

How to Create a Book in Word From Your Reunion Report
11 Feb 2012, MacGen Reunion Group

IN REUNION

1. Make a copy of your Reunion file and add Formatted to the name. Then, work on the new file.
2. Prepare your Reunion file to export the report by changing, as needed, all Place names to the desired format, i.e., Dallas, Dallas Co., TX to Dallas, Dallas County, Texas. Clean up anything else that needs it. (Or, since it's much more flexible and easier to use, wait until you get the report in Word to clean it up – see #6 & 7.)
3. Go to Preferences => Reports => Index and click the Insert Index and Insert Table of Contents boxes.
4. Go to Create and generate your chosen report.
 - a. Rename Title to whatever appeals to you.
 - b. Decide what kind of book you want to create. Is it all descendants of a certain ancestor (use Register Report)? Is it all ancestors of a person (use Ahnentafel)?
 - c. Determine how many generations you want to cover. Tip: You may want to do two kinds of reports: a simple one and one with sources then combine them by copying and pasting as needed.
 - d. Check or uncheck boxes as needed. For example, if you are doing a Simple Report, do not check Sources. Check Sources and Preferred Pictures if you are doing a Full Report.
 - e. Make sure Destination is Microsoft Word even if you are going to use another word processor, like Pages, OpenOffice or LibreOffice.

IN WORD

5. Once your report is in Word, immediately go to the File menu => Save As... and change the document type to Word Document and rename it to whatever makes sense.
6. Use Find & Replace to tidy up anything you didn't do in #2.
 - Tip: the Command for Find & Replace is Command-Shift-H. If your Word is not set up that way, you can go to Tools => Customize => Customize Keyboards => Edit (in left box) => EditReplace (in right box) and change it by typing in the box below. Doing so and using the Command will make your process of tidying up much easier.
7. At this point, you will also probably want to consolidate different unresolved facts, such as: "He died in 1913. He died in 1916." I usually combine these facts by putting an "or" between them: "He died in 1913 or 1916." If you are using a Full Report with Sources, make sure you don't erase the Source numbers when you combine them.

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8. Start working on the Headers and Footers under the View menu.
 - a. You will probably want to choose Different First Page and leave its Header & Footer blank.
 - b. The icon just to the right of Different First Page will let you create different Odd & Even pages. There are any number of examples of why you might want to and how to do this. Some are to put the Title & Chapter # on the Even page and to put the Sub-title, Generation # and/or specific progenitor name(s) on the Odd pages. You can format both pages the way you want. And, if you create different Sections for the different Chapters, you can change each Section's Header and Footer.
 - c. The icon to the right of that one is the Document Margins and Layouts. You will be able to choose a border here. Or, if you prefer, you can create one with the Drawing Toolbar. You can also Insert any art work you prefer.
 - d. Three icons to the right of that is the Switch Between Header & Footer button. You will use it to work on the Header first, then switch to the Footer ... and back and forth as needed. Of course, you can also click in either area to move to it.
 - e. The Page Number button will remove the coded number and replace it with the actual number. You may want to put the word "Page" in front of it.
9. When you are satisfied with your Headers and Footers, then you can move on to Styles. Using the Styles formatting will make your job much easier as you can instantly change anything by changing the Style you are working on.
 - a. Go to Format=> Style... and you will get a window with all your Styles. Usually Normal will come up first in the left hand box and samples in the top two right hand boxes and under them is a Description of all the components of Normal. If you are happy with your Normal Style, you can ignore it and probably should unless you want to change the font.
 - b. The most important thing to change will be Heading 1 and we will use it as an example that you will follow to change any other Style (such as TOC 1).
 - i. Click on Heading 1, then click on the Modify button
 - ii. Change the font, size, alignment, Bold/italic/underline, color
 - iii. If you want to change to Small Caps, go to the Format dropdown menu and choose Font. Click the Small Caps box.
 - iv. Make sure the Automatically Update box is clicked.
 - v. Click OK. Click Apply.
 - c. Go through the document and highlight headings, such as, First Generation, and go to the Formatting Toolbar (usually the second one down), to the dropdown menu that probably says Normal and change it to Heading 1. You will see it change to the Style you just created. Repeat with all similar headings.
- 10 You might want to consider exporting one or more charts from Reunion using the File => Save Graphic File... command. It will save your chart in .jpg which Word can insert wherever you want it.

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- 11 Next, we will create the Index and Table of Contents. (see Barbara Ware's *Video: Indexing a Reunion Report* on the left-hand side of the DGS/MGRG page). For Table of Contents (TOC) instructions, go to the Help Menu => Contents => Setting Up => Preferences => Reports => Index.

The instructions in the Reunion Manual say to create the TOC first. I created the Index first and it worked just fine. In the report you export, Reunion will put the word Contents at the top with a Page Break and the word Index at the bottom. You can change Contents to Table of Contents and reformat it the way you want it.

Once you have created the TOC per the instructions above, you will want to change the format of the Chapters with the Format => Style ... command with TOC 1 (see 8b).

Also, if you add anything that changes the page flow (such as a chart or picture), you will have to re-do the TOC and the Index as the page numbers will be different. Accordingly, you may want to wait until the very end to do them.

Now, your book is all set up and ready to edit and, eventually (we hope), get published.

Remember to save your work frequently (or make sure your Word Preferences => Save has the box checked that says: Save AutoRecover info every ____ minutes – I have mine set for 10 minutes.)

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