

# MULTIMEDIA

With the PastPerfect MultiMedia Upgrade, you will be able to attach digital images and link multimedia files to your catalog records. This is an optional feature and may be purchased for an additional charge. Multimedia files can include digital audio, digital video, Web pages, MS-Word documents, MS-Excel files, PDF files, or any other file your computer can open. Images may also be attached to condition reports, exhibits, sites, people biographies and contacts. Multimedia files may be linked to the catalog and accession records, exhibits, sites and contacts.

In this chapter we will discuss how to install the MultiMedia Upgrade, how to attach and manipulate digital images, and how to link multimedia files.

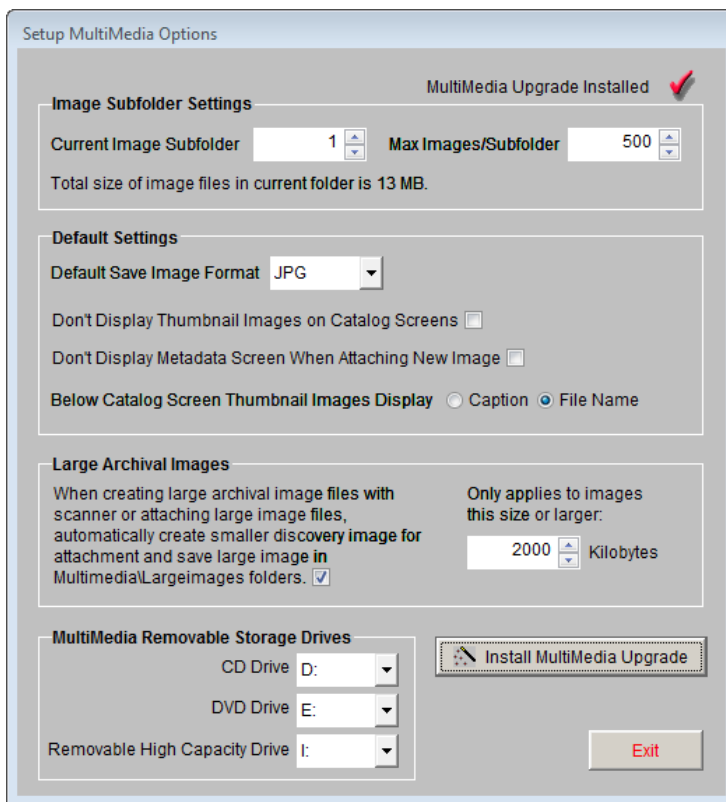
## INSTALLING THE MULTIMEDIA UPGRADE

---

When you purchase the MultiMedia option, you will receive a MultiMedia Upgrade CD. To activate this feature, click **Setup** on the Main Menu and then click **MultiMedia** on the Setup menu. Click the **Install MultiMedia Upgrade** button and follow the instructions on the screen to complete the installation.

All PastPerfect digital images are stored in numbered subfolders within the Images folder on the hard drive. Multimedia files are stored in a Multimedia folder on the hard drive, separated into folders based on the types of files. In a non-network installation these folders are generally c:\pp5\images and c:\pp5\multimedia. If PastPerfect is installed on a network, these folders will reside on the main computer or server. See *Chapter 1 - Installation & Upgrade* for more information.

Figure 26-1  
Setup MultiMedia  
Options



## IMAGE SUBFOLDER SETTINGS

Subfolders are created within the digital image folder to store the images. By limiting the number of images in each subfolder, it allows for image subfolders to be easily backed up to CD or DVD. The image subfolders are named 001, 002, 003, and so on. You may view the current image subfolder number in the field **Current Image Subfolder**. If PastPerfect is not able to automatically create the next subfolder when the current one is full, you may change this subfolder by clicking the up or down arrow buttons to the right of the number.

**Maximum Images/Subfolder** - When the number of images in the current image subfolder reaches the maximum, PastPerfect will start saving images in the next subfolder. These new subfolders will be automatically created as required. The default maximum number of images is 500. It is recommended that this setting be between 500 and 1000.

This screen will also tell you the file size of the current image subfolder, calculated from the number of images in the folder and the size of each image.

## DEFAULT SETTINGS

**Default Save Image Format** - When creating images in PastPerfect via a scanner, this determines the image file type that will be created. The default is JPG.

**Don't Display Thumbnail Images on Catalog Screens** - Prevents the thumbnail images from being displayed on all catalog screens. Leaving this box unchecked is recommended for most PastPerfect users; however having this option checked may speed the opening of catalog records if your network speed does not meet the minimum hardware requirements.

**Don't Display Metadata Screen When Attaching New Image** - Prevents the Image Metadata screen from appearing after attaching a new image from file, camera, or scanner. Leaving this box unchecked is recommended for most PastPerfect users; however you may check this box if you do not want to have the option to enter metadata when attaching images.

**Below Catalog Screen Thumbnail Images Display** - Allows you to choose whether you see the image file name or the caption of the image below the thumbnail on the catalog screens. The default is File Name, but you may change it to Caption by clicking the radio button next to **Caption**.

## LARGE ARCHIVAL IMAGES

The images that you attach to your PastPerfect records are generally for identification purposes. To conserve storage space and improve performance, these "discovery" images should be of limited size and resolution. For preservation and high-quality printing, you may also want to create larger, high-resolution "archival" images of your items and link them to your catalog records.

If you check the box in this area of the Setup screen, when you scan an image at a high resolution or attach a high resolution archival image, a smaller discovery image will be created. This smaller JPG image will be attached to the PastPerfect catalog record, and will display in the thumbnail image section of the catalog record. The original archival image will be transferred to the MultiMedia Large

Images folder, and a multimedia link will be created for the archival image. This link can be accessed by clicking the Media button in the Navigation Bar.

Based on the file size you enter in this section, PastPerfect will decide if an image should be considered an archival image. Next to the check box you should enter this file size in kilobytes. The default size is 2000 kilobytes or just under 2 MB.

