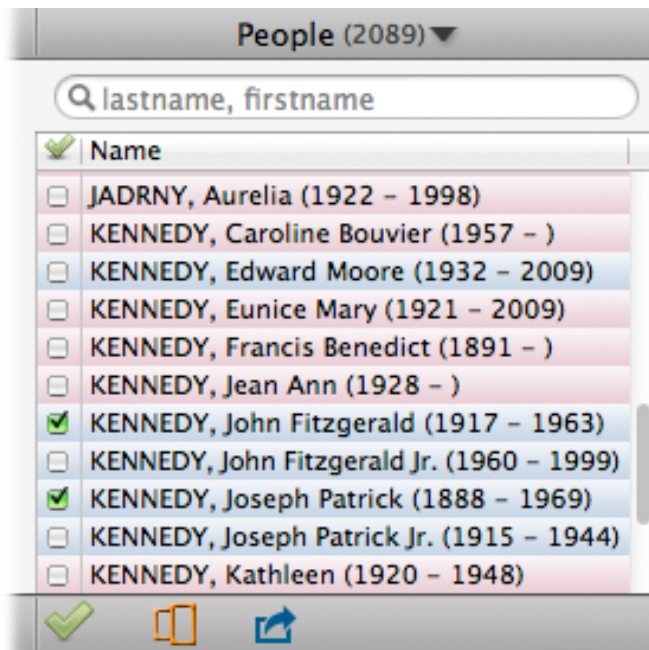


The People Sidebar

The People sidebar is a scrolling, alphabetized list of... guess what? People! The list includes every person in a family file; however, it can also be searched and filtered to include only people with certain names.

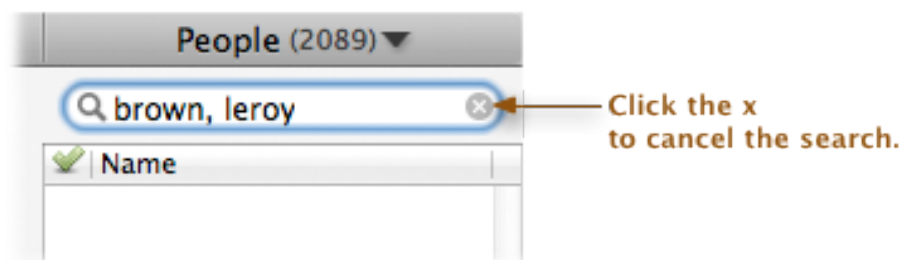
To see the People sidebar, select **People** in the Sidebar list.



The People sidebar is a navigational tool — just single-click any name in the sidebar to show a person in the family view. As you add new records, the names of new people are instantly added to the People sidebar.

Searching for People

This search box,
at the top of the sidebar.



The fastest way to find people is to use the search box at the top of the People sidebar. To do this...

Select **People** in the Sidebar list.

- Type a name into the search box at the top, using this format:
LastName, FirstName
- Don't forget the comma; that's how Reunion knows the difference between a last name and a first name.
- The content of the list will change, depending on what you've typed into the search box.
- Click somebody in the list and their record will appear in the family view.

Shortcuts for the Fastest Searching

You don't need to type entire names in the search box. Reunion looks for matches that **start with** the letters you enter in the search box. You could, for example, search for Leroy Brown by typing: "br, le" into the search box.

Another example: the quickest way to find "**Francis Scott Key**" is to search for "**key, fra sco.**" Or you could search for "**key, sco fra.**" It doesn't matter what order the first/middle names are typed into the search box. The searching methodology is to look for words that **begin with** the text typed in the search box.

Remember this shortcut if your searches include people with very long names: **it's not necessary to type complete names.**

There's no need to use capitalization or letters with diacritical marks in the search box. Case and diacritical marks are ignored when searching.

Do not use quotes (single or double), apostrophes, or other punctuation marks in the search box — except for the comma that separates last name from first name.

For example, if you have a person named "d'Orleans" just type "dorleans" in the search box. No apostrophe is needed. If you have a person named "Saké" just type "sake" into the search box.

Searching For First Names Only or Last Names Only

To search for a first name in the People/Results/Bookmarks sidebar, simply put a comma before the name for which you're searching. For example: **,leroy**

When Reunion is searching, anything to the left of the comma is considered a last name; anything to the right of the comma is a first or middle name. The word order is immaterial.

Similarly, to search for last name only (surnames) just enter the last name and no comma in the search box. Without a comma in the search box, you're only searching for last names.

Searching for Married Names

To search for somebody by "married name," enter a dash before the surname in the search box. For example: "**-Clinton, Hilary**"

Focusing a Name Search

The search box could show many different people having the same or similar name. So you can click on the first match and then use the arrow-down key, on your keyboard, to march through all the matches. Or, to speed the process, you could focus the search a little more. One way is to specify a last name and both first and middle names. Another way is to use longer text strings in the search box. For example, instead of searching for "**Wil, Rob**" you could search for "**Williams, Robin.**"

Search Examples

If you type in **Brown**, then all surnames beginning with Brown appear (including "Archibald Leroy Brown," "Leroy Brown," and "Lenny Browning").

If you type in **Brown, Leroy** then any person with a last name starting with "Brown" and a first **OR** middle name starting with "Leroy" would be included (including "Archibald Leroy Brown" and "Leroy Brown").

if you type in **,Leroy** only people with a first or middle name of "Leroy" would be found.

Thus, the more you type (including the more words you type) the more the list is filtered. It's not necessary to type in exact names or full names or complete words.

Filtering the List by Sex


The People sidebar can be filtered by gender.

To show only males in the list of People, type "[males only]" — without the quotes — into the search box. To show only females, type "[females only]".

To show only males with a certain surname in the list, type "[males only] surname" — without the quotes — into the search box. Same convention for females.

If your [List color mode](#) is set to **Color lists by sex**, you'll notice color coding (by sex) applied to entries in the People sidebar.

Sharing Sidebars and Lists – Printing, Reporting, Emailing, etc.

 A **Share** button appears under the People Sidebar. The purpose of this button is to view (in another app), print, email, copy, or save the list.

Clicking the **Share** button under the sidebar opens a Share window, such as the example shown below.



The Share window is used to specify...

- destination of the report (see below)
- title of the report.


When the title, destination, and any other options that appear in the Share window are ready to go, click the bottom button to share the report. It's name will change, to reflect the destination.

Destinations for Sharing The People Sidebar

When sharing a person sidebar the **destination** is where you want the report to go. Reunion is unique in its ability to offer you several output destinations:

- your word processor – to see, edit, and/or print a list in your word processor.
- your email app – to email a list.
- your web browser – to see a list/report in your web browser.
- Text file – to save an RTF text file to disk.
- Web Folder – to save the list/report in HTML format to disk for sharing online or viewing with your web browser.

To see the destination choices or to select the desired destination for a sidebar/list...

1.  Click the **Share** button at the bottom of a sidebar or list.
2. Click the **Destination** button in the Share window.
3. Select a destination for the list/report.

