

PEOPLE & SITES

The People & Sites sections contain fields to help you provide contextual information for your collections. Artifacts, archival materials, photographs, and publications reveal something about the people who made, used, owned, and collected them. People Biographies has fields to document the lives of the people whose stories your collections tell. Sites & Localities provides information about the locations from where items have been collected. When items' catalog records are linked to Sites records with latitude and longitude or physical address fields completed, you can map items' site locations through Catalog Lists.

PEOPLE BIOGRAPHIES

The People field appears in all four catalogs and is used to identify people who appear in photographs or are associated with objects, archival materials and publications. People Biographies enables you to record important information about these people, such as places of birth and death, parents, children, spouses, education, career, achievements, residences and relationships.

People Biographies may be accessed from the People authority file as you enter data in catalog records. Each name entered in the People field automatically has an entry in the People authority file thus creating People Biography records. These records may also be opened directly from the Main Menu's **People & Sites** section.

From the Main Menu's People & Sites section, click **People Biographies**.

Figure 16-1
People Biographies
on the Main Menu



The Sidebar has Screen Views that enable you to view and complete biographical information, view catalog records, and use the custom, user defined fields.

The **Biographical Info** section, seen in Figure 16-2, includes the First Name, Last Name, Other Names, places of birth and death, birth and death dates, Mother, Father, Nationality, Role, Spouses and Children. These fields appear near the top of the screen when viewing the record from any screen view. With the optional MultiMedia Upgrade installed, you can attach a digital image to this record from Image Management.

A screenshot of the 'People Biographies' software interface. The window title is 'People Biographies'. The top toolbar includes navigation buttons (back, forward, search), and action buttons (Add, Browse, Edit, End, Delete, Print, Exit). A 'Sort by' dropdown menu is set to 'Name'. The main content area displays the biographical information for Ernestine McMillan Hilton. The sidebar on the left shows 'Screen View' options: Biographical Info (selected), Catalog Records, and Custom. Below these are 'Actions' like 'Change Full Name', 'Remove Unused Names', and 'View Associated Catalog Records'. The biographical data is organized into sections: Personal Info (First Name: Ernestine McMillan, Last Name: Hilton, Other Names: "Emy", "Sister", Born: 02/20/1920, Where: Asotin, WA, Died: , Where:), Family (Mother: Myrtle McMillan, Father: Ernest McMillan, Nationality:), Spouses (Hilton, Earl Laverne), Children (Earl Laverne Jr. 1944, Nancy Louise 1946, Richard Lester 1948, Jerold Loren 1950), and a detailed 'Notes' section. A photograph of Ernestine McMillan Hilton is shown in the top right, with an 'Image Management' button below it. The status bar at the bottom indicates 'Record 18 of 69', 'Include in Web Export' (checked), 'Updated by: Unknown', and 'Updated: 12/03/2009 12:04 PM'.

Figure 16-2 People Biographies screen

The Biographical Info screen view also contains fields to describe this person's publications, education, relationships, places or geographical areas of residence, occupation, sphere of activity, and titles and honors. Additional pertinent information about this person can be recorded in the Notes field. These fields are memo fields, which are unlimited in length.

If you wish to record more information than the Biographical Info fields provide, there are eleven additional fields in the Custom screen. Click on the **Custom** button to access these user defined fields. Fields 1-5 are character fields, Fields 6 and 7 are numeric, Fields 8 and 9 are for dates, and Fields 10 and 11 are for unlimited text. You may rename the Custom button as well as all user defined fields. You can set up the People Biographies custom screen Title and Field Names by going to the Main Menu | Setup | Custom Fields section and selecting the People Biographies screen, seen in Figure 16-3.

Figure 16-3
Setup Custom
Fields People
Biographies

Select Screen	People Biographies Custom Field Names	
Title	Custom	
Character Field 1	People Field 01	
Character Field 2	People Field 02	
Character Field 3	People Field 03	
Character Field 4	People Field 04	
Character Field 5	People Field 05	
Numeric Field 1	People Field 06	
Numeric Field 2	People Field 07	
Date Field 1	People Field 08	
Date Field 2	People Field 09	
Memo Field 1	People Field 10	
Memo Field 2	People Field 11	

Clicking the **Catalog Records** button under Screen View provides a list of associated catalog records. The grid contains columns with the fields (from left to right): Catalog (Objects, Photos, Archives or Library), Object ID, Object Name, Title, and Description/Summary. If catalog records are linked to this People Biography record, a green data light will appear on this button, seen in Figure 16-4.

