

## Working Chart Instructions

Please read these notes before you begin to fill in the chart.

Thank you for purchasing the Working chart. The chart has been developed for customers who wish to set out their tree by hand.

Use the sticky notes to write out the names of the people in your tree and position them temporarily on the chart. Once you have everyone or the majority of people positioned on the chart these may be discarded one at a time as you permanently write names directly on the chart or use our optional Acid-free Stickers for working charts (Product ref: AFLAB1PR).

We suggest you use a pencil to mark in the lines until you are happy you have the chart finished. When you finally overwrite the lines with an ink pen it will help everything to stand out from the faint grey background lines on the chart.

### Descendant Charts

We suggest you start by working out which generation in your tree has the greater number of siblings/cousins as this will help to determine the maximum length of chart you are likely to require. However also bear in mind that you will need to leave a box next to each sibling for spouses if required. It is also a good idea to leave an empty box between families so that each family stands out clearly on the chart.

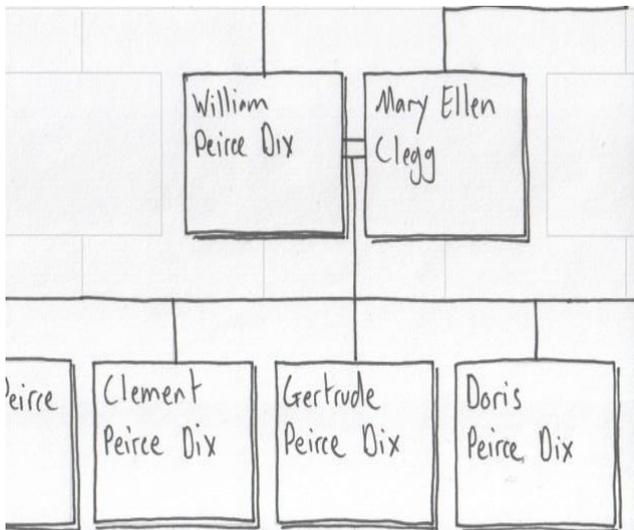


Figure 1

If only one parent is known you have the option of showing it as in figure 2.

We suggest that you try to keep everyone from each generation in the same row of boxes. The chart has 10 rows of boxes so you will be able to record a maximum of 10 generations. If you only have 7 generations and you are doing a descendant chart then we suggest leaving the empty rows at the bottom of the chart for people to fill in over the next 100 years.

Where you wish to show a marriage you may draw a double horizontal line between two people (figure 1) and then a vertical line down to the children of the marriage as shown.

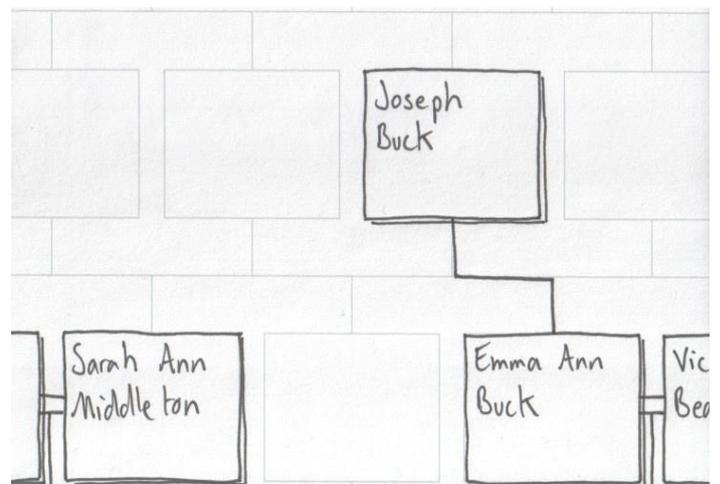


Figure 2

### Extending your chart.

If you wish to show the parents or siblings of someone who has married into your family then these can be added to the tree but it may be best to add these as small separate trees in unused spaces around your chart. We suggest you duplicate the person who has married into the family and then add in their relatives around them. You could then draw in a coloured line to link the extra tree back into the corresponding person in the main tree. It is very difficult to add in absolutely everyone and still keep the chart under control and easy to read by non-genealogists if you don't split it up into manageable sections.

### **Ancestor Charts**

The working chart is also really useful where you wish to not only record your direct ancestors but also their siblings. This is a much easier chart to construct compared to the descendant chart above provided you don't plan to add in any children of the siblings. You will need to add up the number of people you have in each generation and that will determine the maximum length of the chart.

Use the sticky notes to position the people/families on the chart. The root person will go at the bottom approximately in the middle. Their parents and parents siblings will go on the row above. If you wish to include the spouses of the siblings you could perhaps include them in the same box as the person they married.

It is quite normal for the husband and wife to appear with their siblings and not next to each other in an ancestor chart, therefore there is no requirement for a double line between them as would be done on a descendant chart. The husband's family all goes towards the left hand side of the chart and the wife's towards the right.

### Extending your chart.

If you have the patience you may wish to consider putting in the descendants of some of your ancestors siblings but of course you will then need to start moving families further apart to allow for families coming down the tree as well as up.

### **TIPS**

We suggest you leave gaps between families to make the diagram easier to follow.

If you wish to show the path of your direct line on the chart you could draw a red line next to the black connecting lines.

### **Optional Acid-free Stickers for working charts (Product ref: AFLAB1PR)**



Use these optional pre-printed self-adhesive stickers to guide you with your writing or to highlight important people in your tree. Made from cotton these are proper archive quality, acid-free labels so they will stay permanently on the paper over a long period of time. supplied as a pack of two sheets.

Printed male labels on one sheet and female labels on the other. (female sheet has marriage space)

Size: 38 x 31mm for precise fit within the boxes of the chart.

Colour: Cream

Quantity: 45 labels per sheet