

## **What are Sources?**

A **source** identifies the origin of information. Source records come in many different types and are comprised of one or more source fields. Why is it important to list sources?

## **What Is a Source Type?**

When you add a new source, you can specify its type. The type of source refers to the collection and order of source fields that comprise the source.

You can add or remove fields that make up the various source types, and thus fundamentally alter the structure of new, "empty" source records. In addition, you can build your own types of source records.

## **Citations**

A source **citation** is a reference to a source — it's the link between the information you enter (such as events, places, etc.) and the source of the information.

## **Source Citations in Names, Events, and Facts**

Citations appear, and are entered/edited, in the Name, Events, and Facts sections of the Edit Person panel.

To open the **Name, Events, or Facts** section of the Edit Person panel, click directly on any field in the family view (or click the name of the husband or wife in the family view, and then select the Name/Events/Facts section). If a field already has citations, you'll see them in a list in the bottom half of the data entry panel.

When the birth date field is selected a list of source citations for the birth date appear.

The screenshot shows the 'Edit Person > Events' interface. At the top, there are tabs for 'Name', 'Events', 'Facts', 'Notes', and 'Flags'. The 'Events' tab is active, showing a table of events. The 'Birth' event is selected, and a list of source citations is displayed below it. The source citations are:

Type	Date	Place	Memo
Birth	25 Nov 1960	Washington, DC	
Death	16 Jul 1999	Martha's Vineyard, off the coast.	
Burial	22 Jul 1999	At sea, from deck of USS Briscoe near Martha's...	

Below the events table, there are buttons for 'Add Event...', 'Delete Event', 'Sort Events', and a checkbox for 'Initial Caps'. At the bottom, there is a section for 'Source Citations: Birth' with a 'Detail' button. The source citations are:

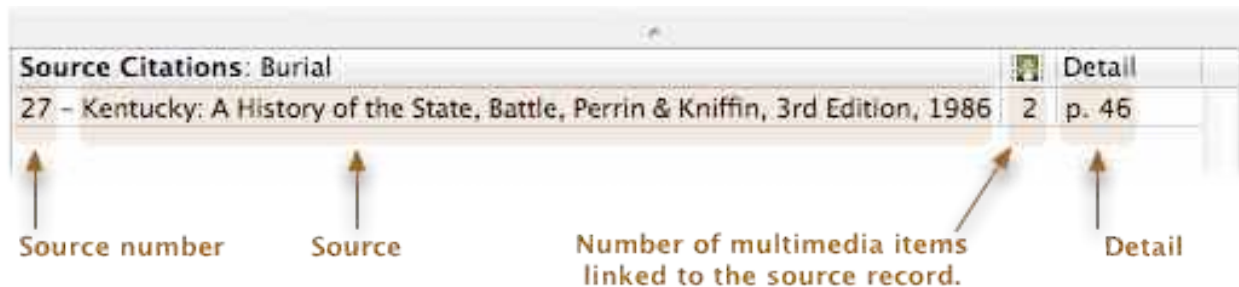
Source Citation	Detail
1 - Harvey Rachlin, Ballantine Books, The Kennedys, A Chronological History,	page 174
3 - Rose Fitzgerald Kennedy, Doubleday & Company, Inc., 1974	page 38

At the bottom of the panel, it says 'Edit Person > Events'.

## What's In the Source Citations List?

Each line in the Source Citations list contains...

- the number of the source record
- the first 175 characters from the source fields or the Free-Form Text field of each source record
- the number of multimedia items linked to a source record (if any)
- Detail field - see below.

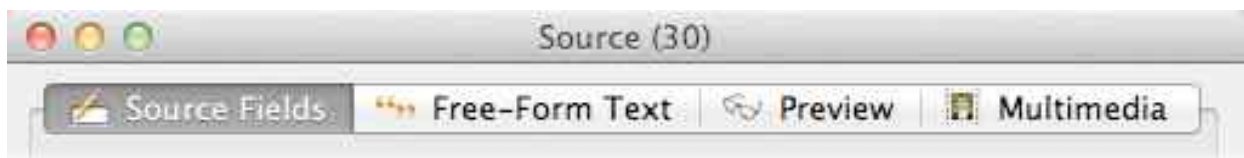


## What Is the Source Window?

The Source window is the place to enter or edit the specifics of a source. This window appears when...