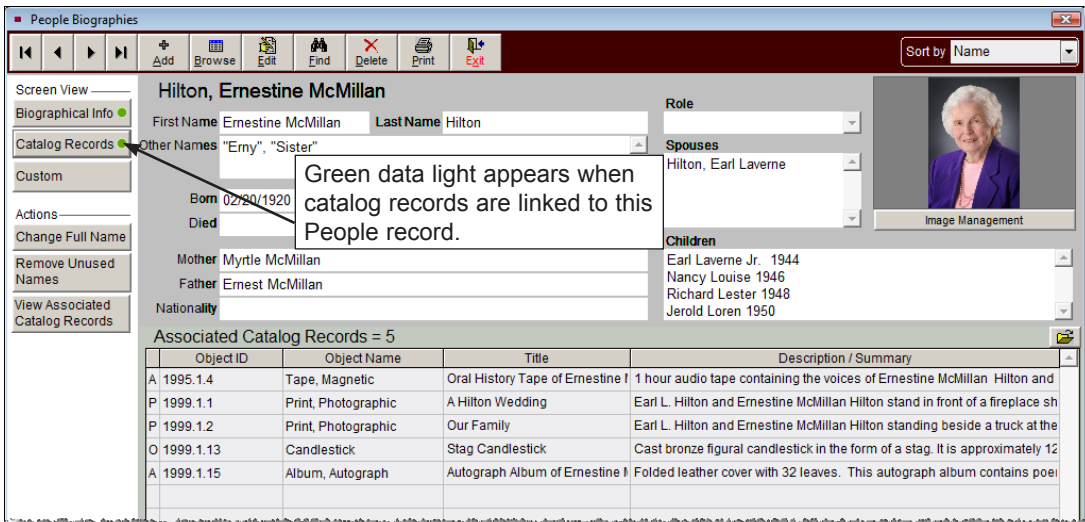


Figure 16-4 Catalog Records Screen View

In the Actions section, the **View Associated Catalog Records** button allows you to browse through full catalog records for the items associated with this People record. You can use the left and right arrows in the Navigation Bar to scroll through the catalog records. Using the other tools in the Navigation Bar, you can also edit, spell check, print reports, attach images, and link multimedia files to these associated records.

The Actions section also has options to change the full name and remove names not associated with catalog records. By clicking **Change Full Name**, you edit the data in the Full Name field in People Biographies as well as the name in the associated catalog records' People field. The Full Name field appears in bold above the First Name and Last Name fields in People Biographies. Use **Change Full Name** when you want to edit names in the People authority file. This feature also has the option to automatically change the First Name and Last Name data based on the edited Full Name.

NOTE

When entering a name in the People field in catalog records, the name is automatically added to the People authority file. A People Biography record is also created with the name in the Full Name field. No other data is automatically entered in the People Biography record. If you have not entered data in the fields Last Name, First Name, and Other Names, you will not be able to find by these fields.

By clicking **Remove Unused Names**, you delete all People Biographies records that are not associated with catalog records and that have no additional biographical information. They will be marked for deletion in People Biographies, placed in the Recycle Bin, and permanently removed when you do a Reindex. If you need to recall records before Reindexing, you may do so by going to the Main Menu | Utilities | Recycle Bin | People Biographies.

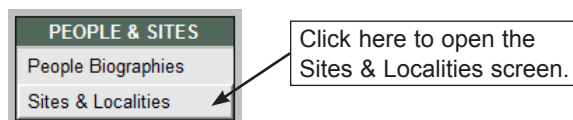
Individual biography information may be printed using the Print button in the Navigation Bar. If you wish to print a list of People with Biographical Information or People not listed in catalog records, please go to the Main Menu | Reports | Authority Files and scroll down to People reports.

SITES & LOCALITIES

Sites & Localities gives PastPerfect users the opportunity to record details about archaeological, geological, paleontological, and historical sites from which items have been recovered. Its specialized fields document an exact location, as well as enable you to provide a description and details about the associated collector, collection, project, and materials.

To catalog items and their associated sites, first go to **Sites & Localities** in the People & Sites section of the Main Menu. Add sites, completing the relevant fields. You can then **Add New Catalog Record(s)** from the Site record's Actions section. You will create a new catalog record, and link that record to the site. Or as you are entering data on a record in one of the catalogs, enter the Site Name. These fields will link your catalog records to the site.

