

VIRTUAL EXHIBIT

Virtual Exhibit (VE) is the instant Web site creator for PastPerfect Museum Software. Virtual Exhibit converts collection records and images stored in PastPerfect to HTML for posting on the World Wide Web. Point and click on the records you want to share, and VE will create an entire Web site for your museum. No Web programming knowledge is required. This chapter will walk you through the steps of creating your own web site.

Virtual Exhibit automates the work, and allows you to personalize the home page, color scheme, font size, and image size for your Web site. You also select which records from PastPerfect's Object, Photo, Archive, and Library catalogs to include. To begin, just double-click on an element on the Web Site Designer screen.

A Web site created using Virtual Exhibit may be published on the World Wide Web, or housed on a local computer in your museum. This computer must be equipped with Microsoft Internet Explorer 4.0 or higher. Virtual Exhibit 4.0 requires that you have PastPerfect version 4.0 or higher with the Multi-Media upgrade and you purchase the VE software.

INSTALLING VIRTUAL EXHIBIT

To install the Virtual Exhibit software:

1. Close all other programs.
2. Insert the Virtual Exhibit CD into the computer's CD-ROM drive.
3. The installation program will start automatically.

4. VE must be installed in the same folder as PastPerfect version 4.0. This is usually c:\pp4. If PastPerfect is in a different folder, please change the default setting, and then follow the instructions on the screen.

If the installation does not start automatically, click on Start | Settings | Control Panel | and Add/Remove Programs and follow the instructions on that screen. Once the program is installed, remove the CD and store it in a safe place.

Virtual Exhibit is a non-networked program. Therefore if you have the network version of PastPerfect, VE must be installed on each workstation that will be creating websites. A single VE license allows you to install the program on each workstation. The sites created at each workstation will be independent.

CREATING A WEB SITE


The steps to create an HTML Web site with Virtual Exhibit are:

1. Launch the Virtual Exhibit Designer.
2. Design a home page and coordinating exhibit pages.
 - * Set a color scheme.
 - * Attach your museum logo or image.
 - * Select PastPerfect records.
 - * Input text.
 - * Choose images.
3. Save the Web site.
4. Create the HTML pages.
5. View the site, as it will appear on the Web.
6. Post the Web site on the WWW or a local computer.

Let's design a Virtual Exhibit Web site. The first step is to start the Virtual Exhibit Designer program.

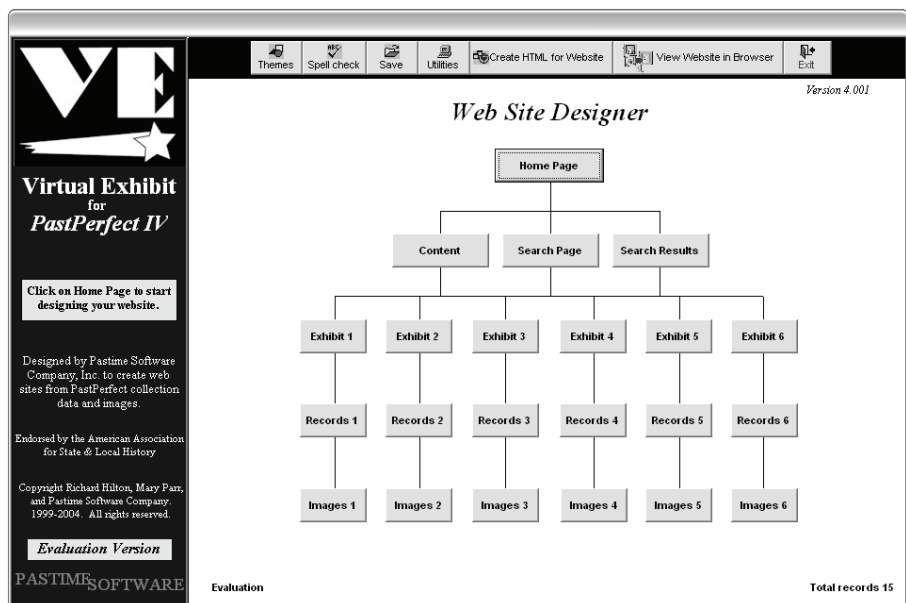
STARTING VIRTUAL EXHIBIT



To begin, double-click on the Virtual Exhibit icon  on the Windows Desktop. Or click Start | Programs | PastPerfect Museum Software | Virtual Exhibit. This will open the VE main menu or Web Site Designer screen.

In addition to the toolbar commands at the top of the screen, the Main Menu includes command buttons for **Home Page**, **Content**, **Search Page**, **Search Results**, **Exhibit Pages 1-6**, **Records 1-6**, and **Images 1-6**. Click a command button to access the Design tabs for the associated web page.

Figure 23-1
VE Main
Menu



HOME PAGE DESIGN

The home page is the first page visitors see when they come to your Web site. If you already have a Web site, the Virtual Exhibit home page serves as a sub-page of your main site and provides access to PastPerfect exhibits.

Press the **Home Page** command button on the main menu to display the *Home Page Layout* screen. The *Home Page Layout* screen is a worksheet for the final home page. The colors, logo, text, and captions you designate will display on

this screen for reference during the design process. Keep in mind that the Home Page Layout screen is not an active HTML page and does not look exactly like the resulting HTML page.

Press the **Design** command button at the top of the Home Page Layout screen to bring up the Home Page Design screen as seen in Figure 23-3. The Home Page

Figure 23-2
Home Page
Layout screen



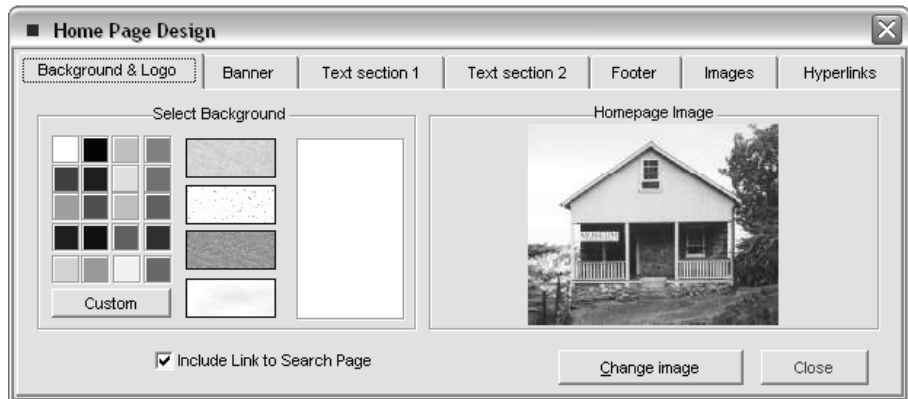
Design screen has a tab for each of the seven design components: Background and Logo, Banner, Text Section 1, Text Section 2, Footer, Images, and Hyperlinks. Click the appropriate tab to specify images, colors, and text for each element.

Background & Logo

To select a background color for your home page, click any one of the 20 colors or 4 wallpaper designs shown. The current selection is displayed for reference. To choose from a wider color palette, press **Custom**.

The check box in the lower left of the Background & Logo screen, labeled Include Link to Search Page, must be checked if you wish to include the Search Page link on the home page.

Figure 23-3
Home Page
Design screen



To add your museum logo or representative image to the home page, press the **Change Image** command button at the bottom of the Home Page Design screen.

To obtain an image press the Import Image command and locate an existing image somewhere on your computer's hard drive or network. To place the currently displayed image on your home page, press **Select**.

Figure 23-4
Home Page
Image screen



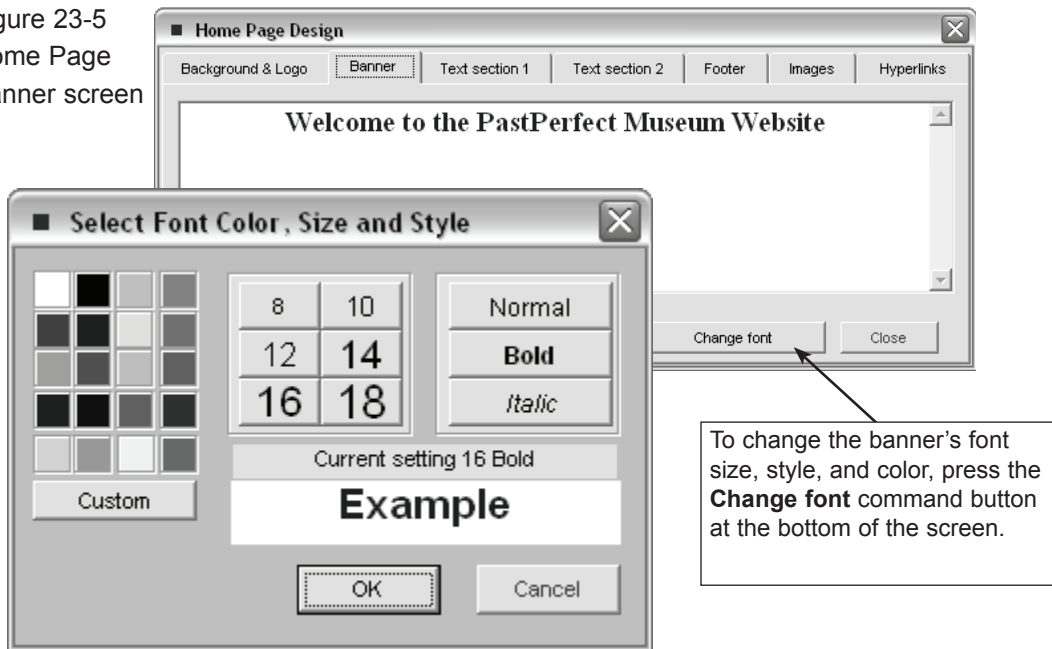
Banner

The home page banner is a word or phrase that displays at the center top of the

Virtual Exhibit home page. For example: enter your institution's name or welcome message.

Text Section 1

Figure 23-5
Home Page
Banner screen



Section 1 text appears just below the banner. The text may be of any length. Highlight the default text and replace it with your own information. To change the font size, style, and color, press the **Change font** command button at the bottom of the screen.

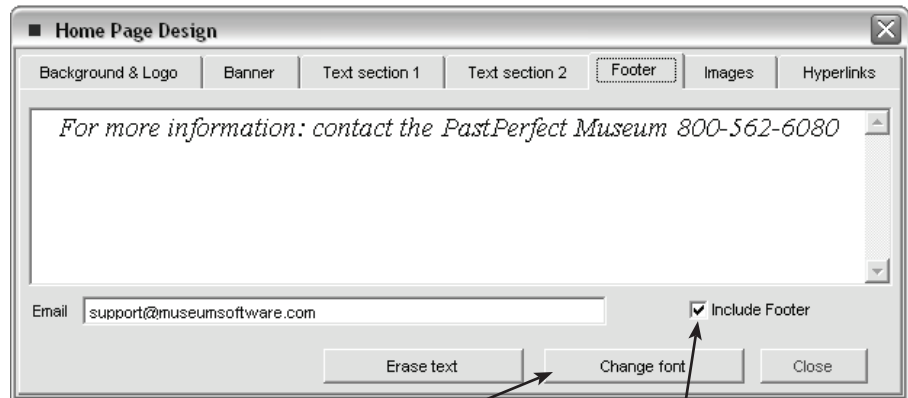
Text Section 2

Section 2 text is positioned just below Section 1. The text may be of any length. Highlight the default text and replace it with your own information. To change the font size, style, and color, press the **Change font** command button at the bottom of the screen.

Footer

The footer is a good place to provide your institution's e-mail address so visitors can send you feedback or request more information. To create a hyperlink to the Webmaster's e-mail address, enter the address in the designated box as shown below.

Figure 23-6
Home Page
Footer screen



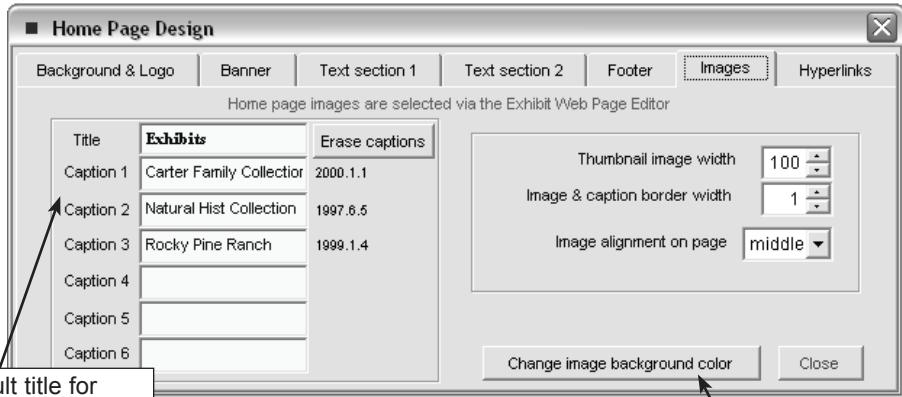
To change the font size, style, and color, press the **Change font** command.

