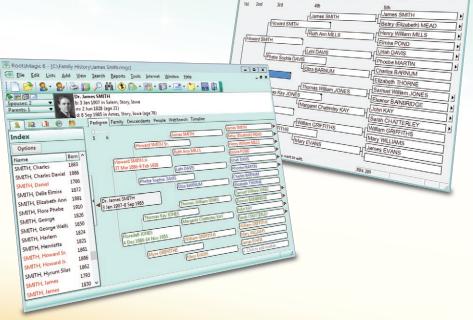
RootsMagic for PAF Users

A Quick Start Guide



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RootsMagic for PAF Users

A Quick Start Guide

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Welcome to RootsMagic!

"I have used PAF for all my years in Family History research. I now enjoy working with RootsMagic. It is by far the best program. Thank you."

- Joyce

Change isn't easy. Like many genealogists, you've probably used Personal Ancestral File (PAF) for years. You know it like you know

your grandma's sugar cookie recipe. It's comfortable, it's familiar, and unfortunately, it's no longer being updated or supported.

As you considered your options, you learned about RootsMagic. Like PAF, RootsMagic is desktop genealogy software that allows you

to record, research, and share your family history.

Unlike PAF, RootsMagic is actively being developed and updated supporting the latest operating systems and genealogical technologies.

RootsMagic has all the features you've come to depend upon in PAF. Plus it does so much more.

RootsMagic introduces amazing new features such as book publishing, color coding, wallcharts, Shareable CD's, running straight



off of a flash drive, interactive problem lists, online publishing, a mobile app, and more!

> It can even search and share data between your file and FamilySearch Family Tree!

Again, we understand that change isn't easy. But we're sure that, with a little of your time and a little help from us, you'll be just as comfortable with RootsMagic as you were with PAF.

If you'll excuse me, I think I'll go make some sugar cookies now.

Did you know that RootsMagic has been around for over 20 years? It's original name was "Family Origins".

Like PAF, it originally started as a DOS program before moving to Windows. In fact, Family Origins pioneered many of the features that you enjoyed in PAF.

Moving Your Data to RootsMagic

"I want to thank everyone at RootsMagic for all their hard work! I purchased RootsMagic after attending a genealogy seminar this past September. I was still using PAF at that time. When Bruce explained how easy it was to convert my data I was ecstatic, so I purchased the software. When I received it, it loaded quickly, converted all my old PAF data (just as Bruce said it would) and I was up and running. . . Love is a very strong word, and I Love RootsMagic!! Thanks everyone, great job!!"

- Kathy

When you think of moving your data from one genealogy program to another, you probably have nightmares of GEDCOM files, incomplete transfers, and lost information.

You can rest assured that Roots-Magic spares you all of these headaches. You don't even have to know how to pronounce "GED-COM" to move your data over.

RootsMagic can directly import your original PAF database (not a PAF backup file) into a new Roots-Magic file.

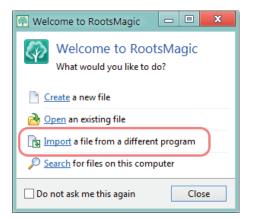


RootsMagic will directly import your PAF 2, 3, 4, or 5 files, no matter their size.

It keeps <u>everything</u> including your names, events, notes, sources, and pictures. It even preserves your RIN numbers!

To Import Your PAF File:

 Upon starting up RootsMagic for the first time, you'll see the "Welcome Screen". Click Import a file from a different program.



If you do not see the "Welcome Screen", you can also select **File > Import** from the RootsMagic Main Menu.

The "Import File" screen will appear.

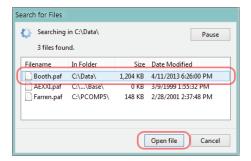
2. Select **PAF (Personal Ancestral File)** from the "Import File" screen.



3. If you don't know where on your computer the PAF file is, click **Search for files**.



RootsMagic will search all of your drives for any PAF files and display them in a list. Select a file and click **Open file**.



