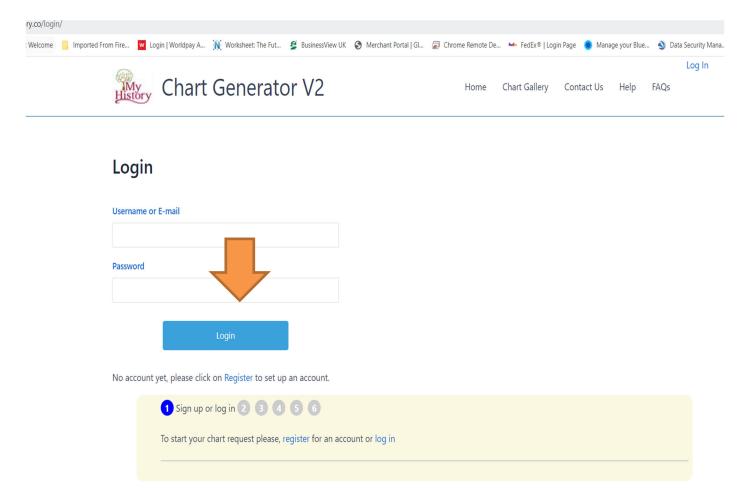
How to use the My History Chart Generator Service - Version 2

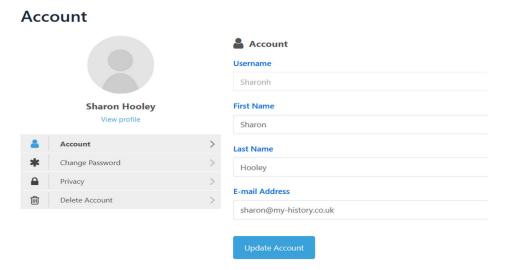
My History Ltd has two websites, the first is our shopping site which can be found at www.my-history.co (no typo here please do not type. UK on the end!!!) where you can create charts for printing using your gedcom files. Our free to use chart generator service can be found at the latter and it is important not to confuse the two.

1. Create an account



- 2. Download your gedcom chart from your software or online service provider (for example Ancestry).
- 3. Ensure your gedcom file is saved to your computer desktop for ease of locating for the next stage.
- 4. Gedcom files always end with the three letter extensions .ged
- 5. Ensure that the letters ged are in **lower** case not capitals.

6. Upload your gedcom file to the 'Account' section.



Scroll down to view your charts and gedcom files

Upload a New Gedcom File

- YOU WILL BE EMAILED WHEN IT IS READY TO USE*
- 7. Now proceed to the chart gallery and chose the chart that you require, pay particular attention to the descriptions below of what they will include.



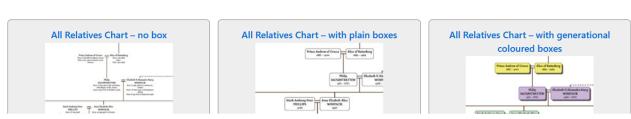
Chart Gallery

Scroll down and choose a chart design.

Choose a chart and find out how your family tree will look in these professional designs. Choose a style then select a text scheme and number of generations. Create as many charts as you like and only buy when you are completely satisfied with your chart. Your finished chart will be available for download to view on your computer or tablet.

Remember we allow the following discounts:

2 charts - 25%, 5 Charts - 30%, 10 Charts - 35%, 20 Charts - 37.5%



An ancestor will produce just the ancestors of the root person/couple – that is parents, grand parents, gt grandparents etc.

