Reunion Basics Class

March 2015

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 – ps

Tips and Tricks

Quick Sourcing

With an Event or Fact selected, Cmd + "R" will insert the most recently used Citation

You can also copy, Cmd + "C" an event and paste, Cmd + "V" to another person. If you have created a source, it will be included

Bold Your Ancestors

Select **Change** in the navbar. Select **Direct Lines Bold**. This opens the Direct Lines Bold panel

ᢞ Step 1

Make all children plain

If this option is selected, Reunion will convert all children to plain text (on all families). If any children are **bold**, they will become plain.

ᢞ Step 2

Select the starting person — the person whose ancestor's children you want to appear in **bold** text — and click **OK**. The Direct Lines Bold feature moves backward in time, identifying direct-line ancestors until it can't find any more.

If you want a different starting person, click any name in any sidebar to change the starting person.

Special Characters

When typing a name or a word, hold down a letter key to show a menu of Special Characters. "e" > "e"

Search the Manual

- 1. A Shortcut One of Reunion's many letter key shortcuts includes typing ? and search words. For example, rather than first opening the manual window, just type ?source (or any word) and press Return. The Search Field is not case sensitive. You can use one word, two words or a phrase
- 2. Navigating the Manual Pages

Use the **Back** and **Forward** buttons, just as you would in your web browser

The **Contents** button takes you back to the manual **Contents** page. You can also choose **Help** -> **Contents**.

H The **History** button, in the bottom bar, will show a list of recent pages you've visited in the manual, including search results pages.

The **Top** button, in the bottom bar, will scroll the current manual page to the top.

For quick access to key pages in the manual, use the **Bookmarks** button on the manual toolbar.

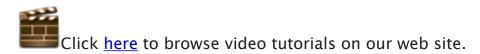
• To add the current page to the list of bookmarks, click the **Bookmarks** button and choose **Add Bookmark**.

To edit the bookmarks, click the **Bookmarks** button and choose **Edit Bookmarks**.

Reunion Support

Tutorials

Go to the menu bar at the top and choose Help > Tutorial. At the top of this section on tutorials is a link to many video tutorials provided by LeisterPro.



The videos include information about the Top 10 New Features in Reunion on you iPad, iPhone and iPod Touch Each video is about 5 - 10 minutes.

Reunion Talk Forums - <u>www.reuniontalk.com</u>

Reunion talk forum is where you can post messages, respond to messages and/or search for topics that have already been discussed by users such as yourself. It is free and you only need to register if you are going to post/answer a question. You can search the website without registering if you prefer not to register.

Just click on the link on the top bar of the Reunion 10 Support page

LeisterPro Technical Support

Before e-mailing or calling LeisterPro it is recommended that you first go to the manual and under **Appendices** in the **Contents** section click on **Technical Support and Help.** (website: <u>http://www.leisterpro.com/doc/lp/</u>contactus.php)

e-mail: <u>help@leisterpro.com</u> phone: 1-717-697-1378 They actually answer!

BACKUP, BACKUP, BACKUP !!!!! Remember the Rule of 3-2-1

3 different media. Your computer, CD/DVD, auxilary disc, online, etc.
2 different places. Your home and your cousin's house in Illinois.
1 copy offsite. Cozy, Carbonite, iCloud, etc. Or, just trade backup discs with your cousin.

Ben Sayer – Genealogy Tools (<u>http://genealogytools.com/</u>)

<u>GenealogyTools.com</u> is a blog website for genealogists and family historians. He provides video tutorials, tips, news, and reviews that help you accomplish your research goals more quickly.

See How Easily You Can Backup Your Files to CD or DVD by Ben Sayer

http://genealogytools.com/?s=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

Save in Multiple Formats

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

File > New Folder > name folder, Bkup 20150314 (date)

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

- 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. 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.
- Make and save a set of 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. Save to backup folder.
- Make and save a full set of Family Group Sheets in PDF format. Create a full set of Family Group Sheets that can be shared with others. To create Family Group Sheets, choose Reports > Family Group Sheet > All Families (include Sources).
 - Layout > Define Layouts > Add Layout > name layout (ie Bkup Data >
 - Go through Settings list, in the Fields (right side), select all boxes
 - Save
 - Destination: Printer (or Print Preview)
 - Print > PDF (lower left hand corner) > Save as PDF
 - Save to Backup folder.
- **Create 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. Save to your backup folder.