



JANUARY 1880						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 1880						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MARCH 1880						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 1880						
S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MAY 1880						
S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 1880						
S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JULY 1880						
S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST 1880						
S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 1880						
S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OCTOBER 1880						
S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER 1880						
S	M	T	W	T	F	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 1880						
S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**Accidental Drowning**  
A young man named James McGuire, in the employ of Mr. J. Speight, while bathing in the mill pond with a son of the latter, on Tuesday evening, 22nd ult., was drowned. It is supposed he took cramps, as he disappeared suddenly. The young man who was with him, being unable to swim, could render no assistance. A large number of villagers soon assembled, and searched for the body till after midnight, but it was not found till the following morning. An inquest was held, and a verdict rendered of "Accidental drowning while bathing." Deceased was held in high esteem by those who knew him, and especially by his employer, who feels much regret at the sad occurrence. His parents reside at Salmonville.

## **Table of Contents:**

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## Add/Edit a Newspaper Publication

On main menu “Add/Edit Publication”

### Enter new title

All titles are assigned an ID number and are stored centrally so every agency can associate their index records to the entire list of titles.

Add a new publication by entering a unique title on the Add/Edit Publication screen (below).

Main Menu >> Add/Edit Publication

**Add/Edit Publication**

**Publication Title**

**Note:** Publications in this context are titles like newspapers or other serial publications to which individual records (clippings, articles) are going to be attached. **Do not use this interface to manage entire digital volumes (books, pamphlets etc.).**

For full run newspapers the following fields are unique and very important:

**Secondary Media Type**=Newspaper

**Role**--Newspapers with Issues

**Dates**

In the publication profile, you must select **Newspaper** as the **Secondary Media Type** to activate the calendar display so that uploaded issue dates for are reflected in the calendar interface.

Also, under **Role** select "Yes" if you will be assigning full **issues** to this publication title. This activates the Add Issue uploader.

Public Display?   
 Yes  No

Media Type

**Publication**  
This value determines a number of other options for this record. To change it [click here](#).

Secondary Media Types   
 Image  Text  Collection  Video  Audio  Genealogical Resource  Newspaper

Role   
Newspaper with Issues:  Yes  No

**Dates:** for a publication, the date range is what is important--either the range of available issues or the range of dates that the publication existed. In the case below, only the dates from 1882-1950 were digitized from microfilm and uploaded.

Dates 
Help

**Sortable Date**  

**Sortable Date** is intended to be a real date and **must** be entered in the form: **20101104** (YYYYMMDD).  
 If the date is unavailable the year/month can be entered in the form: **201011** (YYYYMM).  
 If only the year is available, enter in the form: **2010** (YYYY).  
 If the date is a season or a quarter, enter in the month form using the first month of the season or the quarter: **201003**.  
 Otherwise, if there is not a Date of Original, this will be displayed in the appropriate form: **4 Nov 2010** or **Nov 2010** or **2010**.

**Date of Original**  

**Date of Original** is intended to be a user friendly description of the date. One example of a useful entry in this field would be **Spring 2010**. If filled in, this value will be the one displayed to the user. Otherwise, if there is a sortable date, it will be displayed instead in the form: **4 Nov 2010**.

**Date of Event Depicted/Described**  

**Date of Event Depicted/Described** is intended to refer to a second date if the object is referring to events at a different time than previous dates. An example would be a column or a painting referring to events 50 years in the past.

**Earliest Year**  
**Latest Year**  

**Earliest/Latest year** Use this when the dates are ambiguous (e.g. between 1900 and 1914, but the object wasn't dated), or where the events spanned a number of years (e.g. obituary of someone who lived between 1815 and 1891).

### Complete the publication profile.

For more information on creating the publication profile with Descriptive, Geographic, Administrative metadata and assigning Groups or Links, see VITA manual for Publication Profile information (Data Management Manual, Section 5).

### Edit Newspaper Title

**Note:** you can only edit the publication profile for publications added by your agency. See "Title Management" (below).

On the main menu, click Add/Edit Publication and begin typing the publication title. Select the one you want to edit from the drop-down list. On the following screens, you can edit the publication profile. See VITA manual for Publication Profile information (Data Management Manual, Section 5).

[Main Menu >> Add/Edit Publication](#)

**Add/Edit Publication**

**Publication Title**

kingston

Kingston Chronicle: ID: 3349

Kingston Gazette: ID: 1785


erial publications to which individual records  
 be to manage entire digital volumes

Add/Edit Publication

## Title Management

Only the agency who adds a new newspaper title to the database can manage that publication profile, e.g. associate a masthead to represent the publication, add metadata that describes the publication title. If you try to edit a publication profile that was added by another agency, you will receive the following message:

This record belongs to **Test 4.0.1 Database stuff**. You don't have rights to edit this record unless you "switch" to that agency.



## Add Publication Masthead

To add a custom masthead to represent a specific publication, create an image such as:



or use a full page scan of a masthead page:



- Go to File/Tech data
- Click "Associate files with this record"
- Browse and select the chosen image from your hard drive
- Choose Category: Thumb + Regular
- Label—unnecessary
- Change file size "Yes"

This image will be present in results sets and on linked article & BMD records

## Add/Edit Issue (multiple files)

### Add new Issue

From main menu select "Add Issue"

#### Step 1: Issue Information

The information on the screen is gathered to establish the relationship between an issue and its parent publication as well as the issue date of publication.

On the Add Issue screen, any title **assigned as media type Newspaper and created by any agency** will appear in the drop down box.

**Note:** You can only add issues to publication titles managed by your agency.

**Add Newspaper issue, Step 1**

<b>Publication Title</b>	Markdale Standard: ID: 10	Note: Publications in this context are specifically newspapers and need to have media types of both Publication and Newspaper. If you don't see the title you expected in this list, check that both of these values are set. If the title of the publication hasn't been entered yet, <a href="#">add it here first</a> and be sure to <b>identify it as a Newspaper</b> in "media type".
<b>Publication Date</b>		
<b>Display Date</b>		

**Display Date:** Display Date is for those things like "Nov 2010" that look like dates but aren't actually a specific date. Other examples include publications by quarter or season. In these cases the application still requires a specific, valid date in order to sort results properly, but will display to the user the string of characters you enter here.

If your agency has added publication titles, they can be assigned as a quick list by the site administrator to display on this screen. (See VITA Agency Management, Section 6).

Jess Posgate (Grey Highlands Public Library) is logged in

Main Menu >> Add Newspaper issue, Step 1

**Add Newspaper issue, Step 1**

<b>Publication Title</b>	<input type="radio"/> Flesherton Advance <input type="radio"/> Markdale Standard (Markdale, Ont.)	Note: Publications in this context are specifically newspapers and need to have media types of both Publication and Newspaper. If you don't see the title you expected in this list, check that both of these values are set. If the title of the publication hasn't been entered yet, <a href="#">add it here first</a> and be sure to <b>identify it as a Newspaper</b> in "media type".
<b>Publication Date</b>		
<b>Display Date</b>		

**Display Date:** Display Date is for those things like "Nov 2010" that look like dates but aren't actually a specific date. Other examples include publications by quarter or season. In these cases the application still requires a specific, valid date in order to sort results properly, but will display to the user the string of characters you enter here.

**Publication Title:** Start typing the Newspaper Title for existing publications. Select title and an ID number will automatically display in the input box. \*If the title does not exist, return to the main menu and Add Publication.

**Publication Date (of Issue):** Add the plain date of the Issue you are uploading. This will be translated into a machine-readable date, for sorting and ordering purposes, and into a human-readable display date

**Display Date:** Don't fill this in unless you have to, i.e. the issue is named "Spring 1984" not a specific date

Why? By using just the Publication date, your display will be enabled for multilingual transformation, whereas the Display date will remain as it is written.

Main Menu >> Add Newspaper issue, Step 1

---

Add Newspaper issue, Step 1

<b>Publication Title</b>	<input checked="" type="radio"/> Markdale Standard (Markdale, Ontario) <input type="radio"/> Torana Holler <input type="radio"/> Wealthy Commoner <input type="radio"/> York Commonwealth
<b>Publication Date</b>	Nov 2 1882 <small>Publication Date: This is required and must be a date that resolves to a specific day of a given year. If the "date" on the publication is not a specific day, put that date in the "display date" field and enter a specific date here for the purposes of sorting.</small>
<b>Display Date</b>	<input type="text"/> <small>Display Date: Display Date is for those things like "Oct 2014" that look like dates but aren't actually a specific date. Other examples include publications by quarter or season. In these cases the application still requires a specific, valid date in order to sort results properly, but will display to the user the string of characters you enter here.</small>
<b>Files</b>	<input type="radio"/> Single file (with multiple pages) <input checked="" type="radio"/> Multiple files (each a single page) <small>Is the issue in a single file (PDF) or in a series of files (PDF, JPEG or TIFF) with a consistent naming pattern?</small>

For issues where every page is a separate file (JPG + TXT or individual PDFs), choose Multiple Files option.

If you are uploading a single PDF, see the "Add issue from single PDF" manual.

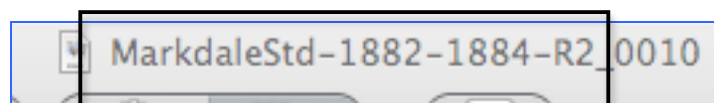
Then click "Add"

## Step 2: File name and display size

### File name

First, "Strip" the file name in preparation for page labeling by providing the common or "constant" parts of the file names for all the issue files you are uploading. Do not include preceding zeros from the file name as these will be stripped out automatically.

E.g. the file names for my issue files **all** include "MarkdaleStd-1882-1884-R2\_" and all the files are JPGs, so the extension is ".jpg"



On the Step 2 screen, include the constants in the Prefix and Suffix input boxes:

Add Newspaper issue, Step 2	
<b>Publication</b>	Markdale Standard, 2 Nov 1882
<b>File Name constants</b>	MarkdaleStd-1{ Prefix <input type="text" value=".jpg"/> Suffix
	If your pages have a consistent naming pattern with the page number suffix (e.g. ".tif") in the boxes above. These will be removed, they will be able to further edit that label in a following step.

### Change file size

Determine the display sizes for your newspaper pages

If you have optimized the page images for your newspaper page display click "No"; the default is "Yes" and allows the tool to automatically resize your image files to display at the selected size.

