

# Reunion for the Mac

March 2010

Note: The main text of this instruction is lifted from the **Reunion User's Manual**, the icon at the top of your Reunion Family File. I have added a few of my own words here and there. - pb

## What Is a Family Group Sheet?

The most commonly used form in genealogy is the Family Group Sheet (FGS). It provides details about one immediate family. Usually includes husband, wife, and children.

A family group sheet is a form that shows information about one immediate family. This typically includes the husband, wife, and children. The family group sheet has become popular primarily through its heavy use by the LDS (an abbreviation for the Church of Jesus Christ of Latter-day Saints).

Reunion adheres to the traditional layout of family group sheets — one which conveys information about a family and its members. Family group sheets do not include details about other families in which a husband or wife participated. The family group sheet focuses on the husband and wife shown on the current family card. If you want to create a family group sheet for a person and another of his or her spouses, you should create the family group sheet from the family card showing the correct husband and wife.

## Creating a Family Group Sheet

To create a family group sheet, choose **Create -> Family Group Sheet**. This opens the Create Family Group Sheet window.

### For Whom?

In the Create Family Group Sheet window, you have the option to create a family group sheet for...

- the family on the current family card
- all families
- families with a [marked](#) spouse
- families with **both** spouses marked (this includes marked single people)

If you choose to print family group sheets for families with a

marked spouse, Reunion automatically finds all the families with a marked spouse and creates the family group sheets one by one.

## Example: A Family Group Sheet for All of My Ancestors

Let's say you want to print a family group sheet for the families of your direct ancestors. Here's the easy way to do it:

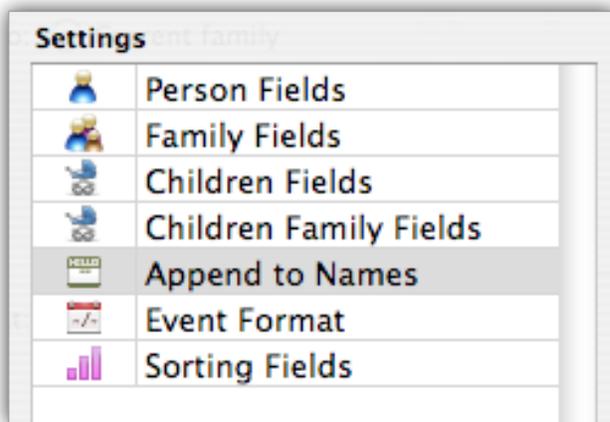
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1. From your family card, choose **Change -> Mark Groups**. Click on your name, next to the button called **Ancestors of**. Make sure the **Unmark everybody first** button is checked and then click **Mark**. This will mark all of your direct ancestors. Click **Close**.
2. Choose **Create -> Family Group Sheet**. Click **Families with a marked spouse**. Now you're ready to automatically create a family group sheet for all of your direct ancestors.

## Layout

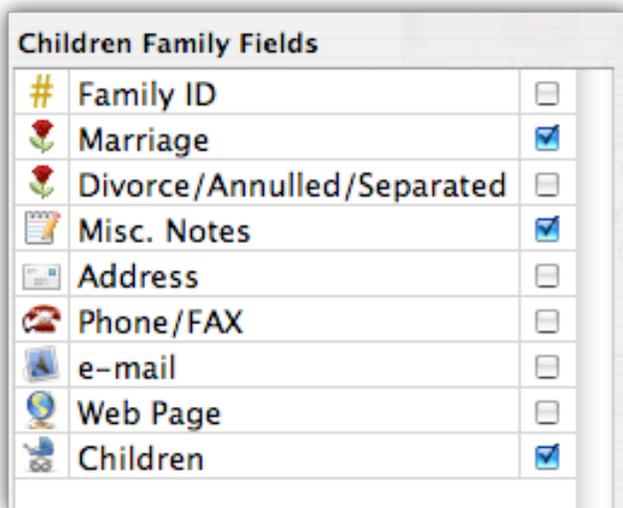
The layout of family group sheets can be defined and changed by choosing **Define Layouts** from the **Layout** popup menu in the Create Family Group Sheet window. Most of the layout settings for family group sheets are common to other reports and are discussed [here](#).



Layout settings  
for Family Group Sheets

## Children Family Fields

The layout setting **Children Family Fields** refers to the **family** fields for children in a family group sheet, which are chosen independently of the family fields for the source couple. (These are chosen in the **Family Fields** setting — see above example.)



