

# Computer Guide #2

## PAF Data Entry Guidelines

### Names:

1. Write complete names (first, middle, and surname) in the appropriate field.
2. Do not abbreviate. There is adequate room for all names.
3. Do not use quotes, periods, brackets, parentheses, question marks, asterisks, etc.
4. Capitalize only the first letter when typing surnames; (i.e., Jones.)
  - Note: if all caps is preferred for surnames, go to Tools, then Preferences, then Names and select "Capitalize surnames on screens and reports".
5. Use "or" between names only if a person was known by a nickname or by more than one surname.
6. Do not place a "/" between or around names. PAF will automatically place // marks around surnames. These may be moved if the computer places them in the wrong place.
7. Always use a maiden name for women. When both a wife's given name and maiden name are not known, after extensive research, write "Mrs." plus the husband's first name; i.e., (Mrs. William Smith.)
8. Enter the first name in the individual record for females when the maiden name is not known.

### Titles:

1. Prefix titles such as Dr., Rev., Capt., etc. are placed on the Title field in the lower part of the Edit Individual screen.
2. Descriptions such as boy, girl, stillborn, Miss, Mr., should not be listed with a name.
3. Suffix titles are Jr., Sr., II, III, etc. are typed following the person's surname. A "/" will appear on the Edit Individual screen between the surname and suffix; (i.e., John Henry/Smith/Jr.)
4. Occupations; (i.e., farmer, teacher, etc.) may be listed in Notes, not on the title line or following the person's name, or a new event field for Occupation may be created through the Options button on the Edit Individual screen.

### Dates:

1. Use the complete year; (i.e., 1966). Do not abbreviate the century. Do not use numbers for months. Spell out the whole name of the month. i.e., January. Ocotober
2. If you don't have a complete date, provide what you have; (i.e., May 1954, or 1954).
3. Estimating years is discouraged because of the risk of entering incorrect information. Those who choose to estimate years, after extensive unsuccessful research, should type "about" or "abt" before the estimated year; (i.e., abt 1737). Rules for estimating years when one date is known: marriage is one year before birth of first child, woman about 21 years old and a man about 25 years old when married, children born about 2 years apart. Example: If a couple was married in 1825, you could estimate that the husband was born "abt 1800", the wife was born "abt 1804", their first child was born "abt 1826" their second child was born "abt 1828", etc.
4. If you have more than one date for the same event, separate the dates with the word "or". Example: 14 or 16 Jul 1822; 10 Mar or Apr 1866; 1823 or 1825.

5. PAF contains a date calculator that can be used when one “for sure date” is known. Example: If a gravestone says, “died 02-21-1887, age 7 yrs 2 months 12 days”, the computer would calculate the birth date to be 09 Dec 1879. If the 1930 census lists the person’s age as 40, the birth year would be calculated to be 1890. Calculated dates should be preceded by “cal” when they are not based on a known date; (i.e., cal 1890).

**Places:**

1. Always enter in order from smallest to largest. Example: city, county, state, country. (Mesa, Maricopa, Arizona, USA)
2. Including USA after the state is optional. Many people type USA after the state of Georgia to avoid confusion with the Russian state of Georgia. If you use USA, stay consistent; use it on all data.
3. Do not abbreviate place name other than USA.
4. Use an extra comma to indicate that part of a place name is missing; (i.e., Mesa, , Arizona).
5. Use “of” to designate where the person had lived, if you are unable to locate any other place, after extensive unsuccessful research; (i.e., of Brighten, Sussex, England).
6. Place names should be recorded, as they existed at the time of the event. Do not list the name of the town or county as it is today. Don’t use the word “now” when recording place names.

When a date or place is surrounded by carets; (i.e., < >) that information was generated as a computer estimate. (i.e., (If parents are married in Nevada, the computer may “estimate: that a child was born in <Nevada>, when in actuality the child may have been born in a different state.) Do not remove the carets unless the information is to be replaced by a known date or a place.