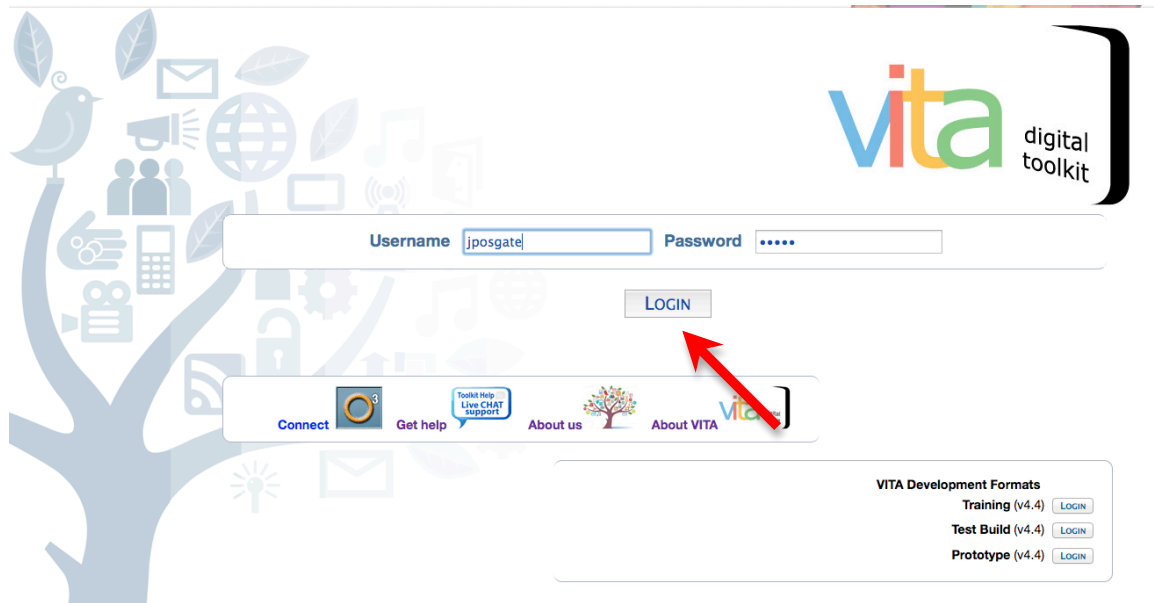


3.1

Logging on to VITA

Access the logon page at: <https://data.vitatoolkit.ca/>



Username Password

[Connect](#) [Get help](#) [About us](#) [About VITA](#)

VITA Development Formats

Training (v4.4)	<input type="button" value="LOGIN"/>
Test Build (v4.4)	<input type="button" value="LOGIN"/>
Prototype (v4.4)	<input type="button" value="LOGIN"/>

Enter your username and password. Usernames and passwords are assigned by your site and agency administrators.

Click on Login button

Note: links to the VITA Toolkit Network (“Connect”) and Live Chat support (“Get help”) are both available on this screen as well as a link to find out more about OurDigitalWorld.

If you are managing data in multiple agencies, you will be presented with a list of agencies. Select the agency whose collection content you are planning to work on.



Jess Posgate is logged in

Select Agency

Please select the name of the agency whose records you plan to update.

- 1812 History
- Ajax Public Library
- Algonquin Area Public Library
- Amethyst Mine Panorama
- Atikokan Mining Attraction Association
- Bancroft Public Library
- Barrie Public Library
- Beardmore Regional Historical Society
- Belleville Public Library
- Bibliothèque Du Canton d'Alfred Plantagenet
- Bibliothèque Publique de Clarence-Rockland
- Bibliothèque publique de Hawkesbury
- Bibliothèque Publique de La Nation
- Bibliothèque publique du canton de Russell
- Blind River Public Library
- Bradford West Gwillimbury Public Library
- Brampton Library
- Brock University Archives
- Brockton Heritage Committee
- Bronte Historical Society
- Burk's Falls, Armour & Ryerson Union PL
- Burlington Historical Society

If you work with a single agency, you will be delivered immediately to the main menu of that agency.

