


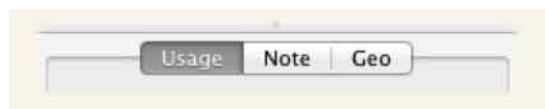
Reunion 10 Basics Class February 2015

The Places Sidebar

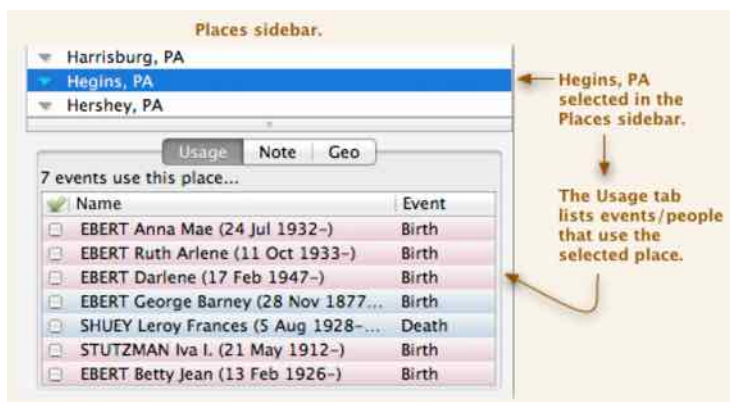
makes it easy to...

- see and correct inconsistencies and spelling errors in your place entries
- see the usage of places in your family file — for example, if your travels bring you to a particular city, it's easy to make a list of everybody whose birth place, death place, or burial place is in that particular city.

 To show places in the [List window](#), where you have more room to see longer place entries, click the **List** button (in the bottom bar, under the Places sidebar).



Usage: a list of people whose record includes the selected place. Each line contains a name, birth and death dates, and the event name (such as "birth," "death," etc.) that includes the selected place.



Click names in the Usage list to navigate to a person's record in the family view.

[Mark](#) or unmark people in the Usage list by clicking the **Mark** check-box buttons in the first column of the list.

Click the **Share** button (to [print, report, or email](#) the place list, with usage) **will** include **all** events that reference the place.

The Usage list that appears under the Places sidebar is limited to 7,500 entries.

Recording Notes About Places

To record notes (free-form text) about the place...

- 1 Click **Places** in the Sidebar list to show the Places sidebar.
- 2 Select the desired place in the top list.
- 3 Select the **Note** tab in the bottom section.
- 4 Use the **Notes** scrolling text field to enter text relating to the selected place entry. Alternatively, you can paste or drag-and-drop text into this field (including text clippings from the Finder). Place note fields are limited to 2,500 characters.

Perhaps a bit of history or demographics regarding the place would be appropriate for this particular **Note** field.

When the Places sidebar is [shared](#) and it includes "Places and [Usage](#)," or includes only one selected place, the place **Note** field will be included in the report.

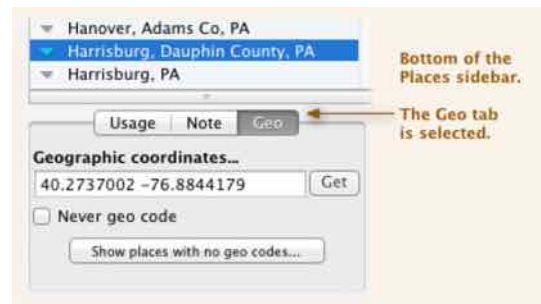
Assigning Geo Codes to a Place

The geographic coordinate system enables every location on planet Earth to be specified by a set of numbers: latitude and longitude. In Reunion, these are expressed as decimal degrees.

To enter, edit, or retrieve geo codes for a place...

- 1 Click **Places** in the Sidebar list to show the Places sidebar.
- 2 Select the desired place in the top section of the sidebar.

- 3 Select the **Geo** tab in the bottom section of the sidebar. The following items will appear...



Geographic coordinates field – is where you can type in geo codes for the selected place. If you type these in manually, the coordinates must be in decimal degrees with a space between latitude and longitude. (See the example above.) But,; in most cases, there's a much faster way.

Get button – Click this button and Reunion will (with the behind-the-scenes help of Google) attempt to retrieve the geo codes for your place. If it finds it, a window will appear wherein you can confirm that it found the correct place, and then grab the geo codes and stick them in the **Geographic coordinates** field. If it finds more than one place that might match your place, all possible matches will appear in the Geo Code Place window.

Using the Geo Code Place Window

The **Geo Code Place** window appears when you're attempting to retrieve the geo codes for a single place. This happens when...

- Clicking the **Get** button in the Places sidebar (at the bottom, in the **Geo** tab).
- or...
- Clicking a **Place** menu button ▼(the little triangle to the left or right of a place name) and choosing **Get geo codes for this place**.

The **Geo Code Place** window shows a list of possible matches (provided by Google) to your place entry. It also shows a map, on the right side, to help you identify the place.

