Reunion 10 Basics Class
April 2015

Note: The main text of this instruction is lifted from the Reunion User"s Manual, the "?" icon at the bottom left corner of any View. I have added a few of my own words here and there – ps

What Is a Person Sheet?
A person sheet is a document that lists information about one person.

Destination:
- Printer
- Web Folder
- Word Processor

For Whom:
- either or both spouses on the current family
- all people
- marked people

Sorting Person Sheets:
If you choose to create person sheets for all people or marked people, you can choose different sorting methods by clicking the Sort by button. (This feature does not apply when the destination for the report is your web browser.

Fonts In Person Sheets:
Only when destination is **Printer** can you change fonts

What Is a Family Group Sheet?
A family group sheet is a report that shows information about one immediate family. This typically includes the husband, wife, and children. Family group sheets do **not** include details about other families in which a husband or wife is a member.

To create the Traditional style, use **Destination Printer**.

Layout
The layout of family group sheets can be defined and changed by clicking the **Layout** button in the **Reports > Family Group Sheet** panel and choosing **Define Layouts**.
Most of the layout settings for family group sheets are common to other reports, but one layout setting unique to family group sheets…the **Children Family Fields**.

Children Family Fields

One of the items in the **Children Family Fields** list is **Children**. If checked, the family group sheets will include a space under each child for a list of the child's children.
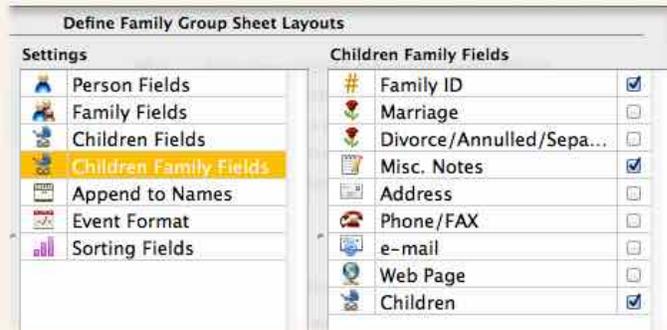
In other words, if you create a family group sheet for you and your spouse, your children are included, and a line under each of your children is included for your grandchildren.

What Is a Blank Form?

A blank form is a person sheet or family group sheet with empty fields. Blank forms are ideal for gathering data on people, especially when you begin your research.

- A Blank Person sheet gives you room for more **spouses**.
- A Blank Family group sheet gives you room for more **children**.

What Is a Family History Report?

A family history report begins with one couple and moves forward in time. It includes descendants (children, children's children, etc.) of the source couple along with information about each descendant along the way. It is a very comprehensive genealogy document — one that lends itself well to data verification and publishing.

Each descendant in a family history report is assigned a **number** which symbolizes the descendant's relationship to the source couple.

For Whom?

By default, names of the husband and wife of the current family appear. To create a family history report for a different couple, you can select (single–click) any name in any Sidebar and the "Who" section will be updated. Or, you can

return to the Family View and navigate until you find the desired starting couple.

Pruning
- descendants who appear as children with **bold** text
- descendants who are marked
- descendants who are marked and also appear as children in **bold** text.

Generation Prefix
A generation prefix is a number (from 1 to 99) inside parentheses, representing the number of a descendant's generation. The source person for the report is in generation #1 (for purposes of the report).
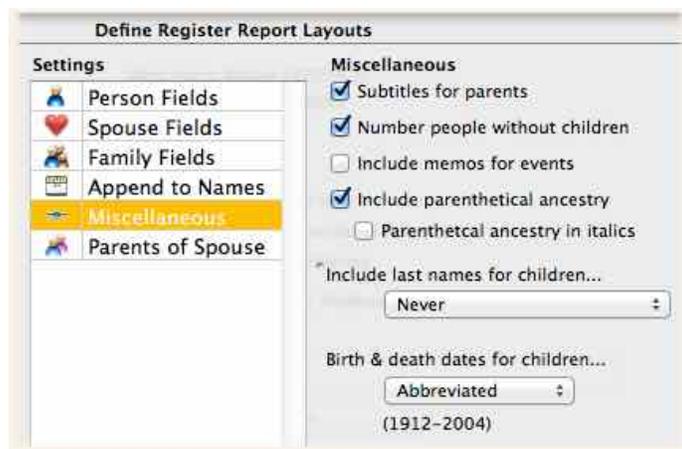
Multiple Spouses in Family History Reports
Family history reports show multiple spouses.

