

Computer Guide #5

GEDCOM How to Create, Export & Import

See Also –

MRFHC Computer Guide #11a GEDCOM – What it is (This handout gives an overall view of a GEDCOM.)

MRFHC Computer Guide #11c Sharing Your Genealogy – (This handout gives more details about how a GEDCOM may be used in sharing family history with others.)

CREATING and EXPORTING GEDCOM Files (PAF 5.2)

1. From the File menu, select New.
2. Select the type of export based on where you will be importing the GEDCOM—PAF 5, PAF 4 (for Spanish) etc.
3. If the file is to be sent to someone who does not have PAF 5, under Export to, select Other GEDCOM 5.5.
4. Under Char Set (Character Set), select one of the following options:
 - UTF-8 is the default in PAF 5.2
 - UNICODE—This is a general option. Use this only if the receiver asks for it.
 - ANSEL—Use this option to send a file to an earlier version of PAF or other genealogy programs that are not Unicode based.
 - ANSI—Use this option only if the receiver asks for it. Few programs use Ansi.
5. In Include, click the options you want.
6. Select All or Partial. If Partial is selected, click on Select and select the individuals you want to include.
7. Click Export.
8. Select the drive and folder where you want to save your GEDCOM.
9. Give the file a name and click Export.
10. At the prompt telling you how many names were included, click OK.

If there is Multimedia:

When pictures are “added” to PAF 5, the program keeps only the link or pointer to the pictures. If pictures are to be sent with a GEDCOM file, they must be sent in a separate file along with the GEDCOM file. To view the pictures the receiver must either copy the picture file into the same drive and folder where the sender has been storing them or change the drive and folder locations in PAF 5 to match those in which the receiver chooses to store the picture files.

To change the drive and folder location in PAF 5:

1. From the Tools menu, select Global Search and Replace
2. From the Search and Replace text box, select Multimedia file names.
3. In the Search for field, type the drive and folder location where the sender stores his/her picture files.
4. In the Replace with field, type the drive and folder location where the pictures are to be stored. Click OK.

Remember:

When you send pictures along with a GEDCOM file, include the drive and folder(s) where the pictures have been stored on your computer so the receiver will have the option of copying the pictures into the same location/folder(s) in their computer.

****CAUTION:** You should always **IMPORT** a GEDCOM file into a **NEW** (empty) file and view it first before importing it into an **EXISTING** file!

Steps for IMPORTING into a NEW (empty) File:

1. From the File menu, select New.
2. Select the drive and folder where you want to save the file.
3. Give the New file a name and click Save.
4. From the File menu, select Import.
5. Locate the GEDCOM file in the drive where it was saved. Select it, and click Import.
6. Choose the import option you want and click OK.
7. A PAF Notepad window will appear displaying important statistics you may want to print by clicking File and Print.

Note:

If you do not see any parents or arrows indicating ancestors or descendants, click the Individual tab. It may be that the GEDCOM file contains a list of individuals who are not linked in a pedigree. You will need to link them.

Steps for IMPORTING into an EXISTING File:

****CAUTION:** Make a **BACKUP** of your file **BEFORE IMPORTING!**

1. From the File menu, select Import.
2. Locate the GEDCOM file in the drive where it was saved. Select it, and click Import.
3. Choose the options you want and click Ok.
4. A PAF Notepad window will appear displaying important statistics you may want to print by clicking File and Print.
5. At the prompt asking if you want to see instructions on how to link (Match/Merge) the data, click Yes or No.

****For exporting GEDCOM files to Pedigree Resource File or www.rootsweb.com (World Connect), and for additional ideas on Sharing Your Genealogy, see Computer Guide #6.**