Reunion 10 Basics Class
January 2014

Getting Started

When Reunion is successfully installed, you'll notice a new icon in your Applications folder called **Reunion 10**. Double-Click this icon to start Reunion.

Choosing Applications That Work with Reunion

If you've never used Reunion before, a window will appear the first time you launch Reunion asking you to specify your word processor and web browser. Use the menu buttons in the window to select the applications you use. Reunion needs to know this information in order to open some reports in other applications.

If your applications don't appear in the menus, you should choose **Other** from the appropriate menu button. This will open a window wherein you can navigate and select an application missing from the list.

Start with You and Your Family

It's a good idea to learn how to use Reunion while entering information about your immediate family, since (hopefully) you are very familiar with details regarding your parents, children, spouse, and siblings.

After you open Reunion, click the **New Family File** button (see below) and type in a name for your family file. Then click the **Create** button.

Click this button to make a new family file.

Begin with You

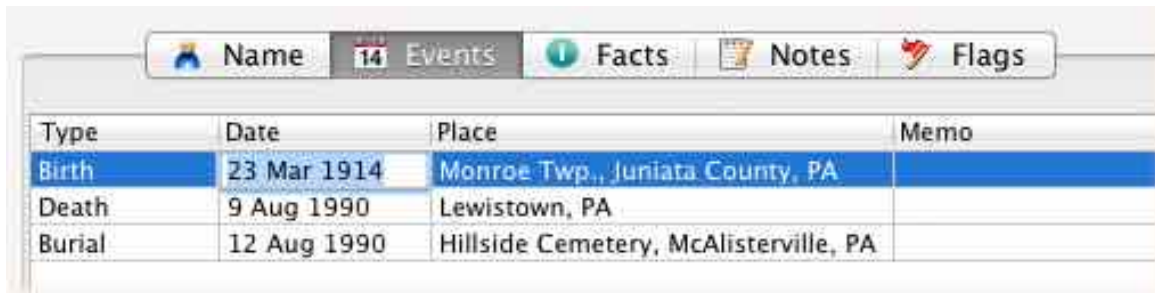Have some family information ready.

When you add a new person to the family file, the **Edit Person** panel will appear.

Type your **first** and **middle** names into the **First & Mid Name** field. Your last name (surname) is recorded separately in the **Last Name** field.

Type titles such as **Jr**., **Sr**,. **II**, **or III**, into the **Suffix Title** field. Type a prefix title, such as **Dr**., into the **Prefix Title** field. It is not recommended to add **Mr**. or **Mrs**.

Female names should be entered using the maiden name. If a maiden name is unknown, we suggest that you leave the Last Name field empty or enter a question mark (?). Or use the married name, but, as a visual reminder, you might want to enclose it in brackets or parentheses.

Enter Details About Yourself

Dates

Reunion will let you enter dates in a variety of formats, but will convert what you type into a particular format that is specified in the Date Preferences. You can change the default date format at any time.

Enter Notes

There is room for 64,000 characters (about 10,000 words) of text in the Miscellaneous Notes field for each person.

Saving Your Information

When you are done entering some information, click **Done** or press the **Enter key** to accept your entries. You'll be looking at your family record where you should see some of the information you just entered.

Support for Reunion Users

1. **The Manual**
This may be opened in three different ways…

1. Open the manual (see the three ways to open the manual, listed above).
2. Type a word or two into the search box at the top of the manual page. The words should relate to the subject for which you need help.
3. Press the Return key or Enter key.

2. **Tutorials**
Go to the menu bar and choose Help > Tutorial and click "here" at the top to browse video tutorials or select written tutorials listed 1-12.

3. **Reunion Talk** - www.reuniontalk.com
To search for topics discussed on the forum for free or post/answer a question if you register.

4. **LeisterPro Technical Support**
Go to Help > Technical Support - http://www.leisterpro.com/doc/lp/contactus.php
or email: help@leisterpro.com
or phone: 1-717-697-1378

5. **Ben Sayer - Genealogy Tools** - http://genealogytools.com/
GenealogyTools.com is a blog website for genealogists and family historians. He provides video tutorials, tips, news, and reviews that help you accomplish your research goals more quickly.

Note: The main text of this instruction is lifted from the Reunion User's Manual, the "?"icon at the bottom left corner of any View. I have added a few of my own words here and there. – ps