What Is a Register Report?

The Register report is named for the **New England Historical and Genealogical Register**. For many people, this report is the preferred document for genealogy texts. A narrative paragraph is created for each person, beginning with a selected couple and including all descendants up to a specified number of generations. The numbering system is described as follows: each descendant is assigned a unique number, beginning with **1 for the source**, followed by his children as **2**, **3**, **4**, etc. In the body of the report, children in a family are listed with lowercase Roman numerals. The entire report is divided by generations.

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

Define Register Report Layouts

Settings	Miscellaneous
Person Fields	☑ Subtitles for parents
Spouse Fields	☑ Number people without children
Family Fields	☐ Include memos for events
Append to Names	☑ Include parenthetical ancestry
Miscellaneous	☐ Parenthetcal ancestry in italics
Parents of Spouse	

Include last names for children...

Never

Birth & death dates for children...

Abbreviated

(1912–2004)

- **Subtitles for parents** – Family of ….
- **Number people without children** – usually assigned only to people with children
- **Include memos for events**
- **Include parenthetical ancestry** – the insertion of direct ancestors in parentheses after each
- **Include last names for children**
- **Birth and death dates for children**
- **Parents of Spouse**

What Is an Ahnentafel Report?

An ahnentafel report is a narrative–style report that begins with one person and moves **backward** in time. The ahnentafel report includes ancestors (parents, parents' parents, etc.) of the starting person, along with information about each ancestor along the way. The report is similar to a pedigree chart — it begins with a starting person and moves backward in time. Each ancestor is assigned a unique ahnentafel number, beginning with **1** for the source person. (Ahnentafel is a German word that translates as ancestor table.) The report is divided by generation.

Numbering
The ahnentafel numbering system assigns the number **1** to the source person. The father of number **1** is number **2**. The spouse of **2** is **3**. The rule is: to find the father of a person, double the number. To find the mother of a person, double the number and add **1**.

Layout
Most of the layout settings for ahnentafel reports are common to other reports except the **Miscellaneous** setting with four choices that are unique to ahnentafel reports.

Miscellaneous Settings

Subtitles – Ahnentafel reports are divided by generation. The **Subtitles** button gives you three options for the title applied to each generation of the report.

Page Breaks – before each generation.

List Children – children of each parent, grandparent, etc.

Include memos for events

What Is a Descendant Report?

Reunion creates descendant **reports** and descendant **charts**. In both cases, the document begins with one couple and looks forward in time — down the roots, as it were, from the starting couple in the current family.
A descendant **report** is an indented text outline showing descendants of the source couple for a specified number of generations.

Multiple Spouses for the Source Couple

The descendants of their **other** spouses will not be included in the report.

Define Layouts – Name Setup

To change the **style**, click the **Change** button and pick one of the eight basic styles.

To include spouses of descendants, be sure to pick a setup that includes the spouse. Descendants with multiple spouses will be listed once for each marriage and have asterisks after their names.

Note: If any person or spouse fields are included in the current layout, two buttons in the Name Setup window will be disabled…
- **Name & Spouse – no fields**
- **Name (b-d) & Spouse (b-d) – no other fields**

To enable these buttons, click **Cancel**, and uncheck all of the person, spouse, and family fields. Then click **Name Setup** and click **Change**.

Dates (under Name Setup)

When your name setup includes names and dates on the same line, you have the option to include dates with just years or full dates. Select one of the two buttons under the title Dates.

First Line Bold (under Name Setup)

- no descendants
- all descendants
- children who appear in **bold** text
- odd generations
- the first generation.

Append to Names

- various choices

Event Format

- Include age with events
- Put places on separate line

Indent/Outline

Tabs are recommended because they make it easier for you to change the spacing between generations when the report is opened in your word processor.

The **Text Lines** button will give you quick-and-dirty vertical connecting lines in a descendant report

Outline

- Normal
- Short
- Legal
- Register

Index for Descendant Reports

Descendant reports will include an index when the following two conditions are met...

