

INDEX

A

AASLH 584

AAT Website 47, 96, 113–115, 152

Accession 22, 85–108

 Activities tracking 22, 90, 103–104

 Add New Catalog Records 95–97

 Default Received as 98

 Display Catalog Records 89, 95–97

 Maximum number of records to
 display 46

 Multimedia Links 32, 105

 Multiple Donors 102–103

 Price or Value 97

Accession Forms

 Accession Form 95

 Deed of Gift 44–45, 97–102

 Default Deed of Gift 89, 97, 98

 Default Thank You Letter 89, 97,
 99, 101

 Name and Address 44–45

 Thank You Letter 90, 92, 94, 97,
 99–102

Accession Number 76, 86–91

 Changing 147–148

Accession Process 85–88, 90

Accession Screen 34, 46, 88–105

Accruals 176

Acquire Image from Scanner or Camera
549–552

Acquisition Value 97, 133–134

Active Memberships 406–407, 435–436.

See also Include Membership on
 Overdue List

Active Memberships Fixed List 435

Activities, Programs, and Events

 Attended 423–424

Activities Tracking 22

 Accessions 103

 Incoming Loans 228–230

Add 26–27

 Add New Accession 90–95

 Add New Temporary Custody
 Receipt 76–79

 Archives catalog record 170–171

 Barcode to Label 574–576

 Catalog records to Accession 95–97

 Catalog records to Incoming Loan
 226–228

 Condition Report 136–137

 Contact 390–393

 Donation Receipts 416–418

 Dues Receipts 409–411

 Exhibit 245–246

 Fund 382

 Incoming Loan 222–224

 In-kind Gift 421–422

 Items to Exhibit 248

 Items to Outgoing Loan 240–243

 Library catalog record 200–202

 Membership 402–406

- Multimedia link 562–566
- New Appraisal 134
- Object catalog record 113–118
- Outgoing Loan 236–238
- Photos catalog record 150–152
- Pledge 503–504
- Recording List 196
- Report 326–343
- Volunteer Hours 419–420
- Add Button 27
- Add field to report 355–356, 362–365
- Add images to report 366–368
- Add logo to report 369–370
- Add Range of Records 115–116
- Address Change Date 395
- Address History 395
- Add/View Additional Donors
 - Accession 97, 102–103
 - Temporary Custody 84
- Administrative/Biographical History 175
- Administrator. *See* Security
- Album title 189
- A List 56, 399, 400, 434
- Alternate Billing Address 407–408
- Alt key 35
- American Association for State and Local History 584
- A Modern Archives Reader: Basic Readings on Archival Theory and Practice 585
- And/Or Connectors 332
- Append to current entry 37, 120, 161
- Appraisal 133–135
- Appraisal, Destruction, and Scheduling Information 176
- Appraisal History 134
- Appraisal Subscreen 133–135
- Archaeology Screen View 112, 125–126
- Archival History 176
- Archives Catalog 169–197
 - Allied Materials Tab 178–179
 - Conditions of Access and Use Tab 177–178
 - Context Tab 174–175
 - Custom Screen View 196–197
 - Description Control Tab 179–180
 - Identity Statement Tab 173–174
 - Map Screen View 185–188
 - Music Collection Screen View 188–192
 - Oral History Screen View 192–196
 - Structure Tab 176–177
- Archives Screen 171–180
- Archivist Name 179
- Archivist's Notes 180
- Area/Region 186
- Art & Architecture Thesaurus 47, 96, 113–115, 152
- Artist/Author/Creator/Photographer authority file 128
- Artist field 127, 128, 188–190
- Artist Information 128
- Art Screen View 111, 127–128
- ASCII
 - Exporting to 540
 - Importing from 533–534
- Associated Material in Other Repositories 179
- Attaching Digital Images 548–555
- Attaching Existing Image File 555
- Audio files 562–566
- Author. *See* Artist/Author/Creator/Photographer authority file
- Authority Files 2, 36–38
 - Append to Current Entry 37, 120, 161
 - Classification authority file 144, 159–160
 - Collection authority file 64
 - Flag 37, 65, 119, 153
 - Multiple entries 37–38, 120, 161
 - People authority file 142–143, 156–158
 - Search Terms authority file 144, 160
 - Setup 62–65
 - Single entry 37, 120
 - Subjects authority file 37, 143–144, 158–159
 - verification 64

Avery Labels 342, 374–375
A/Z sort button 144, 161

B

Backup 7–8, 521–527
 Backup Reminder 69
 Backup Routine 67–70
 Progressive Backups 8
 to CD or DVD 48, 68–69, 524–526
 to flash drive 68, 521, 526–527
 to hard drive 68–69, 522
 to removable drive 48, 68–69,
 526–527
Barcode Printers and Labels 574
Barcode Printing 9, 571–578
 Barcode Formats 571–573
 Font 575
 Install Barcode Upgrade 71, 571
 POSTNET Barcodes 573
Barcode Printing Upgrade
 Installation 71, 571
Barcode Scanners 576–577
Become a New Member 402–404
Begins with 30, 192, 259, 331
Billing Members 406. *See also* Bill to
 Member
 Fixed List 434–435
Bill to Member 406, 414, 434
Biographical Information 296–299
Biography Information 426
Biology 130, 219
Blackaby, James R 209, 585
B List 56, 399, 400, 434
BMP 550, 551, 555
Boolean Statements. *See* Filter statements
Botany 130, 219, 220
Browse 21, 27–28, 33, 34, 36
 Customize 66–67
 Edit & Delete 67
 Memo field 27
Browse Contact File 393
Buck, Rebecca A 585
Building 55, 124, 140
Build Relationship 294

