

## How do I add an Audio clip (or insert a link to another file) to a webpage in my Virtual Exhibit site?

PastPerfect Version 4.0 and Virtual Exhibit Version 4

**Notes:** Many customers who have oral history collections see the web as an efficient way to share recordings and transcripts. Creating custom web pages outside of Virtual Exhibit for an entire collection can be expensive and time consuming. We would like to offer the following alternative. We suggest using audio files in MPS format for sharing audio on the web, but not necessarily as a format you should use permanently to store the digital file.

This same process can be followed for attaching other types of files to your records, such as PDF documents, Word documents, or Excel files.

### In PastPerfect: (attaching the audio file to the record)

1. Select a user defined field to use as your audio link. We suggest using one of the memo (unlimited text) fields if you are not using it for anything else.
2. On the main menu of PastPerfect, click the Setup button, click the Custom Fields button, then select the tab for the catalog you will be working in.
3. Rename your selected custom field to something like "Audio file", then exit.
4. Open PastPerfect to the record to which you want to have audio file associated.
5. In the user defined field you selected, put in the following code. Replace "yourfilename" with the name of your audio file.  
*(Careful: there is a period before the first forward slash!!!)*

```
<embed src="./images/yourfilename.mp3" width="200" height="50"></embed>
```

6. Save the changes to the record. Repeat this process for each record where you want to attach an audio file.

### In Virtual Exhibit:

1. Build your VE Website, making sure to include the records with the audio clips when importing records, and include the user defined fields in which you inserted the code under the Content section.
2. Make note of the "Exhibit Number" where the record(s) is located with the audio attached (1 through 6).
3. Save a copy of your MP3 file into that exhibit's "images" folder. (Ex: C:\VeWebsite\exhibit1\images if your record is in Exhibit 1).
4. Open the webpage (View Exhibit) and navigate to the record where you have your audio file. The sound should start automatically. If it does not, you may need to make sure to "Allow ActiveX controls" on this page by following your browser's prompts.

**After testing on the local computer:**

1. Make sure you move the new image folder and the exhibit folder to your web server / host.
2. Test the site on the internet using a dialup connection to ensure everyone can receive it! If your audio files are too large, dialup users will not be able to access your audio file.

If you have any questions, please contact our Support Office at (800)562-6080. Thank you for using PastPerfect!