

Using the Clipboard in Reunion

(adapted from the Reunion Manual)

Have you ever added someone to the wrong family? Or put someone in twice? Maybe you mis-typed a date, causing your great grandmother to live over 200 years, but you don't know you did that. The Reunion Clipboard is the answer!

There are two kinds of clipboards. Your Mac has a clipboard where anything that you copy on your computer is placed in the Mac clipboard and can be pasted elsewhere including into a Reunion chart.

The Reunion Clipboard is a place to put people while you decide what to do with them. Using the Reunion Clipboard can be a challenge as there are many facets to its capabilities. The key is to know that a feature exists and to revisit these notes or the Reunion Contents when you are ready to accomplish a task.

Purpose – Use the Clipboard to move people around – or get rid of them. Reunion will help you do this when you have bad entries, bad links, and unwanted persons.

Access to the Reunion Clipboard can be found in the left sidebar or the right drop-down list or shift-command c.

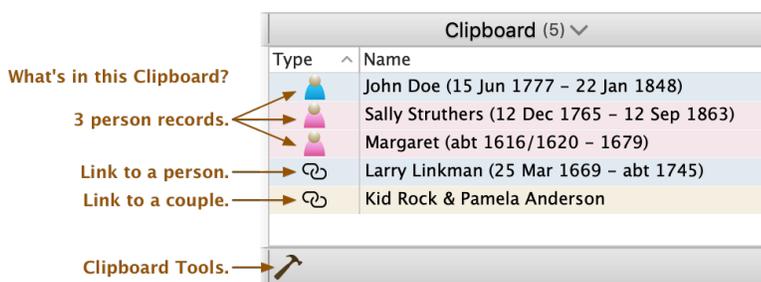
In the Clipboard you may see names with two different icon types:

- A person icon with a name next to it
 - A link icon with a person or couple next to it
- +At the bottom is a tools icon.

 Person with icon – The person was dragged from a family record. The person's whole record is in Clipboard, not linked to anyone, not related to anyone (if there weren't multiple spouses or parents). Maybe it's someone who you found wasn't a relative; she might later prove to be, so you keep her in the Clipboard. Or, she was in the wrong place and you've dragged her to the Clipboard temporarily and will next drag her to a family where she belongs.

 Name with link – This person was dragged from child button; is still in family file. If person was under the wrong parents and you dragged him to Clipboard, his own spouse and children would follow him and still be part of your file.

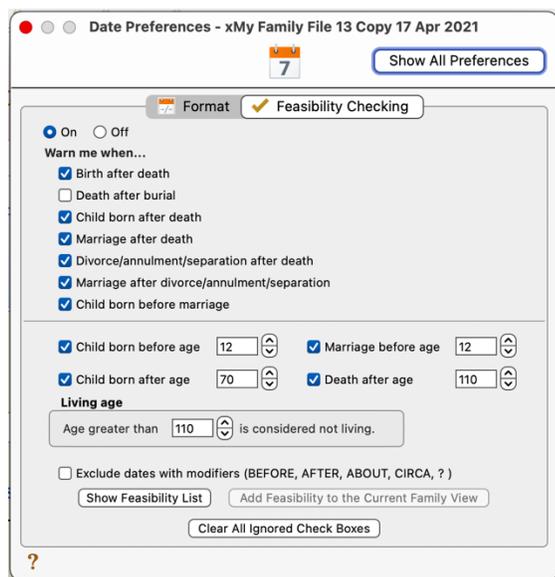
 Couple with link – You had them entered incorrectly as parents and dragged them to Clipboard. They are still in family file.



PREVENTION

Date Feasibility warnings will warn you if you are putting the wrong person in the wrong place based on *dates*. The warning only shows for a parent, not a child. Go to Preferences>Date Preferences>Checking. Choose the tab for Feasibility Check. You can turn the feature on or off and set the parameters for the warnings you want to receive as you enter dates for people. When a warning comes up, you can choose to change the information or ignore the warning. If you turn on “Add Feasibility to Current Family View,” the warning will show on the family view under the parent. You can also use left side bar under Lists to show the Feasibility List and see all of the feasibility problems in your file.