Burcaw, Ellis G. 585
Buttons in Edit Mode 147–148

C

Cabinet 55, 124, 140
Calculations 357–360
Call Number 204
Campaign Activities 499
Campaigns 497–502
Caption 556
Catalog Card and Label Reports 318–
 320
Catalog Date 95, 109, 124
Catalog Detail and Summary Reports
 313–318
Cataloged by 117, 124
Cataloging 109, 121
Cataloging in Publication 204–205
Cataloging Objects 109–125
Catalog List Manager screen 280
Catalog Lists 279–294
 Adding Catalog Records 282–285
 Add to a Loan 292
 Add to an Exhibit 291–292
 Build Relationship 294
 Change Folder Name 288
 Change List Name or Parameters
 287
 Change Location 292–293
 Compound Filter Statement 283–
 284
 Creating Folders 280
 Creating Lists 280
 Delete Selected List 285
 Delete Selected List Folder 285–286
 Export List to Excel 291
 Global Update 293–294
 Include on Web 294
 List Manager 281
 Locked List 281
 Map Locations 289–290
 Merge Lists 286
 Print List 290
 Private List 281

- Remove from Web 294
- Simple Filter Statement 282–283
- Subtract Lists 287
- View Images 289
- View Records 288
- Catalog Record Date Format 46, 124
- Catalog Record Images 41
- Catalog Screens Font 49
- Category 123, 209–220
- CD or DVD Drive 48
- Change Catalogs 148
- Change Font 350
- Change Location 292
- Change Membership# 413
- Change paper size 349, 459
- Changing Numbers 147–148
- Chenhall's Nomenclature 114
- CIP 204–205
- Classification 144, 159–161
- Clear Results 267
- Codabar 573
- Code 39 572
- Code 128 572
- Collection 122, 183
- Collection Management 1–3
- Collection Reports 320–321
- Combo Box Drop-down Menus 38, 120–121
 - Setup 62, 65
- Company 391
- Complimentary Memberships 409
- Compose Letters 467–472
- Composer 188
- Compound Filter Statement 283–284, 332–335, 440–441
- Condition 135–137
- Condition by 135
- Condition Reports 135, 136, 250
- Conditions Governing Access 177
- Conditions Governing Reproduction/
Copyright 177
- Condition Subscreen 135–137
- Condition Terms 136–137
- Conductor 188
- Contact Groups 380, 393
- Contact ID# 391
- Contact Lists 22, 396–399, 431–452
 - Add contact to a list 396–398
 - Fixed Lists 399–401, 433–436
 - More information 399
 - Perform actions on a list 398
 - Remove contact from a list 398
 - User Defined List Folders 432, 436–437
 - User Defined Lists 437–444
 - View contacts on a list 398
- Contacts 22, 377–429
 - Accessions link 424
 - Accessions & Loans Screen View 424–425
 - Activities, Notes & Planned Giving Screen View 423–424
 - Add a New Contact 390–393
 - Biography Information Screen View 426
 - Change ID# 401
 - Custom Fields 401
 - Deceased 426
 - Default Data 391–392
 - Donations Screen View 415–419
 - Fill with Current Data 392–393
 - Giving Summary Screen View 425
 - Incoming Loans link 425
 - In-Kind Gifts Screen View 421–423
 - Mail & Contact Log Screen View 426–428
 - Mailing Address Screen View 394–401
 - Membership Screen View 401–414
 - Pledges Screen View 414–415
 - Primary and Secondary Address 394–395
 - Printing 428–429
 - Volunteer Screen View 419–421
- Contacts, Dues & Donations, and Pledge Reports 321–323
- Contacts in this Membership 405
- Contacts List Manager 431–432
- Contacts Screen 378–379
- Contacts Setup 379–389

Campaigns & Pledges 386
 Contact Groups 380
 Donation Funds & Thank You Letters 381–382
 Donor Giving Levels 380
 Email 388–389
 Fiscal Year Settings 380–381
 In-kind Gifts 386–387
 Mail Merge Letters 383–384
 Membership Subtypes 384–386
 Membership Types 384–386
 Volunteer Projects 387–388
 Contacts with Membership Fixed List 434
 Contacts without Membership Fixed List 434
 Container 55, 124, 140
 Container List 180–182
 Searching 180–182
 Sorting 181
 Contains text 259, 331
 Control# 205
 Converting Data 17, 72
 Copy and Paste 29, 36, 49
 Copyright 141
 Photograph 166
 Counting Records on a Report 357–359, 370–374
 Country Settings 45
 Create New Custom Label 374–375
 Creator 36, 47, 128, 130, 163, 175
 Crop Image 557
 CSS. *See* Virtual Exhibit
 Cultural Data Project 417
 Current Memberships Fixed List 436
 Current Solicitor 414–415
 Custom Fields
 Setup 53–56
 Custom Layout for Reports 347–348
 Custom Legal
 Deed of Gift 101
 Incoming Loan Terms 238–239
 Custom Screen View 53–54, 112, 132–133, 154, 196–197, 207