If you select "Yes", choose what display width will present best for the page content you are working with. Default is 1000px wide.

All Page files in VITA display with a pan-zoom viewer, but for dense broadleaf or 6-8 column papers, it is better if the resize is larger than smaller so the zoom function has some depth for the end user.

<b>Change file size (page images only)</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
	If "Yes" then what width?
	<input type="radio"/> 800 <input checked="" type="radio"/> 1000 <input type="radio"/> 1250 <input type="radio"/> 1600 pixels
	In general, make the width the smallest at which that page of the paper is legible. For with less than four columns 800 pixels wide might be reasonable. Contemporary tabloid sized papers are quite legible at the 1000 width mark. Older 6, 7 or 8 column papers might require a wider presentation. Remember that the larger the size the more the storage requirements and the bandwidth to deliver to your users.
	<input type="button" value="Add"/> <input type="button" value="Clear Form"/>

Then click "Add"



### Step 3: Multipart Upload

The next screen is for batch uploads.

Click "Add files" and browse for the page files.

Use Command or Ctrl + click to select multiple files from your hard drive.

Add Newspaper issue, Step 3

Title	Markdale Standard, 2 Nov 1882	
Files		

+ Add files...   Start upload   Cancel upload

	MarkdaleStd-1882-1884-R2_0010.jpg	679.61 KB	<input type="text"/>	Start	Cancel
	MarkdaleStd-1882-1884-R2_0011.jpg	425.79 KB	<input type="text"/>	Start	Cancel
	MarkdaleStd-1882-1884-R2_0012.jpg	470.37 KB	<input type="text"/>	Start	Cancel
	MarkdaleStd-1882-1884-R2_0013.jpg	397.59 KB	<input type="text"/>	Start	Cancel
	MarkdaleStd-1882-1884-R2_0014.jpg	424.71 KB	<input type="text"/>	Start	Cancel
	MarkdaleStd-1882-1884-R2_0015.jpg	443.79 KB	<input type="text"/>	Start	Cancel
	MarkdaleStd-1882-1884-R2_0016.jpg	453.56 KB	<input type="text"/>	Start	Cancel
	MarkdaleStd-1882-1884-R2_0017.jpg	367.40 KB	<input type="text"/>	Start	Cancel

Click the "Start upload" button at the top of the screen to load all the files at once. Watch the status bars fill until all are 100% and the list collapses and a Complete button appears.

### Add Newspaper issue, Step 3

Title	Markdale Standard, 2 Nov 1882
Files	

+ Add files...   Start upload   Cancel upload

762.72 kbit/s | 00:00:22 | 40.96 % | 1.50 MB / 3.66 MB

	MarkdaleStd-1882-1884-R2_0010.jpg	679.61 KB	<input type="checkbox"/>	Start	Cancel
	MarkdaleStd-1882-1884-R2_0011.jpg	425.79 KB	<input type="checkbox"/>	Start	Cancel
	MarkdaleStd-1882-1884-R2_0012.jpg	470.37 KB	<input type="checkbox"/>	Start	Cancel
	MarkdaleStd-1882-1884-R2_0013.jpg	397.59 KB	<input type="checkbox"/>	Start	Cancel
	MarkdaleStd-1882-1884-R2_0014.jpg	424.71 KB	<input type="checkbox"/>	Start	Cancel
	MarkdaleStd-1882-1884-R2_0015.jpg	443.79 KB	<input type="checkbox"/>	Start	Cancel
	MarkdaleStd-1882-1884-R2_0016.jpg	453.56 KB	<input type="checkbox"/>	Start	Cancel

### Add Newspaper issue, Step 3

Title	Markdale Standard, 2 Nov 1882
Files	<a href="#">Continue ...</a>

MarkdaleStd-1882-1884-R2_0010.jpg	679.61 KB
MarkdaleStd-1882-1884-R2_0011.jpg	425.79 KB
MarkdaleStd-1882-1884-R2_0012.jpg	470.37 KB
MarkdaleStd-1882-1884-R2_0013.jpg	397.59 KB
MarkdaleStd-1882-1884-R2_0014.jpg	424.71 KB
MarkdaleStd-1882-1884-R2_0015.jpg	443.79 KB
MarkdaleStd-1882-1884-R2_0016.jpg	453.56 KB
MarkdaleStd-1882-1884-R2_0017.jpg	367.40 KB

### Step 4: Confirmation screen

The following screen provides a real-time view of the page and snippet of any extracted text.

## Add Newspaper Issue, Step 4

**Don't navigate away from this page until the "continue" message appears at the bottom.**

**Note:** If text appears with the page information don't be alarmed if it appears out of sequence with PDFs the elements on the page are frequently extracted out of order.

intPageOrder (104) 1  
intPageOrder (180) 3  
intPageOrder (182) 3



10

....  
intPageOrder (104) 4  
intPageOrder (182) 4



11

Once all the pages have been confirmed, scroll to the bottom of the screen and click "Continue..."

...  
intPageOrder (104) 10  
intPageOrder (182) 10



17

...  
You completed Step 4 by adding -1 files at 11 Nov 2010 15:05:14

Continue ...

The VITA toolkit was created by a variety of partners in Ontario and in  
pro

On the File/tech data screen, you can review the files you've associated. The labels are created from the inconsistent parts of the original file names but these can be customized.

**File summary**

**Thumbnail**  
File Exists: <https://data.ourontario.ca/Partners/Training/OOTr001638884t.jpg> [Details/Edit]

**Regular**  
File Exists: <https://data.ourontario.ca/Partners/Training/OOTr001638884r.jpg> [Details/Edit]

**10 [Page]**  
File Exists: [https://data.ourontario.ca/Partners/Training/OOTr001638884p\\_0001.jpg](https://data.ourontario.ca/Partners/Training/OOTr001638884p_0001.jpg) [Details/Edit]  
OCR/Full text: **None found**

**11 [Page]**  
File Exists: [https://data.ourontario.ca/Partners/Training/OOTr001638884p\\_0002.jpg](https://data.ourontario.ca/Partners/Training/OOTr001638884p_0002.jpg) [Details/Edit]  
OCR/Full text: **None found**

**12 [Page]**  
File Exists: [https://data.ourontario.ca/Partners/Training/OOTr001638884p\\_0003.jpg](https://data.ourontario.ca/Partners/Training/OOTr001638884p_0003.jpg) [Details/Edit]  
OCR/Full text: **None found**

**13 [Page]**  
File Exists: [https://data.ourontario.ca/Partners/Training/OOTr001638884p\\_0004.jpg](https://data.ourontario.ca/Partners/Training/OOTr001638884p_0004.jpg) [Details/Edit]  
OCR/Full text: **None found**

**14 [Page]**  
File Exists: [https://data.ourontario.ca/Partners/Training/OOTr001638884p\\_0005.jpg](https://data.ourontario.ca/Partners/Training/OOTr001638884p_0005.jpg) [Details/Edit]  
OCR/Full text: **None found**

**15 [Page]**  
File Exists: [https://data.ourontario.ca/Partners/Training/OOTr001638884p\\_0006.jpg](https://data.ourontario.ca/Partners/Training/OOTr001638884p_0006.jpg) [Details/Edit]  
OCR/Full text: **None found**

## Batch Relabeling of Issue Pages

Click the Relabel Pages link  
Add new label numbers for all pages

**List Files**

Associate another file with this record

Associate a MrSid/JPEG 2000 File

Associate a single Zoomify 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**

Lab: **1** [Details/Edit]

Lab: **2** [Details/Edit]

Lab: **3** [Details/Edit]

Lab: **13** [Details/Edit]

Lab: **14** [Details/Edit]


Lab: **15** [Details/Edit]

Lab: **16** [Details/Edit]

Lab: **17** [Details/Edit]

Optional: add section name (e.g. Seasonal Insert, Sports, etc)  
Click Update Labels to commit changes

To return to File/Tech data screen, click List Files link in sidebar



The screenshot shows a web interface with a sidebar on the left and a main content area on the right. The sidebar contains a 'List Files' link circled in red. The main content area displays a list of files for a newspaper record. The files are listed with their names, file existence status, and OCR/Full text status. The files are:

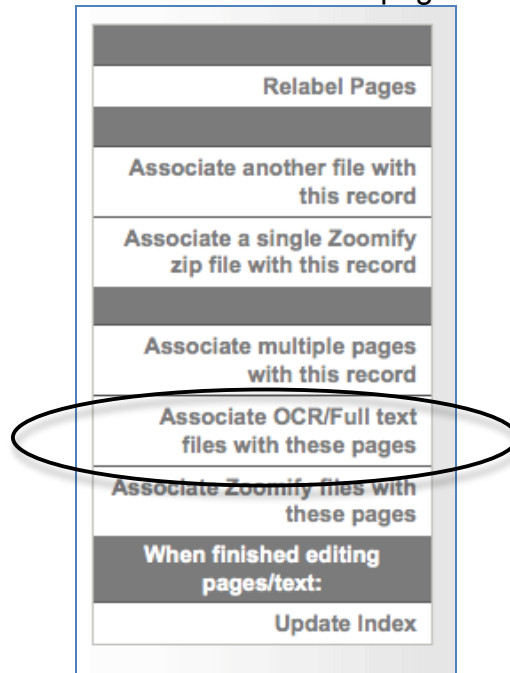
- Thumbnail
- Regular
- 1 [Page]
- 2 [Page]
- 3 [Page]
- 4 [Page]
- 5 [Page]
- 6 [Page]
- 7 [Page]

Each file entry includes a 'File Exists' link and an 'OCR/Full text' status. The 'OCR/Full text' status for all files is 'None found'.

### Add Full Text for Issue Pages

If you have OCR generated files for your newspaper pages, save the page content as .txt using the same page file names as the image files  
e.g. MarkdaleStd-1882-1884-R2\_010.jpg = MarkdaleStd-1882-1884-R2\_010.txt

Click on Associate OCR/Full text files with these pages



The screenshot shows a web interface with a list of actions to be performed. 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
- Associate Zoomify files with these pages
- When finished editing pages/text:
- Update Index

The 'Associate OCR/Full text files with these pages' option is circled in red.

