JANUARY 1880
FEBRUARY 1880
MARCH 1880

THE ACTON FREE PRESS

Markdale Standard

The Stouffville Free Press

Newspapers & Newspaper Contents

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 assenbled, 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 occurance. His parents reside at Salmonville.

Table of Contents:

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   Flesherton Advance

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.).**

Add/Edit Publication

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?   Help
○ Yes   ● No

Media Type   Help
Publication
This value determines a number of other options for this record. To change it **click here**.

Secondary Media Types   Help
□ Image ☑ Text □ Collection □ Video □ Audio □ Genealogical Resource ☑ Newspaper

Role   Help
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.

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).

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:

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 it's 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.

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).

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.

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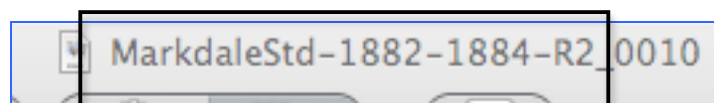
On the Step 2 screen, include the constants in the Prefix and Suffix input boxes:

Add Newspaper issue, Step 2

Publication	Markdale Standard, 2 Nov 1882
File Name constants	MarkdaleStd-18 Prefix .jpg Suffix
	If your pages have a consistent naming pattern with the page nu suffix (e.g. ".tif") in the boxes above. These will be removed, the 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.

Change file size (page images only)	⦿ Yes ○ No
	If "Yes" then what width?
	○ 800 ⦿ 1000 ○ 1250 ○ 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.
	(Add) (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	⊙ Start	⊘ Cancel
	MarkdaleStd-1882-1884-R2_0011.jpg	425.79 KB	⊙ Start	⊘ Cancel
	MarkdaleStd-1882-1884-R2_0012.jpg	470.37 KB	⊙ Start	⊘ Cancel
	MarkdaleStd-1882-1884-R2_0013.jpg	397.59 KB	⊙ Start	⊘ Cancel
	MarkdaleStd-1882-1884-R2_0014.jpg	424.71 KB	⊙ Start	⊘ Cancel
	MarkdaleStd-1882-1884-R2_0015.jpg	443.79 KB	⊙ Start	⊘ Cancel
	MarkdaleStd-1882-1884-R2_0016.jpg	453.56 KB	⊙ Start	⊘ Cancel
	MarkdaleStd-1882-1884-R2_0017.jpg	367.40 KB	⊙ 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.

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	⊕ Start	⊘ Cancel
	MarkdaleStd-1882-1884-R2_0011.jpg	425.79 KB	⊕ Start	⊘ Cancel
	MarkdaleStd-1882-1884-R2_0012.jpg	470.37 KB	⊕ Start	⊘ Cancel
	MarkdaleStd-1882-1884-R2_0013.jpg	397.59 KB	⊕ Start	⊘ Cancel
	MarkdaleStd-1882-1884-R2_0014.jpg	424.71 KB	⊕ Start	⊘ Cancel
	MarkdaleStd-1882-1884-R2_0015.jpg	443.79 KB	⊕ Start	⊘ Cancel
	MarkdaleStd-1882-1884-R2_0016.jpg	453.56 KB	⊕ Start	⊘ Cancel

Add Newspaper issue, Step 3

Title	Markdale Standard, 2 Nov 1882
Files	Continue ...

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 wit
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 ir
                                                                    prc

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.

Batch Relabeling of Issue Pages

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

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
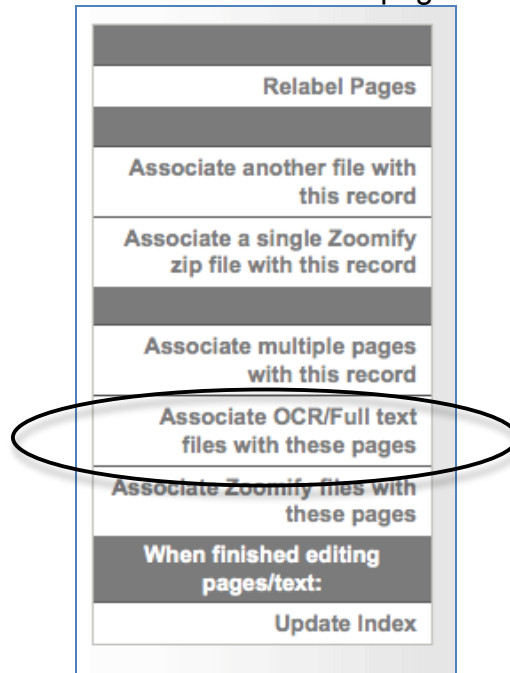
Add Full Text for Issue Pages

