## Table of Contents

Part 1: The Basics ........................................................................................................................................ 2
  1.1 Logging On ........................................................................................................................................ 2
  1.2 The Start Menu ................................................................................................................................. 2
  1.3 Viewing a Record .............................................................................................................................. 3
  1.4 Listening to the Speeches .................................................................................................................. 6
  1.5Exiting the Program ............................................................................................................................. 7

Part 2: Searching our Collections ............................................................................................................ 8
  2.1 Searching By Search Term ................................................................................................................ 8
  2.2 Searching By Keyword ........................................................................................................................ 11
    2.2.1 ANY Word vs. ALL Words Searches ......................................................................................... 12
    2.2.2 Wildcards .................................................................................................................................. 13
    2.2.3 Select from Word List ................................................................................................................ 13
    2.2.4 Sounds Like ............................................................................................................................... 13
  2.3 Searching By People .......................................................................................................................... 14
  2.4 Searching All 4 Catalogs .................................................................................................................. 15

Appendix ..................................................................................................................................................... 18
  Navigation Bar ......................................................................................................................................... 18
  Other Common Icons ............................................................................................................................ 20
  Spelling Conventions ............................................................................................................................. 21
  Drop-Down Menus ................................................................................................................................. 22
  Function Keys ......................................................................................................................................... 22
Part 1: The Basics

1.1 Logging On

When you first open PastPerfect, this is the menu that you will see:

Select your User Name from the drop-down menu provided. If you are a researcher or someone who wants to browse the through the database, then select “Guest”. The Guest account has no password. If want to be able to listen to the speeches in the database, this requires special permission. Request a password for the user account “Speeches” from an administrator. If you are going to be editing or updating the database, ask for a password from an administrator and login under “Cataloguer”. There is a separate Cataloger’s Guide to PastPerfect available for the Woodland Cultural Centre (WCC).

Once you have selected your user name, type your password (if applicable), and select “Start Program”.

1.2 The Start Menu

Once you have logged on, you will be taken to the Main Menu (pictured below). From here, you can navigate to:

- Any of the four Collections screens (Objects, Photos, Archive, Library)
- The Accessions Screen
- The Contact Files
- The Research Tools
Some of these will not be accessible to you if you are a guest. For example, someone logging in as a Guest cannot access our contacts files. This is to protect the privacy of our donors and members. If an icon is grey (as is Contacts in the image below), then you do not have access to this part of the program.

1.3 Viewing a Record

Within PastPerfect, there are many individual records of speeches, songs, and dances. Generally, each speech has a unique record. In the case of ceremonies, each day of a ceremony has its own record. For example, though the recordings for the Strawberry Ceremony may span several tracks or CDs, they will all be linked to one record.

Below is a sample of what a record could look like.
Here are some key terms:

- **Narrators Name**: The person who is speaking in the recording
- **Interviewer**: The person who made the recording
- **Transcriptionist**: The person who wrote out the recording afterwards
- **Recording List**: These are the CDs and tracks that contain the recordings. If you would like to request a copy of the recording, the **Media ID** is the name of the CD(s) to request
- **Collection**: Longhouse Speeches, Funeral Speeches, Code of Handsome Lake, etc.
- **Object ID**: The unique identification number assigned to this record
- **Other#** or **Old#**: any other or previous identification numbers associated with the recording(s)
- **Accession#**: The donation number of this record
- **Status**: Indicates if this recording is restricted, or if it is open for anyone to access
- **Scope and Content/Abstract**: Description of the speech or ceremony. This will not be a full transcript of the speech, but will often include a breakdown of what is on each track.
- **Restrictions**: Indicates what the restrictions are for listening to or acquiring a copy of the recording. “Restricted by Accession” indicates that these details are provided on the accession (or donation) record

Different types of records will have different default Screen Views (shown in the left sidebar below). For example, speeches, songs, or dances will have “Oral History” as their default screen view, whereas an
archival record (a manuscript or an article) will have an “Archive” default screen view. Records with an Oral History default screen view will often also have information listed in the Archive screen view, such as the title of the speech and the language of the speech. Simply click on the “Archive” Screen View button to navigate there.

