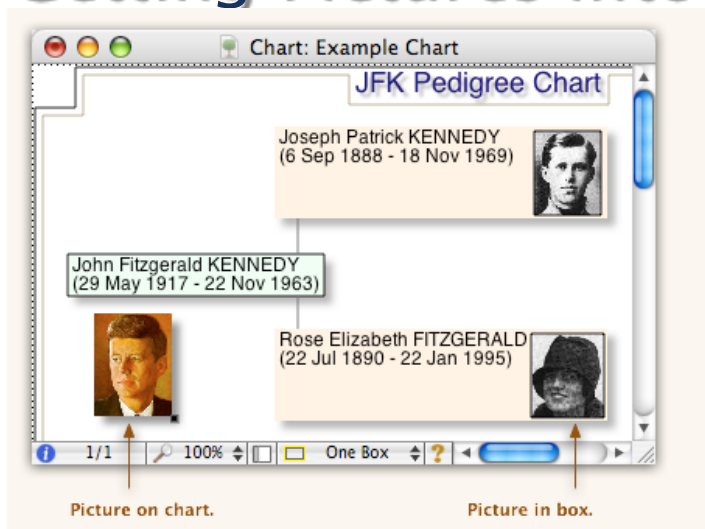


Reunion 10 Basics Class
November 2014

Getting Pictures into Charts



There are several ways to put pictures into charts:

- Check the **Preferred pictures** button when creating a chart. This button appears after choosing **Create -> Descendant Chart**, **Create -> Pedigree Chart**, etc.
- Choose the **Object -> Put Picture** menu commands. These appear when you select a box in a chart. They also appear if you Control-click a box in a chart.
- Drag and drop files or images from the Finder, iPhoto, etc.
- Paste images from the Clipboard. Choose the **File -> Place Picture** menu command. This menu command appears when a chart is the frontmost window.

Using the Object Menu to Put Pictures in Charts

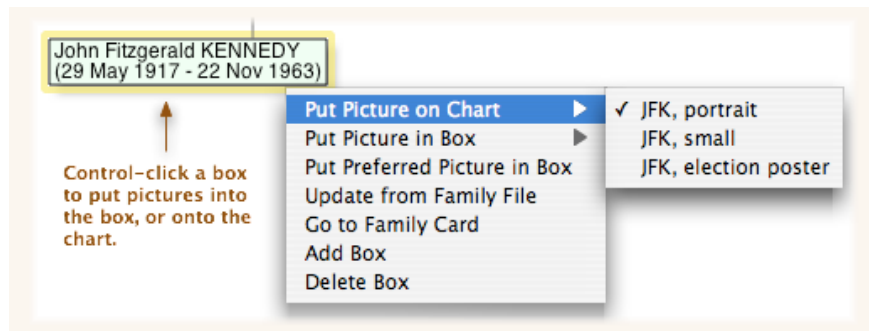
Perhaps the slickest way to put pictures into charts is to use the pictures that are already added to people in your family file. To do this, select a box in a chart and...

- Choose **Object -> Put Picture in Box** to put a picture inside a person's box in the chart.
- Choose **Object -> Put Picture on Chart** to put a picture near the person's box, but not inside the box.
- Choose **Object -> Put Preferred Picture in Box** to put the preferred picture inside a person's box in the chart. The fastest way to fill your

chart with pictures is to choose **Object -> Select -> All Objects**, and then choose **Object -> Put Preferred Picture in Box**.

The first two **Put Picture** submenus contain a list of pictures that have already been added to the person(s) records. Just choose an image and, presto, it appears in your chart or box.

If you prefer, you can display the same menu by holding down the Control key and clicking a box.



Note: If the Put Picture menu item is disabled (gray) and the first item in the submenu is **Locate Family File** or **Open Family File**, click [here](#).

Pictures Inside Boxes

As described above, you can put pictures directly into boxes by selecting a box and choosing a picture from the **Object -> Put Picture in Box** submenu.

You can also automatically put [preferred pictures](#) in all chart boxes by checking the **Preferred pictures** button in the relevant **Create** windows ([Descendant Chart](#), [Pedigree Chart](#), [Relative Chart](#)), when you're getting ready to create a chart.

Finally, you can drag a picture sitting anywhere on a chart into a chart box.

Here are some of the things you can do with pictures in boxes...

- You can put multiple pictures into a single box.

- You can drag pictures from a box to the chart's canvas.

