Splitting Family Files and Sharing Files

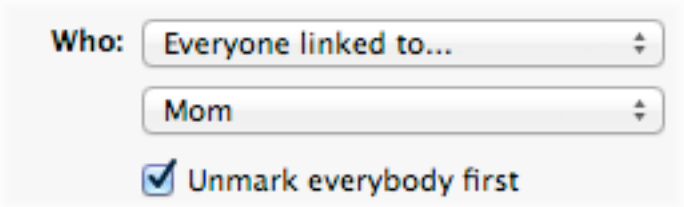
Reunion Basics by Pat Solomon
August 2013

The best way to divide records by family is to set up separate family files **before** starting to enter data. For example, putting your spouse's side of the family into one file, and your side into another file. If for some reason you haven't done that, and you need to split your family file, Reunion provides tools to export a portion of a family file and to remove portions of a family file.

Example: Splitting Files for Mom and Dad

Let's say you've entered 1,000 names into a family file called "Everybody." Then a relative calls saying she has collected information on 500 more people on your mom's side of the family and wants to help you enter the data into your family file. After explaining how addicting the Reunion software is, you decide to split your family file — creating one file for your mom's side of the family and another file for your dad's. Here's how to get the job done:

1. Open the family file called "Everybody."
2. Navigate to Mom (so that she appears in the family view).
3. Select **Mark** in the Navbar.
4. Mark everybody linked to Mom, as shown below...



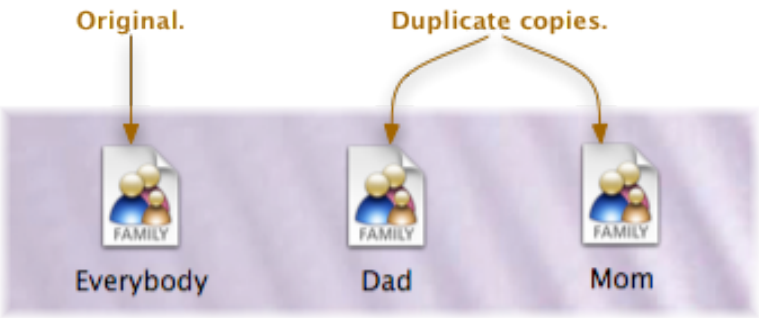
As explained here, this will mark everybody linked to Mom, but it will **not** mark people linked to the **spouse** of Mom (i.e., people linked to Dad).

5. Return to the family view.
6. Choose **File -> Export -> Family File**.
7. In the Export window, select **Marked people**, **Cited sources**, and **All multimedia.**

8.Click **Export** and name the exported family file "Mom."

9.Repeat steps 2 through 8, except do everything for "Dad."

10.You'll now have three family files: Everybody, Dad, and Mom.



11.When you have successfully split your Everybody file into two separate smaller files (Mom and Dad), you should avoid entering more records into the Everybody file. I.e., at that point, all new records should be entered into the Mom file **or** the Dad file. You may want to make a backup copy of the Everybody family file and then, in the Finder, delete the Everybody family file from your hard disk.

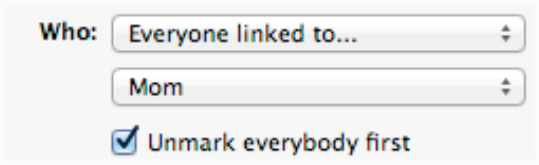
Example: Deleting All The Relatives of Someone

Let's assume you want to delete all the relatives of your mom from a family file. Here's the steps...

1.Navigate until Mom appears in the family view.

2.Select **Mark** in the navbar.

3.Mark the blood relatives of Mom, as shown below...



- Click **Mark** – this will mark all people blood-related to Mom and their spouses.

4.Click **Family View** in the navbar.

Choose **File -> Delete -> Marked People**.

Sharing Reports Using Email

To send a configured report via email (such as a person sheet, family group sheet, Register report, etc.), you should first decide the format of the report file you want to share: a PDF file or a text file.

PDF File

To share a report in PDF format...

