

# GEOGRAPHIC DATA 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 following screen is for providing geo-location information about the digital object. Assigning locations to your records is required in order to activate the Google Maps feature on the record.

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

## Geographic data: Old Guelph (id: 1048)

Update

Public Display? [Help](#)  
 Yes  No

Geographic Location [Help](#)

### Agency Geographic Checklist

- Ajax**  
Ontario, Canada  
populated place (43.85012, -79.03288)
- Alert Bay**  
British Columbia, Canada  
bay (50.58293, -126.93639)
- Dhaka**  
Dhaka, Bangladesh  
capital of a political entity (23.72306, 90.40861)
- Downers Grove**  
Illinois, United States  
populated place (41.80892, -88.01117)
- Eureka**  
Washington, United States  
populated place (46.30319, -118.61665)
- Flesherton**  
Ontario, Canada  
area (44.2812, -80.5497)
- Hāna**  
Hawaii, United States  
populated place (20.75806, -155.99028)
- Hanover**  
Ontario, Canada  
populated place (44.15009, -81.03303)
- Kandahār**  
Kandahār, Afghanistan  
airfield (31.5, 65.84)
- London**  
Ontario, Canada  
area (43.08339, -81.29975)
- Paris**  
Ontario, Canada  
area (43.2001, -80.38297)
- Prince Albert**  
Saskatchewan, Canada  
populated place (53.20008, -105.76772)
- Sointula**  
British Columbia, Canada  
area (50.63294, -127.0198)
- Squamish**  
British Columbia, Canada  
populated place (49.74967, -123.13597)
- Toronto**  
Ontario, Canada  
area (43.65011, -79.3829)

### Selected places

- Guelph** [Edit](#)  
Ontario, Canada  
populated place (43.5501, -80.24967)
- Toronto** [Edit](#)  
Ontario, Canada  
populated place (43.70011, -79.4163)

Add place  [✖](#)  
Enter a minimum of three letters.  
**Constraints: Ontario, Canada** [✖](#)  
 [↓](#)  
 [↓](#)



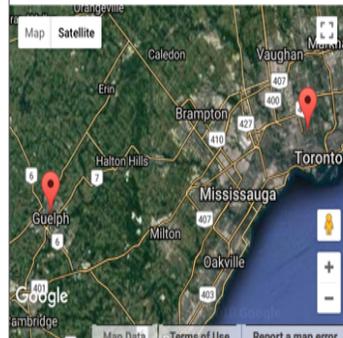
Full Image

See reverse side

No comments

### Groups of Related Records

Postcards



## Selecting Locations

Creating checklists in VITA is a great way to stream line workflows. You can set up a Geography checklist to quickly map out locations connected to items in your collection (see the Agency and User Accounts Manual on the [VITA Toolkit Help](#) site for more details on how to set up Geo locations for your agency).

Checklists
Geography
Media types
Item types
Creator / Contributor roles
Newspapers

The Geography tab for your agency-assigned quick list will appear on the left side of the panel. Simply check off the location you wish to add to the map and it will appear in the location list on the top right side of the panel, as well as on the Google map located bottom right:

### Geographic data: Old Guelph (id: 1048)

Update

Public Display?  Yes  No [Help](#)

Geographic Location [Help](#)

Agency Geographic Checklist

- Ajax  
Ontario, Canada  
populated place (43.85012, -79.03288)
- Alert Bay  
British Columbia, Canada  
bay (50.58293, -126.93639)
- Downers Grove  
Illinois, United States  
populated place (41.80892, -88.01117)
- Eureka  
Washington, United States  
populated place (46.30319, -118.61665)
- Flesherton  
Ontario, Canada  
area (44.2612, -80.5497)
- Guelph  
Ontario, Canada  
populated place (43.5501, -80.24967)
- Hanover  
Ontario, Canada  
populated place (44.15009, -81.03303)
- London  
Ontario, Canada  
area (43.08339, -81.29975)
- Paris  
Ontario, Canada  
area (43.2001, -80.38297)
- Prince Albert  
Saskatchewan, Canada  
populated place (53.20008, -105.76772)
- Sointula  
British Columbia, Canada  
area (50.63294, -127.0198)
- Squamish  
British Columbia, Canada  
populated place (49.74967, -123.13587)

