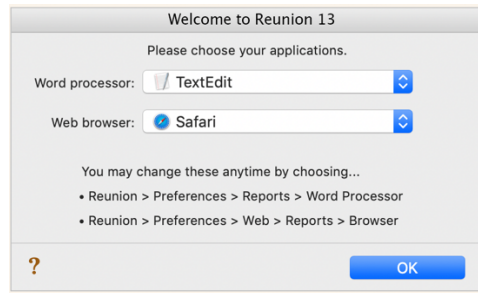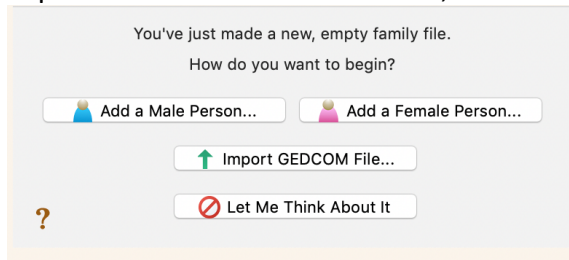**Reunion the Basics**

Reunion is one of the easiest to learn and most versatile genealogy programs for a Mac.

When you first open Reunion, you need to let it know what word processor and browser to use. Pick what you commonly work with. Don't worry if you need to change it later, you can via Settings.

Then, it will ask you to either create add a male or female person or you can import a GEDCOM. If you have an online tree, you can probably download a GEDCOM from that site and then import it into Reunion. Otherwise, start from scratch and start with you and what you know.
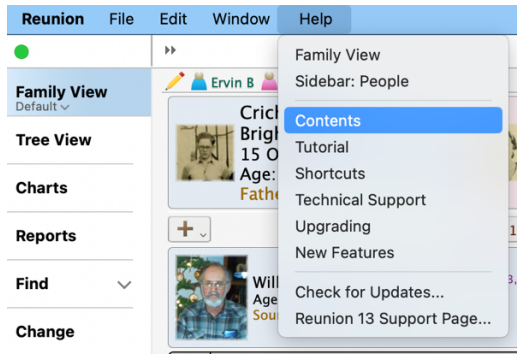

Once you've started a family file, you can add information about your ancestors and/or edit information you've already entered. When entering items into Reunion, keep in the back of your mind, would this make sense if someone else looked at it. Also, don't forget to document your sources.

One other item to do when you start Reunion for the first time is go under the help menu and check for updates. In the lower right corner of this window, make sure you have it set to automatically check for updates. It makes it easier to keep up with the latest fixes and features.
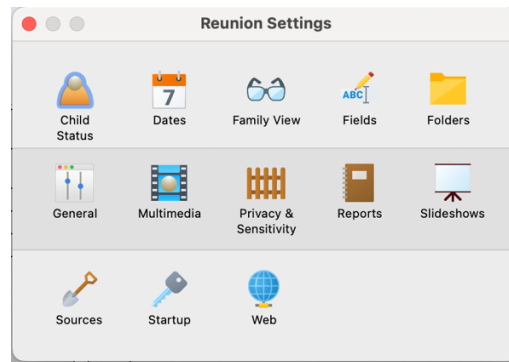
Things to know and love:

> Help Manual
> This is accessed from the Help menu under Contents. This brings up the table of contents for the Help Manual. You can browse the contents or in the upper right corner you can search for what you want. The Manual provides clear easy to understand instructions for all the topics. It also provides beginners tutorials.

Settings/Preferences – can be found under the Reunion menu. Something not looking right? Want to change how dates look? Want to change the colors in the Family View? Need to add or remove flags? It's all under settings.

Date Settings – pick which way you want dates displayed. Use what you are used to. Also, the feasibility check settings are here.

Family View – You can customize how the Family View appears for the Children, the Couple you are viewing, and their Parents. Martha Wallace has done a fantastic presentation on how to customize the family view that is available at: https://youtu.be/43dZGdFAOek

Field Settings – You can customize each field under Events, Facts, Notes, and Flags for a Person and a Family. You can access this customization under each person as well, but you can only remove items when in the settings window.

Folder – Need to know where Reunion is storing the files? Check under this setting. You typically won't need to change this.

General Settings – This has some general settings for lists, prefixes, and data entry.

Multimedia – Here is where you can add folders for Reunion to look in for Multimedia. Also, if you imported a GEDCOM, here is where you can start to repair multimedia links.

Privacy & Sensitivity – Settings for who is private and what to do with Private people in Reports. Let's you know what the delimiters are if you want to mark some data as sensitive. If you have a note that is sensitive, you may want to mark it with these delimiters so that it doesn't end up in Reports/Books by default.

Report Settings – Here's where you can change the word processor used for Reports and several other settings for what happens when you generate a report. How do sources look and how does a dividing line look. That gets changed here.

Slideshow Settings – Want to generate a slideshow from your multimedia? Here's where you'll find the setting for that slideshow.

Source Settings – Here's where the templates for how you setup sources is contained. Want to add a template, add it here and include the fields you want for a source template.

