

Instructions for Pedigree Chart - PDF version

1. Before doing anything else, save the downloaded version somewhere on your computer.
2. Next, make a copy of the downloaded version. This will ensure you always have the original, in its original form, in case you need to refer back to it, or copy from it.
3. There are four versions of the *Pedigree Chart* available (you'll need to download each, separately - you don't need to download all of them - just download the version(s) you want):
 - a. chart with space for 31 people (person 1 + 4 generations) - with labels to show what data to enter (i.e. name, date, place)
 - b. chart with space for 31 people (person 1 + 4 generations) - with no labels
 - c. chart with space for 15 people (person 1 + 3 generations) - with labels to show what data to enter (i.e. name, date, place)
 - d. chart with space for 15 people (person 1 + 3 generations) - with no labels
4. Use any of the versions, if you are going to fill in the data on your computer - although it might be easier to use b. or d. (depending on how many people you want to include on a chart). Look at a. or c. on your computer screen, to clarify what information you need to add and where. Use version b. or d. (depending on how many people you want to include on a chart) if you want to print the sheet and fill it in by hand.
5. To print any of the pages, do the following:
 - a. Open the file (usually by double-clicking on it).
 - b. The file will likely open in Adobe Acrobat.
 - c. Click the 'print' icon, or press [Ctrl] + [P] on your keyboard.
 - d. You will likely be able to accept the default settings, to print the page, but check them, to ensure the page will print on one piece of paper.
 - e. Press [Print].
6. To fill in the chart (on your computer, or on a printed version):
 - a. Enter (type/write) your name in position 1.
 - b. Enter your father's name in position 2.
 - c. Enter your mother's name in position 3.
 - d. And so on.
 - e. Continue with the people in positions 16 to 31 by starting a new sheet for each, with their names in position 1.

EDITING PDF DOCUMENTS

There are several free tools available online that allow you to 'edit' PDF documents. They tend to work such that the tool allows you to open a text box, which you then position over the top of the place where you want to add text. You then type the required text. You can usually re-position the text, if you haven't quite placed it in the right spot. You can also adjust the size of the text, and choose from a limited range of fonts.