Selected places

- Guelph [Edit](#)  
Ontario, Canada  
populated place (43.5501, -80.24967)

Add place   
Enter a minimum of three letters.  
Constraints: Ontario Canada   
Select a country

Lookup Field

Full Image

See reverse side

No comments

Groups of Related Records

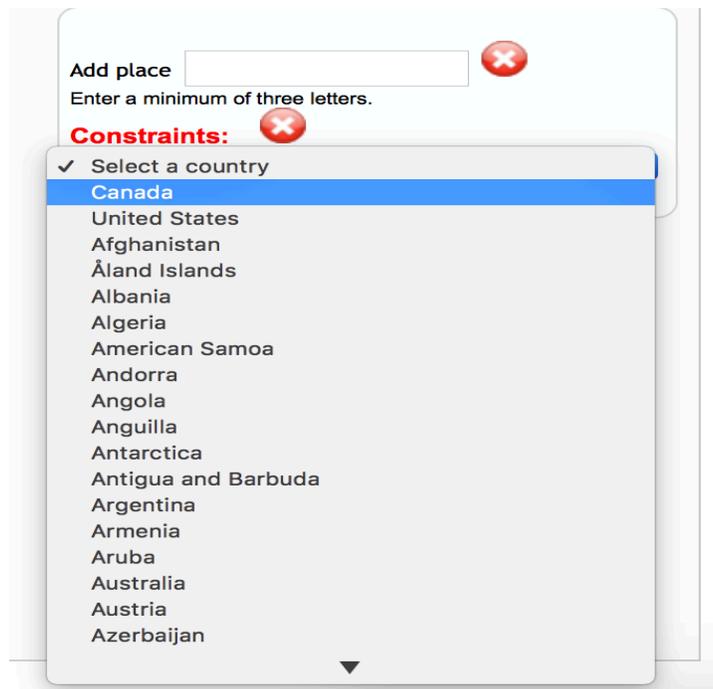
Postcards

Map Satellite

Map data ©2018 Google [Terms of Use](#) [Report a map error](#)

If the location you wish to add is not in your checklist, or you have not set a checklist up, you can enter locations by using the look-up field which floats on the right and will move as you start adding locations.

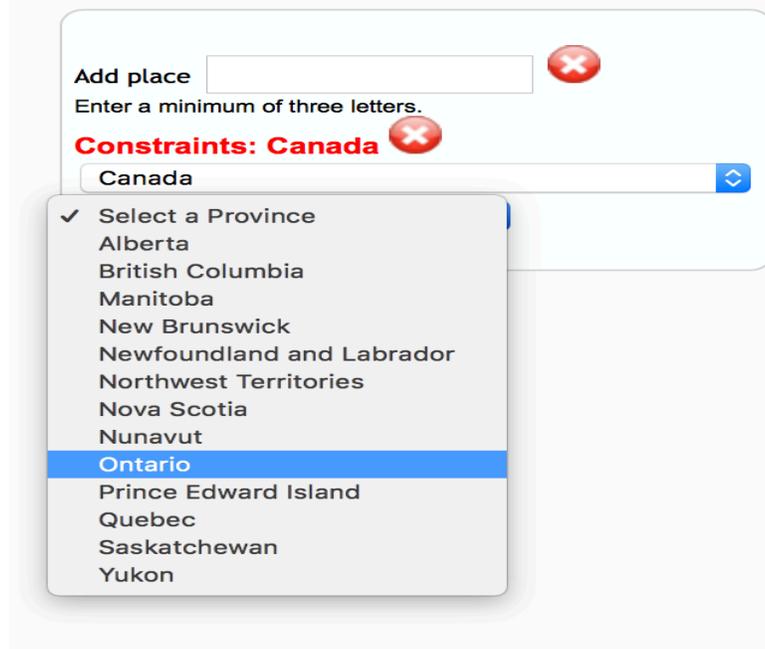
To add locations using the look-up field, you must first set up the geographic constraints. Begin by Selecting the country from the drop-down list:



The screenshot shows a form with an "Add place" input field and a "Constraints:" dropdown menu. The input field has a red "X" icon and the text "Enter a minimum of three letters." The "Constraints:" dropdown is open, showing a list of countries. The first item, "Canada", is highlighted with a blue bar. Other countries listed include United States, Afghanistan, Åland Islands, Albania, Algeria, American Samoa, Andorra, Angola, Anguilla, Antarctica, Antigua and Barbuda, Argentina, Armenia, Aruba, Australia, Austria, and Azerbaijan.

Add place    
Enter a minimum of three letters.  
**Constraints:**   
✓ Select a country  
Canada  
United States  
Afghanistan  
Åland Islands  
Albania  
Algeria  
American Samoa  
Andorra  
Angola  
Anguilla  
Antarctica  
Antigua and Barbuda  
Argentina  
Armenia  
Aruba  
Australia  
Austria  
Azerbaijan

Selecting Canada and/or the United States will trigger another field where you can choose the Province or State from a drop-down list:



The screenshot shows the same form as above, but now with a second dropdown menu. The "Constraints:" dropdown is now set to "Canada" and has a blue dropdown arrow. A new dropdown menu is open, showing a list of provinces and territories. The first item, "Ontario", is highlighted with a blue bar. Other items listed include Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland and Labrador, Northwest Territories, Nova Scotia, Nunavut, Prince Edward Island, Quebec, Saskatchewan, and Yukon.

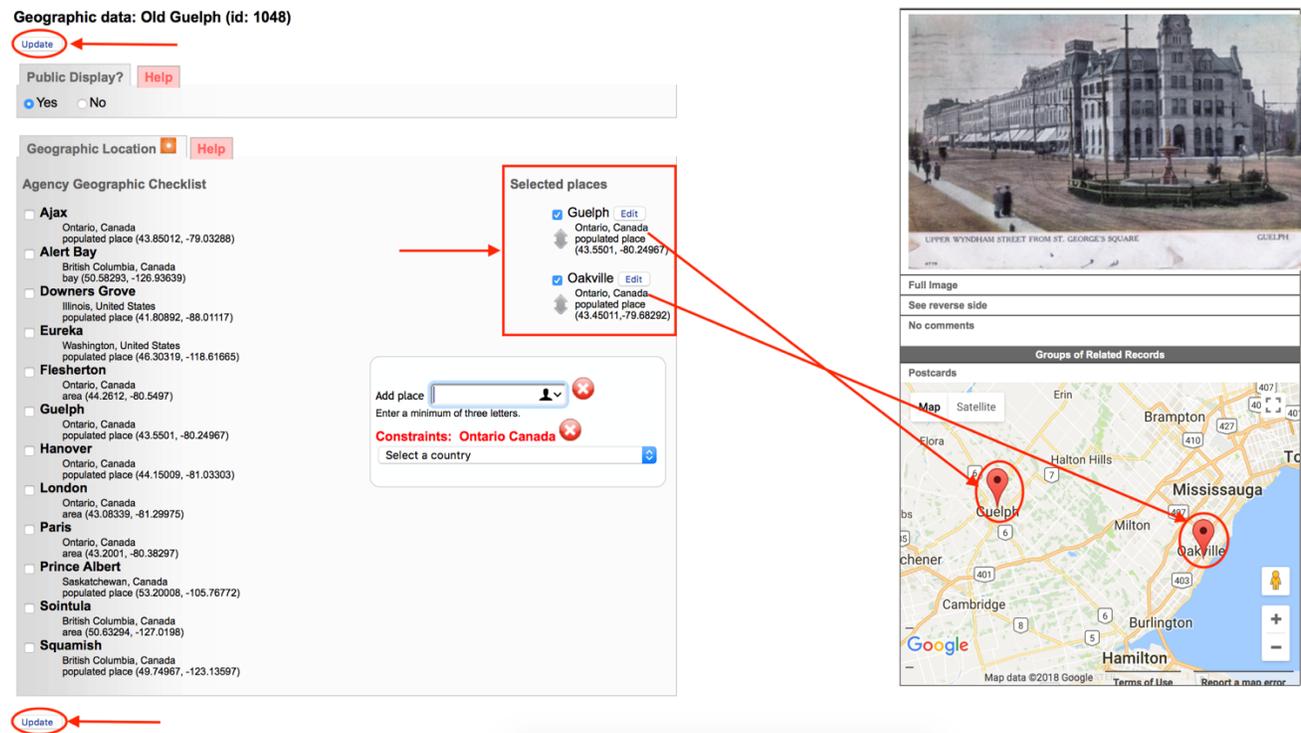
Add place    
Enter a minimum of three letters.  
**Constraints: Canada**   
Canada   
✓ Select a Province  
Alberta  
British Columbia  
Manitoba  
New Brunswick  
Newfoundland and Labrador  
Northwest Territories  
Nova Scotia  
Nunavut  
Ontario  
Prince Edward Island  
Quebec  
Saskatchewan  
Yukon