## MULTIMEDIA REMOVABLE STORAGE DRIVES

Since audio, video, and archival image files can be large, you may not want to store all of them on your computer or file server's hard drive. If you want to keep the files on a CD, DVD, or other high-capacity removable drive, you may do so. To be able to access the file, you will be prompted to insert the media or drive. Specify the drives on each workstation for CDs, DVDs, or other removable storage, such as an external hard drive.

Once you have unlocked the upgrade and adjusted your settings, click **Exit** to save your changes and close the screen.

## ATTACHING DIGITAL IMAGES

---

PastPerfect provides an easy-to-use interface that will allow you to acquire images directly from a scanner, digital camera, or any other TWAIN compliant device. Once attached, images can be manipulated in a number of ways.

To attach or view images click the **Image Management** button in the upper right corner of the Objects, Photos, Archives or Library catalog screen, or on the Exhibits, Sites, People Biographies or Contacts screen. To attach an image to a condition report, first create the condition report on the catalog record, then click the Image Management button on the bottom of the report. The Image Management screen shown in Figure 26-2 will display.

Each catalog record can have one or more images attached. The maximum number of images that you can attach to a single catalog record is 999. You may also attach images to condition reports, up to 999 images per report. Exhibits and Sites may have up to 20 images attached to each record. People Biographies and Contact records may have one image attached to each record.

PastPerfect will automatically assign a name to your image. This name is the Object ID number, with periods, dashes or other punctuation removed. For example, an image attached to a record with an Object ID of 2003.2.2 would be 200322.jpg. If you are attaching more than one image to a catalog record, PastPerfect will automatically add on a "-2", "-3", and so on to the subsequent image file names, in the order the images are added. For example, the second image attached to the record with the Object ID 2003.2.2 would be named 200322-2.jpg. The three numbers you see before the file name designate the image's subfolder.

On the right side of the Image Management screen is the Image Management toolbar.



Figure 26-2 Image Management screen

## ACQUIRE IMAGE FROM SCANNER OR CAMERA

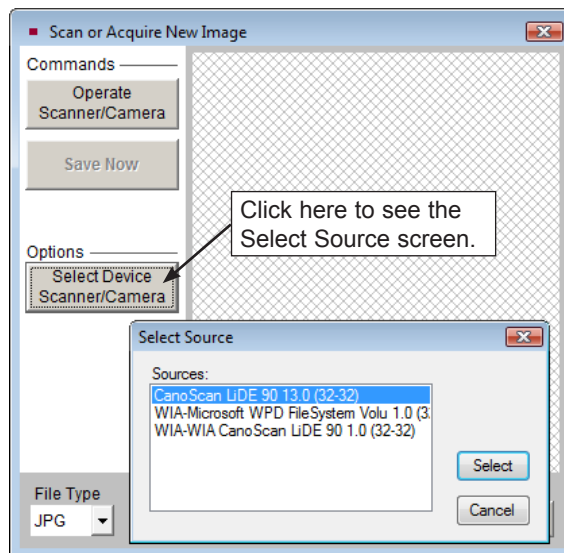
To acquire an image from your scanner, digital camera, or other TWAIN-compatible device connected to your computer, click on the **Scanner** icon at the top of the toolbar. If you have multiple devices connected to your computer,

you may need to click the **Select Device Scanner/Camera** button to choose the device you want to use, as seen in Figure 26-3. Next, click the **Operate Scanner/Camera** button.

## NOTE

If you have images on a memory card from your digital camera, or your camera appears as a drive letter when you plug it in to your computer, please use the option later in this chapter to attach an existing image file.

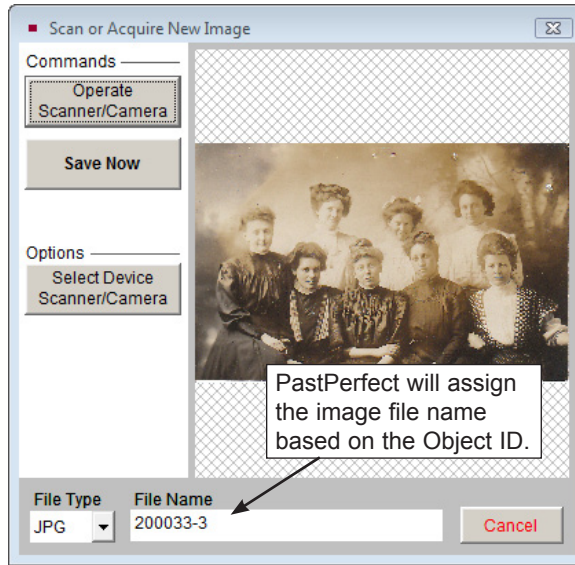
Figure 26-3  
Scanning an  
Image



The software that comes with your scanner provides the next screen, which displays a variety of options for scanning the image, including dpi resolution. The higher the resolution, the better the image, but the more memory required to acquire and display the image and the more hard disk space required to store it. For most applications, you will want to use a resolution below 200 dpi. Images scanned at 100–200 dpi are quite adequate for use with PastPerfect as discovery images. A good rule of thumb is to set the dpi so that the resulting image file size is about 100KB for JPG images, or 500KB for uncompressed TIF or BMP images. You will also want to scan your images, even black and white documents or photos, using the color setting, rather than grayscale or black and white. The color setting will allow your scanner to pick up all ranges of colors, resulting in a better image. You will also be able to apply watermarks to the image later on, if you choose.

Once the image is scanned you will be returned to the **Scan or Acquire New Image** screen, seen in Figure 26-4, where the image is displayed in thumbnail form. Be sure to complete the final step by selecting the desired file type and clicking the **Save Now** button.

Figure 26-4  
Scanned Image



The default file type for saving images is selected on the Setup Multimedia Options screen. As you save each image, you can use the default setting or make a change under File Type. The image formats available are JPG, BMP, TIF, or PNG. JPG makes effective use of compression to store color or grayscale images. The advantage of compressed images is that they require much less storage space on your computer. Therefore, we suggest using the JPG format for your discovery images.

## NOTE

If you attach an image that is over the archival image size specified on the Setup MultiMedia screen, you will receive a message telling you that a small discovery image has been created and attached to the record, and the large archival image will be linked as a Multimedia Link.

