

Reunion 10 for the Mac

Note: The main text of this instruction is lifted from the **Reunion User's Manual**, the question mark icon at the bottom left of the Family View. I have added a few of my own words here and there. - pb



Backups & Master Files

Multiple Formats

Prepare for your backup by creating a new folder on your desktop or burn folder.

File > New Folder > *name folder*, Bkup 2014-01-01

Create a file using each of the following formats. Drag each into the Backup folder for burning to CD or DVD.

1. Make and save a copy of your **Family File** following the steps in the Manual. Search for "Backup", click on [Backing Up Your Family Files.](#)
2. Make and save a **GEDCOM file**.
3. Make and save a set of **Web Cards**.
4. Make and save a full set of **Family Group Sheets** in PDF format.

Saving a Copy of a Family File

To save an exact copy of a family file, from an open file, choose **File > Save A Copy**. Then enter a name for the family file copy (a default name will be entered for you) and click **Save**.

Creating a GEDCOM File

Save a copy of your data as a GEDCOM following the steps in the Manual. Search for "GEDCOM", click on [Exporting GEDCOM Files from Reunion.](#)

Choose **File > Import/Export > Export GEDCOM**. This will open the GEDCOM Export window..... (see instructions) Save to Backup folder.

Creating Web Family Cards

Create a set of web cards that can be read by other browsers. See the Manual for instructions. Search for "Web Family Cards", click on [Creating Web Family Cards.](#)

To create web family cards, choose **Create > Web Family Cards**.

(see instructions) Save to Backup folder.

Creating Family Group Sheets

Create a full set of Family Group Sheets that can be shared with others and is somewhat independent of word processing programs. It still requires a computer, operating system and Acrobat Reader but Reader is a free download. Pages can be printed individually or all in a batch.

See the Manual for instructions. Search for "Family Group Sheet", click on

[Creating a Family Group Sheet.](#)

To create Family Group Sheets, choose

1. **Create > Family Group Sheet > All Families (include Sources).**
2. **Layout > Define Layouts > Add Layout > *name layout (i.e. Bkup Data)* > go through Settings list, in the Fields (right side), select all boxes > Save**
3. **Destination: Printer (or Print Preview)**

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4. **Print > PDF (lower left hand corner) > Save as PDF**
5. **Save to Backup folder.**

Print/Create Paper Files

The only way to ensure that your research will survive technology changes is to **PUBLISH** your work. Short of professionally printing, printing your own findings is probably the best way to store the data. For large databases this may not be a practical procedure to do on a regular basis. An alternative is to create a shareable file and distribute it to other family members so that they have an opportunity to enjoy your research and reduce the risk of data loss.

Create a full set of Family Group Sheets as above, sending to printer instead of saving as a PDF.

Note: Be aware that, the more people you have in your database, the more pages your file will generate. My file with 2,100 people created 1,700 pages of Family Group Sheets with Sources. A LOT OF PAPER to print!!!!

- Backup to a CD/DVD. Send/Give a copy to your cousin in Tennessee or son in New York. Keep one copy at your home and another offsite at someone else's home.**
- Backup using a CD/DVD and then backup on a flash drive > auxiliary hard drive. (Note: flash drives are not reliable for permanent backup, use them only for transferring data between computers)**
- Print! Print! Print! Print out your work so that others can enjoy reading your stories and the timelines of your ancestors. Should your technology copies become damaged, you will have the hard copies. Best of all PUBLISH!!! Put all of your Family Group Sheets into a binder and send to a local historical society, or bind them up with your surname on the outside and distribute copies to your children and cousins. These can be distributed to an historical society in your ancestors hometown. Not elegant but does preserve the family history.**



See How Easily You Can Backup Your Files to CD or DVD by BEN SAYER

<http://macgenealogist.com/> > search: **Backup** > select [See How Easily You Can Backup Your Files to CD or DVD](#) "This video will show you step-by-step how to create and use the burn folder feature to create a backup system for your genealogy files."- Ben Sayer