


Directions for Filling Out a Munson Family Data Form and Returning it by Email to the Foundation

To use this option, please use the following steps:

1. The latest version of Adobe Reader, a free program, is required. To download and install the latest version, please visit the Adobe web site at www.adobe.com and click on the button labeled "Get Adobe Reader".
2. Once you have installed Adobe Reader, open the interactive form at www.thomasmunson.org/pdf/munsondata.pdf.
3. Complete as much of the form as possible, paying close attention to the required fields, which are indicated by an asterisk (*).
4. You will find, at the end of the form, two buttons, labeled "Print Form" and "Email Form". Choose the print option to print a completed copy for your own records. Before choosing to email the form, please read the following directions.
5. To email the form to the Thomas Munson Foundation, click on the "Email Form" button at the bottom of your completed form. For some of you, clicking on this button will automatically launch your email program and create a new message with the completed form already listed as an attachment. Simply press your email's "send" button to send the completed form. If, however, when you press the "Email Form" button nothing happens **OR you get an error message**, please follow the directions in number 6.
6. Users whose email program does NOT automatically launch need to take the following steps to email the completed form to the Foundation:
 - a. Save the form to your computer:
 - In the upper left-hand corner of your pdf display screen, find an icon that looks like a floppy disk . Click on this icon.
 - A "Save a Copy" window will open. At the top of this window, click on the drop-down menu labeled "Save in" and choose "Desktop". Then, in the lower right-hand corner of the same window, click on the button labeled "Save". This will automatically save your form to your desktop with the name "munsondata.pdf".
 - b. Open your email program (Yahoo, AOL, Hotmail, Outlook, etc.)
 - c. Start a new message and:
 - In the "To" field, type in: dataforms@thomasmunson.org
 - Attach the copy of the completed form, called "munsondata.pdf", which you will find saved to your Desktop
 - Press your email's "send" button to email the completed form to the Foundation.

If you have difficulty with the form, please contact [the president](#). For general genealogical questions, please contact [Richard Munson, Board Member At-Large](#).