#### **Reunion for the Mac**

August 2013

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. - pb

# **Organizing Your Notes**

The Notes field is a great place to document your research or analysis. Tell the reader why you put in a birth date of 1802 instead of the 1810 date found on several censuses. Or tell about your suspecions that the first two children of this couple may actually have a different mother. Record a transcription of a will or an abstract of a court document.

After you have been researching for a while you might come to a point where all of those notes get to be cumbersome to scroll through each time you have a question or fact to confirm. Here are some tips for re-organizing those notes so that you can find what you are looking for faster and can concentrate on the specific information that is important to your immediate task.



#### Add a Favorite Notes Field

Reunion > Preferences > Fields > (Person or Family) > Notes > Add Note

Either cut and paste the info from an existing Notes field or begin entering your newly found data.

**Field Usage** – The Usage section of the Field Preferences window shows you how often a field is used in your family file. It lists every person and family field in your family file. Each row shows...

- 1. Name the name of a field
- 2. Type the type of field (Event, Fact, Note, Flag, Family Note, Family Event)
- 3. Count the number of records that use a field.

To sort the Usage list by any column, click the title of the column. To change the direction of the sort, click the title again. To search for and create a list of the people/families that use a particular field, select the desired field and click the **Find** button. A list of people/families that use the selected field will appear in the <u>Results sidebar</u>, wherein you can navigate to and/or mark each person/family for closer examination.

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#### **Locked Fields**

Fields can be added or existing ones deleted. Locked fields can't be deleted. These include:



•	Birth	•	Marriage fields	•	Confirmation LDS	•	Sealing Spouse
•	Death	•	Miscellaneous Notes (person and family)	•	Endowment	•	Undefined
•	Burial	•	Baptism LDS	•	Sealed to Parents	•	Married Name

## Add a Favorite View

Once you have the Notes field you want, ensure you can see it in Family View.

### **Creating and Modifying Family Views**

To create and customize views...



- 1. Choose Reunion -> Preferences.
- 2. Click **Family View** the Family View Preferences window will open...
- To **add** a new view, click the **Add View** button.
- To **delete** a view, select a view in the list and click the **Delete View** button.
- To duplicate a view, select a view in the list and click Duplicate View.
- To **name** a view, click on its name in the list, then click it again to edit the name directly in the list.
- To reorder views, drag the views up or down in the list.
- To **save** changes you've made to the views, close the Family View Preferences window.
- To **restore** the default family views (the collection of views that originally came with Reunion) delete all of the family views in the Family View Preferences.

