<u>How to use the Family Record Form.</u>

The idea of the Family Form is that for each couple who are in a relationship that relationship has a family form and that form has a number.
This makes it easy for me to extract the information and add it to the family records and keep accurate track of relationships.
The Family Form is an editable **PDF** file form in which you can enter family information into the text boxes.
To use this form you must have the free Adobe Acrobat Reader 4 or later installed. It does not require the full version of Adobe Acrobat to run. You can access http://www.adobe.com to download the latest version of Adobe Reader from Adobe Systems Incorporated.
Other PDF readers will load and display the form but may not allow you to enter any information.

Note: *If you do download Adobe Acrobat from http://www.adobe.com make sure the McAfee Security Scan Plus utility tick box is unticked unless you actually want to try that application.*

The Family form Number
Every couple's relationship/family form has a number called the **Family Form Number**.
The actual initial number you use doesn't matter, the number is only used to help me keep track of relationships when I'm updating the records.
I may change that at a later date and issue a starting family number with the emailed form.

The Family form number allows for a cross reference between families, their children and their respective forms.
For example when a child that is listed gets married then you would start a new family record form for the couple's family and giving that family a new family form number, that number would be an increment of your starting number or the last number you allocated .
In the event that the couple are not married but have a child or children then that would normally be when a new family record form would be started though a new family record form could be started anytime from when the couple decide to get together and make it permanent.

The Partners/Parents
In the first section the information includes the couple's details such as birth and death dates and places, occupation, marriage status (if any) and each of the couples parents.
The form allows for each individual to have three extra partners. In the unlikely event a person has more than three extra partners put a note in the **Any other information or comments:** text box including a family number and fill in another family form if you know more about that family.

The Children
If there are any children of that relationship then they are listed in the next section.
Up to 12 children spread over two pages can be recorded for one family. If there are more than 18 children include their information in the text box **Any other information or comments:.**

Children's Partners
If there are any children listed who start a family relationship or get married then you would establish a new family form with a new file name and family number.

When you have completed filling in all the information you have, save it to a folder (for later) and email it as an attachment to:
Peter Resch
Email To: peter.resch@gmail.com

I suggest you keep the original emails with their attached PDF form files, that way if there's a change in your family's situation like a birth, death or a marriage you can add to it or you may want to start a family form for a new couples relationship, when they get married or have a baby. If that happens you will need to start a new family form or update an existing one.
For example if one of the children gets married then you would start a new form with a new number for the couple.
When allocating a new family form number please a higher number than the one on your form, (eg. your first form = 437, next form = 438 etc.).

If you ever modify or add a new form then please, send it to me at the above email address.

Peter Resch