To display footer text at the bottom of the Home page, be sure a check mark appears in the Include Footer box.

Images

Virtual Exhibit allows you to create and access up to six separate exhibits from your home page. Each exhibit has a main page that is hyperlinked to the home page by a representative image of your choosing. The Images tab is where you input captions for each representative image, specify exhibit menu color and placement, and resize image display boxes. In the Exhibit Section you will find directions on how to use the Exhibit Web Page Editor to select the representative image for each exhibit.

Figure 23-7
Home Page
Images



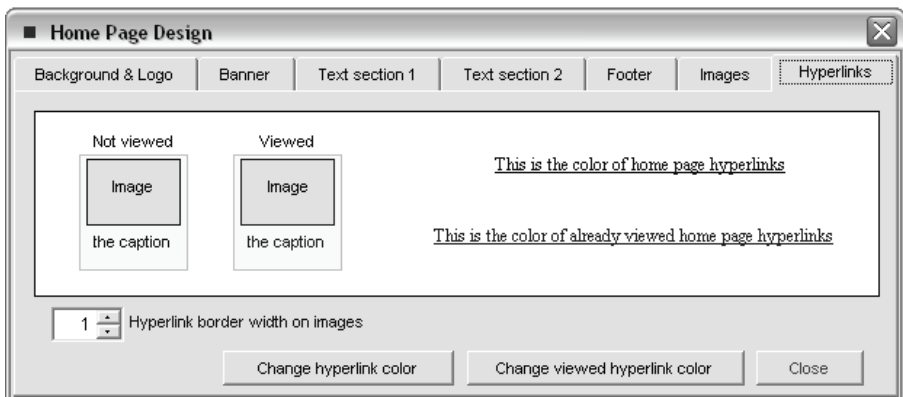
Modify the default title for the exhibit menu and the captions for the Exhibit page images

Click here to choose the exhibit menu background color.

Hyperlinks

The Hyperlinks tab controls the colors for viewed and not-yet-viewed-hyperlink text on the home page. Be sure the text colors you choose are visible against the background you selected.

Figure 23-8
Hyperlinks



Before proceeding, it is a good idea to build the HTML version of your home page. To see your home page as it will appear on the World Wide Web, click **Create HTML for Website** on the main menu. When VE finishes building the HTML pages click **View Website in Browser**.

CONTENT

For security reasons, you should not include sensitive data fields on your Web site. To choose the display fields, click the **Content** command button on the main menu.

Figure 23-9
Content

Objects	Photos	Archives	Library
<input checked="" type="checkbox"/> Display Images	<input type="checkbox"/> Culture	<input checked="" type="checkbox"/> Genus	<input type="checkbox"/> Signed
<input type="checkbox"/> Accession#	<input type="checkbox"/> Date	<input type="checkbox"/> Grain size	<input type="checkbox"/> Signed loc
<input type="checkbox"/> Accessory	<input type="checkbox"/> Dating Method	<input checked="" type="checkbox"/> Habitat	<input type="checkbox"/> Site
<input checked="" type="checkbox"/> Age	<input type="checkbox"/> Datum	<input checked="" type="checkbox"/> Hardness	<input type="checkbox"/> Site#
<input type="checkbox"/> Appraisal Notes	<input checked="" type="checkbox"/> Description	<input type="checkbox"/> Home loc	<input type="checkbox"/> Source
<input type="checkbox"/> Appraisor	<input type="checkbox"/> Dimensions	<input type="checkbox"/> Ident. by	<input checked="" type="checkbox"/> Specific gravity
<input type="checkbox"/> Artist	<input type="checkbox"/> Dimen. notes	<input type="checkbox"/> Ident. date	<input type="checkbox"/> Stage
<input type="checkbox"/> Artist Role	<input type="checkbox"/> Dimen. notes	<input type="checkbox"/> Inscription language	<input type="checkbox"/> Stratum
<input type="checkbox"/> Artist2	<input checked="" type="checkbox"/> Elements	<input type="checkbox"/> Inscription position	<input type="checkbox"/> Streak
<input type="checkbox"/> Artist2 Role	<input checked="" type="checkbox"/> Epoch	<input type="checkbox"/> Inscription text	<input type="checkbox"/> Sub-category
<input type="checkbox"/> Artist3	<input checked="" type="checkbox"/> Era	<input type="checkbox"/> Inscription translation	<input type="checkbox"/> Sub Family
<input type="checkbox"/> Artist3 Role	<input checked="" type="checkbox"/> Event	<input type="checkbox"/> Inscription type	<input type="checkbox"/> Sub Species
<input checked="" type="checkbox"/> Assem. zone	<input type="checkbox"/> Excavated date	<input checked="" type="checkbox"/> Kingdom	<input type="checkbox"/> Subjects
<input type="checkbox"/> Bag Number	<input type="checkbox"/> Excavated by	<input type="checkbox"/> Legal status	<input checked="" type="checkbox"/> Surface process
<input type="checkbox"/> Box Number	<input type="checkbox"/> Exhibit label 1	<input checked="" type="checkbox"/> Lithofacies	<input type="checkbox"/> Technique
<input type="checkbox"/> Catalog type	<input type="checkbox"/> Exhibit label 2	<input checked="" type="checkbox"/> Luster	<input type="checkbox"/> Texture
<input type="checkbox"/> Catalog date	<input type="checkbox"/> Exhibit label 3	<input checked="" type="checkbox"/> Made	<input type="checkbox"/> Title
<input type="checkbox"/> Category	<input type="checkbox"/> Exhibit label 4	<input checked="" type="checkbox"/> Material	<input checked="" type="checkbox"/> Used
<input checked="" type="checkbox"/> Chemical comp	<input checked="" type="checkbox"/> Family	<input type="checkbox"/> Member	<input checked="" type="checkbox"/> Varieties
<input type="checkbox"/> Classification	<input type="checkbox"/> Feature	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Weight
<input checked="" type="checkbox"/> Collection	<input checked="" type="checkbox"/> Formation	<input type="checkbox"/> Member	<input type="checkbox"/> X Coordinate
<input type="checkbox"/> Collection date	<input type="checkbox"/> Fossils	<input checked="" type="checkbox"/> Maker's mark	<input type="checkbox"/> Y Coordinate
<input type="checkbox"/> Collector	<input checked="" type="checkbox"/> Found	<input checked="" type="checkbox"/> NH class	<input checked="" type="checkbox"/> Year Range from
<input type="checkbox"/> Count	<input type="checkbox"/> Fracture	<input checked="" type="checkbox"/> NH order	<input checked="" type="checkbox"/> Year Range to
<input type="checkbox"/> Credit line	<input type="checkbox"/> Frame	<input type="checkbox"/> Notes	<input type="checkbox"/> Z Coordinate
<input checked="" type="checkbox"/> Crystal System	<input type="checkbox"/> Framesize	<input type="checkbox"/> Notes on Relations	
		<input type="checkbox"/> Search terms	

Each of the four tabs, labeled Objects, Photos, Archives, and Library, contains a checklist of the field names used in that catalog. With the mouse, put a check mark in the box next to each catalog data field that you want to include in the published Web site. Be sure to review all four lists and remove any sensitive fields like Value or Storage Location.

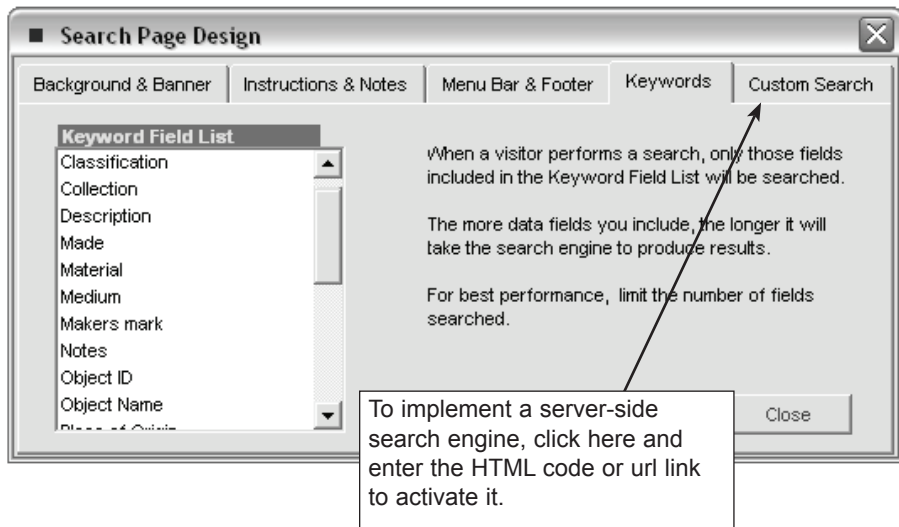
SEARCH PAGE DESIGN

Virtual Exhibit comes with its own client-side search engine, written in Java Script, which allows visitors to search the entire site. It also creates a separate search page for each exhibit. While there is no limit to the number of catalog pages that can be included in an exhibit, the Search engine does have some limitations. The speed at which the Search page displays depends on the number of

records and also the speed of the visitor's Internet connection. For visitors without high-speed connections, performing a search on a large number of records may be slow to load. This problem can be solved by implementing a server-side search engine. You may want to consult your web host or contact us at support@museumsoftware.com for more information.

To customize the Search Page, click **Search Page** on the Virtual Exhibit main menu, and then click the **Design** command button.

Figure 23-10
Search Page
Design



The first three tabs control the text and colors displayed on the Search Page. The fourth tab, **Keywords**, allows you to select the fields that the search engine will use.

The search engine will search each field listed under the heading "Keyword Field List." To add or remove field names, press the **Change Keyword Field List** command button.

Every PastPerfect field name is listed on the screen in the five tabs, one for each of the four catalogs and one tab for fields common to all four catalogs.

Place a check mark in the box next to each field you want to search, and be sure to clear each box you do not want to search. The checked field names will automatically appear in the Keyword Field List.

Figure 23-11
Search
Keywords

Common Fields	Objects	Photos	Archives	Library
<input type="checkbox"/> Accession#	<input type="checkbox"/> Other#		<input type="checkbox"/> Udf1	
<input type="checkbox"/> Appraisal Notes	<input checked="" type="checkbox"/> People		<input type="checkbox"/> Udf2	
<input type="checkbox"/> Appraiser	<input type="checkbox"/> Provenance		<input type="checkbox"/> Udf3	
<input type="checkbox"/> Artist/Author/Creator/Photographer	<input type="checkbox"/> Related publications		<input type="checkbox"/> Udf4	
<input type="checkbox"/> Catalog date	<input checked="" type="checkbox"/> Search terms		<input type="checkbox"/> Udf5	
<input type="checkbox"/> Category	<input type="checkbox"/> Source		<input type="checkbox"/> Udf6	
<input checked="" type="checkbox"/> Classification	<input type="checkbox"/> Sub-category		<input type="checkbox"/> Udf7	
<input checked="" type="checkbox"/> Collection	<input checked="" type="checkbox"/> Subjects		<input type="checkbox"/> Udf8	
<input type="checkbox"/> Credit line	<input checked="" type="checkbox"/> Title		<input type="checkbox"/> Udf9	
<input type="checkbox"/> Date	<input type="checkbox"/> Year Range from		<input type="checkbox"/> Udf10	
<input checked="" type="checkbox"/> Description/Abstract/Summary	<input type="checkbox"/> Year Range to		<input type="checkbox"/> Udf11	
<input type="checkbox"/> Event			<input type="checkbox"/> Udf12	
<input type="checkbox"/> Exhibit label 1			<input type="checkbox"/> Udf13	
<input type="checkbox"/> Exhibit label 2			<input type="checkbox"/> Udf14	
<input type="checkbox"/> Exhibit label 3			<input type="checkbox"/> Udf15	
<input type="checkbox"/> Exhibit label 4			<input type="checkbox"/> Udf16	
<input type="checkbox"/> Home loc			<input type="checkbox"/> Udf17	
<input type="checkbox"/> Legal status			<input type="checkbox"/> Udf18	
<input checked="" type="checkbox"/> Notes			<input type="checkbox"/> Udf19	
<input type="checkbox"/> Notes on Relations			<input type="checkbox"/> Udf20	
<input checked="" type="checkbox"/> Objectid#			<input type="checkbox"/> Udf21	
<input checked="" type="checkbox"/> Objname			<input type="checkbox"/> Udf22	
<input type="checkbox"/> Old#				

The standard search engine can search a maximum of 1900 characters per catalog record page. The more data fields you include in the Keyword Field List, the longer it will take the search engine to produce results. If your search results are taking too long, omit long fields like Description or Notes from the Keyword Field List, or limit the total number of fields searched.

