

Reunion for the Mac

August 2013

Note: The main text of this instruction is lifted from the **Reunion User's Manual**, the "?" icon at the bottom left corner of any View. I have added a few of my own words here and there. - pb

Organizing Your Notes

The Notes field is a great place to document your research or analysis. Tell the reader why you put in a birth date of 1802 instead of the 1810 date found on several censuses. Or tell about your suspicions that the first two children of this couple may actually have a different mother. Record a transcription of a will or an abstract of a court document.

After you have been researching for a while you might come to a point where all of those notes get to be cumbersome to scroll through each time you have a question or fact to confirm. Here are some tips for re-organizing those notes so that you can find what you are looking for faster and can concentrate on the specific information that is important to your immediate task.



Add a Favorite Notes Field



**Reunion > Preferences > Fields
> (Person or Family) > Notes > Add Note**

Either cut and paste the info from an existing Notes field or begin entering your newly found data.

Field Usage – The Usage section of the Field Preferences window shows you how often a field is used in your family file. It lists every person and family field in your family file. Each row shows...

1. Name – the name of a field
2. Type – the type of field (Event, Fact, Note, Flag, Family Note, Family Event)
3. Count – the number of records that use a field.

To sort the Usage list by any column, click the title of the column. To change the direction of the sort, click the title again. To search for and create a list of the people/families that use a particular field, select the desired field and click the **Find** button. A list of people/families that use the selected field will appear in the [Results sidebar](#), wherein you can navigate to and/or mark each person/family for closer examination.

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Locked Fields

Fields can be added or existing ones deleted. Locked fields can't be deleted. These include:



- Birth
- Marriage fields
- Confirmation LDS
- Sealing Spouse
- Death
- Miscellaneous Notes (person and family)
- Endowment
- Undefined
- Burial
- Baptism LDS
- Sealed to Parents
- Married Name

Add a Favorite View

Once you have the Notes field you want, ensure you can see it in Family View.

Creating and Modifying Family Views

To create and customize views...



1. Choose **Reunion** -> **Preferences**.
2. Click **Family View** — the Family View Preferences window will open...
 - To **add** a new view, click the **Add View** button.
 - To **delete** a view, select a view in the list and click the **Delete View** button.
 - To **duplicate** a view, select a view in the list and click **Duplicate View**.
 - To **name** a view, click on its name in the list, then click it again to edit the name directly in the list.
 - To **reorder** views, drag the views up or down in the list.
 - To **save** changes you've made to the views, close the Family View Preferences window.
 - To **restore** the default family views (the collection of views that originally came with Reunion) delete all of the family views in the Family View Preferences.

