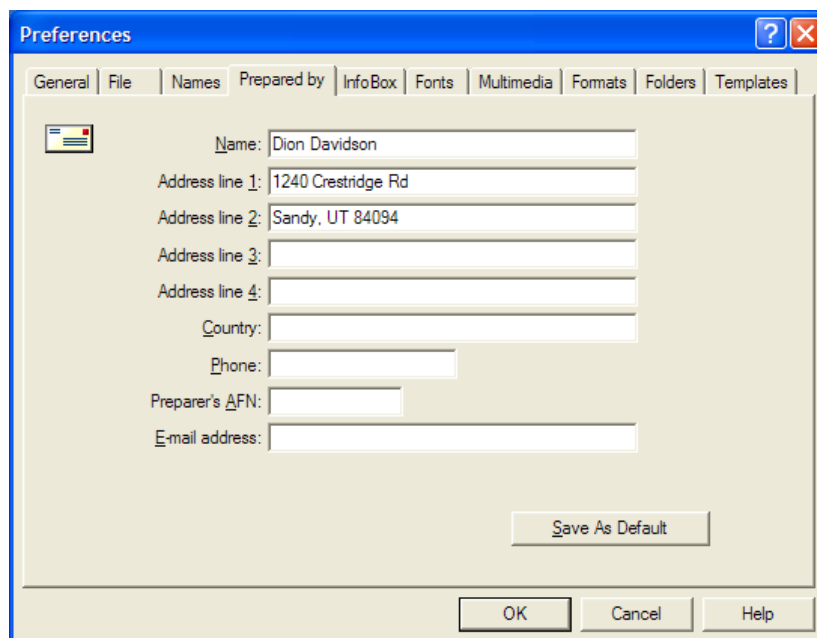
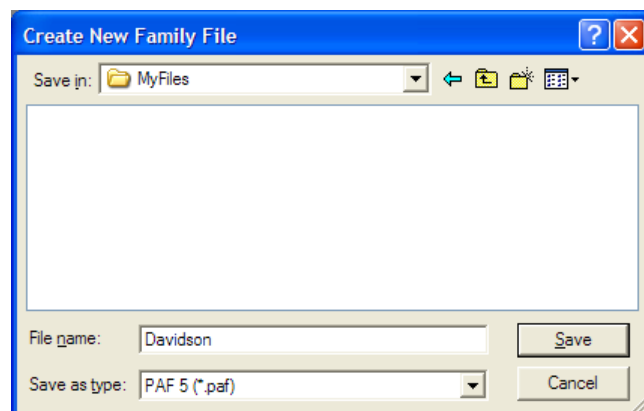
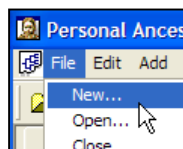


CREATE A NEW PAF FILE

Once you have Personal Ancestral File installed on your computer, follow these instructions to create a new family history file, or PAF file.

