

Correcting Mistakes, Using the Clipboard

May 2013

Removing or Unlinking People Using the Clipboard

The simplest way to remove or "unlink" a person from the wrong family (or spouse) is to drag the person to Reunion's Clipboard. To see and use Reunion's Clipboard, select **Clipboard** in the Sidebar list.

Examples of using the Clipboard...

- If the wrong **child** appears on family A, navigate to family A and drag the child to the Clipboard sidebar.
- If the wrong **parents** appear on a family B (in the upper-left or upper-right corner of family B), drag one of the parents on family B to the Clipboard sidebar (he other parent will come along).
- If the wrong **spouse** appears on family C, drag his button to the Clipboard sidebar.
- When somebody is in the Clipboard, the **Clipboard** button in the Sidebar list appears with a little person on it.

The Clipboard is empty.



Clipboard

Somebody is in the Clipboard.



Clipboard

Using the Clipboard to Move a Child

If you have a child on the wrong family, you can easily correct the problem without losing any information or altering any other links. Here's how:

1. Navigate to the family where the child appears incorrectly.
2. Make sure that **Clipboard** is selected in the list of Sidebars.
3. Drag the child to the Clipboard sidebar (on the right).
4. Navigate to the family where the child **should** appear.
5. Drag the child out of the Clipboard sidebar and into the children box at the bottom of the family view — where the child **should** appear.

Note: After moving a person from one family to another, you may need to correct the order of children or spouses in the destination family. For example, after completing item #5 above, the moved child may appear as the **last** child. If that's not the correct chronological position for the child, the [children can be reordered](#). Similarly, if moving a spouse causes a spouse to appear out of order, you can [reorder the spouses](#).

Using the Clipboard to Move Parents or Spouses

Similarly, if you need to move parents or spouses to a different family...

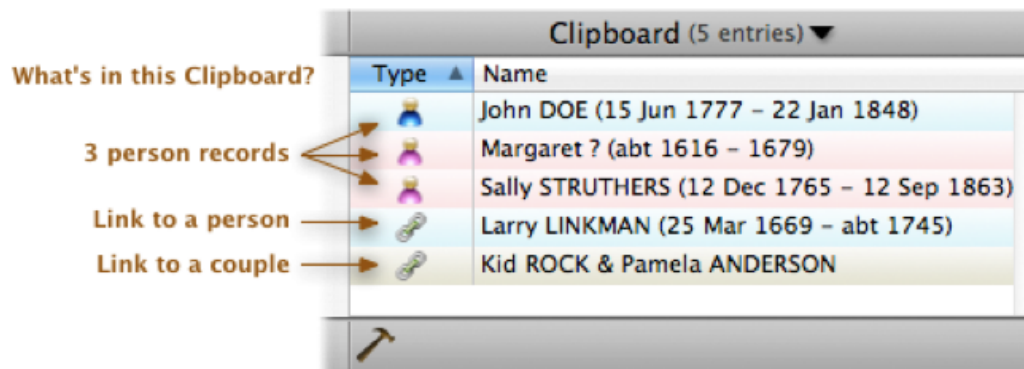
1. make sure that **Clipboard** is selected in the Sidebar list
2. drag the misplaced parent or spouse to the Clipboard sidebar
3. navigate to the correct family
4. drag the people out of the Clipboard sidebar, dropping them where they **should** appear in the correct family.

Using the Clipboard to Move an Unlinked Person

If you've dragged a person to the Clipboard sidebar who has no spouse or children, and you need to move the person **out of the Clipboard** and onto a family by himself, simply double-click the person in the Clipboard. You'll be asked if you want to make a new record for the person.

What's in the Clipboard?

To see the contents of the Clipboard, select **Clipboard** in the Sidebar list.



The Clipboard holds two types of items: **links** and **person records**. You can distinguish the items by looking in the first column ("Type") of the Clipboard sidebar.

Entries that represent only a **link** have the link icon. · 

Entries that represent a **person record** have a little person icon. · 

Deleting People and Removing Links from the Clipboard

Once a person or link is in the Clipboard, they can be deleted/removed by clicking the **Tools** button in the bottom bar (under the Clipboard sidebar)



The first two items in the Clipboard Tools window apply to whatever is **selected** in the Clipboard.

To **remove a link** from the Clipboard...

1. Select a person in the Clipboard who **has** a link icon.
2. Click the **Tools** button at the bottom. 3. Select **Remove Link from Clipboard**.

To **delete a person** from the Clipboard...

1. Select a person in the Clipboard who has a person icon.
2. Click the **Tools** button at the bottom.
3. Select **Delete Selected Person**.

What Happens When Clicking People in the Clipboard?

Single-clicking a **link** in the Clipboard selects the link and enables the **Remove Link** item in the Clipboard Tools.

Single- or double-clicking a **link** in the Clipboard will navigate to the person's record in the family view.

Single-clicking a **person** in the Clipboard will select him and enable the item **Delete Selected Person** in the Clipboard Tools.

Double-clicking a **person** in the Clipboard will render an option to make a new record for the person — in effect, moving him **out** of the Clipboard and onto his own family record.

The reason you can't navigate to **people** in the Clipboard is because **their record is in the Clipboard**, not on a family record. Double-clicking somebody who has the person icon will show a message asking if you'd like to create a family record for the clicked person (as explained above).

Other Techniques for Fixing Bad Links

If you don't like the idea of dragging relations to the Clipboard, there are other ways to correct bad links...

- To **remove a child**, choose **Edit -> Family -> Children**, select a child in the list, and click the **Remove Child** button.