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

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

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

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
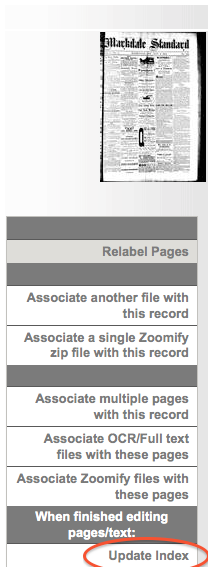

Important:
1) Navigate to the Descriptive data tab and **make the issue public**

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:
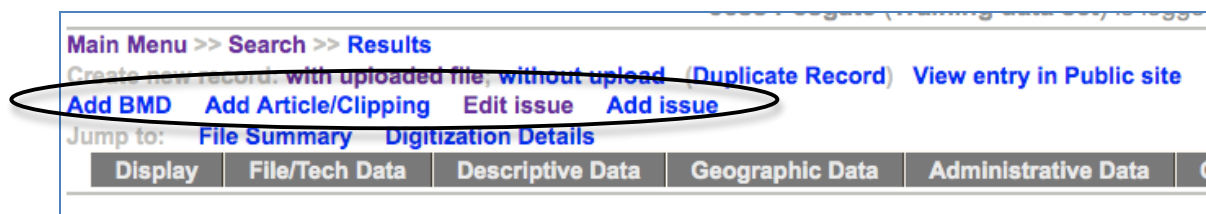
Edit Issue

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"

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.

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: [ ] go

    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

Publication Title
- ○ Acton Free Press (Acton, ON)
- ○ Acton Tanner (Acton, ON)
- ○ Erin Advocate (Erin, ON)
- ○ Georgetown Gemini (Georgetown, ON)
- ○ Georgetown Herald (Georgetown, ON)
- ○ Georgetown Independent (Georgetown, ON)
- ○ Georgetown Leader (Georgetown, ON)
- ○ Halton Hills This Week (Georgetown, ON)
- ○ Halton Journal (Milton, ON)
- ⦿ Independent & Free Press (Georgetown, ON)
- ○ New Tanner (Acton, ON)
- ○ North Halton Compass (Eden Mills, ON)

Note: Publications in this context are specifically newspapers and need to have media types of bc of these values are set. If the title of the publication hasn't been entered yet, **add it here first** and

Publication Date | August 28 2012

Publication Date: This is required and must be a date that resolves to a specific day of a given y and enter a specific date here for the purposes of sorting.

Display Date |

Display Date: Display Date is for those things like "Oct 2013" that look like dates but aren't actua application still requires a specific, valid date in order to sort results properly, but will display to the

Files | ⦿ Single file (with multiple pages) ○ 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 nam

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"

Add pages, step 1

Title	Made Up Title
File Name constants	MarkdaleStd-1 Prefix .jpg Suffix
	If your pages have a consistent naming pattern with the page nur constant Prefix (e.g. "Book") and suffix (e.g. ".tif") in the boxes ab remainder trimmed and the result used to Label the page. You wi
Change file size (page images only)	⦿ Yes ○ No ▽
	(… on to Step 2)