Once you have set the constraints for Country – and Province or State if applicable – you can then enter data into the **Add place** field, where a list of locations matching your entry will appear:



\*Note: Make sure the location(s) you assign are the right one for your object, i.e. distinguish between area, populated place, hospital, etc.

All mapped locations will be listed above the look up field box and indicated on the Google map on the left side of the panel:



***\*Don't forget to click on Update to commit any selections and/or changes!***

You can add as many locations, anywhere in the world, as is necessary. Simply change the Geographic constraints as required. For example, a location in the United Kingdom as well as the United States can be added:

The screenshot shows a web interface with a list of "Selected places" and a map. The list includes:

- Coventry** [Edit](#)  
England, United Kingdom  
seat of a second-order administrative division  
(52.40656, -1.51217)
- Guelph** [Edit](#)  
Ontario, Canada  
populated place  
(43.5501, -80.24967)
- Manchester** [Edit](#)  
New Hampshire, United States  
populated place  
(42.99564, -71.45479)
- Oakville** [Edit](#)  
Ontario, Canada  
populated place  
(43.45011, -79.68292)

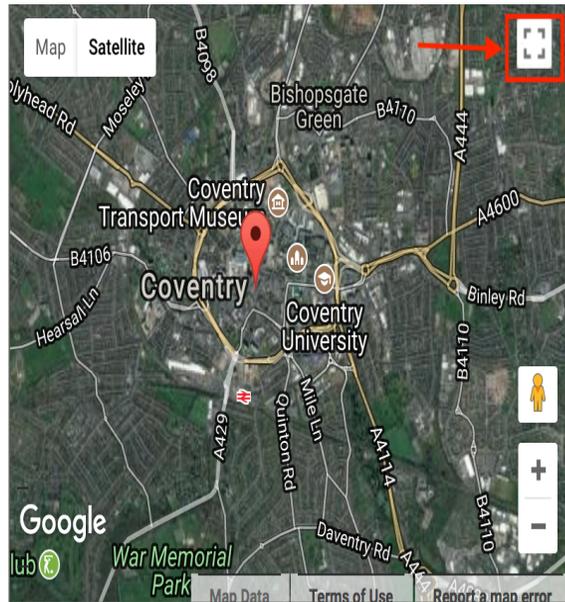
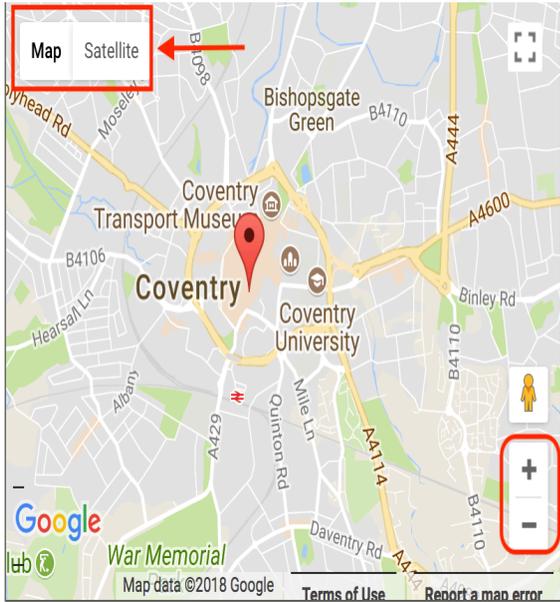
Below the list is an "Add place" form with a text input field, a "Constraints: United Kingdom" dropdown menu, and a red "X" icon. The map shows pins for these locations and a zoomed-out view of the world. Red boxes highlight the "Add place" form and the map's zoom controls.

