Reunion – The Manual

The Reunion manual helps us learn how to use the different aspects of the software and resolve issues when we get stuck. There are many times when you know something can be done, but you don't remember or can't figure out how. The Content makes it easy for us to find what we are looking for and solve many of problems by ourselves.

Reunion includes an electronic manual, not a printed manual. The Manual is based on the concepts of searching, random access, hypertext, and context-sensitive browsing. It's sort of like googling to find out what you want to know more about – within the Manual.

Opening the Manual: (three ways)
1. Go to **Help>Contents** (or Help and one of the other choices). This opens the Contents window; the title of the window is at the top. There are many sections (almost 100) and the search box is always present no matter which section you are in. This window can be smaller, but it cannot be enlarged.
2. The Manual button in the lower-left corner; looks like a question mark. Clicking this will take you to the section of the Manual pertaining to the current area you are working in.
3. Use the keyboard **Command ?** This opens a section of manual relevant to what's in the middle of the current Reunion window.

Searching (three steps)
1. Click in the search box (anytime you are in the Manual).
2. Type in a word or words related to subject (case doesn't matter).
3. Hit return (enter).
4. Finds all pages containing the search words, sorts them according to their relevance, and shows a **Results** page with a list of up to 25 "hits" in the form of abstracts with links. This list can help you narrow your search.
- Add terms to narrow your search.
- No need to enter complete words; will look for words that "start with" Ex: child also finds children.
- Shortcut – type **Shift ?** and the search words. This opens the Manual.

To find a word on a specific page of the manual (three different ways to do this);
1. Click the magnifying glass at the bottom right of the window or
2. **Command F** or
3. **Manual>Find on This Page** in the Menu bar at the top of the screen.
and type in the word you are looking for.
To find additional occurrences on the same page, choose **Manual > Find Next** or press Command-G.

Navigating the Manual (several tips)
Use the back and forward buttons at the top left.
Use **Command [** and **Command]**.
To go back to the Content page, click the Contents button or use **Help>Contents**.
To see a list of recent pages you've looked at in the Manual, click the **H** at the bottom by the magnifying glass.
Sections: A Section in the Manual looks like this: a title and links to the parts of the section. The **Topic List** shows links to the sub-sections of the current section. If you mouse over one of those links and look at the bottom of the Manual window, you can see where the link is pointing. Clicking it takes you to that particular topic. If there is a dividing line below, these are related topics in other sections of the manual.

Person Sheet

What Is a Person Sheet
Creating a Person Sheet
For Whom?
Sorting
Fonts
—
Format
Sources
Pictures
Title
Layout
Destination
Privacy Filter

Bookmark pages When viewing a manual page that you want to keep note of, choose the ⬚ bookmarks button on the toolbar. I found that I have a whole bunch of things bookmarked! Where did they come from? You can edit this list.

Printed manual? This is what Reunion says about that:
*Because the two systems are structured, designed, and authored in completely different ways. It's impossible to take one format and stuff it into the other. Reunion's manual **exceeds** the utility of a printed manual.*

Index?
The whole manual is searchable. Entering a word in the search box will return a list of the top 25 hits for that word is found. Entering more words gives more specific finds, sort of like googling the manual.
I think the contents list is like an index.

Can the Manual be printed?
Many people want a paper copy of the manual. Others want a PDF as a separate document.
I simply reduce the main Reunion window to the left half the screen and open the Manual on the right. You can do this by dragging the windows to the size you want or by using Split View on Mac.
https://support.apple.com/guide/mac-help/use-apps-in-split-view-mchl4fbe2921/mac

If you do want a paper copy or a separate document,
- You can copy and paste small sections into Word or Pages and print on paper.
- Any **Section** that is open can be printed by choosing **Command>P**. Then you can save it as a PDF using the PDF button in the bottom left of the window (or print it on paper).
- If you print it, the links on the printed pages will not work.

The Procedure: Making a PDF of the Manual
1. Open a section of the Manual (there are almost 100 sections). You can tell which section is open – the name is at the top of the window, such as **Manual: Events**.
2. Go to File>Print (or Command P); the print window will open.
3. Don't actually print it, choose the PDF button in lower left).
4. Save it to your desktop.
5. Do the same with another section and save to desktop.
6. Combine the PDFs.

> **Directions for Combining PDFs**
> 1. **Open a PDF in Preview.**
> 2. **Choose View > Thumbnails to show page thumbnails in the sidebar.**
> 3. **To indicate where to insert the other document, select a page thumbnail.**
> 4. **Choose Edit > Insert > Page from File.**
> 5. **From the file dialog, select the PDF that you want to add, then click Open.**
> 6. **To save, choose File > Export as PDF.**
> 7. **The PDFs will then be combined into a single PDF, with the second file starting from a new page in the merged document.**

The links in the PDFs refer to other parts of the manual, so to make them work, you would need to save each of the other sections as PDFs (almost 100 sections) and stitch them together as described above, one by one. Then you could print the resulting PDF document (about 700-800 pages) or simply use it as a separate PDF on your Kindle or iPad. (There are long threads in ReunionTalk about this. Creating the merged file of all the sections of the manual is estimated to take about two hours.)

Still have questions? Check the Manual and search for the answers!