4. If you do know the location of the PAF file you want to import, click **I know where the file is**.

PAF (Personal Ancestral File) GEDCOM (Other programs)	I
See details Search for files I know where the file is Cancel	

Select the appropriate folder and file, then click **Open**.

	is Documents	- 49	Search Documents	3
Organize - New fo	lder		88 - 🛄	6
🔚 Libraries 🌰 Apps	Documents library Includes: 2 locations		Arrange by: Folder	•
Documents	Booth.paf			
🚽 Music	Test.paf			
E Pictures	🚵 My Sharing Folders			
Videos				
Work				
🜏 Homegroup				
🛤 Computer				
Local Disk (C:)	v e			10
······································			Personal Ancestral File (*.paf;	

5. Set the options for the new RootsMagic file.



Options include: **A**) Filename, **B**) Number to display next to a person's name, and **C**) LDS and FamilySearch Family Tree support. Click **OK** to complete the import.

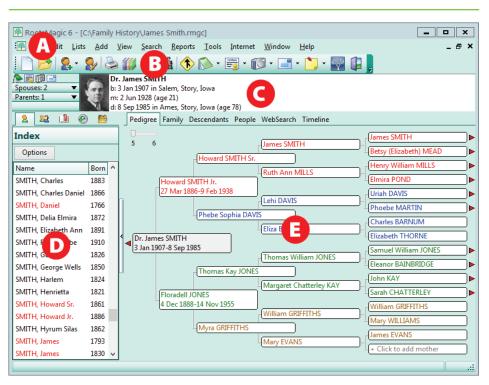
6. Your PAF data is now happy and safe in its new RootsMagic home!

If you wish, you may now safely uninstall PAF and archive your PAF files and backups.

Navigating the Main Screen

"I have been working on the family history for many years using PAF, and converted to RootsMagic, which is a great program, very user friendly. I have recommended the program to beginners that are interested in finding and recording their own family genealogy."

- Shirley



Like PAF, the Main Screen of RootsMagic has a Main Menu, Toolbar, Status Bar, and tabbed "views".

A - Main Menu

The Main Menu gives access to all of RootsMagic's main features. For a list of PAF main menu items and their RootsMagic equivalents, please see **Appendix 1: PAF Menu Items in RootsMagic**.

B - Toolbar

The Toolbar gives access to the most commonly-used RootsMagic features. To add your own favorite features to the toolbar, rightclick on the toolbar and choose **Customize**.

C - Info Area

The Info Area displays information about the currently highlighted person including name, birth, marriage, and death. It also shows a list of spouses and parents of the person.

D - Sidebar

The Sidebar provides five tabs of information, the default being the **Index Sidebar**. This provides a sorted list of all individuals in the file.

E - Navigation Views

The main body of the screen displays one of six views. The tabs at the top let you switch between the different views.

Pedigree View

Just like in PAF, the Pedigree View is a 5 or 6-generation ancestor tree of your family.

Family View

Just like in PAF, the Family View displays a single family; a father, a mother, and the children.

Descendants View

The Descendants View shows up to 7 generations of descendants for a selected person with each Did you know that in a list of names, you can quickly jump to any person by simply typing their name? Just type the surname followed by a comma and the given name.

In fact, this works in most any sorted list in RootsMagic including places, fact types, sources, etc. Just start typing and it will find the first item that matches what you type!

generation indented.

People View

The People View is equivalent to the Individual View in PAF. It shows an alphabetical list of people in your file with customizable columns of information.

WebSearch View

The WebSearch View automatically searches online resources for the currently selected person.

Timeline View

The Timeline View gives you a chronological listing of events from the current person's life as well as vital events of that person's immediate family members.

