ADDING RECORDS

To add a record – in this instance **with a file** (to add a record without a file see the *Adding a record without a file* manual for more details) you will create a metadata record and associate other files with it. The following is the basic add record procedure.

*Note: If you are working with newspaper content (publication profiles, issues, articles/clippings and Birth Marriage & Death index records) see the VITA Newspapers, Clippings and Indexes manual for more specific instructions.

Once you click on the login button or agency name, you will be presented with the Main Menu.

Go to the **Manage Records, Add Records** area of the Main Menu and click on **and upload file**

You are now on the **Add Record Screen** where you will enter the following data:

- **Title**

  Enter a working title for the record you are creating. The title can be edited at any time.

- **Media type**

  Select the media type that applies to the type of file that you are going to upload. Choosing the right media type and category at this stage is important as it tells VITA the correct Template to apply so that you can capture the pertinent metadata for the type of record you are creating.

  For example, in order to access the pertinent metadata fields for a newspaper publication, you need to choose the media type Newspaper so that VITA can trigger the appropriate template.
  - Common Media Types include:
    - Image
    - Text

- Video
- Object
- Audio
- Newspaper
- Genealogical Resource
- Place

Please note that the site administrator can select the default media types to appear on this screen.

- **Category**
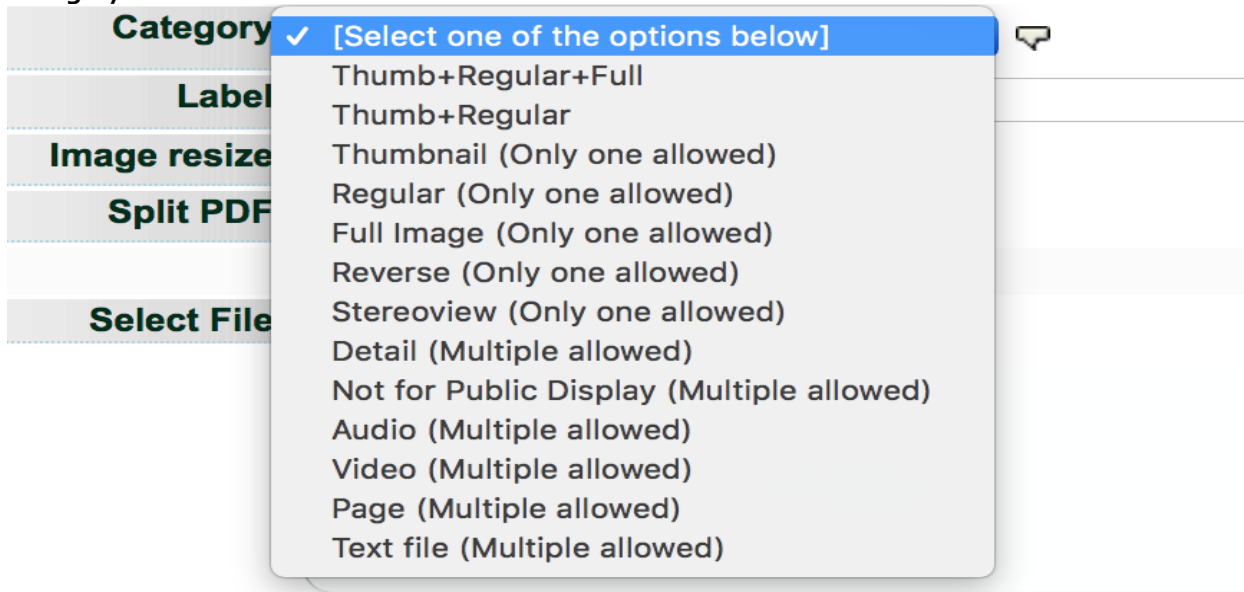
The category determines how the system will handle and display the file you are uploading. For example, the tool will resize an *Image* file to thumb+reg+full display sizes when the appropriate category is selected, i.e. Image. When you are adding a "Hero Shot" to represent an Audio or Video file, you want to choose Thumbnail & Regular as these are representative and not full images. When uploading a postcard, you will initially choose Thumbnail + Regular + Full – as it is an image – but you will choose Reverse when you wish to display the reverse side of the card.

- Options include:
  - Thumbnail + Regular + Full
  - Thumbnail + Regular
  - Thumbnail (Only one allowed)
  - Regular (Only one allowed)
  - Full Image (Only one allowed)
  - Reverse (Only one allowed)

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- Stereoview (Only one allowed)
- Detail (Multiple allowed)
- Not for Public Display (Multiple allowed) *(! **Note:** When you just want to display the file in the system, but not for public discovery or display in the VITA site— **do not use** in place of making a record Public or Non-Public)*
- Audio (Multiple allowed) – audio file is associated with record
- Video (Multiple allowed) – video file is associated with record
- Page (Multiple allowed)
- Text file (Multiple allowed)

*Note: For more information on how to upload Audio and Video files, please the respective manuals on the [VITA Toolkit Help](#) site

- **Label**

  Label [   ] ⬭

  If you chose one of the following Category options: Reverse, Detail, Not for Public Display, Audio, Video, Page, or Text file you may add a brief (<50 characters) descriptive label that displays in the right-hand navigation bar.

- **Image resize**

  Image resize | ● Yes ○ No ⬭

  This field **applies only to Image files**. If you leave the selection at Yes - the default setting - the image will be resized on the server according to the default values set up for your agency (organization). If you select no, the image file will not be resized. Image files that are not JPEG format will automatically be converted into a JPEG for web delivery and hosting through VITA.

- **Split PDF**

Use VITA to upload and manage your PDF copy of text objects to provide users with all the discovery and display options you expect for other text file types. You have the option of splitting the pdf or leaving it as a single file. The default setting is "No". Only say "Yes" if the PDF is in multiple pages in a single file, and you want the pages displayed separately. See the manual for Multipage Text Documents on the VITA Toolkit Help site for more details.

- **Select File**

Browse your computer for the digital object file that you are going to upload. Upon selecting the file, the uploader starts to work automatically. Once the file has loaded a "**Continue…**" button will appear on the right of the screen. Click this to move to the next stage.