List Window in Reunion
(adapted from the Reunion Manual)

Locating the List Window
Basic operation – adding, sorting, changing, and such
Overview of 13 List Windows

Locating the List Window (13 of them)
1. *Lists* are found in the sidebars.
   - Right sidebar with drop down at top.
   - Left sidebar at the bottom click – same as list on right.
2. *List Windows* are:
   - Entirely separate windows with their own special features.
   - Not all lists have list windows.
   - Many list windows are built as you access, so there may be spinning wheels.
3. Access to *List Windows* – shows the lists that have windows.
   - Right sidebar (right) with drop down at top, use the orange rectangle at the bottom.
   - Left *navbar* (top section on the left) orange rectangle about the middle of the left side.
   - Command L.

Basic Operation
1. Features
   - Window is resizable, floats, and can be moved around (other sidebars are attached).
   - Number of items in this list is shown at top, number of marked people at bottom.
   - Has its own sidebar of lists that have windows – same as on main page navbar.
   - The columns have titles of their contents (which can be changed).
   - Navigating – double click to open family view for person.
   - Mark and unmark people.
   - Drag and drop – to add a child, spouse, parent to a family.
2. Operation
   - <u>Sorting</u> within titles.
     - Click on a column title to sort it alphabetically or chronologically.
     - Click again to reverse sort; a small arrow shows the direction of the sort.
     - Some columns will not sort: Flags, Never Married Checked, Spouse Name, Parents, Ancestor/Descendant/Relative numbers, event memos, the combined "Birth-Death"
   - <u>Search boxes</u> – in the upper right of the People, Couples, Sources, Places, Results, or Feasibility) List Windows.
   - <u>Edit in window</u> works in many of them. Click once, then click a second time (not a double click). Otherwise clicking opens the family view to make changes.
   - <u>Columns</u> - add up to 12 columns/fields.
     - Number of columns is independent of other list windows.
     - Click column options button at the bottom (yellow grid) – choose how many columns you want.
     - Resize width of columns – click and drag just to the right of the blue up/down button ⬓(also Auto Size with *control click* of column title).
     - Choose fields in columns by clicking on the column content button at top of the column (blue w/up-down arrowheads). ⬓Hundreds of choices! Can also choose *None* or *Remove*.
     - Reorder columns –   click on column title and drag horizontally.
     - Multiple spouses – if list is showing spouse name, a red arrow indicates more spouses. Click to see pop-up menu, listing all spouses, and go to family view to see more (works in List Windows for people, relatives, results, or calendar).
     - Children – if list is showing # of children, arrow button appears; click shows each spouse and children with each, select a child to show in family view.

List Windows (13 of them)
••

People – A scrolling, alphabetized list of all people in the family file.
- Can be searched and filtered to include only certain names.
- Can mark, unmark, sort, add columns, and search for anything on the list.

# marked	Sorting Options	Add Column	Share	Search Box
✔	📊	▦	⬆	🔍
X	X	X	X	X

Connections – An automatically generated list of all the *Connections* you have made in your family file.
- Width is adjustable; columns can be sorted.

Sources – Lists all the source records for the entire family.
- Show/field, search box: choose fields; search for specific words.
- Columns can be sorted.
- Click once and then again to edit in place.
- Use Tool at bottom to set criteria.

Share	Tools	Search Box	Add New +	Show/ Field
⬆	🔨	🔍	➕	🔍
X	X	X	X	X

Citations – Shows a list of numbers (with details if present) pointing to sources.
- Builds a complete list of all citations and the fields where they are recorded.
- Choices at top.
- Update button at bottom.
- Can sort columns.
- No search box.
- All people> all sources – rebuilds if you come back to this.
- Marked people>all sources (or other choices)
- Can look for duplicate use of sources

Who: [All people (722) ⌄] Include: [All sources ⌄]
Citations for all people.

Update List	Share
🔄	⬆
X	X

Events – Shows dates and places of occurrences in people's life.
- Can find people born in same year, born on same day, near each other, died near, buried
- May seem to open at nothing (based on previous settings)
- Use gear at bottom to set criteria

# marked	Settings (Gear)	Share
✔	⚙	⬆
X	X	X

Relatives – Shows relatives of source person.
- Change source person at upper right.
- Column sort changes within each generation.
- Can add columns.
- Use gear to change settings.
- Suggestion: Mark relatives up to GG (see Calendar for idea).

# marked	Sorting Options	Add Column	Settings (Gear)	Share
✔	📊	▦	⚙	⬆
X	X	X	X	X

Places – Opens geocode window (covered in June 2021).
- Gray arrows and blue arrows indicate places that you have geocoded.
- Search box – use to find all events which use a certain place.
- Select a place to see list below of people using the event; double click to see their file.

# marked	Settings (Gear)	Share	Search Box	Show/ Field
✔	⚙	⬆	🔍	🔍
X	X	X	X	X

Results – Can show two types of *Find* results that you have already searched for – *Find* and *Advanced Find.*
- Drop-down at top of window lists recent searches.
- Repeats the search and builds the list.
- **Find** – A generic search for a word or words in whole file.
  - Can't add or sort columns.
- **Advanced Find** – performs multi-condition searches.
  - Can add and sort columns.

# marked	Sorting Options	Add Columns	Share	Search Box	Update List
✔	📊	▦	⬆	🔍	🔄
X	Advanced only	Advanced only	X	X	X

Calendar – Lists everything in file in chronological order according to columns.
- Can add and sort columns.
- Use gear at bottom to set criteria.
- Example – all people born on same day, different years.
- Suggestion: Create a calendar – mark relatives thru GG, choose birth, marked people, all months. Put these dates in a calendar template, add pictures – great way to remind family of – family!

# marked	Sorting Options	Add Columns	Settings (Gear)	Share
✓				
X	X	X	X	X

Couples – Lists all couples.
- Use search box to find people.
- Can add and sort columns.
- Idea – Add column for # of children and reverse sort to see your prolific ancestors.

# marked	Sorting Options	Add Columns	Share	Search Box
✓				
X	X	X	X	x

Contacts – A list of people you have entered, an address book.
- Can add and sort columns.
- Gear sets up criteria and updates list.

# marked	Add Columns	Settings (Gear)	Share
✓			
X	X	X	X

Feasibility – Warnings about dates that don't seem possible (covered in September 2021).
- Show box – choose which people to list – all, with warnings, marked, etc.
- Builds a list.
- Search box to find people within list, double click to see family view.
- Preferences at bottom to set up further criteria for the warnings.

# marked	Share	Search Box	Show/ Field	Update List	Open Prefs
✓					
X	X	X	X	X	X