

I don't like the order of the information on my Virtual Exhibit screen when I view record information. How do I change it?

Version 4.0

You can change the order in which the fields display on the Record level screen. To do this, open Virtual Exhibit to the main Web Site Designer screen. Click Utilities at the top, then click "Change catalog field display order". On the next screen, you will see a list of all the fields with numbers to the left. Change the numbers to reflect the order in which you want the fields to appear – the field you want to see first should have a "1" next to it, then the field you want to see second should have a "2", and so on. If you want to start over and re-number all the fields as they appear in alphabetical order, click the Renumber button at the bottom. Then close out of the Utilities screen. These changes will apply to all records throughout Virtual Exhibit.

To finalize, use the Create HTML for Website function, and then upload your updated site to your website.

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