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## The Mailing Address

by [Jan McClintock](#)

Updated 2/17/2000 by Leister Productions.

Keeping track of your living family members should be as easy as possible when researching your genealogy. You may need to contact them for any number of research-related reasons, or maybe just to create a Christmas card list. Instead of using a separate software program, you can use Reunion to keep these addresses handy.

Don't confuse the Mailing Address feature with a Residence event field. The Mailing Address is most useful for keeping track of **living relatives**. A Residence event field, should you choose to use one, is great for recording the places a person or family lived during their lifetimes.



Each family card in Reunion contains an **Address** button, which opens a window where you can record contact information. The Mailing Address window includes three tabs, one for the family, and one for each of the spouses. This feature lets you enter a different phone number or e-mail address for each person. Also, you can record the addresses of the spouses separately if they are eventually divorced or widowed. For instance, while my father was alive, my parent's address was the same for over 30 years. This was the "Family" address. After his death, my mother moved and eventually remarried. Her current address is listed under her name tab, "Carol Ann."

The Mailing Address window includes fields for Name, Address, Phone number, FAX number, e-mail address, and even Web Page URL. You can copy an entire address to the clipboard by clicking the **Copy All** button, then paste it into your word processor or label printing software.

**Mailing Address**

**Family** William Paul Sarah Elizabeth

Enter address information that pertains to **this couple**. Family ID: 231

**Name:** Mr. and Mrs. Will FITZGERALD

**Address:** 2578 N. 9th St  
Philadelphia, PA 17640

**Phone:** 215-555-1234 **FAX:**

**e-mail:** sarahf@epix.net

**Web Page:**

☐ Initial Caps ☐ UPPERCASE

View Addresses... Copy All Cancel Save

The **View Addresses** button allows you to create a list based on field contents--filtering the data you've entered, like all people with any address entered, or all people with a phone number entry, or just marked people with a phone number, etc.

**Mailing Addresses**

Include People with: E-Mail ▼

☒ All People (642)  
☐ Marked People (2)

Show Previous List...

Cancel List...

The created list includes all the features of other Reunion's list views: dynamic fields, the mark column, and the **Go** button for navigation. Once in the Mailing Address List window, it's simple to create a customized **Report** including only the fields you wish.

**Mailing Address Report**

**Include:**

Field	Include
Name	<input checked="" type="checkbox"/>
Mailing Address Line1	<input checked="" type="checkbox"/>
Mailing Address Line2	<input checked="" type="checkbox"/>
Mailing Address Line3	<input checked="" type="checkbox"/>
Phone	<input type="checkbox"/>
Fax	<input type="checkbox"/>
e-mail	<input checked="" type="checkbox"/>
Web Page	<input type="checkbox"/>
Dividing Line	<input checked="" type="checkbox"/>

☐ Include Empty Fields ☐ Include Title

**Title:** Mailing Address Report 10/98

**Field Separator:** Return (Lists) ☐ Put Fields In Quotes

**Destination:** ClarisWorks

Cancel Open

A **Mail Merge** file is great for sending the preformatted addresses to a database, spreadsheet, or word processor. The file is created using the above Report window, then is used by other software to automatically include the mailing list data in form letters and on labels. Refer to the electronic manual for more information about Mail Merge. [[Help -> Search for Help, "Mail merge"](#)]

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e-mail: [info@LeisterPro.com](mailto:info@LeisterPro.com)

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