

# Data Entry: Ways Reunion Makes It Easy

Adding People, Children, Parents, Entering Names

May 26, 2022



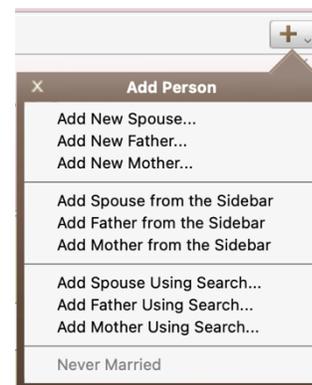
Reunion lets you store every scrap of information. This lesson will cover ways to add people, children, and parents, and their details of entering their names: tips for entering and arranging things to maximize your data entry experience.

Many items regarding adjusting the display of your information in Reunion can be handled in the Preferences>Family View. See also the handout from November 2020:

<https://www.svcgg.org/documents/ClassHandouts/CustomizingFamilyViewReunion-Nov2020.pdf>

## 1. Adding people: the basic process

- a. People can be added by clicking on an empty button
- b. Don't forget to add a citation every time you add information. *Command r will repeat the most recently used citation.*
- c. People can also be added by using the Add Person dropdown. That's a big + above person's box (left above male, right above female). In the Add Person dropdown, there are several choices:
  - i. Add someone new – works the same way as clicking on an empty button.
  - ii. Add someone already in your list (search and drag). Find the person in the sidebar and click and drag them to where you want to place them. This also works if you are adding a second spouse or parent.
  - iii. A potential relative, someone who may be related, but you don't know how, can be added as unrelated, making them an island, and then connecting them when the relationship is discovered.



## 2. Name Panel

- a. Editing someone in the Name Panel can be done using Edit>Person from the menu at the top of the window, or by clicking on the person's button.
- b. Check boxes for Initial caps & Last name UPPERCASE
  - i. These work when exiting the Name Panel using Tab or Done
  - ii. Feature is turned on for whole database. When turned off, any future entries are not capitalized.
  - iii. Press Option key when exiting the Name Panel, the feature won't apply for that time only.
  - iv. If you haven't been capitalizing and want to, you can convert every entry in your file by using Change in the left Navbar and choosing the feature you would like to correct.
- c. Prefixes in surnames – If you don't want them capitalized, see Preferences>General >Prefix Words. (Such as "OF ALSACE" or "of Alsace")
- d. Nicknames – choose a way to show them.
  - i. Put in quotes "Lonny"
  - ii. Put in a fact field: Nicknames
  - iii. Put in Notes: Was usually called Lonny
- e. Name Changes, Multiple Last Names – choose a way to show them.
  - i. Choice 1
    1. Use the one most often used by person
    2. Use the one at time of death
    3. One used by most of children
    4. Others in the alias/AKA Fact Field (good for GEDCOM)
  - ii. Choice 2– best for using search box in sidebar
    1. Put both in surname field with one in brackets
    2. *Don't* separate with / (creates GEDCOM problem)

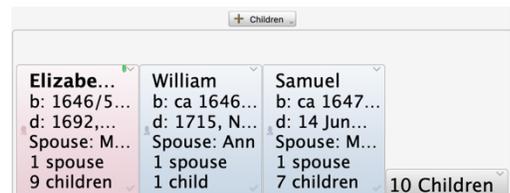
3. Use square brackets for actual name changes, in order of usage, less used name in brackets, such as for an adopted person.
4. If only a spelling variation, separate with “or” (Such as *McKnitt or McKnight*).
- iii. Choice 3 – Choose one and put the others in Notes with explanations.
- f. Autocomplete of First and Middle Names (drop-down list as you begin typing)
  - i. Based on individual names previously used: Greg and Thomas, not Greg Thomas.
  - ii. Punctuation is ignored.
  - iii. Doesn’t include names with only one or two letters (Jo)
  - iv. Sex is considered, but names used for both sexes will be presented (Evelyn)
  - v. 4000 remembered (That’s a lot!)
- g. Autocomplete of Last Names (drop-down list as you begin typing)
  - i. Based on previous surnames entered.
  - ii. 10,000 remembered (That’s really a lot!!)
- h. Removing Mistakes from Autocomplete
  - i. If you made a mistake when entering a name and later corrected it, but it keeps showing up in the drop-down list, there is a way to get rid of it.
  - ii. At the bottom of the drop-down list, you will see “Rebuild autocomplete lists.” This could take a little bit of time. This will only work if you have *already corrected the name*.
- i. Flipping Names in Buttons (last name first)
  - i. See Preferences>FamilyView>Miscellaneous.
  - ii. Enable Last Name first button.
  - iii. Add comma after if desired.