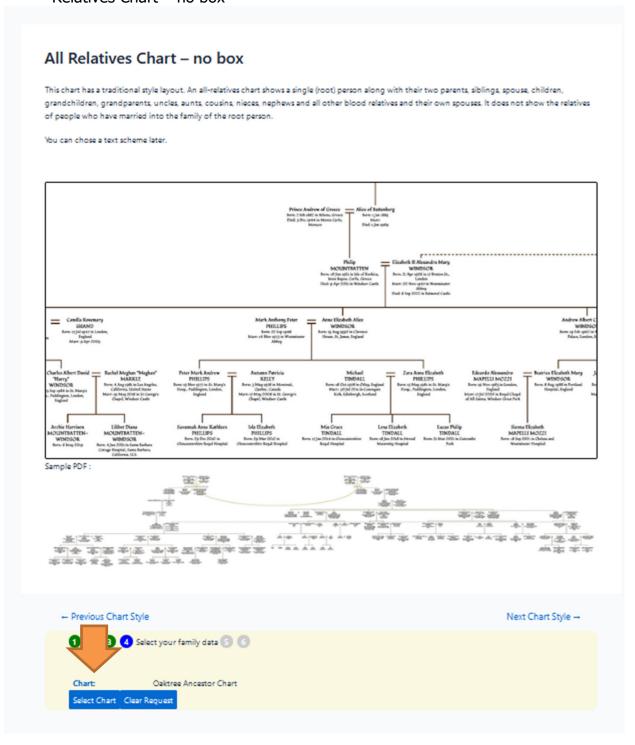
A descendant chart will produce just the descendants of the root person/couple – that is children, grand children, gt grandchildren etc.

An hourglass chart will produce both the ancestors and descendants of the root person/couple

An all relatives will produce all those relatives related by 'blood' to the root person/couple and married in spouses.

If you want absolutely everyone on the gedcom file on the chart this is an Everyone chart and you will need to email charts@my-history.co.uk for our bespoke service as these cannot be auto-generated.

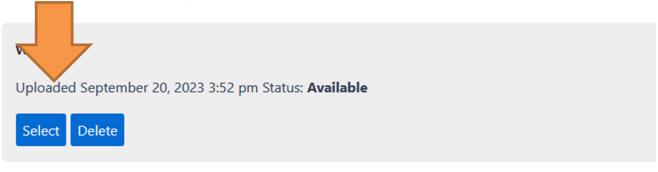
8. Click on the chart that you would like to produce. In this example we have picked an All Relatives Chart – no box



- 9. If you are happy with that choice, click on select chart.
- 10. And you will see the following screen

Select Gedcom

Please Select the Gedcom for your Chart.

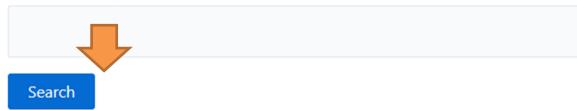


Upload a new gedcom file

- 11. Click on Select next to the gedcom file you wish to use.
- 12. You now need to type in the details of the person you want to build the chart around as shown below.

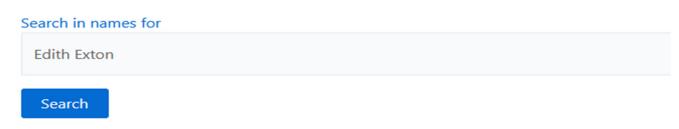
Select Record





13. In my example below I have searched for Edith Exton, remember women should be listed under their maiden name.

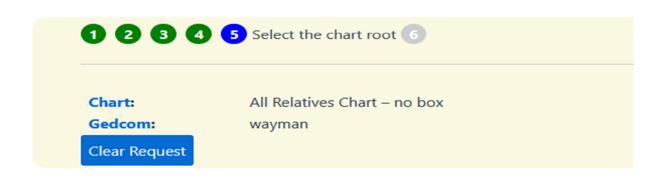
Select Record



Please select the Chart Root from the list below

- Edith May Exton (1912-1995) (I5)
- Arthur Ashby Wayman (1904-1981) and Edith May Exton (1912-1995) (F2)



