

# Reunion 11 Basics Class

August 2015

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

## Creating Source Citations

### Citing the Source of a Name, Event, or Fact

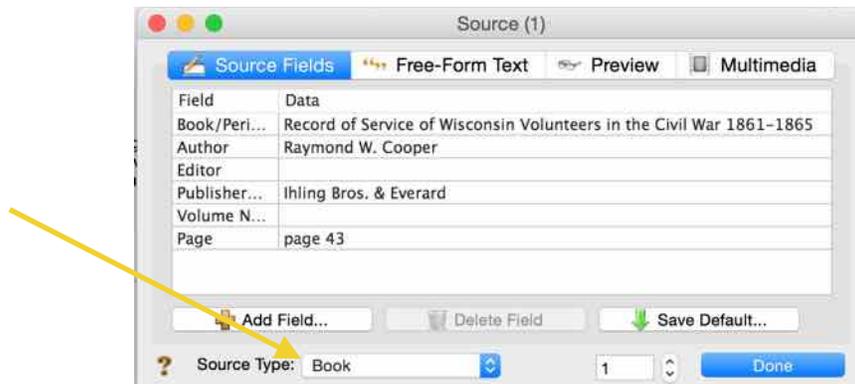
To document (or cite) the source of a name, event, or fact, follow these steps...

- 1 Open the Edit Person panel for the appropriate person and click **Name**, **Events**, or **Facts**.
- 2 Move the cursor to the appropriate field. (Press the Tab key or point and click the mouse.)
- 3 Click the **Add Source** menu button (see the illustration below). This displays four basic choices...

- Create a new source
- Drag and drop a source from the Sources sidebar into the Source Citations list
- Choose a source by number–Shift+Command+N
- Choose a source you've recently cited

### Creating a Book Source:

Let's say that my great-great-grandfather, Peter LaDieu, is listed on page 43 of a book called Record of Service of Wisconsin Volunteers in the Civil War.



## Image Online

Peter LaDieu's son, Albert Francis LaDieu, is my great grandfather. There's an image of a death index for him on [ancestry.com](http://ancestry.com).



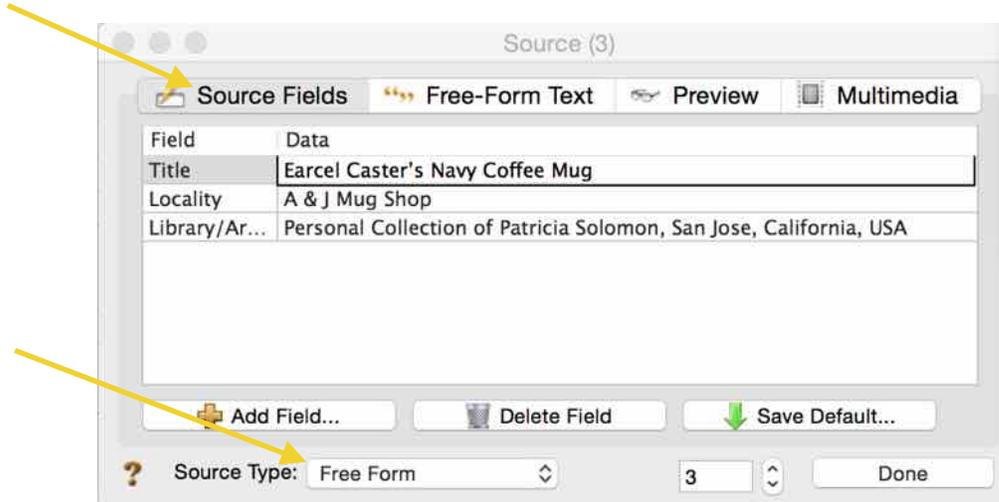
Addresses of web pages (URLs or .webloc files) can be **dragged and dropped** from a web browser into a family file to create a new source record and citation. For example, if a web page relates to somebody in your family file (marriage record, birth announcement, obituary, etc.), you can view the page in your web browser and then drag its address (from the address field at the top of the web browser) and drop that into your family file in Reunion...

