

Creating a Register Report

Reunion 10 Basics Class–March 2013

For many people, this report is the preferred document for genealogy texts. Reunion creates a Register style report where a narrative paragraph is created for each person.

To create a Register report...

- Click **Reports** in the navbar.
- Click **Register** in the list of reports.

A panel with several options appears in the center of Reunion's window.



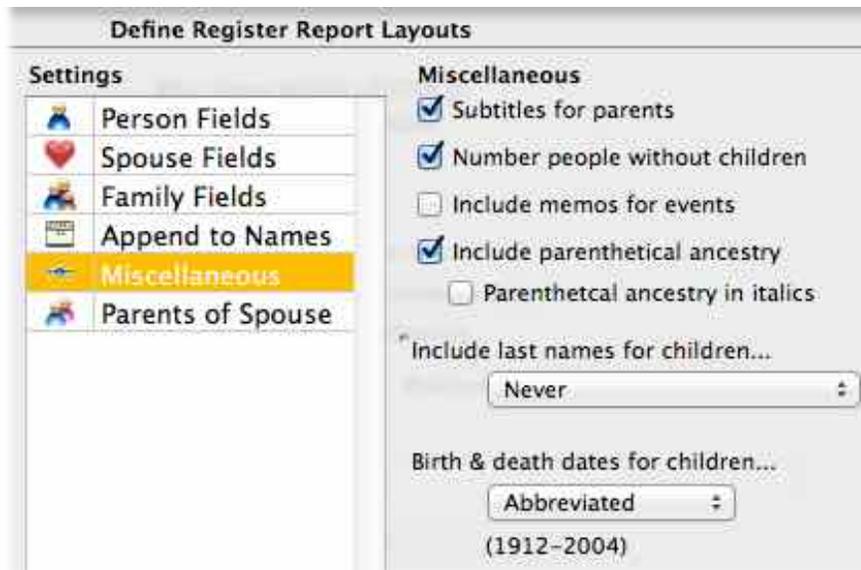
The screenshot shows a configuration panel for creating a Register Report. At the top, the 'Who' section lists 'Joseph Patrick KENNEDY' and 'Rose Elizabeth FITZGERALD'. Below this, the 'Generations' is set to 5. The 'Prune' section has three options: 'Bold children only' (unchecked), 'Marked descendants only' (unchecked), and 'Use privacy filtering' (checked). The 'Include' section has two options: 'Sources' (checked) and 'Preferred pictures' (checked). The 'Title' field contains 'Register Report'. The 'Layout' dropdown is set to 'Default'. The 'Destination' dropdown is set to 'Microsoft Word'. At the bottom, there is a blue button labeled 'Open with Microsoft Word'.

When you create a Register report, Reunion will start with the couple in the "Who" section and look "downward" (forward in time).

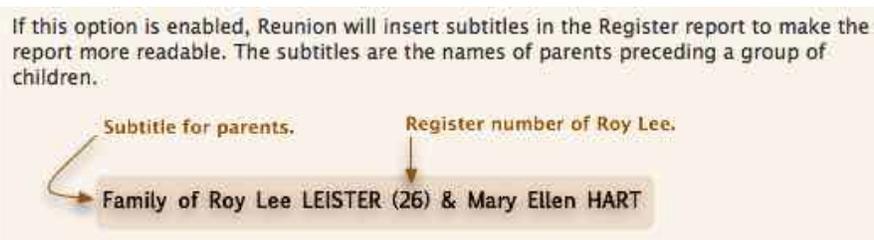
Most of the layout choices for Register reports are common to other reports

Miscellaneous

The **Define Register Report Layouts** window contains a **Miscellaneous** setting with several choices that are unique to Register reports.



Subtitles for parents



Number people without children

The Register report format, as originally defined by the [NEHGS](#), assigned numbers only to people whose lineage is continued later in the report (i.e., numbers are assigned only to people **with** children).

Some users prefer that **all** people be assigned a number in the Register report.

Include memos for events

To include the [memo field](#) with each event, check the **Include memos for events** button.

Include parenthetical ancestry

This option refers to the insertion of direct ancestors in parentheses after each descendant's name in the Register report. "Direct ancestors" refer

only to the direct line from the descendant to the source couple from whom the Register report begins.

Include last names for children

This option is for including the last names of children in Register reports, and the ability to include surnames for children only when different from the father's surname.

Birth and death dates for children

This option determines whether and how birth/death dates are appended to children in Register reports.

Parents of Spouse

Another setting in the Define Register Report Layout window is called **Parents of Spouse**. This provides a button to include dates for parents of spouses of descendants. (See the Register report excerpt [below](#), which includes dates for parents.)

Index

To insert the index, go to **Insert > Index and Tables**

An index will appear at the end of the Register report. A Register report index includes all descendants, spouses of descendants, and parents of descendants' spouses. Surnames are grouped together and each line in each surname group includes a person's first and middle names, along with one of the following in the second column...

1. If the person is a descendant, his Register number (140).
2. If the person is a spouse of a descendant, his spouse's Register number (spouse of 72).
3. If the person is a child of a descendant, and [doesn't receive](#) his own Register number, then his line will include his parent's Register number (child of 149).

If the person is a parent of a descendant's spouse, his line will include the Register number of his child's spouse (parent of spouse of 96).

Keyboard Shortcut tips:

If you are in the **Edit Person** window, you can either click the **Done** button or just hit either the **Enter/Return key** or **ESC key**; four ways to actuate the save.

If you are anywhere else, **Command-S** opens the Source list.

Version 10 behaves like a normal database and **saves** as you go.

In Reunion 10, if you're editing **notes** and want to save the changes and go back to the family view you have three keyboard shortcuts that will get you there...

- **Enter** key.
- **CMD-Return**.
- **ESC** key.

All of the above do the same as clicking the **Done** button.

Adding Events:

To add an event to a person's card such as the 1940 Census:
Go to **Events** > **Add Event** > Click on **Event Preferences** and take a **screen shot** of the Census Event before you add your 1940 Census. Then select the **Add Event** on the left side and fill in the areas as per example below.

The screenshot shows the 'Add Event' dialog box in Reunion 10. The dialog is titled '1940 Census' and has several tabs: 'Events', 'Facts', 'Notes', and 'Flags'. The 'Events' tab is active. On the left, there is a list of 'Person Events' including '1940 Census', '1st Communion', 'Adopted', 'Baptism', 'Baptism LDS', 'Bar Mitzvah', 'Bas Mitzvah', 'Birth', 'Blessing', 'Burial', 'Census', 'Christen', 'Citizenship', and 'Confirmation LDS'. Below this list are buttons for 'Add Event' and 'Delete 1790 Census'. The main area of the dialog contains the following fields and options:

- Abbreviation:** Long: 1940Census; Short: 1940d, 1940p, 1940m.
- Narrative Form:** Arrangement: Verb Date Place; Verb: found living in; Place: 1940 Census; Sample: found living in on 28 Feb 2013 1940 Census Pennsylvania.
- GEDCOM tag:** 1940
- Default Person Events:** Birth, Death, Burial.
- Buttons: 'Add 1790 Census', 'Remove', and 'Close'.

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