

Share a Reunion Family Tree Without a Website

Silicon Valley Computer Genealogy Group, July 2026

You can share your Reunion collection of family information without publishing on the internet!

Using the **Web Project** feature, you can create a report for others to view much like the way you do in Reunion.

Then you can share it via email, **Dropbox, iCloud, Google Drive, CD/DVD, or thumb drive**. The receiving person needs a computer (Mac or PC) with a browser (such as **Safari, Chrome, Edge**) and does not need internet or the Reunion application.

The main elements of a web project are:

- Family cards – similar to the 3-generation family view in Reunion.
- Person sheets – for details about individuals.
- Trees – similar to a 5-generation pedigree chart.
- Sources
- Media pages.
- Custom sections.
- Other pages of a web project include: index, surnames, cover page, and search facilities.

Creating a Web Project – The basic process:

- Select **Reports** in the navbar.
- Select **Web Project** in the list of reports.
- Make *choices* about the content (Who), format (Elements/Sections), and Destination (**details below**).
- After making choices, click **Save Web Folder**.

Choose Who to Include

- All families.
- Families with a marked spouse (see Reunion contents for Marking instructions).
- Families with **both** spouses marked (this includes marked single people).
- Use the privacy filter in *Reunion preferences* to protect the **identity** of certain people or to avoid the **disclosure** of personal details for certain people (such as of living people).
- * Insert: Check the **Pictures** button below to include the preferred image for each person.

The screenshot shows the 'Web Project' configuration window. It has several sections: 'Who' with radio buttons for 'All families (103)', 'Families with a marked spouse' (selected), and 'Families with both spouses marked'; a checkbox for 'Use privacy filtering'; an 'Insert' section with a checkbox for 'Preferred pictures'; a 'Sections' section with checkboxes for 'Family cards', 'Person sheets', 'Trees', 'Sources', 'Media pages', and 'Custom sections' (which shows '3 included...'); a 'Title' field with the text 'My Web Project'; a 'Destination' section with a dropdown set to 'Safari' and a 'Web Settings...' button; and a large blue 'Open with Safari' button at the bottom.

- **Web Settings** – There is a Web Settings button at the bottom right of the Web Project Panel. You will use it to set up the choices for Browser, Contact, Cover Page, files, Footer, Index/Surnames, Media Page, Other Links, Search, and Sources. Those directions for that are below but, *first you need to decide Elements/Sections to include*.

Design the Elements/Sections

- **Family Cards** – A simplified version of Reunion Family View. The home card will be the family being viewed in Reunion when you select **Reports > Web Project**. Then check the button to include the family cards.

Layout of Family Cards – Use *Default* or dropdown to *Define Layouts* (will also show any previously defined layouts).

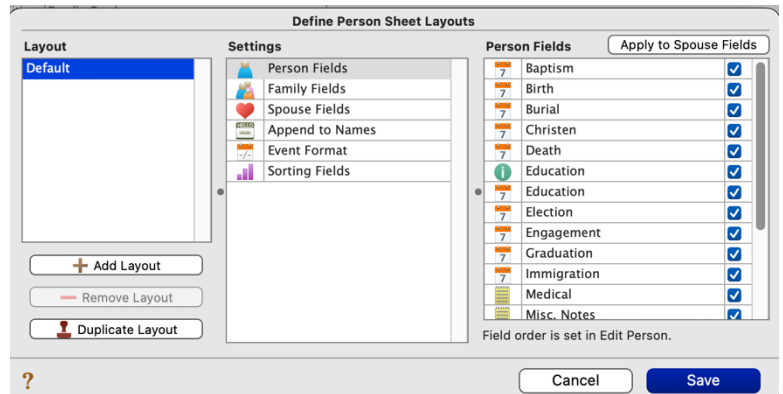
- There is a **limit** of 8 person fields.
- On the family card, only information from the first instance of the field will appear.
- The marriage field
- **Note fields** are not included on family cards, but can be on **Person sheets**, if included.
- Bold children will appear in bold.
- Check the **Include age** button below to include age.

