

Hosting Multimedia Files on PPOLinks.com

Good Practices for Naming and Saving Multimedia Files

- Keep file names as short as possible and related to the Object ID, minus punctuation.
- Avoid using spaces in file names.
- Substitute any punctuation or spaces with underscores.
- Keep capitalization consistent for file names and file extensions.

For example, the file name of an oral history recording with the Object ID 1998.1.1 could have a file name of: 1998_1_1_oral_history.mp3

Part I: Uploading Multimedia Files

The first part to this process is to upload your multimedia files to the PPO Links web server. Please locate the PPO Links Welcome Letter with your login information and follow the steps below:

1. Right click on the Windows “Start” button, then click on “Explore”, “Open Windows Explorer”, or “File Explorer.”
2. In the address bar, type your “LINKS FTP SITE” as listed in your PPO Links Welcome Letter (i.e. ftp.ppolinks.com). Then, press “Enter.”
3. Type in your “LINKS USER NAME” and “LINKS PASSWORD.” Then click the “Log On” button.
4. Minimize this FTP window.
5. Navigate to where your multimedia files are stored.
6. Highlight the file(s) you want to upload. (You can select multiple files at once by holding down the “Ctrl” key on your keyboard while clicking on each file.)
7. When the files are highlighted, right click on a highlighted file and select “Copy.”
8. Maximize the window with the FTP site.
9. Right click on a blank spot and select “Paste.”
 - Do not copy folders or create folders on the FTP site.
10. Repeat steps 5-9 for any other multimedia files you want online.

Please note: if you try to add more files to your PPOLinks site once you reach your limit, the new files may appear to upload but they are not actually being saved. When you refresh the window, any files over the limit will no longer display. If you need more space, you can contact us to purchase an additional block of 10 GB.

Since no message will appear when you reach your limit, we encourage you to periodically monitor the space you have already used with the steps below:

- i. Log into your PPOLinks site using the information on your PPOLinks Welcome Letter
- ii. Click once on any file that you have previously uploaded
- iii. On your keyboard press “Ctrl” + “A” – this will select all of the files
- iv. While all the files are still selected, right click on any file and select “Properties”
- v. On the Properties screen, you can see how much space these files are using

Part II: Adding HTML for the Hyperlink to Catalog Records

The second part to including your multimedia files online involves adding some HTML code to each record that has a multimedia file you have uploaded. We recommend using one of the custom memo fields (Field 21 or Field 22) for this HTML coding. (If you'd like to rename the custom field on the PastPerfect screen, you can do so under Setup | Custom Fields.)

11. Navigate to the appropriate record for the uploaded file.
12. On the record, click "Custom" under "Screen Views."
13. Click "Edit." In your selected custom field, type the "Sample HTML" as listed in your PPO Links Welcome Letter. Be sure to use straight quotes (not curly) and edit the file name to be the appropriate file. For example:
`Click here to watch the video.`
 - Please note the file name will be different for each file you upload.
 - The link must match the case of the file name and extension. For example, if the file name is 2000_1_5_Video.MP3, the link must be:
`http://ppolinks.com/ppdemo/2000_1_5_Video.MP3`
 - Multiple links can be included in the same field. You will need to write separate HTML for each link.
 - If you would like a PDF to open in a new tab or window, you should use this example HTML code instead:
`Click here to view the PDF.`
14. When finished, click "Save."
15. Repeat steps 11-14 for each record that has a multimedia link that you want to include online.

Part III: Updating Your PastPerfect Online Site

Once the file is uploaded and the HTML is in your data, the last step is to update your PastPerfect Online site so the most recent data is online. As you go through the Web Publishing Wizard, be sure the custom field containing your HTML codes is selected to be included online. You may also change the display label of this field.

16. Click the "PastPerfect Online" button on the Main Menu.
17. Click the "Next" button.
18. Click the "Create Web Publishing Files" button in the sidebar.
19. Make your usual selections for the files and images.
20. Click the "Create Files Now" button. This process may take a while.
21. Click the "OK" button when the Create Files process is complete.
22. Click the "Next" button.
23. Click the "Upload Data and Images to Website" button. This process may take several minutes.

When the upload is done, you will receive an email letting you know the upload was successful. Please allow an hour or two for the new upload to display on your site.

If you have any questions or trouble with these steps, please feel free to contact us. Our toll free number is 1-800-562-6080, and our email address is pposupport@museumsoftware.com.