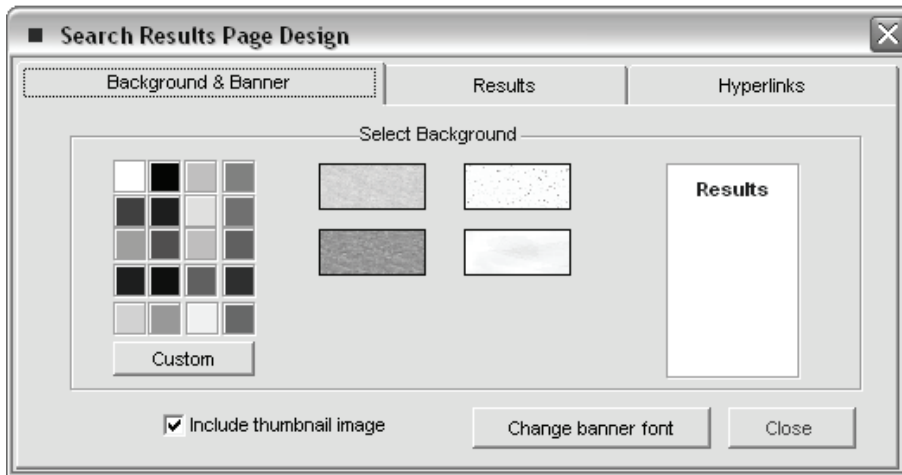
Another option is to implement a custom search engine. For more information on custom search engines contact your web host provider or our technical support staff.

SEARCH RESULTS PAGE DESIGN

Click **Search Results** on the main menu, and then click **Design**. The Design menu has three tabs, one each for the Background & Banner, Results, and

Hyperlinks. Click each of the tabs to define the color scheme. There is no text to modify on this page.

Figure 23-12
Search
Results
Design Page



To select a background color for your search results page, click any one of the 20 colors or 4 wallpaper designs shown. The current selection is displayed for reference. To choose from a wider color palette, press **Custom**. Click the **Change banner font** command button to change the color of the banner text.

Next click the Results tab. Press the buttons labeled **Change results background color** or **Change results text color** to customize the color scheme.

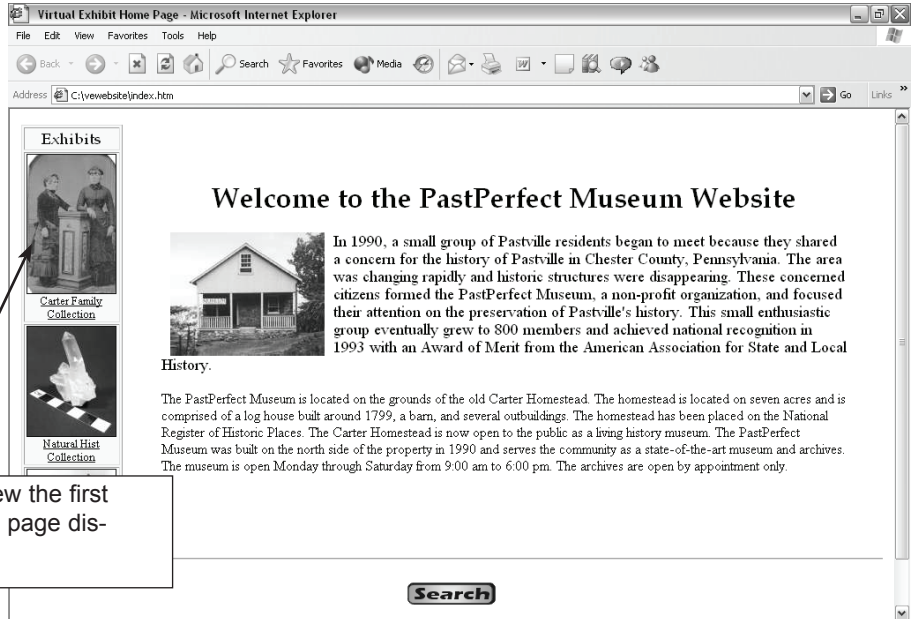
The Hyperlinks tab controls the colors for viewed and not-yet-viewed-hyperlink text on the search results page. Be sure the text colors you choose are visible against the background you selected.

EXHIBIT PAGE LAYOUT

A Virtual Exhibit Web site can include up to six exhibits, each with an unlimited number of associated records. To view an exhibit from the Virtual Exhibit home page, click the image hyperlink.

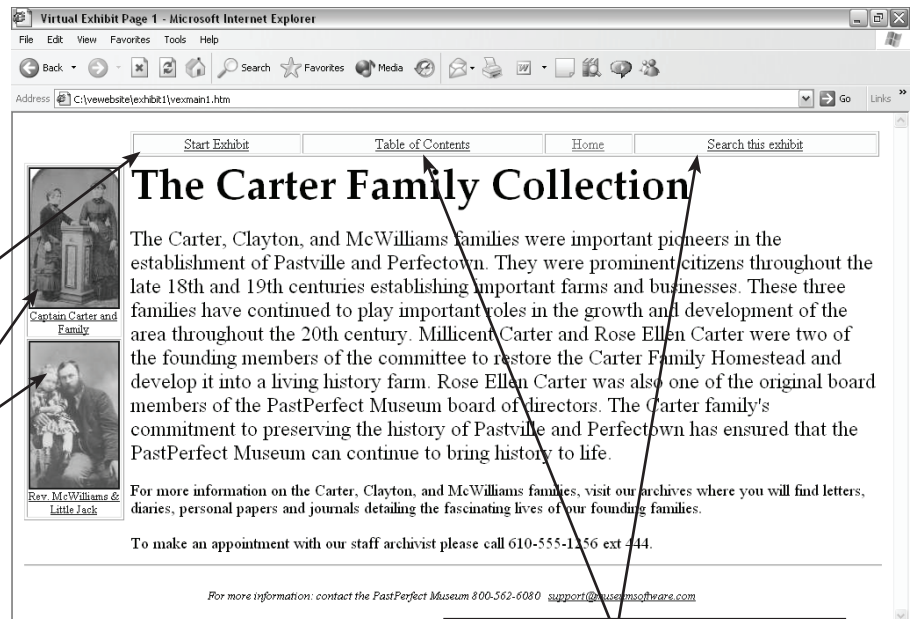
Each exhibit also has its own Search page and a Table of Contents page. These pages can be selected from the menu bar at the top of the exhibit page. Unlike the search page selected from the home page, which will search the entire web site, the exhibit search pages allow you to search just one exhibit.

Figure 23-13
VE Website
Home Page
in Browser



Click here to view the first exhibit, opening page displayed below.

Figure 23-14
VE Website
Exhibit Page
in Browser



Click on menu bar to start exhibit

Sample images for this exhibit.

Click here to access search page or table of contents.

The Table of Contents is a list of all records included in an exhibit. Click on the column headers to change the sort order or click on the underlined ID# to jump to the corresponding catalog record page. The hyperlinks at the bottom of the screen return to the home page, return to the exhibit page, or access the search page. The color scheme is the same as the one you chose for the associated exhibit page.

Figure 23-15
VE Website
Table of
Contents in
Browser

Carter Family Collection Sorted by Id#
To view a record, click on its Id#. To change the sort order click on the table heading.

<u>Id#</u>	<u>Name</u>	<u>Title</u>	<u>Creator</u>	<u>Place</u>	<u>Date</u>
2000.1.1	Tintype	Beatrice and Bernadette	Unknown	Pennsylvania/Chester County	1865
2000.1.4	Print, Photographic	Peg's Graduation		Pennsylvania/Chester County	1911
2000.3.1	Carte-de-visite	Captain Carter and Family		Connecticut, Danbury	1866
2000.3.3	Postcard	Graduate Nurses	Unknown	Pennsylvania, Lancaster	05/28/1909
2000.3.6	Carte-de-visite	Reverend McWilliams and Little jack		Pennsylvania	1863

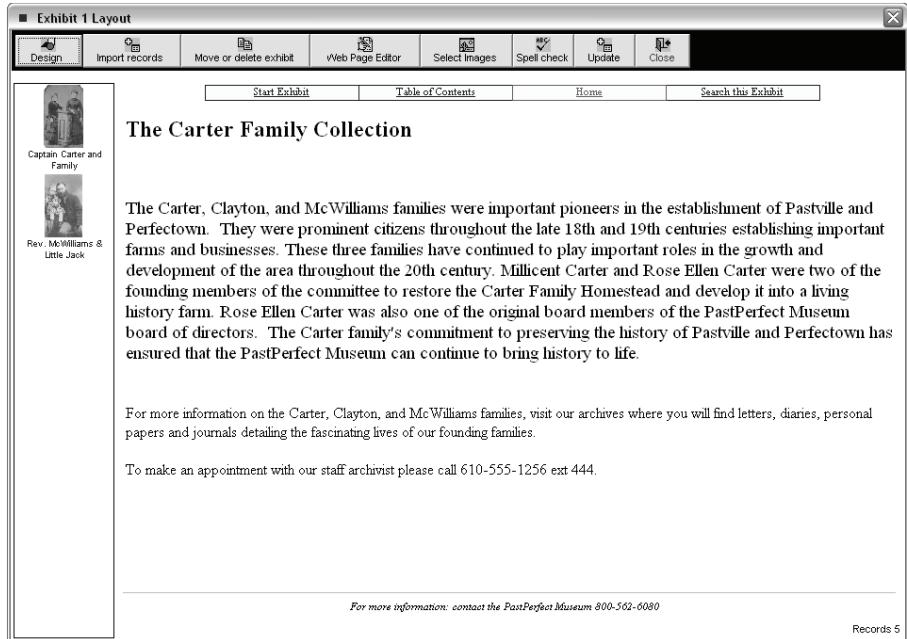
[Home](#) [Carter Family Collection Exhibit Page](#) [Search this Exhibit](#)

For more information: contact the PastPerfect Museum 800-562-6080 support@museumsoftware.com

DESIGNING THE EXHIBIT PAGES

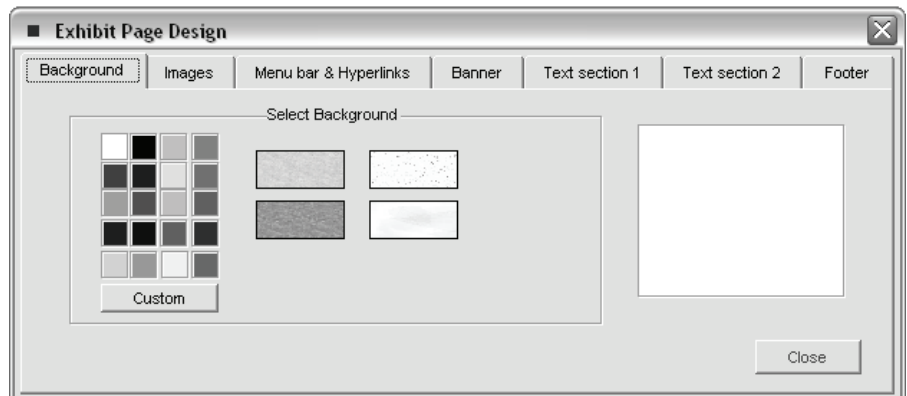
Designing the Exhibit Page is similar to designing the home page. To start the Exhibit Page design, click on one of the **Exhibit #1-6** command buttons from the Virtual Exhibit main menu. Remember that the Exhibit number corresponds to a position on the home page. Consider which position shows each exhibit to its best advantage and optimizes the final appearance of your home page.

