Bring together collections of clippings using the Publications feature in VITA. Clippings are generally not stand alone objects, and so can be gathered together under their shared Publication title.

For information about Publications, see Part 9 of the VITA Data Management Manual.

If you expect to be uploading clippings and creating publication records, have the site administrator add Publications as a Media Type and Clippings as an Item Type so they display in the checklists during data management. For more information about customizing checklists, see the VITA Site Administration Manual.

**To add a clipping, go to the Main Menu...**

**Step 1: Add Record**

**Choose between 1) Without a file or 2) With a file**

**1) Clippings with no scanned image**

To create a clipping record without an associated file, click "Add record without a file"

o     Add title of clipping
o     Begin typing the publication name and select correct title from the drop down list. The ID# will populate the input box.

**Note:** If the publication title has not been added, click on the link in the screen help statement and add the publication title and metadata about that publication before returning to add any clippings associated with it. You'll have to navigate back to the main menu after creating the Publication record to add the associated clipping.



- o   Add date of publication **of the clipping**
- o   Finally, select Media Type: Text and "Add Record"



**Display**

The display for Clippings without an associated image will be the default icon for Media Type "Text"…

**If you have associated a masthead image with the Publication, the results display with Publication image is something like this:**
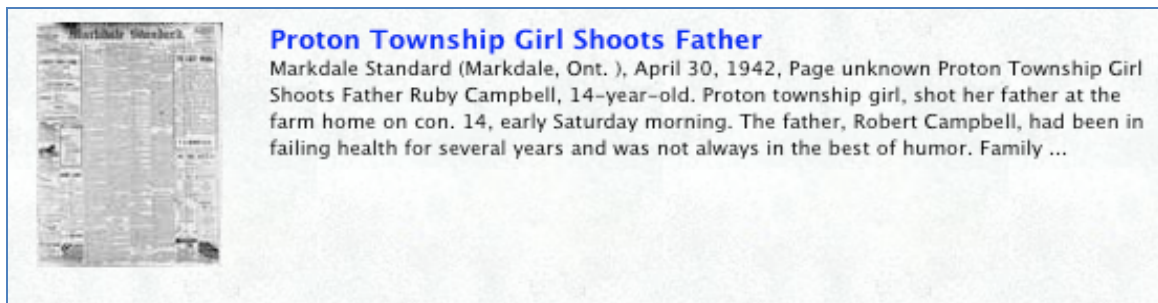


## 2) Clippings with a scanned image

To include the scanned image of the clipping, choose "Add record and upload file" from the main menu

- o   Add title of clipping
- o   Select Media Type: "Text"
- o   Category: Choose "Thumb + Regular" (If you do not choose Thumbnail, the default publication thumbnail will be associated in results sets)
- o   Label: unnecessary for this display category
- o   Change file size: Choose default "Yes"
- o   Split PDF: Choose according to file type and content
- o   Click "Add file" and browse for image file
- o   Click "Start upload"
- o   Wait for 100% status then click Continue

**Add Record**

| | |
|---|---|
| Title | Proton Girl Shoots Father |
| Templates | [Select one of the options below] |
| Media type | ○ Image  ● Text  ○ Collection  ○ Video  ○ Object  ○ Audio  ○ Publication  ○ Genealogical Resource  ○ Newspaper |
| Category | Thumb+Regular |
| Label | |
| Image resize | ● Yes  ○ No |
| Split PDF | ○ Yes  ● No |

Continue ...    Clear Form

Select File

Ruby_Campbell_Markdale_Standard.jpg          32.80 KB

## Results display with Scanned image



**Proton Township Girl Shoots Father**

Markdale Standard Proton Township Girl Shoots Father Ruby Campbell, 14-year-old. Proton township girl, shot her father at the farm home on con. 14, early Saturday morning. The father, Robert Campbell, had been in failing health for several years and was not always in the best of humor. Family quarrels are said to...

## Step 2: Create Clipping Record

Complete as many fields as possible and desired in the Descriptive and Administrative data screens. For information about creating records, see the Data Management Manual.

