

Multimedia in Reunion for Mac

From March 2023; Revised May 2025

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.*

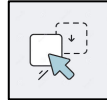
Where to find MM

- a file on your computer (desktop or folder)
- a web browser

- an iOS device, camera, thumbdrive, scans
- Photos app (not recommended)

Three Ways to add MM to Reunion

1. Drag and drop to
 - Any person's button in family view
 - Marriage field in family view
 - Multimedia sidebar
2. Use + button
3. Use "take picture" button (bottom left) to take a picture with built-in or USB connected camera



- Multimedia section of source window
- Media window's thumbnail sidebar on left side
- Source in sources sidebar

Where to add MM

- Add to the Media Window of an individual
- Add through Multimedia Sidebar
- Add MM in Marriage Field
- Add MM in citations

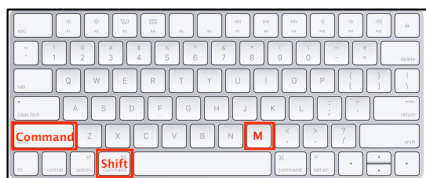
Add in the Media Window for an individual

1. Drag and drop to person's button
 - from desktop or folder and drop when person's button is highlighted
2. Use right sidebar (choose one of these methods)
 - Drag and drop or
 - Use + button and navigate
3. Use media window (click on picture or silhouette) (choose one of these methods)
 - Drag and drop or
 - Use + button and navigate
4. Use built-in or USB connected camera
 - Open Media Window, then use "take picture" button (bottom left) to take a picture with either camera



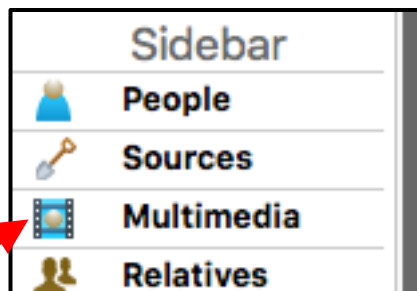
Add in the Multimedia Sidebar – there are three ways to access this sidebar

Command Shift M



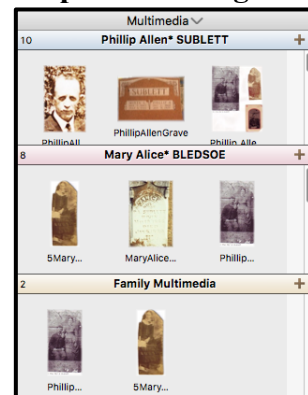
A **full icon** is inside the MM icon if there are any images for this couple.

Click on left

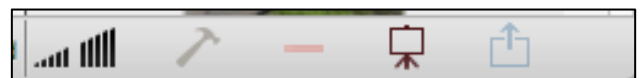


Empty icon


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.
- Icons at bottom of the multimedia sidebar allow you to zoom, access tools, remove something, show the Slideshow, and share (mail or print).

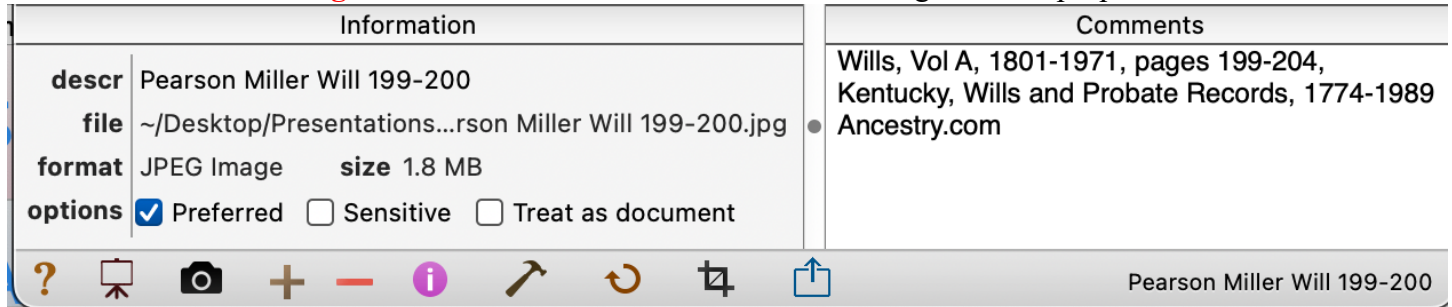


Add MM images to the family field in the sidebar or drag and drop to the marriage bar.

- An icon shows in the marriage bar above the family; click the icon to  open.

Add in Citations: In the Multimedia tab of the citation, 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.

Information Panel (at the bottom of the individual Media Window, shows information about the highlighted image and ways to work with it). **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 purple i next to the hammer.



- descr** – Title of image
- file (path)** – Click to open folder where item is stored.
- format** – Type and size of image (jpeg, tiff, document, movie, sound, etc.)
- options**
 - Preferred Picture** – two ways to choose
 - Control click thumbnail in person's main button and choose from drop down menu.
 - 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

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

Purple i – Use to hide or show Comments section. Record source information here.

Hammer (Tools – see below)

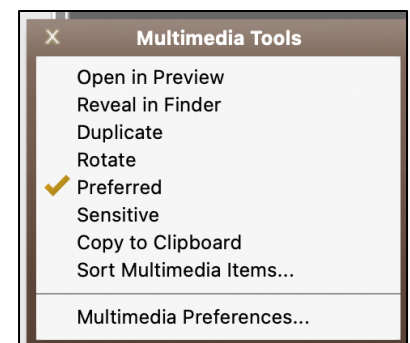
Rotate – click to turn the image.

Crop – Highlight an item, click crop, and move the corners to change what shows. Choose *Apply* in bottom right corner. 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 are in order).

- Open in Preview** – for zooming and editing (If changes are made to the image when open in Preview, the image will be altered.). Also, double-clicking an image, opens it in Preview app.
- 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
- Duplicate** – Makes a copy. Example: 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 to sort as you wish.

i. **Multimedia Preferences**

Use Multimedia Repair – if your images/MM have question marks ? using

Preferences/Services>Multimedia>Repair, Reunion will search for missing items in case you've moved or renamed them. Find them and relink them.

Multimedia Usage Report will list all missing multimedia files.

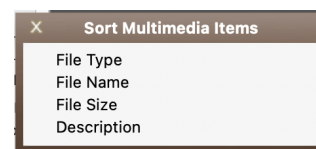
Choose reports in the navbar (on the left).

Choose Multimedia Usage.

A list will be created showing location, status, type, size, and usage of each multimedia file.

Missing Files – 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.

| Document | Image | Video | Audio |
|--|---|---------------------------------|----------------------|
| PDF | HEIC | MOV (QuickTime) | MP3 |
| RTE | JPEG | MP4 | AAC |
| Microsoft Word | JPEG 2000 | AVI | AIFF |
| Text | TIFF | | WAVE |
| Pages , LibreOffice , NeoOffice , OpenOffice , and Bean (convert to Word first) | GIF | | AU |
| | PNG | | |
| | Photoshop (v. 2.5 or newer) | | |
| | BMP | | |

Event Media: Media can be added to records, marriages, events, and facts, and sorted within the **Media Panel**.

The Media Panel has several parts:

- **General media** is a media item that is linked to a record and not any specific field within the record. Source records only support general media.
- **Event media**, **Fact media**, and **Marriage media** are media items that are linked to specific events, facts or marriage events.

For example, photos can be linked to people, family, source records, person events, person facts, family marriage or family event fields.

See the handout, **Multimedia Notes 2025**, for further information.