

Reunion 11 Basics Class

November 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 a Timeline Chart

To create a timeline chart...

- 1 Select **Charts** in the navbar.
- 2 Select **Timeline** in the list of charts.

A panel full of options will appear.



Editing Timeline Charts

Choose **Timeline > Settings**.

The choices you make in the Timeline Settings window will become the default settings for new Timeline charts.



Edit the Legend bar text.....



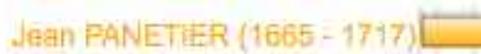
Editing Bar Content

To edit the content of a bar (name, sex, birth/death dates), **double-click** a bar to open the Bar window, or select a bar and choose **Timeline > Bar Content**.

Add dates to a name.....from this...

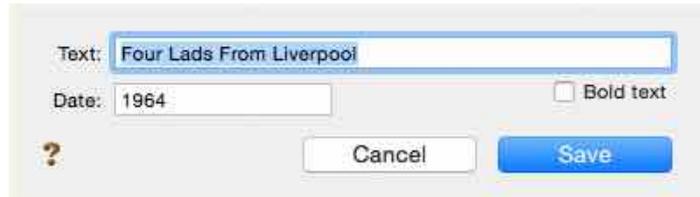


to this.....



Adding a Perspective Event

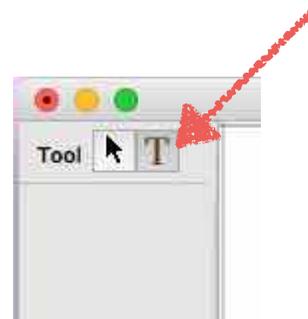
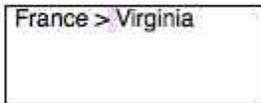
To add a perspective event, choose **Timeline > Perspectives > Add One**. This opens the Perspective Event window, wherein you can enter the perspective event name and set the year that the event took place.



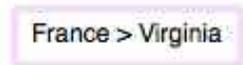
Adding Text Boxes

To add a text box, select the capital "T".....

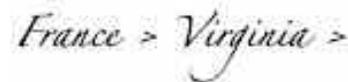
Then type a name.....



Click away, then reselect it to edit

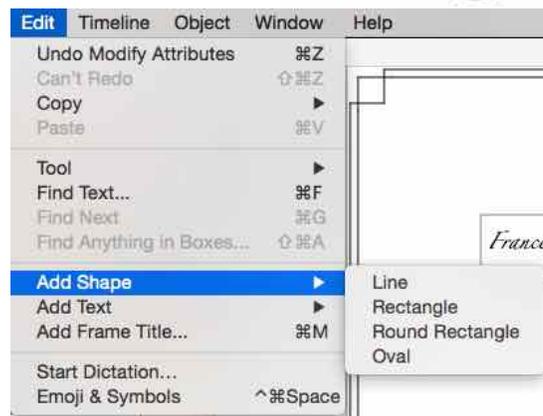


You can then change the **Font**, **size** and **color**.

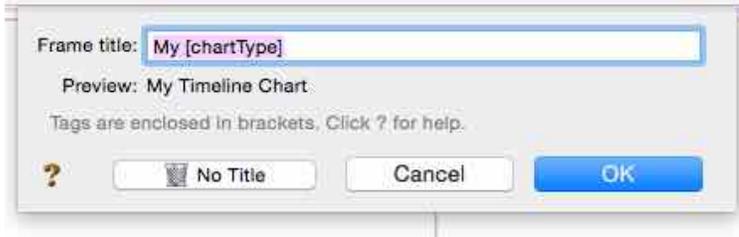


Add a box with a shadow:

Edit > Add Shape > Rectangle



To edit the **title** of your chart, double click on it and rename it.



The title can then be edited by clicking on it.



To print on one page, go to **File > Page setup** and scale to fit.

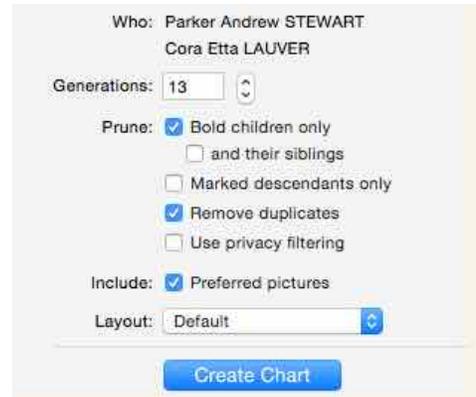
Creating a Descendant Chart

To make a descendant chart...

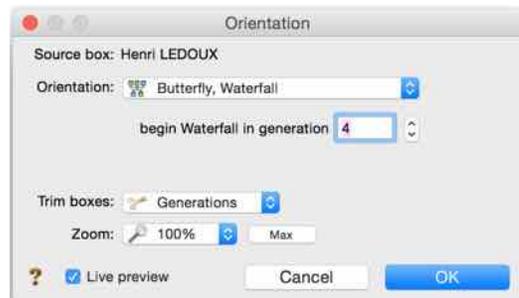
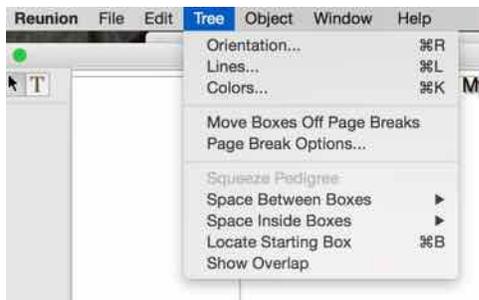
- 1 Select **Charts** in the navbar on the left.
- 2 Select **Descendant** from the list of charts.