If you see the correct place in the list of locations, select it and then use one of these buttons...



- **Get Coordinates** – to use Google's coordinates but retain **your** spelling and formatting of the place, or...
- **Get Name and Coordinates** – to use Google's coordinates and also use Google's formatting of the place (which is what appears in the list on the left side)
- **Close** – click this button to take no action.

Pinpointing an Exact Location

In the Geo Code Place window, shown above, you can move the pin point (by dragging it) to an exact location — for example, a home, farm, cemetery, etc. — and then retrieve the geo coordinates of the exact location of the moved pin point. The more you zoom in (on the map) the more precisely you can place the pin point. When the pin point is exactly where you want it, click the **Get Coordinates** button.



Never geo code button – If you have a place whose description isn't precise enough for Google (for example, something like, "at home, in the barn" or "Juniata County, PA") then click the **Never geo code** button and Reunion will ignore this place when you click the **Show places with no geo codes** button.

Assigning Geo Codes for All Places

To help you find geo codes for **all** places in your family file...

- 1 Click **Places** in the Sidebar list to show the Places sidebar.
- 2 Be sure the **Geo** tab is selected in the bottom section of the sidebar.
- 3 Click the **Show places with no geo codes** button.

This will open the **Geo Code Multiple Places** window. It's similar to the **Geo Code Place** window, except that it adds a column on the left which lists all the places in your family file for which you have **not** yet assigned geo codes.

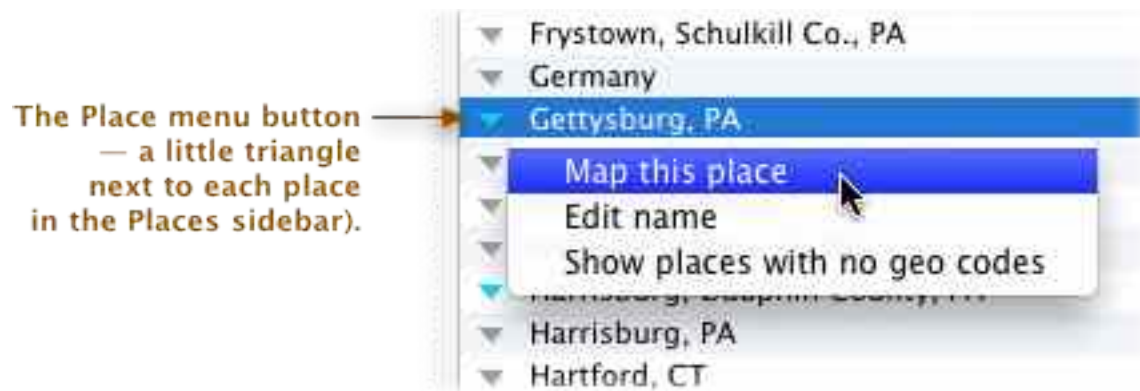


You can work through your places and assign geo codes to each place at your leisure. As you click places in the list on the left, any potential matching locations in Google's database are listed in the center column. And, when one of the locations in the middle list is selected, a small map will appear on the right. If you come across a place for which you do **not** want to attempt to match, click the **Skip** button. This button will remove the place from the list (of non geo coded places) and has the same effect as checking the **Never Geo Code** button.

There's no need to process them all at once. Work periodically on geo coding your places and you'll be amazed how quickly you get them done.

Mapping a Place

To show a map of a place, click the **Place** menu button (the little triangle appearing next to the place entry) and choose **Map this place.** maps



- **Mapping places with geo codes:** If a place already has geo codes assigned to it, the **Place** menu button (the little triangle) will appear in blue. And, in this case, clicking it and choosing **Map this place** will open your mapping app (Google or Bing) and pinpoint the place on the map.
- **Mapping places without geo codes:** If you attempt to map a place that does **not** have geo codes, then the mapping app (Google or Bing) will attempt to map the place based only on the **text** of the place entry — which may or may not work, depending on the detail and accuracy of the place entry.

ps

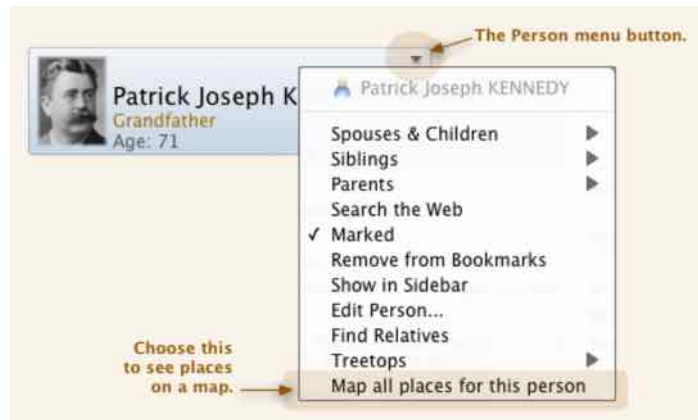


To change settings for the **Places** sidebar, click the **Settings** button in the bottom bar, under the Places sidebar. This offers the choice of using Google or Bing for maps. The mapping of **multiple** places is supported in Google, not Bing.