Almost all of the information you need will be in this default Screen View. However, on the left navigation bar (shown above) there are also Other Views. These are additional screens common to all of the Screen Views. Feel free to explore!

There is one Other View screen that you may want to examine. This is the “People, Subjects, Classification, and Search Terms” screen. You can access this screen by clicking on its icon on the left sidebar (pictured here on the left).

Below is an image of the “People, Subjects, Classification, and Search Terms” screen.
1.4 Listening to the Speeches

If you are on a user account with a password, you can listen to the associated media recordings. From any Screen View of the record, simply click on the “Media” icon located on the navigation bar at the top of your screen.

**MULTIMEDIA BUTTON** - This button allows you to listen to and view any associated multimedia files. If no multimedia links exist for this record, the filmstrip icon will be gray. If a multimedia link exists, the filmstrip icon will be turquoise.

When you select the multimedia icon, the Multimedia Links window will open (pictured below). Simply click on a file to listen to it.
The description of what is on each track should be in the **SCOPE AND CONTENT/ABSTRACT** field in the default Screen View (recall that this is “Oral History” for speeches).

### 1.5 Exiting the Program

To exit PastPerfect, close all of the individual PastPerfect windows using the “Exit” icon located on the far right of the top navigation bar. Once you return to the Main Menu, select “Exit” in the bottom left corner of the screen. This window may appear:

If so, ensure that “Exit without Backing up Data” is selected, and click “Close”. Following this, continue to exit the program normally.
Part 2: Searching our Collections

There are several ways to search through our collections. These are all located under the “Research” section of the PastPerfect Main menu (pictured below). These are: All 4 Catalogs, by Keyword, by Lexicon, and by Search Term.

2.1 Searching By Search Term

By far the simplest way to search through the collections is by Search Term. This allows you to search the database based on the Search Terms listed in the “People, Subjects, Classification, and Search Terms” screen described at the end of Section 1.3. To begin, click on the “By Search Term” icon pictured below in the Research section of the PastPerfect Main Menu.

This will take you to the Search Term screen, as pictured here:
From this menu, you can select any Search Term listed. The numbers to the left tell you how many records (or entries) are associated with each Search Term. To view the associated record(s) of any Search Term, double click on that Search Term.

For example, “Drum Dance - Ganehō” is highlighted in the image above. We can see that there are seven associated Archival records. Double clicking on “Drum Dance - Ganehō” will pull up a list of all of the associated records (pictured below).
Double click on one of the records in this list to open that record. For example, record WLA.1986.1.3 is the first record on this list, and is pictured open below.

You can then browse through all of the records in this list using the right and left navigation arrows. These are located in the top left-hand corner of the Archives Catalog screen (see the image below).
2.2 Searching By Keyword

Searching by keyword is the most broad search function. This allows you to search almost all of the text in the collections simultaneously for up to five words. A keyword is any word that occurs in the database.

The search by Keyword function is more like a search engine. Here you need to type in up to five words that you would like to find in the database.
You can specify whether you want the computer to search for records which contain **ANY** of the keywords, or only records that contain **ALL** of the keywords.

### 2.2.1 ANY Word vs. ALL Words Searches

**ANY WORD** searches return records that contain any of the keywords listed, even if a record doesn’t contain all of the records listed.

For example, if I search for “strawberry” and “juice” in the Any Word search, I will get a list of records that contain only the word “strawberry”, only the word “juice”, as well as any records that contain both the words “strawberry” and “juice”.

**ALL WORDS** searches will only return records that contain all of the listed keywords.

For example, if I search for “strawberry” and “juice” in the All Words search, I will be returned only the records which contain BOTH the keywords “strawberry” and “juice”.
Note that in both the Any Word and All Words searches, the keywords do not need to appear next to each other to come up in the search. The keywords can also appear almost anywhere in the record. This includes the title, description, Search Terms, and many more places.