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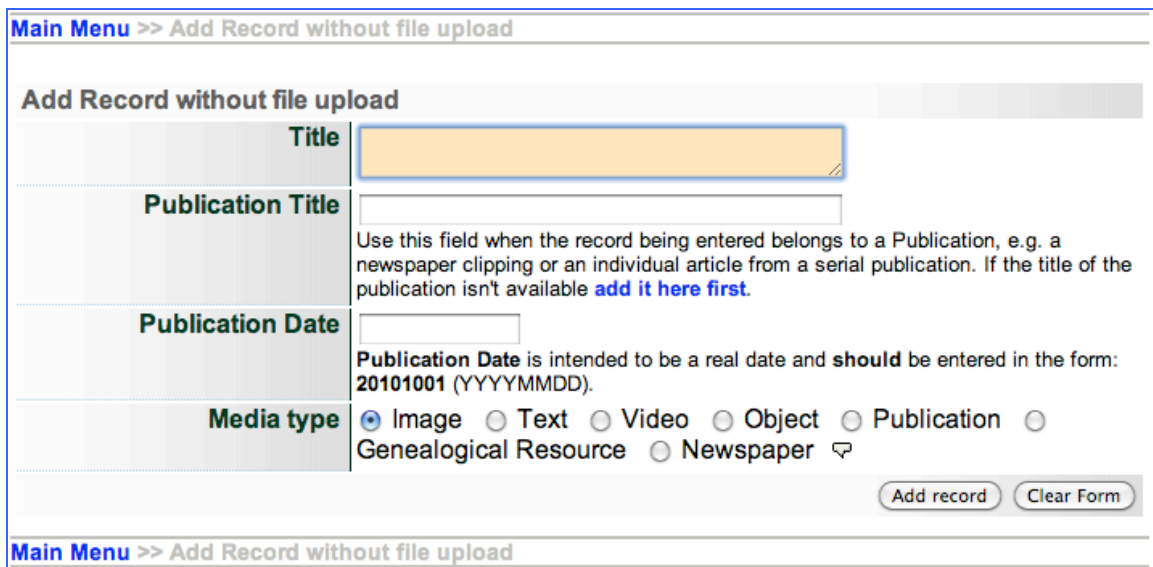
Add Article/Clipping

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

From main menu:
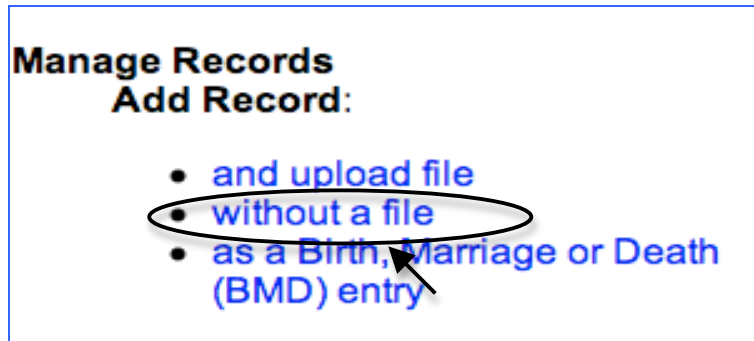
This is the Add Record screen:

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

Title Discharged non-commissioned officers & soldiers

Publication Title King

Kingston Chronicle: ID: 3349 | e.g. a newspaper clipping or an
Kingston Gazette: ID: 1785 | isn't available **add it here first**.

Publication Date | in the form: **20101004** (YYYYMMDD).

Media type io ○ Website ○

Genealogical Resource ○ Newspaper ▽

Add record | Clear Form

Add Record without file upload

Title Discharged non-commissioned officers & soldiers

Publication Title 1785

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**.

Publication Date July 17 1815

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

Media type ○ Image ○ Text ○ Collection ○ Video ○ Audio ○ Website ○

Genealogical Resource ◉ Newspaper ▽

Add record | Clear Form

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

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

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)

Names
Think of these fields as "tags" that will 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

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

- 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
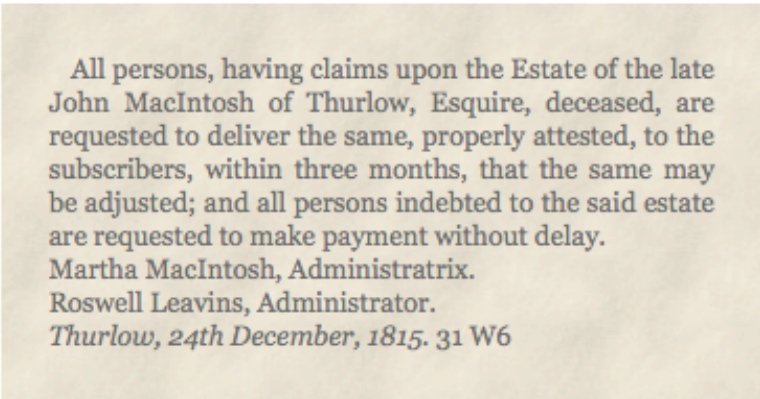
Public view of the descriptive record