Browse and select the text files (.txt, .rtf or .pdf)

Add OCR files, step 1

Title Markdale Standard (Markdale, Ontario 1883)  
Files

The screenshot shows a file upload interface with a progress bar at the top indicating 50.21% completion. Below the progress bar, there is a table of files being uploaded. Each row includes the filename, its size, a progress indicator, and 'Start' and 'Cancel' buttons.

Filename	Size	Progress	Start	Cancel
MarkdaleStd-1882-1884-R2_0010.rtf	67.95 KB	131.81 KB	Start	Cancel
MarkdaleStd-1882-1884-R2_0011.rtf	124.29 KB		Start	Cancel
MarkdaleStd-1882-1884-R2_0012.rtf	51.57 KB		Start	Cancel
MarkdaleStd-1882-1884-R2_0013.rtf	82.12 KB		Start	Cancel
MarkdaleStd-1882-1884-R2_0014.rtf	125.81 KB		Start	Cancel
MarkdaleStd-1882-1884-R2_0015.rtf	126.83 KB		Start	Cancel
MarkdaleStd-1882-1884-R2_0016.rtf	0.49 KB		Start	Cancel
MarkdaleStd-1882-1884-R2_0017.rtf			Start	Cancel

**Note:** Some PDFs and other proprietary text file formats (RTF) will “bulk up” your text content with wrapper code; whenever possible, save text content as plain text (.txt) or clean out the bulky content before uploading for better full text discovery.

E.g. This is the text extracted from a digitally-born PDF

Full text:

```

xoc` ``c` `Ra`dàøÛ
s € "ÁSQfñ($ X= 30,,1 38600æéMáOVVžâq`)vb84. *%Y5 %/p0 '0
€' `éÓq[ fENð'ÉAqrx0 ó(ç80ñ8'Úéúwa* * ^Pæ%ib`j2 =
E#iSs'š"0Njgž +é7aB --éce-+ç 5c áyap [Y,úí"tó ów|µ%«vYs±Ü!
ù<q(à'+Vy *Lz -Ó]0á.XS0 {#?y H7B|w9.*- "fÈ"æ'xèš" ^ œW. 0L\@
Äp= ÐæÜð0 İB'áÁÈ »5 7?*(u~0çS|/-- Ó'.`H83f-ññ8UQİÖWeBnJ> à| -
-|C6 ) E 'ÄM2YB;DÇ g-¿fIÇ
0 iÁ:|e0úB6<~`|iÉ^Ü...á5khTRÝi%y| ÄíúQ0p<u*+!Äçg=[ 0;Sq%
6jÓ'@4-f'1E;-SaYx,á4Ö8smž|*á
Œ'hè [úžÇi éw*" +
u7* = "0#Éİ'@Xİ+ú;W0//,žp,Ň
Xú^ äe %g-é
fom'<é_|±ç
Oúí ,Ni'`" %pf /-Öà. f ÚèC9 q é/âpfWšý +,, ^SÜÜyiESM.0 óÁt)
g
...`¿'áVøÈ ¿+¿o {S<Ü0ÄIām + @TÜ S@7Sce#L1s,,
İ9ááW1;aiŒÄ|+ >é'8 0%Y%82ú
Gipè¿ ow\ŒGuè.ç? ;šQ"PiÈ.m>s'ó^Œš4e'ŒÓD?4(8% 0 \J"(È)á |...
|n Mx|9švUÄG pzY ÝN[ ^+Ð' :Jäè«,T8Wı i Á+ ;e/X.4Yzð!
= *LI gá@0 ;f'X- *'~ÉDX."é<é.8R);R'0 G'vx/ óè,øÖ\èžpÈ m
Sxyü"0%;;ñ.w2[ ?.'ó' áEZAs00ÄžÈ;S+@!Rà?so\ f:žD'¿kf#g
ÉF@K.2Ä[-0' 2Ó \Pže.Ü8, i D 008V0 è8»Q"áŇ#-; f é4@`» »- zv
İš4 K1ŒS CVY%|@Ä. <fii+MV: 8R0%sf;6Ä'v.Ä] S+004İž6ŇİjH
İÄ=ŒS+ 0 ;'y6Jú:ñRÄáèñjÄ çq W+: jC...E...wúÄŇ x,)Lk42İÜæø,K ñ?
fZf+éLá'ı - ~-m.,vš%00Œ' 0",B %M"J";ú6'fœvÄ0 Ä0 4
±Ab'

```

Vs.

This is text extracted from the same PDF by doing a simple “select all” from the PDF, then copying and pasting into a text editor like TextEdit or Notepad, saving as .txt and uploading as outlined above

files will need to be indexed. Alternate

Full text:

```

By Xionlse Cliandler Monilton.
The only possible secret between two married
people should be those which are confided
to either one of them by others. While
some people, who call themselves worldly
wise, will laugh at the idea of such perfect
confidence as this implies, others still,
especially the newly married, who have but
small worldly experience, will be shocked
that I should suggest the keeping of any
kind of secret by either wife or husband
from the other. I am not prepared to say
that these last are not the wiser of the two.
Only, in that sase, when any confidence is
proffered to either husband or wife, the
recipient of it should make his or her
position clearly understood.
Possibly there is a certain hardness toward
old friends in requiring them either to dispense
with the sympathy wehave been wont
to give them, or else to submit their weakness

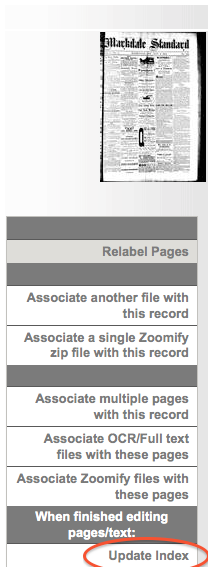
```

**Important:**

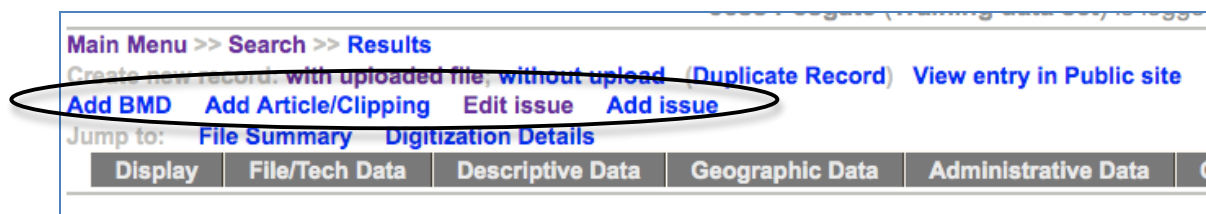
- 1) Navigate to the Descriptive data tab and make the issue public



2) Then go to the file/tech data screen and click the **“Update index”** button to commit the new material to the index.



To start indexing this issue or to add a new issue to the same publication title, use the links at the top of the screen:



## Edit Issue

To adjust the record or files associated with an existing issue:

- Click Add/Edit Issue on the Main Menu
- Select the publication title
- Enter date of publication for the issue
- Click “Add”


Add Newspaper issue, Step 1	
<b>Publication Title</b>	<input checked="" type="radio"/> <b>Made Up Title</b> <div style="border: 1px solid #ccc; height: 15px; width: 100%;"></div> <p><b>Note:</b> Publications in this context are specifically newspapers and need to have media types of both Publication and Newspaper. If you don't see the title you expected in this list, check that both of these values are set. If the title of the publication hasn't been entered yet, <a href="#">add it here first</a> and be sure to <b>identify it as a Newspaper</b> in "media type".</p>
<b>Publication Date</b>	<input type="text" value="feb 14 1888"/> <p><b>Publication Date:</b> This is required and must be a date that resolves to a specific day of a given year. If the "date" on the publication is not a specific day, put that date in the "display date" field and enter a specific date here for the purposes of sorting.</p>
<b>Display Date</b>	<input type="text"/> <p><b>Display Date:</b> Display Date is for those things like "Nov 2010" that look like dates but aren't actually a specific date. Other examples include publications by quarter or season. In these cases the application still requires a specific, valid date in order to sort results properly, but will display to the user the string of characters you enter here.</p>
<input type="button" value="Add"/> <input type="button" value="Clear Form"/>	

## Issues with files

For Issues with existing pages, you will land on the File/Tech data screen where you can replace individual or batches of pages, relabel, add text files, etc.

**Technical data: Made Up Title, 21 Feb 1888**

There is a link to another record but not the specific page.