One of the items in the **Children Family Fields** list is **Children**. If checked, the family group sheets will include a space under each child for a list of the child's children. In other words, if you create a family group sheet for you and your spouse, your children are included, and a line under each of your children is included for your grandchildren.

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## Format of Person & Family Group Sheets

[Person sheets](#) and [family group sheets](#) can be created in two basic formats: Normal and Questionnaire.

### 1. Normal

**If the Normal format is selected, person sheets and family group sheets will not include empty fields.** For example, if no birth date is recorded for a person, Reunion will not add an empty space for the birth date in the report. This option makes the most efficient use of space.

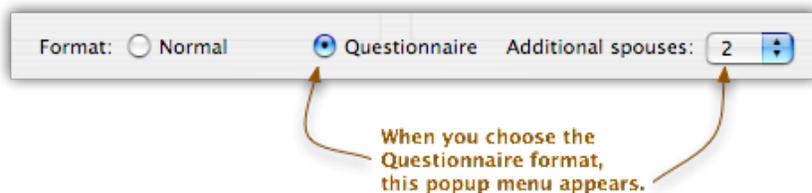
### 2. Questionnaire

**If the Questionnaire format is selected, person sheets and family group sheets will include room for any field in the current layout — even for fields that are empty.**

Questionnaires are ideal worksheets for gathering data from relatives. They show, at a glance, what information you have, and what information has yet to be found.

### Additional Spouses in Person Sheets

When you select the **Questionnaire** format for [person sheets](#), the **Additional spouses** popup menu will appear, letting you include room for additional **spouses** (in case your research on a particular person is not complete).



### Additional Children in Family Group Sheets

When you select the **Questionnaire** format for [family group sheets](#), the

**Additional children** popup menu button will appear, letting you include room for additional **children** (in case your research on a particular family is not complete).

### **Family Group Sheets** *(What do you know and how do you know it?)*

- ★ Preferences > Reports: Pictures (size), Signature (date & contact info)
- ★ Create > Family Group Sheet > Print Preview
- ★ (Adding Children) Layout > Children Family Fields > Children
- ★ Normal vs Questionnaire
- ★ Print Preview vs Pages
  - Print Preview: Lines, cannot edit text
  - Word Processor: Editable, resize pictures
- ★ Printing the date and contact info at the bottom on the page
  - File > Page Setup
    - Paper Size > Manage Custom Sizes >
    - Page Size: **TYPE IN** 8.5 x 11
    - OK

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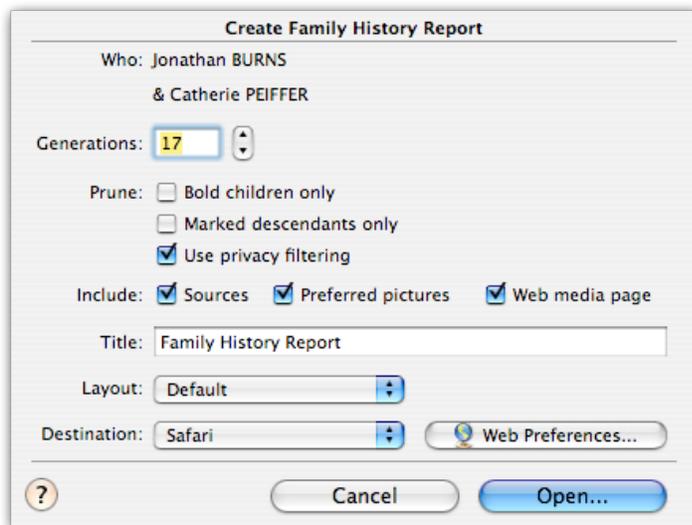
## What Is a Family History Report?

This report begins with one couple and moves forward in time. It includes descendants (children, children's children, etc.) of the source couple along with information about each descendant along the way. It is a very comprehensive genealogy document - one that lends itself well to data verification and publishing.

Each descendant in a family history report is assigned a number which symbolizes the descendant's relationship to the source couple. Reunion uses the [Legal](#) outline numbering method — a system which lets you see at a glance (or at least figure out in a few seconds) the relationships between people in the family history report.

## Creating a Family History Report

To make a family history report, choose **Create -> Family History Report**. A window will appear with several options.



## For Whom?

When you create a family history report, Reunion will start with the couple on the current family card and look "downward" (forward in time). It gathers information about all the descendants of this couple until it reaches the end of a lineage or the specified ending generation (2 to 99).

