Basic Use of Multimedia in Reunion

A discussion of Using Multimedia in Reunion for Mac: Linking multimedia files (pictures, movies, sounds, PDF files, Word documents, and text files) to a person, family, or source.

What to add in multimedia - pictures, movies, sounds, PDF files, Word documents, and text files.
All are added in the same way – drag and drop from the desktop or another file *or* use the plus button to navigate to the folder where the images, files, and such are stored. *See File Formats at end of document.*

Where to add multimedia
- Add to the Media Window of an individual
- Add through Multimedia Sidebar
- Add MM in citations

Add in the Media Window for an individual
Adding – four ways
1. Drag and drop to person's button
    a. from desktop or folder
    b. drop when person's button is highlighted
2. Use sidebar (see above)
    a. drag and drop
    b. use + button and navigate
3. Use media window (click on picture or silhouette)
    a. Drag and drop
    b. Use + button and navigate
4. Use built-in or USB connected camera
    a. Open Media Window
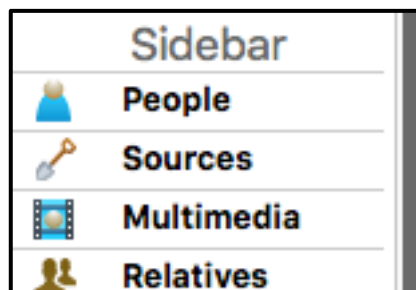   b. Use "take picture" button to take a picture with the Mac's built-in camera

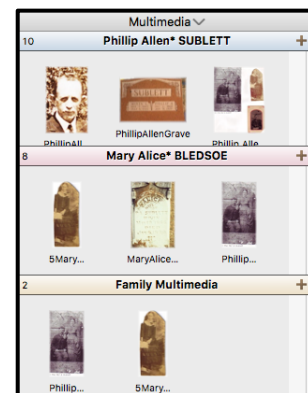## Add in the Multimedia Sidebar – there are three ways to access this sidebar

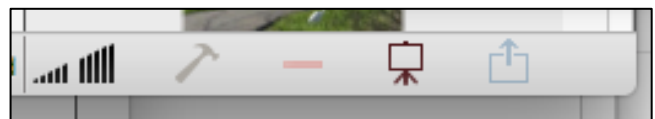**Command Shift M**   **Click on left**   **Drop down on right**

There are three sections to the multimedia sidebar, where you can add items by clicking on the plus sign *or* dragging and dropping. You can also drag items between the sections.

If you have added MM images to the marriage field an icon shows in the marriage bar above the family.
Icons at bottom of the multimedia sidebar allow you to zoom, access tools, remove something, show the Slideshow, and share (mail or print).
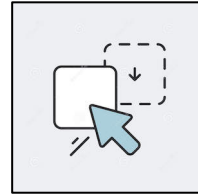
Add in Citations: In the Multimedia tab, add images that belong with that citation. In the events view, the number of images/MM for each citation will show in the column under the filmstrip icon.

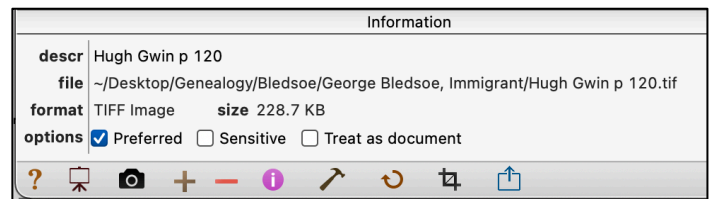**Adding items from a web browser, iOS device or Photos app**
Drag and drop to
> Any person's button in family view
> Marriage field in family view
> Media window's thumbnail sidebar on left side
> Multimedia sidebar
> Multimedia section of source window
> Source in sources sidebar

Don't forget to add Source Information! You can use the comments section on the bottom right of the Media Window. If it's not showing, click on the purple i next to the hammer.

Information Panel (at the bottom of the individual Media Window, shows information about the highlighted image and ways to work with it)

Information	
descr	Hugh Gwin p 120
file	~/Desktop/Genealogy/Bledsoe/George Bledsoe, Immigrant/Hugh Gwin p 120.tif
format	TIFF Image size 228.7 KB
options	☑ Preferred ☐ Sensitive ☐ Treat as document

File (path) – Click to open folder where item is stored.

