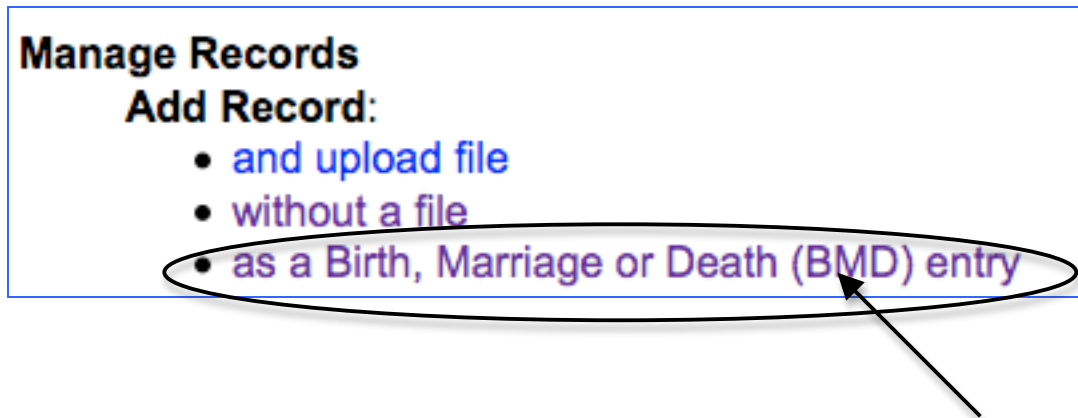## Add a BMD

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"

Add BMD Entry

Publication Title
- ○ Georgetown Gemini
- ◉ Kingston Gazette
- ○ Oakville Beaver (Oakville, ON)

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 as a Newspaper in "media type"**.

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.

1

Descriptive Data

Update Record

Public Display?   Help

○ Yes   ⊙ No

Media Type 🔶🔵   Help

2

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

3

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.

4

Name (2)   Help

Name: Last [   ]   First : [   ]
  Neé: 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

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

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.

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
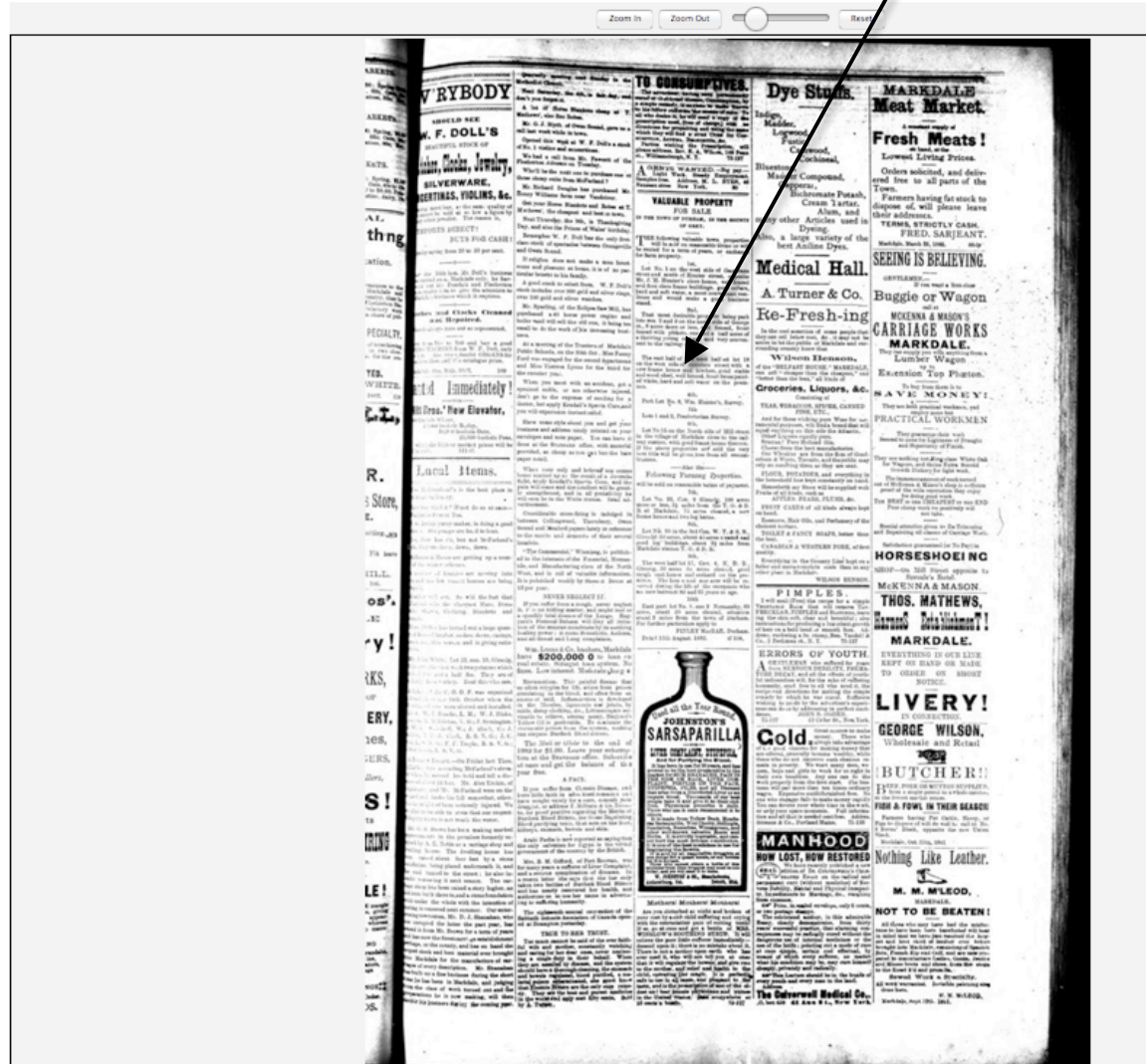Newspaper

Torana Holler (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