- into the Sources sidebar or List window
- into the list of Source Fields in the Source window
- onto the **Marriage** button
- onto any **Person** button in the family view
- into a list of children in the family view
- into the list of citations in the Edit Person panel
- into the Edit Person panel: name, event, and fact fields
- into the Edit Person panel, note field – in this case the actual URL is added to the person's note field; rather than creating a new source record
- into the Edit Family panel: marriage and event fields
- into the Edit Family panel: note field – in this case the actual URL is added in the family notes field; rather than creating a new source record
- into the Edit Family/Children panel – this adds a general source to the target child in the list

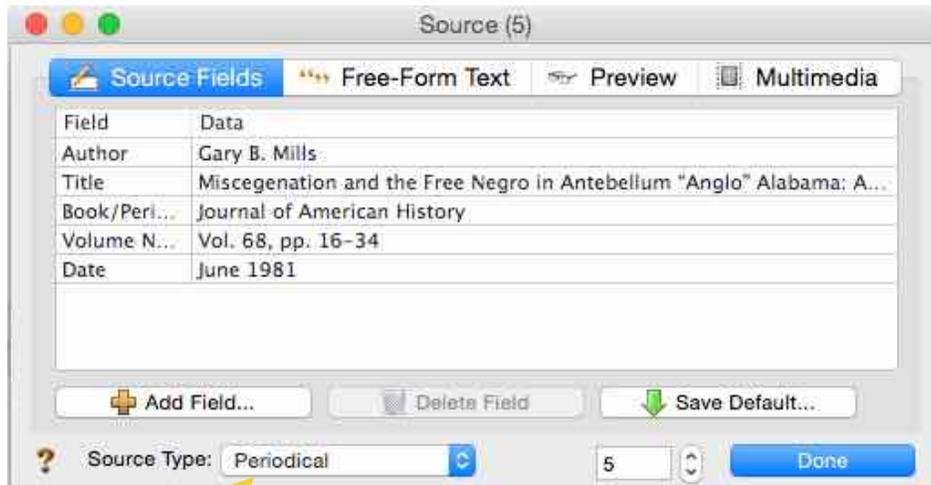
## Family Artifact

I have a coffee mug of my Dad's. It's from his time in the U.S. Navy. It has an illustration of the U.S.S. California. On the bottom of the mug is printed: "A & J Mug Shop-Navy Blvd. San Diego, California.

I used the Free-Form source, but I added fields.



## Article in a Periodical



## Marriage License

The screenshot shows a window titled "Source (8)" with a tabbed interface. The "Source Fields" tab is active, displaying a table with the following data:

Field	Data
Title	Marriage Licenses and Returns, Malloy-Keating
Date	1895
Locality	County Clerk's Office, Belleville, St. Clair County, Illinois
File Number	File Number 3538
Register	
Media Type	
Location o...	

Below the table are three buttons: "Add Field...", "Delete Field", and "Save Default...". At the bottom, the "Source Type" is set to "Vital Record", the number "8" is displayed in a spinner, and a "Done" button is present.

## A Birth Certificate

The screenshot shows a window titled "Source (6)" with a tabbed interface. The "Source Fields" tab is active, displaying a table with the following data:

Field	Data
Descriptiv...	Clerk of the District Court of Sioux County, Iowa
Originator	Rock Valley, Sioux County, Iowa
Publicatio...	Birth Certificate of Abbie Cora Dussel
Date	1 Nov 1956; Date of filing or entry 12 Oct 1895

Below the table are three buttons: "Add Field...", "Delete Field", and "Save Default...". At the bottom, the "Source Type" is set to "Practical Citation", the number "6" is displayed in a spinner, and a "Done" button is present. A yellow arrow points to the "Practical Citation" dropdown menu.

