Reunion10 for the Mac
April 2014

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. - pb

Merging & Splitting Family Files

One or Two Databases?

How many Family Files (databases) do you need? The question can be answered quickly, ONE. How many Family Files do you want? This takes a bit more thinking and planning. In general, you only need one file for your self and spouse. The size of the file is not an issue as Reunion10 can handle over 100,000 people (basically unlimited). You can put in identifiers that can tell you at a glance which side of the family an ancestors resides on. One file saves you arduously entering information twice (or more) for descendants. It gives you the opportunity to identify distant cousins and to easily create charts and reports that originate with your children or grandchildren.

Generally, if you and your spouse do not have any children in common, either biologically or by marriage, two files might work out okay. Unless you have data that overlaps, you probably won't be creating any joint charts or reports, and the separate files will eleminate one step when sharing with other family members.

Some go as far as entering all given information for FANs (Friends, Associates, Neighbors) into their one database. You never know when those unattached entries will marry one of your cousins. Or, your GRANDMOTHER!

Before you begin any of the following instructions, **make backup copies of your files.**

Combining or Merging Reunion Family Files

Reunion lets you add records from one Reunion family file to another via the **File -> Import -> Reunion Family File** feature. You can combine entire family files or just subsets of family files.

Note: this feature is for importing another **Reunion** family file. If you need to import a GEDCOM file, [click here].

- Let's say you have recorded data into two separate family files: the **Miller Family** and the **Jones Family**.

- Later, you discover that these two families "connect."

- Now you want to keep everything in one family file by moving data from the **Miller Family** into the **Jones Family**.

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Miller Family → **Jones Family**
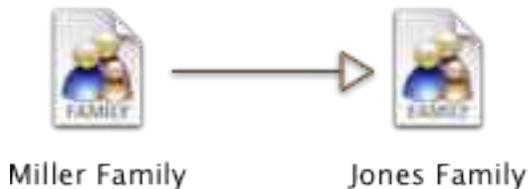
Here's the step–by–step procedure...

1. Before proceeding, open each family file and choose **File -> Save a Backup Copy**. This is **very** important in case you're not exactly sure who's in each family file and the combination doesn't turn out the way you want or you change your mind later.

2. Open the **Jones Family** (the one into which you want to import records).

3. Choose **File -> Import -> Reunion Family File**. A window appears wherein you can select the **Miller Family** and click **Open**.

4. A window with merging options will appear. To merge all the data from the **Miller Family**, select **All people**. Other options in the Import window are described above.

5. Click **Import**. Reunion will then import the **Miller Family** into the **Jones Family**.

6. The last step will be to **link** the imported **Miller** people with the existing **Jones** people wherever the two families **connect**.

   The key here is that after you import records, there is no link between the existing **Millers** and the imported **Joneses**. They're all combined in the family file, but they're not linked together.

   If John Doe from the **Miller Family** was in the **Jones Family** and you imported his ancestors from the **Miller Family**, then, after the import, you'd need to link them together. To do this, you'd go to John Doe's record (find him in the People sidebar), click the **Add (+)** button above his name, choose **Add Father From the Sidebar,** and drag his father's name from the sidebar and drop him into the button where he belongs (above John's name).

The goal is to import as little "overlap" as possible, otherwise you'll need to delete duplicate records after importing and linking.

Reunion does **not** check for **duplicate data** when importing another family file. If the files you are merging contain some of the same people, these people will be duplicated and you will have to delete the duplicate people/families after importing. Reunion's Match & Merge feature will help in many situations.

NOTE: ALWAYS import a GEDCOM into a New File and review before combining with your own data.

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Splitting Family Files

The best way to divide records by family is to set up separate family files **before** starting to enter data. For example, putting your spouse's side of the family into one file, and your side into another file. If for some reason you haven't done that, and you need to split your family file, Reunion provides tools to export a portion of a family file and to remove portions of a family file.

Example: Splitting Files for Mom and Dad

Let's say you've entered 1,000 names into a family file called "Everybody." Then a relative calls saying she has collected information on 500 more people on your mom's side of the family and wants to help you enter the data into your family file. After explaining how addicting the Reunion software is, you decide to split your family file — creating one file for your mom's side of the family and another file for your dad's. Here's how to get the job done:
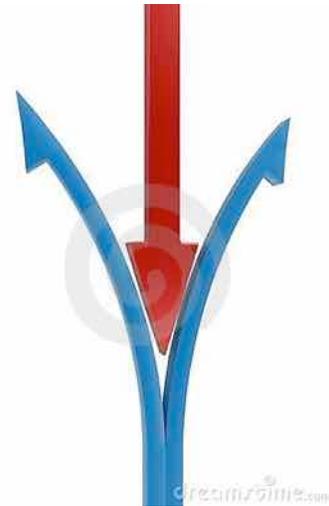
1.   Open the family file called "Everybody."

2.   Navigate to Mom (so that she appears in the family view).

3.   Select **Mark** in the Navbar.

4.   Mark everybody linked to Mom, as shown below...

> **Who:** Everyone linked to... ⬍
> Mom ⬍
> ☑ Unmark everybody first

    As explained here, this will mark everybody linked to Mom, but it will **not** mark people linked to the **spouse** of Mom (i.e., people linked to Dad).

5.   Return to the family view.

6.   Choose **File -> Export -> Family File**.

7.   In the Export window, select **Marked people**, **Cited sources**, and **All multimedia.**

8.   Click **Export** and name the exported family file "Mom."

9.   Repeat steps 2 through 8, except do everything for "Dad."

10. You'll now have three family files: Everybody, Dad, and Mom.

Original.   Duplicate copies.

