Reunion 10 for the Mac
Jan 2013

Note: The main text of this instruction is lifted from the **Reunion User's Manual**, the question mark icon at the bottom left of the Family View. I have added a few of my own words here and there. - pb

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Backups & Master Files
Multiple Formats
Prepare for your backup by creating a new folder on your desktop or burn folder.
File > New Folder > *name folder,* **Bkup 2013-01-01**
Create a file using each of the following formats. Drag each into the Backup folder for burning to CD or DVD.

1. Make and save a copy of your **Family File** following the steps in the Manual. Search for "Backup", click on **Backing Up Your Family Files.**
2. Make and save a **GEDCOM file**.
3. Make and save a set of **Web Cards**.
4. Make and save a full set of **Family Group Sheets** in PDF format.

Saving a Copy of a Family File
To save an exact copy of a family file, from an open file, choose **File > Save A Copy**. Then enter a name for the family file copy (a default name will be entered for you) and click **Save**.

Creating a GEDCOM File
Save a copy of your data as a GEDCOM following the steps in the Manual. Search for "GEDCOM", click on **Exporting GEDCOM Files from Reunion.**
Choose **File > Import/Export > Export GEDCOM**. This will open the GEDCOM Export window........... (see instructions) Save to Backup folder.

Creating Web Family Cards
Create a set of web cards that can be read by other browsers. See the Manual for instructions. Search for "Web Family Cards", click on **Creating Web Family Cards.**
To create web family cards, choose **Create > Web Family Cards**.
(see instructions) Save to Backup folder.

Creating Family Group Sheets
Create a full set of Family Group Sheets that can be shared with others and is somewhat independent of word processing programs. It still requires a computer, operating system and Acrobat Reader but Reader is a free download. Pages can be printed individually or all in a batch.
See the Manual for instructions. Search for "Family Group Sheet", click on **Creating a Family Group Sheet.**
To create Family Group Sheets, choose

1. **Create > Family Group Sheet > All Families (include Sources)**.

2.   **Layout > Define Layouts > Add Layout >** *name layout (i.e. Bkup Data)* **> go through Settings list, in the Fields (right side), select** <u>all</u> **boxes > Save**
3.   **Destination: Printer (or Print Preview)**
4.   **Print > PDF (lower left hand corner) > Save as PDF**
5.   **Save to Backup folder.**

Print/Create Paper Files

The only way to ensure that your research will survive technology changes is to **<u>PUBLISH</u>** your work. Short of professionally printing, printing your own findings is probably the best way to store the data. For large databases this may not be a practical procedure to do on a regular basis. An alternative is to create a shareable file and distribute it to other family members so that they have an opportunity to enjoy your research and reduce the risk of data loss.

Create a full set of Family Group Sheets as above, sending to printer instead of saving as a PDF.
Note: Be aware that, the more people you have in your database, the more pages your file will generate. My file with 2,100 people created 1,700 pages of Family Group Sheets with Sources. A LOT OF PAPER to print!!!!!

☑️ **Backup to a CD/DVD. Send/Give a copy to your cousin in Tennessee or son in New York. Keep one copy at your home and another offsite at someone else's home.**

☑️ **Backup using a CD/DVD and then backup on a flash drive > auxilary hard drive.   (Note: flash drives are not reliable for permanent backup, use them only for transferring data between computers)**

☑️ **Print! Print! Print! Print out your work so that others can enjoy reading your stories and the timelines of your ancestors. Should your technology copies become damaged, you will have the hard copies. 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. These can be distributed to an historical society in your ancestors hometown. Not elegant but does preserve the family history.**

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See How Easily You Can Backup Your Files to CD or DVD *by* BEN SAYER

http://macgenealogist.com/ › search: **Backup** › select **See How Easily You Can Backup Your Files to CD or DVD**

"This video will show you step-by-step how to create and use the burn folder feature to create a backup system for your genealogy files."- Ben Sayer

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The Fan Chart

As explained underlined, a fan chart starts with a source person and moves backward in time, showing the direct ancestors of the source person. The layout resembles a wedge–shaped fan, or the feathers of a peacock.

Create > **Fan Chart** Select the number of generations. Duplication and/or repetition, caused when relatives marry, is not removed from Fan Charts.

Track your Research Year by Year

Fan Chart: Start with each of your parents.
Create -> Fan Chart

Create a **Fan Chart**, add a text box with the date. Do this every year (January 1 is a good date) to see how far you have traced your ancestors. Use this information to plan your research and where you might want to concentrate this year.

✳ For two page charts, edit title by doubling text.
✳ The choices you make in the Fan Settings window will become the default settings for new fan charts.

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á á If you're using Mac OS X Lion or Mountain Lion (10.7 or 10.8) you can just hold down the "base letter" key and a small menu pops up showing all the possible characters that key can make - then use the arrow keys, or the number keys to select the one you want.

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Clicking the Print button will open the standard Macintosh Print window. Click the **PDF** button in the Print window and choose **Open PDF in Preview**. Doing so will let you see exactly how a report will look **before** printing.