Notice that the map adjusts the zoom level to accommodate each new location entered. In this instance, the map zoomed out to a global view as locations in the United Kingdom and the United States were added.

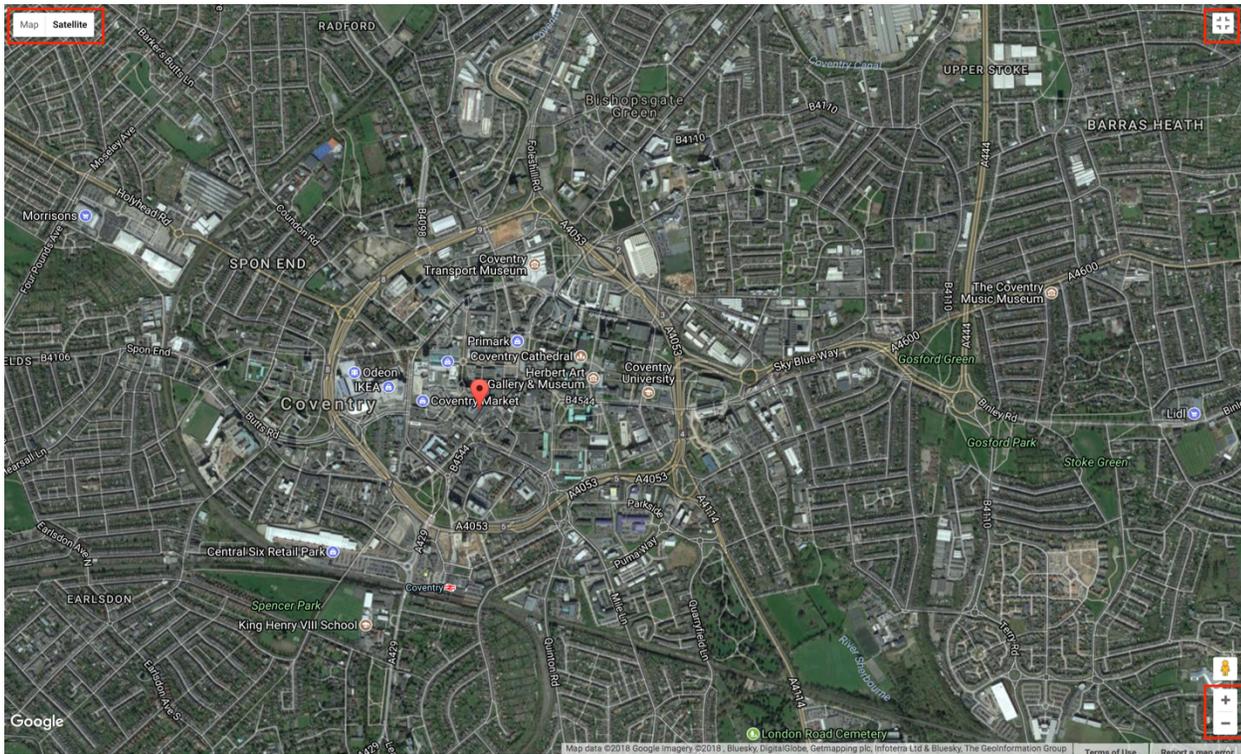
To clear the constraints or the drop-down menu (when there are too many options, for example), click the Red X

The two screenshots show the "Add place" form. The left screenshot shows the form with a red "X" icon next to the "Add place" field and another red "X" icon next to the "Constraints: United Kingdom" dropdown menu. The right screenshot shows the form with a red "X" icon next to the "Add place" field and a red "X" icon next to the "Constraints:" dropdown menu.

