The Find Feature in Reunion

The Find feature in Reunion is designed to search for virtually any piece of information, statistic, or attribute in any field. In fact, you can perform multi-condition searches.

The Find Feature searches information that is <u>already entered.</u>

To use this feature some general familiarity with the program is needed.

Knowing how to mark and unmark people and how to set home person is helpful (see Help > Contents and search for "What Is Marking?" or "Home Family").

*To see the Find panel, click **Find** in the left navbar or press Command+F.*

Configuring the Find Panel

People or Couples? Search **people** to find birth date, death place, age, etc. Search **couples** (family) to find marital status, number of adopted children, family notes, etc.

Creating Conditions
The Find feature searches for people or couples that match up to four different conditions.

Where to look	How to look	What to look for
Birth Date ▼	Before ↕	1800
☑ And		
Birth Date ▼	After ↕	1788

Use this button to add or remove conditions.

1. Where to Look – Focuses a search to a particular field or statistic – last name, birth place, death memo, occupation, age, number of children, etc.

2. How to Look – There are <u>four</u> basic types of searches.
   A. Is/Is Not – "Is/Is Not" compares your search text with entire field entries (including spaces). It only matches when an entire field entry matches your search text (is) or when an entire field entry does not match your search text (is not).
   B. Before/After – "Before/After" performs an alphabetical or chronological comparison — depending on the specified field. The search text (or value) you enter is compared alphabetically or chronologically with the contents of the specified field for all persons.
   C. Contains/Does Not Contain – "Contains/Does Not Contain" lets you search for a string of characters (including spaces) anywhere within fields. It ignores word boundaries.
   D. Word Starts With/Doesn't Start With – "Starts With" looks at the beginning of words for matches — not limited to the first word in a field. It is not case sensitive; diacritical marks and punctuation marks are ignored.
   Field Starts With/Doesn't Start With – limits the search to just the beginnings of values in fields.
   E. Equal, Not Equal, Less Than, More Than – these perform numerical comparisons. The search text (or value) you enter is compared numerically with the content of the specified field for all persons.

3. What to Look For – Enter text, numbers, places, or dates. The contents of this box are used to find matches.

4. AND, OR   And – a match happens only if **all** conditions are met.
         OR – a match happens if **any** condition is met.

The Results – You will get a results list of your search. Double-click any name in the Results sidebar to see that person's family view.

Examples of Searches – The Find feature can be configured in nearly endless ways. The Find presets are examples of practical searches to give you ideas...

Find Presets

Marked	Divorced	Generation X Kids
Unmarked	No Spouses	New Year's Babies
Changed Today	No Parents	With Multiple Parents
Changed This Week	No Children	Interfamily Marriages
With Relationship	Unlinked People	Baby Boomers
With Misc. Notes	Living	Millenials
With Multimedia Files	Not Living	
With Multiple Spouses	Born in the 1600s	

Searching for Empty Fields The what-to-look-for box can be empty. I.e., searches for empty or null fields is supported.

Burial Place ▼	Is ⬍	

Searching for Non-Empty Fields For a list of people who **have** a burial place entry:

Burial Place ▼	Is Not ⬍	

Searching for Citations and Citation Detail – Used to search for citations in fields, the number of citations per field/person, or text in the citation detail field. At the bottom of the first menu in **Conditions** ("Where to look") three types of searches for citations/detail appear together.

Birth Date ▼	Has Citation ⬍	2

People with No Source Documentation – If you leave the data field empty (i.e. don't enter a source number), Reunion will search for records that have **any** citation in the field.

# of Citations ▼	Equal ⬍	0

Searching for People Who Are Living or Not Living

Living ▼	Yes ⬍	

☑ And

Birth Place ▼	Starts With ⬍	Springfield, MA

- If there is a death/burial date or place, the person is considered **not living**.
- If there is a birth date, but no death/burial date, the person is considered **living** unless their age

exceeds your chosen "living age" (**Preferences** > **Dates** > **Feasibility Checking).**

Example: Preparing for a Trip to the Cemeteries – Finding all your relatives who are buried in a certain place.

Go to Find Panel.

Enter Events > Death Place > Contains > Name "of County or Other Place"

Add an **And**

Enter Attribute > Person Marked > Yes (this assumes that you have marked all your relatives)

This returns all people who died there. Use the List window (see below) to add columns and print the results.

Printing Your Find Results – Once you have a set of results in the list on the right, here are the steps to take to print them.

1. At the bottom of the column, choose the List button (looks like two orange rectangles).
2. This opens up a new window, the List window, which is more like a spreadsheet: it may contain up to 12 columns, you can pick the fields that appear in columns, and columns can be reordered. (See Help > Contents > What is the list window?)
3. Add columns and rearrange and sort them to fit the results of your search.
4. Once you are satisfied, choose the Share button at the bottom.
5. Give your document a title and choose the way you want to share.
6. The example in class showed how to share using Word. If you use Pages, that choice can be set in the Preferences > Report Preferences > Word Processor.

Printing from Word. When the report opens in Word, go to File > Page Setup and change the paper size and orientation as needed. Usually these choices are to choose Landscape rather than Portrait and Legal rather than Letter in order to give enough room on the page for all the information.

Finally, from the resulting document, highlight **only** the information for the chart, including the column headings. Do not highlight the titles or totals or page numbers.

