

FILE/TECHNICAL SCREEN

Create new record: [with uploaded file](#); [without upload](#) ([Duplicate](#)) [Create new template](#) [View entry in public site](#)

[Display](#) [File/Tech](#) [Description](#) [Geography](#) [Admin](#) [Groups](#) [Links](#) [Delete](#)

The **File Summary** list shows the digital files associated with the record and how they are organized by display category.

Digitization Details offers input boxes for tracking technical information about the digitization process. This technical information is for data management purposes only and is not made public.

Main Menu >> [Search](#) >>


Create new record: [with uploaded file](#); [without upload](#) ([Duplicate](#)) [Create new template](#) [View entry in public site](#)

Jump to: [File summary](#) [Digitization details](#)

[Display](#) [File/Tech](#) [Description](#) [Geography](#) [Admin](#) [Groups](#) [Links](#) [Delete](#)

Technical data: Willoughby Polka (id: 1467)

No Item Type has been assigned.
Sortable Date has not been assigned.
Earliest Year has not been assigned.
Latest Year has not been assigned.
This Audio record will not display in the Public Sites.



Associate another file with this record

Embed video (YouTube)

Associate multiple page files with this record

File summary

Thumbnail
File Exists: <https://data.vitakit.ca/Partners/Training/Train0000014671.jpg> [Details/Edit]

Regular
File Exists: <https://data.vitakit.ca/Partners/Training/Train0000014671.jpg> [Details/Edit]

↑ Willoughby Polka Side 1 [Audio]
File Type: MP3
File Exists: <https://data.vitakit.ca/Partners/Training/Train0000014671A.MP3> [Details/Edit]
OCR/Full text: Strike up the music the band has begun The Pennsylvania Polka. Pick out ...

↑ Willoughby Polka Side 2 [Audio]
File Type: MP3
File Exists: <https://data.vitakit.ca/Partners/Training/Train0000014672A.MP3> [Details/Edit]
OCR/Full text: Strike up the music the band has begun The Pennsylvania Polka. Pick out ...

↑ Download complete transcription [Text file]
File Type: PDF
File Exists: <https://data.vitakit.ca/Partners/Training/Train0000014671T.PDF> [Details/Edit]
OCR/Full text: Strike up the music the band has begun The Pennsylvania Polka. ...

To order the links click and drag the thumbnail or sort icon up or down the list.

Digitization details [Help]

Operator	<input type="text"/>
Equipment	<input type="text"/>
Software	<input type="text"/>

[Update Digitization Details](#)

Main Menu >> [Search](#) >>

Create new record: [with uploaded file](#); [without upload](#) ([Duplicate](#)) [Create new template](#) [View entry in public site](#)

Jump to: [File summary](#) [Digitization details](#)

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Note: the options on the left side of the screen vary according to what stage you have reached in adding files.

If you do not add a thumbnail file, VITA will associate and display a generic image for the record's media type. This process is not tracked on the File/Tech data screen. For more information about default icons and graphics, see the VITA Site Administration Manual.

2.2.1 FILE SUMMARY

File details are automatically generated as files and file types are associated with a record.