After you have saved the image, the **Image Metadata** screen appears as shown in Figure 26-5. Here you can enter a caption for the image, display order, and metadata about the image file. Click **OK** to save the information. Once the image is saved, you will receive a message giving you the image file location

and name, and the number of images in the current folder. Click **OK** to finish the process.

Figure 26-5  
Image  
Metadata  
screen

The screenshot shows the 'Image Metadata' dialog box with the following fields and values:

- Original Object Size: 4x6
- Original Object Format (type of print or negative): Postcard
- Negative Number: (empty)
- Equipment Used to Acquire: CanoScan LIDE 90
- Software Used to Acquire: PastPerfect 5.0
- Settings and Resolution: 150dpi
- Grayscale or RGB (color): Color Picture
- Created by: Tanaka, Jeanie
- Date Created: 10/30/2009
- Location of High Resolution Archival Image: (empty)
- High Resolution Image File Name (including path): (empty)
- Copyrights: (empty)
- Uncompressed File Size: 1,275,768 bytes
- Actual Image File Size: 88,634 bytes
- Height: 522 pixels
- Width: 814 pixels
- Format: JPEG (Standard DCT)
- Bits/Pixel: 24 bit color image
- Image File Name: c:\pp5eval\images\001\200033-3.JPG
- Include in Web
- Fill New Entries from Last
- Restricted
- Buttons: View EXIF Information, View Detail Notes
- Updated: 11/30/2009 12:00 PM
- Buttons: Save, Cancel

## Image Metadata Screen

The Image Metadata screen stores data about your image. Some fields will be filled in automatically, but others will need to be completed manually.

**Original Object Size** - Enter the dimensions of the item in the image. This gives viewers a sense of scale for the image.

**Original Object Format** - Enter the format of the item in your image, such as Negative if this image was created by scanning a negative, or Artifact if this is a digital image of a chair. This field is controlled by a drop-down menu authority file. The



authority file can be added to and edited by going to the Main Menu | Setup | Authority Files | Imaging.

**Negative Number** - If the image was created from a negative, enter the negative number here.

**Equipment Used to Acquire** - Record the brand name and model of your scanner or digital camera here. This field is controlled by a drop-down menu authority file, which can be added to and edited by going to the Main Menu | Setup | Authority Files | Imaging.

**Software Used to Acquire** - Record the software program used to create the image. If the image was created in another program before attaching it to your record, such as Photoshop, enter it here. If the image was attached directly into PastPerfect, enter PastPerfect. This field is also controlled by a drop-down menu authority file, which can be added to and edited by going to the Main Menu | Setup | Authority Files | Imaging.

**Settings and Resolution** - Enter the camera or scanner settings used, including dpi or resolution.

**Grayscale or RGB (color)** - Record the color setting used when acquiring the image. This field is controlled by a drop-down menu authority file, which can be added to and edited by going to the Main Menu | Setup | Authority Files | Imaging.

**Created by** - Enter the name of the person who created the image file. This field is controlled by the Users authority file, which can be added to and edited by going to the Main Menu | Setup | Authority Files | Common Screens.

**Date Created** - Enter the date the image was created. This will automatically be filled in with the date the image was attached.

**Location of High-Resolution Archival Image** - If you have a high quality archival version of this image stored in another location, enter that location here. This may be a network drive, CD, or other location.

**High-Resolution Image File Name (including path)** - If you have a high quality archival version of this image, enter the path and file name for that image. You may use the button at the end of the field to browse to the location. Once the

location is entered, you may use that button to view the image. If you attached an image that was considered an archival image by PastPerfect, determined by the size of the image file, this field will automatically be filled in with the path to the archival image in the Multimedia\Largeimages folder.

**Copyrights** - Enter any copyrights on the image.

**Uncompressed File Size** - Lists the size of your image in bytes, when uncompressed.


**Actual Image File Size** - Lists the size of your image in bytes, as it is stored on your computer. If the image is a JPG, this will be the compressed file size.

**Height** - Lists the height of the image in pixels.

**Width** - Lists the width of the image in pixels.

**Format** - Lists the detailed format of the image file.

**Bits/Pixel** - Lists the bit depth of the image file.

 **24 bit** Use this button to change your 8 bit image to a 24 bit image. If your image is 8 bit, you will need to do this to be able to watermark your images.

**Image File Name** - Lists the full path and image file name for your image. This is especially helpful if you need to find the image file outside of PastPerfect.

**Include in Web** - Check this box to include the image when uploading files for a PastPerfect-Online website. PastPerfect-Online is a product that enables you to create a fully searchable online catalog from PastPerfect records and images.

**Fill New Entries from Last** - Check this box to fill the Image Metadata screen with the same data that was entered for the last image added. This will apply to all images added after checking this box, but not to the current image. This can be a timesaver if you are adding multiple images for one item and the object format, equipment, software, created by and date fields are the same for all the images.

**Restricted** - Check this box to place an Image Restricted flag on the image.

**View EXIF Information** - If EXIF information was included with the image you attached from your camera, you may view the information by clicking this button. EXIF, or Exchangeable Image File Format, metadata may include the date and time the image was taken, camera model and make, camera settings, description, and copyright information.

**View Detail Notes** - You may enter and read more information about the image here.

## ATTACH AN EXISTING IMAGE FILE

You may want to attach digital images that have been created outside of PastPerfect. These images may be on a CD, DVD, flash drive, network drive, or your computer's hard drive. If you have images on a memory card from a digital camera, or if your digital camera appears as a drive letter when you plug it in to your computer, this is the process to use to attach the images. PastPerfect supports the attachment of these image formats: BMP, JPG, PCX, PNG, and TIF. You cannot attach Progressive JPG images. To start, click the **Attach New Image** icon on the top of the Image Management toolbar.



Click this icon to locate an existing image file on your hard drive, network, or removable drive. Then click on the image file you want to attach so it appears in the File Name field and click **Open**.

The **Look in** drop-down menu will help you locate the file. If you check the **Preview** box, you will see a thumbnail of the selected image before you attach the image by clicking the **Open** button.