1 When the **Outline** button is set to **Legal** or **Register** (in the Descendant Report Layout window, Indent/Outline setting).

2   The **Omit Index** button is unchecked in the [Report Preferences](). (Web output creates an index regardless of this setting.)

Indexes can't be included when using the **Normal** outline method because the index is not a "page number" index; rather, entries in the index cross reference the legal or Register number of people in the report. With the Normal outline method, there isn't enough information to cross-reference entries in the index to entries in the body of the report.

The index is sorted and grouped by surname.

Multiple Spouses

If you need to show descendants of multiple spouses of the starting couple, then you need to change the starting couple — go back one generation and start the report from a parent or other ancestor of the current starting couple.

What Is the Obituary Report?

The Obituary report renders a document very similar to what you would read in a typical newspaper or online obituary — a report of the death of a person, containing a summary account of a person's life. Obituaries typically include the day of the week of the death event, the names and relationships of parents, grandparents, spouse, children, spouses of children, grandchildren, etc.

The purpose of Reunion's obituary report is to provide a document that you can compare with a "real" obituary with to assist in research.

Sharing, Printing, Emailing, Copying

To share the Obituary report (print, edit, copy, attach to an email, etc.), click the **Share** button in the bottom bar, under the Obituary report.

What Is the Events Report?

The Events report contains a list of events for people. The most useful application of this report is to provide a chronology of the events in people's lives. And you may include all the people in your family file or a subset, for

example all the descendants of your grandparents. The columns in the report include…

- **Name** – name of a person associated with the event
- **Event** – name of the event type (birth, death, etc.)
- **Date** – date of the event
- **Age** – age of a person at the time of the event
- **Place** – place associated with the event.

To **sort** the Events report, click the title of any column.

To **rearrange** the order of columns, click and drag the title of any column to the desired position.

To **resize** a column, click and drag at the very edge of the column in the title row.

Tip: Double-clicking on the dividing line at the right-hand edge of a column's title — when the cursor is showing — will autosize the column to display the longest entry in the column.

The Events report can be shared, or opened in a text file.

To **show a person in the family view**, double-click any person in the list of events.

To tweak the content of the Events report, click the **Settings** button in the bottom bar (under the Events report). This opens the Events Settings window.

What Is a Last Names Report?

The Last Names report includes all unique last names (surnames) in your family file. The Last Names report provides an overall snapshot of your research and a handy report to show others your surnames of interest. It also facilitates the discovery of inconsistencies and/or spelling errors in your surnames.
Use the **Show** button at the top to see last names for: all people, marked people, or unmarked people.

Each line of the report contains one unique surname along with…
- **Usage** – the number of people with the selected surname

- **Earliest Date** – the first event date recorded for anybody with a selected surname. The "earliest date" could be any event date, including a death date if there is nobody with the surname who has a birth date.
- **Latest Date** – the most recent event date associated with a surname. The "latest date" could be today's date if a person with the surname is living.
- **Living** – the number of living people with a surname.

Near the top-right corner of the Last Names report, the total number of **unique last names** is listed.

Finding People

If you select a line in the Last Names report, and click the **Find** button (or simply double-click any line), Reunion will immediately open the Results sidebar with a nifty list of everybody with the selected surname.

Then you can **double-click** the name in the Results sidebar to open the person's record and make corrections.

What Is the Statistics Report?

The Statistics report calculates, analyzes, and summarizes data from your family file. It presents a complete breakdown of a variety of statistical data and also lets you focus on and search for records that match specific criteria. Just a sampling of the possibilities includes…
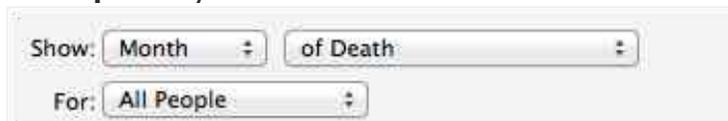
Examples

Example 1: you want to know when people were first married, and you want to limit the results to living people only. To do this, configure the menus to look like this…

Show: Age | at First Marriage
For: All People | Who are: Living

Example 2: you want to know the month in which most people have died…

Show: Month | of Death
For: All People

Example 3: you want to know the ages in which marked people have had their first child...

