

The Find Feature in Reunion

- *The Find feature in Reunion is designed to search for virtually any piece of information, statistic, or attribute in any field. In fact, you can perform multi-condition searches.*
- ***The Find Feature searches information that is already entered.***
- *This feature has simple searches and more complex advanced searches.*
- *Knowing how to mark and unmark people and how to set home person is helpful (see Help > Contents and search for "What Is Marking?" or "Home Family").*

Find To see the Find panel, click **Find** or the **magnifying glass** in the left navbar or press **Command+F**. Look for any work (or words) in your family file.

Find Results Look for any work (or words) in your family file. The results (people, families, sources, places, and logs) appear in the Results sidebar. Clicking on the item takes you to the relevant information

Advanced Find To access the Advanced Find, click the **More** button in the Find window or use the little "v" button when clicking Find in the Navbar or press **Command+F+R**.

Configuring the Advanced Find Panel

People or Couples? Search **people** to find birth date, death place, age, etc. Search **couples** (family) to find marital status, number of adopted children, family notes, etc.

Creating Conditions

The Advanced Find feature searches for people or couples that match up to four different conditions.

The screenshot shows the Advanced Find panel with three columns: 'Where to look', 'How to look', and 'What to look for'. The first row has 'Birth Date' in the first column, 'Before' in the second, and '1800' in the third. The second row has 'Birth Date' in the first column, 'After' in the second, and '1788' in the third. A blue checkmark and the word 'And' are in the middle of the second row, with an arrow pointing to it from the text below. Below the panel, it says 'Use this button to add or remove conditions.'

- 1. Where to Look** – Focuses a search to a particular field or statistic – last name, birth place, death memo, occupation, age, number of children, etc., with numerous choices of fields and subsets!
- 2. How to Look** – There are five basic types of searches. They are not case sensitive; diacritical marks and punctuation marks are ignored.
 - A. Is/Is Not** – "Is/Is Not" compares your search text with entire field entries (including spaces). It only matches when an entire field entry matches your search text (is) or when an entire field entry does not match your search text (is not).
 - B. Before/After** – "Before/After" performs an alphabetical or chronological comparison – depending on the specified field. The search text (or value) you enter is compared alphabetically or chronologically with the contents of the specified field for all persons.
 - C. Contains/Does Not Contain** – "Contains/Does Not Contain" lets you search for a string of characters (including spaces) anywhere within fields. It ignores word boundaries.
 - D. Word Starts With/Doesn't Start With** – "Starts With" looks at the beginning of words for matches – not limited to the first word in a field.
Field Starts With/Doesn't Start With – limits search to just beginnings of values in fields.
 - E. Equal, Not Equal, Less Than, More Than** – these perform numerical comparisons. The search text (or value) you enter is compared numerically with the content of the specified field for all persons.
- 3. What to Look For** – Enter text, numbers, places, or dates. The contents of this box are used to find matches.
- 4. AND, OR** And – a match happens only if **all** conditions are met.
OR – a match happens if **any** condition is met.

Presets Advanced Find Presets are [examples](#) of practical searches to give you ideas...

- Marked
- Unmarked
- Changed Today
- Changed This Week
- With Relationship
- With Misc. Notes
- With Multimedia Files
- With Multiple Spouses
- Divorced
- No Spouses
- No Parents
- No Children
- Unlinked People
- Living
- Not Living
- Born in the 1600s
- Generation X Kids
- New Year's Babies
- With Multiple Parents
- Interfamily Marriages
- Baby Boomers
- Millennials

Saving and editing presets

- + After you configure the Find panel for a particular search, you can save the configuration as a preset by clicking the **Add** button (+), at the bottom of the presets.
- Rename - type directly into the list
- - Select preset and click Delete button

The Results - Enter your choices and you will get a results list of your search. Double-click any name in the Results sidebar to see that person's family view.

- When an Advanced Find results list is created it can be saved and recalled in the sidebar where it can be named, and the name may be edited at any time.
- If not saved, the next time the Advanced Find feature is used, the results in the sidebar will be replaced by the results of the most recent search.

Examples of Searches - The Advanced Find feature can be configured in nearly endless ways.

Searching for Empty Fields The what-to-look-for box can be empty. I.e., searches for empty or null fields are supported.

A search criteria box with a dropdown menu set to "Burial Place", a relationship dropdown set to "Is", and an empty text input field.

Searching for Non-Empty Fields For a list of people who **have** a burial place entry:

A search criteria box with a dropdown menu set to "Burial Place", a relationship dropdown set to "Is Not", and an empty text input field.

People with No Source Documentation - If you leave the data field empty (i.e., don't enter a source number), Reunion will search for records that have **any** citation in the field.

A search criteria box with a dropdown menu set to "# of Citations", a relationship dropdown set to "Equal", and a text input field containing the number "0".

Searching for People Who Are Living or Not Living

A search criteria box with a dropdown menu set to "Living", a relationship dropdown set to "Yes", a checked "And" checkbox, a dropdown menu set to "Birth Place", a relationship dropdown set to "Starts With", and a text input field containing "Springfield, MA".