---

## NOTE

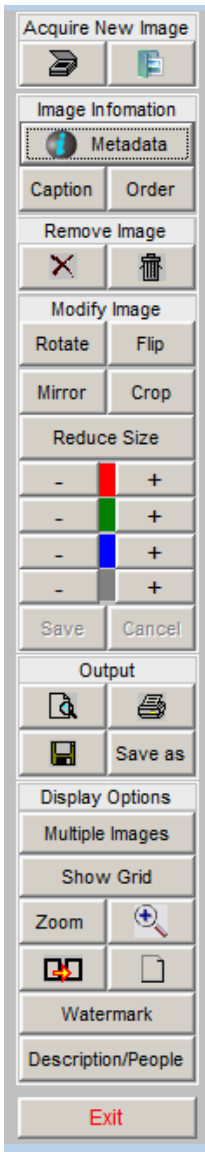
We suggest that you do not copy your images from your camera, CD, DVD or removable drive directly into the pp5\Images folders before attaching the images. PastPerfect will automatically make a copy of the image in its current location, rename it, and place it in the appropriate image folder for you. Copying the images into the pp5\Images folders before attaching them may lead to excess images in the folders, which can cause delays when making backups.

---

You will then be presented with the Image Metadata screen shown in Figure 26-5. Enter a caption and other metadata about the image and click **OK** to complete the attachment.

## IMAGE MANIPULATION

Once an image is attached, a variety of image manipulation tools are provided on the Image Management Toolbar. This toolbar, shown in Figure 26-6, is located on the right side of the Image Management screen. Here is a description of each tool.



### ACQUIRE NEW IMAGE TOOLS

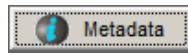


**Scan Image** - Described earlier in this chapter.

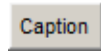


**Attach Image** - Described earlier in this chapter.

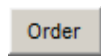
### IMAGE INFORMATION TOOLS



**Metadata** - Displays information about the digital image, including file name, size, format, original object size, original object format, equipment used to acquire, resolution used to acquire, created by, date created, location of high-resolution archival image, and copyright information.



**Caption** - Use this tool to add or change the image caption.



**Order** - If multiple images are attached to one catalog record, use this tool to change the order of display. If you change the order of one image, please be sure to adjust the order of the other images accordingly so that no two images have the same order number. The image with order number 1 will appear on the catalog record as the thumbnail and print on reports.

### REMOVE IMAGE TOOLS



**Unattach Image** - This tool will break the attachment between the catalog record and the image file.

Using the Unattach Image button does not delete the image file. Use this if you want to remove the image

Figure 26-6 Image Management Toolbar

from this record and attach the image to another record.



**Delete Image** - This tool removes the image file from the record and deletes it from your PastPerfect Images folder. Use this if you want to remove the image from the record and you do not need to keep the image.

## MODIFY IMAGE TOOLS

These tools allow you to make changes to your image. After making a change, you must click **Save** to save the image with the changes. Save will overwrite the original copy of your image. To reverse your changes, click **Cancel**.



**Rotate** - Rotates the image 90 degrees clockwise. Click the button multiple times to continue to rotate the image.



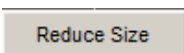
**Flip** - This flips the image top to bottom creating an upside down reversed image.



**Mirror** - This reverses the image left to right creating a backwards reversed image.



**Crop** - This opens the crop menu. The Edge Crop can be used to crop a selected number of pixels from the edges of the image. The Mouse Crop can be used to draw a box with your mouse to select the area to retain.



**Reduce size** - Use this tool to make the image smaller, reducing it by a percentage.



**Red hue** - Use this tool to increase or decrease the red hue of the image.




**Green hue** - Use this tool to increase or decrease the green hue of the image.



**Blue hue** - Use this tool to increase or decrease the blue hue of the image.




**Darkness** - Use this tool to lighten or darken the image.


 **Save** - Once changes have been made with the tools above, you must click **Save** to make them permanent.


 **Cancel** - Click this button to reverse any changes made to the image. This only works if you have not clicked **Save**.

## OUTPUT OPTIONS

 **Preview** - Previews the print of the image. The Full Size Image report by default contains the object ID, object name, a full page image, and description from the catalog record.

 **Print** - Prints the Full Size Image report with the object ID, object name, full page image, and description from the catalog record.

 **Save to Disk** - This tool allows you to save a copy of the image file to your hard drive, network drive, or to a removable drive. Please note this option will not save the image directly to a CD or DVD.

 **Save As** - Use this tool to change the image file name or image type. Image types can be JPG, BMP, TIF, PNG, or PCX. You can use this tool to create a copy of the image by saving it with a different file name. This screen also gives you the option to save this image as the image that appears on the Objects, Photos, Archives, or Library button on the Main Menu. You may also choose to add or remove this image on the Main Menu Slide Show.

## DISPLAY OPTIONS

 **Multiple Images** - PastPerfect allows you to attach up to 999 images to each catalog record. These may be displayed nine at a time in thumbnail version on the Image Management screen. Multiple images can be very useful in providing a variety of views of the same object.

To display all attached images nine at a time, click on the **Multiple Images** button. The screen will change to display nine images in grid format, as in Figure 26-7. To return to viewing one image at a time, click the **Single Images** button.

In the Archives Catalog, you can scan an entire multi-page document into PastPerfect. Using the small prior and next arrows below the image screen can

