

# Reunion for the Mac

March 2015

Note: The main text of this instruction is lifted from the **Reunion User's Manual**, the question mark at the bottom left of your Reunion Family File. I have added a few of my own words here and there. - pb

## The Magic of Lists

The layout of Reunion10 took some getting used to but now seems to pack the most information into the most efficient view. Still, at times, we want to see more and less information. That is when the List feature is handy. If swapping images back and forth on a full screen is cumbersome, consider using an additional monitor. Either a full monitor or an iPad.

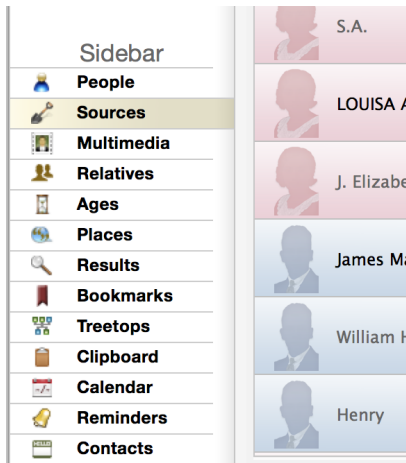


## The List Feature

Lists are wonderful for sorting information and/or looking at it from a different perspective.

Lists are available from the left Sidebar in combination with the following features,

- People
- Sources
- Relatives
- Results
- Places
- Calendar
- Contacts



See the tiny List icon  at the bottom right of the sidebar on the right.

The List window is more like a spreadsheet: it may contain up to 11 columns, you can pick the fields that appear in columns, and columns can be reordered.

The List window can be sorted by any column and almost any field value. Custom sorts can be created, saved, and recalled.


## Editing a List

Information in the List window can be edited, directly in the list (except for family/marriage/source fields.) Although you can disable this feature if you're fearful of accidentally modifying data that you shouldn't.

System Preferences > General > Enable editing in lists

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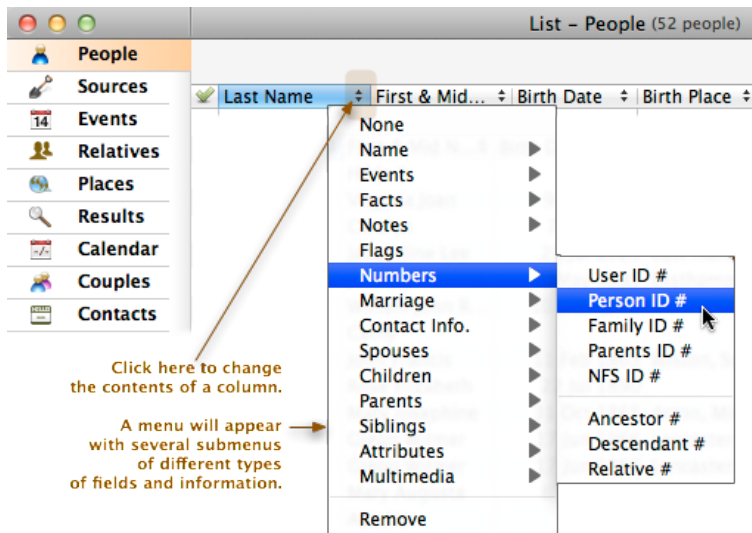
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 Option-double-click any name in the List window to show the person in the family view **and** simultaneously put the List window **behind** the family view.

## Columns and Fields in the List Window


To **reorder the columns** in the List window, click and drag the column title horizontally to the desired position.

To **choose the fields that appear in list columns**, use the **Column Content** button in the column title (the little black up/down triangles ).



The **Column Content** button  also lets you choose **None** (for empty columns) and **Remove** for removing a column. (More about adding and removing columns is explained below.) Reunion will remember the arrangement of columns independently for each list — even if the total number of columns is temporarily reduced so the extra columns are no longer shown. For example, your People list can contain a different set of columns than

your Calendar list, and all will be remembered independently.

 To **add or remove columns** in a list, or to set the number of columns, click the **Column Options** button, in the bottom bar. This opens the Column Options window, shown below.

**In each List window, the choice of fields displayed in the columns, the number of columns, and the sorting of columns is remembered when the List window is closed and later reopened.**

**Tip:** to quickly adjust the widths of columns in the List window, Control-click a column title and choose **Auto Size Column** or **Auto Size All Columns**.

## Sorting in the List Window

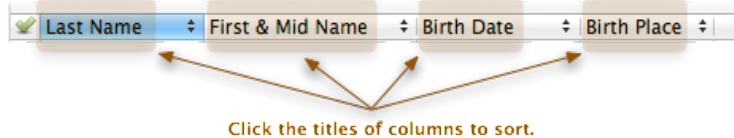
To sort the contents of the List window by any column, simply click the title of the column. To change the direction of the sort, click the title again.

Reunion remembers the sequence of your last three sorts. For example, to quickly create a sort based on last name, first name, birth date (in that order) simply click the column titles in the reverse order: birth date, first name, last name.



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The List window will not sort by the following fields: Flags, Never Married Checked, Spouse,

Parents, Ancestor/Descendant/Relative numbers, event memos, and the combined "(Birth-Death)" field. I.e., if these fields are selected to display in an list column, clicking that column title will not sort the list by that field.

## Saving Sorts

In some List windows (People, Relatives, Results, and Couples), a purple **Sorting Options** button appears in the bottom bar. This button opens the Sorting Options window which is used to save, recall, edit, and delete your sorts. The custom sorts that you save can be used not only to sort lists, but also to sort batches of [person sheets](#) and [family group sheets](#).



When a list is sorted in a particular order that you want to save, click the **Sorting Options** button and select **Save Preset**.

To rename a preset, change the sorting fields or the sort order or a preset, or delete a preset, click the **Sorting Options** button and select **Edit Presets**



## Two Screens Are Better Than One

Ever since the introduction of Reunion10, users have been complaining about how much real estate the new view uses. It is helpful to have an additional monitor that can accommodate Lists, an Ancestry.com data view, or a Census image from FamilySearch.org. Another computer screen, an independent monitor or even a TV screen, can be expensive. With a new App, **Duet Display** (\$16) we can use our iPad or even an iPhone. The phone is really too small to be very useful but the iPad can be very helpful. Here is some information on the product Duet Display.

### Duet Displays, app

Available from the Apple Apps Store.

<https://itunes.apple.com/us/app/duet-display/id935754064?mt=8>

How to Use Duet Display

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<http://www.techrepublic.com/article/how-to-use-duet-display-to-extend-your-macs-real-estate/>