

# Family Group Sheets in Reunion

Martha Wallace, January 2022

- What are Family Group Sheets?
- How to create them with different formats and information.
- Ways to use them.

1. **Family Group Sheets** include an entire immediate family, a nuclear family, a format originally popularized by Family Search. Reunion uses a traditional layout which is for one family only, and doesn't include details about other families in which a husband or wife is a member. The information to fill in the sections in these sheets is retrieved from the information that you have entered into your Reunion program.

**Traditional Family Group Sheet/Record**

**Reunion Family Group Sheet –customized**

Reunion also generates Person Sheets which list information about one person.

## 2. Setting up Family Group Sheets – choosing fields and formats.

a. Go to *Reports* in the Navbar (upper left side) – looks like a brown notebook.



Choose *Family Group Sheet*, the sixth item.

The Family Group Sheet formatting choices: *Who, Format, Include, Title, Layout, Destination*

b. Who – There are 4 choices

i. Individual – the ones that were showing in Family View when you opened this report page

ii. All – could be many, many pages, but if you aren't printing, you can save it as a PDF and produce a record of your progress at this time.

iii. Families with marked spouse -

1. For just your direct ancestors, go to Mark in the navbar, click *Who*, select *Ancestors*, then choose the person. Choose *Unmark everyone* and then choose Mark (next to Undo). Go back to *Reports>Family Group Sheets* and choose *Families with a marked spouse*.

iv. Families with **both** spouses marked (this includes marked single people).

v. If doing more than just one family, use the *Sort by* drop-down to show how to sort them.

Further ways to sort them (Edit Presets) are possible. It shows Last name, first name; family ID number, Family Name, and Edit Presets where you can edit or add a different sort. This

prioritizes the order of pages in your multiple family group sheets. The presets are from sorts that you've saved in the List window.

- c. **Format** – Reunion creates two types of Family Group Sheets – Normal and Questionnaire
  - i. Normal – contains no empty fields, only info you have recorded in Reunion.
  - ii. Questionnaire – If you choose questionnaire, you get blank spaces for adding information later that isn't in your Reunion database. Say you don't know someone's death date. There would not be any information about death date in a normal format. In a questionnaire, there would be a blank space for adding that when you learn it. Additionally, when the questionnaire is chosen, a new drop down lets you add room for unknown children.

**Normal Version**

**WSB Family Group Sheet**

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<b>Name</b>	<b>Major Willis Scott BLEDSOE</b>	
Birth Date	5 Feb 1837	
Birth Place	Claiborne County, Tennessee	
Death Date	12 Feb 1877	
Death Place	Cleburne, Johnson County, Texas	
Memo	14 Feb 1877? 15 Feb 1887	
Burial Date	13 Feb 1877	
Burial Place	Cleburne Memorial Cemetery, Cleburne, Johnson County, Texas	
Memo	15 Feb; Plot: Block 39, Lot 23	
Will Date	9 Mar 1877	
Will Place	Johnson County, Texas	
Father	William Miller BLEDSOE Jr. II (1792-1867)	
Mother	Elizabeth (Betsy) TROSPER (1799-1875)	
Marr Date	18 Feb 1862	
Marr Place	White County, Tennessee	

