Reunion 10 Basics Class
March 2014

Adding a New Event to a Person's Record

To add an event that **does not** appear by default...

1. Click the **Add Event** button in the **Edit Person** / **Events panel**.
2. Select the event field in the list that appears.
3. Click **Add Event.** (If you want the selected event to become a [default](#) event, check the button just under the list, shown below. If the selected event is already a default event, the button will change into a little label indicating as much.)

If you don't see the event you need, click the **Event Preferences** button to [define your own events](#) .

Defining New Fields

Reunion includes many preformatted fields from which to choose. However, you may need to define new, custom fields to suit the needs of your research. For example, you might need to record a particular type of fact or event that isn't included in the fields provided by Reunion. The fields you define are available for use with **any person or family** in your family file. d

Select the type of field.

Check each subcategory of fields and scroll through the lists to make sure the desired field isn't already defined. For example, if you want to add a new field

for, click the **Facts** button, and make sure it's not already there (it's not, by the way).

Select the type of field.

Select the type of custom field you need (event, fact, note, etc.) by clicking the appropriate button, shown above.
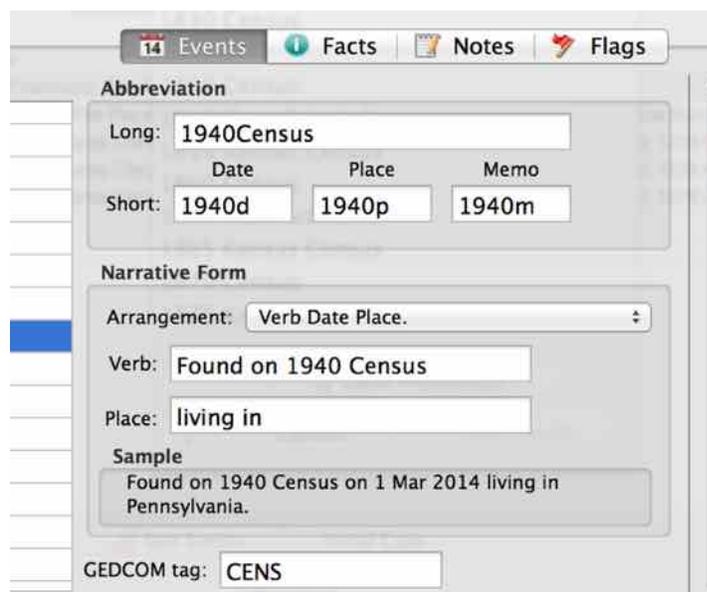
Click the Add button.

When you create a new field, a new line is added to the list of fields on the left, and the middle section of the Fields window displays important attributes of the new, highlighted field.

Editing Attributes of Fields

The middle section of the Field Preferences window shows important editable attributes of the field highlighted on the left side. Different types of fields have different attributes.

Reunion – > Preferences > Fields > Events

Name

To name your new field or to rename an existing field, type a name directly into the list. Your field names must be unique within each section.

To rename an item in a list, click it once to select, then click again to edit the name.

Narrative Form

(Events, Flags, and Marriage Items only) The **narrative form** refers to the way a field will be expressed in narrative-style reports, such as the [Register report](#). With events and marriage items, you can control the arrangement of sentence items as well as the choice of verb and the preposition that precedes the place element of an event. A sample of your choices will appear in the window.

GEDCOM Tag

The GEDCOM tag is typically a 4-letter word that identifies the contents of a field. This tag will be used if you export a GEDCOM file and is necessary for any other genealogy software to recognize the field in a GEDCOM file.

Back Up!...... Back Up!...... Back Up!.....

YESTERDAY (to be sung to the tune of the Beatles' song - Yesterday)

Yesterday,
All those backups seemed a waste of pay
Now my database has gone away

Oh I believe in yesterday

Suddenly,
There's not half the files there used to be
And there's a deadline
hanging over me
The system crashed so suddenly.

I pushed something wrong
What it was I could not say

Now my data's gone
and I long for yesterday-ay-ay-ay.

Yesterday,
The need for back-ups seemed so far away.
Thought all my data was here to stay,
Now I believe in yesterday.