The screenshot shows a 'Family Card' for 'Dad's Relatives'. It features a header with a hamburger menu icon. Below the header, there are two columns of family members. The left column includes Peter LEISTER (1 Aug 1852 - 14 Jul 1922), Elizabeth Ellen EHRENZELLER (4 Aug 1852 - abt 1897), and Franklin Benjamin LEISTER (b. 13 Jun 1892, Ansonia County, PA; d. 17 Apr 1968, Sumner, SC; br. Hillside Cemetery, McAlisterville, PA; occ. Farmer, Chick Hatchery; edu. 4th Grade; rel.). The right column includes Simon Librand STRAWSER (7 Mar 1863 - 21 Sep 1918), Mary Ellen (Molly) KRUPS (28 Jan 1867 - 13 Feb 1937), and Lizzie Mae STRAWSER (b. 14 Mar 1893; d. 29 Sep 1956; br. Hillside Cemetery, McAlisterville, PA; occ.; edu. 8th grade; rel.). Below these columns is a section for 'Children' listing Edgar Clarence LEISTER (30 Mar 1918 - 20 Dec 2002), Ruth Rosetta LEISTER (11 Oct 1911 - 1 Oct 1984), Harry Melvin LEISTER Sr. (23 Mar 1914 - 9 Aug 1990), Lester Elwood LEISTER (22 Aug 1918 - 29 Dec 1990), Pauline Mildred LEISTER (9 Jul 1922 -), Betty Arlene LEISTER (20 Jul 1925 -), Glenn Richard LEISTER (25 Mar 1928 - 22 Feb 1999), and Ethel Mae LEISTER (21 Jul 1932 -). At the bottom, there is a footer that says 'This is my creation date. This is my creation date. Watch it, or I'll kick you.'

- **Person Sheets** – Person sheets include information for each marked person in the web project. Check the button to include person sheets to include and then choose what to include.

Layout of Person Sheets – Use *Default* or dropdown to *Define Layouts* (will also show any previously defined layouts).

- Choose the items to include in person fields (apply to spouse), family fields, etc.
- **Trees** – A "tree" is a 5-generation pedigree chart designed specifically to be viewed in a web browser. Check the button to include a tree.
 - * How It Works in the Web Project – clicking will be active!
 - Clicking a tree icon in a person sheet or family card will open a tree if included.
 - Clicking the name in the first box of the tree will open the family card for that person.
 - People in the first three generations of the tree have a drop-down menu which includes spouses and children of the person in the box (if included as a marked person).
- **Sources in Web Projects**
 - * To include sources in a web project, check the Sources button in Web Project panel. (You will set up source documentation later; for now, if you want to include them, check this button)
 - * How It Works in the Web Project – Sources will appear in separate pages of your project linked by citation numbers in family cards and person sheets.
 - If person sheets aren't included, source citations will appear on the family cards.
 - If person sheets are included, source citations appear on the person sheets, but **not** on family cards.
 - URLs will appear in the web report. However, if the URL is over 80 characters in length, it will appear reformatted like this: "[first 50 chars]...[last 20 chars]." Clicking the link will take you to the correct URL but the URL displayed in the web report will be the reformatted version.
- **Media Pages**
 - * Check *Media Page* button to include all multimedia for each person. (You will set up media page choices later; for now, if you want to include them, check this button)
 - * How It Works in the Web Project – Clicking the little camera icon will open a person's media page.
 - A separate "media page" for each person and family will include all multimedia items linked to a person or family (limit 100), or only specified media types (see below: Reports>Media Page).
 - Pictures can be included in three different places:
 - Directly on family cards - Preferred pictures for the husband/wife.
 - In person sheets - Preferred pictures for the husband/wife appear in person sheets.
 - In media pages - All media items linked to a person will appear in a media page.
- **Custom Sections** – Click include to choose from a list of custom sections such as last name usage, a list of birth places, and more to add to your report. You can create new sections and edit the criteria for the appearance and settings of any section.



Organize the Plan

• **Title**

- * Enter a title for the web project in the Title field. It will appear at the top of each page.

• **Destinations**

- * There are two destination choices: **your web browser** or a **web folder**. Both create a web folder containing the report, ready for saving to a thumb drive or CD or for sending to a relative – or for putting on the internet.
 - If you choose **web browser** it will instantly open the report in the browser that you have designated in *Reunion>Settings*, click *Web*, click *Reports*, click *Browser* to choose from the list of options.
 - If you choose **web folder** you can name the folder and choose a location for it on your computer (my preferred choice).