Technical data: List of Voters for the Town of Paris for the Year 1896

File summary	
	Thumbnail File Exists: https://data.ourontario.ca/Partners/cbpl/CBPL070072t.jpg [Details/Edit]
	Regular File Exists: https://data.ourontario.ca/Partners/cbpl/CBPL070072.jpg [Details/Edit]
	Full Image File Exists: https://data.ourontario.ca/Partners/cbpl/CBPL070072f.jpg [Details/Edit]
<input type="checkbox"/>	Cover [Page] File Exists: https://data.ourontario.ca/Partners/cbpl/CBPL0700720001p.jpg [Details/Edit] OCR/Full text: LIST OF VOTERS... -FOR THE- TOWN OF PARIS Entitled to Vote at both the ...
<input type="checkbox"/>	Inside front cover : List of post offices [Page] File Exists: https://data.ourontario.ca/Partners/cbpl/CBPL0700720002p.jpg [Details/Edit] OCR/Full text: List of Post Offices. 1—Paris 2—Paris Station 3_Toronto 4—Gait 5—Buffalo ...
<input type="checkbox"/>	Certificate of No Complaint [Page] File Exists: https://data.ourontario.ca/Partners/cbpl/CBPL0700720003p.jpg [Details/Edit] OCR/Full text: VOTERS' LIST.--Form 15—Sec. u. Hart & Company, Stationers, 33 King ...
<input type="checkbox"/>	1 : North Ward, Polling Sub-Division 1 [Page] File Exists: https://data.ourontario.ca/Partners/cbpl/CBPL0700720004p.jpg [Details/Edit] OCR/Full text: List of Voters for 1896. Municipality of the Town of Paris. NORTH ...
<input type="checkbox"/>	2 [Page] File Exists: https://data.ourontario.ca/Partners/cbpl/CBPL0700720005p.jpg [Details/Edit] OCR/Full text: , jtu*. Sus-Dms^No^NoB §3 I NAME. ...
<input type="checkbox"/>	3 [Page] File Exists: https://data.ourontario.ca/Partners/cbpl/CBPL0700720006p.jpg [Details/Edit] OCR/Full text: POLLING SUBDIVISION No. 1 —NORTH WARD—Continued. 3 £=• ...
<input type="checkbox"/>	4 [Page] File Exists: https://data.ourontario.ca/Partners/cbpl/CBPL0700720007p.jpg [Details/Edit] OCR/Full text: y0i I _NORTH WARD—Continued. 5J *3 3^ »ft* ^-H 71 92 1 190! 186 31 14 90 ...
<input type="checkbox"/>	5 [Page] File Exists: https://data.ourontario.ca/Partners/cbpl/CBPL0700720008p.jpg [Details/Edit] OCR/Full text: POLLING SUB-DIVISION No. 1—NORTH WARD—Coiiiiiiued. 5 Z~ OJ I§ 1 ...
<input type="checkbox"/>	6 : Municipal elections only [Page] File Exists: https://data.ourontario.ca/Partners/cbpl/CBPL0700720009p.jpg [Details/Edit] OCR/Full text: 6 POLLING SUB-DIVISION No. 1—NORTH WARD—Continued. PART 2—List of ...






Details

- **File exists** provides the location of the digital object file.
- **OCR / full text** is a snippet of the text that is associated with the image file (if available).

2.2.1.1 FILE ORDER


For objects with up to 20 files, order them by clicking and dragging the “sort” icon up or down the list. This will commit your changes.

The screenshot displays the Vitatoolkit interface. On the left, a sidebar contains a thumbnail of a document and a menu with the following options: "Relabel Pages", "Associate another file with this record", "Embed video (YouTube)", "Associate multiple page files with this record", and "Associate OCR/Full text files with these pages". The main area is titled "File summary" and lists five files. Each file entry includes a thumbnail, a sort icon (two arrows pointing up and down), a page number in brackets (e.g., "1 [Page]"), a file existence link (e.g., "File Exists: [https://data.vitatoolkit.ca/partners/ODW/ODW003480074p_0001p.jpg](\"https://data.vitatoolkit.ca/partners/ODW/ODW003480074p_0001p.jpg\") [Details/Edit]"), and an OCR/Full text link (e.g., "OCR/Full text: Microsoft Word - NewspaperIssues-RenamingPages-Sections.docx ..."). A red oval highlights the sort icons for the first five files, indicating that they can be used to reorder the list.

