Person Sheets and Family Group Sheets

What Is a Person Sheet?

A person sheet is a document that lists information about one person, as contrasted with the family group sheet which includes an entire immediate family. Note: If an individual is married the person sheet will include the spouse.

What Is a Family Group Sheet?

A family group sheet is a report that shows information about one immediate family. This typically includes the husband, wife, and children. The family group sheet originally became popular primarily through its heavy use by the LDS.

Format Types in Creating Person Sheets and Family Group Sheets

1. Word Processing Program – this will be the word processing application you chose when downloading the Reunion program (ex: Pages, Microsoft Word, Text Edit). You may change the word processing program in Report Preferences when you go to the Preferences panel.

2. Mail – You have the option of e-mailing person sheets and family group sheets. The Reunion program will show it as an attachment when it opens the mail application and the person sheets as well as the family group sheets will be formatted in text file. (Alternative: use the "Mail PDF" in the "Print dialog box – lower left corner)

3. Text File – computer file composed of a series of alphanumeric characters.

4. Printer

5. Browser (e.g. Safari) versus Web Folder –The web folder is a collection of files linked together and saved on your hard drive. By default, it's located in the **Documents/ Reunion Files/Reports** folder. You name this folder just before the report is created. The web folder is what you'll eventually upload to your web space in order to publish your genealogy on the web. A web folder is made when you create a report and the destination of the report is either your web browser or Web Folder. The only difference between these two destinations is one extra step: a destination of your web browser simply means that the web folder is created **and** the report is opened in your web browser so you can see it immediately. In either case, nothing is actually uploaded to the web; your web browser is just reading the report that was saved on your hard disk.To publish information online, you'll typically use an FTP app to upload a web folder to a web server.

Stop! Do not move or rename items in a web folder.

Why do you want to avoid doing this? The web pages included in the web folder contain links to the other pages – if you rename a page, those links will be broken. For example, if you rename the Index page then the link to it on the Contents page will no longer work. **Resolution**: If you do want to rename a page go to Reunion ->Preferences…, Web, Reports, Files. Under Files select "Prompt for name of cover page" under the Cover page settings.

Person Sheets and Family Group Sheets

Creating a Person Sheet

To create a person sheet...

1. Click **Reports** in the navbar.
2. Click **Person Sheet** in the list of reports.

A panel with several options appears in the center of Reunion's window.

Example: Person Sheet for all of your direct ancestors
1. Select **Mark** in the navbar.
2. Click the **Who** button and select **Ancestors**.
3. Select your name next to **"of"**.
4. Make sure the **Unmark everybody first** button is checked.
5. Click **Mark**. This will mark all of your direct ancestors.
6. From the navbar, select **Reports >Person Sheet**.
7. Click **Marked people**. Now you're ready to automatically create a person sheet for all of your direct ancestors.

Person Sheets and Family Group Sheets

Creating a Family Group Sheet
To create a family group sheet...

1. Click **Reports** in the navbar.
2. Click **Family Group Sheet** in the list of reports.

A panel with several options appears in the center of Reunion's window.

Example: Family Group Sheet for all of your direct ancestors

1. Select **Mark** in the navbar.
2. Click the **Who** button and select **Ancestors**.
3. Select your name next to **"of."**
4. Make sure the **Unmark everybody first** button is checked.
5. Click **Mark**. This will mark all of your direct ancestors.
6. From the navbar, select **Reports > Family Group Sheet**.
7. Click **Families with a marked spouse**. Now you're ready to automatically create a family group sheet for all of your direct ancestors.

How to Share Your Data Without Using the Web

If you want to share your family information with Mac or Windows users who **don't** use genealogy software, and you prefer **not** to publish information on the web, you can still utilize Reunion's web reports/projects and, instead of sharing data on the web, you can burn it on a CD, copy it onto a USB stick, or use a file-sharing service like Dropbox.

Many people believe that printing a hard-copy "family history book" is becoming an obsolete way to share family history. Part of the issue is the high cost of printing. Another issue is that there is no sensible way to arrange the various reports and family information sequentially, and/or the existing numbering systems become bewildering to the layman. The average person opens a fat book and gets lost very quickly. The very nature of genealogy is that the data is best understood and communicated by lineage-links.

So, how does this work? How can we share family information with anybody who has a computer (any kind of computer), who doesn't have genealogy software, without posting to the web, and without printing thousands of pages?

Here's the key: reports saved in a web-compatible format do not necessarily have to be used on the web — they can also be burned on a CD, saved on a cheap USB drive, or copied to a file-sharing service like Dropbox. By doing so, users of Mac and Windows can enjoy your data, including pictures, sounds, and movies. The user only needs a web browser to "browse" your data: names, dates, multimedia, etc.

When used in this way, Reunion becomes a very powerful publishing tool for family histories. So, as you learn about Reunion's "web reports" and "web projects," keep in mind that reports can be shared without printing any paper or putting anything on a web site, and anybody with a computer can view them.

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