## How Many Generations?

To set the size of a family history report, use the up/down arrows next to the Generations field or type a number into the field. Family history reports can be from 2 to 99 generations. The size — in number of

characters — is limited only by the amount of available disk space.

## Pruning

The Family History Report window provides two check-box buttons for pruning large family history reports by including only...

- descendants who appear as children with **bold** text
- descendants who are [marked](#)
- descendants who are marked and also appear as children in **bold** text.

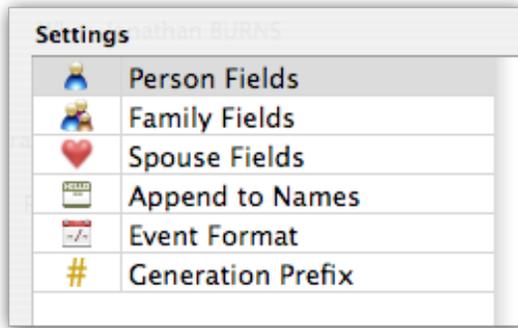
These options provide the means to prune what otherwise may become very large reports.

## Layout

After choosing **Create -> Family History Report**, layouts can be changed by choosing **Define Layouts** from the **Layout** popup menu. Most of the layout settings for family history reports are common to other reports and are discussed [here](#). One layout setting, **Generation Prefix**, is explained below.

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Layout settings for family history reports.

## Index

An index will appear at the end of family history reports. The index is an alphabetized list of all people in the report. Each line of the index will include a person's last name, first name, [Legal outline number](#), and, if the person is not a descendant of the source couple, a notation describing his relationship to a descendant (such as "spouse of" or "parent of spouse of").

Index {excerpt}

-----  
RICKENBAUGH

Joelle Christa	1.3.5.2
Michelle Robin	1.3.5.1a
Rebecca Ruth	parent of spouse of 1.3.1
Robert Jackson	spouse of 1.3.5
Robert Stanley	parent of spouse of 1.3.5

## **Family History Report** *(One couple and their descendants)*

- ★Create > Family History Report > Pages or Web Folder
- ★Numbers for each person, Sources and Index
- ★Prune to only directs / Generations
- ★Add material from internet or images of documents

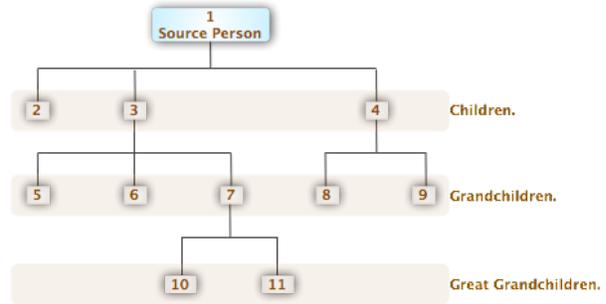
## **What Is a Register Report?**

The Register report is named for the New England Historical and Genealogical Register. For some genealogists, this report is the preferred document for genealogy texts. Reunion creates a Register style report where a narrative paragraph is created for each person, beginning with a selected couple and including all descendants up to a specified number of generations. The numbering system is described as follows: each descendant is assigned a unique number, beginning with 1 for the source, followed by his children as 2, 3, 4, etc. In the body of the report, children in a family are listed with lowercase Roman numerals. The entire report is divided by generations.

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## Register Numbering: a diagram



## Register Numbering: a text version

1. source person
2. source person's 1st child
3. source person's 2nd child
  5. source person's 2nd child's 1st child
  6. source person's 2nd child's 2nd child
  7. source person's 2nd child's 3rd child
    10. source person's 2nd child's 3rd child's 1st child
    11. source person's 2nd child's 3rd child's 2nd child
4. source person's 3rd child
  8. source's 3rd child's 1st child
  9. source's 3rd child's 2nd child

## Creating a Register Report

To create a Register report, choose **Create -> Register Report**. A window will appear with several options.



## For Whom?

When you create a Register report, Reunion will start with the couple on the current family card and look "downward" (forward in time). It gathers information about all the descendants of this couple until it reaches the end of a lineage or the specified ending generation (2 to 99).

## How Many Generations?

To set the size of a Register report, use the up/down arrows next to the **Generations** field or type a number into the field. Register reports can be from 2 to 99 generations. The size — in number

of characters — is limited only by the amount of available disk space.