2.2.2 Wildcards

Wildcards allow you to search for a broader range of records with a single keyword. If you search for the keyword “straw”, this will return records containing “straw”, but not “strawberry” or “straws”. This required a wildcard character. In PastPerfect, this wildcard is an asterisk (*). Entering the keyword as “straw*” will return “straw”, “strawberry”, and “straws”. The asterisk indicates to PastPerfect that you are looking for “straw”, as well as any word that begins with “straw” (such as “strawberry”).

2.2.3 Select from Word List

You can also select a keyword from a comprehensive list of all of the words that appear in the database. If you are not sure what you are looking for, this tool can give you a good idea of what we have in the database. Click on the “Select from Word List” button located just below the search bar. This will bring up a list of all of the keywords (i.e. all of the words) in the database. You can then select a word from this list, adding it to your search bar.

This tool is especially useful if you are looking for a Cayuga word, but are unsure of the spelling or the spelling variations. For example, the word “adö:wa’” shows up with three different spellings here. Notice that “adö:wa’” has 12 associated records, while “adowa” and “adö:wa” have only one each.

2.2.4 Sounds Like

This is another useful tool for finding variations in spellings of both Cayuga and English words. To use the Sounds Like tool, type in a word or part of a word into the search bar. Then select “Sounds Like”, located just below the search bar. This will bring up a list of similar keywords to what you typed. For example, I typed “speech” into the search bar, and got “speech”, “spoke”, “speak” (among others) listed back. This
means that all three of these are keywords in the database with associated records. If your word does not show up in this list, it is not in the database.

![Sounds Like – Speak](image)

Once you are happy with your search, click “Start Search Now.” This will give you a list of records containing your keywords as you have specified. From here, click on any record to open it. You can then navigate between these seven records using the forward and backwards icons on the top navigation bar.

### 2.3 Searching By People

Searching by people allows you to access a directory of People listed in the “People, Subjects, Classification, and Search Terms” screen. To begin, click on the “By People” icon pictured below in the Research section of the PastPerfect Main Menu.

![Main Menu - Research](image)

This will open the Search by People screen. From here, you can click on a letter. All names are sorted as last name, first name. Pictured below are the names listed under the letter “B”.

![Search by People – B](image)
To see a list of all the records a person is tagged in, click on the person’s name. For example, below is a list of all seven records associated with Bomberry, Evelyn. From here, click on any record to open it. You can then navigate between these seven records using the forward and backwards icons on the top navigation bar.

<table>
<thead>
<tr>
<th>Query Results: Records searched=138 found=6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Object ID</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>A. WLA.1986.1.10</td>
</tr>
<tr>
<td>A. WLA.1986.1.11</td>
</tr>
<tr>
<td>A. WLA.1986.1.14</td>
</tr>
<tr>
<td>A. WLA.1986.1.16</td>
</tr>
<tr>
<td>A. WLA.1986.1.31</td>
</tr>
<tr>
<td>A. WLA.1986.1.34</td>
</tr>
</tbody>
</table>

Search by People – Bomberry, Evelyn

### 2.4 Searching All 4 Catalogs

Using “All 4 Catalogs” allows you to search by field. A field is any place in the database where you can input information. For example, Narrator’s Name, Interviewer, Interview Place, and Length of Interview are all fields from the Oral History Screen View.

To begin, click on the “All 4 Catalogs” icon pictured below in the Research section of the PastPerfect Main Menu.

This will open the Search All 4 Catalogs window (shown below).
From here, you can select the specific field you want to search from the drop down menu. For example, here we can see some familiar fields such as People, Search Terms, Status, and Old#.

Next, you must further refine your search using the Condition drop down menu. If you want to search the entire field for the text that you will enter, select “contains text”. There are also options for which you do not need to enter text, for example searching for a field that either “Is empty” or “Is not empty”.
Next, if applicable you can add text or other values into the Value field. For example, this could be the word “strawberry”, or the number “26”. Once complete, select “Add to Statement”. This statement will show up in the Filter Statement box below, as demonstrated here:

You can add as many statements as you want. In the above image, I have two statements:

1. Find any record that contains the text “strawberry” in the field “Description” AND
2. Find any record that contains the text “Longhouse” in the field “Collection”

This example will bring up any records containing the word “Strawberry” that are also within the Longhouse Speeches Collection.

