Geneosity Forms Bundle - Instructions

Thank you for purchasing our forms bundle. These forms were created to help you organize, save, share, print and present your family research. They serve as an addition or backup to your online family research. Here are some tips and instructions for using these forms.

1.The purchase of these forms grants 1 single license to use for 1 individual. Please do not give these forms away to other people. If you know someone that is interested, you can send them to https://www.geneosity.com.

2. These forms are created in Adobe Acrobat. They are Adobe Acrobat PDF file types. This is the most common document type for creating electronic forms. You can read, share, attach and print PDFs on most modern devices. However, if you have an older computer, you may need to download the free Adobe Acrobat PDF Reader >> **Download Adobe Acrobat Reader for FREE** (Secure Link)

3.After checkout, you should be redirected to a download page. You also receive a link to this page in the purchase email. **(Save that email for future reference)**. On this page, you can download each individual PDF file, this instruction sheet and also a compressed zip file. The zip file conveniently includes all forms in one folder for you to save for the future. Since some people have issues with zip files, we also include all PDF files for individual download.

4. We still recommend that you save extra copies of these forms on your desktop computer or mobile devices for backup and easy access.

5. Most of the PDF files are meant to be used multiple times. For example, you should have multiple family trees and genealogy charts for multiple husbands and wives. You should use the archive photo index for any individual where you want to upload, store and print their photo.

6. After filling out the form with information, save the PDF as a new file name so you don't overwrite existing information. The best way to do this is to open the file first, then immediately save the file with a new name. Keep saving the file often as you are working on it. Newer computers save these files automatically in case your device shuts down, but there are technical reasons why this may not happen.

7. Each form has a yellow clear form button. AFTER you fully complete and save the document with information, you can then rename the file with a new individual record. Then click that button to clear the form. **Please be careful. Once you clear the form, you cannot get this information back.** We also include a brown print form button.This just makes it simple and easy to print the form when its complete. Note that that the brown and yellow buttons are hidden from printers so they will not print.

10. After you complete forms, you can print them all out. The family trees and genealogy charts are produced as 8.5x11 pages, so they can be combined to make a wonderful presentation for display in your home or family reunions. You can take multiple files to a print shop or office store such as Office Depot or Staples. In our experience online print shops require minimum orders but most of the office printers allow you to order single booklets. Spiral bound books are nice but still affordable. Cost can range from $15-$50 depending number of pages, stock, cover and lamination choices.

If you have any issues, please email us at forms@geneosity.com for assistance.