

3. GEDCOMS in *REUNION*

(See “Importing and Exporting/GEDCOM”
in the Reunion Manual, under “Using Advanced Features”)

Exporting a GEDCOM:

Choosing which records to include:

- You may make a gedcom of everyone in your database or selected individuals
- In your *Reunion* file, navigate to the person you want the gedcom to begin with.
- Click the “Mark” icon in your tool bar, or go to “Change” --> “Mark Groups” in the Menu bar, or click “command M.”
- In the window that opens, be sure the “Mark” option is checked and highlighted.
- Choose the option(s) that are appropriate, then click “Mark.”
- When your selection(s) have been marked, click “Close.”

Creating the GEDCOM:

- Open the export window by going to File --> Import/Export --> Export GEDCOM.
- Under “General,” select the options you prefer
- Under “Optional Fields” choose the data you want to include for individuals and families, then click “Export.”
- Name the GEDCOM and tell the computer where to save it, then click “Export.”
- *Reunion* will create the GEDCOM,

Use the GEDCOM:

- To share your data with others via an email attachment
- To publish your data on public genealogy websites such as RootsWeb
- To submit new data to new FamilySearch, one family at a time

Importing a GEDCOM:

Warning: *Never import a GEDCOM into your personal database without first checking the data it contains in a new file that you create for that purpose. An imported GEDCOM cannot be easily removed.*

Create a new file:

- Go to File --> New Family File.
- Name the file, and save it on the Desktop.
- When the new file opens, choose “Import GEDCOM File...”
- Tell the computer where to find the GEDCOM, then click “Open.”
- If desired, create an automatic source for all the data in the GEDCOM.
- Evaluate the “Optional Fields” and edit as desired.
- Click “Import.”

- Use the Preferences to tell Reunion how to display the imported information.

Evaluate the imported data:

- Examine the index of names.
- Evaluate the value of any sources.
- Evaluate the general quality of the data.
- You may choose to:
 - Not use the GEDCOM at all (trash it).
 - Use part of the GEDCOM (create a new GEDCOM of the part you want to use).
 - Import all of the GEDCOM into your database.

Import into your database:

- Double-click the desired GEDCOM file.
- Your database will automatically open and ask you if you want to import it. Click the appropriate response.
- If the GEDCOM brings one or more duplicate records into your file, merge the duplicates by going to Change (in the menu bar) --> Match and Merge People. (See “Match and Merge People” under “Using Advanced Features” in the manual.)
- If there were no duplicate records imported, but there are new individuals which can be attached by relationship to someone in your master file, use the “Add [person] from the index” option on a family card. (See “Adding People” in the manual.)