

Marking in Reunion

Martha Wallace, April 2018

Marking is a way to set off a group of people and work with them separately. A green check mark on a person's record is used to identify which people have been marked. With marking you can:

- View only marked people in a sidebar.
- Create lists, reports, and charts limited to marked people.
- Constrain navigation to marked people.

Marking people one at a time – two ways

1 In the family view:

Click the check mark in the lower right corner of a person's button. It turns green and the person is marked. Click it again and it turns grey, and the person is no longer marked.

2 In the sidebar or in a list

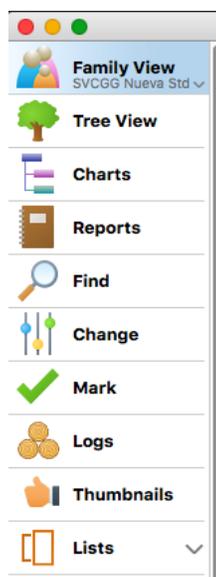
On the left side of a list there is a column with a check mark at the top. Click in the box to mark or unmark a person.

To mark or unmark everyone in the list, click the check mark at the top of the list.

- In some lists (like relatives) you can mark or unmark a group by clicking to the left of a subtitle.
- You can also use the **marking shortcuts** at the bottom of the list (the green checkmark).



The Mark Panel (The green checkmark in the left sidebar) Here you can select a group of people to mark:



- Ancestors
- Paternal Ancestors
- Maternal Ancestors
- Descendants of someone
- Blood Relatives
- In-laws
- Step relatives
- All relatives
- Everyone in the immediate family of someone - husband, wife, children, parents of husband and wife; if the Mark Spouses button is checked, all spouses will be marked.
- Everyone in this family file.
- Everyone linked to a person -
 - All of your relatives would be marked.
 - The spouses of your relatives would be marked.
 - The descendants and ancestors of spouses of relatives would be marked.
 - The descendants of you and your spouse would be marked.
 - Your spouse would be marked.
- The ancestors of your spouse would **not** be marked, nor the relatives of your spouse. For example, your spouse's cousins, aunts, uncles, great aunts, etc., would **not** be marked.
- Everyone linked to a couple

Saving a Marked Set – two ways

- 1 Click mark in the navbar and click Save Set
 - 2 Use Marking Shortcuts at the bottom of the sidebar and choose Save Marked Set; Name the set and save
- Recalling a Marked Set – two ways - before recalling, you can unmark everyone first.
 - 1 Navbar – click Recall Sets
 - 2 Marking Shortcuts – choose Recall Marked Set



Showing a List of Marked People

– two ways

- 1 Use Marking Shortcuts button; choose Show marked people or show unmarked people
- 2 Click Results in sidebar and choose Marked people or Unmarked People

Navigating through Marked People

- Show list of marked people in Results sidebar
- Select someone in the list
 - Use up/down arrows to view marked people
 - Shift-command-brackets

Deleting Marked or Unmarked People – make a backup first!

File>Delete Marked people or Unmarked People

Some Uses for Marking

- 1 Use Marking to show relationships in a chart that only includes ancestors or descendants between you and another person (for example, a second cousin).
 - a. Choose one person in family view. Choose Mark in Navbar and mark ancestors (unmark all first). Do not mark spouses or descendants of ancestors.
 - b. Go to second person, choose Mark in Navbar. This time do not unmark everyone first.
 - c. Determine common ancestor (at the bottom of Find in Navbar); go to the common ancestor
 - d. Choose chart in Navbar. Choose descendant, marked descendants only. Create chart.
- 2 If you are researching five different ancestors and are about to search through some records in a library, you could unmark everybody and then mark the five key ancestors. Use Shift-command-brackets to navigate through them.
- 3 Make a list of people buried in a cemetery.

Choose a Topic for the June Reunion Class

Duplicates?

Tree Charts? (Descendant, Ancestor, Relative)

The List Window?

Other?