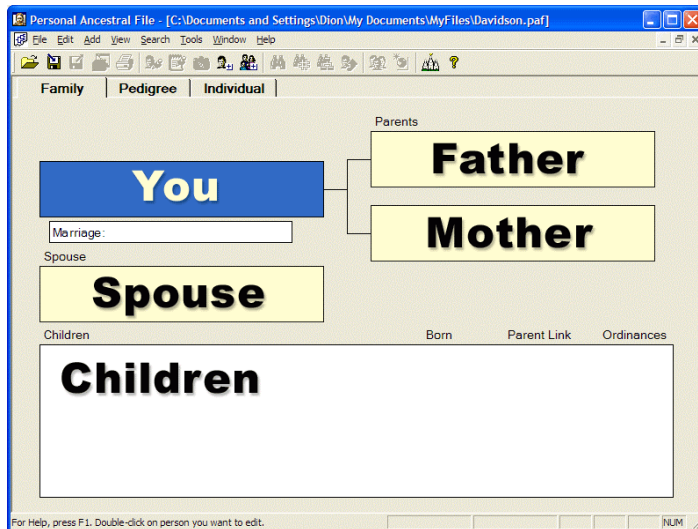
Create a new PAF file

1. Open PAF 5 by double-clicking the icon on the desktop, or by clicking *Start > All Programs > Family Search > PAF 5*.
2. Click the button labeled **"New"** from the Welcome box. If the welcome box doesn't appear, click **"File"** on the menu, then **"New..."**
3. Type in a name for the file and click **"Save"**. Use your family name to make it easy to find and remember. Take note of where the file is saved.
4. For a new installation of PAF, the program will ask "Would you like the Enter key to always move to the next field?" Click **"No"** to continue.
5. Next you will fill out your information on the "Prepared by" tab of "Preferences" and click **OK**. Skip the AFN box.

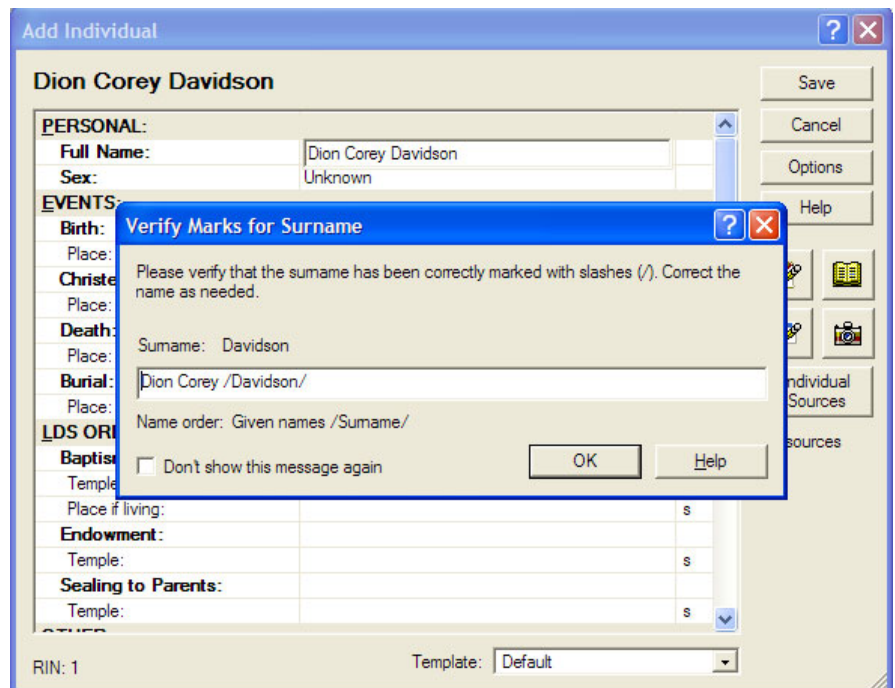


6. PAF will show you the Family view. Double click the highlighted box to enter information about yourself.

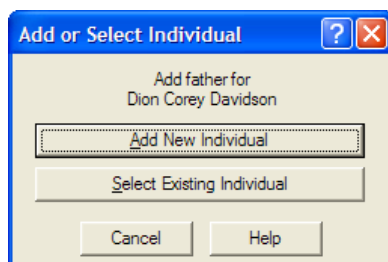
Enter information about you and your living relatives



7. Enter your full name in the first box.
8. When you leave the box (either with the Tab key or by clicking the next box with the mouse) PAF will ask you to verify the last name, identified with slashes (/) on either side. Click **OK** if the slashes surround your last name correctly.
9. Fill out as much information as you can and click “Save”.
10. Click twice (or right-click and choose “Add Father...””) on the box that represents your father. Enter his information and click “Save”.



11. PAF asks for marriage and sealing information for your father and mother. Enter their marriage date and place and click “Save”.
12. Enter information for other living relatives in the same way. If PAF asks you to “Add or Select Individual” choose “Add New Individual”.



Notes

- Dates can be entered in any format – PAF will clean them up. *Be sure to type in the full 4-digit year.*
- You should enter the **maiden name** for all women in the file.
- PAF saves as you go, so you can exit the program at any time.
- For more detailed instructions on the use of PAF, to go “Help” > “Lessons” (<http://www.familysearch.org/eng/paf/lessons/paf5.html>)