A panel full of options will appear.

Then create your chart.



To change the layout go to **Tree > Orientation**



You will see several options:

Try a Waterfall or a Butterfly Waterfall...

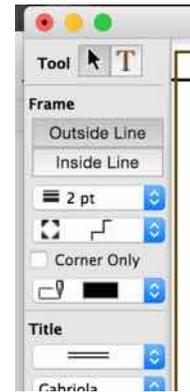


Before you print, you can also change colors of boxes, and change border line thickness by clicking on the **title**.

Notice the Frame section and try clicking on the **Outside Line** or the **Inside Line**.

Add the **date created** by selecting the **Text** button.

Try dragging photos out of the boxes and add shadows and frames or lines.



Creating a Pedigree Chart

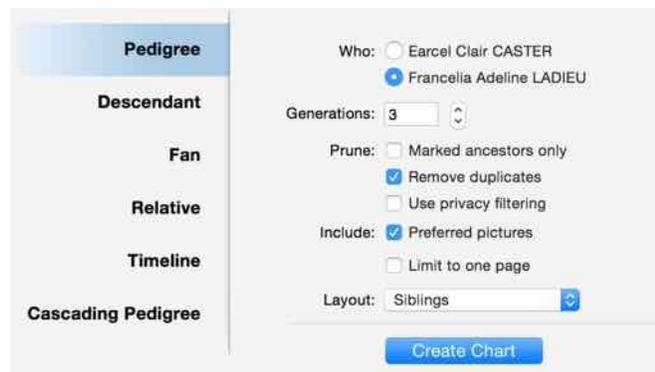
To create a pedigree chart...

- 1 Select **Charts** in the navbar on the left.
- 2 Select **Pedigree** from the list of charts.

A panel full of options will appear.

Layout:

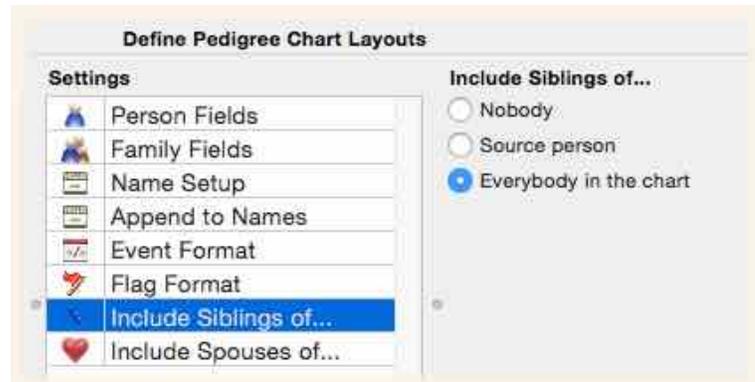
A [layout](#) is a collection of settings that determine the content and "look" of a chart. To create or



customize the layout for a pedigree chart...

- 1 select **Charts > Pedigree Chart**
- 2 click the **Layout** button and choose **Define Layouts**.

Include Siblings of...

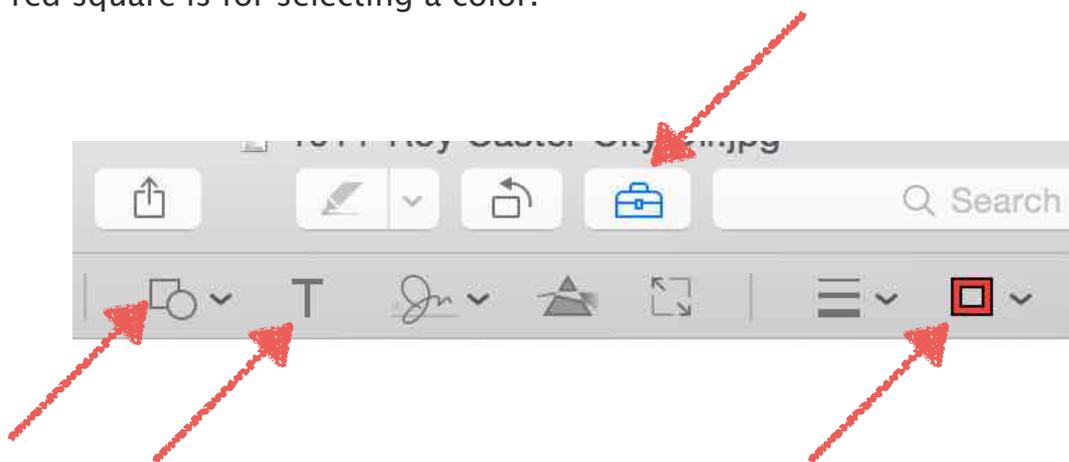


Labeling Photos or Documents in Preview

Open a photo or document in **Preview**. Click on the **tool box**.

Select **"T"** for text or the **shapes** to draw a rectangle to outline an area.

The red square is for selecting a color.



Creating a Lifeline Chart

Start with the earliest ancestor.
Select the **Ages Report** in the sidebar.



Select **male** or **female** at the top right.



Select the **share button** on the bottom right.
Select or deselect any other info for your chart.
Select your choice in ages.



Then **Click** on the **Share** button and choose **Microsoft Word** or **Pages**, depending on which you have selected in **Reunion > Preferences > Reports > Word Processor**.

You can then edit your info.
Then **Select All > Copy >** and **Paste** into Numbers or Excel.

That gives you a beginning for your report.