- adding a **new** source
- editing an existing source
- double-clicking any source in the Sources sidebar.

The Source window has four main sections...



section	what it does
<b>Source Fields</b>	provides separate fields for different bits of information
<b>Free-Form Text</b>	contains one scrolling text field that holds up to 30,000 characters of text
<b>Preview</b>	shows how the source will appear as an endnote
<b>Multimedia</b>	lists the multimedia items linked to the source record

## Creating a Source

### 1. Using default source type and fields

- a. Select the event you want to cite
- b. Click the “Add Source” button to choose the source type. (this is a pull down menu-select one of the types listed under new source)
- c. A Source window will appear. Fill in the appropriate source fields and any information you may want to add in the free form text field. Add any multimedia that you want linked to this source. Click on button in bottom right of window marked “Done” to create a new source.

### 2. Adding, Deleting, and Reordering Fields in a Source

Fields can be added to a source record at will.

To **add** additional fields to a source, click the **Add Field** button in the Source window. A list of source fields in your family file will appear. If you don't see the field you need in the list, click the **Field Preferences** button to add a new source field to the family file.

To **delete** a field from a source record, just highlight the field in the Source window and click the **Delete Field** button. To facilitate data entry, you should delete fields that don't apply to a source. To **change the order** of fields in the Source window, click and drag fields to the desired position. Each source record may contain up to 50 fields.

### 3. Creating a New Type of Source Record

Reunion includes many preformatted source types from which to choose. However, you may need to define new types of sources. To do this...

- Choose **Reunion -> Preferences**.
- Click the **Sources** button to open the **Types** section of the Source Preferences window, shown above.

Before adding a new type of source record, scroll through the list on the left, to make sure the desired type of source isn't already defined. If it is not, click the **Add Type** button to create a new type of source record. When you add a new type of source, a new item called **New Source Type** is added to the list of source types. To name the source type, you can type directly into the highlighted area in the list.

### Adding Fields to the Source Type

Every source type will include a Free-Form Text field. To add additional fields to the source type, use the **Add Field** button. A list of source fields in your family file will appear.



If you don't see the field you need in the menu, click **Cancel** and then, back in the Source Preferences window, click the **Fields** button. This will open the **Fields** section of the Source Preferences window, wherein you can add new source fields to the family file.

#### **4. Source Citations in Note Fields**

To document (or cite) a source in a note field, follow these steps:

1. Open the Edit Person panel for the appropriate person and click the **Notes** tab button. (Or go to a different family view (User Notes or Misc. Notes))
2. Move the cursor to the spot in the notes where you want the superscript source number to appear. You can move the cursor by pressing the Arrow keys on the keyboard or by pointing and clicking the mouse.
3. Click the **Add Source** button and choose one of the four choices.


After you add a source citation in a note field, a superscript number will appear at the spot where you added the citation. The superscript number is the source number. When you click the superscript number, the source citation will appear under the note field. (By contrast, superscript numbers do **not** appear in the name, event, and fact fields.)

If you click the source citation under the note field, the Source window will appear.

#### **5. Adding a New Source Record Without Citing Anything**

Typically, new source records are created in the context of citing your sources. For example, while entering new people into the family file, you may be transcribing names from a family Bible or some other source. As you transcribe the first name from the Bible and desire to cite your source, you add a new source record for the family Bible.

If you prefer, you can create new source records at any time — not necessarily as you're about to cite a source. For example, when you obtain a pile of books and you want to make a new source record for each book prior to transcribing data from the books. To create a new source record...

1. Click **Sources** in the Sidebar list.
2.  Click the **Add Source** button in the bottom bar.

The details of each new source record are entered in the Source window, described above.

Additional Information/help:

1) Manual in Reunion, 2) Reunion Technical Support (e-mail): [help@leisterpro.com](mailto:help@leisterpro.com), 3) blog for Reunion Users: <http://www.ReunionTalk.com>, 4) video tutorials - Ben Sayers at GenealogyTools.com, 4) Debra Callan at [debracallan@sbcglobal.net](mailto:debracallan@sbcglobal.net)