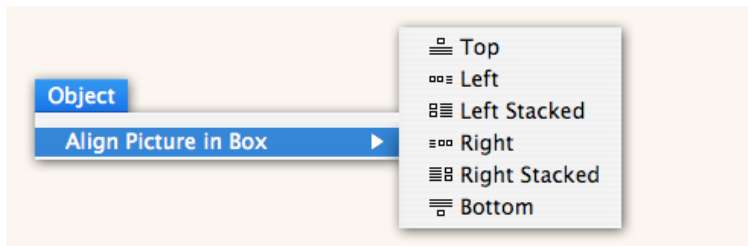
- You can also drag pictures from the chart's canvas into a box.

Pictures in boxes do have some limitations: for example, unlike other pictures sitting on a chart, you can't edit the border, frame, corner, shadow, etc. of pictures inside boxes.

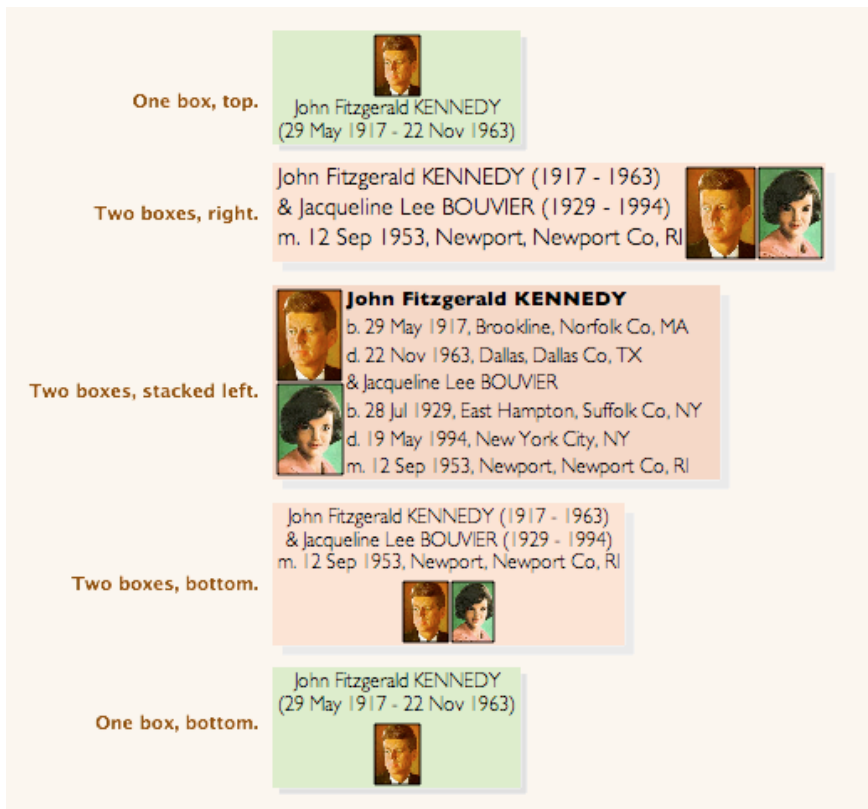
Aligning Pictures Inside Boxes

When a picture is in a box, you can move it to different locations in the box by

using the **Object -> Align Picture in Box** submenu.

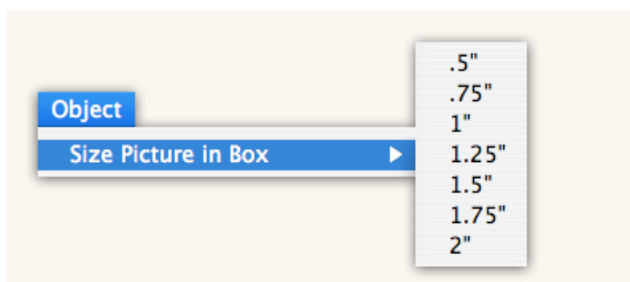


Samples of different alignments appear below.



Resizing Pictures Inside Boxes

To change the size of pictures inside selected boxes, use the **Object -> Size Picture in Box** submenu.