Editing Your Data

"A great improvement from PAF. This will help with the work. Thanks!" - Garth

🐏 Edit Perso	n						_ _ ×				
Dr. James SMITH											
Add a fact X Delete fact 🚱 Options 🖃 Address 🕼 Media 🎦 IoDo 🛛 Research log							n <u>T</u> oDo <u>Re</u> search log <u>S</u> webTags (1				
						10 ^	Birth				
Person	🚺 Dr. James SMI	TH		~		~	Date:				
Spouse	Deborah Lyn Robe	rts					3 Jan 1907				
Spouse	Mary SMITH						Place (City, County, State, etc)				
Parents	Howard SMITH Jr.	and Floradell JONES					Salem, Story, Iowa				
Facts	Date	Details	Age		.	0	Place details (address, hospital, cemetery, etc.)				
Birth	3 Jan 1907	Salem, Story, Iowa	0	~	~		Place details (address, hospital, cemetery, etc.)				
Census	1910		3				Proof: Sort date:				
Census	1920	Ames, Story, Iowa	13				Primary 3 Jan 1907				
Graduation	Jun 1924	Ames, Story, Iowa	17								
Engagement	Oct 1927	Deborah Lyn Roberts - A	20				Private				
Marriage	2 Jun 1928	Deborah Lyn Roberts	21		~		Birth Details				
Residence	from 1928 to 1942	1234 Main Street - Ames,	21				Note James was born in the family home during				
Occupation	from 1935 to 1972	physician	28								
Residence	from 1942 to 1985	789 Hilltop Ave Ames,	35				Sources 1 Birth source				
Retirement		Ames, Story, Iowa					22 Share Share this fact				
Death	8 Sep 1985	Ames, Story, Iowa	78				Sentence Customize sentence				
Burial	11 Sep 1985	Ames, Story, Iowa					Dr. James SMITH was born on 3 Jan 1907 in Salem, Story, Iowa				
Alt Name							Stratter start was born on 5 san 1507 in Salem, Story, 10wa				
DNA											
DNA											
DNA						~					

To add or edit information about a person, simply double-click on their name on the Main Screen. You may also press the **Enter** key to edit the currently selected person. The "Edit Person" screen will appear.

Where PAF uses several different screens to view and edit information about a person and families, RootsMagic simplifies things and puts it all in one place. On the left of the Edit Person screen, you'll see a list of all available information about that person. On the right, you can edit information as it is selected from the list on the left.

Names and Relationships

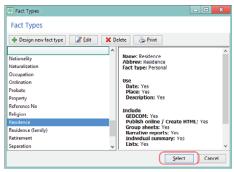
The first line of the list is labeled, "Person". Clicking on this line will allow you to edit the person's name. The next lines in the list display all spouses and sets of parents for the person.

Facts and Events

Next are all the facts and events for the person, sorted chronologically. The list shows the date, place, description, and age for each fact and event.

Adding New Facts and Events

To add a new fact or event, click **Add a fact** on the top of the screen.



Choose the type of fact that you wish to add from the list and click **Select**.

Editing Facts and Events

Clicking on any fact or event will allow you to edit information about it on the right.

Enter the event's date, place, and other information as appropriate. Click the **calendar** to bring up a date calculator. Click the **magnifying glass** to lookup a place name.

Accented Characters

To enter international or accented characters, press **Ctrl+T** while in an edit box.

Font	t: Seg	joc UI			Ŷ	S	ubset	Cyr	illic			
Г	Д	Е	Ж	3	И	Й	К	Л	М	н	0	П
Р	С	Т	У	Φ	Х	Ц	Ч	Ш	Щ	Ъ	Ы	Ь
Э	ю	Я	а	б	в	Г	д	е	ж	3	и	й
к	л	м	н	0	п	р	с	т	y	ф	х	ц

Select a letter and click Insert.

Notes, Sources, and Media

Like PAF, RootsMagic lets you record notes, sources, and pictures for a person. It also lets you record notes, sources, and pictures for individual events and facts.

The three right-most columns in the list represent that item's notes, sources, and



media. A checkbox in a column tells you that a note, source, or picture exists for that item. Clicking in a column lets you add or edit that item's note, source, or media.

Did you know that the notes, sources, and pictures that you enter for a person in PAF are all found on the first line of the Edit Screen's list? Just click in the three right-most columns of the row labeled, "Person".

Customizing RootsMagic

"In the past I have used PAF for my family history. A couple of weeks ago I was asked to change to RootsMagic. I really like the program. It is very easy and I like that the updates are easy to do. Since I am only on the 1800's and 1700's on lines I will use this program for years to come."

- Sherri

RootsMagic lets you customize how you view and interact with the program and your data. With a few tweaks, RootsMagic can be made to behave in a more familiar display after a person's name in the software. RootsMagic defaults to "None" but PAF users may be accustomed to seeing the "Record number (RIN)" after each name.

C) Family-

Search options

- Here vou en-

able or disable

FamilySearch

Family Tree in

When enabled,

support for

the file.

vou will

see a small

and PAF-like fashion.

To access the options, select **Tools > File Options** from the Main Menu.

A) Root person - Here you change

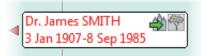
the "root"

or default person for the file. In PAF, this is known as the "home" person.

