

Reunion Lists - February 26, 2011

- **MacGen Web Site** - See the latest <http://www.macgen.org>
- **Mac Tips**
 - Command Option to Select Columns in Textedit
 - Text Wrangler - Editing Web Pages, Remove Formatting
 - Ctrl Alt Delete equivalent - CMD OPTION ESC
- **Reunion Tips**
 - Mark people - Left-Right Arrow to move through Marked People
- **Reunion Lists**
 - **Index**
 - Lists Overview (Use the MANUAL) - Generic List Commands
 - Search - Put Last Name, Comma, Firstname in Search Box also put “,”
“Firstname” to search for first names only
 - Icons - Presets, Marking, Columns, Gender Subset
 - Col - Mark/Unmark, Data Columns/Sorting/Choose Contents
 - Reports -
 - Index preferences: Don't sort on prefix, Update while typing, Enable editing, Rebuild index
 - **Calendar** - produce a calendar with events like birthdays, weddings
 - Show example first
 - Mark people using Change Menu
 - Select event to report on, i.e. birthdays, weddings
 - Produce List in Text Edit & customize or edit in Pages or MS Word (example is Doris' Anniversary Report.
 - **Reminder List** - Remember upcoming events by date range (14 days max)
 - Reminder list of Birth, Death, Marriage in a Date Range
 - Also can display Reminders automatically in Startup Preferences
 - Can mark everyone on the list
 - **Relatives**
 - Set the source
 - Select the relatives to look for
 - Generate the list
 - Produce the report
 - **Interfamily Marriages**
 - Creates list of marriages where the couple is related
 - **Last Names**
 - Summarize individual Last Names in your Familyfile (all or marked)
 - Can be used to find errors or spelling inconsistencies
 - “Find Anything” dialog can be used to find and edit groups of people
 - **Mailing Addresses**
 - Create Customized Mailing Address Report
 - List Options on subsequent List
 - **Places**
 - Select which places to report on
 - Jump quickly to certain places
 - Create List of People that have certain records with places
 - Inconsistencies and spelling errors can be corrected

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- In traveling you can choose where to go with this list
- **Statistics**
 - Choose between all or marked
 - Double click to generate a Find Dialog
 - Generate Report on various statistics
 - Generate Report with/without tab characters
 - Very Good at generating "Find" parameters
- **Sources**
 - Edit titles, sort columns to control reports
 - Search - subset by type, search by field, Sort by Data (description) to find duplicates
 - Add Sources and Source Preferences
 - Source Tools - Find Usage, run through other uses
 - Run report to see if "Exclude from Endnotes" is checked
- **Ages**
 - Perspective Events
 - Options - siblings, parents, etc
 - Go to person highlighted
 - Life Expectancy - Show ? with Manual
 - Report - widening columns widens the report

Class conducted by Bill George

1:30-3:30pm

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