D

Daniels, Maygene F. 585
 Database 311
 Data Conversion 17, 72
 Data Entry 72–74
 Data Grouping 370–374
 Date 124. *See also* Year Range
 Date Donor Form Signed 195
 Date Joined 403
 Dates of Accumulation 174
 Dates of Creation 173
 Date(s) of Description 180
 Date Style 45
 dBase 532–535, 540
 Deaccession 5, 148
 Global Deaccession 107
 Return Record to Catalogs 107–108
 Deaccession Date 106
 Deaccession Process 105–108
 Deaccession screen 107
 Dear Formal/Casual 391, 477
 Decorative arts 130
 Deed of Gift 97–101
 Modify Default 97–99
 Default Data
 Contacts 392
 Default Data Record 96, 116–118, 150–151, 201
 Default Excel Spreadsheet for Costs 386
 Default Loan Agreement 226
 Default Loan Agreement Terms 239
 Default Mail Merge Letter 383
 Default Pledge Payment Reminder Letter 386
 Default Pledge Thank You Letter 386
 Default Save Image format 547
 Default Screen View 111, 122, 126
 Default Slide Show 42
 Description of Planned Giving Program 424
 Detail band 351
 Dewey Decimal System 204
 Digital Camera 17, 549
 Digital Images

- Acquire image from scanner or camera 549–555
- Attach existing image file 555
- Attaching 548–555
- Large Archival Images 547
- Manipulation 556–558
- Metadata 552–556
- Multiple Images 558–559
- Resolution 550
- Dimension Details 137, 166
- Dimensions 137
 - Auto conversion 138
- Dimensions Subscreen 137–138
- Discovery Images 547
- Display Value 120, 141
- Disposal date 106
- Disposal method 106
- Disposition 145, 177
- Disposition Date 177
- DLL Registration 50
- Docent 400, 434
- Does not contain text 259, 331
- Donation Funds & Thank You Letters 381–382
- Donation Receipt 416–418, 510–511
- Donations 415–419
 - Amount 417
 - and Campaigns 417
 - and Funds 417
 - History 418, 511
 - In Honor of 417
 - In Memory of 417
 - Revenue Restriction 417
 - Revenue Source 417
 - Solicitor 417
- Donations, Dues and In-kind Gifts report 323
- Donor. *See* Source
- Donor Giving Levels 380
- Donor Release Form 195
- Don't display thumbnail images on catalog screens 547
- Download Updates 583
- Drawer 55, 124, 140
- Dublin Core XML 540

- Dues Payment History 410–411, 413
- Dues Receipts 409–411, 511–512
- DVD 68, 521

E

- Edition 187, 204
- Edit Mode 29
- Email
 - Compose 389, 490–491
 - Sending 492–496
 - Send Test Email 388–389
 - Setup 388–389
 - Signature 388, 396
- Employee 400, 434
- Enter Donation Receipts 416–418, 510–511
- Enter Dues Receipts 409–411, 511–512
- Enter In-kind Gifts 421–423
- Enter Pledges 503–504, 509–510
- Escape key 32, 34
- Evaluation Software 17, 40–41
- Event 154, 164, 174
- Event Information Screen 164
- Excel
 - as report output type 5, 7, 34, 339–340
 - export to 34, 540
 - import from 533–534
- Exhibit Labels 253–255
- Exhibit Labels: An Interpretive Approach 585
- Exhibit number 246
- Exhibits 4, 245–256
 - Add item 141, 248–249
 - Current Exhibits 252
 - Ending an exhibit 252
 - Exhibit Labels 253–255
 - History 141, 250
 - Remove item 250
 - Shipping & insurance information 251
 - Track details in Excel 255
 - Viewing Past Exhibits 252
- Exhibit Screen 247

EXIF 555
 Existence & Location of Copies 179
 Existence & Location of Originals 178
 Experts 134
 Export 8
 formats 8
 reports to Excel 34, 339–340
 Export Data 537–540
 Extent and Medium of the Unit of
 Description 174

