

# Research Logs in Reunion

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## Plan:

- Why logs – discussion
- What to put in logs – make list
- How Reunion logs work
- Other types of logs – samples

## Why logs?

What are the purposes for keeping a log?

- Where you are
- Where you've been
- What you saw
- Where you're going

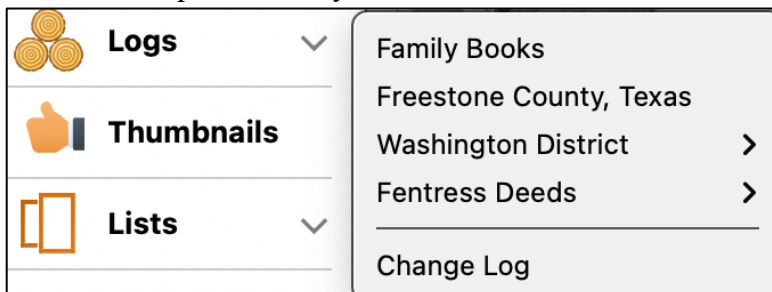
*From Family Search:* A research log is a comprehensive list of sources you already searched, or plan to search including the purpose of each search (what you want to find), a summary of significant findings and where your copies are, notations showing sources searched where you found nothing, and plenty of comments about your search strategies, suggestions, questions, analysis, and discrepancies.

## What to put in logs

- Date
- Purpose
- Location searched
- Found/not found
- Notes
- One per family?
- One per location?
- Assign document number?
- Include telephone calls, emails, letters, etc.
- Things to do
- Spreadsheet or freeform?

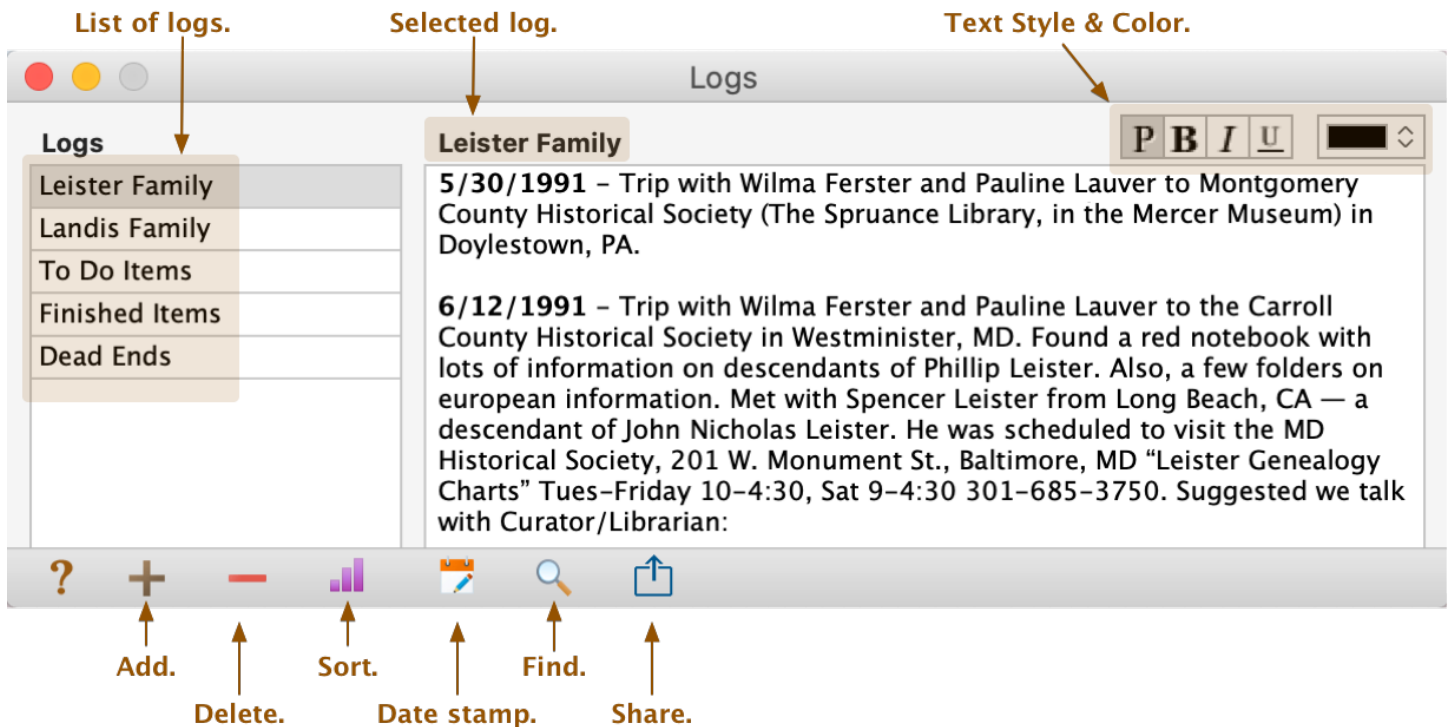
## How Reunion logs work

Logs in left navbar – Note: the pop-up menu of logs only appears when clicking the right edge of the Logs button in the navbar; clicking elsewhere opens the Logs window normally, where the most-recently viewed log appears in the Logs window. Click to open the one you want.



