

# Reunion Basics

Silicon Valley Computer Genealogy Group  
Martha Wallace – 13 October 2018

[Help>Contents](#) – explore

## [Explore the Family View](#)

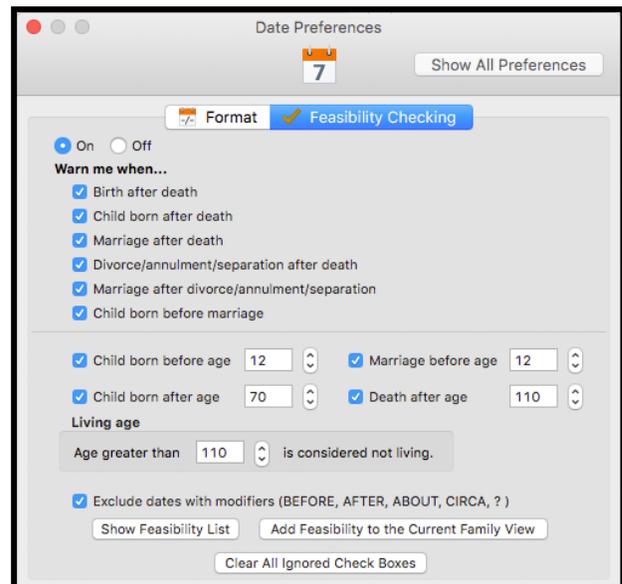
- Home Button
- Relationship to home person – Find relatives
- History Button
- Children list, parent list – Preferences > Family View

## [Name Panel](#)

- Adding a new person
  - Spouse – click on the blank where the spouse will go or use the plus sign above the related person
  - Child – click on the plus sign below the parent
  - Parent – click on the blank where the parent will go or use the plus sign above the related person
  - From another family – when adding a parent, child or spouse, add someone already in database by dragging from sidebar
  - Unrelated person – Edit>Add unrelated person
- Formatting the Name Panel
  - Last Name UPPERCASE
  - Initial Caps
  - Surname of father is repeated; can be changed
  - Sex and user ID – optional
  - Don't forget to add a source
  - Hint: If it's the same as the very last source that you used, type ⌘r
  - Add extra info about the source in the detail field.

[Events Panel](#) – Hint: can use tab key to move from field to field

- Date
  - Set date format in Preferences – Dates
  - Can use ca, bef, aft, abt
  - Feasibility checking – see image ►
- Place
  - Check initial caps
  - Begin typing, then select the name if it is something you have already entered
  - Hint: If it is the last thing you entered, simply type Command ditto (⌘ “)
- Memo
  - Can add notes about differences you've found in the date or place
- Death and other events – add info in the same way
- Add an event
  - Go to *Add event* and choose (typing first letter of the event will move you to that section of the list.)
  - Can add events not on the list (show this later)
  - Enter info for the new event in the same way
- Sort events – puts them in chronological order
  - Can also drag events into the order you want



### **Facts Panel** – use as you choose

Can add facts and create new facts  
Initial caps

### **Notes Panel**

Place to store logs, info, other details  
How do you use this section?  
Hint: Put census info in color  
Put source after each entry – Hint: on a separate line

### **Flags Panel** – use as you choose

### **Media** (February 2018)

Add pictures by dragging  
Put the source in the comments section

### **Reunion Shortcuts**

My favorites (*Long* list under help)  
⌘ (Command key) d – direct lines bold  
⌘ (Command key) f – find – in program or in notes field  
⌘ (Command key) “ (ditto) – repeat last place used  
⌘ (Command key) r – repeat last source used

In Notes Panel, Enter moves you to the next line  
Use ⌘ Enter button to close Notes window

### **Usual Apple short cuts that are also used in Reunion** using Command key (⌘)

⌘ h – hide Reunion	⌘ z – undo previous action	⌘ – decrease font size
⌘ q – quit Reunion	⌘ y – repeat previous action	Enter (without ⌘) – clicks the default button shown in blue
⌘ c – copy highlighted material	⌘ a – select all	
⌘ v – paste copied material	⌘ [ - go back	
⌘ x – cut highlighted material	⌘ ] – go forward	
	⌘ + - increase font size	

### **SideBars** – Explore as time permits, especially **Find** and **Change**

Can show and hide them using the double arrows at the top of each sidebar in the title bar  
Right Sidebar

Bottom left sidebar is same as right sidebar

Items can be accessed with shortcuts (For example: shift ⌘ p brings up the People section)

Left sidebar

Family View

Tree View

Charts (Types of charts – see notes from June 2018)

Reports

**Find** (also access with ⌘ f)

Example: Burial place - contains – California **And** Last name - contains - askam

Find relationship between two people

Example: show new person and Diedrich Bowman

**Change** – direct lines bold

Mark

Logs

Thumbnails

Lists – there are two ways to access them

For later:

Types of Reports and Charts often used

Register – Wallace Book

Family History – Roger de la Pomerai

Ancestor – Martha's Ancestors

Relative – 121 (Henry & Christina)

Hourglass – Rengstorff Sample

Reunion Touch – how to install