**Questionnaire Version**

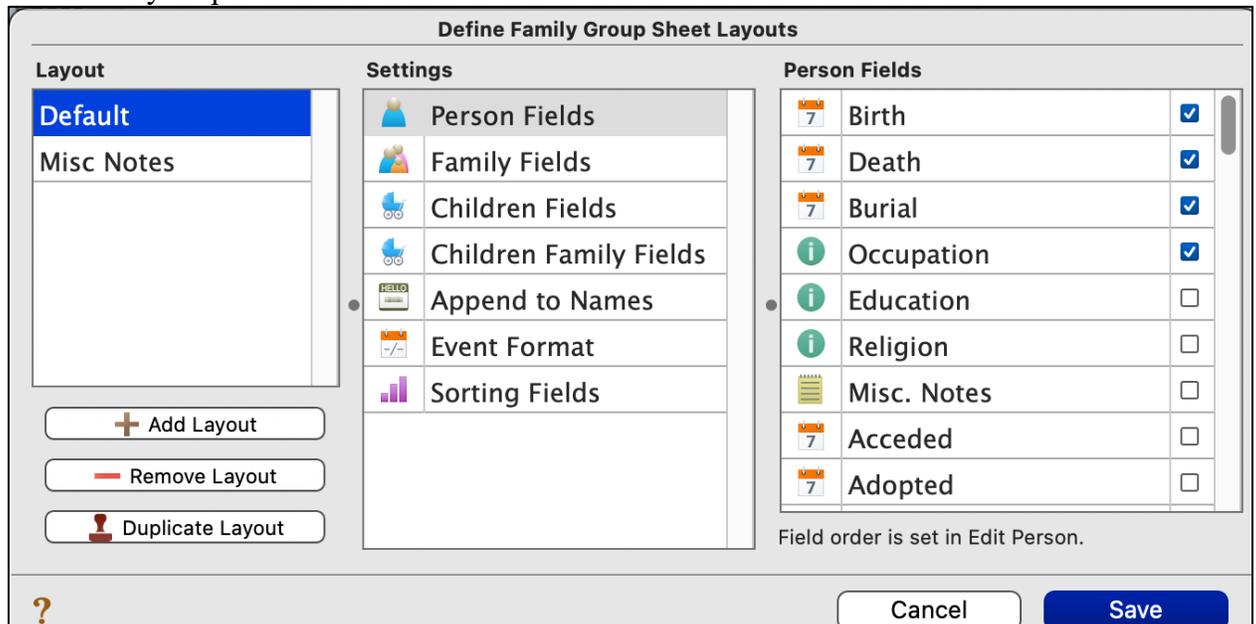
**WSB Family Group Sheet**

Page 1 of 3

<b>Name</b>	<b>Major Willis Scott BLEDSOE</b>	
Birth Date	5 Feb 1837	
Birth Place	Claiborne County, Tennessee	
Death Date	12 Feb 1877	
Death Place	Cleburne, Johnson County, Texas	
Memo	14 Feb 1877? 15 Feb 1887	
Burial Date	13 Feb 1877	
Burial Place	Cleburne Memorial Cemetery, Cleburne, Johnson County, Texas	
Memo	15 Feb; Plot: Block 39, Lot 23	
Probate Date		
Probate Place		
Will Date	9 Mar 1877	
Will Place	Johnson County, Texas	
DNA Match		
Father	William Miller BLEDSOE Jr. II (1792-1867)	
Mother	Elizabeth (Betsy) TROSPER (1799-1875)	
Other spouses		
Marr Date	18 Feb 1862	
Marr Place	White County, Tennessee	
Status		Place
Divo Date		
Divo Place		

- iii. *Privacy filtering* designates certain people as "private" and removes their information from reports and charts. It's set in *Preferences > Privacy & Sensitivity (Fence)*.
- d. **Include sources** – Your choice
- e. **Preferred pictures** – Your choice
- f. **Title** – Your choice – Rename it to something that indicates what it covers, such as Thomas Miller Family Group Sheet or William Thompson Family Jan 2022
- g. **Layout** – This section gives you the most control over what and how things are included!
  - i. Default – This is what came with Reunion.
  - ii. In the drop-down menu, choose *Define Layout* and look at the fields that are marked for Default.

iii. Parts of Layout panel:



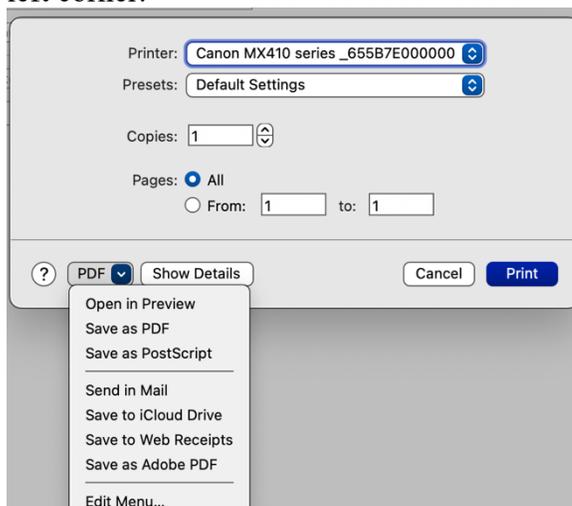
- 1) Layout – Contains the layouts you have set up. You can add a layout, remove a layout, duplicate a layout, and rename a layout. If you like a layout, but want to change one or two things, duplicate it, make the changes to the new layout, and give it a new name.
  - 2) Settings – For each of the Settings fields listed (Person, Family, Children, Children Family, Append to Names, Event Format, Sorting Fields), you can choose which features from the column to the right that you want to include.
  - 3) Third column – This list changes for each item selected in the Settings column. Be sure to scroll down to see all the possibilities!
  - 4) Any item checked in Layout, and not applicable, won't show in Normal format, but will show as an empty blank in Questionnaire, so that info could be written in later.
  - 5) A couple of recommendations:
    - In Event Format under Settings, choose *Put places on separate lines*, making the result more compact. Also think about whether to include memo fields.
    - In Sorting Fields under Settings, keep the *Edit Person* format and decide whether to include Notes at the end or with the individuals. This may depend on how many notes you have for an individual.
- h. Destination – **I recommend using Printer for all Family Group Sheets, whether you are just checking out how it looks, saving it for later review, or printing it out.**
- i. Microsoft Word or Pages
    - 1) Set up your word processor choice in *Preferences>Reports>Word Processor*. If you've set this up before, it's a good idea to go to Preferences and choose this again, because if you have updated your word processor, Reunion may still point to the old version.
    - 2) If you send to Word or Pages, it will produce a .rtf (Rich Text Format file) and you'll get a bare bones document like you might create in TextEdit. You will not get one that looks like the ones that you get when you use Printer and save as PDF or open in Preview. You will have to use your editing skills to make it look standard. I thought I was doing something wrong when everything opened in .rtf.docx, so I put the question in Reunion Talk on Tuesday evening and had an answer on Wednesday morning from Mark Harrison: That's the way it is. It opens in .rtf.
  - ii. Mail – Sends an .rtf document to someone. See sample Text File below.
  - iii. Safari – Set this up as a Web Folder – use Web preferences to format it.