Everybody   Dad   Mom

11. When you have successfully split your Everybody file into two separate smaller files (Mom and Dad), you should avoid entering more records into the Everybody file. I.e., at that point, all new records should be entered into the Mom file **or** the Dad file. You may want to make a [backup copy](#) of the Everybody family file and then, in the Finder, delete the Everybody family file from your hard disk.

Example: Deleting All The Relatives of Someone

Let's assume you want to delete all the relatives of your mom from a family file. Here's the steps...

1. Navigate until Mom appears in the family view.

2. Select **Mark** in the navbar.

3. Mark the blood relatives of Mom, as shown below...
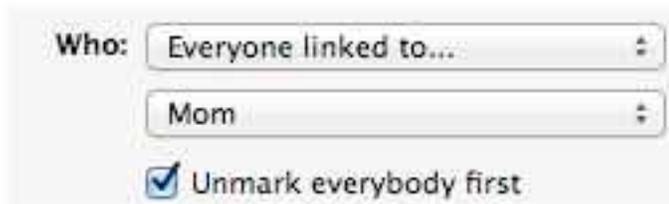
- Click **Mark** – this will mark all people blood–related to Mom and their spouses.

4. Click **Family View** in the navbar.

5. Choose **File -> Delete -> Marked People**.

Exporting Family Files, Sources, Multimedia, and Logs

The Export Reunion Family File feature makes it easy to answer questions like, "Can you send me just the descendants of Uncle Harry?" or "Can you give me just the ancestors of my grandson?" The answer is "yes" for these and many other cases where only a portion of the family file is needed, for any reason.

To export portions of a family file (marked, unmarked, or all people, sources, multimedia, and/or logs)...

1.   Be sure that **Family View** is selected in the navbar.

2.   Choose **File -> Export -> Reunion Family File.** This opens a window with several options, described below.

People

- ○ No people
- ○ Marked people (4)
- ○ Unmarked people (2080)
- ● All people (2084)

Sources

- ● No Sources
- ○ Cited Sources
- ○ All Sources

Multimedia

- ● No Multimedia
- ○ Preferred pictures only
- ○ All multimedia
  - ☐ Copy multimedia files to new folder

Logs

- ☐ Logs

?   (Cancel)   (Export...)

People

- **No people** – Select this option to export only sources, multimedia, and/or logs.
- **Marked/Unmarked people** – These options enable exporting a subset of a family file (people who are marked or unmarked). This is the key to exporting, for example, just the relatives of one person, the ancestors of somebody, or the descendants of a couple.

Sources

- **No sources**

- **Cited sources** – This option will only export source records that are cited somewhere in the family file; i.e., sources that are actually used.

- **All sources** – This option will export source records whether or not they are cited on any of the records selected in the **People** section. You might use this option if you want to begin a new family file, but start with the source records already entered in another family file.

Multimedia

- **No multimedia**

- **Preferred pictures only** – This exports only the thumbnails that appear in the family view. If the exported family file is opened on another Mac, it will not be possible to see larger versions of the pictures. But if the exported family file is opened on the same Mac (where the original family file is located) then Reunion will find the original pictures and display the larger, full versions.

- **All multimedia links**– This includes links to all multimedia items for every person and source record that is exported (those selected in the People and Sources section). If the exported family file is opened on another Mac, it will not be possible to see larger versions of any pictures. But if the exported family file is opened on the same Mac (where the original family file is located) then Reunion will find the original pictures and display the larger, full versions.

- **Copy multimedia files to new folder** – Select this option **only if the exported family file will be used on another Mac** (for example, if you want to give a family file and its associated multimedia items to another person). If you are exporting a family file and plan to use the family file on the same Mac where the original family file is used, then there's **no need to copy multimedia files** because the exported file will have all the links to the multimedia files already on your Mac.

  If you enable the **Copy multimedia files to new folder** option, then Reunion will create a new folder with two items...

  1. the exported family file
  2. a folder with multimedia items associated with the exported family file.

Exporting a Branch or Subset of a Family File
To export a branch or subset of a family file...

1. First, selectively mark records, by selecting **Mark** in the navbar. Many different subsets of the family file can be marked automatically, such as relatives of somebody, ancestors of somebody, descendants of a couple, etc. Learn more.

2. After you're finished marking the people you need to export, be sure that **Family View** is selected in the navbar.

3. Choose **File -> Export -> Reunion Family File**.

4. Configure the window so that **Marked people** is enabled.

5. Make choices regarding the inclusion of multimedia items, sources, and logs.

6. Click **Export**.

Exporting Just My Relatives

Let's say you have a family file (**A**) that contains your relatives and your spouse's relatives, and you want to copy your relatives into a separate family file (**B**) for use on the same Mac. Shown below is the two-step process of marking your relatives and then exporting them into a new family file.

Step 1	Step 2
Marking Your Relatives 1. Open family file A and navigate to your record. 2. Select **Mark** in the navbar. 3. Using the **Who** button in the Mark panel, choose **All Relatives.** 4. Using the **"of"** button, choose your name if it's not already appearing. 5. Click the **Mark** button. 6. Select **Family View** in the navbar.	**Exporting Your Relatives** 1. Choose **File -> Export -> Reunion Family File**. 2. Check the **Marked people** button. 3. Include **All sources**, **All multimedia**. **Do not check the button** "**Copy multimedia files…**" 4. Click **Export**. Name and save the new family file which will only contain your relatives.