

1. SETTING UP *REUNION* and ENTERING DATA into *REUNION*

(See “Setting Up” and “Entering/Editing ...” in the Reunion Manual)

Using Preferences to Set Up Reunion (Go to Reunion --> Preferences)

Date:

- The default date format for LDS records is day, month, year: 15 Jan 1890 or 15 January 1890.
- Choose the feasibility warnings and age delimiters that you prefer.

Folders:

- When you install *Reunion*, it creates a master folder in your “Documents” folder. The *Reunion* master folder includes sub-folders named in the list.
- Keep all of the *Reunion* sub-folders in the same master folder.
- You may choose the default location, or choose another place
- Tell *Reunion* where you want your data saved for each type of data

Views:

- To see ordinance data in the default view, choose “LDS Events.”
- You may add other fields (Christening, Burial, etc.) from the “Add Field” drop list.
- Select options for each field from the right column.
- Drag and drop the fields into the order that you prefer.
- You may remove a field by clicking it once then choosing “Remove Field” at the bottom of the center column.

Privacy & Sensitivity:

- Set your privacy parameters.
- Choose your sensitive data delimiters - Caution: *don't choose* the symbols you frequently use in your notes or sources, namely () or [].

Startup:

- After entering at least one family group into *Reunion*, chose your home card.
- Your choice of your home card can be changed at any time.
- You may also select reminders to appear at Reunion startup.

Temples:

- Review the list of active temples. You may order them by code, location or dedication date
- Add new temple data from the chronological list of temples at <http://www.lds.org/temples/chronological/0,11206,1900-1,00.html>

Not all preferences are listed here. We will visit others later, and you may visit them on your own.

Entering Data (See “Entering/Editing a Person’s Information” in the *Reunion* Manuel)

Note: Please study “LDS Support” in the *Reunion* Manuel.

Names:

- If the name or part of the name is not known, leave the field blank.
- Do not enter anything in a name field except a name; do not enter descriptions such as "Child," "Son," "Stillborn," "Twin," etc.
- Add titles (King, Reverend) or suffixes (Sr, Jr, VIII) in the appropriate field.
- The new FamilySearch PID may be entered into the “User ID” field.

Dates:

- Don't enter anything into a date field except a date.
- If it is necessary to estimate a date, use ‘about’: abt Sep 1897, or about 1897.

Places:

- *Enter the place name as it was known at the time of the event.*
- Enter place names from smallest geographical division to largest, divided by commas: City, County, State, Country for the United States; or City, County, Country for many other countries.
- Put parish names, cemetery names, church names, etc., in the memo field

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, Church, Cemetery, Hospital name for location of event (see above)
- Film & Batch number for extracted parish record data

Facts: (See “Facts” in the Reunion Manuel):

- A fact is a distinctive feature or trait that is not an event
- Useful genealogical facts include residence, cause of death, occupation, church membership, military service, LDS (or other) mission, genetic disease/condition, government service, etc.
- Additional facts may be added to the list, or unwanted facts may be removed

Notes (See “Notes” in the Reunion Manuel):

- 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 (Census, History, Will, Obituary, etc.) may be designated in Preferences --> Fields.
- Notes can be marked “Sensitive” with your chosen delimiter (see above, Privacy and Sensitivity).