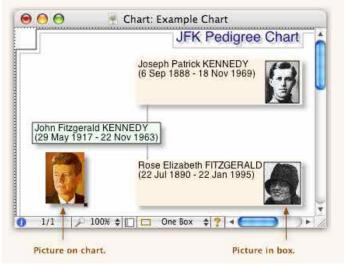
#### **Reunion 10 Basics Class**

November 2014

# **Getting Pictures into Charts**



#### There are several ways to put pictures into charts:

- Check the Preferred pictures button when creating a chart. This button appears after choosing Create -> Descendant Chart, Create -> Pedigree Chart, etc.
- Choose the Object -> Put Picture menu commands. These appear when you select a box in a chart. They also appear if you Controlclick a box in a chart.
- Drag and drop files or images from the Finder, iPhoto, etc.
- Paste images from the Clipboard. Choose the File -> Place Picture menu command. This menu command appears when a chart is the frontmost window.

#### Using the Object Menu to Put Pictures in Charts

Perhaps the slickest way to put pictures into charts is to use the pictures that are already <u>added</u> to people in your family file. To do this, select a box in a chart and...

- Choose Object -> Put Picture in Box to put a picture inside a person's box in the chart.
- Choose Object -> Put Picture on Chart to put a picture near the person's box, but not inside the box.
- Choose Object -> Put Preferred Picture in Box to put the preferred picture inside a person's box in the chart. The fastest way to fill your

chart with pictures is to choose Object -> Select -> All Objects, and then choose Object -> Put Preferred Picture in Box.

The first two **Put Picture** submenus contain a list of pictures that have already been added to the person(s) records. Just choose an image and, presto, it appears in your chart or box.

If you prefer, you can display the same menu by holding down the Control key and clicking a box.



**Note:** If the Put Picture menu item is disabled (gray) and the first item in the submenu is **Locate Family File** or **Open Family File**, click <u>here</u>.

#### **Pictures Inside Boxes**

As described above, you can put pictures directly into boxes by selecting a box and choosing a picture from the **Object** -> **Put Picture in Box** submenu.

You can also automatically put <u>preferred pictures</u> in all chart boxes by checking the **Preferred pictures** button in the relevant **Create** windows (<u>Descendant Chart</u>, <u>Pedigree Chart</u>, <u>Relative Chart</u>), when you're getting ready to create a chart.

Finally, you can drag a picture sitting anywhere on a chart into a chart box.

Here are some of the things you can do with pictures in boxes...

You can put multiple pictures into a single box.

You can drag pictures from a box to the chart's canvas.

You can also drag pictures from the chart's canvas into a box.

Pictures in boxes do have some limitations: for example, unlike other pictures sitting on a chart, you can't edit the border, frame, corner, shadow, etc. of pictures inside boxes.

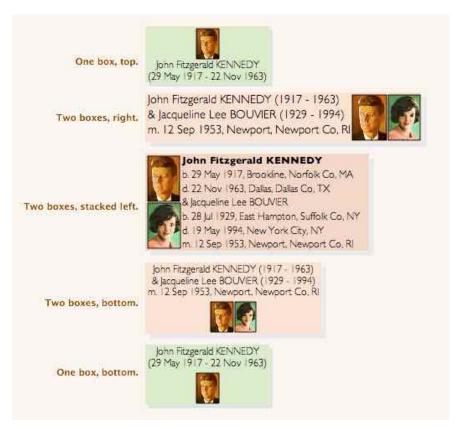
### **Aligning Pictures Inside Boxes**

When a picture is in a box, you can move it to different locations in the box by

using the **Object** -> **Align Picture in Box** submenu.

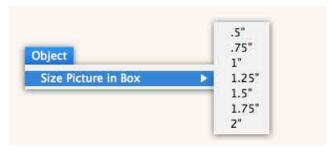


Samples of different alignments appear below.