File summary	
	<p><b>Thumbnail</b>  File Exists: <a href="https://data.ourontario.ca/Partners/Training/OOTr001638884t.jpg">https://data.ourontario.ca/Partners/Training/OOTr001638884t.jpg</a> [Details/Edit]</p> <p><b>Regular</b>  File Exists: <a href="https://data.ourontario.ca/Partners/Training/OOTr001638884r.jpg">https://data.ourontario.ca/Partners/Training/OOTr001638884r.jpg</a> [Details/Edit]</p> <p><b>1 [Page]</b>  File Exists: <a href="https://data.ourontario.ca/Partners/Training/OOTr001638884p_0001.jpg">https://data.ourontario.ca/Partners/Training/OOTr001638884p_0001.jpg</a> [Details/Edit]  OCR/Full text: OL. 3.--N0. 8. 18 PUBLISHED rVERY THURSDAY EVENING, At Markdal'3 ...</p> <p><b>2 [Page]</b>  File Exists: <a href="https://data.ourontario.ca/Partners/Training/OOTr001638884p_0002.jpg">https://data.ourontario.ca/Partners/Training/OOTr001638884p_0002.jpg</a> [Details/Edit]  OCR/Full text: By Xionlse Cliandler Monlton. The only possible secret between two ...</p> <p><b>3 [Page]</b>  File Exists: <a href="https://data.ourontario.ca/Partners/Training/OOTr001638884p_0003.jpg">https://data.ourontario.ca/Partners/Training/OOTr001638884p_0003.jpg</a> [Details/Edit]  OCR/Full text: A. CoUego Sleety „nr-ece</p> <p><b>4 [Page]</b>  File Exists: <a href="https://data.ourontario.ca/Partners/Training/OOTr001638884p_0004.jpg">https://data.ourontario.ca/Partners/Training/OOTr001638884p_0004.jpg</a> [Details/Edit]  OCR/Full text: The Siattdard. MAEKDALE, HOV. 2nd, 1882. PBESANTATION. On Wednesday ...</p> <p><b>5 [Page]</b>  File Exists: <a href="https://data.ourontario.ca/Partners/Training/OOTr001638884p_0005.jpg">https://data.ourontario.ca/Partners/Training/OOTr001638884p_0005.jpg</a> [Details/Edit]  OCR/Full text: %PDF-1.5 %iööääiäöiäiö 4 0 obj &lt;</p> <p><b>6 [Page]</b>  File Exists: <a href="https://data.ourontario.ca/Partners/Training/OOTr001638884p_0006.jpg">https://data.ourontario.ca/Partners/Training/OOTr001638884p_0006.jpg</a> [Details/Edit]  OCR/Full text: %PDF-1.5 %iööääiäöiäiö 4 0 obj &lt;</p> <p><b>7 [Page]</b>  File Exists: <a href="https://data.ourontario.ca/Partners/Training/OOTr001638884p_0007.jpg">https://data.ourontario.ca/Partners/Training/OOTr001638884p_0007.jpg</a> [Details/Edit]  OCR/Full text: %PDF-1.5 %iööääiäöiäiö 4 0 obj &lt;</p> <p><b>8 [Page]</b>  File Exists: <a href="https://data.ourontario.ca/Partners/Training/OOTr001638884p_0008.jpg">https://data.ourontario.ca/Partners/Training/OOTr001638884p_0008.jpg</a> [Details/Edit]  OCR/Full text: %PDF-1.5 %iööääiäöiäiö 4 0 obj &lt;</p>
<input type="button" value="Relabel Pages"/> <input type="button" value="Associate another file with this record"/> <input type="button" value="Associate a single Zoomify zip file with this record"/> <input type="button" value="Associate multiple pages with this record"/> <input type="button" value="Associate OCR/Full text files with these pages"/> <input type="button" value="Associate Zoomify files with these pages"/> <input type="button" value="When finished editing pages/text:"/> <input type="button" value="Update Index"/>	<p>To order the links click and drag the thumbnail or sort icon up or down the list.</p>

## Issues without files

To add issue page images to a predicted issue date that has no files, go to the Main menu and choose Add/Edit issue

### 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

#### Add Batch/Edit Templates

### Manage Comments/Testimonials

#### List All Comments

Unreviewed Testimonials: for this agency

All Testimonials (and Search/Filter): for this agency

### Manage Groups

#### Add or Update Record Group

### Manage Exhibits

#### Add or Update Exhibit

### Manage Application

#### Agency Management

#### Site Management

#### Monthly Statistical Snapshot

Select the publication title from the quick list or start typing the title into the publication title field and select the right title from the drop down menu that appears. Then add the issue date in the Publication date field in natural language. Choose whether you're adding multiple files or a single PDF that needs splitting...

### Add Newspaper issue, Step 1

<b>Publication Title</b>	<input type="radio"/> Acton Free Press (Acton, ON) <input type="radio"/> Acton Tanner (Acton, ON) <input type="radio"/> Erin Advocate (Erin, ON) <input type="radio"/> Georgetown Gemini (Georgetown, ON) <input type="radio"/> Georgetown Herald (Georgetown, ON) <input type="radio"/> Georgetown Independent (Georgetown, ON) <input type="radio"/> Georgetown Leader (Georgetown, ON) <input type="radio"/> Halton Hills This Week (Georgetown, ON) <input type="radio"/> Halton Journal (Milton, ON) <input checked="" type="radio"/> Independent & Free Press (Georgetown, ON) <input type="radio"/> New Tanner (Acton, ON) <input type="radio"/> North Halton Compass (Eden Mills, ON)
	<b>Note:</b> Publications in this context are specifically newspapers and need to have media types of <b>bc</b> if these values are set. If the title of the publication hasn't been entered yet, <b>add it here first</b> and
<b>Publication Date</b>	<input type="text" value="August 28 2012"/> <b>Publication Date:</b> This is required and must be a date that resolves to a specific day of a given year and enter a specific date here for the purposes of sorting.
<b>Display Date</b>	<input type="text"/> <b>Display Date:</b> Display Date is for those things like "Oct 2013" that look like dates but aren't actual dates. Application still requires a specific, valid date in order to sort results properly, but will display to the user as the date entered.
<b>Files</b>	<input checked="" type="radio"/> Single file (with multiple pages) <input type="radio"/> Multiple files (each a single page) Is the issue in a single file (PDF) or in a series of files (PDF, JPEG or TIFF) with a consistent naming pattern?

And proceed as for Add Issue... (if working with single PDF files, see Add Issue from Single PDF manual)

Strip file name

Change file size "Yes"

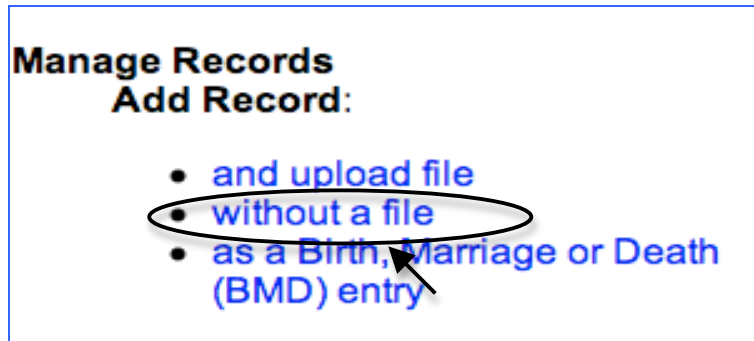
<b>Add pages, step 1</b>	
<b>Title</b>	Made Up Title
<b>File Name constants</b>	MarkdaleStd-1  Prefix .jpg  Suffix If your pages have a consistent naming pattern with the page number, you can enter a constant Prefix (e.g. "Book") and suffix (e.g. ".tif") in the boxes above. The remainder of the page number will be trimmed and the result used to label the page. You will see the result in the preview area.
<b>Change file size (page images only)</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="... on to Step 2"/>	

...and proceed with the uploader process: browse, select, "upload", complete, etc. (See Add Issue, above).

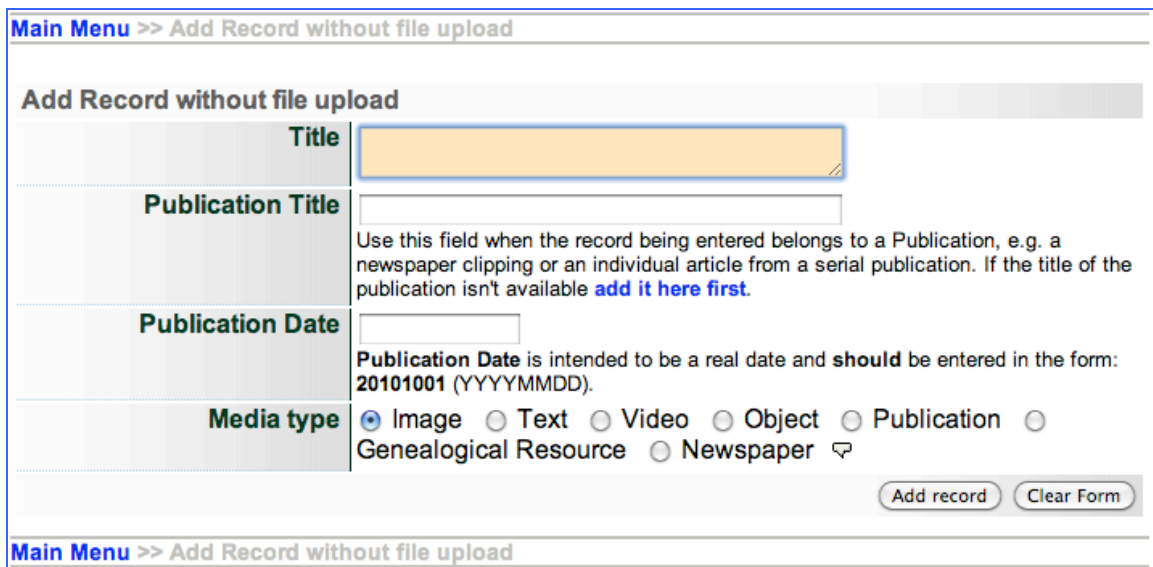
## Add Article/Clipping

For all toolkit users, the following applies to article indexing and to managing clippings. “article” ≈ “clipping”

From main menu:



This is the Add Record screen:



The image shows a screenshot of a web form titled "Add Record without file upload". The form is contained within a browser window with the address bar showing "Main Menu >> Add Record without file upload". The form has a header "Add Record without file upload" and a table of input fields. The first field is "Title" with a text input box. The second field is "Publication Title" with a text input box and a note: "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](#)." The third field is "Publication Date" with a date input box and a note: "Publication Date is intended to be a real date and should be entered in the form: 20101001 (YYYYMMDD)." The fourth field is "Media type" with radio buttons for "Image", "Text", "Video", "Object", "Publication", "Genealogical Resource", and "Newspaper". The "Image" radio button is selected. At the bottom right of the form are two buttons: "Add record" and "Clear Form". The browser window also shows "Main Menu >> Add Record without file upload" in the footer.

Add basic article information and association with newspaper and issue

- article title or headline
- select newspaper publication title
- publication date—i.e. date of issue
- Media type—select “Newspaper” as primary media type

**Add Record without file upload**

<b>Title</b>	Discharged non-commissioned officers & soldiers
<b>Publication Title</b>	King Kingston Chronicle: ID: 3349 Kingston Gazette: ID: 1785
<b>Publication Date</b>	
<b>Media type</b>	Genealogical Resource <input type="radio"/> Newspaper <input type="radio"/> Website <input type="radio"/>

**Add Record without file upload**

<b>Title</b>	Discharged non-commissioned officers & soldiers
<b>Publication Title</b>	1785
<b>Publication Date</b>	July 17 1815
<b>Media type</b>	<input type="radio"/> Image <input type="radio"/> Text <input type="radio"/> Collection <input type="radio"/> Video <input type="radio"/> Audio <input type="radio"/> Website <input type="radio"/> <input type="radio"/> Genealogical Resource <input checked="" type="radio"/> Newspaper <input type="radio"/>

This is the descriptive data screen for creating the article index record.