Figure 23-16
Exhibit Layout
Screen



On the Exhibit Layout screen, click the **Design** command button to access Design mode. There are tabs for each of the exhibit's components: background, images, menu bar & hyperlinks, banner, text section 1, text section 2, and footer.

Figure 23-17
Exhibit Page
Design



Background

To select a background color for your exhibit page, click any one of the 20 colors or 4 wallpaper designs shown. The current selection is displayed for reference. To choose from a wider color palette, press **Custom**.

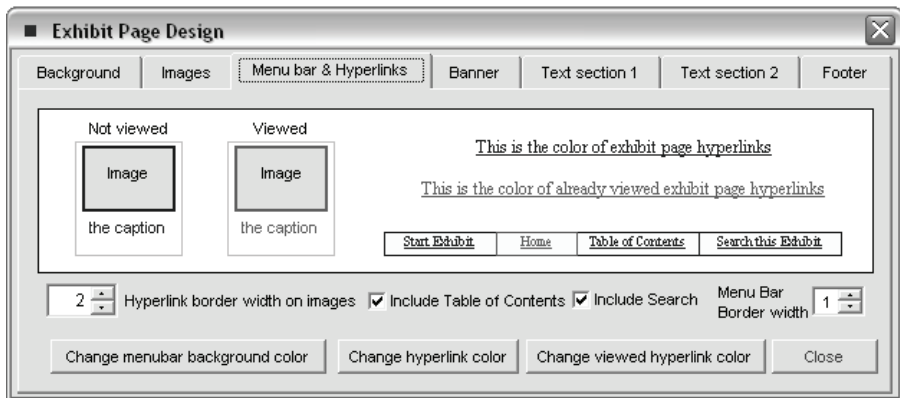
Images

Virtual Exhibit allows you to display up to six sample images from your exhibit on the exhibit main page. The Images tab is where you input captions for each sample image, specify background color and image placement, and resize image display boxes. Use the Exhibit **Select Images** or **Web Page Editor** commands to select the sample images for each exhibit.

Menu bar & Hyperlinks

The Menu bar & Hyperlinks tab controls the colors for viewed and not-yet-viewed-hyperlink text on the home page. Be sure the text colors you choose are visible against the background you selected. If you would like to include hyperlinks to the Exhibit Search page or to the Exhibit Table of Contents, be sure to check the boxes labeled Include Table of Contents and Include Search.

Figure 23-18
Menu bar &
Hyperlinks



Banner

The exhibit page banner is a word or phrase that displays at the top left of the exhibit main page. Highlight the default text and replace it with the exhibit name or welcome message.

Text Section 1

Paragraph 1 text appears just below the banner and to the right of the sample images. The text may be of any length, but may not include multiple paragraphs. Highlight the default text and replace it with your own information. To

change the font size, style, and color, press the **Change font** command button at the bottom of the screen.

Text Section 2

Paragraph 2 is positioned just below Paragraph 1. The text may be of any length, but may not include multiple paragraphs. Highlight the default text and replace it with your own information. To change the font size, style, and color, press the **Change font** command button at the bottom of the screen.

Footer

The footer text is the same for all pages, and can only be changed from the Home Page Design screen. To display the footer text on the exhibit page, be sure a check mark appears in the box marked **Include Footer**. To change the font size, style, and color of the footer text to match your exhibit page, press the **Change font** command button at the bottom of the screen.

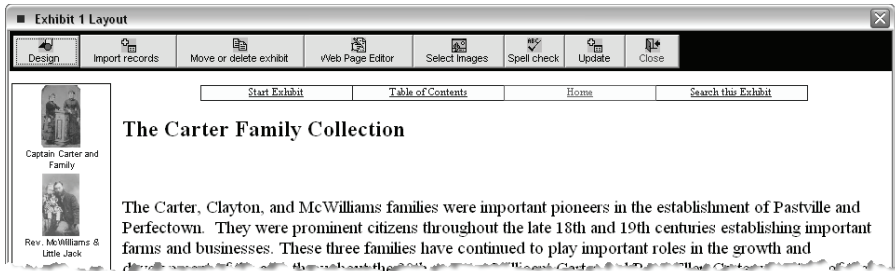
Tip If you like the color scheme you have chosen for Exhibit#1, and you would like to copy the scheme to all other Exhibits (color only, not text), click **Themes** on the Main Menu Toolbar. Then click **Save current settings as theme**. Name the theme and choose Method#2 to save. This method applies the color scheme of Exhibit#1 to all other Exhibits. It also applies the color scheme for Records 1 and Images 1 to all other Records and Images Pages.

Once a theme has been saved, highlight it in the Available Themes list and press the command button labeled **Apply Selected Theme**. Click **OK**.

EXHIBIT LAYOUT SCREEN

After you are satisfied with the color scheme and text on the Exhibit Main Page, it's time to select the Exhibit's content. In addition to the **Design** command button used to access the Exhibit Page Design screen, there are seven additional command buttons on the Exhibit Layout screen: **Import Records**, **Move or Delete Exhibit**, **Web Page Editor**, **Select Images**, **Spell Check**, **Update**, and **Close**.

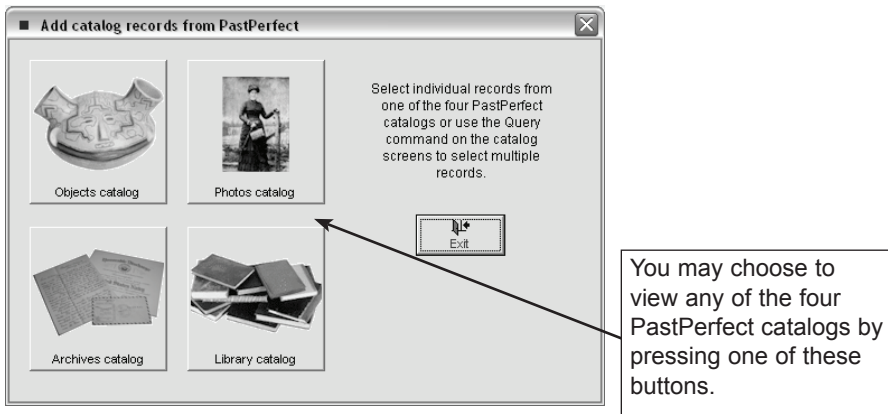
Figure 23-19
Top of Exhibit
Layout screen



Import Records

Use the Import Records command to add PastPerfect catalog records and images to your exhibit. Press **Import Records** to view the “Add Catalog Records from PastPerfect” screen.

Figure 23-20
Add catalog
records



Adding Records by Catalog

First, let's add records to the exhibit by browsing the individual catalogs. The procedure is the same for any of the four catalogs. For this example, click **Photos** to open the screen shown in Figure 23-21.

When you click the **Photos** button, the catalog opens and displays your PastPerfect catalog records. The only difference between the Virtual Exhibit screen and the PastPerfect screen is the toolbar that appears at the top. You will notice that there are no buttons labeled **Add**, **Print**, or **Accession**. To add new records, print the current record, or view the details on the record's source, you must be in PastPerfect.

Figure 23-21
PastPerfect
Photo catalog

Photos Catalog

Sorted by: Object Name

Collection: **Carter Family Collection**

Object ID: **2000.3.6**

Objname: **Carte-de-visite**

Date: 1863

Year Range: 1863 thru 1863

Other#:

Category: **B: Communication Artifact**

Catalog date: 06/29/2000

Cataloged by: Tanaka, Jeanie

Obj#:

Sub-category: **Documentary Artifact**

Status date: 07/03/2000

Accession#: 2000.3

Source: Carter, Millicent Vhlan 06/28/2000

Status by: Tanaka, Jeanie

Credit Line: In memory of Rev. John L. McWilliams Bequest

Status: OK

Home Location: PastPerfect Museum Archives:Room 200:File Cabinet 2:Drawer 2

Setup Multimedia links

Description: Reverend John L. McWilliams as a young man. He is holding his son, John Jr. He is seated on a settee with a low back and rolled arms. The baby boy is seated on the arm of the settee with the man's arm around him.

Print Size: 2.5" x 4"

Dimension Details:

Film Size:

Slide#:

Neg#: C1207

Frame#:

Photos

Legal	Related	Location	Condition	Appraisal	People, Classification, Subjects, Search Terms	Notes	Custom
Title: Reverend McWilliams and Little Jack							
Photographer: <input type="text"/>							
Studio: Unknown							
Place: Pennsylvania							
Event: <input type="text"/>							
Medium: Cardstock/Paper/Photographic Emulsion							
Frame: <input type="text"/>							
OrigCopy: Original							
Neg Loc: Copy Negative Box 2							
Processing Method: <input type="text"/>							
Provenance: <input type="text"/>							
Copyrights: All rights belong to the PastPerfect Museum without restriction.							

Record 14 of 30 Updated: 03/08/2004 09:32 PM Updated by:

There are several ways to locate records within a catalog and add them to Virtual Exhibit. Press the **Prior** and **Next** buttons to navigate the records sequentially, one by one.

Or, press **Browse** to view the records as a data table. Use the scroll bars at the right side of the screen to move up and down the list. When you find the record you want to view, position the mouse over it and click the **Right Mouse** button or press **Enter**. Virtual Exhibit will automatically display the record.

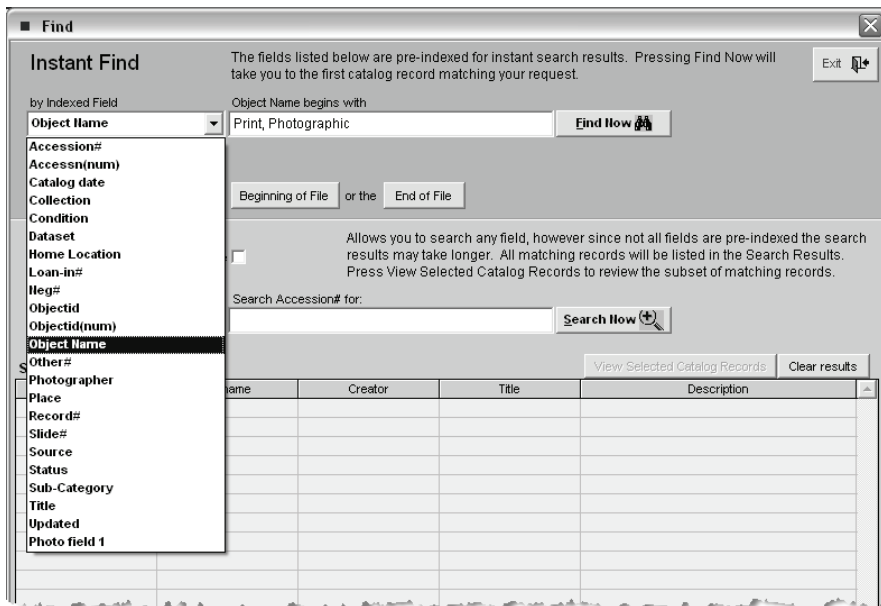
Figure 23-22
Browse
PastPerfect
Photo catalog

Browse - press Tab to see more. Right-mouse or Enter to view record. Double-click on item to view.