F

F1 Help 36, 93, 118
 F2 Save 34, 36
 F7. *See* Authority Files
 F8 36, 65, 124
 Farrell, Barbara 585
 Field 311
 Field Description Reports 112
 Field Search 30–31
 Field tool 353
 File Folder Icon 35
 File server. *See* Network Operation
 Fill Accession Date with Today's Date
 92
 Fill New Record with Blank Data 113
 Fill New Record with Current Data 2,
 77, 92, 116, 180, 223, 237, 392–
 393
 Fill New Record with Default Data 2,
 96, 116–118, 392, 404
 Fill Received Date with Today's Date
 77, 92, 223
 Film Size 166
 Filter statements
 Compound 283–284, 332–335,
 440–441
 Simple 282–283, 331, 439
 View or Modify Filter Statement
 Syntax 332–335
 Find 30–31
 Field Search 30–31
 Instant Find 30
 Finding Aids 178

First Name 390–391
 Fiscal year 380–381
 Fixed Lists 399–401, 433–436
 Add a contact 401
 Folder Level Record 173
 Follow-Up Date 415
 Follow-Up Type 415
 Fonds 170, 173, 183, 185
 Font
 Barcode 575
 on reports 350
 on screen 49

Frame 165
 Frame# 165
 FTP Upload 544
 Function Keys 36, 53
 Setup 65–66, 118–119
 Fund codes 382
 Fundraising 497–500
 Funds 381–382

G

Gates, Jean Key 585
 Genre 189–190
 Geology 129, 219
 Geology Screen View 129
 Getty Art & Architecture Thesaurus 47,
 113, 114
 Getty Union List of Artist Names 47,
 128
 Gifts in-kind. *See* In-kind Gifts
 Giving Summary 425
 Global Deaccession 107
 Global Update 293–294, 529–531
 Gold, Silver and Bronze Donors Fixed
 List 434
 Google indexing 10
 Google mapping software 56, 289
 Greater than 259, 331
 Greater than or equal to 259, 331
 Group
 Contacts 380
 Music 189
 Security 51–52

Group Footer band 352
Group Header band 352
Guide for a Small Map Collection 585
Guide to the Use of Books and Libraries 585

H

Hard Drive Backup Folder 48
Hard drive space 16
Hardware Requirements 16–17
Help 36. *See also* Support
Hensen, Steven L. 585
History Screen View 122, 129–130
Home Location 124, 139–141
Hot key 35
HTML. *See also* Virtual Exhibit
 as report output type 31, 49, 317–318

I

ICA 169, 585
 Standards 185
Illegal object names 214–216
Image Management 125, 546–563
Image Management Toolbar 556–560
Image Metadata Screen 552–555
Import Data 531–536
 Formats 8
 from version 4.0 18–21
Inactive Memberships 406, 435–436.
 See also Include Membership on
 Overdue List
Inactive Memberships Fixed List 435–436
Include Contacts Marked Stop Mail 475
Include Life Members 475
Include Membership on Overdue List
 406, 411, 435. *See also* Active
 Memberships; *See also* Inactive
 Memberships
Include on Web 266, 294
Income Level 414
Incoming Loan Number
 Changing 147–148

 on Catalog Records 114
Incoming Loans 4, 221–234
 Active Loans 232
 Activities tracking 228–230
 Add catalog records 226–228
 Loan Agreement 225–226
 Loan Form 228
 Loan Number 222–223
 Returning entire loan 231–232
 Return items 230–231
 Shipping & Insurance 226
 Tracking Number 223
 Transfer to Accession 232–233
 Viewing Returned Loans 232
Incoming Loan Screen 224
Info Icon 35
In Honor of 417, 423, 504
In-kind Gifts 421–423
 and Campaigns 422
 Enter Donation 421–423
 Lists 423
 Revenue Restriction 422
 Revenue Source 422
 Setup 386–387
 Solicitor 422
 Type 422
In Memory of 101, 417, 423, 504
Inscription 120, 146
Inscription - Maker's Mark Subscreen
 146
Insert field 383
Insets 187
Installation
 Evaluation Software 17
 on a Network 12–15
 on one Computer 11–12
Instant Find 30
Instructions 93, 224
Instrument 190
Insurance 133–134, 225–226, 238–240
Interleaved 2/5 573
International Council on Archives 169,
 585
 Standards 185

International Standard Archival Description (General) 169, 173
 Interview Date 194
 Interviewer 194
 Interview Place 194
 Introduction to Museum Work 585
 Introduction to PastPerfect 1–10
 Inventory control 9
 ISAD(G) 169, 172, 173, 185, 585
 ISBN 205
 Is empty 259, 331
 Is not empty 259
 ISSN 205
 Is within list 259, 331
 Item Level Record 173, 183

J

Join an Existing Membership 402,
 404–406
 JPG 550, 551, 555

K

Keyboard access to buttons 35
 Keyboard Search 214
 Keyword Search 267–270
 Keyword Search Management 268–269

L

Labels
 Modifying 374–375
 Printing 487–490
 Language 187
 Language/Scripts of Material 178
 Large Archival Images 547–548
 Last Mailed or Contacted 415
 Last Name 391
 Last Paid Date 411
 Latitude 188, 302, 304, 307–308
 Layout Toolbar 362
 LCCN 206
 LCTGM I 37, 158
 Legal Status 141
 Length of Interview 195
 Less than 259, 331