File summary	
Thumbnail File Exists: https://data.vitatoolkit.ca/partners/ODW/ODW003480074t.jpg [Details/Edit]	
Regular File Exists: https://data.vitatoolkit.ca/partners/ODW/ODW003480074r.jpg [Details/Edit]	
 1 [Page] File Exists: https://data.vitatoolkit.ca/partners/ODW/ODW003480074p_0001p.jpg [Details/Edit] OCR/Full text: Microsoft Word - NewspaperIssues-RenamingPages-Sections.docx ...	↑ ↓
 2 [Page] File Exists: https://data.vitatoolkit.ca/partners/ODW/ODW003480074p_0002p.jpg [Details/Edit] OCR/Full text: Microsoft Word - NewspaperIssues-RenamingPages-Sections.docx ...	↑ ↓
 3 [Page] File Exists: https://data.vitatoolkit.ca/partners/ODW/ODW003480074p_0003p.jpg [Details/Edit] OCR/Full text: Microsoft Word - NewspaperIssues-RenamingPages-Sections.docx ...	↑ ↓
 4 [Page] File Exists: https://data.vitatoolkit.ca/partners/ODW/ODW003480074p_0004p.jpg [Details/Edit] OCR/Full text: Microsoft Word - NewspaperIssues-RenamingPages-Sections.docx ...	↑ ↓
 5 [Page] File Exists: https://data.vitatoolkit.ca/partners/ODW/ODW003480074p_0005p.jpg [Details/Edit] OCR/Full text: Microsoft Word - NewspaperIssues-RenamingPages-Sections.docx ...	↑ ↓

For objects with more than 20 pages order the pages using the numeric input boxes

Technical data: Uploading Videos with V6 (id: 3454054)



Relabel Pages
Associate another file with this record
Embed video (YouTube)
Associate multiple page files with this record
Associate OCR/Full text files with these pages

File summary

Update file order

Thumbnail
File Exists: <https://data.vit toolkit.ca/partners/ODW/ODW003454054t.jpg> [Details/Edit]

Regular
File Exists: <https://data.vit toolkit.ca/partners/ODW/ODW003454054.jpg> [Details/Edit]

3

1 [Page]

File Exists: https://data.vit toolkit.ca/partners/ODW/ODW003454054p_0001p.jpg [Details/Edit]

OCR/Full text: VITA 6 Uploading and Streaming Videos Part 1 Step 1: Add ...

4

2 [Page]

File Exists: https://data.vit toolkit.ca/partners/ODW/ODW003454054p_0002p.jpg [Details/Edit]

OCR/Full text: 2 PART 1 INTRODUCTION VITA supports mp4 files to deliver video ...

5

3 [Page]

File Exists: https://data.vit toolkit.ca/partners/ODW/ODW003454054p_0003p.jpg [Details/Edit]

OCR/Full text: 3 To start the process, choose and upload file from the VITA dashboard ...

6

4 [Page]

File Exists: https://data.vit toolkit.ca/partners/ODW/ODW003454054p_0004p.jpg [Details/Edit]

OCR/Full text: 4 After the image has loaded - click on the Continue button to access ...

7

5 [Page]

File Exists: https://data.vit toolkit.ca/partners/ODW/ODW003454054p_0005p.jpg [Details/Edit]

OCR/Full text: 5 STEP 2: UPLOADING VIDEOS To upload your video, on the file/tech ...

8

6 [Page]

File Exists: https://data.vit toolkit.ca/partners/ODW/ODW003454054p_0006p.jpg [Details/Edit]

OCR/Full text: 6 Click on Add File, then Start Upload to load the video Once ...

9

7 [Page]

File Exists: https://data.vit toolkit.ca/partners/ODW/ODW003454054p_0007p.jpg [Details/Edit]

OCR/Full text: 7 You'll now be taken back to the file/tech data screen where your mp4 ...

10

8 [Page]

File Exists: https://data.vit toolkit.ca/partners/ODW/ODW003454054p_0008p.jpg [Details/Edit]

OCR/Full text: 8 Click the Display tab to preview the video(s) This is how ...

11

9 [Page]


File Exists: https://data.vit toolkit.ca/partners/ODW/ODW003454054p_0009p.jpg [Details/Edit]

OCR/Full text: 9 STEP 3: VIDEO TRANSCRIPTIONS To make your record and site meet ...

Click the Update File Order button to commit your changes.

