

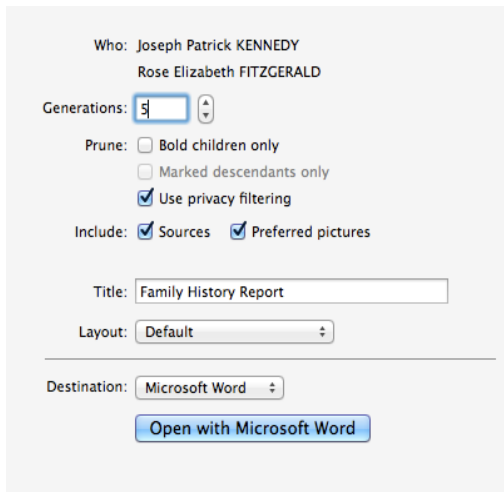
The Family History Report

A family history report begins with one couple and moves forward in time. It includes descendants and information about each. It is a very comprehensive genealogy document — one that lends itself well to data verification and publishing.

To create a family history report...

1. Click **Reports** in the navbar.
2. Click **Family History** in the list of reports.

A panel with several options appears in the center of Reunion's window.



Who: Joseph Patrick KENNEDY
Rose Elizabeth FITZGERALD

Generations: 5

Prune: Bold children only
 Marked descendants only
 Use privacy filtering

Include: Sources Preferred pictures

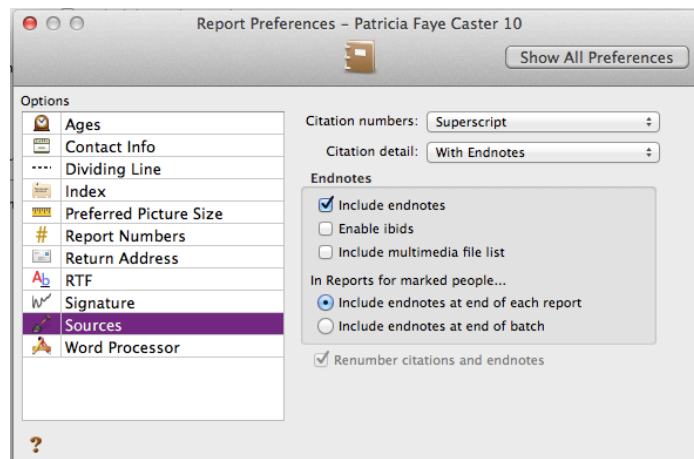
Title: Family History Report

Layout: Default

Destination: Microsoft Word

[Open with Microsoft Word](#)

Sources in Reunion Preferences



Report Preferences - Patricia Faye Caster 10

Show All Preferences

Options

- Ages
- Contact Info
- Dividing Line
- Index
- Preferred Picture Size
- Report Numbers
- Return Address
- RTF
- Signature
- Sources**
- Word Processor

Citation numbers: Superscript

Citation detail: With Endnotes

Endnotes

- Include endnotes
- Enable ibids
- Include multimedia file list

In Reports for marked people...

- Include endnotes at end of each report
- Include endnotes at end of batch

Renumber citations and endnotes

Creating an index with MSWord...

Go to the end of the report to **Index**

- **Insert > Index & Tables > Index > OK**
- There is no function for creating an Index in **Pages**

Table of Contents

After creating the Index:

- Select the first name, **Format as Heading 1**
- Select the second name (child of #1), **Format as Heading 2**; etc
- At the beginning of the document, Contents, **Insert> Index & Tables> Table of Contents> OK**

It's a New Year.....Back up, Back up, Back up!!!!

- **Save a Backup Copy** of your family File
File -> Save A Copy (then name it) and click **Save**
- **Save copies in more than one format**
- **Create a GEDCOM File**
File -> Import/Export -> Export GEDCOM
- **Create Web Family Cards**
Select **Reports** (in the navbar) -> Select **Web Project** in the list of reports -> Select a **Backup folder** -> Select **Create**.
- **Create Family Group Sheets**
Choose **Create -> Family Group Sheet -> All Families (include Sources) Destination: Printer (or Print Preview) Print -> PDF (lower left hand corner) -> Save as PDF**
- **Backup online...\$\$**
- **Backup on Time Machine**
- **Backup files to CD or DVD.** Send/Give a copy to your cousin in New York or son in Oregon. Keep one copy at your home and another offsite at someone else's home. **Go to Ben Sayer's tutorial:** <http://genealogytools.com/?s=See+How+Easily+You+Can+Backup+Your+Files+to+CD+or+DVD>
- **Print! Print! Print!** Print out your work so that others can enjoy reading your stories and the timelines of your ancestors. Best of all **PUBLISH!!!** Put all of your Family Group Sheets into a binder and send to a local historical society, or bind them up with your surname on the outside and distribute copies to your children and cousins.