Less than or equal to 259, 331
 Lexicon 3, 209–220
 Categories 123, 209
 Definitions 216
 Deleting object name 216–218
 Illegal Object Names 209, 214–216
 Lexicon Alert 114–115
 Natural History 219–220
 Object Names 211, 214
 Reassign object name 218
 Reassign subcategory 218–219
 Rename Objects 217–218
 Setup 213–214
 Subcategories 123, 162, 209, 214
 Lexicon Rebuild 528
 Lexicon Search 271–273
 Lexicon Subscreen 138–139
 Library Cards 319–320
 Library Catalog 199–208
 Library Cataloging Tutorial 202–208
 Library of Congress Online Catalog
 Website 47, 208
 Library of Congress Thesaurus for
 Graphical Materials-Subject
 Terms. *See* LCTGM I
 Life Member 404, 475
 Life Members Fixed List 435
 List Manager 281, 437
 Lists Subscreen 146–147
 Loan Agreement 225–226, 242–243
 Loan Agreement Terms 238–239
 Loan Forms
 Name and Address 18, 44
 Loans 4–5. *See also* Incoming Loans; *See also* Outgoing Loans
 Location 124, 139–141
 Location History 50, 139–141, 292
 Location Subscreen 139–141
 Locked List 281, 438
 Longitude 188, 303, 304, 307–308

M

Mail & Contact Log 426–428
 Add entry 427, 474

- Delete entry 428
 - Mailing Lists. *See* Contact Lists
 - Mail merge letters 22, 383–384
 - Main Menu 18, 25–26
 - Background Color 43
 - Banner Color 43
 - Images for Catalog Buttons 43–44
 - Setup 41–44
 - Slide Show 41–43
 - Maintenance Scheduling 135
 - Map Locations 289
 - Map Network Drive. *See* Installation: on a Network
 - Mapping Feature 21
 - Mapping Software 56–57
 - Map Screen View 185–188
 - Match Case 31, 260, 331
 - Matching Gifts 418
 - Maximum Images/Sub-folder 546
 - Maximum Value 134
 - Media Quantity 194
 - Medium 119, 120, 127, 165, 187
 - Membership Name 403
 - Membership Renewal List 412–413
 - Memberships 401–414
 - Active Memberships 406–407, 435–436
 - and Campaigns 404
 - Bill to Member 406, 414, 434–435, 440
 - Change Membership# 413
 - Code 385
 - Complimentary 409
 - Creating 402–405
 - Date Joined 403
 - Delete Membership 413–414
 - Dues 404, 409–411
 - Fill with Default Data 404
 - Inactive Memberships 406, 435–436
 - Life Member 404
 - Payment Interval 404
 - Renewal 413
 - Memberships Inactive or Not Overdue
 - Fixed List 435
 - Memberships Overdue Fixed List 435
 - Membership Subtypes 384–386, 404
 - Membership Types 384–386, 403
 - Merge Lists 286, 443
 - Metadata 552–555
 - Microsoft mapping software 56, 289, 309, 448
 - Microtext 540
 - Middle Name 391
 - Minimum Value 134
 - Modify Report Layout 348–376
 - Multilevel Linking 173, 182–185
 - Level of Description 173, 183, 184
 - View/Set Up Links 172, 184
 - Multimedia Button 32
 - Multimedia Links 25, 32, 562–570
 - Audio files 562–566
 - Excel files 562–563, 568–569
 - Metadata 567–568
 - on Accession records 105
 - on catalog records 9, 110
 - on exhibit records 9, 250
 - on site records 9
 - PDF files 562–563
 - Video files 562–563
 - Web pages 562–563
 - Word documents 562–563
 - Multimedia Link Wizard 32–33, 563–567
 - Multimedia Removable Storage Drives 548
 - MultiMedia Upgrade 9, 17, 32, 105, 545–569
 - Installation 70
 - Multiple Donors
 - Accession 102
 - Temporary Custody 84
 - Multiple entries 37–38, 119, 161
 - Music Collection 188–192
 - Music Collection Screen View 188–192
- ## N
- Name & Address Information 44
 - Name of Creator 175. *See also* Creator
 - Name on Main Menu 41

Name & Title 391
 Narrator's Name 194
 Natural History 112, 130–132, 219–220
 Natural History Screen View 112,
 130–132
 Nauert, Patricia 585
 Navigation Bar 26–35
 Neg# 165
 Negative Location 165
 Network file server. *See* Network Oper-
 ation
 Network Operation 9. *See also* Installa-
 tion: on a Network
 client/server 9
 peer-to-peer 9, 12, 17
 throughput speed 9, 13, 17
 Network Upgrade 9, 12, 13
 Installation 71
 New Museum Registration Methods
 585
 Newspapers 199
 Nomenclature 3, 209
 Nomenclature Committee 209, 585
 Non-billing Members 406
 Fixed List 434–435
 Notes field
 on Accession records 94
 on Catalog records 141
 on Outgoing Loan records 237
 on Temporary Custody records 80
 Notes & Legal Subscreen 141
 Numbering system 86–88, 222
 Number of Sheets 187