**Note:**

- 1) Initially the image associated with the article is inherited from the publication record
- 2) you can make the article public or keep it non-public
- 3) “friendly reminders” in red flag important missing elements and the non-public status of the record
- 4) Once the article record is complete, you can add a BMD or another article to the same issue by clicking the Add BMD or Add Article/Clipping link in the navigation area of the screen
- 5) When Media type is Newspaper, the secondary media type is automatically checked as Text

Main Menu >> Search >> Results

Create new record: with upload without upload (Duplicate Record) View entry in Public site

Add BMD Add Article/Clipping

Jump to: Names Publication Full Text

Display File/Tech Data Descriptive Data Geographic Data Administrative Data Groups Links

Delete You added a new record at 6 Oct 2022

No Item Type has been assigned.

There is a link to another record but not the same page.

No Files have been attached.

This record will not display in the Public Sites.

### Descriptive Data

Update Record

Public Display? **Help**

Yes  No

Media Type **Help**

**Newspaper**  
This value determines a number of other options for this record. To change it click here.

Secondary Media Type **Help**

Image  Text  Collection  Video  Object  Audio  Website  Genealogical Resource

Item Type **Help**

Advertisements  Charts  Clippings  Maps  Photographs

Title **Help**

MacIntosh Estate

**KINGSTON GAZETTE**

FOR SALE. Best Size and Leather STOGE

THE BAY AND RIVER STEAM BOAT. CHARLOTTE.

No Comments

Begin entering index record content

**Public Display**

- Yes/No
- Can be toggled anytime

## Media Type

- Carried forward from the Add Record screen
- Determines the template for metadata entry for the record

## Secondary media type

- If Newspaper is selected, Text is auto-selected as Secondary Media Type
- For articles—Text or Image are likely appropriate choices
- For BMDs – choose Genealogical Resource

**Publication Title** Help  
Markdale Standard (Markdale, Ont.)

**Publication Date** Help  
30 Apr 1942

**Display Date**  
Display Date: Display Date is for those things like "Spring 2010" that look like dates but aren't actually a specific date. Other examples include publications by quarter or season. In these cases the application still requires a specific, valid date in order to sort results properly, but will display to the user the string of characters you enter here.

**Pagination** Help  
Page from linked issue: Select from list below  
Section: Select from list below Column:  
1  
2  
3  
4  
5  
6

**Creator Name & Role**  
Name:   
Role:  [n/a]

**Additional Contributor Name & Role** Help  
Name:   
Role:

**Subjects** Help List of assigned Subjects  
**Assign Subject Term(s) from Thesaurus:**  
  
  
  
One subject term per box. Enter a minimum of three letters to start the search. Keep typing to narrow the search or scroll down the list. Click to select. The numeric "ID" for the term will appear in the input box. When you click the [Update Record] button these boxes should either contain numbers or be blank. If there are partial words/letters, an error will be generated.

**Add New Subject Term: (not in Thesaurus)**  
  
Enter a term here if it will not appear in the subject lookup boxes above. It will be added as "Unauthorized" to the Thesaurus and then automatically assigned to this record.

## Item Type

- For articles “clippings”, “photographs”, etc. use the appropriate item types to describe the content of the article you are indexing

## Title

- Will be carried forward from the Add Record screen
- Can be edited here

For more information about the following fields see the VITA Data Management manual, Section 1.3

## Publication Title

- Carried forward from Add Record screen and linked to the issue itself, so...
- If this is incorrect Delete the record and start again

## Display date

- Use only for dates that are non-numeric, e.g. Spring 1945

## Publication Date

- Carried forward from Add Record screen
- Auto-linked to existing issue if one exists, therefore cannot be edited so...
- If date is incorrect Delete this record and add new record



with correct date

### Pagination

- Section—Add section name if appropriate
- Page number—select from drop down menu
- Column—Add column number if appropriate

### Creator name

- Enter name of author, photographer, etc. and their role, if appropriate

### Additional Contributor names

- Use when an object has multiple creators who contributed to the content, e.g. multiple authors or an author and a photographer

### Subjects

- Begin typing subject headings
- Select from the drop down list that appears with existing thesaurus entries
- Or add a new subject heading to the thesaurus (these will be flagged as Unauthorized)

The image shows a screenshot of a metadata entry form. It consists of several sections, each with a label and a 'Help' button:

- Personal Name(s)**: A text input field containing the text "MacIntosh, John; MacIntosh, Martha; Leavins, Roswell;".
- Corporate Name(s)**: An empty text input field.
- Description**: An empty text input field with social media icons (Facebook, Twitter, LinkedIn, YouTube) to its left.
- Notes**: An empty text input field.
- Language(s) in item**: A section with a dropdown arrow and a 'Help' button. It contains two radio buttons: "English" (checked) and "French".
- Mystery Question**: An empty text input field.
- Publisher**: An empty text input field.
- Place of Publication**: An empty text input field.

### Names

Think of these fields as “tags” that will be linked to other instances of those names within the agency records the way subject headings are linked

### Personal Name(s)

- Enter any personal names in reverse order, e.g. Campbell, Ruby or Smith, Dr. John W.
- Separate individual names with semicolons
- Organizational indexing policy should require consistent name entry format

### Corporate Name(s)

- Enter corporate names in natural form, e.g. D.M. McKinnon & Sons, **not** McKinnon & Sons, D.M.
- Separate individual corporate names with semicolons

## Description

- For articles, if full text is included, the description field could remain blank

## Notes

- For details that inform the object but are not recorded as part of the object itself

## Languages in the item

- Choose English, French or add new language if necessary
- Multiple languages can be selected if multiple languages are contained in the object


## Mystery question

- Ask the user a question about the object or object content
- Users answer by entering a comment on the public side

## Publisher/Place of Publication

- This information is supplied as part of the publication profile you have already supplied
- Enter publisher name and place only if different from parent newspaper

## Dates

**Dates**  **Help**

**Date of Original**

**Date of Original** is intended to be a user friendly description of the date. One example of a useful entry in this field would be **Spring 2010**. If filled in, this value will be the one displayed to the user. Otherwise, if there is a sortable date, it will be displayed instead in the form: **6 Oct 2010**.

**Date of Event Depicted/Described**

**Date of Event Depicted/Described** is intended to refer to a second date if the object is referring to events at a different time than previous dates. An example would be a column or a painting referring to events 50 years in the past.

**Earliest Year**

**Latest Year**

**Earliest/Latest year** Use this when the dates are ambiguous (e.g. between 1900 and 1914, but the object wasn't dated), or where the events spanned a number of years (e.g. obituary of someone who lived between 1815 and 1891).

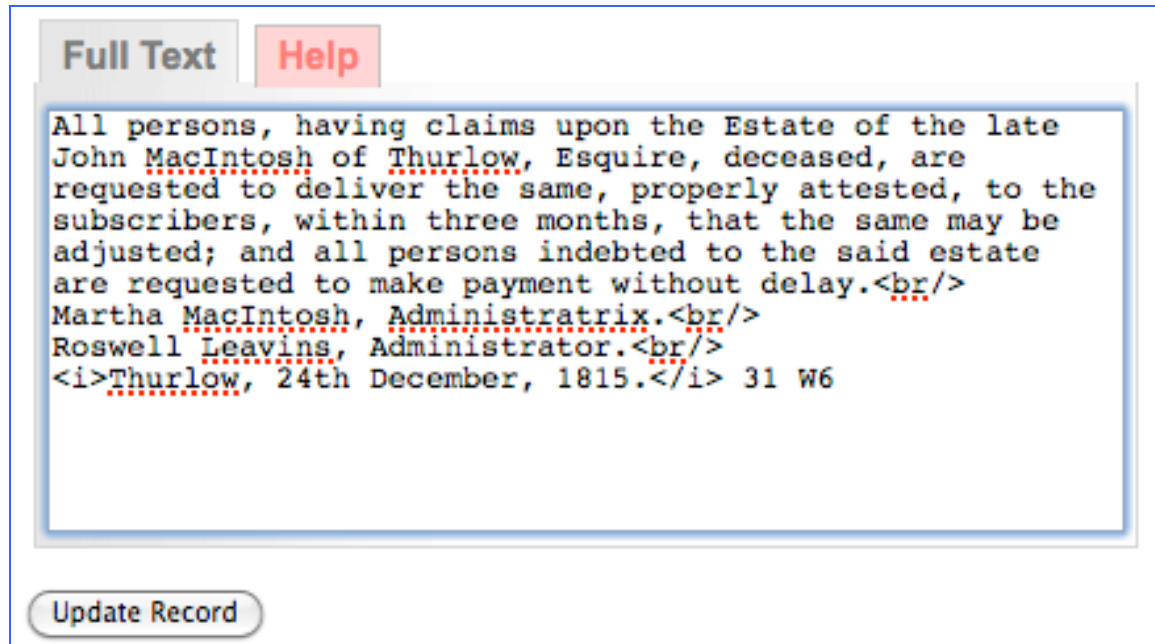
**Date of Original**—a “friendly” date, i.e. natural language

**Date of event**—if different from date of original

- e.g. for incidents that happen during the week and reported only once a week, after the fact
- “friendly” format e.g. War of 1812, Fall 1989, etc.

**Earliest and Latest years**—assign range for fuzzy searching by end users or leave blank and same year will be auto-generated from publication date

## Full Text



The screenshot shows a web interface with a 'Full Text' tab and a 'Help' button. The main area contains a text input box with the following text: "All persons, having claims upon the Estate of the late John MacIntosh of Thurlow, Esquire, deceased, are requested to deliver the same, properly attested, to the subscribers, within three months, that the same may be adjusted; and all persons indebted to the said estate are requested to make payment without delay.<br/>Martha MacIntosh, Administratrix.<br/>Roswell Leavins, Administrator.<br/><i>Thurlow, 24th December, 1815.</i> 31 W6". Below the input box is an 'Update Record' button.