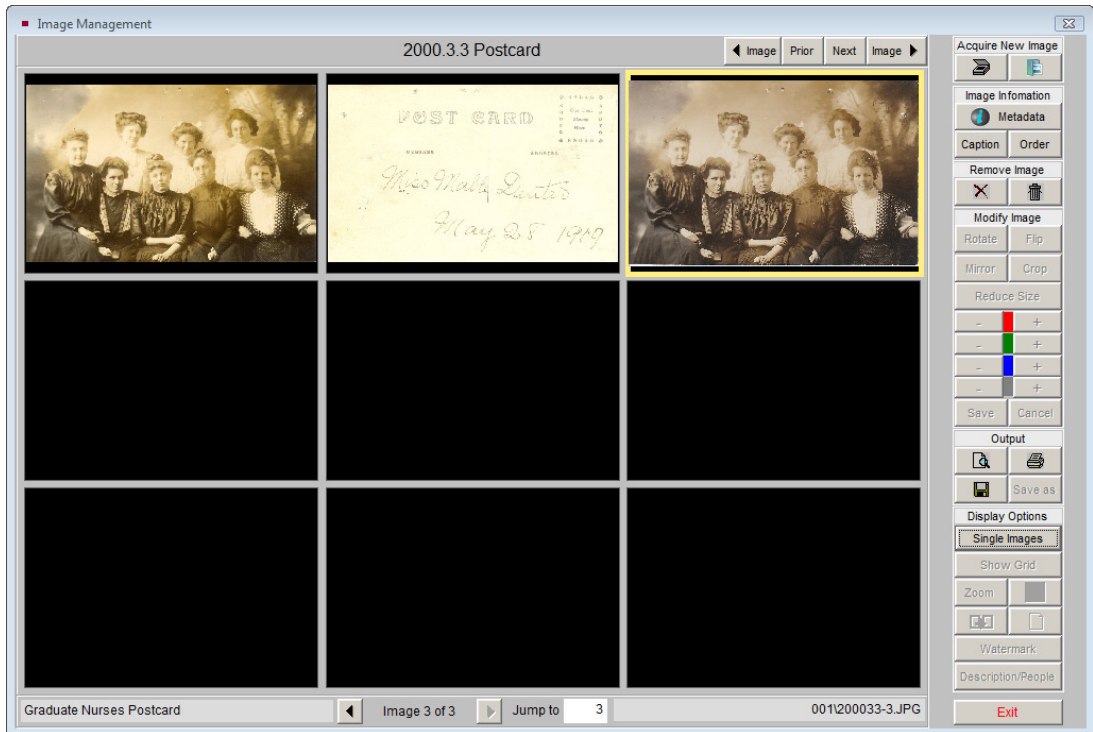


Figure 26-7 View Multiple Images

give you a sense of turning the pages of the actual document. Please note that text in attached images is not searchable.

#### Show Grid

**Show Grid** - This command superimposes a grid over the image.

The grid ruler lines are in pixels. This can be useful when resizing images. To remove the grid, click the **Show Grid** button again.

#### Zoom

**Zoom** - Use this tool to open a small zoom window at the upper right corner of the screen. Use the mouse in the zoom window to pan the image. In zoom mode, vertical and horizontal scroll bars are enabled. To exit zoom mode and return the image to fit the screen click **Zoom** again. This tool may not allow you to zoom if your image is too small.



**Magnifying Glass** - This will display a magnifying glass on the image that you can move with the mouse to enlarge selected portions of the image. To turn off the magnifying glass, drag it off the screen. To change the

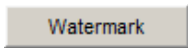
magnifying power, right click on this button. Note that depending on your computer's RAM, high-powered settings may require that the glass be moved slowly.



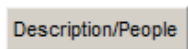
**Slide Show** - This tool starts an automated slide show of images in the catalog. The display interval can be adjusted from one to twenty seconds. This feature can be particularly useful for automatically displaying all images in a catalog or images of records selected with a research query. To turn off the slide show, click the **Stop Slide Show** button.



**Optimize for Document Display** - This tool will display images in the optimum size for viewing.

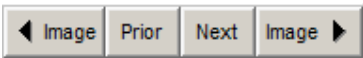


**Watermark** - Allows you to apply a text watermark to the image. Please see the section for Applying a Watermark for more detail.



**Description/People** - Displays the Description and People fields from the catalog record.

There are four other buttons at the top of the Image Management screen. They are:



**Prior/Next** - These buttons display the next or previous catalog record, whether or not it has an image attached. Use the **<Image** and **Image>** buttons to display the previous or next catalog record that has an image.

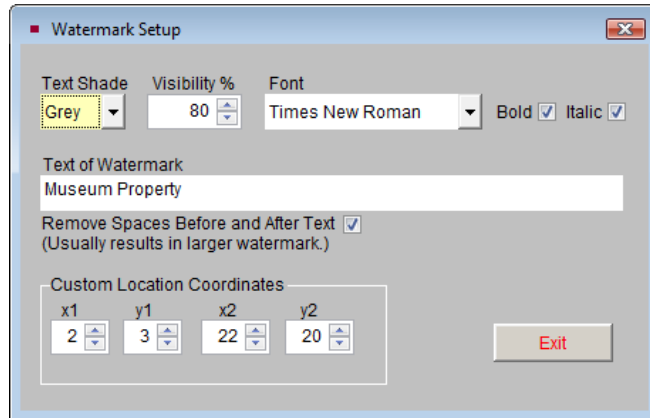
## APPLYING A WATERMARK

To ensure the security of your images, you may add your own watermark text. Once applied and saved, this mark cannot be removed from the image. To start, click **Watermark** on the Image Management toolbar, then click **Setup Watermark**. The screen in Figure 26-8 will appear.

You can set a custom location for the watermark and define the watermark text on the **Watermark Setup** screen.



Figure 26-8  
Watermark  
Setup screen



**Text Shade** - You may change the color of the watermark to either Grey or White, using this field. If the image has a dark background, a white watermark will be more visible.

**Visibility %** - Determines how strong the watermark is.

**Font** - You may change the font to Times New Roman or Arial, and also change the text style to Bold and/or Italic.

**Text of Watermark** - Enter or change the text of your watermark by typing it in this field.

**Remove Spaces Before and After Text** - Checking this box will help to increase the size of the watermark on the image.

**Custom Location Coordinates** - You may set your own coordinates to place the watermark exactly where you want it on the image.

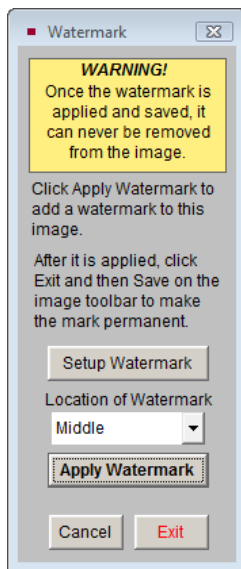
## TIP

The X coordinate is a given number of pixels along the horizontal axis. The Y coordinate is a given number of pixels along the vertical axis. X1 and Y1 are starting points relative to the upper left corner of the image. The greater the difference between X1/Y1 and X2/Y2, the larger the watermark. For instance with the coordinates X1=20, Y1=20 and X2=90, Y2=90, the watermark will be larger than if the settings are X1=40, Y1=40 and X2=60, and Y2=60. The X2 and Y2 coordinates must be larger than the X1 and Y1 coordinates.