3.2 Adding Records

The process for adding collection items is to add a record with or without a digital file, create the metadata record and associate other files with the record. The following is the basic add record procedure. If you are working with newspaper content (publication profiles, issues, articles/clippings and Birth Marriage & Death index records) see the VITA Newspaper Content Management manual for more specific instructions.

3.2.1 Add Record with Digital File

Once you click on the login button or agency name, you will be presented with the Main Menu.

Manage Records

Add Record:

- and upload file
- without a file
- as a Birth, Marriage or Death (BMD) entry

Search or Update Record

- Prooflist [last added first, from the indexes]
- Top 100 Records [aka: the last 100 records added, from the database]
- Record id:

Add/Edit Publication

Add/Edit Issue

Choose the option – **Add Record and upload file** from the Main Menu.

On the Add record screen, enter the following data:

Main Menu >> Add Record

Add Record

Title	<input type="text"/>
Templates	<small>[Select one of the options below]</small>
Media type	<input checked="" type="radio"/> Image <input type="radio"/> Text <input type="radio"/> Collection <input type="radio"/> Video <input type="radio"/> Object <input type="radio"/> Audio <input type="radio"/> Publication <input type="radio"/> Genealogical Resource <input type="radio"/> Newspaper ↕
Category	<small>[Select one of the options below]</small> ↕
Label	<input type="text"/>
Image resize	<input checked="" type="radio"/> Yes <input type="radio"/> No ↕
Split PDF	<input type="radio"/> Yes <input checked="" type="radio"/> No ↕

Select File

Clear Form

Title - Enter a working title for the record you are creating. The title can be edited at any time.

Media type - Choose the media type **of the object file you are going to describe**. Default options may include image, text, video, audio, newspaper, or genealogical resource. *Please note that the site administrator can select the default media types to appear on this screen.* The media type you choose here will dictate the template for input fields used to enter data.

Common Media Types include:

- ☐ Image
- ☐ Text
- ☐ Video
- ☐ Object
- ☐ Audio
- ☐ Newspaper
- ☐ Genealogical Resource

For example: If you are describing a postcard, the primary media type would be “Image” and you can select “Text” as secondary media type once your record is established (see next steps). If you are uploading an audio file of an oral history, for example, upload the audio file first and select media type and category “Audio” then associate another file with the record and upload the image file that will represent the oral history once the record is established. Choosing the right media type and category at this stage affects what transformations are applied to the file you are uploading, and how this file will be served to the end-user.

Category – The category determines how the system will handle and display the file you are uploading. I.e. the tool will resize an image file to thumb+reg+full display sizes if the appropriate category is selected and the

tool is “allowed” to resize; text, audio and video files must have matching media types and categories. See below for more information.

Remember: you can later replace the files in this category for each record.

Options include:

- Thumbnail + Regular + Full
- Thumbnail + Regular
- Thumbnail (Only one allowed)
- Regular (Only one allowed)
- Full Image (Only one allowed)
- Reverse (Only one allowed)
- Stereoview (Only one allowed)
- Detail (Multiple allowed)
- Not for Public Display (Multiple allowed)
 - **Note:** When you just want to display the file in the system, but not for the public discovery or display in the VITA site—**do not use** in place of making a record Public or Non-Public
- Audio (Multiple allowed) – audio file is associated with record
- Video (Multiple allowed) – video file is associated with record
- Page (Multiple allowed)
- Text file (Multiple allowed)

Label – If you chose one of the following Category options: Reverse, Detail, Not for Public Display, Audio, Video, Page, or Text file you may add a brief (<50 characters) descriptive label that displays in the right hand navigation bar.

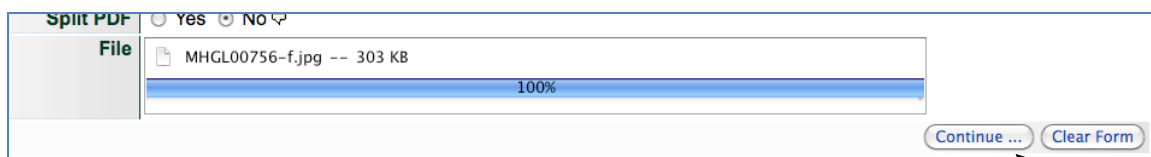
Change file size – This field **applies only to Image files**.