- To display the full text of a clipping in the public record view, transcribe content or copy and paste fully legible text into the Full Text input box

### Formatting full text display

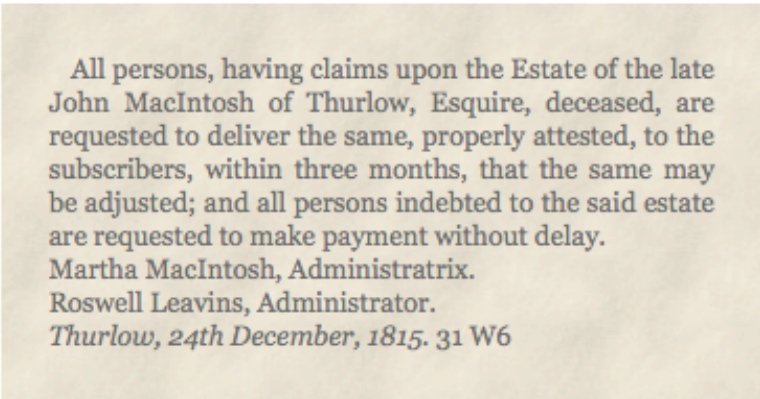
- Use simple HTML (as shown above)
- Or create paragraph breaks by clicking the Enter/Return key on your keyboard 2x
- Click “Update” at any time to commit changes to your record

## Public view of the descriptive record

**Publication:**  
Kingston Gazette, 20 Jan 1816, p. 2

**Description** **Comments (0)**

**Full Text**



All persons, having claims upon the Estate of the late John MacIntosh of Thurlow, Esquire, deceased, are requested to deliver the same, properly attested, to the subscribers, within three months, that the same may be adjusted; and all persons indebted to the said estate are requested to make payment without delay.  
Martha MacIntosh, Administratrix.  
Roswell Leavins, Administrator.  
*Thurlow, 24th December, 1815. 31 W6*

---

**Media Type:**  
Newspaper

**Item Type:**  
Clippings

**Date of Original:**  
20 January 1816

**Date of Event depicted:**  
24 December, 1815

**Subject(s):**  
[Estate](#)  
[Death notification](#)

**Personal Name(s):**  
[MacIntosh, John](#) ; [MacIntosh, Martha](#) ; [Leavins, Roswell](#)

**Language Of Item:**  
English

**Geographic Coverage:**  
[Canada - Ontario - Kingston](#)  
Latitude: 44.22976  
Longitude: -76.48098

**Contact:**

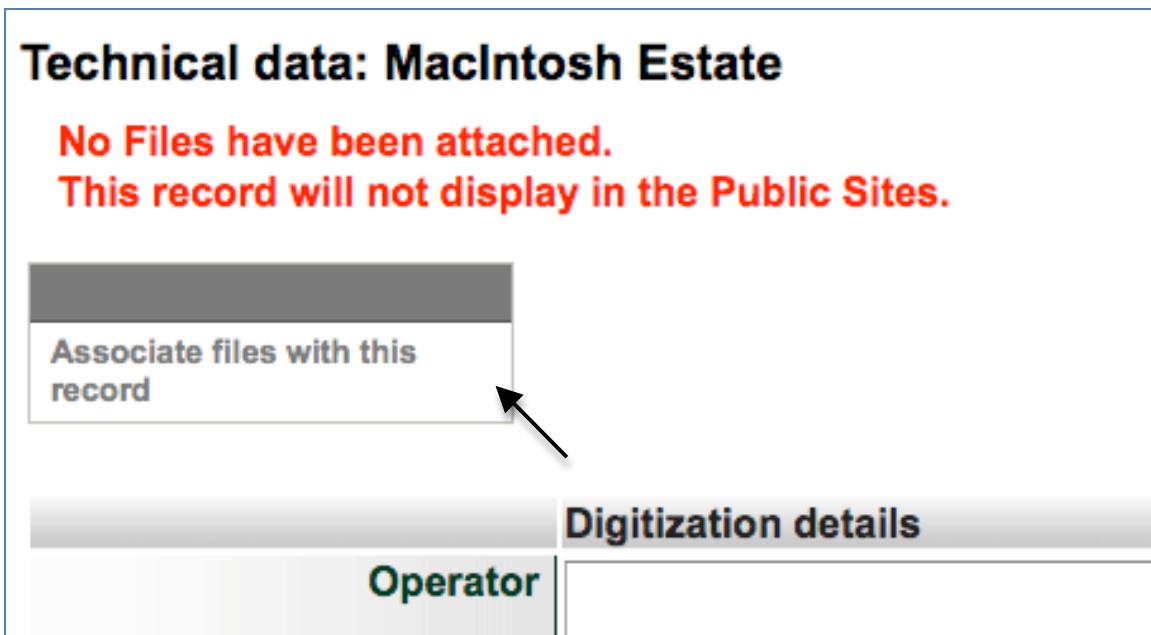
## File/Tech Data

### To add Image

If you do not add an image file to the article/Clipping record, the publication image will represent all objects associated with it, like so:



Open the File/Tech data screen




Add file to record	
<b>Title</b>	MacIntosh Estate
<b>Category</b>	Thumb+Regular
<b>Label</b>	
<b>Change file size (images only)</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>File</b>	Browse

Clear Form

- No label is necessary
- Allow tool to resize image unless you have pre-sized it for a certain display type
- Browse for file and select appropriate category for the article content

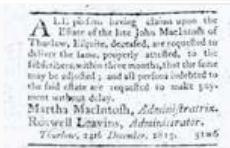
Once the file is selected, the uploader will start automatically. When the file is 100% uploaded, a “Continue...” button will appear. Click on this to move to the next stage.

Add file to record	
<b>Title</b>	MacIntosh Estate
<b>Category</b>	Thumb+Regular
<b>Label</b>	
<b>Change file size (images only)</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>File</b>	<div style="border: 1px solid #ccc; padding: 2px;"> <p>filesherton_Dec_1883-1886_0007.jpg -- 1 MB</p> <p style="text-align: center;">100%</p> </div>

Continue  Clear Form

- A thumbnail of the file is presented on the File/Tech data screen
- For more information about the files themselves, click on Details/Edit

### Technical data

File summary	
	<p><b>Thumbnail</b> File Exists: <a href="https://data.ourontario.ca/Partners/Test34/Test34072140t.jpg">https://data.ourontario.ca/Partners/Test34/Test34072140t.jpg</a> [Details/Edit]</p> <p><b>Regular</b> File Exists: <a href="https://data.ourontario.ca/Partners/Test34/Test34072140.jpg">https://data.ourontario.ca/Partners/Test34/Test34072140.jpg</a> [Details/Edit]</p> <p>To order the links click and drag the thumbnail or sort icon up or down the list.</p>

Associate another file with

On the Data Management and Public details screens, the clipping will display as well as a linked page view and linked issue image

## MacIntosh Estate

### Publication:

Kingston Gazette, 20 Jan 1816, p. 2

### Description

Comments (0)

### Full Text

All persons, having claims upon the Estate of the late John MacIntosh of Thurlow, Esquire, deceased, are requested to deliver the same, properly attested, to the subscribers, within three months, that the same may be adjusted; and all persons indebted to the said estate are requested to make payment without delay.  
Martha MacIntosh, Administratrix.  
Roswell Leavins, Administrator.  
*Thurlow, 24th December, 1815. 31 W6*

### Media Type:

Newspaper

### Item Type:

Clippings

### Date of Original:

20 January 1816

### Date of Event depicted:

24 December, 1815

### Subject(s):

Estate  
Death notification

### Personal Name(s):

MacIntosh, John ; MacIntosh, Martha ; Leavins, Roswell

All persons having claims upon the Estate of the late John MacIntosh of Thurlow, Esquire, deceased, are requested to deliver the same, properly attested, to the subscribers, within three months, that the same may be adjusted; and all persons indebted to the said estate are requested to make payment without delay.  
Martha MacIntosh, Administratrix.  
Roswell Leavins, Administrator.  
*Thurlow, 24th December, 1815. 31 W6*

### Comment on this item

### Create electronic postcard



Kingston Gazette,  
20 Jan 1816, p. 2

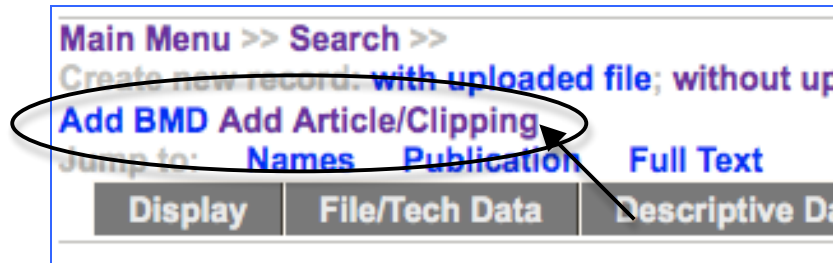
intLinkedRecordID(206): 3111



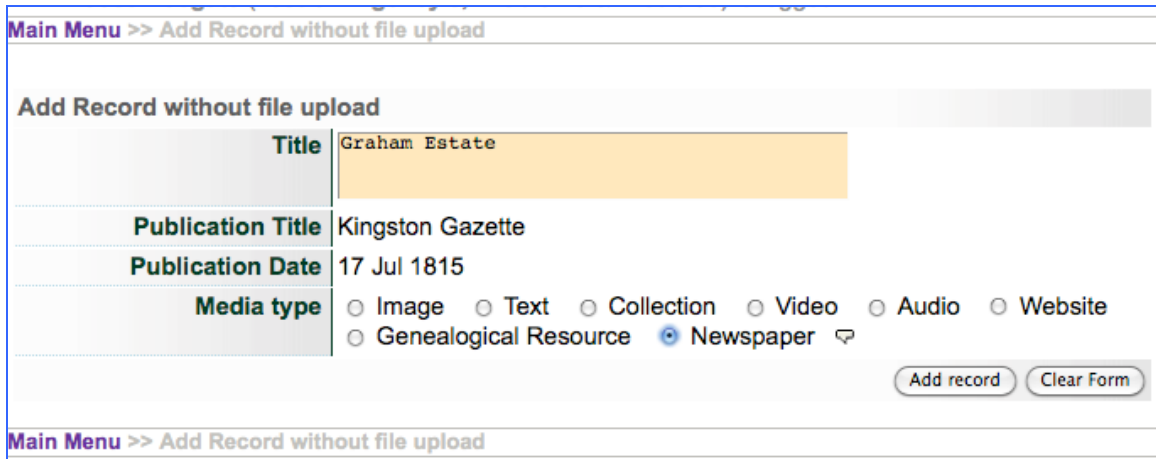
Kingston Gazette,  
20 Jan 1816

## Add another article/clipping or BMD to same page & issue

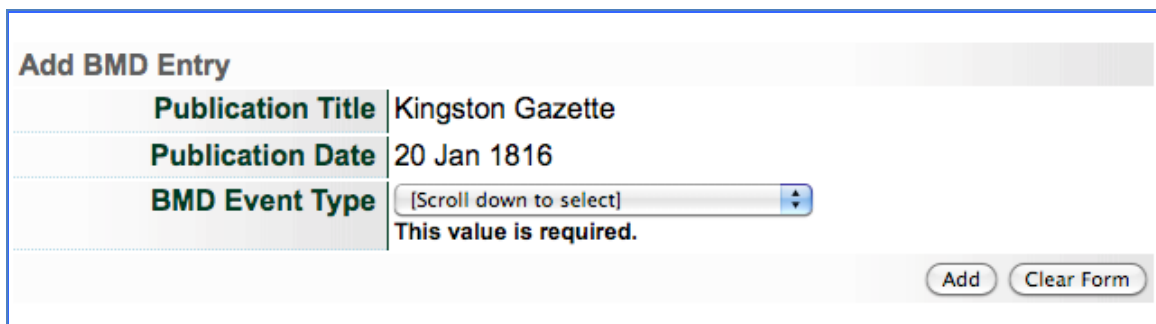
Click on link in the top navigation bar



The Add Record screen will inherit the publication title and issue date  
Add new article title and select Media Type