- To remove a spouse when more than one spouse is linked to a person, 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. The **Edit Spouses** menu item appears only when more than one spouse is linked to a person. [Learn more](#).
- To remove parents when more than one set of parents is linked to a person, click the **Person** menu button and choose **Parents -> Edit Parents**. Then select parents in the list and click the **Remove Parents** button. The **Edit Parents** menu item appears only when more than one set of parents is linked to a person. [Learn more](#).

Using these techniques to remove children, parents, or spouses does **not** delete people from a family file. Nobody's record is deleted. Nobody is permanently purged. Only **links** are removed. For example, if you **remove** a child from family X, the child's record is **not** deleted from the family file. The child remains in the family file but is no longer **linked** to family X, from which the child was removed.

Also, using these techniques to remove children, parents, or spouses from family records does **not** put anything (links or people) in the Clipboard.

Deleting People from the Family File

When a person is **deleted**, he is **permanently** purged from your family file. That means his record will disappear (his name, events, facts, notes, etc.) — gone forever from the family file.

- Deleting a person does **not** affect a 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.

Note: You can't remove a person by erasing their name in the Edit Person panel. This will only create problems, such as UNNAMED person/record appearing in charts, reports, etc.

Deleting People Using the People Sidebar or List Window

Note: **Be very careful** with this feature — it cannot be undone!

- To delete a person from the **People sidebar**, 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**.



In both cases, pressing Command+Delete is the keyboard equivalent.

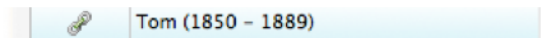
People can only be deleted one-at-a-time in this fashion. To delete several people, Reunion has the capability to delete marked or unmarked people, as [explained below](#).

Deleting People Using the Clipboard

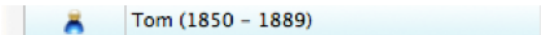
As explained above, you can drag a person to the Clipboard sidebar and then delete the person — but only if the person appears in the Clipboard **without** a link icon. If a person appears in the Clipboard **without** the link icon, it means that their **record** is in the Clipboard, not just a **link**. Thus, the person does not appear anywhere in your family file. I.e., before being dragged into the Clipboard, he appeared in only one place in your family file.

Example

If Tom appears as a **child** on family A and you drag his child button from family A to the Clipboard sidebar, Tom will appear as a **link** in the Clipboard — because he still appears on his own family record.



But if you drag Tom's name to the Clipboard from **his** family record (where he appears in the middle of the family view) then his entire record goes to the Clipboard (assuming he doesn't have multiple spouses). In this case, he appears in the Clipboard with the person icon...



...and Tom can be deleted by following these steps...

1. Show the Clipboard sidebar.
2. Select Tom's name in the Clipboard sidebar.
3. Click the **Tools** button (at the bottom of the sidebar).
4. Select **Delete Person**.

Deleting Marked or Unmarked People

Note: Be very careful with these commands — they cannot be undone! We strongly recommend choosing **File -> Save A Backup Copy** before proceeding.

Reunion lets you automatically delete **marked or unmarked** people from a family file. In either case, people will be deleted — purged **permanently** from the family file.

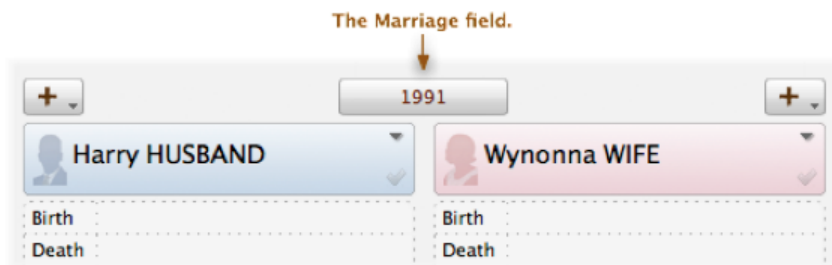
To delete marked or unmarked people from your family file, choose **File -> Delete -> Marked People** or **File -> Delete -> Unmarked People**.

Each command gives you two chances to cancel before deleting any people. Normally, these commands should only be used if you have copied a family file and need to remove certain branches or lines from a duplicate family file.

Deleting a Family Record

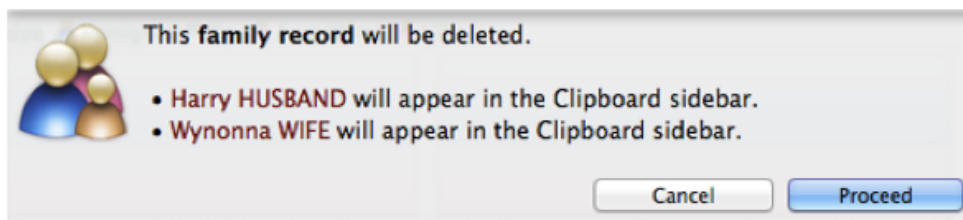
Note: Be very careful with this feature — it cannot be undone!

The easiest way to delete a family record is to drag the **Marriage** field to the Clipboard sidebar. The Marriage field is the place where the marriage date/place appear [in the family view](#).



You can also choose **File -> Delete -> This Family Record** from the menubar.

- Deleting a family record will delete all marriage information, family events, and family notes for the current couple.
- The husband and wife on the family record will remain in the family file separately — their individual records remain intact, but the two are no longer linked together.
- The husband or wife will appear in the Clipboard sidebar if they don't appear on another family record (for example, they'd be on another family record if they have other spouses).
- The records for their parents of the husband and the parents of the wife are not changed. The children of the couple are no longer linked to either parent, but the record for each child remains in the family file and is not changed.



This confirming message appears when you attempt to delete a family record.

Note: The main text of this instruction is lifted from the Reunion User's Manual, the icon at the top of your Reunion Family File.