## Pruning & Layout

Same as Family History Report.

## Miscellaneous

The Define Register Report Layouts window contains a **Miscellaneous** setting with several choices that are unique to Register reports.

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## Subtitles for parents

If this option is enabled, Reunion will insert subtitles in the Register report to make the report more readable. The subtitles are the names of parents preceding a group of children.



61. Roy Dervin LEISTER (Roy Lee<sup>4</sup>, Harry Jerome<sup>3</sup>, Peter<sup>2</sup>, David<sup>1</sup>).  
Born on 6 Jul 1929.

On 9 May 1955 when Roy Dervin was 25, he married Shirley Ann HELSEL. Born on 27 Oct 1934.

They had the following children:

- 147 i. Roy Dervin Jr. (1956-)
- 148 ii. Shirl Ann (1957-)

## Include parenthetical ancestry

This option refers to the insertion of direct ancestors in parentheses after each descendant's name in the Register report. "Direct ancestors" refer only to the direct line from the descendant to the source couple from whom the Register report begins.

61. Roy Dervin LEISTER (Roy Lee<sup>4</sup>, Harry Jerome<sup>3</sup>, Peter<sup>2</sup>, David<sup>1</sup>).  
Born on 6 Jul 1929.

↑  
Parenthetical ancestry.

For example, suppose you have a person in a Register report whose Register number is 2101 and his name is John. John's father was Barry, and Barry's mother was Susan. Susan's father was George, the progenitor. If the

button **Include parenthetical ancestry** was checked, then John's entry in the Register report would read as follows:

2101. John LastName (Barry<sup>3</sup>, Susan MaidenName<sup>2</sup>, George<sup>1</sup>). John was born etc.....

This format immediately gives the reader John's lineage back to George, and the reader also knows that John is the fourth generation from George. Surnames are included only if different from the previous generation. (In the example above, Barry's mother, Susan, had a different surname than Barry.) Including the parenthetical reference to earlier generations brings the Register report closer to the true Register standard.

## Register Report (Narrative of one couple and their descendants)

- ★Narrative format
- ★Create > Register Report > Pages or Web Folder
- ★Layouts: Miscellaneous
- ★Numbers for each person, Sources and Index
- ★Prune to only directs / Generations
- ★Add material from internet or images of documents

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## What Is a Descendant Report?

Reunion creates descendant **reports** and descendant **charts**. In both cases, the document begins with one couple and looks forward in time — down the roots, as it were, from the starting couple on the current family card. A descendant **report** is an indented text outline showing descendants of the source couple for a specified number of generations. Descendant reports don't have graphic elements — such as boxes or lines.

Here is a small example of a descendant **report**:

```
Joseph Patrick Kennedy & Rose Fitzgerald
  John Fitzgerald Kennedy & Jacqueline Lee Bouvier
    Caroline Bouvier Kennedy
      John Fitzgerald Kennedy Jr.
        Patrick Bouvier Kennedy
```

Here is the **graphic** version — a descendant **chart**:



## For Whom?

When you create a descendant report, Reunion will start with the couple on the current family card and look "downward" (forward in time). It gathers information about all the descendants of this couple until it reaches the end of a lineage or the specified ending generation (2 to 99).

## Multiple Spouses for the Source Couple

Descendant reports show the descendants of a **couple**, not an individual. If either member of the couple on the current family card — the source couple — has multiple spouses, the descendants of their other spouses will not be included in the report. This is because the child of a man's second marriage is not a descendant of his first marriage, or vice versa. If you need to show descendants of multiple spouses of the source couple, then you need to change the source couple. Start the report from a parent or other ancestor of the current source couple.

## Creating a Descendant Report

To make a descendant report, choose **Create -> Descendant Report**. A window full of options will appear.

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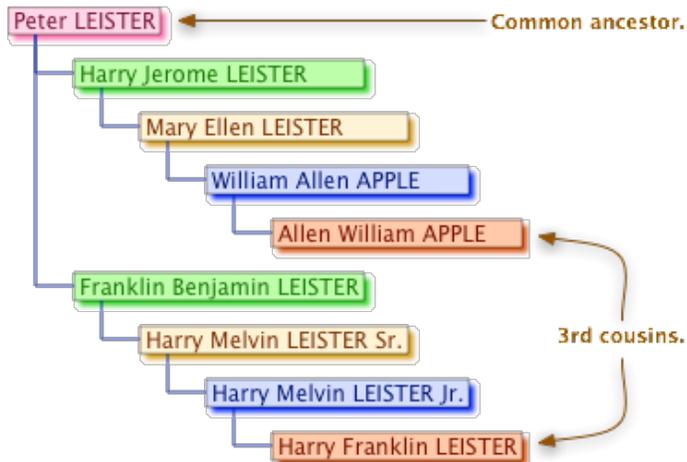
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## Name Setup

**Name Setup** is a setting that refers to the style in which names of descendants and their spouses are presented in descendant reports (and descendant charts). To change the style, click the **Change** button and pick one of the eight basic styles.

