Reunion Nuts and Bolts
Silicon Valley Computer Genealogy Group
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Today's goal – To make Reunion for the Mac more readable and more serviceable.

Help>Contents – This is where you can revisit the exact instructions for the actions described below.

Font size
    Change all - command plus and command minus changes text for **all** fields in family view, sidebars, & lists
    To change Lists and Data Entry go to Reunion > Preferences > General > Select a font, style, and size under
        the heading **Font for lists and data entry**.

Side Bars – Can show and hide them using the double arrows at the top of each sidebar in the title bar.

Explore the Family View
    Home Button – The home family is the family that opens when you open a family file. Establish home
        family: drag any button onto the **Home** button in the bottom bar of the family view.
    History Button - Shows a list of couples that you have visited recently.
    Children list, Parent list – Change the view to a list or buttons. Go to Preferences>Family View – choose
        Children>Show buttons in a list or choose Parents>Stacked or Side by side

Adding People
    Adding a new person
        Spouse – Click on the blank where the spouse will go or use the plus sign above the related person
        Child – Click on the plus sign below the parent
        Parent – Click on the blank where the parent will go or use the plus sign above the related person
        Unrelated person – Edit>Add unrelated person
    From another family – When adding a parent, child or spouse, someone already in your database, drag the
        person from the sidebar.

Name Panel
    Formatting the Name Panel
        Last Name UPPERCASE – Check box
        Initial Caps – Check box
        Surname of father is repeated; can be changed
        Sex and user ID – optional
        Don't forget to add a source!
        Hint: If it's the same as the very last source that you used, type ⌘_r_
        Add extra info about the source in the detail field.

Events Panel – _Hint_: can use tab key to move from field to field
    Date
        Set date format in Preferences>Dates – make choices
        Can use ca, bef, aft, abt
        Feasibility checking: If you enter an impossible, questionable, or unlikely date, a Date Feasibility
        Warning window will appear. Preferences>Dates – turn on and check boxes
    Place
        Check box for initial caps
        Begin typing, then select the name if it is something you have already entered
        Hint: If you are repeating the last place you entered, simply type Command ditto (⌘ _"_)
    Memo
        Can add notes about differences you've found in the date or place

Death and other events – Add info in the same way

    Hint: Tabbing takes you through the events

Add an event

    Click *Add Event* button and choose (typing first letter of the event will move you to that section of the list).

    Enter info for the new event.

Sort events – Puts them in chronological order.

    Can also drag events into the order you want.

Facts Panel – Use as you choose

Can add facts and create new facts

Initial caps check box

Notes Panel

Place to store logs, info, other details

How do you use this section?

Hint: Put census title info in color

Put source after each entry – *Hint*: on a separate line

Reunion Shortcuts

My favorites (*Long* list under help)

    ⌘ (Command key) d – direct lines bold

    ⌘ (Command key) f – find – in program or in notes field

    ⌘ (Command key) " (ditto) – repeat last place used

    ⌘ (Command key) r – repeat last source used

*Caution: In Notes Panel, Enter moves you to the next line

    Use ⌘ Enter button to close Notes window

Usual Apple short cuts that are also used in Reunion using Command key (⌘)

⌘ h – hide Reunion

⌘ q – quit Reunion

⌘ w – close window

⌘ c – copy highlighted material

⌘ v – paste copied material

⌘ x – cut highlighted material

⌘ z – undo previous action

⌘ y – repeat previous action

⌘ a – select all

⌘ [- go back

⌘] – go forward

⌘ + - increase font size

⌘ – decrease font size

Enter (without ⌘) – clicks the default button shown in blue*