O

Object ID 86–89, 200
 Changing 147–148
 Object ID Separator 46, 115
 Object ID Sort 46, 110
 Object Name 96, 113–115, 123. *See*
 also Lexicon
 Objects Catalog 109–148
 Archaeology Screen View 112,
 125–126

 Art Screen View 111, 127–128
 Custom Screen View 53, 112, 132–
 133
 Geology Screen View 112, 129
 History Screen View 122, 129–130
 Natural History Screen View 112,
 130–132
 Screen views 125–133
 Objects Cataloging Tutorial 121–148
 Objects Field Descriptions 112
 Objects Screen 109–112
 Objects Summary with Images report
 316
 Old # 123
 Operate Scanner/Camera 550–551
 Oral History 192–196, 313
 Release Form 195
 Oral History Recording List 195–196
 Oral History Screen View 192–196
 Original/Copy 166
 Original Solicitor 414
 Other # 123, 394
 Other Artists & Instruments 190
 Other Creators 175
 Other Name 123
 Other Views 111, 133
 Outgoing Loans 5, 235–244
 Active and Returned 244
 Add Catalog Record 240–242
 Add Item 141
 History 141
 Loan Agreement Form 242
 Loan Agreement Terms 238–239
 Return entire loan 243
 Return item 242
 Shipping & Insurance 240
 Viewing Returned Loans 243–244
 Outgoing Loan screen 238
 Output Reports 49. *See also* Print
 Report Output Options
 Overdue/Renewal List & Letters 411–
 413

P

- Page Footer band 351
- Page Header band 351
- Page Setup 342, 349
- Paid Thru Date 411
- Paleontology 219
- Pamphlets 199
- Parentheses 333–335
- Parent Record 183–185
- Password 7, 51
- PastPerfect-Online 6, 10
- PCX 555
- PDF
 - as Multimedia Link 562
 - as report output type 31, 49, 317–318
- People 142–143, 155–158, 161, 273, 295–299
- People Biographies 38, 55, 142, 275, 295–299, 548
 - associated catalog records 297–298
 - Change Full Name 298
 - Custom fields 297
 - Remove Unused Names 299
- People Search 273–275
- People-Subjects-Classification-Search
 - Terms Subscreen 133, 142–144, 155–161
 - Sorting entries 144, 161
- Periodicals 199
- Photographer 47, 128, 154, 163
- Photographer Information 163
- Photographs 149, 158, 159
- Photos Catalog 149–168
- Photos Cataloging Tutorial 161–167
- Photos Screen 149, 163–166
- Physical Characteristics & Technical Requirements 178
- Physical Description 206
- Place 164
- Plain text
 - as report output type 31, 49
- Planned Giving 424
- Pledge Letters 456, 469–470, 501, 504
- Pledge Payment Reminder Letter 386, 456, 470, 501, 504, 506
- Pledges 414–415, 469–470, 502–506
- Pledges & Receipts 507–517
- Pledge Thank You Letter 386, 456, 469, 501, 504
- Plus Sign Icon 35
- PNG 551, 555
- Port number 388
- POSTNET Barcodes 573
- Potential Pledge Amount 414
- Pre-fill Object ID with Accession# 95, 114
- Preview 34, 317
- Primary and Secondary Address 394–395
- Primary artist 189
- Prime Meridian 188, 302
- Print 31–32
 - Batch Reports 518–520
 - Campaign Information 501
 - Catalog Cards and Labels 318–320
 - Donations 514–515
 - Dues 515–517
 - Labels and Envelopes 487–490
 - Multiple Letters 475–477
 - One Letter 473–474
 - Pledges 513
 - Report Output Options 31–32, 317–318
 - Reports 317–323
- Print all letters 477
- Printer Selection Prompt 49
- Print List of Records Marked for Deletion 528
- Print, Photographic 162
- Print Report Output Options 31–32, 317–318, 339
- Print selected letters 477
- Print Size 166
- Print this Letter 477
- Print When Statements 360–361
- Private List 281, 437
- Processing Method 165
- Process Return 231
- Product Upgrades 9–10
- Project code 387

Projection 186–187
 Projects 387–388, 420
 Prospect Rating 414
 Provenance 166
 Published Date 187
 Published Place 187
 Publisher 187
 Pushpin Icon 35

Q

Query 5, 34. *See also* Research
 Highlight Queried Text 50
 in Catalogs 277
 Query Fields Setup 57–59
 Query Results Field List 58–59
 Retrieve 262
 Save 262
 Query History 47, 266

R

Reassign 218–219
 Rebuild Accession Addresses 531
 Rebuild Keyword Indexes 268–269
 Recall 28, 34
 Receipt number 76–77
 Received As
 Default setting 98
 Record 311
 Record Audio Clip 564
 Recording Label 190
 Recording List 196
 Recording Media 190, 193
 Recycle Bin 28, 34, 541
 Registration Methods for the Small
 Museum 112, 201, 585
 Registration system 85–88
 Reibel, Daniel B. 112, 201, 585
 Reindex 28, 527–529
 Automatic Reindex 529
 Clear All 527
 Print List of Records Marked for
 Deletion 528
 Skip File Test 50, 529
 Related Items 145