- If there is a death/burial date or place, the person is considered **not living**.
- If there is a birth date, but no death/burial date, the person is considered **living** unless their age exceeds your chosen "living age" (**Preferences > Dates > Feasibility Checking**).

Branches - Searches targeted or limited to a particular branch - meaning a select group of people - as opposed to searching through all people or all marked people.

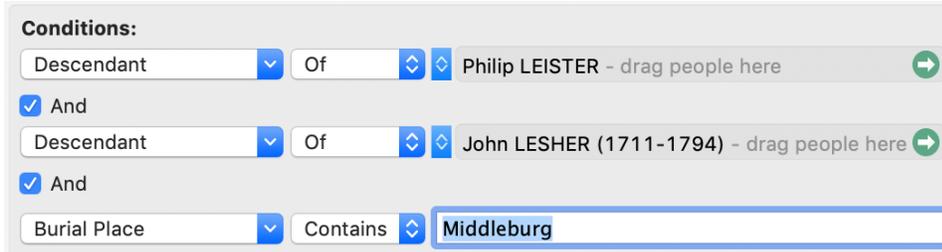
- Select a person - drag and drop
- Add conditions

Examples of Branches

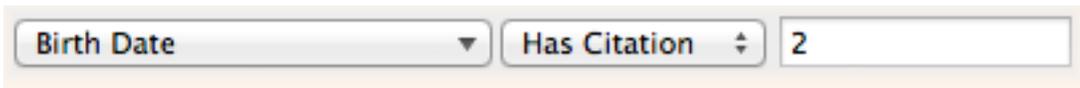
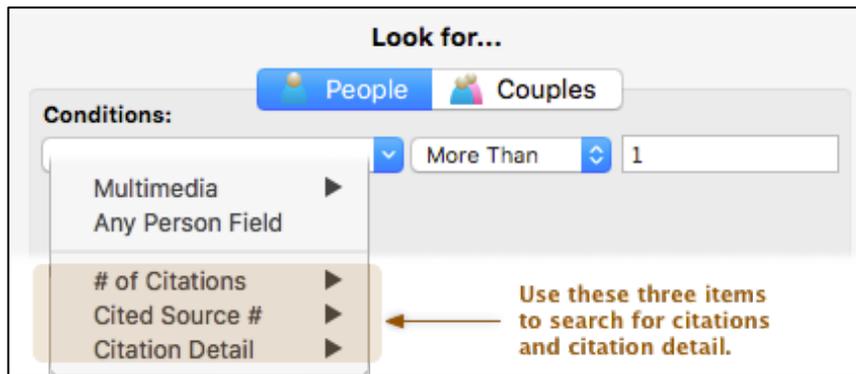
Show: List of descendants of a person with a specific surname...

A search conditions panel with the following settings: "Conditions:" dropdown set to "Descendant", relationship dropdown set to "Of", a text input field containing "David K WITMER - drag people here" with a green arrow icon, a checked "And" checkbox, a dropdown menu set to "Last Name", a relationship dropdown set to "Is", and a text input field containing "BOLLINGER".

Show: People who descend from two different people and are buried in a specific place...



Searching for Citations and Citation Detail – Used to search for citations in fields, the number of citations per field/person, or text in the citation detail field. At the bottom of the first menu in **Conditions** ("Where to look") three types of searches for citations/detail appear together.



Example: Preparing for a Trip to the Cemeteries – Finding all your relatives who are buried in a certain place.

- Go to Advanced Find Panel.
- Enter Events > Death Place > Contains > Name "of County or Other Place"
- Add **AND**
- Enter Attribute > Person Marked > Yes (this assumes that you have marked all your relatives or blood relatives). This will find all people who died there. Use the List window (see below) to add columns, such as burial place, and print the results.

Printing Your Advanced Find Results – Once you have a set of results in the list on the right, here are the steps to take to print them.

1. At the bottom of the column, choose the List button (looks like two orange rectangles). 
2. This opens up a new window, the List window, which is more like a spreadsheet; it can contain up to 12 columns. You can pick the fields that appear in columns, and columns can be reordered. (See Help > Contents > What is the list window?)
3. Add columns and rearrange and sort them to fit the results of your search.
4. Once you are satisfied, choose the Share button at the bottom. 
5. Give your document a title and choose the way you want to share.
6. The example in class showed how to share using Word. If you use Pages, that choice can be set in the Preferences > Report Preferences > Word Processor.

Printing from Word. When the report opens in Word, go to File > Page Setup and change the paper size and orientation as needed. Usually these choices are to choose Landscape rather than Portrait and Legal rather than Letter in order to give enough room on the page for all the information.

Finally, from the resulting document, highlight **only** the information for the chart, including the column headings. Do not highlight the titles or totals or page numbers.

Go to Table> Convert > Convert Text to Table and choose Tabs. The other boxes will already be filled and should not need to be changed.

The resulting document is a nicely formatted printout of your results!