Objectid	Objname	Collection	Home Location/Building
1998.3.3	Stereograph	PastPerfect Museum Photograph Collection	PastPerfect Museum Archives
1999.1.1	Print, Photographic	Rocky Pine Ranch Collection	PastPerfect Museum Archives
1999.1.2	Print, Photographic	Rocky Pine Ranch Collection	PastPerfect Museum Archives
1999.1.3	Print, Photographic	Rocky Pine Ranch Collection	PastPerfect Museum Archives
1999.1.4	Print, Photographic	Rocky Pine Ranch Collection	PastPerfect Museum Archives
1999.1.5	Print, Photographic	Rocky Pine Ranch Collection	PastPerfect Museum Archives
1999.1.8	Print, Photographic	Rocky Pine Ranch Collection	PastPerfect Museum Archives
1999.1.9	Print, Photographic	Rocky Pine Ranch Collection	PastPerfect Museum Archives
1999.1.10	Print, Photographic	Rocky Pine Ranch Collection	PastPerfect Museum Archives
2000.1.1	Tintype	Carter Family Collection	PastPerfect Museum Archives
2000.1.4	Print, Photographic	Clayton Family Collection	PastPerfect Museum Archives
2000.2.6	Postcard	PastPerfect Museum Postcard Collection	PastPerfect Museum Archives
2000.2.9	Postcard	Postcard Collection	PastPerfect Museum Archives
2000.3.1	Carte-de-visite	Carter Family Collection	PastPerfect Museum Archives
2000.3.2	Tintype	Carter Family Collection	PastPerfect Museum Archives
2000.3.3	Postcard	Carter Family Collection	PastPerfect Museum Archives
2000.3.4	Card, Cabinet	Carter Family Collection	PastPerfect Museum Archives
2000.3.5	Card, Cabinet	Carter Family Collection	PastPerfect Museum Archives
2000.3.6	Carte-de-visite	Carter Family Collection	PastPerfect Museum Archives
2003.1.4	Print, Photographic	Hanley Family Collection	PastPerfect Museum Archives
2003.1.6	Print, Photographic	Hanley Family Collection	PastPerfect Museum Archives
2003.1.7	Print, Photographic	Hanley Family Collection	PastPerfect Museum Archives
2003.1.8	Print, Photographic	Hanley Family Collection	PastPerfect Museum Archives

The third way to locate a particular record is to click the **Find** button. The Find screen is the same one used in PastPerfect. It displays the searchable field names for the current catalog.

Figure 23-23
Find screen



Once you have located the record you wish to add to the exhibit, press the **Add to Exhibit** button. Repeat the process until you have added all desired records to your exhibit.

Adding a Group of Records with a Query

The **Query** command at the top of the PastPerfect catalog page is a powerful way to find and add groups of items to the exhibit. Pressing the **Query** command opens the screen shown in Figure 23-24. This screen is almost identical to the standard Query screen that is discussed in *Chapter 14, Research*. The only difference is that the screen has four additional buttons, **Add Found records to Exhibit**, **Add all records from this catalog to the exhibit**, **Add all records from this catalog with images to the exhibit**, and **Delete All Exhibit Records**.

Select the fields you want to query and the condition statements from the pull down menu. Up to seven fields can be queried to produce results. Press the **Search Now** button to begin the search.

Figure 23-24
Query screen

The screenshot shows a web-based query interface titled "Query Photos". It features a search form with the following fields:

- Field:** Description, People
- Condition:** Contains text
- What:** Ernestine McMillan

Buttons on the right include "Search now", "Save Query", "Retrieve Query", and "New Search". Below the search form, the "Search Results" section shows "Records searched=30 found=2". A table displays the results:

Object ID	Object name	Creator	Title	Description
1999.1.1	Print, Photographic		A Hilton Wedding	Earl L. Hilton and Ernestine McMillan Hilton stand in front of a fireplace shortly after their
1999.1.2	Print, Photographic		Our Family	Earl L. Hilton and Ernestine McMillan Hilton standing beside a truck at the ranch with their

At the bottom of the screen, there are four buttons: "Remove marked records", "Add all records from this catalog to exhibit", "Add all records from this catalog with images to exhibit", and "Delete All Exhibit Records".

If your search is successful, you may add the records found to your exhibit all at once by pressing the button marked **Add Found Records to Exhibit**.

Repeat the search process for each catalog until you have added all desired records to your exhibit.

Add all records from this catalog to the exhibit - This command button at the bottom of the Query screen will add ALL the records from the catalog to your exhibit.

Add all records from this catalog with images to the exhibit - This command button at the bottom of the Query screen will add all the records from the catalog that have attached images to your exhibit.

Delete All Exhibit Records - Use this command button at the bottom of the Query screen if you would like to delete all catalog records from an exhibit and start over. The records will be removed from the exhibit, but not from PastPerfect. To delete all catalog records, banner text, and paragraph text from an exhibit, use the Move or Delete Exhibit option on the Exhibit Layout screen. If you choose Delete Exhibit it will completely erase the exhibit from Virtual Exhibit, but not affect the PastPerfect records.

Move or Delete Exhibit

The **Move or Delete Exhibit** command on the Exhibit Layout screen gives you flexibility in designing your page. Using this command, you can change an exhibit's location on the home page, append records from one exhibit to another, or delete an exhibit altogether.

Figure 23-25
Move\Copy or
Delete Exhibit



The first step in moving an exhibit is choosing the destination. Select the destination Exhibit #1-6 from the list at right by clicking on it. A black dot will appear in the circle to the left of the selected exhibit.

Next choose whether the data in the destination exhibit is appended to or overwritten by clicking on the command **Append** or **Overwrite**. A black dot will appear in the circle to the left of the selected operation.

The **Append** option does not alter the destination exhibit's text, banner, sample images, records, or color scheme; it merely adds the records from the current exhibit to the destination exhibit.

The **Overwrite** option replaces the text, images, records, and color scheme in the destination exhibit with the text, images, records, and color scheme from the current exhibit. The **Overwrite** command allows you to move an intact exhibit from one position to another with a few mouse clicks.

Once you have chosen **Append** or **Overwrite**, press the **Copy to Exhibit (#1-#6) Now** button to complete the transfer.

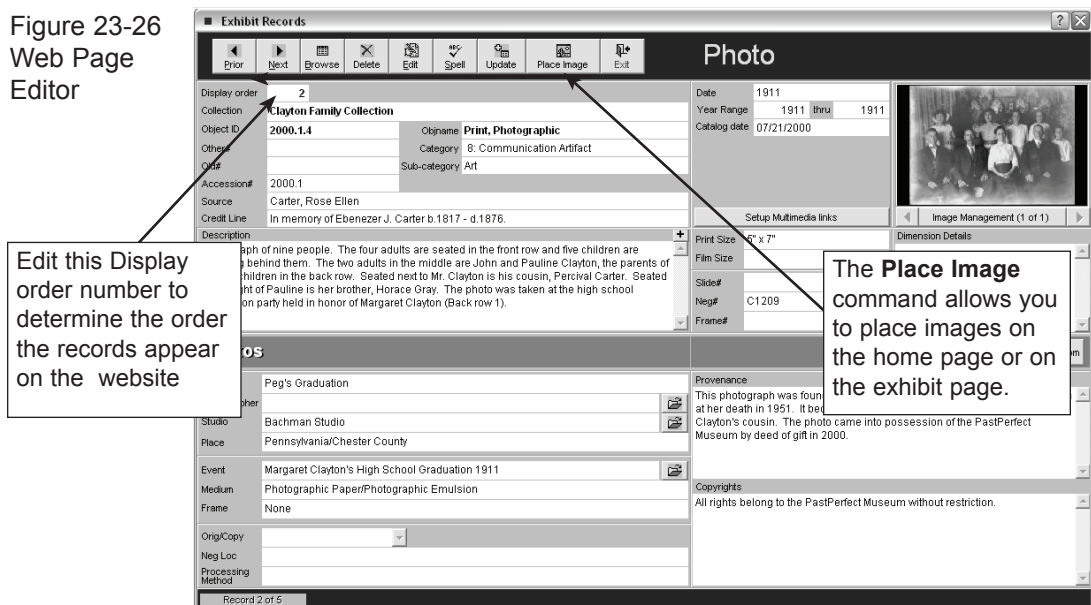
The **Delete Exhibit** button erases images, text, and records from the selected exhibit in one step. Be sure this is what you want before you click **OK**. It is a good idea to confirm that the **Overwrite** or **Append** command achieved the desired results, so please check this before you delete the current exhibit.

The final feature on this screen, **Delete All Records**, deletes catalog records from the selected exhibit only. Text and color scheme will remain unchanged.

Web Page Editor

The Web Page Editor allows you to view and modify catalog records before they are published to the Web site. The screen is very similar to the PastPerfect catalog screens. If you wish to modify the catalog data for publishing, click **Edit**, make changes, and then click **Save**. Changes you make to catalog records using Virtual Exhibit will affect only the published Web site, not the record in PastPerfect.

Figure 23-26
Web Page
Editor

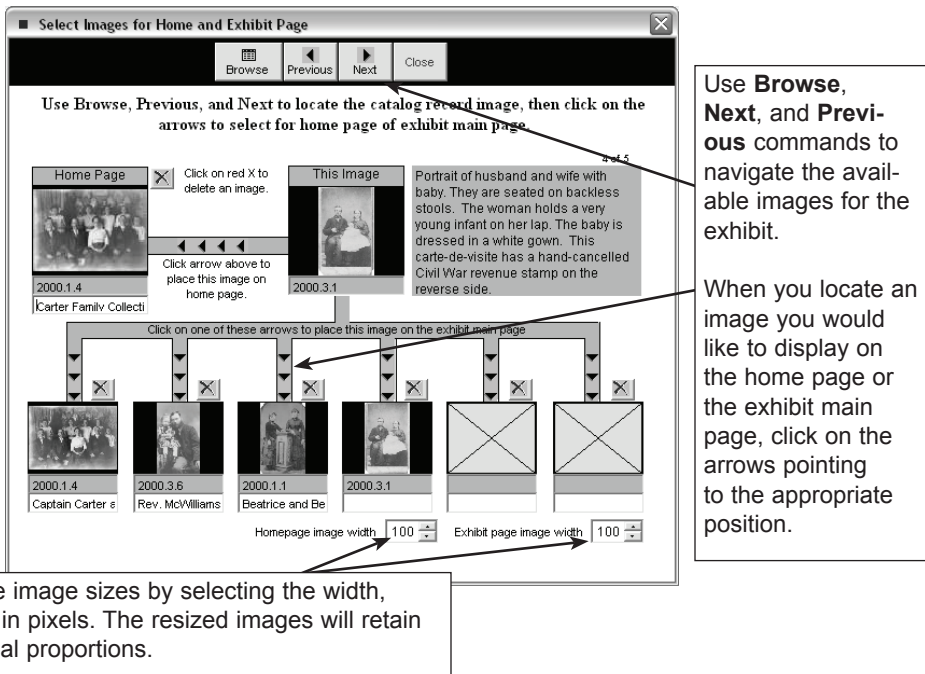


Even though all catalog data fields are displayed in the Web Page Editor, only the fields selected on the Content screen will appear on the HTML catalog pages. You can review the fields that will display on the Web site by selecting **Content** from the Virtual Exhibit main menu.

Selecting Images - Every catalog record chosen for an exhibit will display its associated images on the HTML catalog page. To select which images display, place a check in the box labeled "Include this image on Web site" on the Image Management screen. A maximum of 25 images can display for each catalog record

You may also choose up to six representative, or sample, images to display on the main exhibit page. You also should choose one sample image from each exhibit to display on the home page and serve as the hyperlink to access the exhibit.

Figure 23-27
Select Images



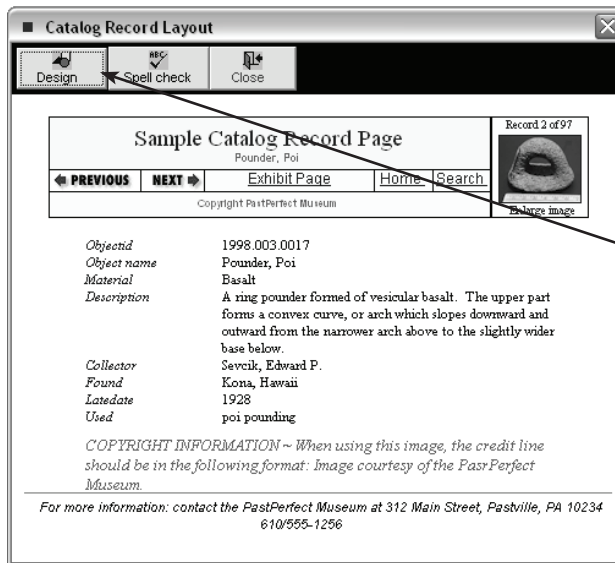
To select and place the sample images, press the **Place Image** command button from the Web Page Editor or press **Select Images** from the Exhibit Layout page.

Update command - Once catalog records are added to an exhibit, the information about each record can be edited with the Web Page Editor described above. Changes made to the catalog records from the PastPerfect program will not be automatically applied to the catalog records in VE. However, there is an **Update** command on the Web Page Editor screen that you can press to replace all the information in the VE catalog record with the latest information from PastPerfect. There is also an **Update** command on the Exhibit Layout page that will update all records in the exhibit with PastPerfect data.