2.2.1.2 FILE DETAILS/EDIT

To add, review or edit details associated with a file, click **Details/Edit** at the end of the File URL



Associate another file with this record
Embed video (YouTube)
Associate multiple page files with this record

File summary

Thumbnail
File Exists: <https://data.vit toolkit.ca/Partners/Training/Train000001458t.jpg> [Details/Edit]

Regular
File Exists: <https://data.vit toolkit.ca/Partners/Training/Train000001458.jpg> [Details/Edit]

↑

Bob Brown Interview: All About Salt Chapter 1 [Video]

File Type: MP4

File Exists: <https://data.vit toolkit.ca/Partners/Training/Train0000014581V.MP4> [Details/Edit]


↑

Bob Brown Interview: All about Salt Chapter 2 [Video]

File Type: MP4

File Exists: <https://data.vit toolkit.ca/Partners/Training/Train0000014582V.MP4> [Details/Edit]

↑

 **Community Digitization Project [Video]**

[Details/Edit]

To order the links click and drag the thumbnail or sort icon up or down the list.

This will take you to the **File Details/Edit Screen**

[Main Menu >>](#) [Update Record >>](#) [Edit File >>](#) [View video in Public Site >>](#) [Delete file](#)

[<<Prev File](#) [Next File >>](#)

Bob Brown Interview: All About Salt , Bob Brown Interview: All About Salt Chapter 1

[Update/Edit values](#)

Label: [Help](#)

Bob Brown Interview: All A
You only have 50 characters to work with for the Label.

Category: [Help](#)

Files: [Help](#)

Original File name: Test600005280761V.MP4
Regular file (MP4): [Train0000014581V.MP4](#)
File Size: 7752545 bytes, x **File Type:** MP4

Put in public display?: ☒ Yes ☐ No [Help](#)

Index the text in this file?: ☒ Yes ☐ No [Help](#)

Turn this off if you have uploaded multiple versions of the same content (say a Word .DOC as well as a PDF file), so that we only index it once. **Note:** one of those files will need to be indexed.

Full text: [Help](#)

To meet **WCAG/AODA** accessibility requirements you need to supply a transcription plus, for video, a scene-by-scene description of multimedia files.

[Update/Edit values](#)

[Main Menu >>](#) [Update Record >>](#) [Edit File >>](#) [Delete file](#)

[<<Prev File](#) [Next File >>](#)

You can edit/change the following fields:

Label: Any label information will be carried forward from the Add Record screen. Edit Labels here.

Label: **Help**

Bob Brown Interview: All AI

You only have 50 characters to work with for the Label.

Category: The category displayed here reflects either the category selected on the Add Record screen (e.g. Text, Detail, Full, Regular, etc.) or will be automatically populated during a batch upload of pages (i.e. Category: Page).

Category:

Video

File: The digital file name, File Size in bytes and pixels, and File type.

Files:

Original File name: Test600005280761V.MP4
Regular file (MP4): Train0000014581V.MP4
File Size: 7752545 bytes, x **File Type:** MP4

Put in Public Display?

Default is "Yes". Use this option to manage files that are not meant for public display such as specifically sized details files, or the text files associated with an object where you do not want the text file to be displayed but want the content to be indexed for full text discovery.

Put in public display?: **Help**

☒ Yes ☐ No

*Note: Whether you select Yes or No, the full text displayed on this page is used for full text searching (see Index the text in this file?).

Index the text in this file?

This allows you to select which of multiple text files will have their content indexed for full text discovery. E.g. if you upload a PDF object, the text will automatically be extracted if possible, but you can upload a DOC file with the corrected or complete text, then select “No” for the PDF and “Yes” for the DOC, and only the DOC file content will be indexed for full text, page-level results.

Index the text in this file?: [Help](#)

☒ Yes ☐ No

Turn this off if you have uploaded multiple versions of the same content (say a Word .DOC as well as a PDF file), so that we only index it once. **Note:** one of those files will need to be indexed.

Full Text: Any full text that is auto-extracted from the uploaded object or any uploaded .txt, .doc., .rtf, .pdf or .xls files will appear in this input box; use this input box to manage, edit or review full text. This full text will not display in the public details of the object. There is a 1 million-character cap on what will be displayed in this area; if the character count exceeds this, you will not have editable access via this screen.

Full text: [Help](#)

To meet **WCAG/AODA** accessibility requirements you need to supply a transcription plus, for video, a scene-by-scene description of multimedia files.

