Correcting Mistakes, Using the Clipboard

When adding your relatives to Reunion for Mac, have you ever put a person in the wrong family, made your grandmother your sister, or entered someone who is not related in any way? This lesson covers ways to fix such things. Do you need to move them to another family, or – remove them completely? These instructions, adapted from the Reunion Contents Manual (Help>Contents>Correcting Mistakes, Using the Clipboard), cover how to use the clipboard for moving people to their correct location (safe) and how to delete people (carefully).
1. A **bad link** is a person in the wrong family – How to **remove and correct bad links**: removing the wrong child, parent, or spouse from a family.
2. A **bad entry** is a person or family that shouldn't be in your family file – How to **delete bad entries**: deleting people and families from a family file.

⚠️ Always save before messing with your file: File > Save A Backup Copy

Removing or Unlinking People Using the Clipboard
Drag to clipboard
- Wrong child – go to family where the child is incorrect, select clipboard on the lower left or on the right; and drag child; go to family where child should be; drag child back in
- Wrong parent – go to children's family and drag parent to clipboard
- Wrong spouse – go to family and drag to clipboard

On the clipboard
Person with a link on clipboard – person is still somewhere in family file (if you removed him as a child, he may still be in his own family). Double click to go to person's record,
Person with no link – his whole file is in the clipboard. Double click to make a new record (prompt asks).

Clipboard tools button – choices for removing or deleting people in the clipboard, or clearing the clipboard (removes and deletes all highlighted)
Links – single click to enable removal using tools button.
Person – single click to enable delete using tools button.

Sorting the clipboard – click on columns to sort by surname or by type (links or people)
People in clipboard have a clipboard icon by name in people list.

Other ways to fix bad links – this only removes the links, doesn't put anything in the clipboard
Remove a child – choose Edit > Family > Children, select a child in the list, and click the Remove Child button.
Remove a spouse when there is more than one – click the Person menu button ⌄ and choose Spouses & Children > Edit Spouses. Then select the spouse you want to remove and click the Remove Spouse button.
Remove parents when there is more than one set – click the Person menu button ⌄ and choose Parents > Edit Parents. Then select parents in the list and click the Remove Parents button

Finding Unlinked People – To see if you have people who are not in the clipboard and who are unlinked, choose Find, choose Preset "Unlinked People" and Find.

Deleting people from the Family File
This is permanent.
Does not affect person's children, descendants, parents, or ancestors. If a deleted person appeared anywhere as a child, parent, or spouse on another family, he will disappear from those records.
In general, you should only delete people who are accidentally duplicated, accidentally entered, or who you eventually prove are unrelated to anybody in your family file and you simply want them gone. Scenarios where accidental duplication happens includes entering somebody twice by mistake, splitting a family file into smaller files with overlapping data, and importing one family file into another that contains duplicate records.
- To delete a person from the **People sidebar**, first make sure you are in the "Family View." If not, click Family View at the top of the navbar. Then select (single-click) a name in the People sidebar and, from the menubar at the top, choose File > Delete > Selected Person.
- To delete a person from the **List Window** when it is showing **People**, select (single-click) a name in the List window and choose File > Delete Selected Person.

Delete all marked or unmarked people
– choose File > Delete > Marked People or File > Delete > Unmarked People. In what situations would you want to do this? This is permanent.

Deleting a Family Record
Drag marriage record to clipboard. This is permanent.
Deleting a family record will delete all marriage information, family events, and family notes for the current couple. People will remain in list but as individuals. Will show with their parents or other spouses. Children will remain in the file but not linked to either parent.