

## PastPerfect Training

### Introductions

Discussion of current practices of participating museums  
numbering systems  
accessioning process  
cataloging process

Discussion of standard practices as relates to PastPerfect Software  
Translating paper records to the computer

### PastPerfect

#### Contacts/Donors

How to set up the Contact file  
How it is used

#### Accessions

How to set up an Accession  
When to set up an Accession  
What to include

#### Authority Files

#### Working with the Lexicon

#### Cataloging Objects

How to enter a catalog record  
What to include  
Checking spelling and accuracy

#### Cataloging Photographs

How to enter a catalog record  
What to include  
Checking spelling and accuracy

#### Cataloging Archival Materials

How to enter a catalog record  
What to include  
What is different about archival cataloging  
Checking spelling and accuracy

## Cataloging Library Materials

- How to enter a catalog record

- What to include

- What is different about Library cataloging

- Checking spelling and accuracy

## Loans

- Incoming

- Outgoing

## Editing Records

## Deleting Records

## Deaccessioning Records

## Adding Images

## Searching

- Key words

- Different kinds of searches

## Reports

- Running reports

- Creating reports

## Backups

## Re-indexing