To overwrite full text in the index, replacement text must be input i.e. leaving the full text box empty and reindexing will **not** overwrite the original text. Add non-searchable text (e.g. alkdh foihf,smnd) so that end users will not retrieve confusing search results based on non-content text in these spaces.

Click **Update/Edit Values** to commit your changes on this page.

[Update/Edit values](#)

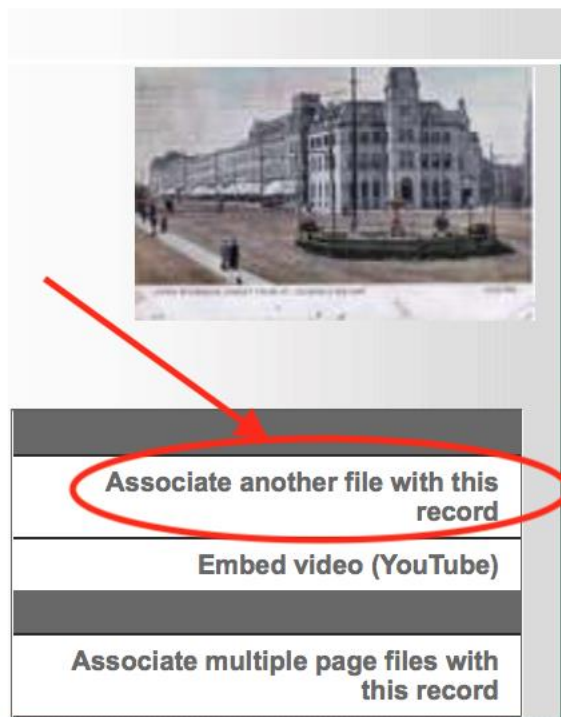
Click on Update Record to return to the File/Tech screen

[Main Menu](#) > [Update Record](#) > [Edit File](#) >> [View video in Public Site](#) >> [Delete file](#)
<<Prev File Next File>>

2.2.1.3 ASSOCIATE OTHER FILES WITH A RECORD

Use this feature if, for example, you want to add the reverse of an image, such as a postcard, a detail, or a number of pages inside a brochure or scrapbook.

The **Associate another file with this record** link takes you to an add file screen. The record title and media type are inherited.



Select the appropriate display type category, for instance if you wanted to add the reverse side of a postcard, you would choose **Reverse** from the drop-down list

Add file to record

Title	Upper Wyndam Street from St. George's Square, Guelph
Category	(Select one of the options below)
Label	Thumb+Regular+Full
Image resize	Thumb+Regular
Split PDF	Thumbnail (Only one allowed)
	Regular (Only one allowed)
	Full Image (Only one allowed)
	Reverse (Only one allowed)
Select File	Stereoview (Only one allowed)
	Detail (Multiple allowed)
	Not for Public Display (Multiple allowed)
	Audio (Multiple allowed)
	Video (Multiple allowed)
	Page (Multiple allowed)
	Text file (Multiple allowed)

Browse and select a file to associate. Once selected, the uploader will start automatically.

Main Menu >> Update Record >> Add file to record

Add file to record

Title	Upper Wyndam Street from St. George's Square, Guelph
Category	Reverse (Only one allowed)
Label	See reverse side
Image resize	<input checked="" type="radio"/> Yes <input type="radio"/> No
Split PDF	<input type="radio"/> Yes <input checked="" type="radio"/> No
Select File	

Add file...

199.00 kbit/s | 00:00:00 | 100.00 % | 144.68 KB / 144.68 KB

Family postcard collection United Church Capreol ON reverse side.jpeg 144.68 KB

Main Menu >> Update Record >> Add file to record


When the file is 100% uploaded, a **Continue** button will appear.

Add file to record

Title	Upper Wyndam Street from St. George's Square, Guelph
Category	Reverse (Only one allowed)
Label	See reverse side
Image resize	<input checked="" type="radio"/> Yes <input type="radio"/> No
Split PDF	<input type="radio"/> Yes <input checked="" type="radio"/> No
Select File	

Family_postcard_collection_United_Church_Capreol_ON_reverse_side.jpeg 144.68 KB

The file summary will include the new file and its category type.