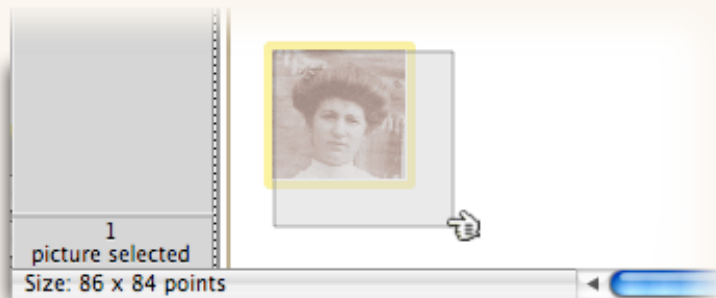
Different boxes can have different size pictures. If you want them all to be the same size, choose **Object -> Select -> All Boxes** before choosing the size in the **Object -> Size Picture in Box** submenu.

Resizing Objects

Pictures on a chart (not pictures [inside boxes](#)) and shapes (not boxes) can be resized by clicking in the lower-right corner and dragging. (Boxes and text objects are automatically resized based on the amount of text in the box. Resizing pictures inside boxes is explained [here](#).) Pictures are scaled proportionally when resized, whereas shapes are not.

option To resize a shape proportionally, hold down the Option key when resizing.

As you resize a picture or shape, you can see the dimensions of the object in the left end of the scroll bar, at the bottom of the screen.



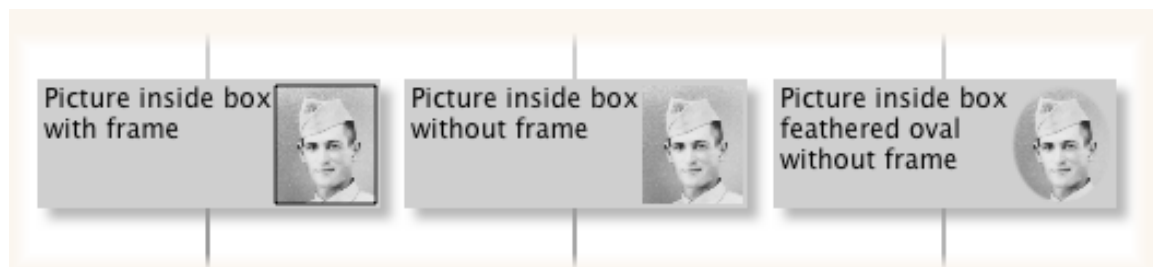
As you resize an object, the dimensions appear here.

control To restore a picture to its original size, Control-click the picture and choose **Original Size** from the popup menu.

control To resize a picture to 50% of its original size, Control-click the picture and choose **50% of Original Size** from the popup menu.

Framing Pictures Inside Boxes

When a picture is in a box, you can show or hide its frame (or border) by choosing **Object -> Frame Picture in Box**.



Dragging and Dropping Pictures into Charts

This is as simple as it sounds. A complete list of drag and drop possibilities appear [elsewhere](#), but here are four examples...

Let's say you have an **image file** sitting on the **desktop** or in a **folder**. Just drag and drop it into your chart window.

You can drag an image from **another application** (like iPhoto) directly into a chart window (if the "other application" supports drag and drop).

You can drag the image in one of Reunion's [picture windows](#) into a chart window. Only the visible contents of the picture window will appear in the chart.

You can drag the [preferred picture](#), directly on the family card [view](#), into a chart window.

Placing Pictures into Charts

To place or import a picture file from disk into a chart, open the chart and choose **File -> Place Picture**. In the file selection window that appears, navigate until you find the folder containing your picture file(s). If your picture file doesn't appear in the list, it may not have been saved in the correct [file format](#).

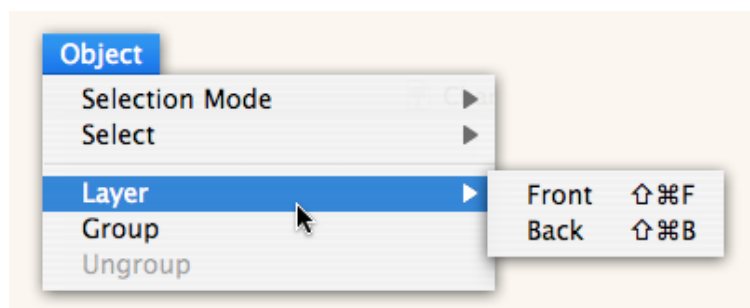
Editing Picture Attributes

Like other objects, pictures on charts can be [layered](#), [moved](#), [deleted](#), [duplicated](#), [copied](#), and [resized](#).