Once you are happy with your Filter Statement, select “Run Query to Select Records”. This will bring up a list of records for which all of your statements are true. From there, you can select a record to open it, and use the navigation icons to move between records.
Appendix

Navigation Bar

These navigation buttons appear on many of the PastPerfect screens, including at the top of catalog records and contact screens. This User’s Guide refers to these buttons as a group as the Navigation Bar. Smaller groups of these same navigation buttons appear on other screens. Not all of these icons will be accessible to all users.

PRIOR - Moves you backward to display the previous record. The “Sort by” setting described later controls the order in which you move through the records.

NEXT - Moves you forward to display the next record. The “Sort by” setting described later controls the order in which you move through the records.

BEGINNING OF FILE - Moves you to the first catalog record, based on the “Sort by” setting described later. For example, if you have chosen to sort by the Collection field, and you click the Beginning of File button, you will see the record with Collection name that comes first when sorted alphabetically by Collection name.

END OF FILE - Moves you to the last catalog record, based on the “Sort by” setting described later. For example, if you have chosen to sort by the Collection field, and you click the End of File button, you will see the record with Collection name that comes last when sorted alphabetically by Collection name.

ADD BUTTON - Begins the process of adding a new record. The Add New Record screen will be displayed. This screen has different options depending on which section of the program you have opened. Options may include Fill with Blank Data, Fill with Data from the Current Record, or Fill with Default Data, which can be specified on a default data record.

BROWSE BUTTON - Displays multiple records on one screen in a tabular view. Each record occupies one row. Use the Tab key, Shift-Tab, or horizontal scroll bar to move right or left to view more fields. Use the vertical scroll bar, arrow keys, or Page Up and Page Down keys to quickly move to the desired record. Then right click with your mouse or press the Enter key on the keyboard to display the selected record. The “Sort by” setting described later controls the order in which the records are displayed.

DELETE BUTTON - Marks the current record for deletion. If the Delete button was clicked by accident, you may immediately click the Recall button to restore the record. Otherwise, records marked for deletion are moved to the Recycle Bin until a Reindex is performed.
EDIT BUTTON - Click this button to change or enter additional data on the current record. When in Edit Mode, you will see the words “Edit Mode” on the top left of the catalog record. The background color of the field that is to be edited will change to light yellow. Not all fields may be edited from every screen. The background of uneditable fields will not turn yellow and you will receive a message saying “The control is read-only” if you try to edit one of these fields.

While in Edit Mode, you can use the standard Windows cut and paste features to move text to and from other Windows applications or other fields within PastPerfect. For example, you may have a document in MS-Word that describes one of your objects. Rather than retyping that text, you can copy it from MS-Word and paste it into the description field of the catalog record.

Keyboard shortcuts: Ctrl-X to cut, Ctrl-C to copy, Ctrl-V to paste, and Ctrl-A to select all.

SPELL CHECK BUTTON - Click this button to check the spelling of entries in the current record. PastPerfect comes with a built-in dictionary, as seen below. When a word is encountered that is not in the dictionary, you will be presented with the Spell Checking screen.

The misspelled word “plannt” is displayed at the top of the screen in the Not in Dictionary field. The field that contains the misspelled word is displayed at the bottom of the screen, with the misspelled word highlighted. From here you can replace the word with one from the dictionary (in this case, “plant”), replace the word with one that you type in the Replace with field, add the word to the dictionary, or ignore the word and continue checking.

Spell Check Menu

FIND BUTTON - Opens the Find screen that allows you to search for records with text in a selected field.