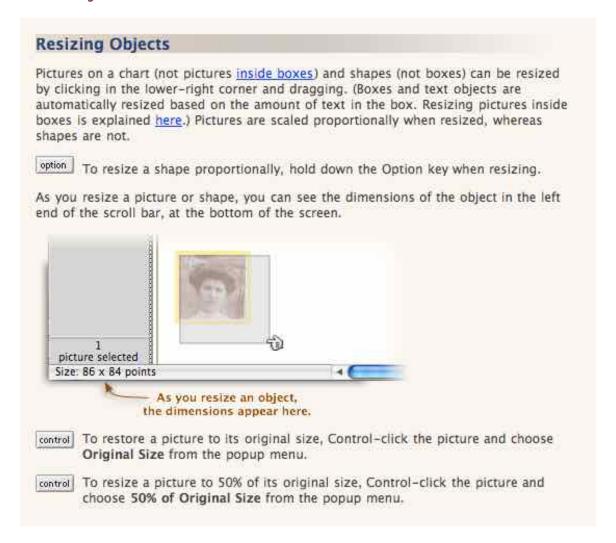
#### **Resizing Pictures Inside Boxes**

To change the size of pictures inside selected boxes, use the **Object** -> **Size Picture in Box** submenu.



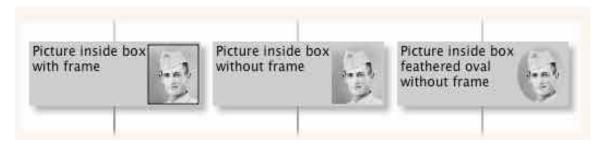
Patricia Solomon patw6njo@gmail.com

Different boxes can have different size pictures. If you want them all to be the same size, choose **Object** -> **Select** -> **All Boxes** before choosing the size in the **Object** -> **Size Picture in Box** submenu.



#### Framing Pictures Inside Boxes

When a picture is in a box, you can show or hide it's frame (or border) by choosing **Object** -> **Frame Picture in Box**.



#### **Dragging and Dropping Pictures into Charts**

This is as simple as it sounds. A complete list of drag and drop possibilities appear <u>elsewhere</u>, but here are four examples...

Let's say you have an **image file** sitting on the **desktop** or in a **folder**. Just drag and drop it into your chart window.

You can drag an image from **another application** (like iPhoto) directly into a chart window (if the "other application" supports drag and drop).

You can drag the image in one of Reunion's <u>picture windows</u> into a chart window. Only the visible contents of the picture window will appear in the chart.

You can drag the <u>preferred picture</u>, directly on the family card <u>view</u>, into a chart window.

#### **Placing Pictures into Charts**

To place or import a picture file from disk into a chart, open the chart and choose File -> Place Picture. In the file selection window that appears, navigate until you find the folder containing your picture file(s). If your picture file doesn't appear in the list, it may not have been saved in the correct file format.

#### **Editing Picture Attributes**

Like other objects, pictures on charts can be <u>layered</u>, <u>moved</u>, <u>deleted</u>, <u>duplicated</u>, <u>copied</u>, and <u>resized</u>.

## **Layering Objects**

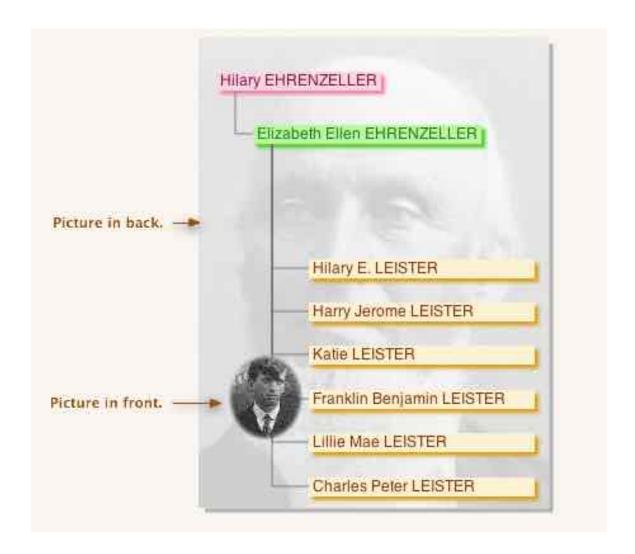
Objects in charts are layered or "stacked" and may overlap. If an object is partially obstructed, you might need to move the object "to the front" in the layering order.

To change the layering of an object, select the object(s) using the selection tool, and choose an item in the **Object** -> **Layer** submenu.



**Front** moves the object to the front; in front of **all** other objects in a chart.

**Back** moves the object to the back, behind **all** objects in a chart.



## **Duplicating Objects**

To duplicate selected objects, choose **Object** -> **Duplicate**. You can only duplicate text (captions, etc.), images, and shapes — not boxes in the chart.

You can also duplicate objects by Option-dragging them.