

Sharing a Reunion Family Tree Without Using the Internet–Martha Wallace

Reunion can create a family tree to share with anyone who has a computer (PC or Mac) with a browser (Safari, Firefox, Google Chrome, Internet Explorer).

It's called a **Web Project** and it can be shared on a thumb drive or CD (and it *can* be emailed or posted on the internet).

The main elements of a web project are:

- Family cards – similar to the 3-generation family view in Reunion.
- Person sheets – for details about individuals.
- Trees – similar to a 5-generation pedigree chart.
- Media pages.



Navigating a Family Card on the Web

- Clicking any child (at the bottom) or parent (at the top) opens that person's family card.
- Clicking the husband or wife opens a person sheet (if person sheets were included).
- Clicking a tree icon opens a tree (if trees were included).
- Clicking a camera icon or thumbnail opens the person's media page (if media pages are included).

Creating a Web Project – To create a web project . . .

- Select **Reports** in the navbar.
- Select **Web Project** in the list of reports.
- Make choices about the content, format, and destination.
- Click **Save Web Folder**.

Choose Who to Include

- All families.
- Families with a marked spouse.
- Families with **both** spouses marked (this includes marked single people).

Design the Elements

- **Family Cards** – The home card is the family being viewed in Reunion when you select **Reports** > **Web Project**. Then check the button to include the family cards.

Layout of Family Cards – Use default or create new

- There is a **limit** of 8 person fields.
 - On the family card, only information from the first instance of the field will appear.
 - The **marriage field** is always included.
 - **Note fields** are not included on family cards, but are on person sheets, if included.
 - Bold children will appear in bold.
 - Page titles are optional.
- **Person Sheets** – Person sheets include information for each person in the web project. Check the button to include person sheets.
Layout of Person Sheets – Use default or create new
 - Choose the items to include in person fields (apply to spouse), family fields, etc
 - Check the **Pictures** button below to include the preferred image for each person.
 - **Trees** – A "tree" is a 5-generation pedigree chart designed specifically to be viewed in a web browser. Check the button to include a tree.
 - Clicking a tree icon in a person sheet or family card will open a tree if included.
 - Clicking a name in the tree will move that person to the first box, on the left.
 - Clicking the name in the first box of the tree will open the family card for that person.
 - People in the first three generations of the tree have a drop-down menu which includes spouses and children of the person in the box.
 - **Media Pages** – Check **Media Page** button to include all multimedia for each person.

- Clicking the little camera icon will open a person's media page.
- A separate "media page" for each person and family will include all the multimedia items linked to a person or family, or only the media files of specified media types.
- To set preferences for media pages in web reports, in Reunion preferences, choose Web>Reports>Media Page and check the items you want to appear.

Choose What to Include

Sources in Web Projects

Sources appear in separate web pages that are linked by citation numbers in family cards and person sheets. If person sheets are not included, source citations will appear on the family cards. If person sheets are included, source citations appear on the person sheets, but **not** on family cards.

Multimedia Items from Source Records – If your source records contain multimedia, they can be included in the endnote. They appear at the end of the endnote, listed serially, with the label "Files."

- Go to **Reunion > Preferences > Web > Reports > Sources**
- Check the **Include multimedia file list** button to include in endnotes.
- Also check **Include multimedia files** to include links to the full multimedia files. When clicked (in the endnote), the multimedia file will open in a new browser window.

Pictures in Web Projects – Pictures can be included in three different places:

- Directly on family cards – Preferred pictures for the husband/wife.
- In person sheets – Preferred pictures for the husband/wife appear in person sheets.
- In media pages – All pictures (and, optionally, other types of media items) linked to a person will appear in a media page.

Privacy Filtering in Web Projects

Use the privacy filter in *Reunion preferences* to protect the **identity** of certain people or to avoid the **disclosure** of personal details for certain people (such as of living people).

Title

Enter a title for the web project in the Title field. It will appear at the top of each page.

Destinations

There are two destination choices: **your web browser** or a **web folder**. Both create a web folder containing the report, ready for saving to a thumb drive or CD (or for sending to a relative – or for putting on the internet). If you choose web browser it will instantly open the report in the browser.

Web Preferences – Reports

- **Browser** – This applies to all Reunion activities; when used on another computer, the Web Project will prompt for a choice.
- **Contact** – Enter your info.
- **Cover Page** – Name the author; choose graphic from list or add your own; add an introduction.
- **Files** – The top part contains choices if you are uploading to the internet. At the bottom under **Cover Page**, choose **Prompt for name of cover page**.
- **Footer** – Make choices about creation date and footer.
- **Index/Surnames** – How many per page? Separate page?
- **Media Page** – Choose which media to include – see above also.
- **Sources** – How many per page? See above for inclusion of files.

Web Preferences – Styles

A web style is a template or theme applied to the pages of a report. The highlighted web **style** applies to all pages of a web project that you create.

- **Font** – Select a web-friendly font for all pages by using the **Font** button.
- **Format** – A pop-up menu will appear with several formats to choose from.
- **Color** – Select one of the thumbnail images in the scrolling display.