To include spouses of descendants, be sure to pick a setup that includes the spouse. Descendants with multiple spouses will be listed once for each marriage and have asterisks after their names.

## This is a descendant chart showing direct lines:



## This is a descendant report showing direct lines:

```
Peter LEISTER
|
| Harry Jerome LEISTER
| | Mary Ellen LEISTER
| | | William Allen APPLE
| | | | Allen William APPLE
| | Franklin Benjamin LEISTER
| | | Harry Melvin LEISTER Sr.
| | | | Harry Melvin LEISTER Jr.
| | | | | Harry Franklin LEISTER
```

Another way to achieve a very limited chart — only including the connections between you and another person — is using [Marking](#).

## Children of Multiple Spouses in Descendant Reports

In a descendant report, descendants with multiple spouses will be listed once for each marriage. There are two exceptions:

1. Descendant reports in Reunion show the descendants of a **couple**, not a **person**. If either the husband or wife of the current family card — the source couple — has multiple spouses, the descendants of their other spouses will not be listed. If you need to show descendants of multiple spouses of the source couple, then you need to change the source couple. Start the report from a parent or other ancestor of the current source couple.

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2. If you have opted not to include spouses of descendants in a descendant report and a person with multiple spouses is in the last generation of the report, then this person will not be listed twice. See the examples below.

The first example below does not show spouses — thus James Larry Leonard, who was married twice, only shows once. Because the second example shows spouses, James Larry Leonard appears twice.

## Descendant Report Excerpt 1: without Spouses

James Bell Leonard (1894–1960)  
James John Bell Leonard (1922–)  
**James Larry Leonard\*** (1943–)  
Kay Marie Leonard (1945)

## Descendant Report Excerpt 2: with Spouses

James Bell Leonard (1894–1960) & Bertha Hammaker (1903–1979)  
James John Bell Leonard (1922–) & Evelyn Stewart (1926)  
**James Larry Leonard\*** (1943–) & Judith Kiner (1947–)  
**James Larry Leonard\*** (1943–) & Pamela Klinger (1954–)  
Kay Marie Leonard (1945) & Ronald Michaels

## Descendant Report (Listing descendants of one ancestor)

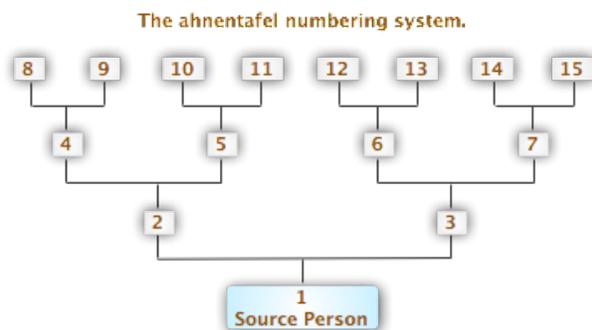
- ★List format
- ★Create > Descendant Report > Pages or Web Folder
- ★Layouts: Name Setup
- ★Prune for Bold Children only / Generations

## What Is an Ahnentafel Report?

An ahnentafel report is a narrative-style report that begins with one person and moves backward in time. The ahnentafel report includes ancestors (parents, parents' parents, etc.) of the source person along with information about each ancestor along the way. The report is similar to a pedigree chart — it begins with a source person and moves backward in time. Each ancestor is assigned a unique ahnentafel number, beginning with 1 for the source person. (Ahnentafel is a German word that translates as ancestor table.) The report is divided by generation.

## Ahnentafel Numbering

The ahnentafel (or Sosa–Stradonitz) numbering system assigns the number 1 to the source person. The father of number 1 is number 2. The spouse of 2 is 3. The rule is: to find the father of a person, double the number. To find the mother of a person, double the number and add 1.