Layering Objects

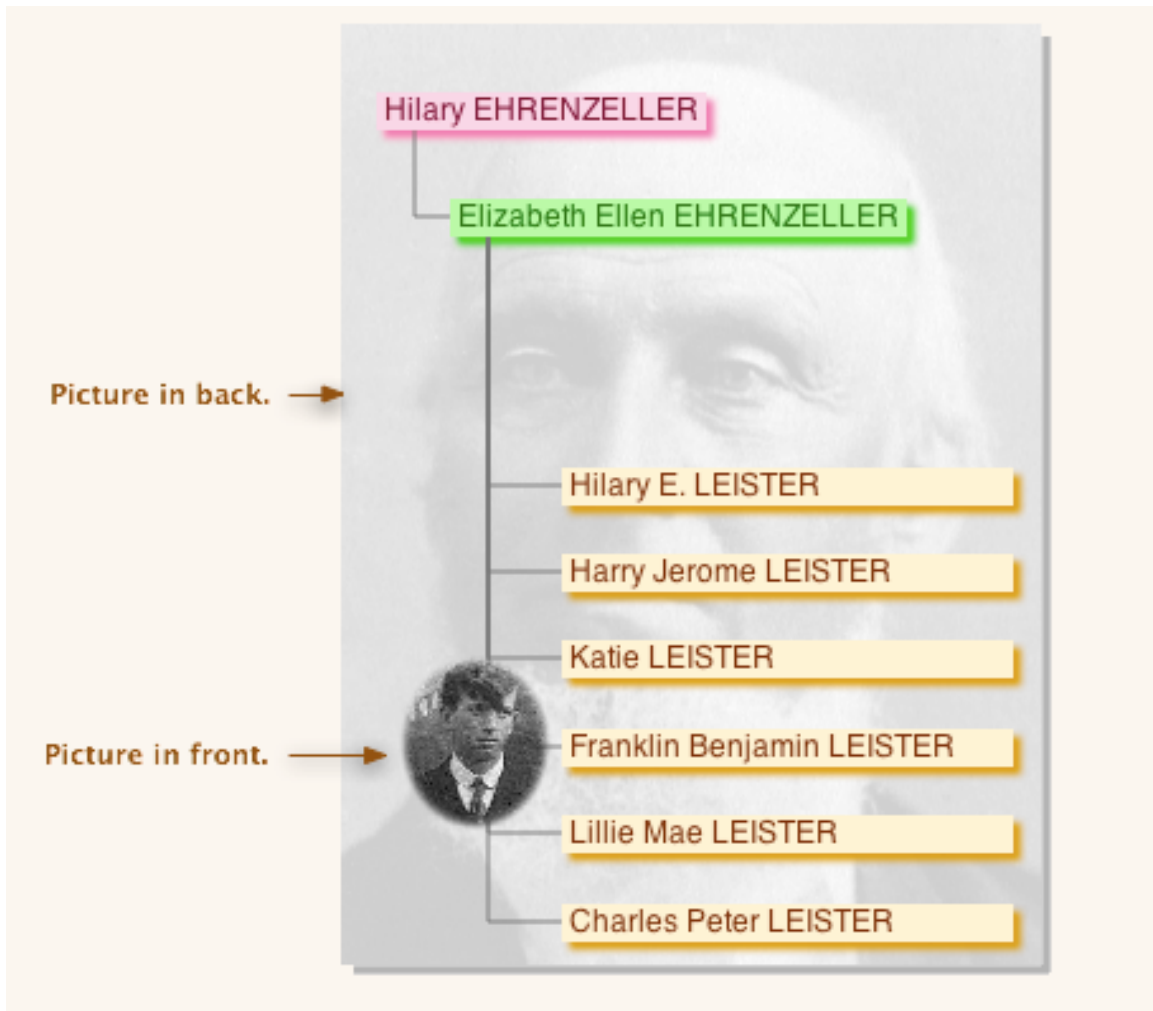
Objects in charts are layered or "stacked" and may overlap. If an object is partially obstructed, you might need to move the object "to the front" in the layering order.

To change the layering of an object, select the object(s) using the selection tool, and choose an item in the **Object -> Layer** submenu.



Front moves the object to the front; in front of **all** other objects in a chart.

Back moves the object to the back, behind **all** objects in a chart.



Duplicating Objects

To duplicate selected objects, choose **Object -> Duplicate**. You can only duplicate text (captions, etc.), images, and shapes — not boxes in the chart.

You can also duplicate objects by Option-dragging them.