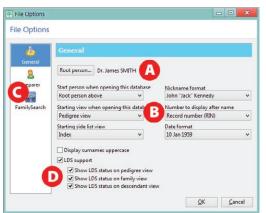
B) Display options - Here you change which start person to show and which view to display when a file is opened. RootsMagic defaults to the "Pedigree view" but PAF users may be more used to starting with the "Family view".

You can also set which number to

FamilySearch tree next to each person on the main screen.



D) LDS options - Here you enable or disable support for LDS ordinances in the file. When enabled, you will see a small LDS temple next to each name on the main screen. ■



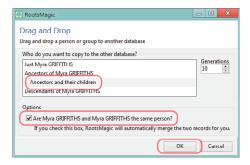
Frequently Asked Questions

"I am new to RootsMagic but am thrilled with the little exposure that I have had. It makes genealogy so simple... For many of us, PAF 5 was all we knew and it was overhelming to think that it was going by the wayside. ..THANKS!"

- Margaret

Q: How do I merge multiple PAF files into one RootsMagic file?

A: RootsMagic lets you split and combine files using "Drag and Drop", similar to pruning and grafting branches of a tree.



- 1. Open both the file to be combined and the file to be combined into.
- 2. Choose a person that is common to both files. Click on this person in the file to be combined.
- 3. While holding the mouse button down, move the mouse pointer over to the common person in the file to be combined into.
- 4. Let go of the mouse button. A

screen will appear asking you which people you wish to copy over. Make the selection (often **Ancestors and their children**).

Check the box that asks, Are (name) and (name) the same person?. Click OK. The selected people will be copied over into the file. ■

Q: Why do some of my pictures have a red "X" on them?

A. Like PAF, RootsMagic stores only the filename of each picture. A red "X" means that it cannot find the file. This often happens if the pictures have moved to a new folder on your computer.

ix Broken Media Lin	ks		
Where do you want to search	for the media?		
Search this and all sub-folders			
			6

RootsMagic can automatically find the missing files for you. From the Main Menu, choose Lists > Media gallery. Click Tools > Fix broken media links. Click OK.

Appendix 1: PAF Menu Items in RootsMagic

The following are the Main Menu items available in PAF and their equivalents in RootsMagic, as well as a keyboard short-cut, if available.

PAF Menu Item		RootsMagic Menu Item	
File > New		File > New	Ctrl+N
File > Open	Ctrl+0	File > Open	Ctrl+0
File > Close	Ctrl+F4	File > Close	Ctrl+F4
File > Save As		File > Rename	
File > Import		File > Import	
File > Export		File > Export	
File > Export for TempleRead	y for	File > FamilySearch	
Windows	•	-	
File > Add TempleReady Upd	ate	File > FamilySearch	
File > Properties		File > Properties	
File > Backup		File > Backup	
File > Restore		File > Restore	
File > Check/Repair		File > Database tools	
File > Delete		File > Delete	
File > Print Reports	Ctrl+P	Reports > Print a report	Ctrl+P
File > Exit	Alt+F4	File > Exit	Alt+F4
Edit > Individual	Ctrl+I	Edit > Person	Enter
Edit > Notes	Ctrl+N	Edit > Person, Note	
Edit > Multimedia	Ctrl+M	Edit > Person, Media	
Edit > Unlink Individual		Edit > Unlink	
Edit > Delete Individual		Edit > Delete > Person	Delete
Edit > Marriage		Edit > Person	Enter
Edit > Parents		Edit > Person	Enter
Edit > Parents' Marriage		Edit > Person	Enter
Edit > Order Spouses		Edit > Rearrange > Spouses	
Edit > Order Children		Edit > Rearrange > Children	
Edit > Source List		Lists > Source List	
Edit > Repository List		Lists > Repository List	
Edit > Individual Event List		Lists > Fact Type List	
Edit > Marriage Event List		Lists > Fact Type List	
Add > Individual	Ctrl+A	Add > Individual	
Add > Family		Add > Parents	Р
Add > Spouse	Ctrl+U	Add > Spouse	S
Add > Child	Ctrl+L	Add > Child	С
Add > Father	Ctrl+T	Add > Parents	Р