DESIGNING CATALOG RECORD PAGES

A separate Web page is created for each catalog record included in the Virtual Exhibit Web site. You can design an individual color scheme for catalog record pages in each of the six exhibits, or you can apply a color scheme (called a Theme) to the entire Web site, giving it an overall feeling of unity.

Figure 23-28
Catalog
Record Layout



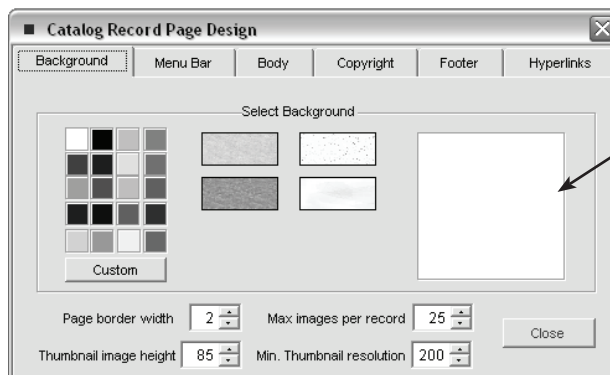
To Enter design mode, click on **Records 1-6** from the Virtual Exhibit main menu, then click Design.

This will display the Catalog Record Page Design screen where you can define each of six elements.

Background

The first tab is for selecting the background color or wallpaper for the catalog record page. To select a background color for your catalog record page, click any one of the 20 colors or 4 wallpaper designs shown. To choose from a wider color palette, press Custom.

Figure 23-29
Catalog
Record Page
Design



The current selection is displayed for reference.

Menu Bar

Two title lines appear on the Catalog Record Page. The three options for each title are the Exhibit's banner text, the Home Page Caption, or the Item's Title/Object name. Select which information you would like to display as a title by clicking one of the three options. A black dot will appear in the circle to the left of the selected text.

Figure 23-30
Menu Bar



You can change the Title text color by pressing the command button labeled **Change color**. Next, choose Background colors for the titles, images, and menu by pressing each of the background color command buttons. Note that a copyright statement is displayed on the sample catalog page. The color of the copyright text is the same as that of viewed hyperlinks. Go to the hyperlinks tab to change the color if desired.

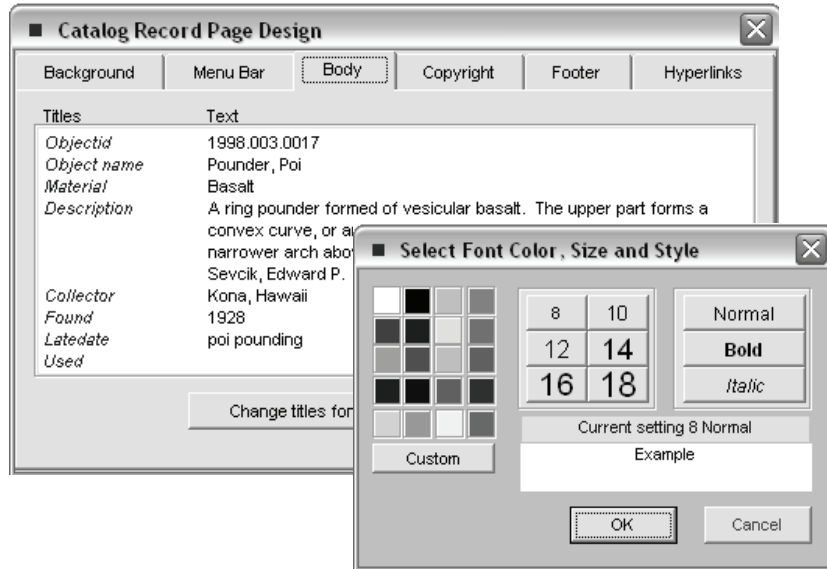
Body

Select this tab to choose the colors for the main text on the catalog pages. To change the font size, style, and color, press the **Change titles font** and **Change text font** buttons.

Copyright

You can include a brief copyright statement as well as complete copyright information on each catalog page. To include a copyright statement or information

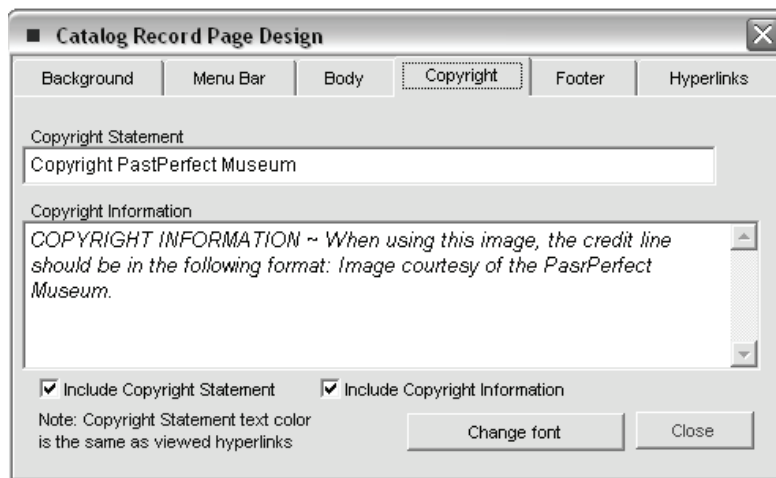
Figure 23-31
Body Tab



on your catalog record page, be sure a check mark appears in the boxes marked Include Copyright Statement and Include Copyright Information. Clear the check boxes to remove the copyright text from your catalog record page.

The copyright text may be customized for different exhibits. To enter the copyright statement, highlight the default text and replace it with your own information. The Copyright Statement will be the same color as the viewed hyperlinks. (Go to the Hyperlinks tab to change the color.) Change the Copyright Information font size, style, and color by pressing the **Change font** command button.

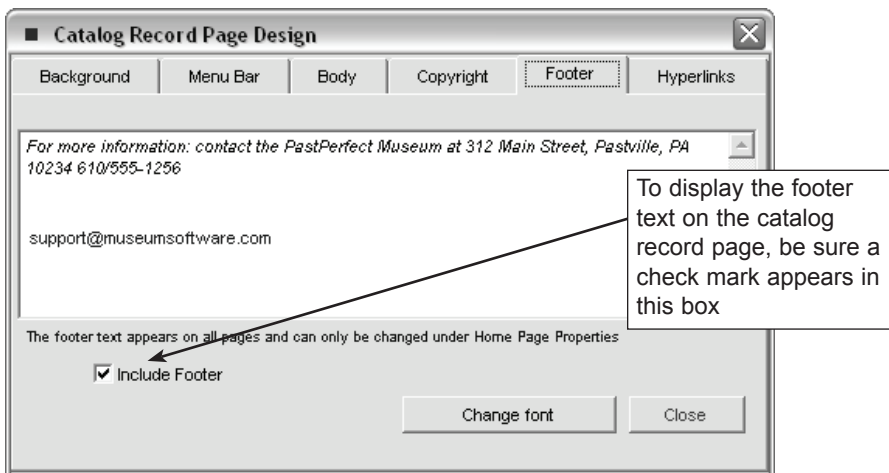
Figure 23-32
Copyright Tab



Footer

The footer text is the same for all pages, and can only be changed from the Home Page Design screen. To change the font size, style, and color of the footer text to match your catalog record page, press the **Change font** command button at the bottom of the screen.

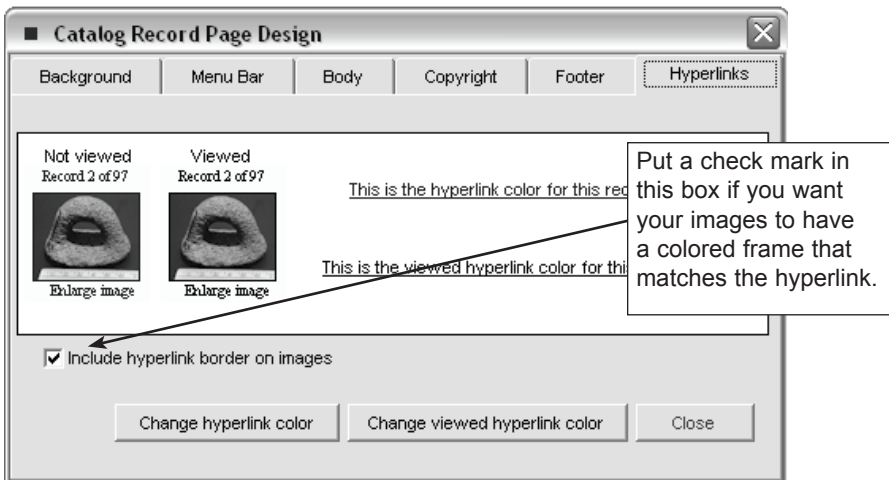
Figure 23-33
Footer Tab



Hyperlinks

The Hyperlinks tab controls the colors for viewed and not-yet-viewed-hyperlink text on the catalog record page. Be sure the text colors you choose are visible against the background you selected.

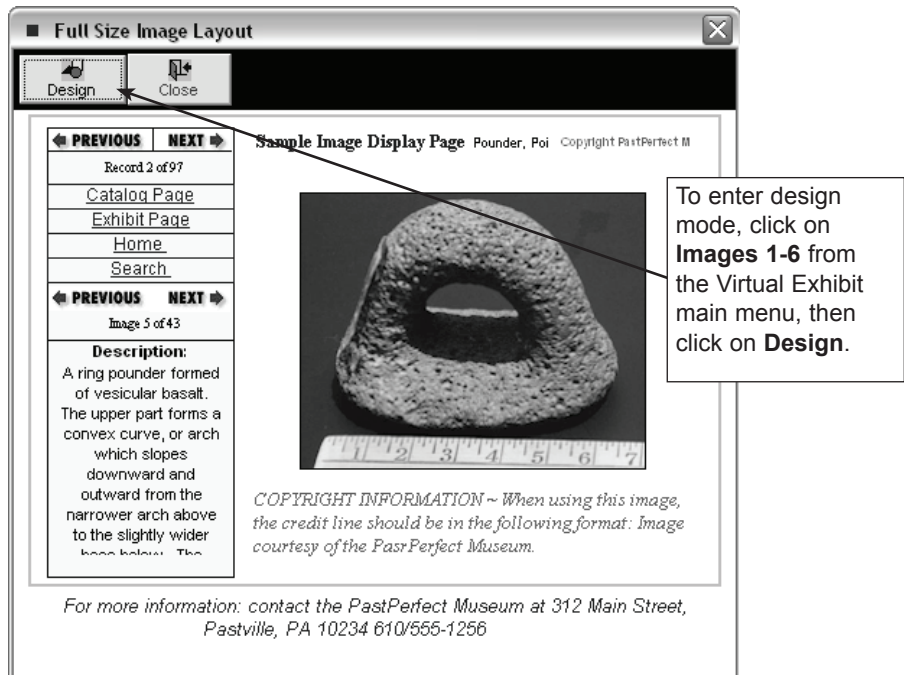
Figure 23-34
Hyperlinks Tab



DESIGNING FULL SIZE IMAGE PAGES

Each catalog record with an associated image also has a Full Size Image page. You can design an individual color scheme for the Full Size Image pages in each of the six exhibits.

Figure 23-35
Full Size
Image Layout
screen



From the Full Size Image Design page you can define each of five elements by selecting the following tabs: Background, Menu Bar, Copyright Information, Footer, and Hyperlinks.

Background

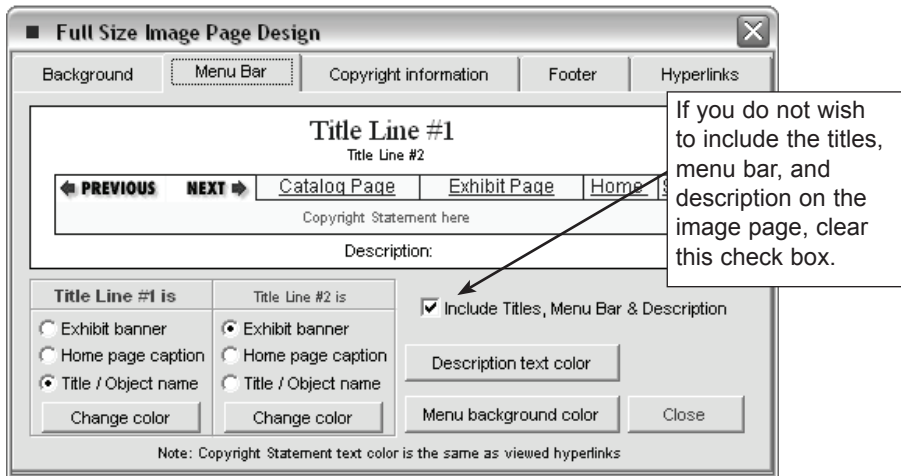
To select a background color for your full-size-image page, click any one of the 20 colors or 4 wallpaper designs shown. To choose from a wider color palette, press **Custom**. Also on this tab you can set the maximum image size. This setting applies to the full size image pages in all six exhibits.