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

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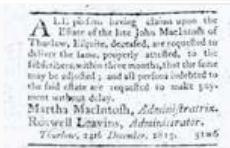
Once the file is selected, the uploader will start automatically. When the file is 100% uploaded, a "Continue…" button will appear. Click on this to move to the next stage.

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

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. 31w6

Comment on this item

Create electronic postcard

Kingston Gazette,
20 Jan 1816, p. 2

intLinkedRecordID(206): 3111
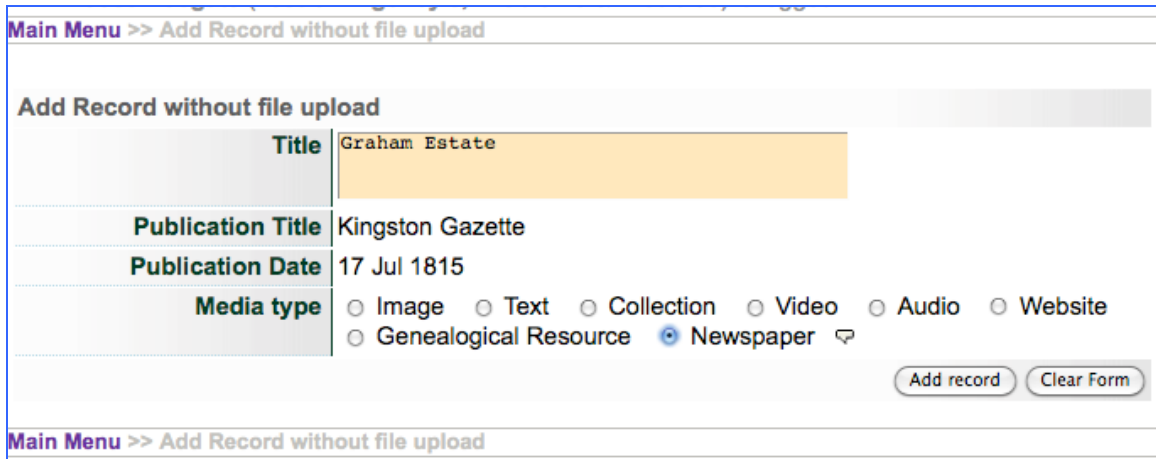
KINGSTON GAZETTE | Kingston Gazette,
20 Jan 1816

Add another article/clipping or BMD to same page & issue
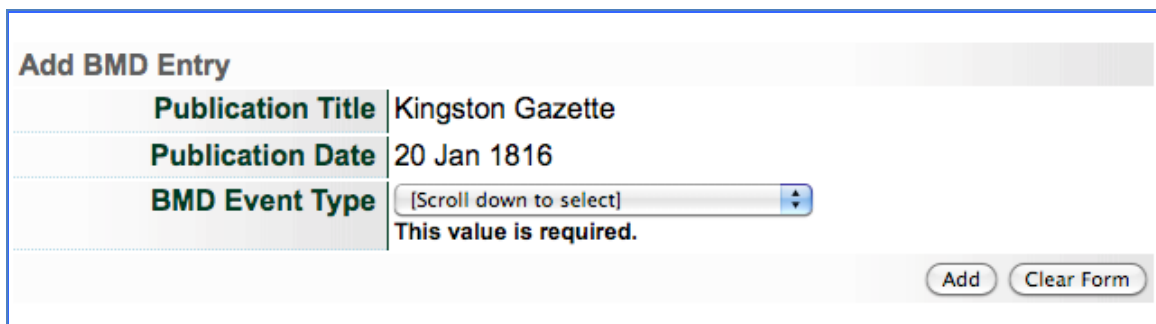
Click on link in the top navigation bar
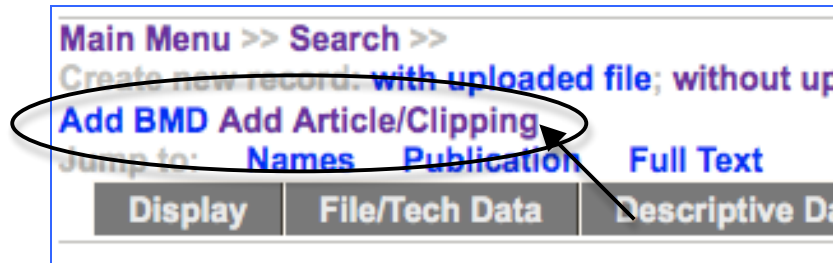
The Add Record screen will inherit the publication title and issue date
Add new article title and select Media Type