Figure 16-5
Sites & Localities
on the Main Menu



The Site and Site# fields appear in all four catalogs – Objects, Photos, Archives and Library. In the Objects catalog they may be accessed from the Archaeology, Geology, History or Natural History screens. If you have photographs, archival materials and publications in PastPerfect related to sites, you can link these records to Sites from the Photos, Archive or Library catalog screen views.

Your sites in the Sites & Localities database serve as your Sites authority file, and the authority file enables you to quickly fill the Site field on the catalog records. Right click or press **F7** on your keyboard to access the authority file, then double click the site name to populate the field. Once a site has been entered, the Site# field is filled automatically and the link is made.

SITES/LOCALITIES SCREEN

When you open the Sites & Localities screen, you will find the Site name, Site# and Description fields just below the Navigation Bar. These fields appear when viewing all screen views. With the MultiMedia Upgrade installed, the Image Management section allows you to attach up to 20 images of the site.

The screenshot displays the 'Sites / Localities' screen in the PastPerfect software. The interface includes a navigation bar at the top with icons for navigation and actions, and a 'Sort by Name' dropdown menu. The main content area is divided into several sections:

- Site Information:** Site name 'English Camp' and Site# '45-SJ-24'.
- Description:** A text field containing: 'English Camp site is located on the eastern shore of Garrison Bay inside the San Juan Island National Historic Park, English Camp. The site is a deep, highly stratified shell midden with complex layers of whole and broken shells, rocks, charcoal, animal bones, and stone and bone tools.'
- Image Management:** A thumbnail image showing an archaeological excavation site with workers and equipment.
- Archaeology Details:**
 - Project Details:** Project Year (1984-1992), Project Type (Research Project), Project Name (San Juan Island Archaeological Project), Principle Investigator or Collector (Stein, Dr. Julie K.), and Principle Invest. Affiliation (University of Washington).
 - Collection Details:** Estimated Cubic Feet, Electronic Catalog Status (Yes), Rehousing Status (Yes), Radio Carbon Dates (500 to 1800 AD), Accession# (1997.2), and Controlling Agency (Burke Museum of Natural History and Culture).
 - Material Details:** A list of material types with checkboxes: Level Bags (unchecked), Sediment Samples (checked), Floatation Samples (checked), Lithics (checked), Unmodified Bone (checked), Modified Bone (checked), Shellfish (checked), Charcoal (checked), Organics (unchecked), Woven Organics (unchecked), Metal (checked), Glass (checked), Ceramics (checked), and Historics (checked).
- Left Sidebar:** Contains menu options such as 'Screen View', 'Location Information', 'More Location Information', 'Archaeology Details', 'Catalog Records', 'Custom', 'Actions', 'Add New Catalog Record', 'Link to Existing Catalog Record', 'Convert Latitude & Longitude min/sec to Decimal Minutes', 'Mapping', 'Map this Site', 'More Screens', and 'Update History'.
- Bottom:** Shows 'Record 2 of 2', 'Updated by: Unknown', and 'Updated: 10/26/2009 10:24 AM'.

Figure 16-6 Sites & Localities screen

The Sidebar tools enable you to see location and archaeology information, seen in Figure 16-6, view associated catalog records, add catalog records, link to existing catalog records, convert latitude and longitude to decimal minutes or minutes and seconds, map the site, and view the update history for this record.

SCREEN VIEWS

The first screen view, **Location Information**, contains most of the fields to document the site's location. The following are definitions to assist you in completing the fields.