## The Log Window – at the top

- On the left, this section shows the names of the different logs you have entered.
- In the right section is the log that you are currently viewing and working with.
- On the right at the top are the buttons to choose text, style, and color. Highlight the text that you want change and click the button. The usual Command B, Command I, and Command U does not work; just click the appropriate button. The colors can be changed in the drop-down menu.
- To change the font and font size go to Reunion>Settings>General.




## The Log Window – at the bottom

- ? The Question mark will open the manual section about Logs.
- + Plus will add a new log, and you can choose a name. Rename by clicking once on the name
- Minus will delete a highlighted log.
- Sort log list alphabetically; you can also drag the log names into any order you wish.
- Date stamp a new entry.
- Find text – use this magnifier button or use
  - \*Command f
  - \*Repeat the search: command G or Edit>Find> Next
- Share
  - \*Enter a title for the report that you will send out of Reunion.
  - \*Use the Include button to select current log or all logs.
  - \*Select a destination for the report: email, print, web. The word processor will be the one you have designated (Pages, Word, etc.) in Reunion>Settings>Reports>Word Processor.


## Links and Connections

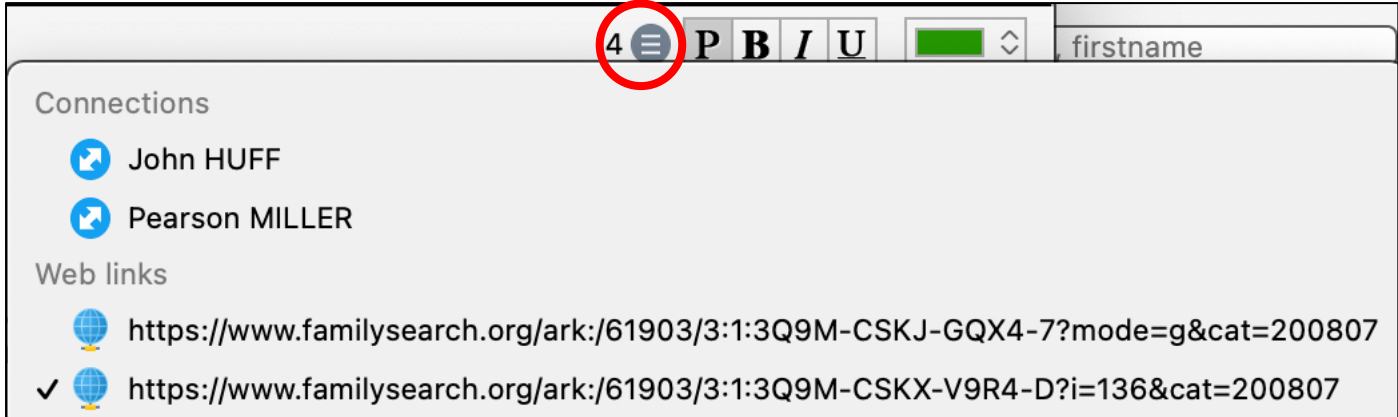
In logs you can create

- A connection to another person in the family file.
- A link to a web site (the full URL).
- A link to a web site (using normal text).

See Connections and Links icon at the top to the left of the PBIU . Clicking on this icon gives you a list of all the connections and web links in this log.

### Connections:

To see a Connection , click on a name on the list. This will take you to the part of the log with that connection so you can see how it's used.



The name will be blue/underlined as John Huff's is in the example below. Click on his name and you will see a Quickview window for that person. If you click on the green Go button in that window, you will go directly to that person's family view. *Connections are created by dragging a person's name or button to a place in the log.*



[John HUFF](#) to [Pearson MILLER](#) (husband of John's sister, Nancy)  
Quit Claim  
Date of Instrument 10/7/1835

### Links

Click on the link in the Connection/Web Link list and it will take you to the part of the log with that link. Then you can click on the link and it will open the web page.

To create a link to a web page, copy the URL from the website and add it to the log in the appropriate place.

Film 008151400 <https://www.familysearch.org/ark:/61903/3:1:3Q9M-CSKX-V9R4-D?i=136&cat=200807>

### Normal text link

You can create a normal text link with descriptive words and the underlying hyperlink in another app (Word, Pages) and paste the result in the log. [Quitclaim Deed](#) would lead to the same place as the above URL.