Related Units of Description in this
 Repository 179
 Relations Subscreen 145
 Removable Drive 48, 526–527
 Remove Marked Records 267
 Repatriation 141, 145
 Repatriation Subscreen 145
 Repatriation Type 120, 141, 145
 Replace current entry with choice 37
 Report 6, 311–324
 Catalog Card and Label Reports
 318–320
 Catalog Detail and Summary
 Reports 313–318
 Collection Reports 320–321
 Contacts, Dues & Donations, and
 Pledge Reports 321–323
 Layout Toolbar 362
 Modify Layout 347–376
 Narrow List of Records to Include
 313–315
 Output Options 34, 317–318
 Preview 316–317
 Report Layout Options 323–324
 Reports Screen 312–313
 Sorting Output 315–316
 Special Reports 324
 Report Bands 351–352
 Report Controls toolbar 353–354
 Report Designer screen 348–351
 Report Expression 355–357, 363
 Report in Column Layout 340
 Report in Form Layout 341
 Report Layout Options 323–324, 347–
 348
 Report Maker 6–7, 23, 325–346
 Advanced Layout Settings 340–343
 Build Filter Statement Screen 330–
 335
 Complex Filter Statements 332–335
 Copy 327
 Create New Report 326–341
 Export to Excel 339–340
 Modify an Existing Report 343–345
 Report Description Screen 328–329

- Report Maker Fields Setup 60–61
 - Report Output Options Screen 338–343
 - Run an Existing Report 345
 - Select Fields to Include on Report Screen 335–336
 - Select Sort Order Fields Screen 336–337
 - Simple Filter Statements 331
 - View or Modify Filter Statement Syntax 332–335
 - Report Maker screen 325–327
 - Report Modification 347–376
 - Add fields to report 362–365
 - Add images to report 366–368
 - Add logo to report 369–370
 - Counting Records on a Report 357–359
 - Data Grouping 370–374
 - Labels 374–375
 - Print When Statements 360–361
 - Reset Selected Layout to Standard 324
 - Summing Values on a Report 359–360
 - Report Orientation 342
 - Report Page Setup screen 349
 - Report Types 340
 - Research 5, 257–278. *See also* Query
 - All 4 Catalogs 258–261
 - Building filter statements 259–261
 - By Keyword 267–270
 - By Lexicon 271–273
 - By People 273–275
 - By Search Terms 275–277
 - Clear Results 267
 - Delete Marked Queries 266
 - Export Results to Excel 265
 - Include Results on Web 266
 - Individual Catalog 277
 - Print Results 264–265
 - Query History 266
 - Remove Marked Records 267
 - Retrieve Query 262
 - Save Query 262
 - Save Results to List 262–263
 - Start New Query 262
 - View Images 264
 - Viewing, Printing and Acting on Search Results 261–267
 - View Records 263
 - Research all catalogs 258–261
 - Reset Selected Layout to Standard 324
 - Restore Data 542–543
 - Restrictions
 - Accession 93
 - Archives 194
 - Incoming Loans 224–225
 - Security 50–53
 - Retrieve Query 262
 - Return Incoming Loan 230–232
 - Return Outgoing Loan 242–243
 - Revenue Restriction 417, 422
 - Revenue Source 417, 422
 - Revised Nomenclature for Museum Cataloging 209, 585
 - Right Click Function 49
 - Room 55, 124, 140
 - Rules or Conventions 180
 - Run Full Screen 50
 - Run Query to Select Records 260–261, 283–284, 439–440
- ## S
- Salutation 390
 - Save 34, 36
 - Save Query 262
 - Save Query Results to List 262–263
 - Save Report Maker Output to 49
 - Scale 187
 - Scan Image 549–552, 556
 - Scanner 17, 549
 - Scope and Content/Abstract 173, 189, 193
 - Screen resolution 18
 - Screen View
 - Archives catalog 173–198
 - Library catalog 204–207
 - Objects catalog 111, 125–133