If you leave the selection at Yes, the image will be resized on the server according to the default values set up for your agency (organization).

If you select no, the image file will not be resized.

Image files that are not JPEG format will automatically be converted into a JPEG for web delivery and hosting through VITA.

File - Browse your computer for the digital object file that you are going to upload. Upon selecting the file, the uploader starts to work automatically. Once the file is at 100%, a “Continue...” button will appear in the bottom right of the screen. Click this to move to the next stage.



The screenshot shows a web interface for uploading a file. At the top, there is a tab labeled 'Split PDF' with radio buttons for 'Yes' and 'No', where 'No' is selected. Below this is a 'File' section with a file icon and the text 'MHGL00756-f.jpg -- 303 KB'. A blue progress bar is shown below the file name, with '100%' written in the center. At the bottom right of the interface, there are two buttons: 'Continue ...' and 'Clear Form'. A black arrow points to the 'Continue ...' button.

Uploading Video and Audio Files:

- Upload the audio or video file and select “Audio” or “Video” as the Media type and category
- In the File/Tech data screen, select “Associate another file with this record” and add a still image that will represent the audio or video file and select the “Thumb+Regular” category*
*optional for streaming (FLV) video files (see Plus Plan manual)

Uploading PDFs:

1. To display individual pages of any multipage object saved as a PDF, the file needs to be split. Select “Yes” for the Split PDF option.
2. Upload all PDF objects as media type “Text” and Category “Text” to auto-generate a thumbnail and regular display image from the first page.
3. Full text will be automatically extracted during upload.

For more information about uploading PDFs and associating full text, see the Text Object Management manual.

3.2.2 Adding a Record Without a Digital File

Use this option to create a record for a fragment of a larger part of your collection, like a clipping from a publication—i.e. to create a record without a scan or digital file. For more information, see Publications and/or the Text or Newspaper Content Management manual.

Main Menu >> Add Record without file upload

Add Record without file upload

Title	Capsized! Women jump overboard
Publication Title	<div>Brampton Guardian (Brampton, ON): ID: 7576 Georgetown Gemini: ID: 6763 Marine Review: ID: 6735 Markdale Standard (1888): ID: 72069</div>
Publication Date	20110921 (YYYYMMDD)
Media type	<input checked="" type="radio"/> Genealogical Resource <input type="radio"/> Newspaper

Main Menu >> Add Record without file upload

Main Menu >> Add Record without file upload

Add Record without file upload

Title	Capsized! Women jump overboard
Publication Title	6735 <small>Use this field when the record being entered belongs to a Publication, e.g. a newspaper clipping or an individual article from a serial publication. If the title of the publication isn't available add it here first.</small>
Publication Date	18950811 <small>Publication Date is intended to be a real date and should be entered in the form: 20110921 (YYYYMMDD).</small>
Media type	<input type="radio"/> Image <input checked="" type="radio"/> Text <input type="radio"/> Video <input type="radio"/> Object <input type="radio"/> Publication <input type="radio"/> Genealogical Resource <input type="radio"/> Newspaper ↕

[Add record](#) [Clear Form](#)

Main Menu >> Add Record without file upload

The basic data-entry template is divided into eight screens:

- Display – displays how the record will look in the public interface
- File/Tech – details the file list and information about each file associated with the record (e.g. File size, location, etc.) and input areas for technical metadata
- Descriptive – data elements that describes the intellectual content of the digital object, and assists with the discovery of the object
- Geographic – lists quick pick locations for collection and location input box with preview in Google Maps
- Administrative – data elements that facilitate the management of the digital object and capture non-public information
- Groups – for adding objects to existing groups and adding new groups
- Links – for adding links to display with the object
- Delete – offers the option of deleting the object from the index (Level 2 and higher)

[Main Menu](#) >> [Search](#) >> [Results](#)

