2. SOURCES in *REUNION*
(See "Source Documentation" in the *Reunion* Manual)

Using the Edit Source Window

To create a new source:

1. In the "Edit Person" window, click the "Add Source" button, then "New Source," and choose the desired type of source from the drop-down list.

2. Evaluate the default fields for the source. Add, delete or rearrange fields as needed.

3. Fill in each field as designated:

-**Title**: Make this as general as reasonable so the source can be used repeatedly in your records.
Examples*: Parish Register*; *Death Certificate*, *Temple Records*. *British Census*

-**Locality** (geographical location of the sourced event):
Examples*:* Preston, Lancashire, England; State of Utah, United States; Scotland

-**Date**: Range of the dates of the records contained in the source
Examples: 1620 - 1835; 1905 - 1965; 1841

-**File number**: Microfilm number, book call number, etc. which contains the sourced record.
Examples: FHL Film #995824; BYU Family History Library, 973 K2bs; Provo City Library, cd #722

-**Location of Source (Repository)**: This is the place where the original record is kept. The most reliable repositories are government offices, archives, libraries, historical societies, etc.
Examples: Archives, Canterbury Cathedral; Utah State Historical Society; Temple Records, The Church of Jesus Christ of Latter-day Saints; Family History Library;

*Note: **Websites are not good source locations** because they frequently change or disappear. If your source is a digital image of a government record (for example) found on a website, look for the original source information on the web site. It normally includes the repository name and address for the original records.*

To edit an existing source:

1. Choose the source you wish to edit by:
- Clicking the shovel icon in the tool bar, then double-clicking the desired source
- Clicking the "Add Source Button" on the "Edit Person" window, then the "Drag Source ... " option, then double-clicking the desired source

2. Edit information as desired, then click "Save." The editing will show in every use of the source.

Linking a Source to an Event

You can attach any source that is on your source list to any event for any individual in your database on that individual's "Edit" window. If the source you need is not on your list, see "To create a new source" (above).

1. In the "Edit Person" window, click the "Hide/Show Source Citations" to the "Show" position. A "Source Citations" window will open with the options to "Add Source" or "Remove Source."

2. Highlight the event you wish to source by clicking it once. Click the "Add Source" button, then:
- If the desired source is in the list of recently used sources, click on it. The source will appear in the source window.
- If you know the number of the source you desire, choose "Enter Source Number," then enter the number in the small window that opens. The source will appear in the source window.
- If the source is not readily available, choose "Drag Source ..." Find the chosen source in the list and drag it to the "Source Citations" window.

3. In the "Details" field, you may add specific details which apply only to that event for that person. Add such things as page number, document number, burial site, etc.

Using the Source Tools

1. Open your list of sources by clicking the shovel icon in the tool bar, or by clicking the "Add Source" button in the "Edit Person" window and choosing the "Drag Source..." option.

2. At the bottom of the list, click the "Source Tools" button. The following list of options will appear:

- Edit Source*
- Show Usage of Source*
- Mark People Using Source*
- Copy Text of Source*
- Delete Source*
- Duplicate Source*
- Find Unused Sources*
- Find Citation Details
- Report This Source List
- Create Usage Report for all Sources
- Match and Merge Sources

*These options have hot keys