Proceed as above to complete the index record

Add a BMD

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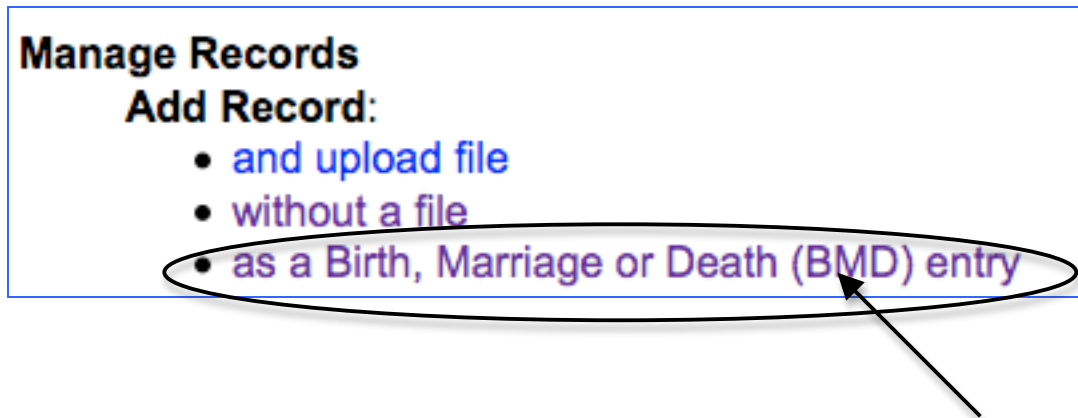
Site Administrators can set up a quick-pick list of publications to appear on the Add BMD Entry screen

Add Publication title
Select from the quick list …

or type title of another publication …

or add a new title by clicking on the "add it here first" link …

- 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"

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.

1

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.

2

Secondary Media Types 🔶🔷   Help

☐ Image   ☑ Text   ☐ Collection   ☐ Video   ☐ Audio   ☐ Website   ☑ Newspaper

Item Type   Help

☑ **Marriage announcements**▽
☐ Photographs

[   ]

Name (1)   Help

Name: Last [   ]   First : [   ]
Neé: 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 : [   ]
Neé: Last [   ]   First : [   ]
If Marriage put the second partner's name

3

KINGSTON GAZETTE.

No Comments

4

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

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.

Names*—Birth Announcements

Name (1) Help

Name: Last [_____] **First :** [_____]
Neé: Last [_____] **First :** [_____]

Put Child's name. If Child not named put first Parent's name.
e.g. **Last Name:** Jones **First Name:** Robert, Mrs.

Name (2) Help

Name: Last [_____] **First :** [_____]
Neé: Last [_____] **First :** [_____]

Put the first Parent's name

Name (3) Help

Name: Last [_____] **First :** [_____]
Neé: Last [_____] **First :** [_____]

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 [_____] **First :** [_____]
Neé: Last [_____] **First :** [_____]

Put Individual's name
e.g. **Last Name:** Jones **First Name:** 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: Select from list below   umn:
                                      1
                                      2
                                      3
Language(s) in item 🔆   4