Create new record: [with uploaded file](#); [without upload](#) ([Duplicate Record](#)) [View entry in Public site](#)

Jump to: [Statistics](#)

Display	File/Tech	Description	Geography	Admin	Exhibits	Groups	Links	Delete
-------------------------	---------------------------	-----------------------------	---------------------------	-----------------------	--------------------------	------------------------	-----------------------	------------------------

Options available on more than one screen include:

- **Record ID** – on all screens except Display and Delete the record title is followed by the record ID number. This helps isolate and identify records to enable fast searching from the main menu via the Record ID search box.
- **Update Record Button** – immediately updates the record to include the latest data that you have input. Update the record whenever you enter information in a data field or once you have finished entering the information on a given screen. Preview the updated record as it would appear to an end-user by viewing the record in the Display screen. Always update record before moving to a new screen.
- **Public Display** – denotes whether the record is available on the public site. If yes, the record is available to end-users; if no, the record is only available to internal users of your organization who have login access to VITA software.

[Main Menu](#) >> [Search](#) >> [Results](#)

Create new record: [with uploaded file](#); [without upload](#) ([Duplicate Record](#)) [View entry in Public site](#)

Jump to: [Statistics](#)

Display

File/Tech

Description

Geography

Admin

Exhibits

Groups

Links

Delete

No Item Type has been assigned.

Sortable Date has not been assigned.

Earliest Year has not been assigned.

Latest Year has not been assigned.

This record will not display in the Public Sites.

Helpful reminders - highly recommended data elements will appear on the top of the screen if they have not been completed.

4.1 Display screen

This screen allows you to view the record you are editing as it will appear when displayed to end-users. You can view the display screen at any time during data entry.

Display	File/Tech	Description	Geography	Admin	Exhibits	Groups	Links	Delete
---------	-----------	-------------	-----------	-------	----------	--------	-------	--------

Alternate Views: [OurOntario](#), [Dublin Core](#), [MODS](#), [RSS](#), [Atom](#), [Solr](#)

Robbie Burns Cottage

Description Comments (0)

Creator:
Agnes Macphail

Media Type:
Image
Text

Item Type:
Postcards

Description:
A postcard sent from Agnes Macphail to her sister, Mrs. Duke Clunas, from Scotland.

Inscriptions:
Mrs Duke Clunas
Harriston, Ont Canada
Sept 9 / 52
Dear Jean: Thanks for your letter -- it was very welcome. Glad holiday was enjoyable. Uncle Orrin is very low -- too bad. We leave for England in the morning. I go to London. Mrs. Wilmot other other places. Been more than a month in Scotland -- too cold now. Agnes


Date of Original:
Sept 9, 1952

Subject(s):
[Cabins](#)
[Poets](#)
[Tourism](#)


Personal Name(s):
[Macphail, Agnes](#) ; [Clunas, Jean](#)

Language of Item:
English

Copyright Statement:
Copyright status unknown. Responsibility for determining the copyright status and any use rests exclusively with the user.

Creative Commons licence:
 [\[more detail\]](#)

Contact:
Training data set
Email: info@ourontario.ca
WWW address: <http://ourontario.ca/>



Comment on this item

Create electronic postcard

Full Image

Reverse

Alternate Views: enables you to open the metadata file for the individual record you're working on for export into other systems. Remember that a complete data export of all your agency records can be accomplished through the Agency Management screens (See the Site Administration Manual).

4.2 File/Technical data screen

The File Details list shows the digital files associated with the record and how they are organized by display category.

Digitization Details offers input boxes for tracking technical information about the digitization process. This technical information is for data management purposes only and is not made public.

Note: the options on the left side of the screen vary according to what stage you have reached in adding files.

If you do not add a thumbnail file, VITA will associate and display a generic image for the record's media type. This process is not tracked on the File/Tech data screen. For more information about default icons and graphics, see the VITA Site Administration Manual.

4.2.1 File Summary

File details are automatically generated as files and file types are associated with a record.