A screenshot of a web form titled 'Add Record without file upload'. The form has a header 'Main Menu >> Add Record without file upload'. Below the header, there is a table with the following fields:

<b>Title</b>	Graham Estate
<b>Publication Title</b>	Kingston Gazette
<b>Publication Date</b>	17 Jul 1815
<b>Media type</b>	<input type="radio"/> Image <input type="radio"/> Text <input type="radio"/> Collection <input type="radio"/> Video <input type="radio"/> Audio <input type="radio"/> Website <input type="radio"/> Genealogical Resource <input checked="" type="radio"/> Newspaper

At the bottom right of the form, there are two buttons: 'Add record' and 'Clear Form'.A screenshot of a web form titled 'Add BMD Entry'. The form has a header 'Main Menu >> Add Record without file upload'. Below the header, there is a table with the following fields:

<b>Publication Title</b>	Kingston Gazette
<b>Publication Date</b>	20 Jan 1816
<b>BMD Event Type</b>	[Scroll down to select] This value is required.

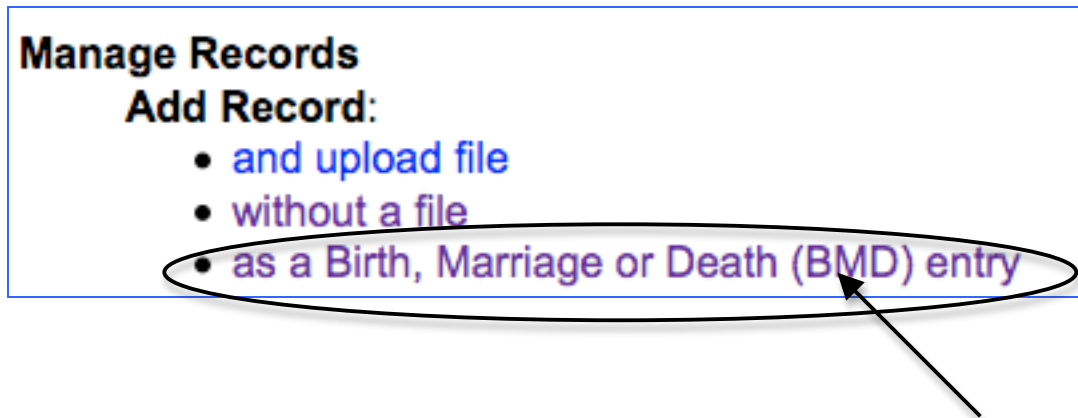
At the bottom right of the form, there are two buttons: 'Add' and 'Clear Form'.

Proceed as above to complete the index record



## Add a BMD


From the main menu



Site Administrators can set up a quick-pick list of publications to appear on the Add BMD Entry screen

### Add Publication title

Select from the quick list ...



The image shows a screenshot of a web form titled "Add BMD Entry". The form has three main sections: "Publication Title", "Publication Date", and "BMD Event Type". The "Publication Title" section has a dropdown menu with three options: "Georgetown Gemini", "Kingston Gazette" (which is selected), and "Oakville Beaver (Oakville, ON)". Below the dropdown is a note: "Note: Publications in this context are typically newspapers or other serial publications to which individual entries are going to be associated. If the title of the publication isn't available **add it here first** and be sure to **identify it a Newspaper in 'media type'**." The "Publication Date" section has a text input field and a note: "Publication Date is intended to be a real date and **should** be entered in the form: **20101004** (YYYYMMDD)." The "BMD Event Type" section has a dropdown menu with the text "[Scroll down to select]" and a note: "This value is required." At the bottom right of the form are two buttons: "Add" and "Clear Form".

or type title of another publication ...

**Add BMD Entry**


**Publication Title**

Georgetown Gemini  
 Kingston Gazette  
 Oakville Beaver (Oakville, ON)

mark

Markdale Standard (1888 ): ID: 72069

**Publication Date**

**BMD Event Type** [Scroll down to select] 

This value is required.

Add Clear Form

or add a new title by clicking on the “add it here first” link ...

**Add BMD Entry**


**Publication Title**

Georgetown Gemini  
 Kingston Gazette  
 Oakville Beaver (Oakville, ON)

Note: Publications in this context are typically newspapers or other serial to which individual entries are going to be associated. If the title of the pub available **add it here first** and be sure to **identify it a Newspaper** in "me

**Publication Date**

Publication Date is intended to be a real date and **should** be entered in t 20101004 (YYYYMMDD).

**BMD Event Type** [Scroll down to select] 

This value is required.

Add

- Enter the publication date of the BMD (Note: you can add the date in natural language or machine-readable format, e.g. Jan 13, 1816 vs. 18160113—either will work)
- Select the category of BMD you are indexing\*\*
- Click “Add”

**Add BMD Entry**

**Publication Title**  Georgetown Gemini  
 Kingston Gazette  
 Oakville Beaver (Oakville, ON)

**Publication Date** 18160113  
 Publication Date is intended to be a real date and should be entered in the form: 20101004 (YYYYMMDD).

**BMD Event Type** [Scroll down to select]  
 [Scroll down to select]  
 Adoption Announcement  
 Advertisement  
 Anniversary Notice  
 Birth announcement  
 Birthday  
 Card of Thanks  
 Death notice  
 Engagement notice  
 In Memoriam  
 Marriage notice  
 News  
 Obituary  
 Wedding Anniversary  
 Wedding Announcement/Description

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

Main Menu >> Add BMD Entry

This is th ita, version 4.0.1

If either the Publication title or BMD category is missing, you will be kept on this screen and friendly reminders will prompt you like so:

**You need to identify the Publication Title**  
**You need to select a BMD Event Type**

On the Descriptive data screen, please note:

- 1) the Friendly Reminders are very specific to BMD indexing
- 2) Media Type is automatically assigned as Genealogical Resource (GenRes); Secondary Media type is automatically assigned to Text *and* Newspaper
- 3) Default image associated with the BMD is the image assigned to the publication record—until a page is associated (see more below)
- 4) GenRes template includes multiple name spaces (see more below)

Create new record: [with uploaded file](#); [without upload](#) ([Duplicate Record](#)) [View entry in Public site](#)  
 Add BMD [Add Article/Clipping](#)  
 Jump to: [Names](#) [Publication](#) [Full Text](#)

Display	File/Tech Data	Descriptive Data	Geographic Data	Administrative Data	Groups	Links	Delete
---------	----------------	------------------	-----------------	---------------------	--------	-------	--------

**BMDs expect, at minimum, the first Last Name.**  
**There is a link to another record but not the specific page.**  
**No Files have been attached.**  
**This record will not display in the Public Sites.**

**Descriptive Data**

[Update Record](#)

Public Display? [Help](#)  
 Yes  No


Media Type [Help](#)  
**Genealogical Resource**  
 This value determines a number of other options. To change it [click here](#).

Secondary Media Types [Help](#)  
 Image  Text  Collection  Video  Audio  Website  Newspaper

Item Type [Help](#)  
 Marriage announcements  
 Photographs

Name (1) [Help](#)  
 Name: Last  First:   
 Néé: Last  First:   
 If Marriage put the first partner's name  
 e.g. Last Name: Jones First Name: Robert, Mrs.

Name (2) [Help](#)  
 Name: Last  First:   
 Néé: Last  First:   
 If Marriage put the second partner's name



No Comments

## Public Display

- Yes/No
- Toggle as needed

## Media Type

- Pre-selected for BMDs as Genealogical Resource
- 

## Secondary Media Type

- Pre-selected as text and Newspaper
- Add or change as necessary

## Item type

- Carried forward from the Add BMD Entry screen
- Select new or additional from quick list or type in new Item Type and select from drop down list

## Names\*—Marriage Announcements

\*for all BMDs, at least one last name is expected as part of the record

<b>Name (1)</b>	<b>Help</b>
<b>Name: Last</b> <input type="text"/>	<b>First :</b> <input type="text"/>
<b>Neé: Last</b> <input type="text"/>	<b>First :</b> <input type="text"/>
If Marriage put the first partner's name e.g. <b>Last Name:</b> Jones <b>First Name:</b> Robert, Mrs.	
<b>Name (2)</b>	<b>Help</b>
<b>Name: Last</b> <input type="text"/>	<b>First :</b> <input type="text"/>
<b>Neé: Last</b> <input type="text"/>	<b>First :</b> <input type="text"/>
If Marriage put the second partner's name	

Enter as many last and first names as possible to describe the betrothed people mentioned in the announcement

e.g. Last Name: Jones  
First name: Robert, Mrs.  
Née Last name: McDowell  
Née First Name: Loretta  
or  
Last name: Jones  
First Name: Robert, Rev.