Once you have set up your watermark, click **Exit** to save the settings.

To apply your watermark, choose the **Location of Watermark**, seen in Figure 26-9. If you do not want to use the Custom Location Coordinates to place the watermark, you may use one of the standard locations. Please choose the location from the drop-down menu.

Figure 26-9  
Apply Watermark  
screen



Then click **Apply Watermark** to place the text on the image. To increase the intensity of the watermark, click **Apply Watermark** repeatedly. When you are happy with it, click **Exit** to close the Watermark screen, then click **Save** on the Image Management toolbar. If you want to cancel the watermark, click **Cancel** on the Watermark screen or on the Image Management toolbar. *Remember, after clicking Save, the watermark becomes permanent and cannot be removed.*

## MULTIMEDIA LINKS

---

The MultiMedia Upgrade allows you to enrich your collections data with the power of video, audio, MS-Word documents, Excel spreadsheets, PDF files, HTML Web pages, and any other file that your computer can open. The easy-to-use Wizard allows you to find and attach multimedia links directly to catalog, accession, exhibits, sites, and contacts records .

To link Word documents and Excel files, your computer must have MS-Word and MS-Excel installed. These programs may be purchased separately from Microsoft.

The software required for linking to audio, video, PDF and HTML files is either included with Windows or available as a free download from the Web. PastPerfect multimedia linking is not limited to the file types listed above. In fact, you can set up a link to any file that can be opened with your computer's existing software. For example, if you are using WordPerfect instead of MS-Word, you may link WordPerfect files to your records. You could even set up a link to a PowerPoint presentation or a custom application file specific to your organization.

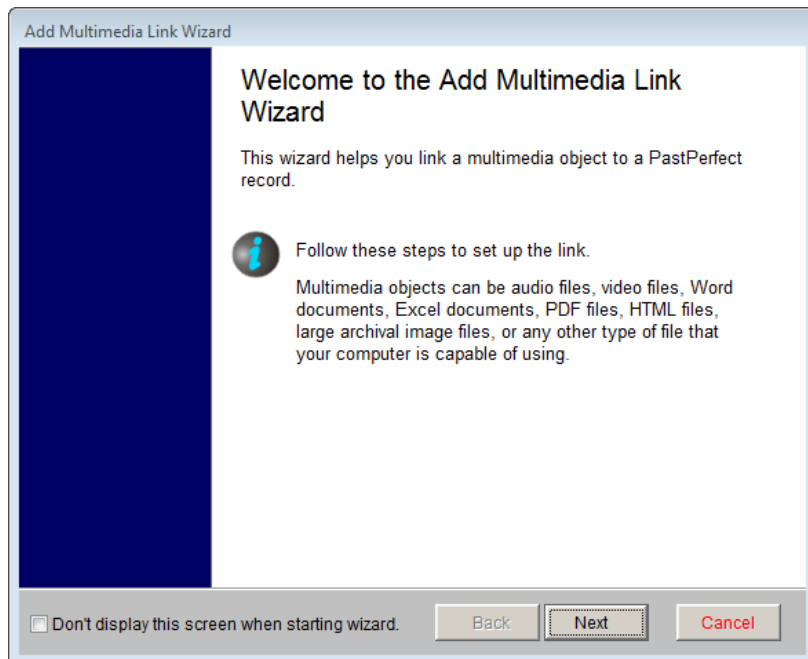
If you attach links to other types of files, please make sure that each computer where the files will be viewed has the appropriate program to view or open the files.

When an established link is selected, the linked file or document will be opened with the software designated in Windows to run that file. Therefore, different computers may display and run files differently.

## MAKING THE LINK

To create a multimedia link from a catalog, accession, exhibits, sites, or contacts record, click on the **Media** button in the Navigation bar at the top of the record's screen.

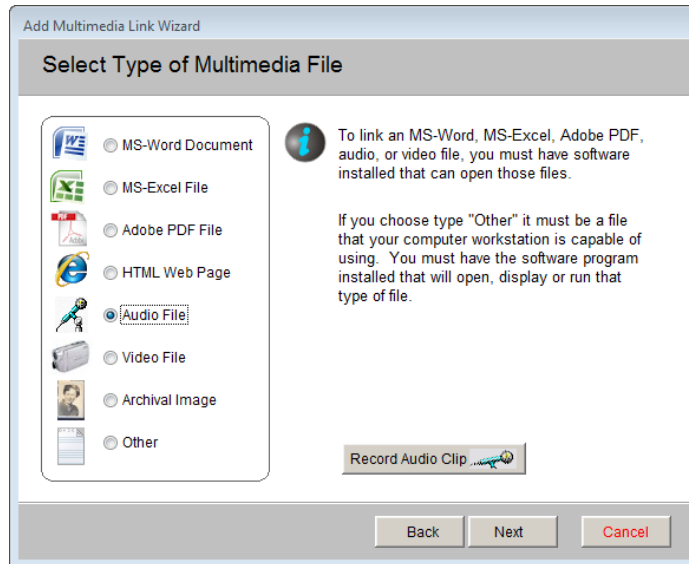
Figure 26-10  
Add Multimedia  
Link Wizard



This will open the **Add Multimedia Link Wizard** as shown in Figure 26-10. Click **Next** to start the wizard.

On the next wizard screen, select the file type of the file you want to link and click **Next**. If you have a microphone plugged into your computer it is possible to record your own 60 second audio file by choosing **Audio File**, then clicking the **Record Audio Clip** button.