Technical data: List of Voters for the Town of Paris for the Year 1896

File summary	
	Thumbnail File Exists: https://data.ourontario.ca/Partners/cbpl/CBPL070072t.jpg [Details/Edit]
	Regular File Exists: https://data.ourontario.ca/Partners/cbpl/CBPL070072.jpg [Details/Edit]
	Full Image File Exists: https://data.ourontario.ca/Partners/cbpl/CBPL070072f.jpg [Details/Edit]
<input type="checkbox"/>	Cover [Page] File Exists: https://data.ourontario.ca/Partners/cbpl/CBPL0700720001p.jpg [Details/Edit] OCR/Full text: LIST OF VOTERS... -FOR THE- TOWN OF PARIS Entitled to Vote at both the ...
<input type="checkbox"/>	Inside front cover : List of post offices [Page] File Exists: https://data.ourontario.ca/Partners/cbpl/CBPL0700720002p.jpg [Details/Edit] OCR/Full text: List of Post Offices. 1—Paris 2—Paris Station 3_Toronto 4—Gait 5—Buffalo ...
<input type="checkbox"/>	Certificate of No Complaint [Page] File Exists: https://data.ourontario.ca/Partners/cbpl/CBPL0700720003p.jpg [Details/Edit] OCR/Full text: VOTERS' LIST.—Form 15—Sec. u. Hart & Company, Stationers, 33 King ...
<input type="checkbox"/>	1 : North Ward, Polling Sub-Division 1 [Page] File Exists: https://data.ourontario.ca/Partners/cbpl/CBPL0700720004p.jpg [Details/Edit] OCR/Full text: List of Voters for 1896. Municipality of the Town of Paris. NORTH ...
<input type="checkbox"/>	2 [Page] File Exists: https://data.ourontario.ca/Partners/cbpl/CBPL0700720005p.jpg [Details/Edit] OCR/Full text: , jtou*. Sus-Dms^No^NoB §3 I NAME. ...
<input type="checkbox"/>	3 [Page] File Exists: https://data.ourontario.ca/Partners/cbpl/CBPL0700720006p.jpg [Details/Edit] OCR/Full text: POLLING SUBDIVISION No. 1 —NORTH WARD—Continued. 3 £=+ ...
<input type="checkbox"/>	4 [Page] File Exists: https://data.ourontario.ca/Partners/cbpl/CBPL0700720007p.jpg [Details/Edit] OCR/Full text: y0i l _NORTH WARD—Continued. 5J +3 3^ »ft* ^I-H 71 92 1 190! 186 31 14 90 ...
<input type="checkbox"/>	5 [Page] File Exists: https://data.ourontario.ca/Partners/cbpl/CBPL0700720008p.jpg [Details/Edit] OCR/Full text: POLLING SUB-DIVISION No. 1—NORTH WARD—Coilliiued. 5 Z~ OJ §1 ...
<input type="checkbox"/>	6 : Municipal elections only [Page] File Exists: https://data.ourontario.ca/Partners/cbpl/CBPL0700720009p.jpg [Details/Edit] OCR/Full text: 6 POLLING SUB-DIVISION No. 1--NORTH WARD—Continued. PART 2—List of ...

Relabel Pages

Associate another file with this record

Associate a single Zoomify zip file with this record

Associate multiple pages with this record

Associate OCR/Full text files with these pages

Associate Zoomify files with these pages

When finished editing pages/text:

Update Index

Details

- “File exists” provides the location of the digital object file.
- “OCR / full text” is a snippet of the text that is associated with the image file (if available).
- “Zoomify: files available” indicates that a zoomify file is associated with an image file and will offer up the zoomify display with optional JPEG view to users on the pubic side.

NOTE (June 2015): With the introduction of the JPEG 2000 viewer, we will be phasing out support for Zoomify Flash viewer. If you are inclined to convert your images or pages for dynamic pan-zoom, please shift your focus to using a JP2 converter instead. The upload, storage and viewer are all superior and better supported in an HTML5 environment.

4.2.1.1 File Order

- For objects with up to 20 files, order them by clicking and dragging the “sort” icon up or down the list. This will commit your changes.
- For objects with more than 20 pages order the pages using the numeric input boxes
 - Click the Update File Order button to commit your changes.

