

Newspaper Content Management

Amendment: Add Issue>Existing Publication>Single PDF file

To add a Newspaper issue to an existing publication from a single PDF file.

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. Only add a display date if it is different from the Publication date (e.g. Winter 2012). Ensure you click the Single file (with multiple pages) option if working with a single PDF).

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Add Newspaper issue, Step 1

Publication Title	<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)
	Note: Publications in this context are specifically newspapers and need to have media types of bc if 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 year and enter a specific date here for the purposes of sorting.
Display Date	<input type="text"/> Display Date: 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 you enter.
Files	<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 scheme?

Click "Add"

You will be taken to the next screen to upload your issue pages.

Click "Add file" to select your PDF, then "Start Upload".

Allow the file to load and when it reaches 100%, click the Continue button.

Add Newspaper issue, Step 2

Title	Markdale Standard, 23 Oct 1880
Change file size (page images only)	<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 <small>In general, make the width the smallest at which that page of the paper is legible. For issues 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.</small>
<input type="button" value="+ Add file..."/> <input type="button" value="Start upload"/> <input type="button" value="Cancel upload"/>	

The next screen displays a thumbnail and snippets from the full text extraction.

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Jess Fosgate (Halton Hills Public Library) is logged in

Add Newspaper issue, Step 3

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



Time is running out on summer vacation... for both kids and parents 8 PAGES BACK TO SCHOOL Check out today! WHEELS.CA www.theIFP.ca Thursday, August 23, 2012 Halton Hills'...



2 ·The IFP· Halton Hills ·Thursday, August 23, 2012 A personal message from Bill & Elizabeth Graham: We would lil employees in Georgetown, Acton, Limehouse, Rockwood, Erin and Hil...



Pre-K to Grade 12 Grammar Reading Study Skills Writing Homework Math French 3 ·The IFP· Halton Hills, Thursda your team Oxford Learning is your kids' school coach: we train...

Let the process run until a Continue button appears at the bottom of the screen. Click Continue.

28 processed

You completed Step 3 by adding 28 files at 24 Oct 2013 11:48:18

Continue



The resulting File/Tech data screen should look like this:

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File summary

[Update file order](#)

Thumbnail
File Exists: <https://data.vitakit.ca/Partners/HHPL/HHPL002696342t.jpg> [Details/Edit]

Regular
File Exists: <https://data.vitakit.ca/Partners/HHPL/HHPL002696342r.jpg> [Details/Edit]

1 [Page]
File Exists: https://data.vitakit.ca/Partners/HHPL/HHPL002696342p_0001.jpg [Details/Edit]
OCR/Full text: Time is running out on summer vacation... for both kids and parents 8 ...

2 [Page]
File Exists: https://data.vitakit.ca/Partners/HHPL/HHPL002696342p_0002.jpg [Details/Edit]
OCR/Full text: 2 ·The IFP· Halton Hills ·Thursday, August 23, 2012 A personal message ...

3 [Page]
File Exists: https://data.vitakit.ca/Partners/HHPL/HHPL002696342p_0003.jpg [Details/Edit]
OCR/Full text: Pre-K to Grade 12 Grammar Reading Study Skills Writing ...

4 [Page]
File Exists: https://data.vitakit.ca/Partners/HHPL/HHPL002696342p_0004.jpg [Details/Edit]
OCR/Full text: 4 ·The IFP· Halton Hills ·Thursday, August 23, 2012 Closed ...

5 [Page]
File Exists: https://data.vitakit.ca/Partners/HHPL/HHPL002696342p_0005.jpg [Details/Edit]
OCR/Full text: Have your say on what Town will look like in 2060 Residents, businesses ...

6 [Page]
File Exists: https://data.vitakit.ca/Partners/HHPL/HHPL002696342p_0006.jpg [Details/Edit]
OCR/Full text: 6 ·The IFP· Halton Hills ·Thursday, August 23, 2012 OPINION Stay ...

7 [Page]
File Exists: https://data.vitakit.ca/Partners/HHPL/HHPL002696342p_0007.jpg [Details/Edit]
OCR/Full text: Special Savings & Pre-paid gratuities for 2013 sailings 7 ·The IFP· ...

8 [Page]
File Exists: https://data.vitakit.ca/Partners/HHPL/HHPL002696342p_0008.jpg [Details/Edit]
OCR/Full text: 8 ·The IFP· Halton Hills ·Thursday, August 23, 2012 ...

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

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Navigate to the Descriptive data screen, where the associated metadata should look something like this... Then make the record "Public" and click Update to add the publication date to your publication calendar.

Descriptive Data: Independent & Free Press (Georgetown, ON), 28 Aug 2012 (id: 2696342)

This record will not display in the Public Sites.

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 Types [Help](#)

Image Text Video Audio Publication Genealogical Resource

Item Type [Help](#)

Issues

Title [Help](#)

Independent & Free Press (Georgetown, ON), 28 Aug 2012 (id: 2696342)

This title is a combination of the Publication Date and the Publication Date

Publication Title [Help](#)

Independent & Free Press (Georgetown, ON)

n/a

Enter publication:

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 [Help](#)

20120828

Publication Date

Publication Date is intended to be a real date and **should** be entered in the form: **20131024** (YYYYMMDD).

Display Date

Display Date: Display Date is for those things like "Spring 2013" 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.