

Entering Data into *Reunion*, First Steps

BE CONSISTENT IN THE WAY YOU ENTER INFORMATION

Names:

- Enter a name the way it is spoken.
- Don't enter anything in a name field except a name; ie, do not enter descriptions such as "Child," "Son," "Stillborn," "Twin," etc. Such explanations can be recorded in the memo or notes field.
- Add titles (King, Reverend) or suffixes (Sr, Jr, VIII) in the appropriate field.
- If the name or part of the name is not known, leave the field blank.

Dates:

- Use the day, month, year format; ie 12 Sep 1897, or 12 September 1897
- If it is necessary to estimate a date, use abt (about); ie abt Sep 1897, or about 1897
- Don't enter anything in a date field except a date

Places:

- Enter place names from smallest geographical division to largest, divided by commas; ie City, County, State, Country for the United States, or City, County, Country for many other countries.
- Enter the place name as it was known at the time of the event.
- When part of the place name is unknown, leave a blank followed by a comma: ie City, , State, Country, or , , Country
- Precede an estimated place name by "of:" ie of , County, State, Country, or of , , Country

Memos:

Enter brief information that supports, explains or elaborates that bit of data. Examples:

- Labels such as stillborn, twin, no given name
- Alternate event date or place
- Parish name for location of event
- Cemetery name for location of burial
- Batch number for extracted ordinance record

Notes:

- Enter information that supports, explains or elaborates the data for an individual.
- Be sure that your notes are clear and understandable to someone who knows nothing about your family.
- Specific note fields (ie Census, History, Will, Obituary, etc.) may be designated in Preferences --> Fields.
- Notes can be marked "Confidential" with { } (See Reunion Manuel)