Figure 26-11  
Select Type of  
MultiMedia File  
screen

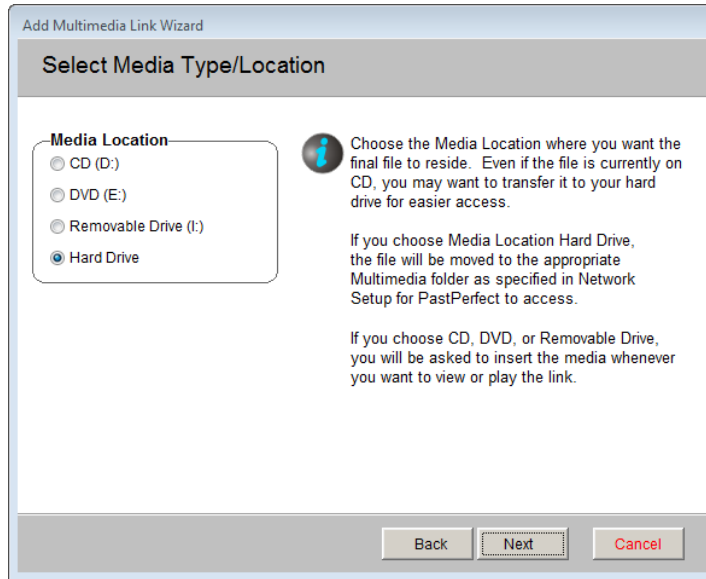


The next wizard screen depends on your selection of media type. Let's assume you chose audio file on the last screen, in which case you will see the screen in Figure 26-12.

Select the media location where you want the final file to reside. Even if the file is currently on CD, you may want to transfer it to your hard drive for easier access. If you choose media type "Hard Drive" the file will be copied to the appropriate multimedia folder as specified on your Setup Network screen. By default the setting is pp5\multimedia\audio1.

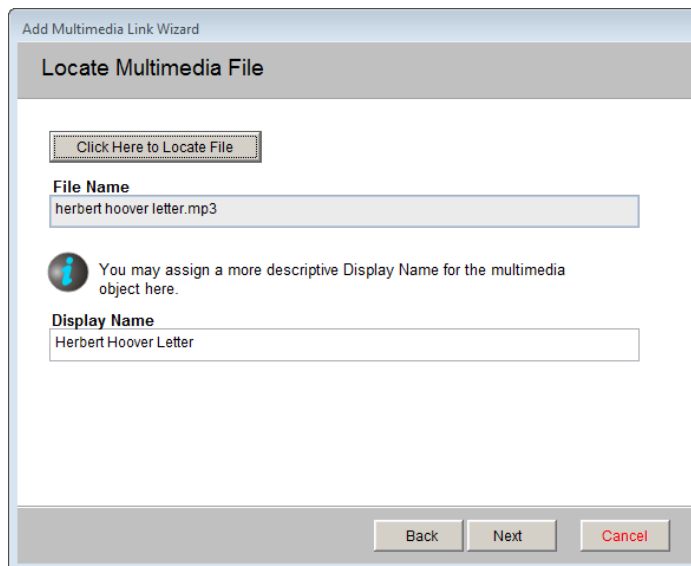
If you choose a media location of CD, DVD, or Removable Media, you will be asked to insert the media whenever you want to view or play the link.

Figure 26-12  
Select Media  
Type/Location  
screen



For this example we are going to attach an audio file that currently resides on a CD. Since the file is not large and we want it to be easy to access, let's select "Hard Drive" as the media location. With this selection the wizard will copy the file from the CD to the hard drive.

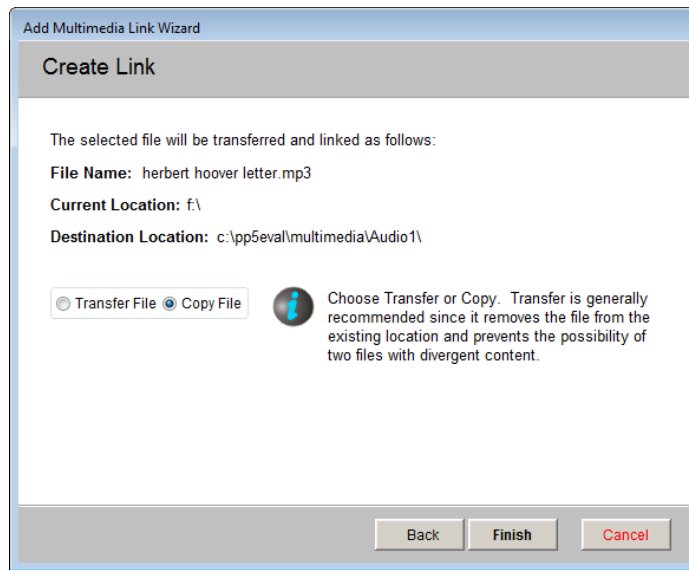
Figure 26-13  
Locate MultiMedia  
File screen



Click on **Next** to open the next wizard screen shown in Figure 26-13. On this screen you must locate the file name and path for the audio file you want to link. To do this, click on the button **Click Here to Locate File** to search for the file

on the CD. Once you locate the file, double click on it and the file name will be entered on the wizard screen.

Figure 26-14  
Create Link  
screen



The file name without its extension will be automatically entered as the **Display name** for the file. You may want to change this to something more descriptive.

Click **Next** to display the final wizard screen. Here you must choose if you want the file to be copied or transferred. Since the original file is on a CD and you cannot erase it, you should choose **Copy File**. Transfer is useful when moving files from one computer to another via flash drive.

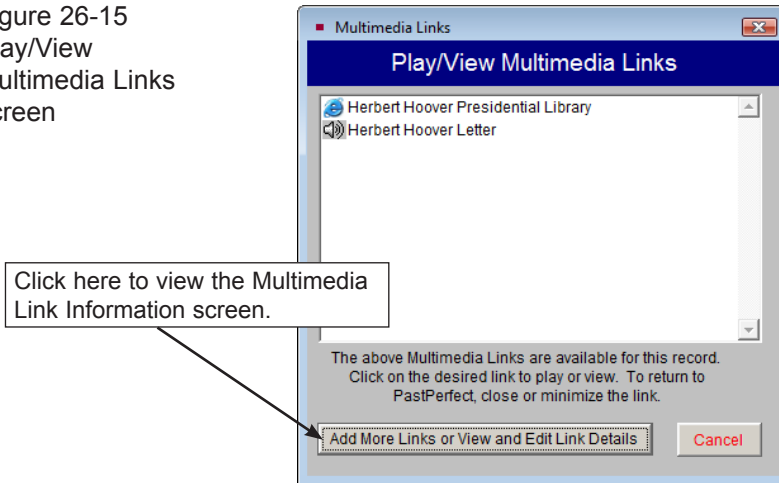
Click **Finish** to complete the link. You will be returned to the catalog record screen. Notice the filmstrip on the **Media** button has changed from gray to turquoise, indicating a link is present.