Important and unique components of any clippings records are the Item Type (Clippings), Publication, Pagination, Dates, and Full Text:

## Media Type 🔆💡 | Help

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

## Secondary Media Types 🔆💡 | Help

☐ Image ☐ Collection ☐ Video ☐ Object ☐ Audio ☐ Website
☑ Genealogical Resource ☐ Newspaper

## Item Type | Help

☐ Books ⌄ ☑ Clippings ⌄ ☐ Documents ⌄ ☐ Leaflets ⌄ ☐
Newspapers ⌄ ☐ Scrapbooks ⌄
Enter item type: [ ]

## Title 🔆📶📶🌐 | Help

Proton Township Girl Shoots Father

## Publication Title | Help

Enter publication: markda
Use this field when th[ ]
clipping or an individ[ Markdale Standard ]
available add it here first.

## Pagination | Help

Section: [ ] Page: 6

## Dates ➕ | Help

19420430 | **Sortable Date**
**Sortable Date** is intended to be a real date and **must** be entered in the form: **20111011** (YYYYMMDD).
If the date is unavailable the year/month can be entered in the form: **201110** (YYYYMM).
If only the year is available, enter in the form: **2011** (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: **201103**.
Otherwise, if there is not a Date of Original, this will be displayed in the appropriate form: **11 Oct 2011** or **Oct 2011** or **2011**.

April 30, 1942 | **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 2011**. 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: **11 Oct 2011**.

April 28, 1942 | **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.

1942 | **Earliest Year**
1942 | **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).

## Full Text | Help

Proton Township Girl
Shoots Father

Ruby Campbell, 14-year-old. Proton
township girl, shot her father at
the farm home on con. 14, early
Saturday morning. The father,
Robert Campbell, had been in failing
health for several years and was
not always in the best of humor.
Family quarrels are said to have
been frequent and the shooting followed
on Saturday morning. Ruby
ran upstairs during the argument
and returned with a [?] rifle
and ordered her father from the
house, with the warning that if he
did not go she would shoot. She is
now held in Owen Sound charged
with murder.
The tragedy is one of those unfortunate
affairs which befall com
m unities at times and too much publicity
should not be given. We know
it is usually the endeavour of most
newspapers to take advantage of the
opportunity for big headlines and

[ Update Record ]

## *Publication Title*

If the Publication title is not already carried forward from the add record screen, start typing the desired publication title and select from the drop-down list. If the publication title is not available, use the link in the screen note "add here first" to create a publication record first and then return to the clipping record.

Once a clipping is associated with a Publication (either from the Add record screen or by adding the publication in the Descriptive data screen), the Publication record information is inherited by the clipping and will form part of the clipping display:
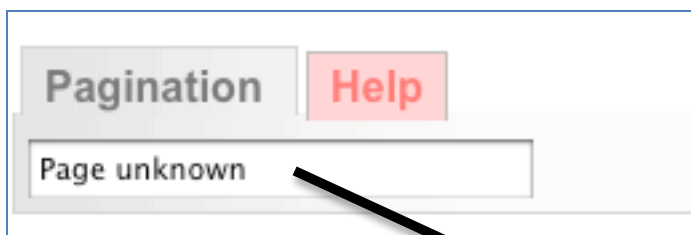
**Proton Township Girl Shoots Father**

**Publication:**
*Markdale Standard* (Markdale, Ont. ), April 30, 1942

**Details** | Comments (0)

## *Pagination*

The information in this field identifies the number of pages associated with the object being described or the page of a serial publication on which a text fragment occurs.

Enter the page number, span of pages, or any other identifying information about where in the publication this clipping originates. The information will appear after the publication data in the public display.

Pagination | Help

Page unknown

**Proton Township Girl Shoots Father**

Publication:
*Markdale Standard* (Markdale, Ont. ), April 30, 1942, Page unknown

**Details**    Comments (0)

### Dates

For detailed field descriptions and input recommendations, see the VITA Data Management Manual.

The *Date of Publication* field is designed to help sort multiple text fragments associated with one publication. It is necessary for the date to be entered in the following format: YYYYMMDD or YYYYMM or YYYY depending on how much information is known about the clipping's publication. This will not be publicly displayed.

The *Date of Original* is where you can enter a "friendly" version of the date of publication, e.g. Weekday, Month DD, YYYY. This is intended for public display.

The *Date of Event Depicted* allows you to identify distinctly when an event took place, even if the publication of the news about that event is different (as they often are). This is intended for public display.

