

5. SEARCHING and REPORTING in *REUNION*

(See “Using Lists” in the Reunion Manual)

Using Lists

Note: Not all of the lists are featured here. See others in the Reunion manual.

1. Index

- Names are automatically added to the index as you enter them into Reunion.
- You may search the index by using the search field at the bottom right of the family card. If there is more than one result, hit the return key to see each result.
 - Search by last name: “Jones/jones”
 - Search by last name, first name: “jones, david”
 - Search by partial name: “jon, dav”
 - Search by married name: “ -jones, mary”
 - Search by first name: “ ,david”
 - Reunion will automatically go to the found record.
- You may search the index by using the search field at the top right of the Index and entering any of the above formats.
 - Go to the index by clicking the index icon on the tool bar, or by choosing List --> Index in the menu bar.
 - The computer will search as you type.
 - All responses will be shown in a list.
 - You may edit data in the list.
 - Search may be refined by gender.
 - Go to an individual’s record by double-clicking name or highlighting name then clicking “Show.”
- Modify the index using the options in the upper left corner.
- Found names may be marked for further actions.

2. Place List

- Place names are automatically added to the list as you enter them into Reunion.
- Place names should be entered as they existed at the time of the event.
- Create a place list by choosing List --> Places.
- Select desired event(s), then click “List.”
- Places will be listed alphabetically, smallest geographical division to largest
 - Under each place name is a list of people whose records include that place.
 - Place names may be edited by double-clicking the name, or highlighting the name then clicking the “edit” button at the bottom of the list.
 - The edit will apply to every record which contains that place name.
 - Editing will allow you change misspelled or incomplete place names.
- You may move to a particular place name in the list by beginning to type its name.
- Names of people may be marked for a further actions.
- The list may be saved as a report.

3. Relationships

Reunion will identify your relationship to all your blood relatives in your database. That relationship will be displayed on the family card.

- Navigate to your data card.
- Go to Find --> Relatives in the Menu bar.
- Be sure your name is checked in the window that opens, then click "Identify."
- After your relatives have been identified, the window will show the option to create a report about your relatives for as many as 255 generations.
 - If you choose to create a report, choose your options, then click "List."
 - Reunion will create the list which you can then save as a report.

Finding Anything

1. You may use your own parameters to search your data.
2. Click the "Find" icon in the toolbar, or choose Find --> Anything in the Menu.
3. In the window that opens, click the "Presets" button just for your information.
4. Define your conditions:
 - Click the down arrow in the first field and make your choice.
 - Click the down arrow in the second field and choose a qualifier.
 - Type a specific in the third field.
 - If you want to add more conditions, click the boolean modifier.
 - You may choose "and" or "or," but not both in any search.
5. When conditions are set, click "Find."
6. Reunion will find those who fit your conditions and create a list.
7. You may mark the names for future actions, or you may save/print a report.

Creating a Report from a List

1. If necessary, modify the columns showing in the list so you see the data you desire.
2. Click the "Report" button at the bottom right of the list.
3. Name the report.
4. Select the Destination software, then click "Open."
5. Reunion will create the report using the software of your choice.
6. The report may be saved or printed or both.