### 3. Adding children (brief overview)

- a. Display children in buttons or lists (limit of 150 children – oh, dear)
  - i. Preferences>Family View>Children to choose buttons or lists
  - ii. The number of children you can see in Family View can be adjusted by placing the *Resize Cursor* at the top of the children section and dragging it up or down.



- b. Buttons
  - i. Children are shown from the oldest to youngest moving top to bottom and left to right.
  - ii. Click last button (or anywhere in area but not in someone’s box) to get a pop-up children window, including half-siblings.



- c. List
  - i. Chronological.
  - ii. Can show more fields in columns (add fields: Preferences>Family View>Children>Fields).
  - iii. Scrollable.
  - iv. Resize columns using Resize Cursor.
  - v. Auto adjust column sizes using control-click on column title and make choice.
  - vi. Click and drag column titles horizontally to change order.
  - vii. Control-click on a child’s line for a dropdown of information that can be changed for that child.

| 10 Children | Birth                   | Death                       | Spouse             |
|-------------|-------------------------|-----------------------------|--------------------|
| Elizabeth   | 1646/50<br>Raphoe, D... | 1692<br>Manokin,...         | Matthew I (Math... |
| William     | ca 1646<br>Raphoe, D... | 1715<br>New Muns...         | Ann                |
| Samuel      | ca 1647<br>Raphoe, C... | 14 Jun 1733<br>Cecil Cou... | Mary TAYLOR        |
| Andrew      | 1648<br>Raphoe, D...    | 1700<br>Anderson            |                    |

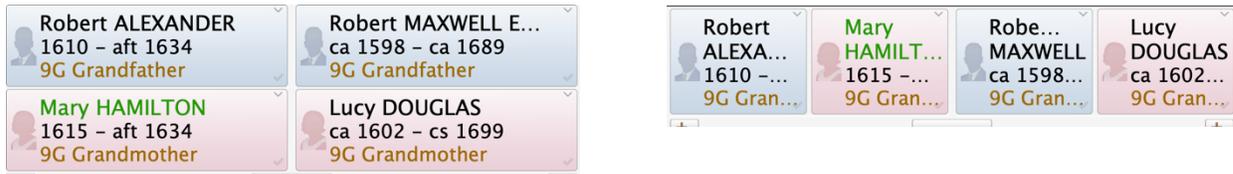
- d. Adding Children – new or existing
  - i. Do this from the Family View of the parents.
  - ii. Use the + Children button just below the parents.
  - iii. Options are the same as in the Add Person button: new, sidebar, drag, no children.
  - iv. Default adds father’s surname for girls.



- e. Sorting/Renumbering
  - i. Use the + Children button just below the parents: chose Sort to put them in chronological order.
  - ii. If you know the birth order, but not the birth dates, order can be also be changed by dragging,
- f. Children with Children
  - i. Preferences>Family View>Children>Text>Children without children: choose a color that will indicate which children in the list had no children.

#### 4. Adding parents

- a. Buttons can be Stacked or Side-by-Side; choose in Preferences>Family View>Parents



- b. Fields in Buttons – A variety of fields can be included in the Parent Button; see Preferences>Family View>Parents>Fields.
- c. New or Existing? Use Add Person button (big + above person’s box).
- d. Multiple Sets of Parents: if your research is uncertain about which set of parents to use, or if someone is adopted, you can add both sets of parents. Use the Add Person button (big + above person’s box). Once this is done, you can access them using the Person Menu button (looks like a down arrow). You can also set a Color Tag (green in the image) to visually show that a person has multiple parents. 
- e. Parents Without Parents – Visual Clues in Preferences>Family View>Parents>Text>Parents without parents: Choose a color that will indicate which parents you have not found parents for.
- f. Preferred Parents: click on Person menu button (down arrow), choose Parents>Edit parents. Put a check mark by the parents that you want to show on the Family View.

#### 5. Adding spouses

- a. New or Existing – Use Add Person button (big + above person’s box).
- b. Visual Clue – the Person Menu button (little down arrow) will be red (see image).
- c. Multiple Spouses (can add up to 150).
- d. Preferred Spouse: click on Person menu button, choose Spouses and children>Edit Spouses. Put a check mark by the spouse that you want to show on the Family View.
- e. When you have multiple spouses, be sure to add children under the correct parents.
- f. You can sort the spouses chronologically if you have the marriage dates. Use the Menu button (arrow)>Spouses and children>Edit Spouses>Sort. You can also drag them into order.
- g. Never Married – from Add Person button.