Menu Bar

The menu bar includes two titles, navigation hyperlinks, and a copyright state-

ment. The three options for each title are the Exhibit's banner text, the Home Page Caption, or the Item's Title/Object name. Select which information you would like to display as a title by clicking on one of the options. A black dot will appear in the circle to the left of the selected text.

Figure 23-36
Menu Bar tab



You can change the Title text color by pressing the command button labeled **Change color**. Next choose a Description text color and a Menu background color by pressing the respective command buttons. Note that the copyright statement text displayed on the menu bar is the same color as that of viewed hyperlinks. Go to the Hyperlinks tab to change the color if desired.

Copyright

The copyright statement text will be the same color as the viewed hyperlinks. (Go to the Hyperlinks tab to change the color.)

The copyright text for the Full Size Image page is shared with the copyright text on the Catalog Record page and can only be edited there. Also the check boxes Include Copyright Statement and Include Copyright Information that appear on the Catalog Record page apply to the Full Size Image pages as well.

Footer

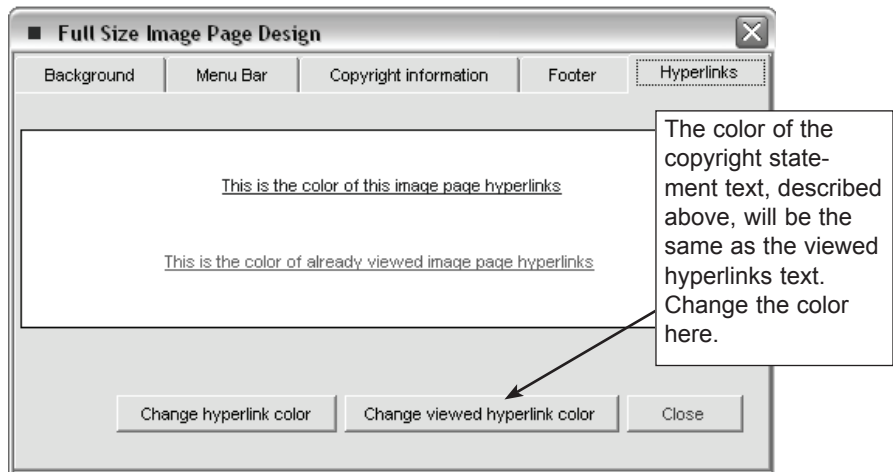
The footer text is the same for all pages, and can only be changed from the Home Page Design screen. To display the footer text on the image page, be sure

a check mark appears in the box marked Include Footer. To change the font size, style, and color of the footer text to match your image page, press the **Change font** command button at the bottom of the screen.

Hyperlinks

The Hyperlinks tab controls the colors for unviewed and already viewed hyperlink text on the image page. Be sure the text colors you choose are visible against the background you selected.

Figure 23-37
Hyperlinks tab



SAVE YOUR WEB SITE

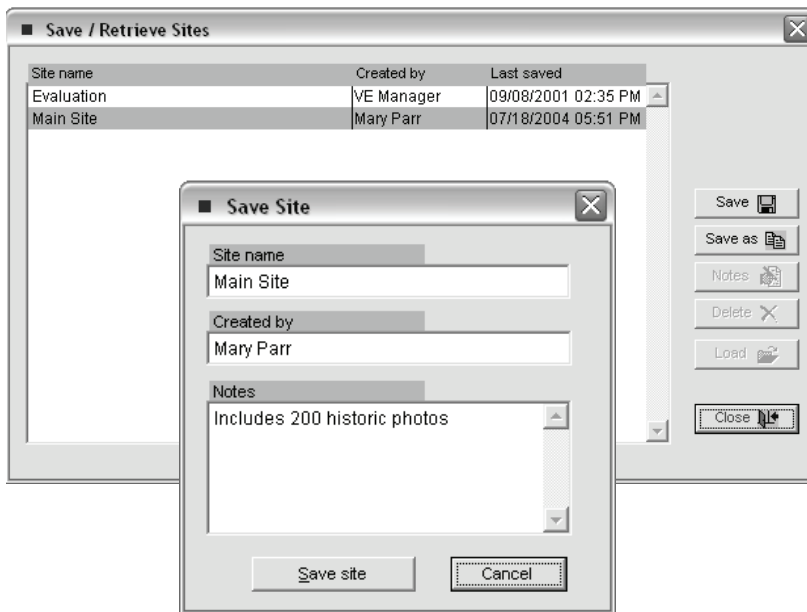
Once you have created a web site you should be sure to save it. You can name and save up to 100 different Virtual Exhibit Web sites. To save your current site, press the **Save** button on the Virtual Exhibit main menu toolbar.

This will open the Save/Retrieve Sites screen shown in Figure 23-38 listing the web sites that have been previously saved. Press the **Save** command and you will be asked to enter a Site Name, Creator Name, and Notes. Complete the fields, and press the button labeled **Save site**. The new site name will be added to your list. To view the Notes field for any site, double-click on the site name in the list.

To return to the Main Menu, press **Close**. The name of the currently loaded site appears in the lower left corner of the Main Menu for your reference. If you want to rename your site, return to the Save screen and press **Save as**. To delete a site,

highlight the site name in the list and press **Delete**. To load a new site into the workspace for editing, press **Load**. Loading a new site onto the desktop will overwrite the current site, so be sure you have saved your changes before loading.

Figure 23-38
Save/Retrieve
Sites



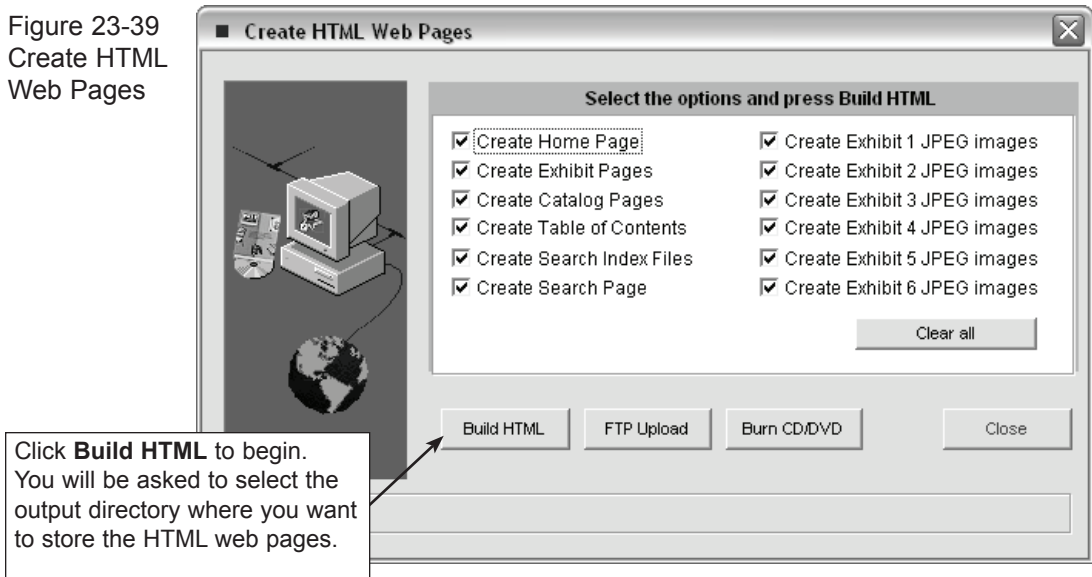
CREATE THE HTML WEB SITE

When your exhibit content and design are complete, creating the HTML Web site is the final step before posting your Virtual Exhibit on the World Wide Web. At any point in the design process, you may create the HTML Web site and view it on your Desktop. By viewing the HTML site periodically during the design process, you can verify that your color scheme is consistent and legible, and that your images and text look pleasing on the page.

Creating the HTML Web site requires only the push of a button. Press the **Create Site** command button at the top of the main menu.

Twelve functions will be performed to create the Home Page, Exhibit Pages, Catalog Pages, Table of Contents, Search Index Files, Search Page, and Image Pages. It is recommended that you always perform all twelve functions at the same time, unless very minor changes have been made to one component.

Figure 23-39
Create HTML
Web Pages



Click on **Build HTML** to begin the process which converts all image files to JPG format and optimizes them for display on the Web. A thumbnail and a full-size image are created for each catalog record. The process will take about 5 minutes per 100 catalog pages.

Once complete, you can return to the main menu and press **View Website in Browser** to see the completed site. View Exhibit in Browser will only work if you have a Web browser such as Internet Explorer or Netscape Navigator installed on your computer. If one of these programs is installed, the site is fully navigable from your desktop.

View Exhibit in Browser is an excellent tool for proofreading your new web site. The pages appear exactly as they will on the Internet, so now is the time to make sure hyperlink text is visible, typos are corrected, and selected data fields are displayed. If you notice any errors, just close the exhibit and return to the Virtual Exhibit Designer to make changes. You can edit and recreate the page as many times as you like before you post it to the World Wide Web.

POSTING THE HTML WEB SITE

To post your exhibit on the WWW, you will need a completed Web site created

with Virtual Exhibit, access to the Internet, and, unless you have your own Web server, a Web site host.

Most web site hosts charge a monthly fee, some as little as \$10. You can search the Internet where you will find hundreds of providers. It is not necessary to find a host located near you, in fact your host can be anywhere in the world. Pastime Software also offers hosting options. Contact our support office for details.

Uploading the HTML Files to the Web Server

VE has a built-in FTP function that will transfer your files to the Web server. Before you perform the transfer you must know your web host account name, user-id and password as well as the folder on the host site that will receive the files. This information should be provided by your Web host.

To upload the files, press **Create HTML for Website** on the main menu. Then select the **FTP Upload** command to open the following screen.

Figure 23-40
Upload web
site to host
server

■ Upload website to web host server

Host Name: pastimesoftware.com

User ID: pastime

Password: *****

Web folder: public_html

Local Folder: c:\websites\

Select Files to Upload

Home Page & Search Pages

Exhibit1 HTML Exhibit1 Images

Exhibit2 HTML Exhibit2 Images

Exhibit3 HTML Exhibit3 Images

Exhibit4 HTML Exhibit4 Images

Exhibit5 HTML Exhibit5 Images

Exhibit6 HTML Exhibit6 Images

Status: Ready Error trapping

Upload Website Now Close

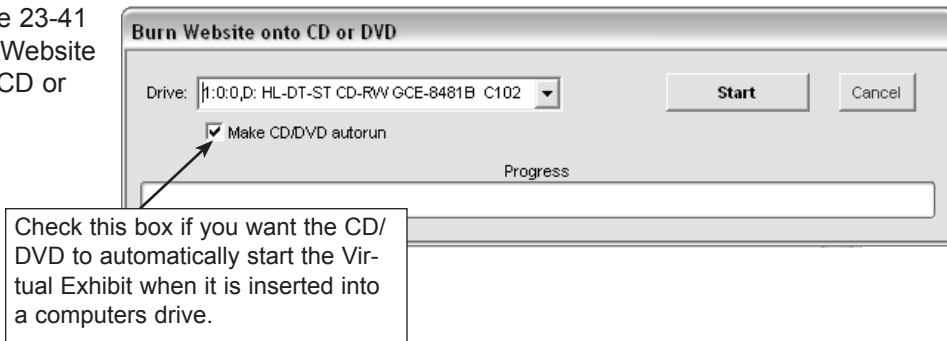
Enter your web server host name, userid, and password. If the html files are to be placed in a sub-folder at the site, enter the folder name as well. Then press **Upload**

Website Now. You must be already connected to the internet for the FTP function to work. The process may take several minutes.

Placing your website on a CD

Instead of, or in addition to, posting your site on the World Wide Web, you may want to distribute it on a CD or DVD. To do this select **Create HTML for Website** from the main menu. Then press **Burn CD/DVD**. The following screen will open.