*Earliest and Latest Dates* are entered in YYYY format and are designed to help date searches for objects on the user side of VITA. This will not display in the public record.

**Dates** ⬚    Help

19420430    **Sortable Date of Publication**

    **Sortable Date of Publication** is intended to be a real date and **must** be entered in the form: **20090501** (YYYYMMDD).
    If the date is unavailable the year/month can be entered in the form: **200905** (YYYYMM).
    If only the year is available, enter in the form: **2009** (YYYY).
    If the publication is seasonal or quarterly, enter in the month form using the first month of the season or quarter.
    Otherwise, if there is not a Date of Original, this will be disp[...] appropriate form: **1 May 2009** or **May 2009** or **2009**.

April 30, 1942    **Date of Original**

    **Date of Origin[...]** is intended to be a user friendly descriptio[...] One example of a use[...] entry in this field would be **Spring 20**[...] value will be the one displa[...]d to the user. Otherwise, if there [...] date, it will be displayed instead in the form: **1 May 2009**.

April 26, 1942    **Date of Event Depicted/D**[...]

    **Date of Event Depicted/Described** is inte[...]ded to refer to a[...] the article is referring to events at a different time t[...]n previou[...] example would be a colum[...] referring to events 50 years in the[...]

1942    **Earliest Year**

1942    **Latest Year**

    **Earliest/Latest year**Use this when the date[...] are ambiguou[...] 1900 and 1914, but the clipping wasn't dated), or wh[...]re the ev[...] number of years (e.g. obituary of someone who lived bet[...]een[...]

**Media Type:**
Text

**Item Type:**
Clippings

**Date of Original:**
April 30, 1942

**Date of Event depicted:**
April 26, 1942

**Subject(s):**
Families
Fathers & children

***Full Text***

Derive the text from your clippings by manual transcription, associating OCR files with the record (see Part 5 for details about OCR processing), extracting text from a PDF (see Part 3), or copying and pasting into the Full Text input box.

The Full Text entered here forms a large part of the clippings display, so formatting the text should take place before the item is made public. Full text is styled to mimic the "look and feel" of the clipping itself. The difference is that the full text display is likely more legible than the original and will be full text searchable. Use simple keyword controls or simple HTML to format the text for public display.

*Simple formatting:*

To establish paragraph returns in the display you can simply place your cursor in the full text input box and click "Enter" or "Return" twice (2x) on your keyboard.

*Simple HTML formatting:*

For information on basic HTML, see the W3C tutorials online at
http://www.w3schools.com/html/DEFAULT.asp.

Use basic HTML tags to format your text, such as:

<b>Bold</b> = **bold** font
<i>Italic</i> = *italic* font
<u>Underline</u> = <u>underline</u> font
<br/> break = line break
<p>Paragraph</p> = identifies paragraph bodies and indents first lines

**Note:** if you use HTML, it will eliminate any formatting already done using keyboard controls (i.e. 2 x "Return" or "Enter"); use one or the other methods.

Full Text    Help

```
<b>Proton Township Girl
Shoots Father</b>
<p>Ruby Campbell, 14-year-old. Proton
township girl, shot her father at
the farm home on con. 14, early
Saturday morning. The father,
Robert Campbell, had been in failing
health for several years and was
not always in the best of humor.
Family quarrels are said to have
been frequent and the shoo[
on Saturday morning. Ruby
ran upstairs during the ar[
and returned with a [?] ri[
and ordered her father fro[
house, with the warning th[
did not go she would shoot
now held in Owen Sound cha[
with murder.</p>
<p>The tragedy is one of t[
affairs which befall commu[
publicity
should not be given. We kn[
it is usually the endeavou[
newspapers to take advanta[
```

**Full Text**

**Proton Township Girl Shoots Father**
Ruby Campbell, 14-year-old. Proton township girl, shot her father at the farm home on con. 14, early Saturday morning. The father, Robert Campbell, had been in failing health for several years and was not always in the best of humor. Family quarrels are said to have been frequent and the shooting followed on Saturday morning. Ruby ran upstairs during the argument and returned with a [?] rifle and ordered her father from the house, with the warning that if he did not go she would shoot. She is now held in Owen Sound charged with murder.

   The tragedy is one of those unfortunate affairs which befall communities at times and too much publicity should not be given. We know it is usually the endeavour of most newspapers to take advantage of the