File summary

Thumbnail
File Exists: <https://data.vitatoolkit.ca/Partners/Training/Train000001475t.jpg> [Details/Edit]

Regular
File Exists: <https://data.vitatoolkit.ca/Partners/Training/Train000001475.jpg> [Details/Edit]

Full Image
File Exists: <https://data.vitatoolkit.ca/Partners/Training/Train000001475f.jpg> [Details/Edit]

**See reverse side [Reverse]**
File Exists: <https://data.vitatoolkit.ca/Partners/Training/Train000001475r.jpg> [Details/Edit]

Associate another file with this record

Embed video (YouTube)

Associate multiple page files with this record

To order the links click and drag the thumbnail or sort icon up or down the list.

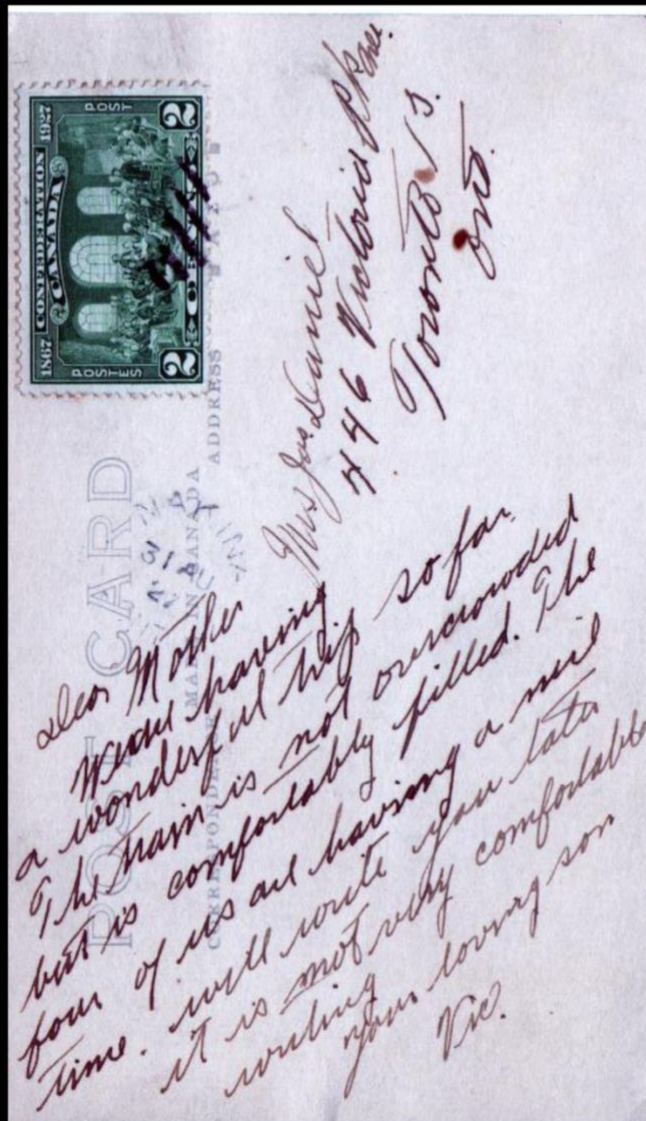
Use JP2 files for reverse and detail images to provide a dynamic pan/zoom option

small (640 x 480) default (1000 x 900) large (1600 x 1000) extra large (2400 x 1200)