Startup Settings – Here's where you setup what happens when Reunion starts. If you want to have Reunion open the most recent family file and set the sidebar to People and go to the home family, you do all of that here.

Web – This has the settings for searching, web Reports, and Style. Under Reports is where you change your default browser for searching. You can also add groups of sites to search under this setting. It makes it easy to quickly do a search of a bunch of sites for a single person. Access the search from a person by clicking on the down arrow in the upper right corner of that person.

Family View – This is where you will be doing most of the work. Customize it in settings to make it look how you want to work with it. You'll find a person here then enter information about that person's life. You'll enter events, facts, notes, and flags. You can click on a parent or a child to move the focus of the family view to them.

Click to edit a person – add events, facts, notes, and check flags for a person. Can add sources for a person here as well. Add your sources as you go.
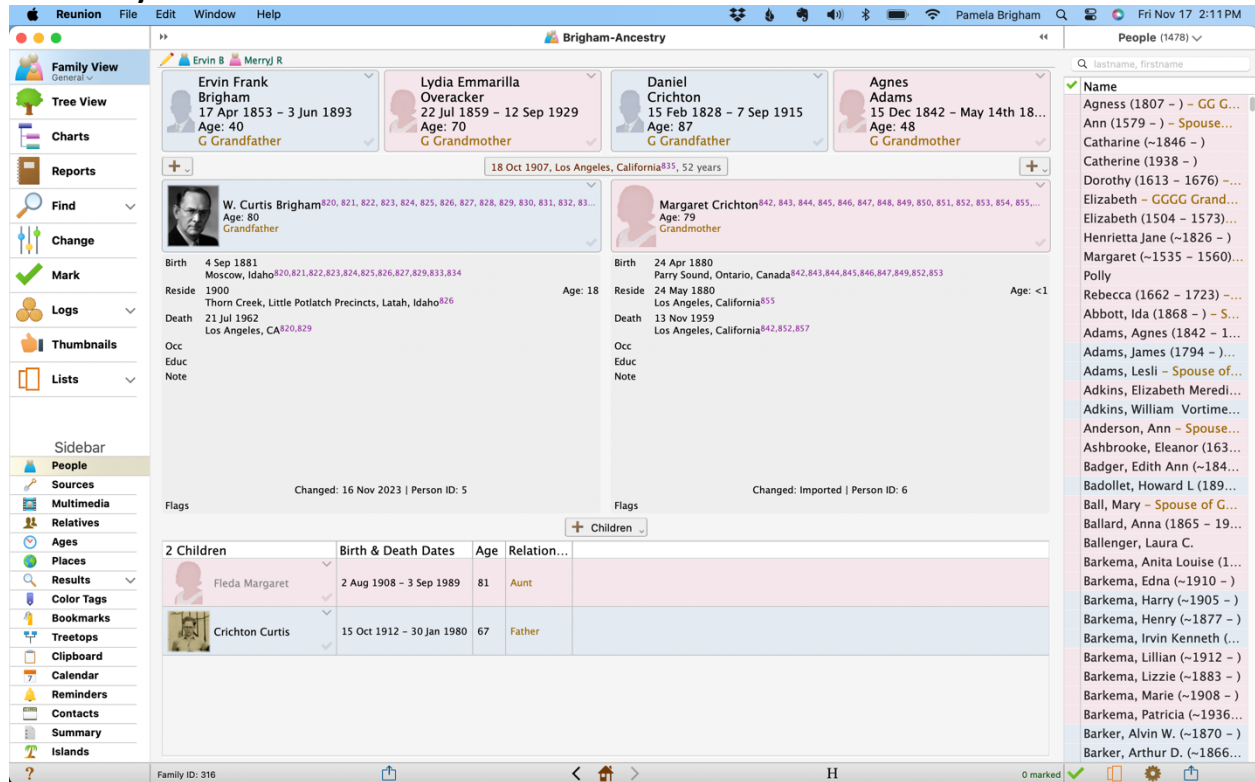
Editing marriage information – this is right above the couple. Can add marriage, divorce, separation, and annulment information here.

Displaying children – can change showing buttons to displaying the children in a list. Can make it easier to see info about children. You change how the children are displayed in Reunion->Settings->Family View.

Drag & Drop Pictures – drag & drop pictures onto people in the family view to add them to that person.

Set a home person – drag a person to the 🏠 at the bottom of the screen. If you get lost clicking on people than you can just click this icon to get back to the home person.

The Family View:

Tips:

- Where does Reunion store it's files? Find this under Folders in Settings.
- Use the sidebars extensively to make Reunion work for you. Easily switch between people, sources, multimedia, and places to make sure information is consistent and correct.
- Reunion typically has multiple ways of doing the same task - try all of them, pick one that works for you and stick with it. Be consistent.
- Where to find support – the help file and Reunion Talk (https://www.reuniontalk.com/)
- Don't forget to document your sources as you go.
- Find great handouts from past SVCGG Reunion SIG presentations here: https://svcgg.org/MeetingHandouts.html