

PAF CLASS 6
MULIMEDIA, ADVANCED FEATURES & INTERNET RESEARCH
Class Handout

- 1) **MULTIMEDIA** -- Having pictures, sounds, and video really helps bring your ancestor to life.
 - a) Click on yourself to bring up the edit individual page.
 - b) Click on the Multi-media icon.
 - c) Click on "Add"
 - d) Modify – change the type, file name, caption, and/or description
 - e) Remove – this will unlink the image
 - f) Edit Photo
 - g) Tools – Preferences – Multimedia
 - i) Slide Show – set the time
 - ii) Slide size-to-screen ratio – sets how large the picture is in relation to the screen.
 - iii) Background color
 - iv) Show default photo in family view
 - v) Use photo placeholders
 - vi) Photo Display
- 2) **PRINTING – SCRAPBOOK**
 - a) Click File, Print Reports, Scrapbook
- 3) **ADVANCED OPTIONS**
 - a) Search
 - b) Tools
 - i) *Merge Duplicate Sources and Citations*
 - ii) *Global Search and Replace*
 - iii) *Change Names to Mixed Case*
 - iv) *Create a Webpage*
 - v) *Notepad*
 - vi) *Relationship Calculator*
 - vii) *Date Calculator*
 - viii) *Soundex Code*
 - c) Window
 - i) Cascading
 - ii) Tile Vertically
 - iii) Tile Horizontally
 - d) Help
 - i) Click on the yellow "?" on tool bar. Use the Index tab – easiest to use.
- 4) **SHARING**
 - a) Genforum.com
 - b) Rootsweb.com
- 5) **INTERNET**
 - a) Familysearch.org
 - b) Ancestry.com