Preferred Pictures – two ways to choose
1. Control click thumbnail in person's main button and choose from drop down menu.
2. In Information Panel at the bottom of the person's Media Window, chose an image and check preferred.

Sensitive – The item will not show in the slide show or when published in a report.

Treat as document – Word, RTF, and Text documents are automatically checked and can't be the preferred picture. Documents do not appear in Reunion Touch.

? Opens Reunion Manual to the Multimedia section

Slide Show – Plays a slideshow of the images in the Media Window in order

Camera – takes a picture using built-in or USB connected camera

+ and – Use to add or delete items in the Multimedia Window

Purple i – Use to hide or show Comments section. Record source information here.
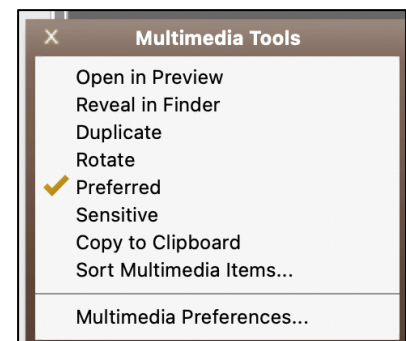
Crop – Highlight an item, click crop, and move the corners to change what shows. Reunion does not change the original image file; it just lets you show a selected portion of the image.

Share – Mail, Preview/Print, Copy to clipboard.

Tools (hammer) – shows editing choices. Most are also available in other parts of the window (items below in order).

a. **Open in Preview** – for zooming and editing (If changes are made to the image when open in Preview, the image will be altered.). The Media window has a new shortcut in v13: double-click an image to open it in Preview app, getting to zooming faster.

b. **Reveal in Finder – to learn where the image is stored**
Click Tools button (*or* control click thumbnail)
Choose Reveal in Finder – Opens the folder where it is stored
Or click the path next to File – Opens the folder where it is stored

Multimedia Tools
Open in Preview
Reveal in Finder
Duplicate
Rotate
✓ Preferred
Sensitive
Copy to Clipboard
Sort Multimedia Items...

Multimedia Preferences...

c. **Duplicate** – Make a copy of a family group picture and crop the copy so that only his/her face appears. Then click the **Apply** button in the bottom right.

d. **Rotate** – Click Tools button and choose rotate – *or* just click the Rotate symbol.

e. **Preferred** and **f. Sensitive** (see above)

g. **Copying**
Drag and drop – From husband to wife – From individual to family
From one person to someone in another family
    Open Media Window for first person
    From family view, go to the other person
    Drag image from first Media Window to new person button
    Or, just copy and paste.

h. **Sorting and Rearranging – determines order in a slide show**
Can sort using Tools button *or* using drag and drop

Multimedia Preferences

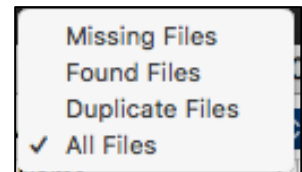**Use Multimedia Repair –** if your images/MM have question marks **?**
Using Preferences>Multimedia>Repair, Reunion will search for missing items in case you've moved them. Find them and relink them.

Multimedia Usage Report will list all missing multimedia files.
    Choose reports in the navbar (on the left).
    Choose Multimedia Usage.
    A list will be created showing location, status, type, size, and
        usage of each multimedia file.

| Missing Files |
| Found Files |
| Duplicate Files |
| ✓ All Files |

Missing Files – select *Show* button at the top and choose.
Those that can't be found are in red. If you've renamed them, click Find and look for them.

File Formats Reunion's multimedia support include four categories of file formats. Pages documents should be exported as Word documents or PDFs in order to be included in Multimedia.

Document	Image	Video	Audio
PDF	HEIC	MOV (QuickTime)	MP3
RTF	JPEG	MP4	AAC
Microsoft Word	JPEG 2000	AVI.	AIFF
Text.	TIFF		WAVE
	GIF		AU.
	PNG		
	Photoshop (v. 2.5 or newer)		
	BMP.		