

Can I customize my PastPerfect-Online site?

In most cases, you will want to customize your PastPerfect-Online site so that your logo displays at the top. There are other changes you can make to your site as well, such as modifying the color scheme, layout, etc. To access the site where you can make these changes, please follow these steps:

- 1) Open an internet window and go to the address listed on your letter as the IMS site Address
- 2) Enter your IMS Login Name, IMS Password, and IMS Project Code (your IMS Project Code is your Client Number) as listed on your letter

This will bring you to the location where you can make changes to your site. When you first log in, you will see four options:

- * Change Options- this section allows you to add or remove the Click-&-Search and/or Random Images search functions from your PastPerfect-Online site
- * Change Messages- this section allows you to change the messages that appear on each page, such as in the title of the window, the footer, and the HTML text to insert the pagebanner (the pagebanner is the logo that will appear at the top of the page)
- * Change Layout- this section allows you to change the layout, color scheme, and font style of your site to better compliment your existing site (if you have one).
- * Change Styles- this section allows you to change the Cascading Style Sheet (CSS) HTML that formats your PastPerfect-Online site. If you are not sure what changes to make, you should leave the information in the fields as-is.

Feel free to choose any option and make the changes necessary to customize your site!

Steps to upload your Logo or graphic to show at the top of your site (this may already be done for you):

- 1) Make sure you have the banner of your current site or logo of your institution saved as pagebanner.jpg
- 2) Click on this link: <ftp://ftp.pastperfect-online.com/>
- 3) Type in your FTP Login Name as listed on your letter
- 4) Type in your FTP Password as listed on your letter
- 5) Minimize the FTP site
- 6) Right click on the pagebanner.jpg that is the logo or banner of your current site
- 7) Select "Copy"
- 8) Maximize the FTP site
- 9) Double click on the Your#graphics folder
- 10) Right click on a blank spot
- 11) Select "Paste"
- 12) You should see this pagebanner.jpg file appear here.

Close out of all windows and open a fresh Internet window. Go to your PastPerfect-Online site (listed on your letter as Splash Screen Location) and wait for your site to load. If you don't see the change, click the "Refresh" button.

If you would like Pastime Software Company to insert the logo or pagebanner for you, please send the file to Bethany Brown at the Support Office. Our toll free number is (800) 562-6080, and her email address is bethany@museumsoftware.com. Feel free to call or e-mail with any questions!