

## How do I attach an image to a record?

Version 4.0

With the MultiMedia Upgrade, PastPerfect has the ability to attach digital images of an item in your collection to its PastPerfect record. You can attach up to 999 images to each catalog record. You can also attach up to 20 images to Exhibits and Sites records and an image to each People Biography and Contact record.

When each image is attached to a record, PastPerfect automatically assigns a file name to the image, and then places the image in a numbered folder. At the same time, PastPerfect uses this information to create a link between the image file and the catalog record.

The assigned file name for the image is the Object ID number, with periods, dashes or other punctuation removed. For example, a .jpg image attached to a record with an Object ID of 2003.2.2 would be 200322.jpg. If you are attaching more than one image to a catalog record, PastPerfect will automatically add on a "-2", "-3", and so on to the subsequent image file names in the order the images are added. For example, the second image attached to the record with the Object ID 2003.2.2 would be named 200322-2.jpg. The three numbers you see before the file name after the image is attached designate the image's numbered subfolder (e.g. 002\200322-2.jpg).

There are two ways to attach images to your records: acquire image from scanner or camera, and attach an existing image file. To start the process of attaching your image, locate the catalog record you wish to use and then click "Image Management" to bring up the Image Management screen.

### *Acquire Image from Scanner or Camera*

1. Click the scanner button at the top of the screen. 
2. If you have multiple devices connected to your computer, click "Select Scanner/Camera" to choose the device you want to use.
3. Click "Operate Scanner/Camera."
4. The next screen will be provided by the software that comes with your scanner.
5. The scanning software program should give you the option to set the dpi resolution for the image.  
**Note:** A higher resolution means a better image, but higher resolution images require more memory to display the image and more hard disk space to store the image. For more information, please review our Knowledge Base article for Image Format recommendations.
6. When scanning, be sure to use the 24-bit color setting to scan all your images, including black and white images. Lower bit depths (including black/white and grayscale) will not produce a high enough quality image for watermarking the image later.
7. Once the image is scanned, you will return to the Scan or Acquire New Image screen where the image is displayed in thumbnail form.
8. Choose your desired file type.

9. Click "Save Now."
10. The Image Metadata screen will now appear.
11. Enter any caption information and metadata about the image, as well as the display order for this image.
12. Click "OK."

### *Attach an Existing Image File*

1. Click this icon the top of the screen: 
2. This will open a window where you can navigate to the file on your hard drive, network or removable drive.  
**Note:** You can attach images from a CD, DVD, flash drive, network drive, your computer's hard drive, a memory card from a digital camera, or directly from your digital camera (if it appears as a drive letter when you plug it in to your computer).  
**Important:** Do not copy your images directly into the pp4\Images folders before attaching the images. PastPerfect will automatically make a copy of the image in its current location, rename it, and place it in the appropriate image folder for you. Copying the images into the pp4\Images folders before attaching them may lead to excess images in the folders, which can cause delays when making backups.
3. Click the image file you want to attach so it appears in the File Name field.
4. Click "Open."
5. The Image Metadata screen will now appear.
6. Enter any caption information and metadata about the image, as well as the display order for this image.
7. Click "OK."

For more information about attaching images and multimedia files to your records, please see Chapter 19: MultiMedia of your PastPerfect 4.0 User's Guide. If you have any questions, please contact our Support Office at 1-800-562-6080 or email [support@museumsoftware.com](mailto:support@museumsoftware.com). Thank you for using PastPerfect!