☑ English

Pagination   **Help**

Page from linked issue: 3

Section: Page: Column: 4

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

- 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

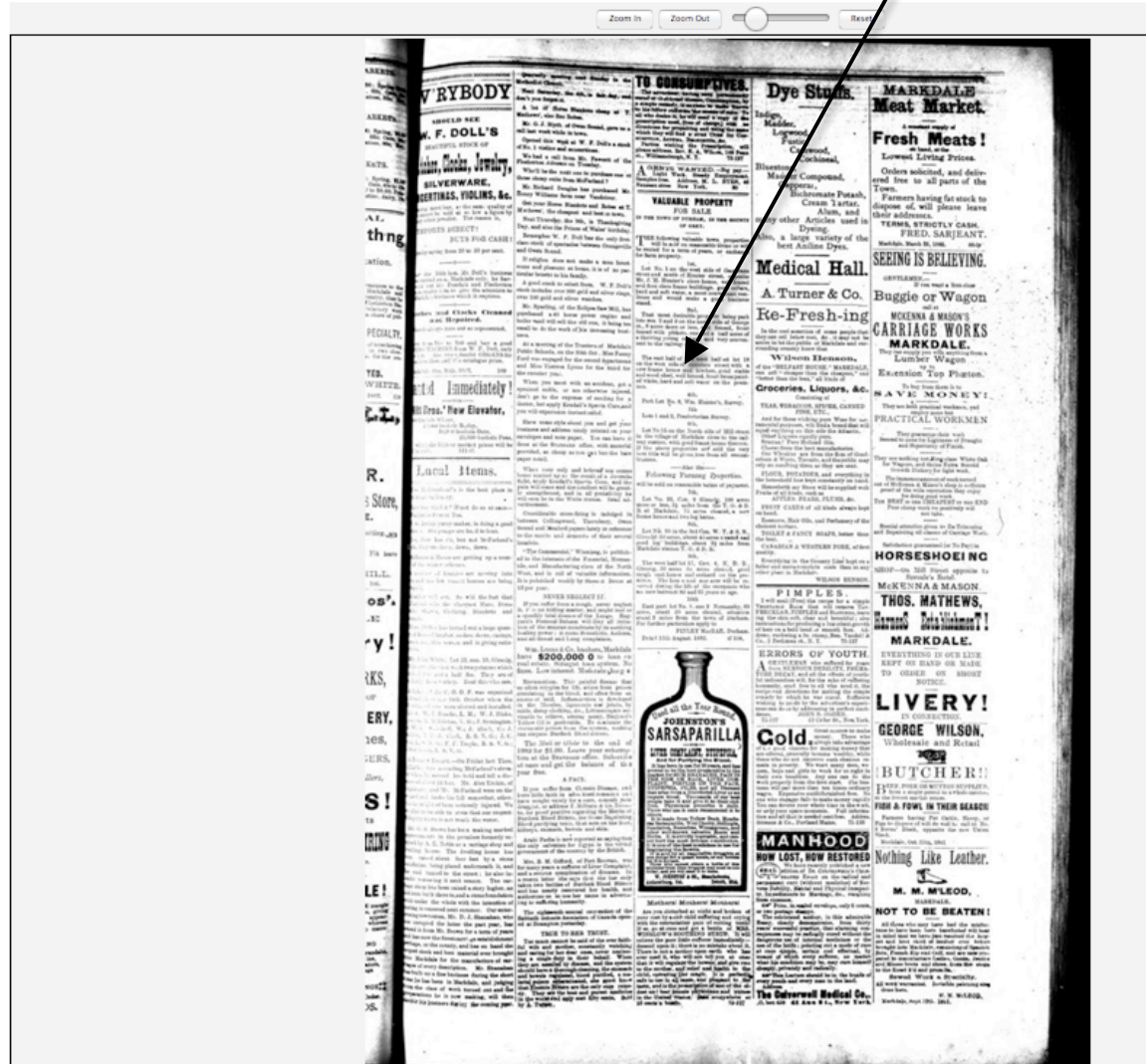Torana Holler,
28 Apr 1942

Map | Satellite

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

Pages: Select | Search within this title: | Go | PDF / Printable version

Current Issue | Browse Issues | More about this Newspaper

Zoom In | Zoom Out | Reset

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 irreversable

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