Thumbnail	File Exists: http://images.MaritimeHistoryoftheGreatLakes.ca/Images
Regular	File Exists: http://images.MaritimeHistoryoftheGreatLakes.ca/Images
Full Image	File Exists: http://images.MaritimeHistoryoftheGreatLakes.ca/Images
Front Cover [Page]	File Exists: http://images.MaritimeHistoryoftheGreatLakes.ca/Images OCR/Full text: Season 1910 Niagara Navigation Company Limited Co Zoomify: files available
2 [Page]	Thumbnail File Exists: http://images.MaritimeHistoryoftheGreatLakes.ca/Images/MHG Regular File Exists: http://images.MaritimeHistoryoftheGreatLakes.ca/Images/MHG 3 [Page] 1 [Page] File Exists: http://images.MaritimeHistoryoftheGreatLakes.ca/Images/MHG OCR/Full text: POCAHONTAS BECKLEY SEWELL FIRE CREEK WEEKSE Zoomify: file
3 [Page]	4 [Page] 2 [Page] File Exists: http://images.MaritimeHistoryoftheGreatLakes.ca/Images/MHG OCR/Full text: OSBORN & LANGE, INC. INSURANCE BROKERS - - AVEF Zoomify: file
4 [Page]	5 [Page] 3 [Page] File Exists: http://images.MaritimeHistoryoftheGreatLakes.ca/Images/MHG OCR/Full text: U. S. MERCHANT MARINE ACADEMY KINGS POINT, LON Zoomify: file
	6 [Page] 4 : Wilfred Sykes (photo) [Page] File Exists: http://images.MaritimeHistoryoftheGreatLakes.ca/Images/MHG OCR/Full text: S. S. WILFRED SYKES Built at the Lorain Plant of The Ame Zoomify: file
	7 [Page] 5 [Page] File Exists: http://images.MaritimeHistoryoftheGreatLakes.ca/Images/MHG OCR/Full text: THE AMERICAN SHIP BUILDING COMPANY MAIN OFFIC

4.2.1.2 File Details/ Edit

To add, review or edit details associated with a file, click “Details/Edit” at the end of the File URL

Regular	
File Exists:	http://images.MaritimeHistoryoftheGreatLakes.ca/Images/MHGL01916.jpg [Details/Edit]
3	1 [Page]
File Exists:	http://images.MaritimeHistoryoftheGreatLakes.ca/Images/MHGL0019160001p.jpg [Details/Edit]
OCR/Full text: POCAHONTAS BECKLEY SEWELL FIRE CREEK WEEKSBURY WHARTON ...	
4	2 [Page]
File Exists:	http://images.MaritimeHistoryoftheGreatLakes.ca/Images/MHGL0019160002p.jpg [Details/Edit]
OCR/Full text: OSBORN & LANGE, INC. INSURANCE BROKERS - - AVERAGE ADJUSTERS ESTABLISHED ...	
5	3 [Page]
File Exists:	http://images.MaritimeHistoryoftheGreatLakes.ca/Images/MHGL0019160003p.jpg [Details/Edit]
OCR/Full text: U. S. MERCHANT MARINE ACADEMY KINGS POINT, LONG ISLAND, N. Y. OFFERS A ...	

File Details/Edit Screen

List of Voters for the Town of Paris for the Year 1896 page , Cover

Update/Edit values

Label:
Cover
For the page number. e.g. "3" or "RE3" **Do not enter labels like "page 3"**. The software will supply the characters "page" when it is appropriate. Subsequent versions will allow you to supply alternate labels for "page" including translations.

Label (extension):

Used to briefly indicate significant features of a given page. e.g. "Chapter 2" or "Barber house [photo]" or "Index". These don't appear as part of the pagination but do help users indicate significant landmarks in the drop down list of pages.

Category:
Page

Files:
Original File name: 1999.6702.01.01.jpg
Regular file (JPG): [CBPL0700720001p.jpg](#)
File Size: 222941 bytes, **1000 x 552** **File Type:** jpg

Put in public display?:
☒ Yes ☐ No

Is this corrected OCR?:
☐ Yes ☒ No

Index the text in this file?:
☒ Yes ☐ No
Turn this off if you have uploaded multiple versions of the same content (say a Word .DOC as well as a PDF file), so that we only index it once. **Note:** one of those files will need to be indexed.

