

Reunion10 for the Mac

November 2014

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

Tidy Up Your Database

Does your Database have lint in the trap?

Are you sure all of your family ties are secure? Do you have any "island" families in your database? Sometimes you want to keep track of FANs, Family, Associates and Neighbors, knowing that they will someday be linked up to the family you know now. Sometimes those islands just end up cluttering your screen. Clean out or connect up those tress and/or people.

Moving photos or document images can break the links Reunion has established. Repair them or reorganize your files so that all of the pics of Grandma will be available when your neices and nephews want a story.

Reunion has simplified the opportunity to review many of the lists that are beneficial in maintainng a database so look at your place names and autocomplete (speednames) text.

Clean up those sources. Get some consistency and order about them and ensure they are behave the way you expect them to.

These little hiccups can happen any time your file is open and you are distracted by the doorbell or, your system crashes or program quits or, the stars are out of aliegnment.

Before you begin any of the following instructions,

make a backup of your file.



Finding Unlinked People

To create a list of people without parents, children, or spouses, select **Find** in the Navbar and, in the **Presets** list, select **Unlinked People**. Then click the **Find** button.

Reunion will create a Results list of unlinked or unrelated people. You can open a family record for anyone in the list by double-clicking a name in the Results sidebar. (Double-clicking a name will return to the family view and then open the person's record.

Once you're back to the family view, a single-click of any name in the Results sidebar is all that's needed to navigate to other people in the list.)

You can also mark people in the Results list and then [navigate among the marked people](#).

Finding Unlinked Trees

To find branches and trees that are unlinked, go to your own Family Card.



www.shutterstock.com - 142142563

Reunion10 for the Mac

November 2014

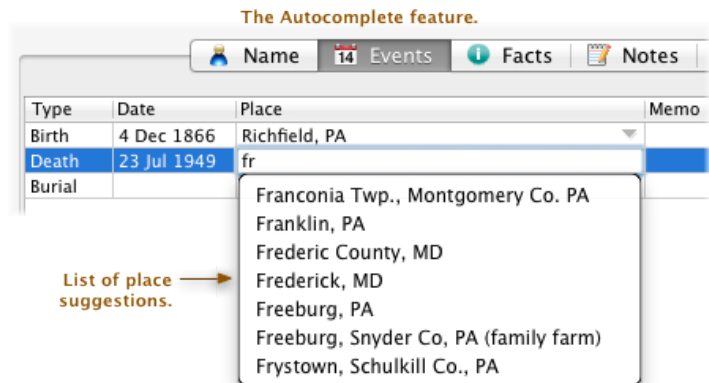
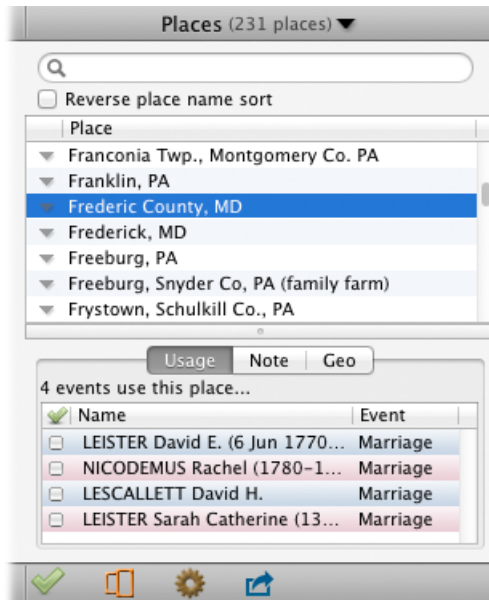
Mark > **Mark everyone linked to...** “you” > **Unmark everybody first** > **Mark**. You will have your own tree identified. **Save Set**.



Finding Places

The Places sidebar provides a handy tool for analyzing and utilizing your place entries, making it easy to...

- consistently enter place names correctly
- see and correct inconsistencies and spelling errors in your place entries



- see the usage of places in your family file — for example, if your travels bring you to a particular city, it's easy to make a list of everybody whose birth place, death place, or burial place is in that particular city.

To show the Places sidebar, click **Places** in the Sidebar list.



To show places in the [List window](#), where you have more room to see longer place entries, click the **List** button (in the bottom bar, under the Places sidebar).

record only the place as evidenced in the original

Reunion10 for the Mac

November 2014



Clean-up, Clean-up the Sources

Ensure that all of your Sources are linked to the individual intended and that they have the right multimedia link.

Sources > **Any Type** > (hammer) **Find Unused Sources** Go thru each one in the list and identify the individual for which the source was created and make corrections. Check multimedia link.



Possible reasons for having unused Sources:

1. Duplicate Source
2. Deleted individual
3. Additional evidence or analysis indicates that this is not a source for that event or relationship. i.e. J.W. STALLINGS was listed on this muster roll. John Wesley STALLINGS not his son, John William STALLINGS.



Fluffing the Pillows

Other things you can do to tidy up that database,

- Designate yourself as the “Source” and relabel all of the your relatives. Remember, Reunion does not update itself as you enter new people. If you tell it to display relationships

At the Family Card, Drag Individual to the right and drop onto **Relatives**.

If you add a new Grandchild, you will need to do this again after data entry.

- Search for all open Birth / Marriage / Death / Burial fields
- **Bold Your Ancestors**

You can also create **bold** children for all of your direct ancestors **automatically** — to visually depict direct lines in your family file. To do this...

Select **Change** in the navbar.

Select **Direct Lines Bold**.

This opens the Direct Lines Bold panel.



Reunion10 for the Mac

November 2014



Step 1

Make all children plain

If this option is selected, Reunion will convert all children to plain text (on all families). If any children are **bold**, they will become plain.



Step 2

Select the starting person — the person whose ancestor's children you want to appear in **bold** text — and click **OK**. The Direct Lines Bold feature moves backward in time, identifying direct-line ancestors until it can't find any more.

If you want a different starting person, click any name in any sidebar to change the starting person.