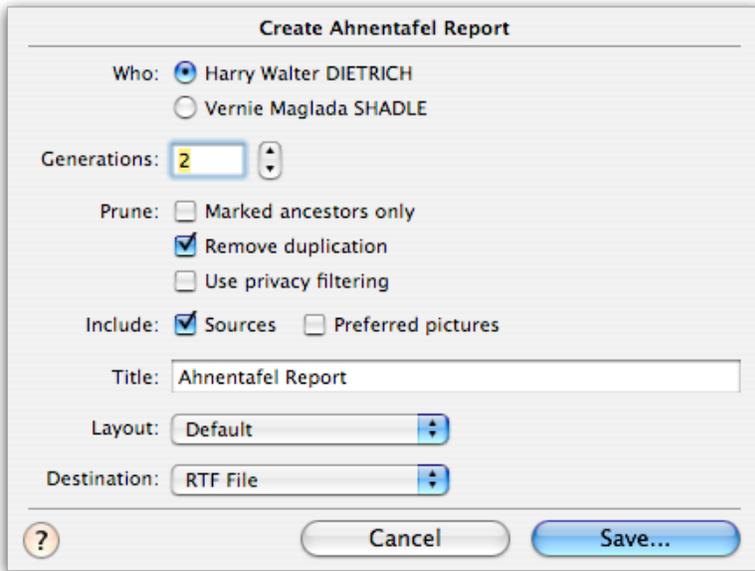


## Creating an Ahnentafel Report

To create an ahnentafel report, choose **Create** -> **Ahnentafel Report**. A window will appear with several options.

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## For Whom?

When you create an ahnentafel report, Reunion will start with a person on the current family card and look "backward." It gathers information about all direct ancestors of the starting person until it reaches the beginning of a lineage or it reaches the specified number of generations (2 to 99).

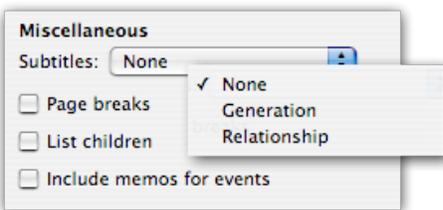
## Pruning & Layout

Same as Family History Report.

## Miscellaneous Settings

The Ahnentafel Report Layout

window contains a **Miscellaneous** setting with four choices that are unique to ahnentafel reports.



## Subtitles

Ahnentafel reports are divided by generation. The **Subtitles** popup menu gives you three options for the title applied to each generation of the report:

<b>No Titles</b>	1 John Fitzgerald KENNEDY Jr. 2 John Fitzgerald KENNEDY 3 Jacqueline Lee BOUVIER 4 Joseph Patrick KENNEDY 5 Rose Elizabeth FITZGERALD 6 John Vernou BOUVIER III 7 Janet Norton LEE
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<b>Generation</b>	<b>First Generation</b> 1 John Fitzgerald KENNEDY Jr. <b>Second Generation</b> 2 John Fitzgerald KENNEDY 3 Jacqueline Lee BOUVIER <b>Third Generation</b> 4 Joseph Patrick KENNEDY 5 Rose Elizabeth FITZGERALD 6 John Vernou BOUVIER III 7 Janet Norton LEE
<b>Relationship</b>	1 John Fitzgerald KENNEDY Jr. <b>Parents</b> 2 John Fitzgerald KENNEDY 3 Jacqueline Lee BOUVIER <b>Grandparents</b> 4 Joseph Patrick KENNEDY 5 Rose Elizabeth FITZGERALD 6 John Vernou BOUVIER III 7 Janet Norton LEE

## **Ahnentafel Report** (*Narrative of one person and their ancestors*)

- ★Narrative format
- ★Create > Ahnentafel Report > Pages or Web Folder
- ★Layouts: Miscellaneous
- ★Numbers for each person, Sources and Index
- ★Prune to only directs / Generations
- ★Add material from internet or images of documents

## **Other Reports** (*Preparing for research trips, Lists and Lifelines*)

### ★**Ages Report**

- Ages > Options > Report
  - Page Setup > Landscape
  - Select text > Table > Convert > Convert text to table
  - Or, copy into a spreadsheet

### ★**Surname Report**

- Change > Mark Groups > Ancestors of \_\_\_\_\_
  - Unmark everyone first > Mark > Close
- List > Last Names > Marked People
  - Report > Pages > Open

### ★**Places Report**

- List > Places > All People > (check Events) > List
  - Report > Pages > Open