- **Web Settings** – click the button on the bottom right of the Web Project Panel!

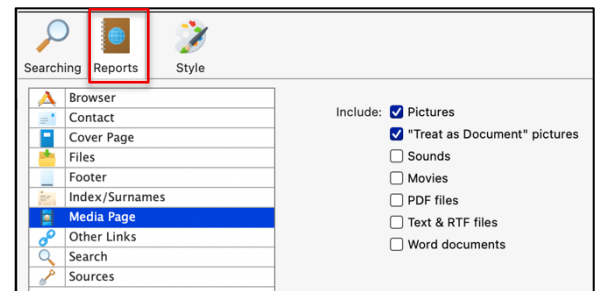
- **Web Settings** – **Styles** (tab at the top)

- * A web style is a template or theme applied to the pages of a report. The highlighted web **style** applies to all pages of a web project that you create.
 - **Font** – The Font button selects a web-friendly font for all pages.
 - **Format** – A pop-up menu will show formats to choose from (Default, Dotted, Double, Inset Shadow, Title Light).
 - **Color** – Select one of the thumbnail images in the scrolling display. Check Colorize Text to have the names
- * Use the Web Preview button at the bottom center of the Web Settings window to test your choices. A test version will let you review how the settings will appear: Style font, format and color; Contact entries; Other Links entries; Cover page author, graphic and introduction; Footer text and creation date; Index and surname page; Search settings.



- **Web Settings** – **Reports** (Middle tab at the top)

- **Browser** – This applies to all Reunion activities; when used on another computer, Web Project will ask for a choice.
- **Contact** – Enter your info. Check to include this in the project. Can be email, Facebook, phone, snail, etc.
- **Cover Page**
 - Name the author;
 - Choose a graphic from list or add your own from your files.
 - Add an introduction. Type directly or import a TXT file; change font style and color.
- **Files** – Your choice. I choose **Prompt for name of cover page** and when it asks later, enter something like “Open Me” or “Begin” for an obvious starting point in the Web Folder.
- **Footer** – Make choices about creation date and footer; where do you want this to show?
- **Index/Surnames** – How many per page? Separate page?
- **Media Page** – Choose which media types to include for the people you have chosen (see sample on this page). Size of pictures will depend on the viewing device.
- **Other Links** – If checked, this will appear on the cover page. Can rename the feature. Choose and enter your links.
- **Search** – There are two types:
 - Adds a menu button for searching within the project for people by name.
 - Adds a link to a third-party search engine for searching on the internet if connected. This will show at the bottom of the Cover Page, Index Page(s), and Surname Page(s).
- **Sources** – These appear in separate pages linked to family cards and person sheets. Choose scrolling page or a certain number per page.
 - Check the **Include multimedia file list** button to include the media file in endnotes.
 - Also check **Include multimedia files** to include links to the full multimedia files. When clicked (in the endnote), the multimedia file will open in a new browser. (First set up Endnotes in Settings>Reports – a different location)



- **Share Your Project**

- Click “Save Web Folder” to your desktop. This is the one you will use to share with others. In that folder you will click on *Open Me* or whatever you chose in the Files settings to see what it looks like.
- If you click “Open with [browser],” you will immediately see what it will look like on your computer and you can test it. If you want to make changes, go back and re-create the project.
- Put the folder on a thumb drive or CD, email it (may be too big), post it on your webpage, or drag it to your Dropbox, iCloud, or (do-able but complicated) Google Drive. Then get the link for sharing and send it to others, who then download it and open on it on a computer.
- You can even publish your webpage on the internet on your own website. The Reunion Web Tool with a file updater and URL Calculator can help you manage it online. <https://www.leisterpro.com/doc/webtool.php>
- Another option is to use Reunion’s web-hosting service by creating a **ReunionFamilyCloud** account at https://www.reunionfamilycloud.com/rfc_terms.html and use **ReunionFamilyCloud Manager** to upload and help you manage an online tree. Read more about this in Reunion>Contents> ReunionFamilyCloud Manager. Amazing!
- Share your new Web Project with your family.