- 1) Web Folders were covered in March 2021, *Sharing a Family Tree Without Using the Internet*. <https://www.svcgg.org/documents/ClassHandouts/Reunion-WebProject-March2021.pdf>
- 2) Open Web prefs, go to *Report* and look at the possibilities
- 3) Test sending to Safari (You can set a different browser, like Chrome, in Web prefs). This web project will make a page for each of the two parents with their children appended.
- 4) Try the same thing with Families with a marked spouse, making a separate Family Group Sheet for each generation. Names are in the list twice when they have more than one spouse. This will produce many pages.

iv. Text File – produces an .rtf. Will open in Text edit; not very pleasing. Text File

- v. Web Folder – See *Sending to Safari* above – puts the same thing in a folder that you can store on your desktop or elsewhere, but does not open in Safari (or Chrome). Then you can send the folder to someone who can use any browser to open it. By the way, I'd just send the information to a Web Project rather than a Family Group Sheet.
- vi. Printer – This is the one that produces a very nice product and will work unless you want to do more manipulating in Word or Pages. When the print box opens, choose *Open in Preview* in the lower left corner.

Report 241, WSB FamilyGroup-1.rtf		
Major Willis Scott BLEDSOE		
<b>Name: Major Willis Scott BLEDSOE</b>		
Birth:	5 Feb 1837	Cleburne County, Tennessee
Census:	1840	TENNESSEE > FENTRESS > NO TWP LISTED
Census:	1850	Fentress County, Tennessee
Census:	1860	
Census:	1870	Cleburne, Johnson County, Texas
Death:	12 Feb 1877	Cleburne, Johnson County, Texas
Burial:	13 Feb 1877	Cleburne Memorial Cemetery, Cleburne, Johnson County, Texas
Occupation:	Attorney	
Father:	William Miller BLEDSOE Jr. II (1792-1867)	
Mother:	Elizabeth (Betsy) TROSPER (1799-1875)	
Marriage:	18 Feb 1862	White County, Tennessee
Susan Frances HARRISON		
<b>Spouse: Susan Frances HARRISON</b>		
Birth:	27 Dec 1840	Overton County, Tennessee
Census:	1850	Overton County, Tennessee
Census:	1860	Livingston, Overton County, Tennessee
Census:	1880	Cleburne, Johnson County, Texas
Census:	1870	Cleburne, Johnson County, Texas
Census:	1900	Cleburne, Johnson County, Texas
Death:	16 Jul 1909	Cleburne, Johnson County, Texas
Burial:	Cleburne Memorial Cemetery, Cleburne, Johnson County, Texas	
Father:	William Henry HARRISON (1791-1852)	
Mother:	Mary Ann "May" NORMENT (1811-1892)	



- vii. Fonts – many choices – use your favorites. I change fonts a lot, but for this I like the default because the spacing is already worked out.

### 3. Ways to use the family group sheet.

- a. Save a set of family group sheets at the beginning of the year to compare to last year to show progress. Fan charts will only show if you've added people; this will show comparisons of in-depth information from year to year. Print or not. Keep copies in the family files that you maintain on your computer.
- b. Send a questionnaire to a family member. Include a mistake or two, so they will be motivated to make corrections and additions.
- c. Use the Family Group Sheet to share information with your family. Family members are interested in the 'small pieces' of family history rather than the "big picture."
- d. Take a set to a family reunion. Take lots of pencils for people to add and correct things.