Location Information

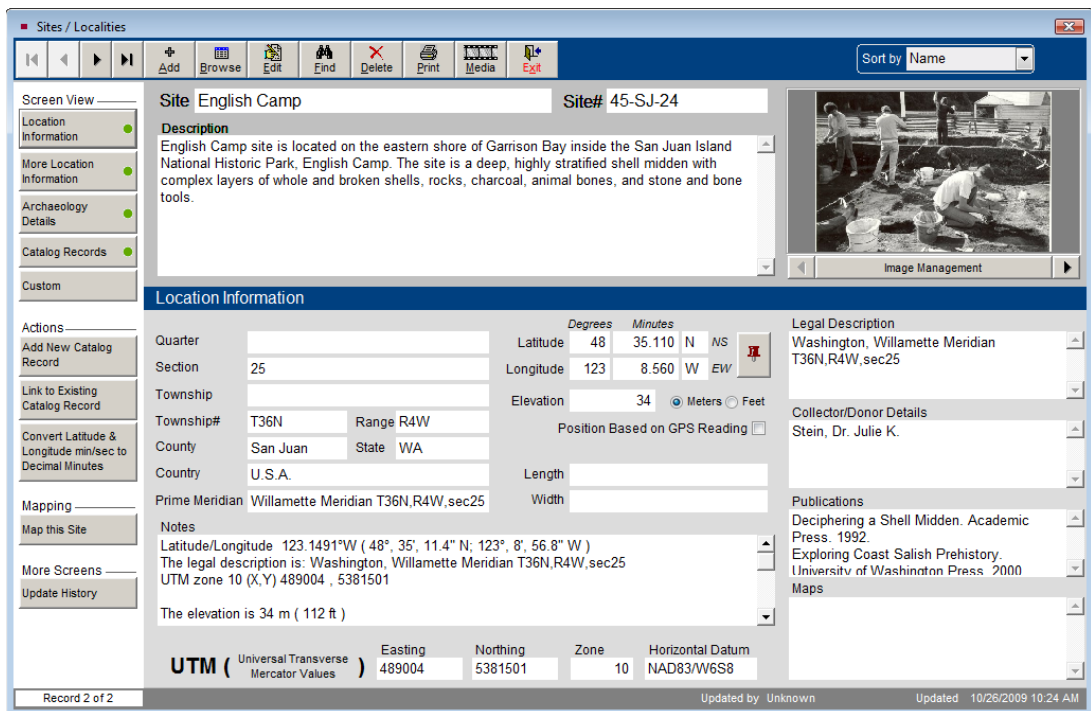


Figure 16-7 Location Information Screen View

Quarter - The intersection of Range lines and Township lines define 6 by 6 mile squares called Townships, which are divided into 36 sections. These sections are broken into quarters.

Section -The intersection of Range lines and Township lines define 6 by 6 mile squares called Townships, which are divided into 36 sections. These are normally 1 by 1 mile squares, but some are altered to correct for the spherical earth.

Township - Townships are named in reference to a principal meridian and a baseline. Townships occur at 6 mile intervals east and west of a principal meridian. T2N refers to Township 2 North of the baseline. Township values are normally whole numbers starting at 1, but some exceptions occur. Township lines are normally adjusted every 4th line to correct for the spherical nature of the earth. These are called standard parallels.

Range - Ranges are 6 mile strips of land marked off by lines parallel to a principal meridian. Ranges occur north and south of a baseline that is associated with each principal meridian. Range values are normally whole numbers starting at 1, but some exceptions occur. They are numbered east or west of the principal meridian. R2W refers to Range 2 West of the meridian. Range lines are normally adjusted every 4th line to correct for the spherical nature of the earth. These are called guide meridians.

County - County is defined as a land area of local government in the United States, United Kingdom, Australia, New Zealand, in some Canadian provinces, and other countries. If county is not used as the government unit, you may enter the division, municipality, or regional district in this field. Or, you might use one of the custom fields for this information.

State - Please enter a two digit abbreviation for the state or province.

Country - Please enter the country in which this site is located.

Prime Meridian - Enter the prime meridian from which longitudinal measurements have been taken. The prime meridian is the meridian of zero longitude. The Greenwich Meridian was chosen as the Prime Meridian for international use at the International Meridian Conference, Washington, D.C., United States, 1884. The site may be measured using another principal meridian, such as the Willamette Meridian upon which land surveys in Oregon and Washington are based.

Latitude - Lines of Latitude are the horizontal lines shown running east to west on maps. They are angular measurements in degrees ranging from 0 degrees at the equator to 90 degrees at the poles.

Longitude - Lines of Longitude run north to south. Longitude is the angular distance measured east or west from the prime meridian to the meridian passing through another position on the earth's surface. They are usually expressed in degrees (or hours), minutes and seconds. Enter the degrees and decimal minutes in this field. The **Actions** section has a conversion tool that calculates the minutes and seconds as decimal minutes.

Length - Enter the approximate length of the site.

Width - Enter the approximate width of the site.

Elevation - Enter information about the highest point of the site, using the radio button to indicate meters or feet.

Position Based on GPS Reading - Check this box to indicate if the measurements were taken from a Global Positioning System reading.

Universal Transverse Mercator Values (Easting, Northing, Zone, Horizontal Datum) - The UTM coordinate system was developed by the US Army Corps of Engineers in the 1940s. It is a grid-based method of identifying locations, which differs from the traditional latitude and longitude system.

