

## Reunion 10 Basics Class

April 2014

### Creating a Web Project

To create a web project...

1. Select **Reports** in the navbar.
2. Select **Web Project** in the list of reports.

The panel below will appear.



### Elements of a Web Project

Up to four different elements may be included in a web project. Follow the links below for more information about each element.

- [family cards](#) – similar to the family view in Reunion
- [person sheets](#)
- [trees](#) – similar to a 5-generation pedigree chart
- [media pages](#).

To include different elements in a web project...

1. Select **Reports** in the navbar.
2. Select **Web Project** in the list of reports.
3. In the **Elements** section, select the desired items.

**Note:** all web projects must include either family cards and/or person sheets.

## Pictures in Web Projects

To include pictures in a web project, check the **Pictures** button (in the **Reports > Web Project** panel).

Pictures can be included in three different places...

- directly on family cards – Preferred pictures for the husband/wife appear on the family card.
- in person sheets – Preferred pictures for the husband/wife appear in person sheets.
- in media pages – All pictures (and, optionally, other types of media items) linked to a person will appear in a media page.

In family cards and person sheets, only one picture per person (the preferred picture) will appear. In media pages, a preference setting determines which type(s) of media items are included.

## What Is a Web Style?

In Reunion, any report designed to be viewed by a web browser will have an appearance that is defined by a web **style**. In effect, a web style is a template or theme applied to the pages of a report.

A web style only applies to reports whose [destination](#) is either your web browser or "Web Folder." Examples include: person sheets, family group sheets, family history reports, register reports, web projects (family cards and trees), lists, etc.

A web style has three parts, which may be selected independently...

1. **Font** – This is the font that will be used throughout the web project, on all pages of the report.
2. **Format** – This includes the arrangement and specification of objects in web output, including sizes and details of fonts, borders, lines, and boxes. This also includes text justification and shadow depth.
3. **Color** – This includes the color of objects and text in web output, including: overall background color, individual element background color, text color, border line color, text shadow color, link color, etc.

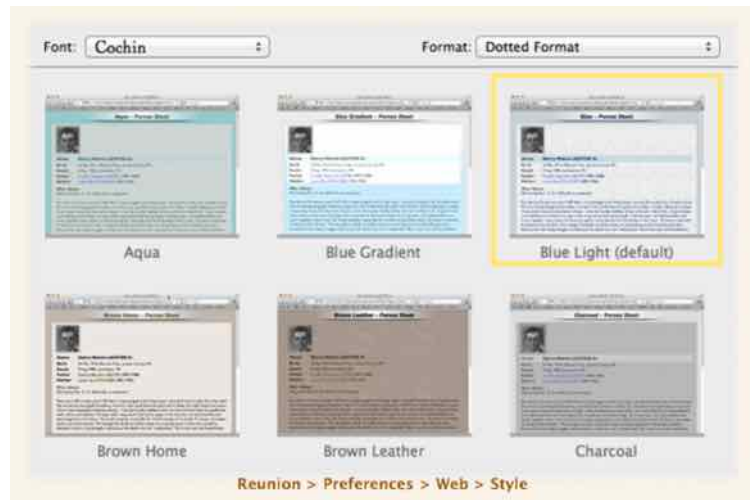
## Choosing a Web Style When Creating a Report

If you're about to create a report whose destination is your web browser or "Web Folder," you'll notice a **Web Preferences** button. Clicking this button will open the **Style** section of the Web Preferences where you can select a style (font, format, and color).





There are three choices to make...

1. **Font** – select a font by using the **Font** button. A pop-up menu will appear with several web-friendly font choices.
2. **Format** – select a format by using the **Format** button. A pop-up menu will appear with several formats to choose from.
3. **Color** – select one of the thumbnail images in the scrolling display. The current selection has a highlight "ring" around it. (Note: the purpose of the sample images is only to depict different color choices; the sample images do not reflect your choice of report, font, or format.)




## Navigating a Family Card on the Web

- Clicking any child (at the bottom) or parent (at the top) will open that person's family card.
- Clicking the husband or wife (in the center) will open a person sheet (if person sheets were included in the web project).
- Clicking a tree icon  will open a tree (if trees were included in the web project).
- Clicking a camera icon  or a thumbnail will open a media page for the clicked person (if media pages are included in the web project).

## The Home Card

Since a web project could be created for any subset of people in your family file, Reunion has to choose a family card to be the "home card." Reunion's first choice is the **family in the current view** when you select **Reports > Web Project**.

## Navigating a Tree on the Web

- Clicking any name will move that person to the source position (first box, on the left).
- Clicking the name in the first box will open the family card for that person. Or, if the web project does not include family cards, then the person sheet will appear (for the clicked person).
- People in the first three generations have a drop-down menu appearing beneath their boxes. This menu includes spouses and children of the person in the box.
- Clicking a tree icon  in a person sheet or family card will open a tree (if trees were included in the web project).

## Contact Information on the Cover Page

To enter/edit contact data for the cover page of web reports...

1. Choose **Reunion -> Preferences**.
2. Click **Web**.
3. Click **Reports**.
4. Click **Contact** in the list of options.

Any non-empty contact field will be included on the [cover page](#).

## Then Burn it to a CD/DVD!