## PLAYING OR VIEWING THE LINKED FILE

Now when you click on the **Media** button, it will open the **Play/View Multimedia Links** screen, seen in Figure 26-15. Click on a media file to play or view the file.

There is no limit to the number of multimedia files that can be linked to a single record.

Figure 26-15  
Play/View  
Multimedia Links  
screen



## MULTIMEDIA METADATA

PastPerfect provides a screen, seen in Figure 26-16, where you can record information about each linked file. This can be particularly useful for audio and video files.

To edit or view this metadata, click on the button **Add More Links or View and Edit Link Details** from the **Play/View Multimedia Links** screen. The **Multimedia Link Information** screen as shown in Figure 26-16 will appear.

This screen displays the file name and location of the media file at the top of the screen. In the section for **Removable Media Information**, if the file is on removable media such as CD or DVD, you can enter the storage location of that media. In the **Load Message** field, you can create a message that will display instructions for locating the CD or DVD.

In the **Content Information** section, you may record the person or group that created the file in the **Creator** field. In the **Title** field, enter the title of the file.

For digital audio and video files, there are fields where you can record the date the file was created, the file size, file type, sampling rate used to record, hardware and software used to create the file, and other relevant notes on the digitalization process.

Figure 26-16  
Multimedia Link  
Information  
screen

The buttons at the bottom of the screen allow you to view the **Prior** and **Next** multimedia links, **Delete** the multimedia link on the screen, **Add** a new multimedia link, and **Edit** the information on the screen. The **Save to Disk** option allows you to save the multimedia file to your hard drive or to a removable drive. This can be useful if you want to have a copy of the file to use outside of PastPerfect.

## EXCEL SPREADSHEETS IN EXHIBITS AND CAMPAIGNS

In addition to linking multimedia files to catalog, accession, exhibits, sites, and contacts records, with the MultiMedia Upgrade and MS-Excel you can create Excel spreadsheets for tracking detailed information about exhibits and campaigns.

To start, you should set up default spreadsheets so that each time you enter a new exhibit or campaign you do not have to start with a blank sheet. This will save time by sharing common elements and layout parameters.



To define these default Excel spreadsheet files for your exhibits, click Setup on the Main Menu, then click Collections. Click the **Exhibits** button, then click the **Setup Default Cost and Revenue Excel File** button. To define the Excel files for your campaigns, click Setup on the Main Menu, then click Contacts. Click the **Campaigns & Pledges** button, then click **Setup Default Excel Spreadsheet for Costs**.

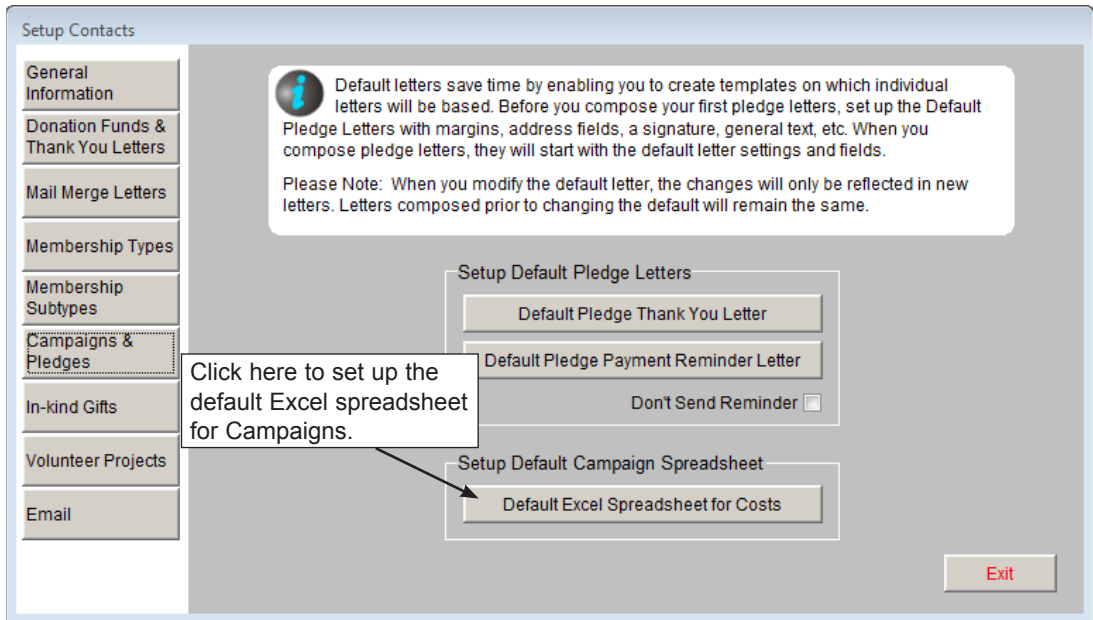


Figure 26-17 Setup Campaigns & Pledges screen

When you open the default Excel file, MS-Excel will open a blank spreadsheet. Create and save a generic spreadsheet for campaigns and exhibits.

Now when you add a new campaign or exhibit, the default spreadsheet will be used to start a new Excel file. You can add information to it, specific for that new record. To do this for an exhibit record, click the **Track Details in Excel** button under Actions on the Sidebar. To do this for a campaign, click the **Excel Spreadsheet for Costs** button on the campaign screen.

## IMAGE AND MULTIMEDIA FILE BACKUPS

Please see the Backup section in *Chapter 25 - Utilities* for instructions on how to back up your image and multimedia files. Much time and effort goes into creating these files, so it is important that you develop a backup routine to make sure your files are stored safely.