The UTM divides the earth into 60 zones each 6 degrees of longitude wide. These zones define the reference point for UTM grid coordinates within the zone. UTM zones extend from a latitude of 80 degrees South to 84 degrees North. Zones are numbered 1 through 60, starting at the international date line, longitude 180 degrees, and proceeding east. Zone 1 extends from 180 degrees to 174 degrees West and is centered on 177 degrees West.

Each zone is divided into horizontal bands spanning 8 degrees of latitude. These bands are lettered, south to north, beginning at 80 degrees South with the letter C and ending with the letter X at 84 degrees North. The letters I and O are skipped to avoid confusion with the numbers one and zero. The band lettered X spans 12 degrees of latitude.

A square grid is superimposed on each zone. It is aligned so that the vertical grid lines are parallel to the center of the zone, called the central meridian.

UTM grid coordinates are expressed as a distance in meters to the east, referred to as the “easting,” and a distance in meters to the north, referred to as the “northing.”

UTM Easting coordinates are referenced to the center line of the zone known as the central meridian. The central meridian is assigned an easting value of 500,000 meters East.

UTM Northing coordinates are measured relative to the equator. For locations north of the equator, the equator is assigned a value of 0 meters North. To avoid negative numbers, locations south of the equator are made with the equator assigned value of 10,000,000 meters North.

Horizontal Datum - A datum describes the model that was used to match the location of features on the ground to coordinates and locations on a map. Every map that shows a geographic coordinate system like UTM or Latitude and Longitude with any precision will also list the datum used on the map.

Legal Description - Enter a description of the site that is complete and specific enough for an independent surveyor to locate and identify it. This is an unlimited text field.

Collector/Donor Details - Enter the name of the person or people who supervised the project or excavation of the site. Names should appear as Last name, First name.

Publications - List any publications about the site, or in which artifacts recovered from the site are published.

Maps - List any maps in your collections that pertain to the site.

More Location Information

The **More Location Information** screen contains such fields as the Physical Mailing Address, Additional Location Details, and Legacy Latitude & Longitude for the site. The **Legacy Latitude and Longitude** fields are where these values may be entered as text. The Latitude and Longitude fields in the Location Information screen require numeric digits.

More Location Information

Physical Mailing Address

Address San Juan Island NHP
P.O. Box 429
City, State, Zip Friday Harbor WA 98250
County, Country San Juan U.S.A.

Additional Location Details

Telephone:
(360)555-2240
(360) 555-2902

Legacy Latitude & Longitude

Latitude 123.1491
Longitude 48.5865

Updated by Unknown Updated 10/26/2009 10:24 AM

Figure 16-8 More Location Information Screen View

Archaeology Details

The **Archaeology Details** screen enables you to enter information about the project, the collection and materials discovered at this site, as in Figure 16-9.

Archaeology Details

Project Details

Project Year 1984-1992
Project Type Research Project
Project Name San Juan Island Archaeological Project
Principle Investigator or Collector Stein, Dr. Julie K.
Principle Invest. Affiliation University of Washington

Collection Details

Estimated Cubic Feet Associated Archives
Electronic Catalog Status Yes
Rehousing Status Yes
Radio Carbon Dates 500 to 1800 AD
Accession# 1997.2
Controlling Agency Burke Museum of Natural History and Culture

Material Details

Level Bags
 Sediment Samples
 Floatation Samples
 Lithics
 Unmodified Bone
 Modified Bone
 Shellfish
 Charcoal
 Organics
 Woven Organics
 Metal
 Glass
 Ceramics
 Historics

Updated by Unknown Updated 10/26/2009 10:24 AM

Figure 16-9 Archaeology Details Screen View

In **Project Details**, you can record the project's year, type, name, principle collector, and the principal collector's affiliation.

In **Collection Details** are fields for an estimated collection size, status for electronic cataloging, status for rehousing, radio carbon dates, accession number and controlling agency.

The **Material Details** section provides check boxes to describe materials found at this site.

Catalog Records

The **Catalog Records** screen view shows the catalog records associated (linked) with this site. The data appears in a grid format. At the top right of the grid, the **plus sign** button enables you to add catalog records for this site. The **file folder icon** button opens a catalog screen where you can view more information about each item. At this catalog screen, you can then view the full catalog record, add a detailed condition report, set up multimedia links and change the catalog.

Custom

The **Custom** screen view contains 11 user defined fields, which you can name by going to the Main Menu | Setup | Custom Fields and selecting the Sites & Localities screen in the Sidebar. You can also name the Custom screen view button in Sites & Localities from this Setup screen.

