Marking in Reunion
Martha Wallace, April 2021

Marking is a way to set off a group of people and work with them separately. A green check mark on a person's record is used to identify which people have been marked. With marking you can:
- View only marked people in a sidebar.
- Create lists, reports, and charts limited to marked people.
- Constrain navigation to marked people.

Marking people one at a time

1. In the family view:

   Click the check mark in the lower right corner of a person's button. It turns green and the person is marked. Click it again and it turns grey, and the person is no longer marked. Hold down the option key to mark the current family.
2. In the edit person panel, the check mark is at bottom right.
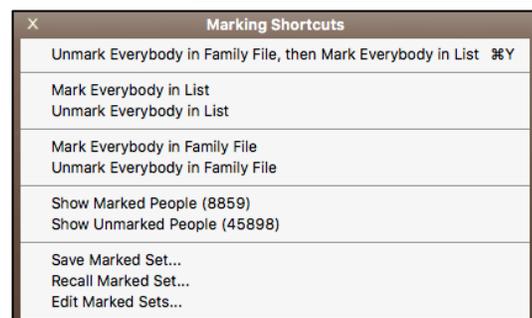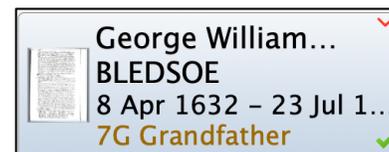3. In the sidebar or in a list:

   On the left side of a list there is a column for check marks.
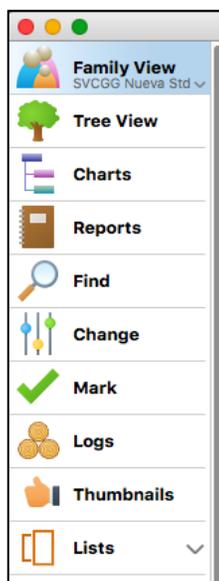
   Click in the box to mark or unmark a person.

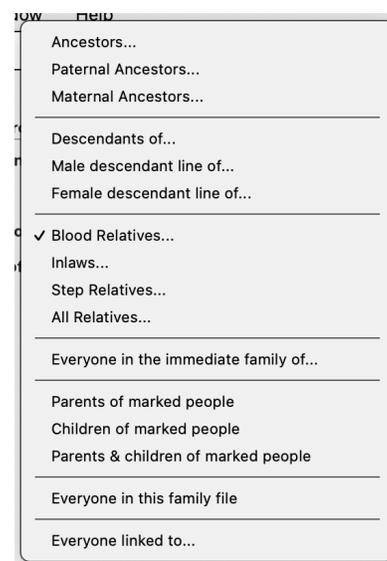   To mark or unmark everyone in the list, click the check mark at top of the list.
- In the person menu button, choose *Find Relatives*. In this list you can mark or unmark a group by clicking to the left of a subtitle.
- You can also use the **Marking Shortcuts** at the bottom of the list (the green checkmark). Command Y will unmark everyone in whole family and then mark everyone in the sidebar list.

The Mark Panel (The green checkmark in the left sidebar) Here you can select a group of people to mark:

- Ancestors
- Paternal Ancestors
- Maternal Ancestors
- Descendants of someone
- Male descendants of . . .
- Female descendants of . . .
- Blood Relatives*
- In-laws*
- Step relatives*
- All relatives*
- Everyone in the immediate family of someone - husband, wife, children, parents of husband and wife; if Mark Spouses button is checked, spouses will also be marked.
- Parents of marked people, Children of marked people, Parents & children of marked people.
- Everyone in this family file.
- Everyone linked to a person (good for exporting or removing an entire branch)
  - All of your relatives would be marked.
  - The spouses of your relatives would be marked.
  - The descendants and ancestors of spouses of relatives would be marked.
  - The descendants of you and your spouse would be marked.
  - Your spouse would be marked.
  - The ancestors of your spouse would **not** be marked, nor the relatives of your spouse, such as your **spouse's** cousins, aunts, uncles, great aunts, etc., would **not** be marked.

*of Source person

Saving a Marked Set – two ways
1. Click Mark in the navbar and click Save Set
2. Use Marking Shortcuts at the bottom of the sidebar and choose Save Marked Set; Name the set and save

Recalling a Marked Set – three ways
1. Choose results in right Side Bar; use pull-down for marked sets
2. Navbar – click Recall Sets (before recalling, you can unmark everyone first)
3. Marking Shortcuts – choose Recall Marked Set

Showing a List of Marked People – two ways
1. Click Results in sidebar and choose Marked people or Unmarked People
2. Use Marking Shortcuts button; choose Show marked people or show unmarked people

Navigating through Marked People
• Show list of marked people in Results sidebar
• Select someone in the list
   Use up/down arrows to view marked people
   Or use Shift-command-brackets to move between marked people

Deleting Marked or Unmarked People – make a backup first!
   File>Delete Marked people or Unmarked People

Some Uses for Marking
1. *Find Relatives* using drop-down in your button. Mark the list. Then anytime you make a list of any kind, you know immediately which ones are your direct relatives.
2. Found a new third cousin? Share only that part of the family. **Reunion suggests:** Mark everyone linked to a person (last choice in drop down menu). Then *File>Save a Backup Cop*y of the whole file and give it a new name. In the new file, delete everyone who is not marked. If you have ancestors on both sides that are connected, limit the number of generations.
   Second method: Use *File>Save a Backup Copy* to make a copy of your whole file. Rename it and save to desktop. Close the original file, and, working with the new file, mark the people you want to share, perhaps a paternal line, choosing the same number of generations up and down (see example).
   After either method: The resulting file is ready to share – by giving it to someone who has Reunion, by making a Web Project, or by creating a GEDCOM that can be used in someone else's software.
3. Visiting a cemetery? Mark blood relatives. Use *Find* to make a list of marked people buried in the cemetery. When you go to the cemetery, you have a list to look for. Or, include spouses and parents of spouses for a wider study of the cemetery.
4. Looking to see which ancestor is mentioned in the family Bible? Mark direct ancestors (use *Find Relative*s drop-down in your button). Use *Find* to make a list of people who have something about a Bible in their notes.

5. Looking for possible Revolutionary War participants? Mark direct relatives. Use *Find* to make a list of Revolutionary War possibilities. Marked people are your direct relatives. Or, include only marked people in the original *Find*.
6. Mark the male descendants of an ancestor. Use the resulting list to find Y-DNA testing possibilities. Use same process for female descendants for Mitochondrial DNA.
7. If you are researching five different ancestors and are about to search through some records in a library, you could unmark everybody and then mark the five key ancestors to call up using the *Marking Shortcut* at the bottom of the right sidebar (or put them in the *Quickbar* in the strip above the Family View).

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