Full text:

Label: Any label information will be carried forward from the Add Record screen. Edit Labels here.

Label (extension): Use this to distinguish a labelled page as something else, like Title Page, or Index. The file display will include a colon and the extension label (e.g. 1 : Title Page).

Category: The category displayed here reflects either the category selected on the Add Record screen (e.g. Text, Detail, Full, Regular, etc) or will be automatically populated during a batch upload of pages (i.e. Category: Page).

File: The digital file name, File Size in bytes and pixels, and File type.

Original File Name: The name of the file uploaded to the tool from your hard drive. This is key information for mapping between the digital object online in VITA and your copy of the digital file.

Put in Public Display?

Default is “Yes”. Use this option to manage files that are not meant for public display such as specifically sized details files, or the text files associated with an object where you do not want the text file to be displayed, but want the content to be indexed for full text discovery.

Is this corrected OCR?

If your full text is correct (i.e. edited for correct spelling, etc), select “Yes”. This allows the text from your page to be added to the index that drives the “Did you mean?” search help for end users.

Whether you select Yes or No, the full text displayed on this page is used for full text searching (see Index the text in this file?).

Index the text in this file?

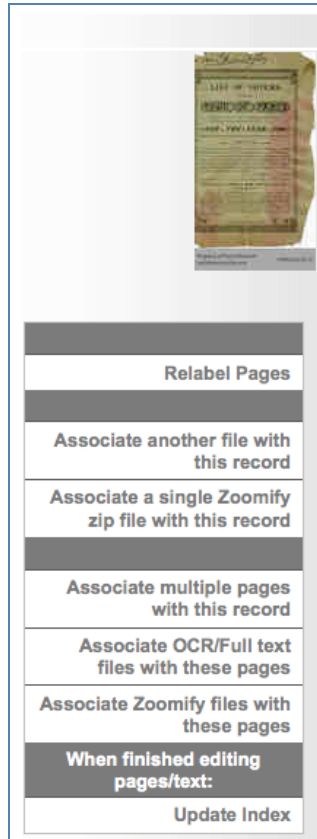
This allows you to select which of multiple text files will have their content indexed for full text discovery. E.g. if you upload a PDF object, the text will automatically be extracted if possible, but you can upload a DOC file with the corrected or complete text, then select “No” for the PDF and “Yes” for the DOC, and only the DOC file content will be indexed for full text, page-level results.

Full Text: Any full text that is auto-extracted from the uploaded object or any uploaded .txt, .doc., .rtf, .pdf or .xls files will appear in this input box; use this input box to manage, edit or review full text. This full text will not display in the public details of the object. There is a 1 million-character cap on what will be displayed in this area; if the character count exceeds this, you will not have editable access via this screen.

To overwrite full text in the index, replacement text must be input i.e. leaving the full text box empty and reindexing will **not** overwrite the original text. Add non-searchable text (e.g. alkdh foihf,smnd) so that end users will not retrieve confusing search results based on non-content text in these spaces.

Click **“Update/Edit Values”** to commit your changes on this page, then...

Return to the File/Tech Data screen and click the **“Update Index”** button to commit the changes:



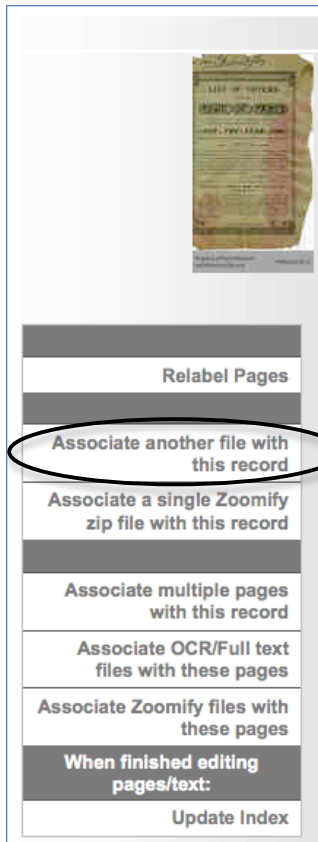
The screenshot shows a web interface for managing file/tech data. At the top, there is a thumbnail image of a document. Below it, a list of actions is displayed in a table-like structure with alternating grey and white rows. The actions are: 'Relabel Pages', 'Associate another file with this record', 'Associate a single Zoomify zip file with this record', 'Associate multiple pages with this record', 'Associate OCR/Full text files with these pages', and 'Associate Zoomify files with these pages'. Below these actions, there is a section titled 'When finished editing pages/text:' followed by a button labeled 'Update Index'. A black arrow points to the 'Update Index' button.

Relabel Pages
Associate another file with this record
Associate a single Zoomify zip file with this record
Associate multiple pages with this record
Associate OCR/Full text files with these pages
Associate Zoomify files with these pages
When finished editing pages/text:
Update Index

Note: For more information on Relabeling Pages, see the Text Object Management or Newspaper Content Management manuals.

4.2.1.3

Associate other files



Use this feature if, for example, you want to add the reverse of an image, a detail, or a number of pages inside a brochure or scrapbook.

Associate another file with this record

This link takes you to an add file screen. The record title and media type are inherited.

Select the appropriate display type category (if you select a category that already has a file associated, this upload will replace the original).

A screenshot of the 'Add file to record' form. The form has a title 'Robbie Burns Cottage'. Below the title are several fields: 'Category' (a dropdown menu with 'Regular (Only one allowed)' selected), 'Label' (a text input field), 'Image resize' (a dropdown menu with 'Regular (Only one allowed)' selected), 'Split PDF' (a dropdown menu with 'Full Image (Only one allowed)' selected), and 'File' (a file upload field with a 'Browse' button). The form is titled 'Add file to record'.

Browse for a file.


Enter a label if applicable.

Allow or disallow Change file size for image files.

Browse and select a file to associate. Once selected, the uploader will start automatically. When the file is 100% uploaded, a "Continue..." button appears.

A screenshot of the 'Add file to record' form. The form has a title 'Robbie Burns test'. Below the title are several fields: 'Category' (a dropdown menu with 'Reverse (Only one allowed)' selected), 'Label' (a text input field), 'Image resize' (radio buttons for 'Yes' and 'No', with 'Yes' selected), 'Split PDF' (radio buttons for 'Yes' and 'No', with 'No' selected), and 'File' (a file upload field showing a progress bar for 'JC017b_opt.jpg -- 451 KB' at 100%). At the bottom right of the form are two buttons: 'Continue ...' and 'Clear Form'.


The file summary will include the new file and it's category type.





Associate another file with this record


Associate a single Zoomify zip file with this record

File summary

 **Thumbnail**
File Exists: <https://data.ourontario.ca/Partners/Training/105369t.jpg> [Details/Edit]

 **Regular**
File Exists: <https://data.ourontario.ca/Partners/Training/105369.jpg> [Details/Edit]

 **Full Image**
File Exists: <https://data.ourontario.ca/Partners/Training/105369f.jpg> [Details/Edit]

 **Reverse**
File Exists: <https://data.ourontario.ca/Partners/Training/OOTr000105369r.jpg> [Details/Edit]

To order the links click and drag the thumbnail or sort icon up or down the list.

Use JP2 files for reverse and detail images to provide a dynamic pan/zoom option

[small \(640 x 480\)](#)
[default \(1000 x 900\)](#)
[large \(1600 x 1000\)](#)
[extra large \(2400 x 1200\)](#)




Operator	
Definition	The person responsible for the digitization of the analog material.
Status	Optional
Publicly Displayed:	No
Repeatable	No

Equipment	
Definition	The equipment (type of scanner, etc.) used to digitize the material
Status	Optional
Publicly Displayed:	No
Repeatable	No

Software	
Definition	Software used to digitize the material.
Status	Optional
Publicly Displayed:	No
Repeatable	No