ACTIONS

In the Actions section, you can add new records to the Objects, Photos, Archives and Library catalogs that will be associated with this site record. Please click on the **Add New Catalog Record** button and select the catalog using the radio buttons at the top of the screen. Or go to the **Catalog Records** screen and click the **plus sign** button to add a new record. Complete the fields for the catalog record. You can fill in the field **Catalog Date** with today's date automatically, when the check box is filled in the upper right corner of the screen.

The **Options** section in the Sidebar allows you to clear the entries in this record's fields before clicking the **Add this Item** button. This gives you the option to quickly empty the fields of data and start again.

The **Fill with Default Data** button enables you to use the default data record fields to fill in this new record's fields. Please remember that each catalog has a

different default data record. Other options enable you to search PastPerfect's Lexicon or AAT Online to enter data in the Object Name field.

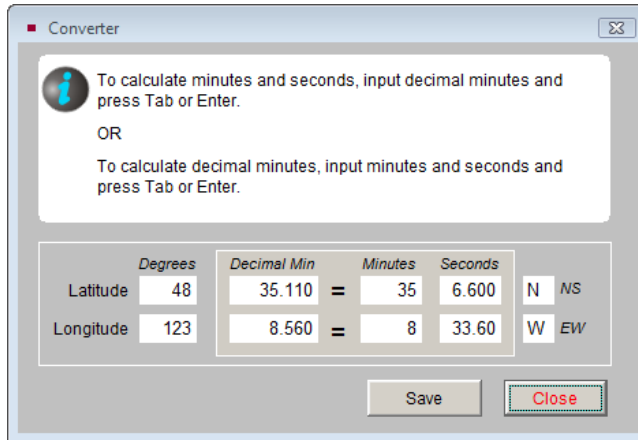
Figure 16-10 Add Item to Catalog screen

Once you have populated the appropriate fields, click **Add this Item**.

To link existing catalog records to the site record, click the **Link to Existing Catalog Record** button. On the screen that appears, first choose the catalog to find the record. You can browse the entire catalog by clicking **Browse** or scroll through the catalog by using the **Prior** and **Next** buttons. Once you have located the record to link, click **Add this Item**.

Use **Convert Latitude & Longitude min/sec to Decimal Minutes** if your latitude and longitude measurements include minutes and seconds. This converter will calculate minutes and seconds as decimal minutes for you to enter in the **Latitude** and **Longitude** fields in the Location Information screen.

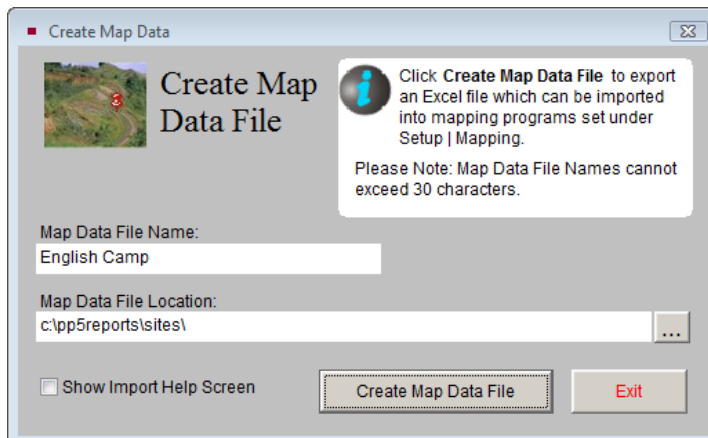
Figure 16-11
Convert
Latitude and
Longitude



MAPPING

When you click **Map this Site** or the **pushpin** button to the right of the Latitude and Longitude fields in the Location Information screen, you create a data file to export. This file contains the site name, latitude, longitude, and address fields. This file may be used by a mapping program such as Microsoft Streets & Trips, Microsoft MapPoint or Google Earth Pro to pinpoint the site's location. The file is exported to a Sites folder in your local hard drive's PP5reports folder. If you have one of the above mentioned mapping programs, you can launch that program at the end of the **Create Map Data File** process.

Figure 16-12
Create Map
Data File
screen



NOTE

You will need to install the Microsoft or Google mapping software and enter the path and file name to launch the mapping program. Please go to Main Menu | Setup | Mapping to enter the path and file name of your installed mapping program.

The **More Screens** section has **Update History**, which enables you to see the dates and times this site record was edited and saved. If you have Security set up with different users, it will also record which users edited this record.