1. In the navbar, select **Reports**.
2. Choose one of the reports.
3. Click the **Destination** button and select **Printer** or **your word processor**.
4. Click the **Print** button.
5. Click the **PDF** button in the lower-left corner of the Print window and choose **Mail PDF.** The recipient can open the PDF file with the Preview application (if they have Mac OS X) or with Adobe's free Acrobat Reader program. This should happen automatically.

Text File

To share a report as a text file...

1. In the navbar, select **Reports**.
2. Choose one of the reports.
3. Click the **Destination** button and choose **Text File**.
4. Click **Save Text File** and name the report.
5. Attach the text file to a new email message (in your email app). Note, the report file you created is, by default, located here: Documents/Reunion Files/Reports.

Sending Instant Reports Using Email3

To send an instant report via email (such as an Events report, Obituary report, etc.)...

1. Click the **Share** button at the bottom of the report.
2. Select the name of your default email app in the Share window.

Or, if the destination options include "Text File" you can save the report to disk and then attach the text file to a new email message (in your email app). Note, the report file you created is, by default, located here: Documents/Reunion Files/Reports.

Sharing Charts Using Email

To share a chart with somebody who already uses Reunion (the same version that you use), follow this procedure...

1. In the navbar, select **Charts**.
2. Choose one of the charts and click **Create Chart**.
3. After the chart appears and you've edited it as desired, choose **File -> Save**. Name the chart file.
4. Quit Reunion and attach the chart file to a new email message (in your email app). Note, the chart file you created is, by default, located here: Documents/Reunion Files/Charts.

To share a chart with somebody who doesn't use Reunion, you can send a PDF version of the chart. To do this, follow this procedure...

1. In the navbar, select **Charts**.
2. Choose one of the charts and click **Create Chart**.
3. After the chart appears and you've edited it as desired, choose **File -> Print**.
4. Click the **PDF** button in the lower-left corner of the Print window and choose **Mail PDF.** The recipient can open the PDF file with the Preview application (if they have Mac OS X) or with Adobe's free Acrobat Reader program. This should happen automatically.

Sharing Family Files Using Email

If the intended recipient already uses Reunion then check with him and confirm that he has the same version of Reunion that you have. If so then follow this procedure...

To share a family file via email...

1. Quit Reunion (this is very important!).
2. Locate your family file in the Finder. By default, family files are located in: Documents/Reunion Files/.
3. Compress the family file.
4. Attach the compressed family file to an email.

How to Share Your Data Without Using the Web

If you want to share your family information with Mac or Windows users who **don't** use genealogy software, and you prefer **not** to publish

information on the web, you can still utilize Reunion's web reports/projects and, instead of sharing data on the web, you can burn it on a CD, copy it onto a USB stick, or use a file-sharing service like Dropbox.

Here's an example...

1. In Reunion, you select **Reports > Web Project** and configure the report to include family cards. Then you set the destination of the report to "Web Folder." Let's say you named the web folder MyFamilyCards and it's saved in the default location (your Documents/Reunion Files/Reports folder).

Sharing GEDCOM Files Using Email

If the intended recipient uses another genealogy software app, then you'll need to export a GEDCOM file and send him the GEDCOM file via email attachment. Follow this procedure...

1. Open a family file.
2. Export a GEDCOM file, paying particular attention to the GEDCOM character set and the line length.
3. Compress the GEDCOM file (see below).
4. Attach the compressed GEDCOM file to an email.

Compressing Files

Mac OS X makes it easy to compress files and folders...

1. Select an item or items in the Finder (by single-clicking).
2. From the menu at the top, choose **File -> Compress**. The resulting .zip file is a compressed file which you can attach to an email message.

There are three reasons to compress files prior to attaching and sending by email...

1. Compressed files are smaller and will require less time to send by email.
2. When sending text files (this includes report files and GEDCOM files) some email applications modify (or mangle) text file attachments when sent or received. Compressing text files before they are attached will prevent this damage from happening.

3. Files compressed using Apple's **Compress** command can be decompressed (or "unzipped") by Windows users.