



# FAMILY TREE CHART

## TIPS AND INSTRUCTIONS

### How to Fill in Your 8x10-inch Family Tree Chart

**1** Open the PDF for the family tree chart using Adobe Reader software. If you don't have a current version of Reader, you can download it from <http://get.adobe.com/reader/>.

**2** The chart is set up as a fill-in form. Click your cursor in any box to type a name. Put your (or a relative's) name on the bottom line and ancestors' names in the labeled boxes.

**3** The text is set up to be a consistent type size and style. If you have Adobe Acrobat professional software, you can modify the font and size using the Forms panel.

**4** If you have room, you could add information such as life dates, e.g., (1877-1934) or nicknames, along with the names.

**5** When you've finished typing in the chart, go to File>Save As.

**6** In the resulting dialog box, rename the file to include the family name or with another title meaningful to you. For example: "Smith Family Tree." Choose the location on your computer or an external drive where you wish to save the file and click Save.

**7** You've now created a copy of the chart customized with your names for printing or sharing. Repeat this procedure for each family tree you create so as to preserve the blank template.

### Printing Your 8x10-inch Family Tree Chart

The downloadable versions of this chart design are intended to give you the flexibility to choose how you want to print and display your chart(s). A few options and ideas:

- Using your color inkjet printer, print out the chart onto letter-size premium stationery, cardstock or photo paper.
- Take your completed PDF to a local copy shop or office supply store that offers copy services (Staples is one national chain).
- Use an online photo service to print your chart on photo paper or even canvas. Note that most services allow you to upload only JPG files. You can convert your PDF chart to a JPG file in several ways, including:
  - Open the PDF in your photo editing software (such as Photoshop). When you save a new copy of the file, choose JPG as the file type.
  - Use an online PDF to JPG converter. <http://pdf2jpg.net> is one; find others by googling *PDF to JPG converter*.
  - Contact the online service by phone or email and ask what options it offers for uploading a PDF file.

To see our selection of decorative family tree chart designs and sizes available for purchase, visit ShopFamilyTree.com <http://shopfamilytree.com>.



#### COPYRIGHT NOTE

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You are welcome to modify the chart to your tastes and copy the file for your personal use. Any copying or modification for commercial use is strictly prohibited. Please contact [ftmedit@fwmedia.com](mailto:ftmedit@fwmedia.com) with any questions.

**Tip:** If you prefer, you could print the blank chart and fill it in by hand. To get the spacing right and avoid errors, just lightly sketch the names in pencil before tracing over them with a pen.