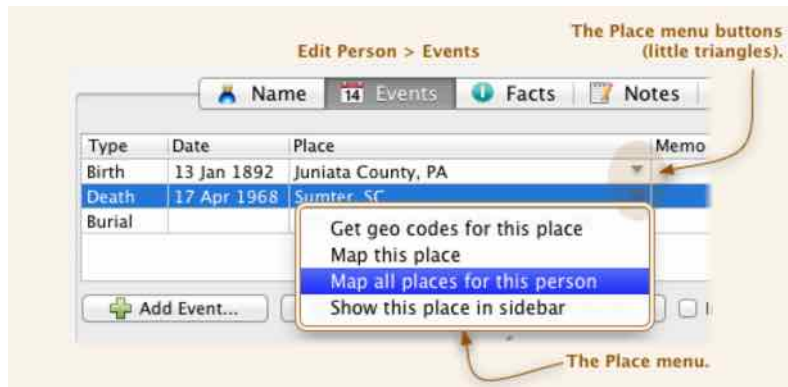
Mapping Multiple Places

To show maps with multiple places for one person, choose **Map all places for this person** in either of these spots...

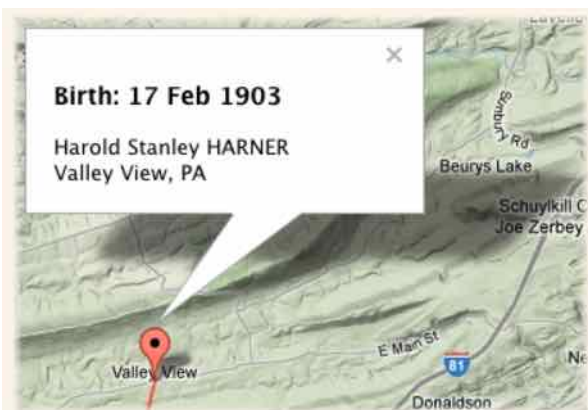
- 1 In the family view, click the little triangle ▼ inside a **Person** button.



2. In the Edit Person or Edit Family panel, click the **Place** menu button ▼ (the little triangle appearing next to the place entry).



Note: Map all places for this person only works for places that have geo codes.

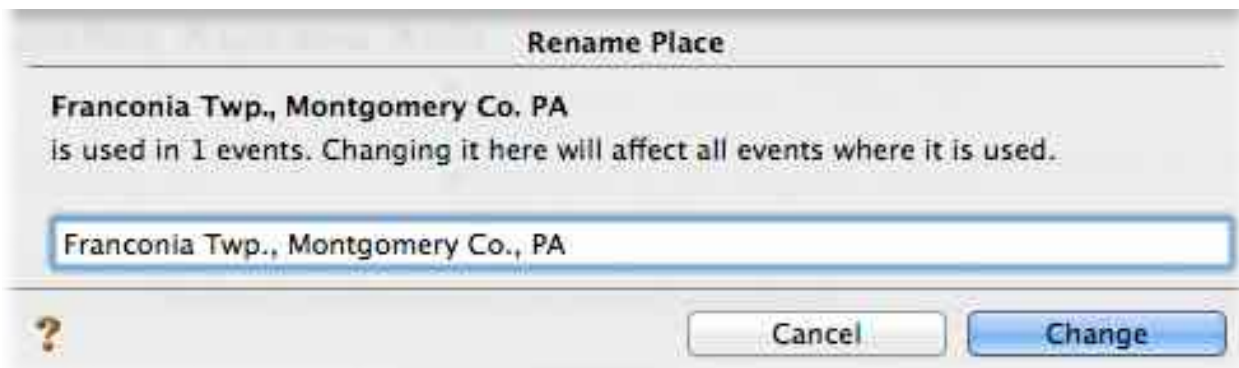


When multiple places are pinpointed in Google, clicking a "pinpoint" on the map will reveal some information about the event...

Editing Names of Places

As you view the place list, you may notice inconsistencies and spelling errors in your place entries.

To edit or correct the spelling of a place name, double-click the place in the Places sidebar (or click the **Place** menu button ▼ and choose **Edit name**). This will open a **Rename Place** window showing you the current spelling and providing a field for making corrections. When you're finished, click **Change** and the corrected place spelling will appear in every place field in which it was used (in the current family file).



Place Name Formats

near, Stonington, New London, Connecticut
between, London, and, Maidenhead, Middlesex, England

Historical Place Names – discontinued or extinct places

Howland, Dodge, **now**, Putnam, Missouri
New Haven, Mason, Virginia, **now**, West Virginia

- use notes to explain