

# Reunion Basics Class

March 2015

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 – ps

## *Tips and Tricks*

### Quick Sourcing

With an Event or Fact selected, **Cmd + "R"** will insert the most recently used Citation

You can also copy, **Cmd + "C"** an event and paste, **Cmd + "V"** to another person. If you have created a source, it will be included

### Bold Your Ancestors

Select **Change** in the navbar.

Select **Direct Lines Bold**. This opens the Direct Lines Bold panel

#### **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.

### Special Characters

When typing a name or a word, hold down a letter key to show a menu of Special Characters. "e" > "è"

## Search the Manual

1. **A Shortcut** – One of Reunion's many [letter key shortcuts](#) includes typing **?** and search words. For example, rather than first opening the manual window, just type **?source** (or any word) and press Return. The Search Field is not case sensitive. You can use one word, two words or a phrase
2. **Navigating the Manual Pages**

 Use the **Back** and **Forward** buttons, just as you would in your web browser

 The **Contents** button takes you back to the manual **Contents** page. You can also choose **Help -> Contents**.

**H**The **History** button, in the bottom bar, will show a list of recent pages you've visited in the manual, including search results pages.

**▲**The **Top** button, in the bottom bar, will scroll the current manual page to the top.

 For quick access to key pages in the manual, use the **Bookmarks** button on the manual toolbar.

- To add the current page to the list of bookmarks, click the **Bookmarks** button and choose **Add Bookmark**. To edit the bookmarks, click the **Bookmarks** button and choose **Edit Bookmarks**.

## Reunion Support

### Tutorials

Go to the menu bar at the top and choose Help > Tutorial. At the top of this section on tutorials is a link to many video tutorials provided by LeisterPro.



Click [here](#) to browse video tutorials on our web site.

The videos include information about the Top 10 New Features in Reunion on you iPad, iPhone and iPod Touch Each video is about 5 - 10 minutes.

### **Reunion Talk Forums** - [www.reuniontalk.com](http://www.reuniontalk.com)

Reunion talk forum is where you can post messages, respond to messages and/or search for topics that have already been discussed by users such as yourself. It is free and you only need to register if you are going to post/answer a question. You can search the website without registering if you prefer not to register.

Just click on the link on the top bar of the Reunion 10 Support page

### LeisterPro Technical Support

Before e-mailing or calling LeisterPro it is recommended that you first go to the manual and under **Appendices** in the **Contents** section click on **Technical Support and Help**. (website: <http://www.leisterpro.com/doc/lp/contactus.php>)

e-mail: [help@leisterpro.com](mailto:help@leisterpro.com)

phone: 1-717-697-1378 They actually answer!

## **BACKUP, BACKUP, BACKUP !!!!!**

**Remember the Rule of 3-2-1**

**3 different media.** Your computer, CD/DVD, auxiliary disc, online, etc.

**2 different places.** Your home and your cousin's house in Illinois.

**1 copy offsite.** Cozy, Carbonite, iCloud, etc. Or, just trade backup discs with your cousin.

### **Ben Sayer - Genealogy Tools** (<http://genealogytools.com/>)

[GenealogyTools.com](http://GenealogyTools.com) is a blog website for genealogists and family historians. He provides video tutorials, tips, news, and reviews that help you accomplish your research goals more quickly.

### **See How Easily You Can Backup Your Files to CD or DVD**

by Ben Sayer

<http://genealogytools.com/?s=see+how+easily+you+can+backup+your+files+to+cd+or+dvd>

“This video will show you step-by-step how to create and use the burn folder feature to create a backup system for your genealogy files” – Ben Sayer

### Save in Multiple Formats

Prepare for you backup by creating a new folder on your desktop or burn folder.

[File > New Folder > name folder](#), Bkup 20150314 (date)

Create a file using each of the following formats. Drag each into the Backup folder for burning to CD or DVD.

- **Make and save a copy of your Family File** following the steps in the Manual. Search for “Backup”, click on Backing Up Your Family Files. To save an exact copy of a family file, from an open file, choose [File > Save A Copy](#). Then enter a name for the family file copy (a default name will be entered for you) and click Save.
- **Make and save a set of Web Family Cards.** Create a set of web cards that can be read by other browsers. See the Manual for instructions. Search for “Web Family Cards”, click on [Creating Web Family Cards](#). To create web family cards, choose [Create > Web Family Cards](#). Save to backup folder.
- **Make and save a full set of Family Group Sheets** in PDF format. Create a full set of Family Group Sheets that can be shared with others. To create Family Group Sheets, choose [Reports > Family Group Sheet > All Families](#) (include Sources).
  - Layout > Define Layouts > Add Layout > name layout (ie Bkup Data >
  - Go through Settings list, in the Fields (right side), select all boxes
  - Save
  - Destination: Printer (or Print Preview)
  - Print > PDF (lower left hand corner) > Save as PDF
  - Save to Backup folder.
- **Create a GEDCOM File.** Save a copy of your data as a GEDCOM following the steps in the Manual. Search for “GEDCOM”, click on [Exporting GEDCOM files from Reunion](#).
  - Choose [File > Import/Export > Export GEDCOM](#). This will open the GEDCOM Export window. Save to your backup folder.