- Photos catalog 163–166
- Search 5. *See also* Query; *See also* Research
- Search Authority File 152
- Search by Search Terms 275–277
- Search results 5
- Search Terms 38, 144, 160–161, 275–277
- Search Terms authority file 38, 160
- Secondary Address 394–395
- Security 7, 26
 - Passwords 51
 - Setup 50–53
 - User name 51–52
- Select Donor from Contacts File 77, 91
- Send Email
 - to multiple Contacts 492–496
 - to one Contact 396
- Series 187
- Series Level Record 173, 183–185
- Serrell, Beverly 585
- Server. *See* Network Operation
- Setup Menu 7, 25
 - Main Menu 41–44
 - Mouseover 43
 - Name & Address Information 44–45
- Shelf 55, 124, 140
- Shipping & Insurance 225–226, 238–240
- Show All 214
- Sidebar 35
- Simple Filter Statements 282–283, 331, 439
- Site 46, 125, 126–127, 129, 130, 154, 166, 174
- Sites & Localities 126, 166, 174, 299–310
 - Archaeology Details Screen View 305–306
 - Catalog Records 306
 - Custom Screen View 306
 - Location Information Screen View 301–304
 - Mapping 308–309
 - Maximum number of records to display 46
 - More Location Information Screen View 304–305
- Size 187. *See also* Dimensions
- Skip file test 50, 529
- Slide # 165
- Slide Show 41–43
- SMTP 388
- Solicitation fields 414–415
- Sort by 27, 30, 33, 46
- Sorting entries alphabetically 144
- Source 34, 75–77, 85–89, 93, 123
- Source Subscreen 34, 146
- Special Reports 324
- Spell Check 29–30
 - Dictionary 29, 61–62, 527
 - Setup 61–62
- Spine Label 206
- Spouse/Spouse ID# 394
- Start New Query 262
- Status 125
 - Deaccessioned 5, 105
- Status by 125
- Status Date 124
- Stop Mail 400, 475
- Stop Mail Fixed List 436
- Stretch with Overflow 357
- Student 400, 434
- Studio 154
- Studio Information Screen 163–164
- Subjects 143–144, 158–159
- Subjects authority file 37, 143, 158
- Subseries Level Record 173, 183
- Subtract Lists 287, 443–444
- Summary 206
- Summary band 352
- Summing Values on a Report 359–360
- Support 581–584
- Support Office Contact Information 584
- Support Office Hours 581
- System Information screen 543–544
- System of Arrangement 176–177
- System Parameters 45–47
 - AAT Website 47
 - Catalog Record Date Display 46
 - Catalog Research - Query 47
 - Country Settings 45
 - Date Style 45

- Library of Congress Online Catalog Website 47
- Object ID Separator 46
- Object ID Sort by 46
- ULAN Website 47
- Unlock Upgrade Options 47

T

- Temporary Custody 44, 56, 75–84
 - Accessioned File 78
 - Accession Items 81–84, 95
 - Active File 75, 78, 81, 83
 - Loaned File 78, 83
 - Loan Items 83–84
 - Multiple Donors 84
 - Partial Return 82–83
 - Returned File 78, 82
 - Return Items 82–83
 - Screen 78
- Temporary Custody Forms
 - Name and Address 44
 - Temporary Custody Receipt 79–80
 - Temporary Custody Thank You Letter 80–81
 - Thank You Letter Envelope 80
- Temporary Location 139–141
- Ten Year Summary 411, 419
- Text tool 353
- Thank You Letter
 - Accession 89, 92, 94, 97, 99–102
 - Donation Fund 454–455, 460–464, 467–468, 511
 - Temporary Custody 80–81
- Thank You Letter Envelope
 - Accessions 101
 - Donations 416
 - Temporary Custody 80
- Thesauri 114
- Three-part registration number 86–88
- Thumbnail view 23
- TIF 550, 551, 555
- Title
 - Contacts 391
- Title band 352

- Title Field 163, 173
- To Do List 25, 35, 111
- Total Pledged 415
- Tracking Number 223, 236
- Track List 190–191
 - Searching 191–192
- Transcription Date 195
- Transcriptionist 195
- Transcript Location 195
- Transcript Reviewed 195
- Transfer Loan to Accession 232–233
- Transfer of Title 45
- Transfer Temporary Custody Item to Accession 83–84
- Transfer Temporary Custody Item to Loan 83
- Traveling exhibits 251
- TWAIN 17, 549

U

- ULAN Website 47, 128, 163
- Uninstalling PastPerfect 16
- Unit of Description 169–170, 173
- Universal Product Code 573
- Unlock Upgrade Options 47
- Update 583
 - Update Accession Addresses 425
 - Update History 35
 - Update Loan Addresses 425
 - Update Summer and Winter Addresses 449
- Upgrading 18–21
 - Import version 4.0 data 19
- User Defined List Folders 436–437
- User Defined Lists 437–452
 - Adding Contact Records to a List 438–441
 - Compound filter statements 440–441
 - Creating lists 437–438
 - Deleting, Merging and Subtracting Lists 442–444
 - Printing and Exporting Lists 446–447
 - Simple filter statements 439
 - Viewing a List 445–446

User Name 51–52
Utilities 8, 521–544

V

Value Date 134
Video files 562–563
View Accession Screen Button 34
Viewing, Printing and Acting on Search
Results 261–267
View/Print Donor Release Form 195
View Search Result Images 264, 289
View Search Result Records 263
View/Set Up Links 172, 184
Virtual Exhibit 9–10, 147, 579
Virtual Exhibit Subscreen 147
Volunteer 51, 400, 419–421, 434
Hours 419–420
Information 419
Volunteer Projects 387–388, 420

W

Wall 55, 124, 140
Watermark 560–562
Website 396
What's new in version 5.0 21–23
Wireless network 13
Word 453–477
as Multimedia Link 562
as report output type 31, 49
Workstation Settings 47–50

Y

Year Range 109, 124