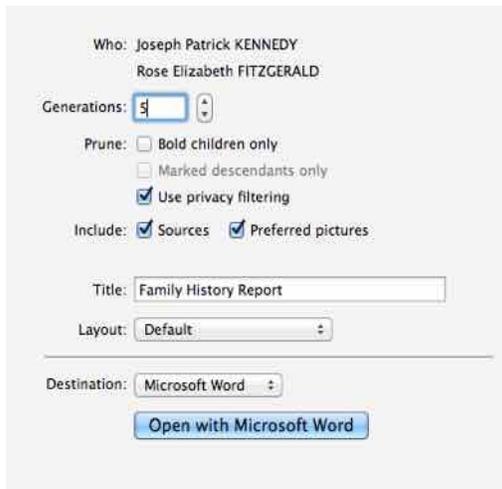# The Family History Report

A family history report begins with one couple and moves forward in time. It includes descendants and information about each. It is a very comprehensive genealogy document — one that lends itself well to data verification and publishing.

To create a family history report...

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

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

Sources in Reunion Preferences

Creating an index with MSWord...

Go to the end of the report to **Index**
- Insert > Index & Tables > Index > OK
- There is no function for creating an Index in **Pages**

Table of Contents

After creating the Index:
- Select the first name, **Format** as **Heading 1**
- Select the second name (child of #1), **Format** as **Heading 2**; etc
- At the beginning of the document, Contents, Insert> Index & Tables> Table of Contents> OK

It's a New Year…..Back up, Back up, Back up!!!!!

- **Save a Backup Copy** of your family File
  File –> Save A Copy (then name it) and click Save
- **Save copies** in **more than one format**
- **Create a GEDCOM File**
  File –> Import/Export –> Export GEDCOM
- **Create Web Family Cards**
  Select Reports (in the navbar) –> Select **Web Project** in the list of reports –>Select a Backup folder –> Select Create.
- **Create Family Group Sheets**
  Choose Create –> Family Group Sheet –> All Families (include Sources) Destination: Printer (or Print Preview) Print –> PDF (lower left hand corner) –> Save as PDF
- **Backup online**…$$
- **Backup on Time Machine**
- **Backup files to CD or DVD**. Send/Give a copy to your cousin in New York or son in Oregon. Keep one copy at your home and another offsite at someone else's home. Go to Ben Sayer's tutorial: http://genealogytools.com/?s=See+How+Easily+You+Can+Backup+Your+Files+to+CD+or+DVD
- **Print! Print! Print!** Print out your work so that others can enjoy reading your stories and the timelines of your ancestors. Best of all **PUBLISH!!!** Put all of your Family Group Sheets into a binder and send to a local historical society, or bind them up with your surname on the outside and distribute copies to your children and cousins.

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