Figure 23-41
Burn Website
onto CD or
DVD



Insert a blank CD-R or DVD-R and press **Start** to begin the process.

Posting to a Local Computer

You may also want to post the website on a computer in your museum for visitors to use. You can use either an IBM PC-compatible or a Macintosh computer loaded with Web browser software. Virtual Exhibit works best with Microsoft Internet Explorer, version 4.0 or higher. Follow these steps:

1. Create a new folder on the exhibit computer to store the Virtual Exhibit HTML files. We recommend that you create the folder on the C: drive and name it VeWebsite, but you are not required to do so.
2. Copy all files from the C:\VeWebsite directory of the design computer (or the alternate folder you designated to store your Web site), including sub-directories Exhibit 1-6 and the files within the exhibit folders. You do not need to upload the Search sub-folder or the search*.txt files located within.
3. If the computer you used to design and create your Web site is connected to the exhibit computer via a network, the files can be copied from the design computer

to the exhibit computer using Windows Explorer. For details on using Windows Explorer to copy files, please consult Windows Help.

4. If the design computer is NOT connected to the exhibit computer via a network, you will need to use a removable medium such as a floppy disk, Zip disk, or CD-ROM to transfer the files.

To enable visitors to start the exhibit from the Windows desktop, you will need to create a shortcut. See Windows Help for instructions. Point the shortcut to the file "index.htm" located in the c:\vewebsite\ folder.

OTHER TOOLBAR COMMANDS

In addition to Save, Create, and View Website, the Toolbar on the Virtual Exhibit main menu has three other options, **Themes**, **Spell check**, and **Utilities**.

Figure 23-42
Main Menu
Toolbar



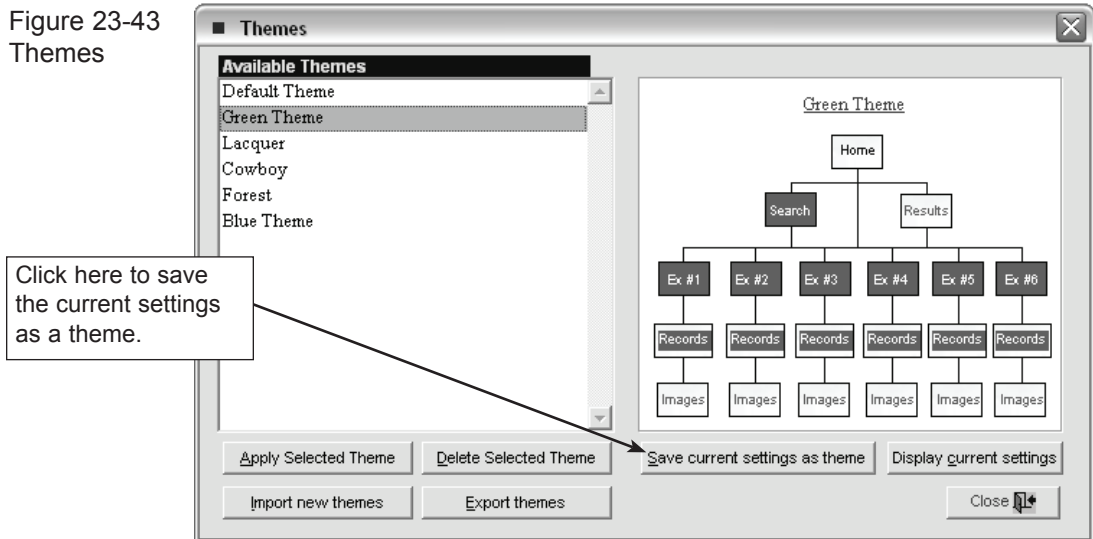
Themes

A theme is a saved group of design settings that you can apply to any exhibit. The saved settings include all components of design, from background color and hyperlink colors, to font sizes and styles. Virtual Exhibit comes with several saved themes, or you can design your own. To view the different themes, click Themes on the Main Menu toolbar.

Saving Themes - To save the current settings as a Theme, click on the **Save Current Setting as Theme** command. You will be asked to name the theme. Choose Method #1 to save. Method #1 saves the current settings exactly as they are for application in future exhibits.

If you like the color scheme you have chosen for Exhibit #1, and you would like to copy it to your other Exhibits (colors only, not text), select Method #2 to save. Method #2 applies the color scheme for Exhibit #1 to all other Exhibits. It also applies the color scheme for Records 1 and Images 1 to all other Records and Images Pages. This feature may save you a lot of work.

Figure 23-43
Themes



Applying Themes - Once a theme is saved, it becomes available for use. To apply a saved theme to the current web design, click **Themes** on the main menu Toolbar. View the saved themes by clicking each name on the list. Once you have highlighted your selection, click **Apply Selected Theme**. Clicking **OK** to overwrite all current settings with the selected theme.

Spell Check

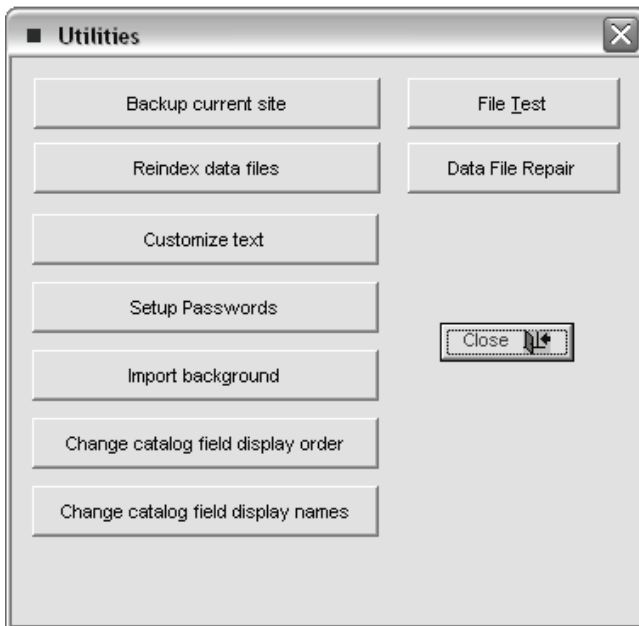
You can access Spell Check from any of the Design screens to check a particular screen for errors. The main menu **Spell Check** command checks the entire Web site for errors.

Utilities

Virtual Exhibit offers a Utilities screen with setup and maintenance functions. To access this screen press **Utilities** from the main menu Toolbar. This screen provides nine functions: Backup current site, Reindex data files, Customize text, Setup Passwords, Import background, Change catalog record display order, Change catalog record display names, File Test, and Data File Repair.

Backup Current Site - Use this function to save the current website to floppy disks or a zip disk.

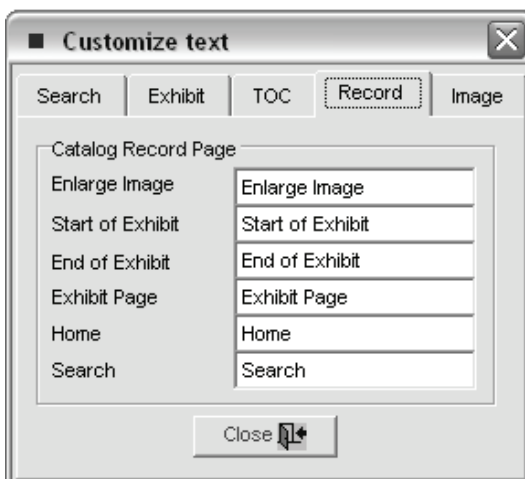
Figure 23-44
Utilities menu



Reindex data files - Use this function to remove exhibit records marked for deletion and keep VE running smoothly. We recommend that you perform this function before creating your HTML web pages.

Customize text - This screen allows you to change some of the default words that appear on the Search, Exhibit, Table of Contents, Record and Image Pages.

Figure 23-45
Customize text



Setup Passwords - This screen allows you to implement password protection for the Virtual Exhibit designer. Two passwords can be defined, one that allows access to all functions and the other that allows access to all functions except editing PastPerfect images.

Figure 23-46
Password
Setup



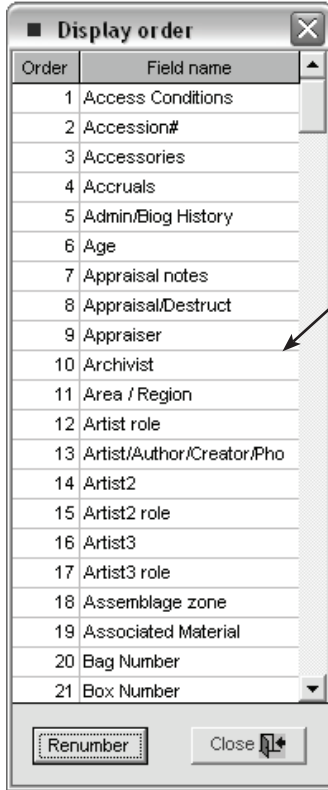
Import background - You can add a custom wallpaper design for use as background on any page. Virtual Exhibit can only store four background files, so you must choose which of the default backgrounds you wish to overwrite with your custom wallpaper image.

To import a new background, click on the background you wish to overwrite. Then click Locate & import background image file. Locate the image file on your hard drive or network and click **Open**. You must exit and restart the Virtual Exhibit Designer to refresh the list of available backgrounds. You may restore the default backgrounds at any time by selecting Utilities | Import Background | Restore Default Backgrounds.

Change catalog field display order - This utilities option allows you to change the order that data fields are displayed on the Catalog Record page.

Change catalog field display names - This utilities option allows you to change the names of the catalog fields as they appear on the website catalog pages. The name of each possible field is listed in the left column. The corresponding names in the right four columns can be edited.

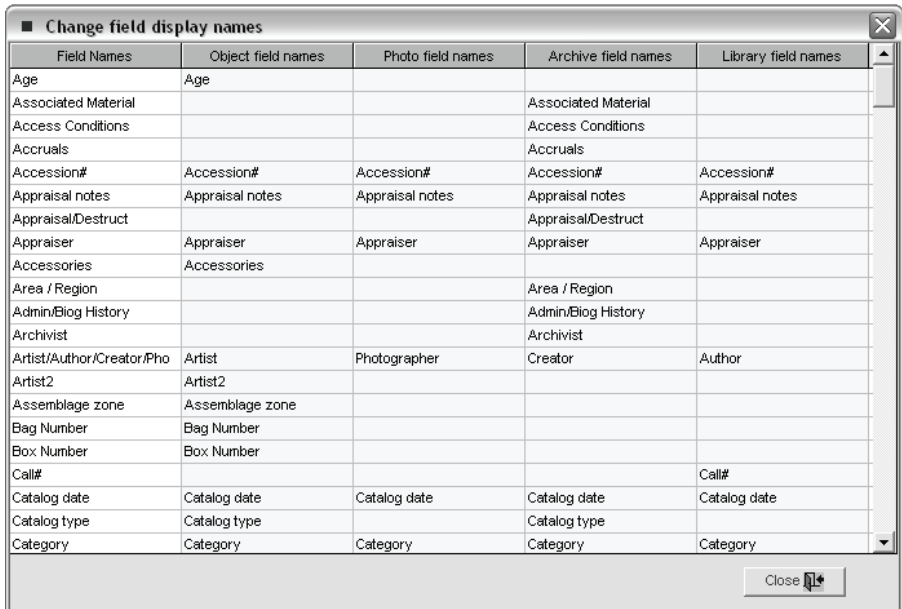
Figure 23-47
Field Display
Order



The right column displays the names of all possible catalog fields.

Set the display order by typing a new display order number in the left column.

Figure 23-48
Change
Field Display
Names



File Test & Data File Repair - These two functions are provided to assist in case of problems with your VE data files. Unless requested by one of our technical support personnel, you should not use these functions.

CUSTOM WEB SITE DESIGN

Virtual Exhibit provides you with a great deal of flexibility in designing a Web site that reflects your institution's personality. However, we recognize that some museums may wish to create a truly unique look and feel for their Web site. In fact, some of you may already have professionally-designed sites. Virtual Exhibit is still a valuable tool.

For a fee, we can program Virtual Exhibit to use your custom Web site as a template. Once your HTML design becomes a Virtual Exhibit template, you are free to change exhibits and add catalog records as you please. There is still no HTML Web programming knowledge required!

Please contact our support office if you would like more information.