Duplicate Check for Names – When you begin entering a new person, Reunion automatically checks names to see if that person is already in your file. Go to Preferences>General>Data Entry To set this up. The last item in this window is “*Check for duplicates when adding new people.*” You can disable



Duplicate Check or use the gear to adjust the sensitivity. If you begin to enter someone with a similar name, a window will open with a list of people who might be the same as the person you are entering. You can single click someone on the list to see details. Then there are choices: Add selected person; Continue adding new person; or Cancel. “Add selected” won’t work if the child is already in the family or already a spouse.

SOLUTIONS

If you have a **child in the wrong family**, drag him/her to the Clipboard (*from the child position*), navigate to the new parents, and drag the child into new family.

If you have the **wrong parents above a family**, drag one to Clipboard (*from above a family*), and the other will follow. Then navigate to the correct family and drop them where they belong.

If you have the **wrong spouse in a family**, drag him/her to the Clipboard (*from the spouse position*). Then navigate to the correct family and drop him/her where he/she belongs.

If you aren’t sure where to place them in a new family, you can leave them on the Clipboard until later. That way you haven’t lost the information that you found for them.

Unwanted Person – Delete, remove, or save for later.

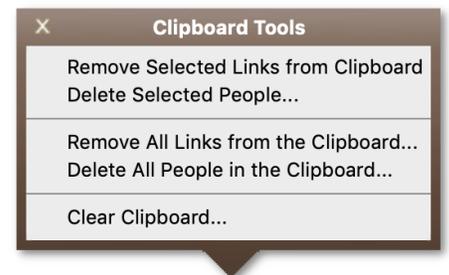
An unwanted person is someone who was accidentally duplicated, accidentally entered, or who you eventually prove is unrelated to anybody in your family file and you simply want them gone. You need to decide what to do with the unwanted person: *keep for later or delete*. If you delete, backup first (File>Save a backup copy).

When a person is **deleted**, he is **permanently** purged from your family file. That means his record will disappear (his name, events, facts, notes, etc.) — gone forever from the family file.

- Deleting a person does **not** affect a person's children, descendants, parents, or ancestors.
- If a deleted person appeared anywhere as a child, parent, or spouse on another family, he will disappear from those records.

A person or link in the Clipboard can be deleted/removed by clicking the **Tools** button at the bottom of the Clipboard sidebar. 

The first two items in the Clipboard Tools window apply to whatever is **selected** in the Clipboard. More than one item in the Clipboard list can be selected by Shift-clicking or Command-clicking.



- When you single-click on a **link** (person or couple) you are taken to the record in family view, and the *remove* portion of the tools is enabled. Click on the Tools icon at the bottom, and you can *remove* the linked person from the Clipboard.
- When you single-click on a **person**, the “Delete Selected Person” is enabled in the tools and the person can be *deleted* and gone from the file. Or, if you double click the person, a message asks if you want to *remove* the person from the Clipboard and create a new record. The person would not be connected to anyone, would still be in the family file, and would be an island all by itself.

Removing people without using the Clipboard. Using the techniques below to remove children, parents, or spouses does **not** delete people from a family file. Only **links** are removed. Using these techniques to remove children, parents, or spouses from family records does **not** put anything (links or people) in the Clipboard.

- **Remove a child:** Choose edit>Family>Children; Select a child; Click Remove.
- **Remove a spouse** (when more than one spouse is linked to him/her): In person menu button; Choose spouses & children>edit spouses; Select and click Remove Spouse button.
- **Remove parents** (when more than one set of parents is linked to a person): Choose parents>edit parents; Select the ones and click Remove Parents button.

Deleting people without using the Clipboard (Completely deletes them from the file)

- **Using sidebar:** Select a person in the sidebar on the right. From menubar choose File>delete selected person.
- **Using a list window:** When showing people, choose File>delete selected person.
 - Command Delete also works.
 - Only works one at a time.
 - A confirming window will appear.