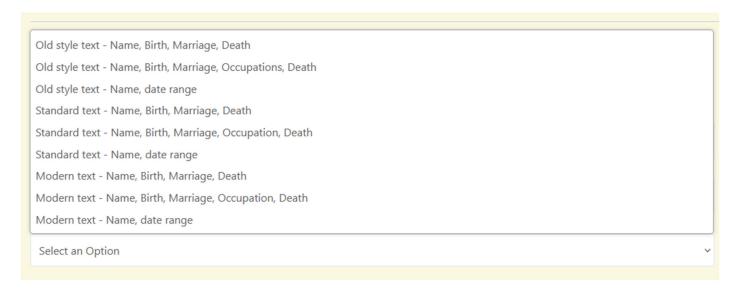


- 14. If I want to build the chart based on Edith on her own, I click on her record only, if I want to build it on her and her husband Arthur I click on Arthurs name.
- 15. For this example, I have clicked on Arthurs name to include them both.
- 16. You are now presented with a series of options as shown below,

Order Sample Chart

Set the options and then click Request chart. 1 2 3 4 5 6 Select chart options All Relatives Chart – no box Selected Record: Arthur Ashby Wayman (1904-1981) and Edith May Exton (1912-1995) Input number of Generations (Ancestors up) from root: (max 200) Input number of Generations (Descendants down) from root: (max 200) Select your chosen text scheme: Select an Option

- 17. If you are not sure how many generations but want to make sure they are all there pick a large number as the system will just create the chart from the data available.
- 18. The final selection box allow you to chose the facts to include and the font scheme you would like us to use on the chart



- 19. Date range means 1920-2020 would be all that you would see on the chart.
- 20. Once you have made your choice it will be shown as below.



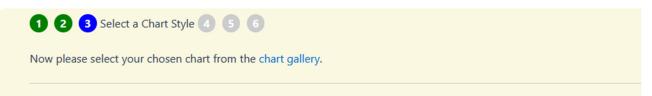
21. If you are happy with your choice click request chart, if not chose again.

22. Once you have click on Request Chart, you will see the following screen.

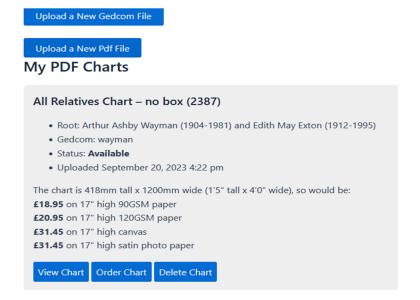
Request Chart

Thank you your chart sample has been requested. Requests are processed by a remote server and may take several minutes to appear.

Please go to Account to check the status.



23. The chart will then appear in Account for you to view



- 24. As you can see it tells be exactly what I have requested, namely an All Relatives no box (2387). 2387 is the ID number of the chart. Below it lists the roots of the tree and below that the dimensions of the chart are clearly displayed in metric and feet & inches, along with the cost to print on each paper type we sell.
- 25. You now need to click on View Chart to check that everything on the chart is as you expect it to look.
- 26. If you order it, this **EXACTLY** what we will print.
- 27. This is an excellent way to check your data for errors.
- 28. If you find any, return to your data source, eg ancestry make the corrections and re-export your gedcom file and start the process again.
- 29. If once you have checked the chart, you are happy to order, click order chart.

- 30. You will now be given the opportunity to create a title and/or a footnote for your chart.
- 31. Once you click on the add to basket button you will be taken to our sister website (www.my-history.co.uk) to complete your order.

<u>PLEASE NOTE PASSWORDS AND USERNAMES CREATED ON THE CHART GENERATOR</u> DO NOT WORK ON THE SHOPPING SITE

- 32. Most charts will be despatched in a <u>single</u> tube or mailing box. In the case of multiple chart orders if you want to ensure you receive a tube for each chart be sure to add these to the checkout, product code TUBE or why not look at our deluxe tubes, product code DELTUBE.
- 33. Should you wish your chart to have additional information included such as, burials, baptisms, photographs, crests etc, kindly email charts@my-history.co.uk with your requirements clearly stating the ID number of the chart you have created online. The team will then advise you how long these changes will take to implement, and for a small additional charge normally of around £10 a new proof can be produced. These orders must be completed manually over the telephone as they cannot be automated.

We do offer a discount if multiple charts are ordered at the same time to the same delivery address, namely 25% for 2 or more 30% for 5 or more, 35% for 10 or more.