<b>Name (1)</b>	<b>Help</b>
<b>Name: Last</b> <input type="text" value="Link"/>	<b>First :</b> <input type="text" value="John"/>
<b>Neé: Last</b> <input type="text"/>	<b>First :</b> <input type="text"/>
If Marriage put the first partner's name e.g. <b>Last Name:</b> Jones <b>First Name:</b> Robert, Mrs.	
<b>Name (2)</b>	<b>Help</b>
<b>Name: Last</b> <input type="text" value="Palen"/>	<b>First :</b> <input type="text" value="Sarah"/>
<b>Neé: Last</b> <input type="text"/>	<b>First :</b> <input type="text"/>
If Marriage put the second partner's name	

## Names\*—Birth Announcements

Name (1)	Help		
Name: Last	<input type="text"/>	First :	<input type="text"/>
Neé: Last	<input type="text"/>	First :	<input type="text"/>
Put Child's name. If Child not named put first Parent's name. e.g. <b>Last Name:</b> Jones <b>First Name:</b> Robert, Mrs.			

Name (2)	Help		
Name: Last	<input type="text"/>	First :	<input type="text"/>
Neé: Last	<input type="text"/>	First :	<input type="text"/>
Put the first Parent's name			

Name (3)	Help		
Name: Last	<input type="text"/>	First :	<input type="text"/>
Neé: Last	<input type="text"/>	First :	<input type="text"/>
If Birth or adoption put other Parent's Name			

- Enter the last and first names of the child and parents in the spaces allotted.
- Include as much information as possible for end users to discover genealogical records and their cross-references.

## Names\*—Death Notices

Name (1)	Help		
Name: Last	<input type="text"/>	First :	<input type="text"/>
Neé: Last	<input type="text"/>	First :	<input type="text"/>
Put Individual's name e.g. <b>Last Name:</b> Jones <b>First Name:</b> Robert, Mrs.			

- Enter the last and first name of the deceased; include their maiden name if applicable.

## Notes

Any information about the object or its intellectual content that informs the object but is not contained therein

## Dates

- Enter date of event if different from publication date, e.g. a wedding, birth or death that took place the Saturday before publication
- Note: screen notes will change according to the type of BMD you are entering

**Dates** **Help**

**13 Jan 1816: Publication Date**

Jan 8 1816 **Date of Event Depicted/Described**

**Date of Event Depicted/Described** is intended to refer to a second date if the object is referring to events at a different time than previous dates. Enter the date of the wedding if it appears in the source.

## Pagination

- With BMDs, by associating the record with a particular publication and issue date, the tool recognizes if there are pages associated with that issue and provides a drop-down menu—like PICA
- Select the appropriate page from that menu OR enter the page number in the input box provided
- Include in this area any Section name (e.g. Around Town, Sports, etc.) and column number to help your user find the item being recorded.

**Pagination** **Help**

Page from linked issue: 3

Section:  Column:

Language(s) in item

English

**Pagination** **Help**

Page from linked issue: 3

Section:  Page:  Column:

## Language in Item

- Assign the language(s) that are represented in the item being recorded

### Full text

- Transcribe or copy and paste full text from the OCR (displayed on right side of the descriptive data screen)
- Format full text using simple HTML (as shown) or establish paragraph breaks by hitting the return/Enter key 2x on your keyboard

Full Text Help

MARRIED<br/>  
In this town, on Monday the 8th day of January, 1816, by  
the Rev. Official Stuart, John Link, Jun. to Sarah Palen.

Update Record

### BMD entry displays

Noteworthy details--

- Publication information is inherited from Publication record
- Date of Publication and Date of Event are discreet
- Last names of both persons are now linked; clicking on a linked name will return all items with the same last name



**Link, John and Palen, Sarah, ( on Jan 8 1816)**

**Publication:**  
Kingston Gazette, 13 Jan 1816, p. 3, column 4

**Description**    **Comments (0)**

**Full Text**

MARRIED  
In this town, on Monday  
by the Rev. Official St  
Palen.

**Media Type:**  
Genealogical Resource

**Item Type:**  
Marriage announcements

**Date:**  
13 Jan 1816

**Date of Event depicted:**  
Jan 8 1816

**Last Name(s):**  
[Link](#)  
[Palen](#)

**Language of Item:**  
English

**Geographic Coverage:**  
[Canada - Ontario - Kings](#)  
Latitude: 44.22976  
Longitude: -76.48098

**Date:**  
13 Jan 1816

**Date of Event depicted:**  
Jan 8 1816

**Last Name(s):**  
[Link](#)  
[Palen](#)

nt linkedRecordID(206): 3110  
Kingston Gazette,  
13 Jan 1816

Map    Satellite    Hybrid  
Terrain

- The image of the page for this item is now displayed as well as the publication masthead
- Clicking on the page image takes you to a navigable page view
- Navigate within the page to the column and location of the indexed item

**Burnett, Daughter to Burnett, A.H., ( on 27 April, 1942)**

appeared in Torana Holler, 28 Apr 1942, p. 14, column 3

Description Comments (0)

Full Text

Burnett - On the 27th ult, the wife of ....

Media Type:  
Genealogical Resource  
Text  
Newspaper



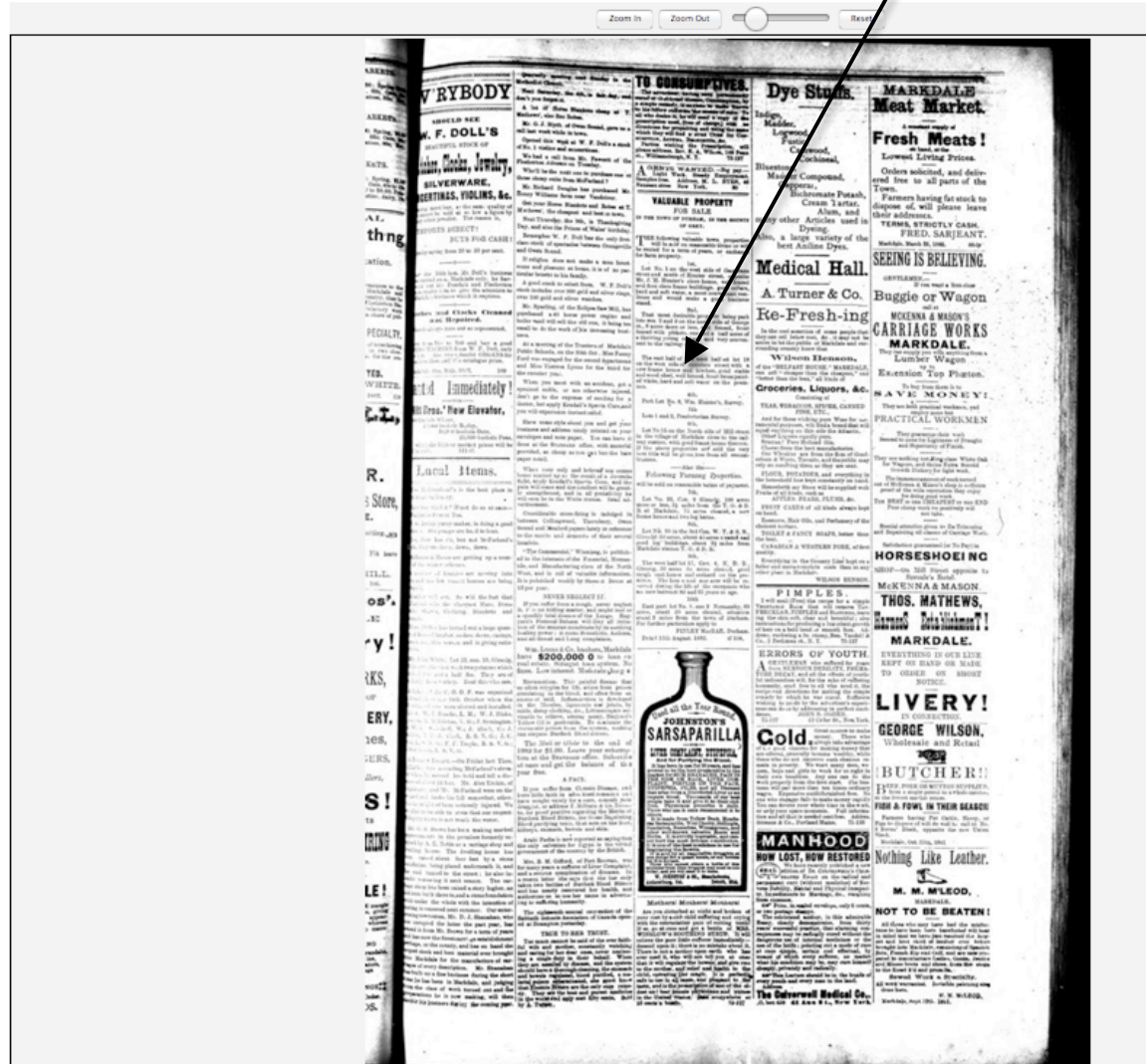
Torana Holler,  
28 Apr 1942

Map Satellite

Torana Holler (18470812), 28 Apr 1942, p. 14

Pages:  Search within this title:  PDF / Printable version

Current Issue Browse Issues More about this Newspaper



## **Adding more metadata for Clippings and BMDs**

### **Geographic Data**

- Articles, BMDs and clippings will inherit the geographical data from their parent publication record
- You can assign a specific geo-location to an article, BMD or clipping by entering the place name in the geographic data screen
- Click update to commit the changes for the Article, BMD or clipping only—this will not affect the Publication record
- For more information about assigning geo-location information, see the VITA Data Management Manual, Section 1.4

### **Administrative Data**

- Articles, BMDs and clippings can inherit the elements of administrative data from their parent publication record
- Assign specific data for the Articles, BMDs and clipping on this screen
- Click update to commit the changes for the Article, BMD or clipping only—this will not affect the Publication record

### **Groups**

- In essence, Articles, BMDs and clippings are already grouped if they are associated with a Publication, but it is always possible to collect objects in groups of any configuration
- See VITA Data Management Manual, Section 2 for more information on using Groups

### **Links**

#### **Add & Manage External Links**

- Add a link to guide end users to other places on the Web for related information or objects
- See VITA Data Management Manual, Section 1.8 for more information

### **Delete**

Deleting a record is irreversible

When to delete:

- When a record has been linked to the wrong date or publication
- When a record is duplicated unnecessarily
- When a record is tragically incorrect and it's better to start over