Reunion 10 Basics Class

March 2014

Adding a New Event to a Person's Record

To add an event that **does not** appear by default...

- 1. Click the Add Event button in the Edit Person / Events panel.
- 2. Select the event field in the list that appears.
- 3. Click **Add Event.** (If you want the selected event to become a <u>default</u> event, check the button just under the list, shown below. If the selected event is already a default event, the button will change into a little label indicating as much.)

If you add an event to a person's record and check this button,—	Blessing	1
	Burial	
	Census	10
	Christen	
	Citizenship	
	Confirmation LDS	
	Cremation	
	➤ S Add "Christen" to default events	
the selected event will become a default event.	14 Event Preferences	
	? Cancel Add Event)

If you don't see the event you need, click the **Event Preferences** button to <u>define your own events</u>.

Defining New Fields

Reunion includes many preformatted fields from which to choose. However, you may need to define new, custom fields to suit the needs of your research. For example, you might need to record a particular type of fact or event that isn't included in the fields provided by Reunion. The fields you define are available for use with **any person or family** in your family file. d

Select the type of field.

Check each subcategory of fields and scroll through the lists to make sure the desired field isn't already defined. For example, if you want to add a new field

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for, click the **Facts** button, and make sure it's not already there (it's not, by the way).

00				Field Preferences
Person	Family	Move	Usage	
_				📅 Events 🛛 🕡 Facts 🛛 🍸 Notes 🏷 Flags

Select the type of field.

Select the type of custom field you need (event, fact, note, etc.) by clicking the appropriate button, shown above.

Click the Add button.

When you create a new field, a new line is added to the list of fields on the left, and the middle section of the Fields window displays important attributes of the new, highlighted field.

Editing Attributes of Fields

The middle section of the Field Preferences window shows important editable attributes of the field highlighted on the left side. Different types of fields have different attributes.

Reunion - > Preferences > Fields > Events

ADDIEV	iation			
Long:	1940Cens	us		
	Date	Place	Memo	
Short:	1940d	1940p	1940m	
Verb:	Found on	1940 Census		
Verb:	Found on	1940 Census		
Place:	living in			
Sampl		ensus on 1 Mar		
Verb: Place:	Found on living in	b Date Place. 1940 Census		

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Name

To name your new field or to rename an existing field, type a name directly into the list. Your field names must be unique within each section.

Person Events	Person Events
Endowment	Endowment
Graduation	Graduation
Honors	Honors
Immigration	Immigration
Initiatory LDS	Initiatory LDS
Land Purchase	Land Purchase
Misc. Event	Misc. Event
Mustered In	Mustered In
Mustered Out	Mustered Out
Naturalization	Naturalization
Ordination	Ordination
Residence	Residence
Retirement	Retirement
Seal to Parents	Seal to Parents
New Event G	1940 Census
Add Event	🚔 Add Event
Delete New Event	Delete New Event

To rename an item in a list, click it once to select, then click again to edit the name.

Narrative Form

(Events, Flags, and Marriage Items only) The **narrative form** refers to the way a field will be expressed in narrativestyle reports, such as the <u>Register</u> <u>report</u>. With events and marriage items, you can control the arrangement of sentence items as well as the choice of verb and the preposition that precedes the place element of an event. A sample of your choices will appear in the window.

Long:	Bapt			
	Date	Place	Verb Date Place.	
Short: bp bpp		bpp	Verb Date Place; Age. Verb Place Date; Age. Verb Place Date.	
Narrati	ve Form		Name Verb Place Date: Age.	
Arrang	ement: Ag	e Name Verb	✓ Age Name Verb Place Date.	N
Verb:	was baptized		Name Age Verb Place Date. Name Verb Place Date.	.0
Place:	in		Sex Verb Place Date. Age Sex Verb Place Date.	
Samp	le			
	ne age of 45, Sep 2011.	Gregg was ba	ptized in Pennsylvania	

GEDCOM Tag

The <u>GEDCOM tag</u> is typically a 4-letter word that identifies the contents of a field. This tag will be used if you <u>export a GEDCOM file</u> and is necessary for any other genealogy software to recognize the field in a GEDCOM file.

Back Up!..... Back Up!..... Back Up!.....

YESTERDAY (to be sung to the tune of the Beatles' song - Yesterday)

Yesterday, All those backups seemed a waste of pay Now my database has gone away

Oh I believe in yesterday

Suddenly, There's not half the files there used to be And there's a deadline hanging over me The system crashed so suddenly.

I pushed something wrong What it was I could not say

Now my data's gone and I long for yesterday-ay-ay-ay.

Yesterday, The need for back-ups seemed so far away. Thought all my data was here to stay, Now I believe in yesterday.