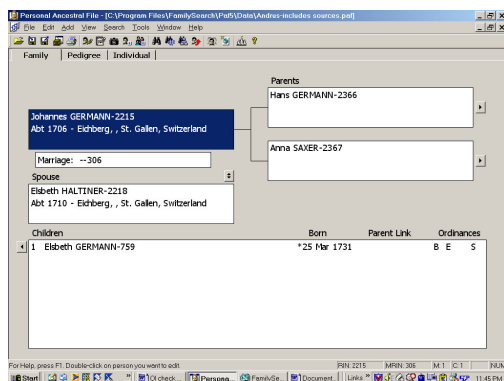

<<Move your cursor to the middle box in the upper-most, top right corner of the screen, where you could either "Close" the PAF program by choosing the large "X" or "Minimize" it by choosing the "_". The middle box looks like two small pages arranged one behind the other, when you put your cursor in this box you will see a drop-down box that displays "Restore," now click on this box.

Now, to resize an open window, do one or more of the following:
- To change the width, point to the left or right window border. When the pointer changes into a horizontal double-headed arrow, drag the border to the right or left.
- To change the height, point to the top or bottom window border. When the pointer changes into a vertical double-headed arrow, drag the border up or down.
- To change the height and width simultaneously, point to any window corner. When the pointer changes into a diagonal double-headed arrow, drag the corner in any direction.

Step 4:

Click on your browser icon on the desktop and type in the address **www.familysearch.org**. **Sign On**, using the previous instructions in the **Preliminary Steps**. Next, click on the same middle box in the upper right corner of the screen to modify the **FamilySearch** screen, as described in Step 3 above. Adjust the two split screens to be vertically aligned. You will notice that whichever screen you click on with your cursor, that screen will be the active one. This allows you to move between the two screens without having to close or minimize either view. Click the **SEARCH** tab and then select the **International Genealogical Index** on the left side of the screen to search the IGI only, or you can search **All Resources**.
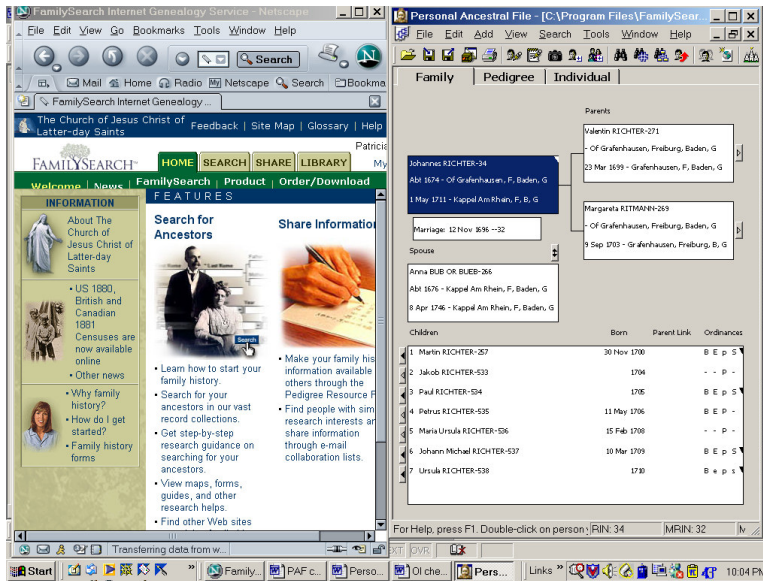
To select someone from your **Focus Group,** click on the PAF screen. From the drop-down **Search** menu, click *Advanced Focus/Filter.* Highlight a name from your list and click **OK**. This person will be highlighted as the 'primary' individual in the Family view. From the drop-down **Search** menu, choose to search *On FamilySearch Internet*. This will automatically access the FamilySearch site, for the highlighted person, and returns a list of possible hits.
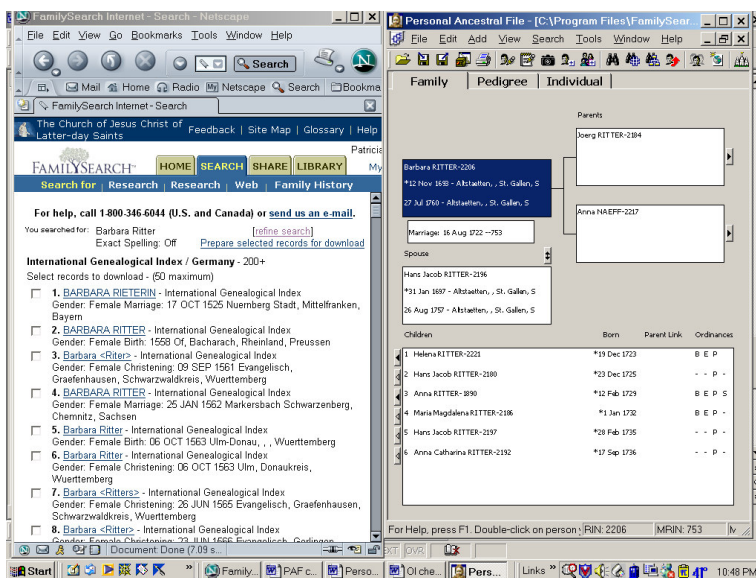
If the search finds information, you will need to search each hit and determine whether it refers to the individual in your PAF file. If the search is too broad, you can click on **Refine Search** and add additional data to narrow the search.

Information can be highlighted to cut/paste into the person's file, typed directly into their PAF data or downloaded as a Gedcom of selected individuals.

It is not necessary to **Clear** the search in **FamilySearch** before selecting another person from your Focus Group. On the PAF side of the screen, click on **Search** and choose *Advanced Filter/Focus* and your Focus Group pops back into view, where you can select to do another search. Be sure to save and name your Focus Group so you can retrieve this group when you want to **Let PAF Search for Online Temple Ordinances**.