Show: Age ⇕ at First Child ⇕
For: Marked People ⇕ Who are: Living or Not Living ⇕

Example 4: you want to know the years during which unmarked deceased people were born...

Show: Year ⇕ of Birth ⇕
For: Unmarked People ⇕ Who are: Not Living ⇕

Example 5: you want to know the number of people who are living and have half siblings...

Show: Number ⇕ of half siblings ⇕
For: All People ⇕ Who are: Living ⇕

Using Statistics to Find Problems

You can use the Statistics report to quickly find **errors** in your data. For example, if your Statistics report is showing the ages of people when their first child was born and you see really low numbers, such as "3" or "4," you'll know that, somehow, a birth date has been entered incorrectly. Proceed as follows…

1 Double-click the suspect line in the Statistics report.
2 A list of results appears the sidebar — these are all the people whose entries suggest an error
3 Double-click somebody in the Results sidebar to show his record in the family view.
4 Investigate the date entries for the person and make a correction.

The Statistics Report
showing ages of people when they had their first child.

Show: Age ⇕ at First Child ⇕
For: All People ⇕ Who are: Living or Not Living ⇕

	All	Male	Female
Summary			
Minimum	3	3	4
Average	24	26	23
Maximum	54	54	44
Breakdown			
3	1 (0.15%)	1 (0.15%)	
4	1 (0.15%)		1 (0.15%)
10	1 (0.15%)		1 (0.15%)
12	1 (0.15%)	1 (0.15%)	
13	1 (0.15%)		1 (0.15%)
15	1 (0.15%)		1 (0.15%)
16	10 (1.50%)		10 (1.50%)

These numbers suggest a mistake in data entry
(giving birth at ages: 3, 4, 10, 12, and 13).

What Is the "On This Date" Report?

The "On This Date" report starts with **one person** and neatly shows his family members and the age of each family member as of a **reference date** that you may change.

This report gives you the ability to "**time travel**," so to speak. You can, for example, create the report for your grandfather and then pick any date during his lifetime — let's say the date his second child was born — and immediately see the members of his family and the age of each family member on that particular date.

The default **reference date** will be today's date if the start person is living. If not, the default reference date will be the death date of the start person.

To change the settings for the "On This Date" report, click the **Settings** button in the bottom toolbar. This opens the On This Date Settings window, shown below.

What is a Multimedia Usage Report?

The Multimedia Usage report provides important information about the multimedia files that are linked to people, families, and source records in your family file. It shows information about the location, status, type, size, and usage of each multimedia file, helping you to manage your multimedia files and analyze/troubleshoot any problems with missing files (missing photos, missing pictures, missing movies, etc.)

The Multimedia Usage report is an "instant" report.

The top list in the Multimedia Usage report is a customizable list of all (or a subset of) multimedia items linked to a family file. The list includes columns for...
- File Name – name of the file on disk
- Location – path of the file
- Type – pdf, image, etc.
- Usage – number of people/families/sources are linked to the file
- Size.

The list can be sorted by any of these columns by clicking the top of a column. To reverse sort by any column, click the heading a second time.

The bottom list in the Multimedia Usage report shows the names of person, family, or source records that are linked to the multimedia item selected in the top half.

Multimedia files that can't be found appear in **red**, making it easier to troubleshoot missing items.

Multimedia files with duplicate names in different locations will appear in italics.

A **Show** button appears at the top of the Multimedia Usage report. This button lets you filter the list to show...

- Missing Files Only
- Found Files Only
- All Files.

To further customize and filter the Multimedia Usage report, click the **Settings** button, in the bottom toolbar.

The **Tools** button, in the bottom bar under the Multimedia Usage report makes it easier to share multimedia items linked to a subset of your family file. For example, let's say you want so share all the pictures associated with your mother-in-law's side of the family. To do this...

Go to her record in the family view > **Mark** the "blood relatives" of the mother-in-law > **C**hoose Reports > Multimedia Usage > **Click Settings** and select **Marked People**. Close the Settings window > **Click Tools** and choose **Copy files to new folder**. Then give her the folder of images.