Go to Table> Convert > Convert Text to Table and choose Tabs. The other boxes will already be filled and should not need to be changed.

The resulting document is a nicely formatted printout of your results!

Finding the Relationship Between Two People – Reunion will find the relationship between any two people, related by blood or marriage. This is found in the middle portion of the Find Panel.
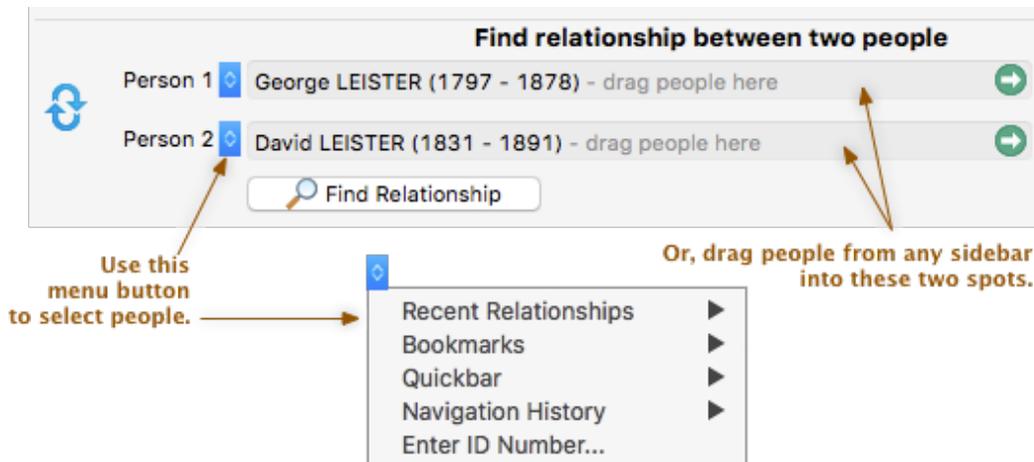
Choose the people for whom you want to find a relationship by dragging them from the sidebar or navigating to them through the blue button on the left. **This will only work if you have already entered information about these people and their relatives.**

The result describes the relationship.
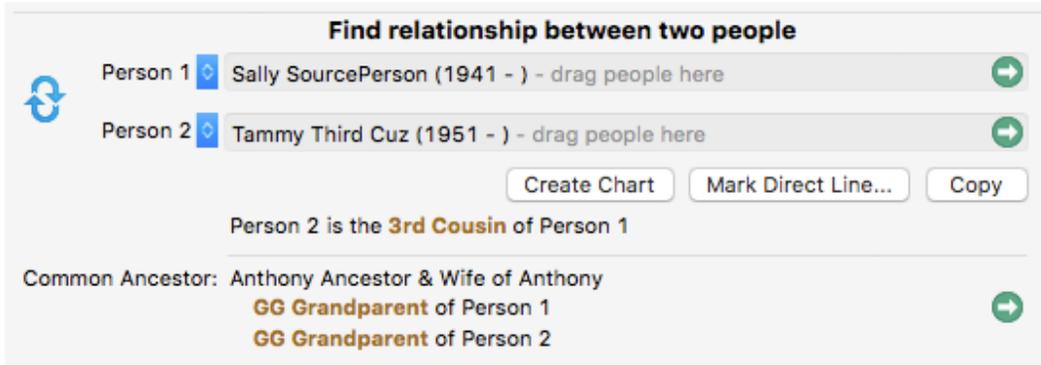
- Choose **Create Chart** to show, graphically how the two people are related — i.e., the chart includes everybody who directly connects the two people.
- To mark the direct line between Person 1 and Person 2, including everybody "between" the two people (the direct line that connects them), click the **Mark Direct Line** button. You'll have the option to "unmark everybody first" in a confirming window.

Example: Using Find to Show Visually How DNA Matches Are Related

First, create a new Fact for DNA Matches (Help > Contents > Adding Facts). When you find a match on Ancestry, FTDNA, 23 &Me, or MyHeritage, go to Fact section of the Family View for that person, add the DNA Match fact, and enter the information – such as supposed relationship, # of cM, which test, etc.

Next, go to the Find panel and choose Condition > Facts >"DNA Match" and "Is Not." Leave the text section blank. A list of all of the people who have *something* entered in the DNA Match Fact will show in the right hand list.

Next, use the **Find Relationship** section (described above) to enter yourself and one of the matches and find their relationship. **This will only work if you have entered all of their ancestors as well as your own, back to your common ancestor.**

Once you have the relationship, you can make a chart showing that, and you can mark the direct line.

If you have several matches in the same branch of the family, use the Find Relationship for each of them. and mark the direct line. For the first one, also choose to "Unmark Everybody First," but when you mark the direct line for the rest of them, do not choose that.

Now you have marked everyone in that branch of the family with a DNA match to you and you have also marked their ancestors back to your common ancestor.

Find the ancestor who is the furthest back among all of these and navigate to that person's family view.

Choose Charts on the NavBar.

Choose Descendants, enter how many generations down you want to show (can be a large number as only the marked people will be included), and "Marked Descendants Only." You can also choose Preferred Pictures if you wish.

Choose Chart and a chart will be drawn showing how all those people who are descended from that ancestor are related.

(To learn more about Charts, see Help > Contents > Descendant Charts)

Happy Hunting!