PRINT BUTTON - Brings up a screen with reports or screens that may be previewed and printed. Once the report is selected and you click Print, you will see a Print Report Output Options screen. You may select to send the report to the printer. This screen also gives the options to output the report to PDF, MS-Word, HTML, or plain text. If one of these options is chosen, the output file name and location will be listed at the bottom. Once the output is selected, click Run Report to print or generate the report. The default report location is a folder called “pp5Reports” on your local hard drive.

EXIT BUTTON - Closes the current screen and returns to the previous screen. You can also use the Escape key on your keyboard to activate this command.
**MULTIMEDIA BUTTON** - This button allows you to add new multimedia links to the record and view existing links. If no multimedia links exist for this record, the filmstrip icon will be gray. If a multimedia link exists, the filmstrip icon will be turquoise.

**QUERY BUTTON** - The Query command appears on the Objects, Photos, Archives, Library, and Contacts screens and allows you to perform complex searches on your records based on the contents of selected fields.

**Other Common Icons**

**SORT BY FUNCTION** - Sort by allows you to choose the field by which your records are to be sorted. It changes the order in which records display when clicking the Prior, Next, and Browse commands.

**SAVE BUTTON** - Saves the changes you have just made and exits Add Mode or Edit Mode. You may press the F2 key on your keyboard at any time during editing to activate this command.

**CANCEL BUTTON** - During editing, this cancels any changes you have just made. When adding a new record, this will cancel the entry. This button is used throughout the program to allow you to cancel a selected command before it is executed. You can also use the Escape key to activate this command.

**FILE FOLDER ICON** - File folder icons indicate that more information may be available. Click the icon to open another screen displaying that information.

**PLUS SIGN ICON** - Plus sign icons allow you to add a new entry to a subset or list of records. Click the icon to open the Add screen.

**INFO ICON** - This icon indicates that there is additional information. Click the icon to access that information.

**TO DO LIST ICON** - Displays the To Do List for the catalog in which you are working. The To Do List icon will have a gray check mark if the record you are on is not on the To Do list. If the record is flagged to be on the list, the check mark will turn red.

**KEYBOARD ACCESS TO BUTTONS** - Most buttons can be activated by pressing the Alt key and the button hot key at the same time on your keyboard. The hot key is the underlined letter on the button.

- For example **Alt-F** activates the **Find** button.
Spelling Conventions

PastPerfect cannot read Unicode. As such, we’ve adapted the Cayuga orthography to be compatible with PastPerfect.

Nasal vowels ǫ and ę are represented as ö (alt+0246) and ë (alt+0235).
All voiceless makings (such as ɔ) have been removed, as have most stress markings (such as á). Glottal stops (ʾ) are represented with apostrophes (‘). Vowel lengtheners are represented with a colon (:).

Here is a chart of the acceptable special characters in PastPerfect, and the key codes to use them:
Drop-Down Menus

PastPerfect also provides drop-down menu authority control for fields such as “Received as”. These menus allow you to select from a list of options. You must choose an entry that is on the list. If you have suggestions for entries to be added to a drop-down menu, please share these with our staff.

![Drop-Down Menu]

The down arrow at the right end of the field identifies drop-down menus. Click on the arrow to display the list of choices.

Function Keys

The function keys on the top row of your keyboard, F1–F12, provide single-key input of common words, phrases, or the current date. F1, F2, and F7 are reserved for specific use. F3–F6 and F8–F12 can be redefined as often as you like by going to the Main Menu | Setup | Function Keys. Each user can have his or her own function key assignments when users are created in the Main Menu | Setup | Security.

F1 Help - Use this key to view the Help screen. Click in the field, and then press F1 to view the field description for the field.

F2 Save - Saves the changes you have just made and takes you out of Edit or Add Mode. Press the F2 key at any time during editing to activate this command.

F7 Authority File - Displays an associated authority file when adding or editing catalog records.

F8 Date - Can be assigned to enter the current date as defined by your computer’s date setting.

Right Mouse Button - In Browse mode, right clicking on a record closes the Browse window and displays the full screen for that record. Its use in Edit or Add mode can be defined to open the Copy & Paste menu, to access authority files, or both.