PAF Menu Item		RootsMagic Menu Item	
Add > Mother	Ctrl+H	Add > Parents	Р
Add > Other Parents		Add > Parents	Р
View > Family	Ctrl+S	View > Family view	
View > Pedigree		View > Pedigree view	
View > Individual		View > People view	
View > Toolbar		Right-click toolbar, Toolbar	
View > Status Bar			
Search > Individual List	Ctrl+F	Search > Person List	Ctrl+F
Search > Marriage List		Search > Family List	Shift+Ctrl+F
Search > Descendancy List	Ctrl+D	View > Descendants View	
Search > Find by RIN/MRIN	Ctrl+R	Search > Person List, Record	
Search > Advanced Focus/Fi	ilter	Search > Person List, Find	
Search > Home Person	Ctrl+Home	Search > Go to Root Person	Ctrl+Home
Search > On FamilySearch Ir	nternet	View > Web search	
Tools > Match/Merge		Tools > Merge > Duplicate S	earch Merge
Tools > Merge Duplicate Sou	urces and	Tools > Merge > Automatic	
Citations		SourceMerge	-
Tools > Global Search and R	eplace	Search > Search and	Ctrl+H
		Replace	
Tools > Change Names to M	ixed Case		
Tools > Create Web Page		Internet > Publish online	
Tools > Notepad		_	
Tools > Relationship Calcula	tor	Tools > Relationship Calcula	tor
Tools > Date Calculator		Tools > Date Calculator	
Tools > Soundex Calculator		Tools > Soundex Calculator	
Tools > Preferences	Shift+Ctrl+P	Tools > File Options or Progr	am Options
Window > Cascade		Window > Cascade	
Window > Tile Horizontally		Window > Tile Horizontally	
Window > Tile Vertically		Window > Tile Vertically	
Help > Current Topic		Help > Contents	F1
Help > Help Topics		Help > Contents	F1
Help > Keyboard		Help > Contents	F1
Help > Getting Started Guid	е	Help > Contents	F1
Help > User's Guide		Help > Contents	F1
Help > Lessons		Help > Learning Center	
Help > Feedback and Freque	ently Asked	Help > Technical Support	
Questions			
Help > Find a Family History		—	
Help > Check for Software U		Help > Check for Updates	
Help > About The Church of	Jesus Christ	—	
of Latter-day Saints			
Help > About Personal Ance	stral File	Help > About RootsMagic	

Appendix 2: PAF Reports in RootsMagic

RootsMagic can create over 100 colorful reports and charts. The following are the charts and reports available in PAF and their equivalents in RootsMagic.

PAF Report	RootsMagic Report
Pedigree, Single page	Pedigree
Pedigree, Cascading	Pedigree, Print cascading charts
Pedigree, Blank form	Blank reports, Pedigree chart
Family Group, Single family	Family Group Sheet
Family Group, Cascading	
Family Group, Blank form	Blank reports, Family group sheet
Ancestry, Standard chart	Ahnentafel
Ancestry, Wall chart	Wall Chart, Ancestor chart
Descendants, Standard chart	Descendant List
Descendants, Wall chart	Wall Chart, Descendant chart
Books, Ahnentafel (Ancestry)	Narrative, Ancestors
Books, Modified register (Descendancy)	Narrative, Descendants
Individual Summary	Individual Summary
Scrapbook	Scrapbook
Custom	Custom Report
Lists, Unlinked individuals	Individual List, Unlinked
Lists, Duplicate individuals	Duplicate List
Lists, Individuals sorted by RIN	_
Lists, Individuals sorted alphabetically	Individual List, Selected
Lists, Marriages	Marriage List
Lists, Possible problems	(<i>Main Menu</i>) Tools > Problem Search > Problem List
Lists, End-of-line individuals	Individual List, No parents
Lists, Family reunion contacts	Address List
Lists, Places sorted alphabetically	Place List
Lists, Individuals with notes	Custom Report
Lists, Sources	Source List
Lists, Citations referencing a source	Source List, Citation details
Lists, LDS incomplete individual	LDS Ordinance List, Individual
ordinances	ordinances, Only those missing ordinances
Lists, LDS incomplete marriage sealings	LDS Ordinance List, Marriage sealings, Only those missing ordinances
Lists, LDS family ordinance summary Calendar	LDS Ordinance List Calendar

Still have questions?



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for Forums, Mailing Lists, Webinars, User Groups, Knowledge Base articles, and other technical support.

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