+ - < > ↺ ↻

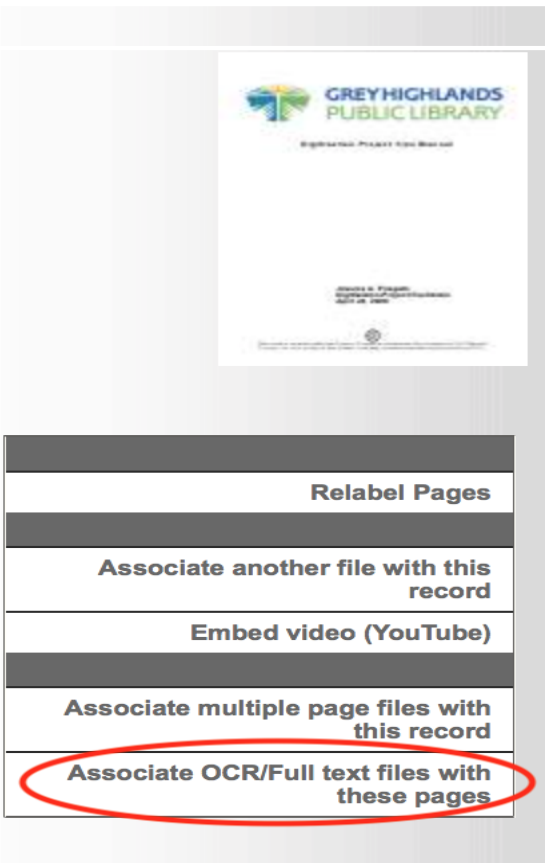
OurDigitalWorld 



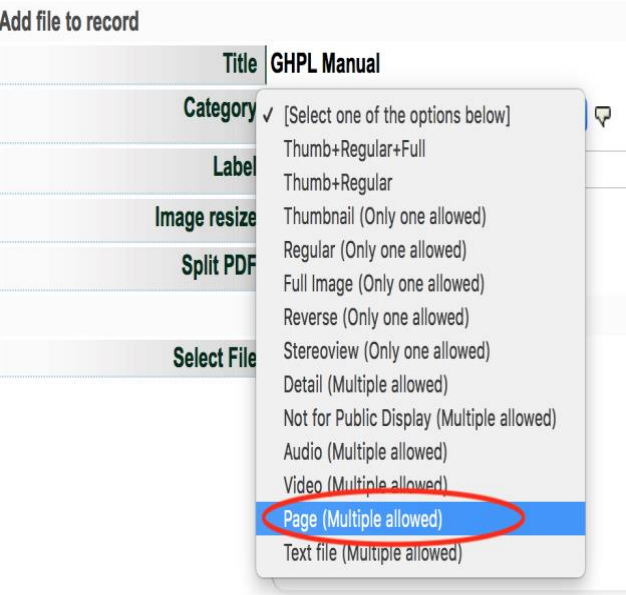
Associate multiple pages with this record

Use this feature to perform batch uploads for multi-page objects. See the Multipage Text Documents or Newspaper, Clippings and Indexes Manuals on the [VITA Toolkit Help](#) site for full details on multipart uploads.

Associate OCR/Full text files with this record



Note: This option appears once a file has been uploaded in the **Page** category for this record, or multiple files have been associated with the record



Note: This option appears once a file has been uploaded in the “Page” category for this record, or multiple files have been associated with the record.

For step-by-step instructions for creating and uploading OCR/Full Text files, see the Text Object Management manual.

2.2.2 DIGITIZATION DETAILS

Use the Digitization Details input boxes to record technical information and technician names for administrative purposes. *This data does not display publicly.*

Operator	
Definition	The person responsible for the digitization of the analog material
Status	Optional
Publicly Displayed	No
Repeatable	No

Equipment	
Definition	The equipment (type of scanner, etc.) used to digitize the material
Status	Optional
Publicly Displayed	No
Repeatable	No

Software	
Definition	Software used to digitize the material
Status	Optional
Publicly Displayed	No
Repeatable	No

2.3 Status	Highly recommended
Publicly Displayed	Yes
Repeatable	Yes
Additional Notes	<ul style="list-style-type: none"> • Select multiple item types from list configured during agency set-up, or if choosing another option (not from the list), then type in the first three letters in the blank box, wait a moment for list to appear, then scroll down the list and highlight choice. Once you choose a heading, a number will display. Once you have updated the record, the chosen option will display as a checked option. • Item types are linked to standard vocabularies. • Used for browsing and refining (limiting) search • If an item type does not exist in the list, check if it exists in the subject headings list; if so, make a note of the subject heading and ask Our Ontario staff to add it as an item type and to what media type it should be associated.