Use the +/- button on the bottom right of the map to zoom into – or out of – specific locations on the map. You can also toggle between map and satellite views.



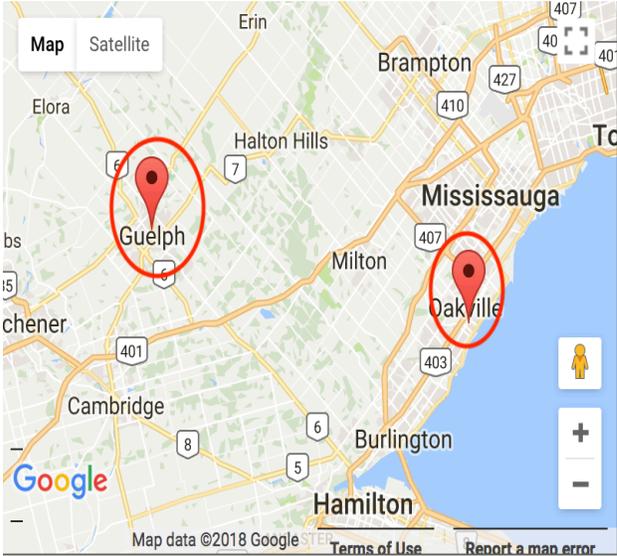
Use the enlarge button on the top right to get an enlarged – full screen – view of the map.



To delete a location associated with a record simply click on the checked box to clear it, click the update button to commit the change, and the location will be removed from the list as well as the Google map:

### Selected places

- Guelph** [Edit](#)  
Ontario, Canada populated place (43.5501, -80.24967)
- Oakville** [Edit](#)  
Ontario, Canada populated place (43.45011, -79.68292)



The image shows a Google Map of Southern Ontario, Canada. Two red location pins are placed on the map: one over Guelph and one over Oakville. Both pins are circled in red. The map includes labels for various cities like Elora, Erin, Brampton, Mississauga, Milton, Burlington, and Hamilton. The Google logo and map controls are visible at the bottom.

### Selected places

- Guelph** [Edit](#)  
Ontario, Canada populated place (43.5501, -80.24967)
- Oakville** [Edit](#)  
Ontario, Canada populated place (43.45011, -79.68292)



The image shows a Google Map of Southern Ontario, Canada, zoomed in on the Guelph area. A single red location pin is placed over Guelph and circled in red. The map includes labels for nearby areas like Brucedale, Rockwood, Eden Mills, and Kitchener. The Google logo and map controls are visible at the bottom.

Once you have unchecked all locations to be removed from the record, click the **update** button to commit the changes.

Once you have finished adding all the geolocations to the record, this is how it should display:

training vld

YourOrg >> Search (Advanced) >> What's New >> Details << Previous >> Next

Search:  Go SHRE f t e

Login to my favourites

### Old Guelph

Description Comments (0)

**Creators:**  
Jenny Irwin, Correspondent  
Susan Daniel, Recipient

**Media Type:**  
Image

**Item Type:**  
Postcards

**Description:**

**Inscriptions:**  
Mrs. James Daniel  
Glen Road  
North Rosedale, Toronto

**Date of Publication:**  
1920

**Personal Name(s):**  
Daniel, Susan ; Irwin, Jenny

**Collection:**  
Postcards

**Language of Item:**  
English

**Geographic Coverage:**

- Coventry  
England, United Kingdom  
Latitude: 52.40656 Longitude: -1.51217
- Guelph  
Ontario, Canada  
Latitude: 43.5501 Longitude: -80.24967
- Manchester  
New Hampshire, United States  
Latitude: 42.99564 Longitude: -71.45479
- Oakville  
Ontario, Canada  
Latitude: 43.45011 Longitude: -79.68292

**Creative Commons licence:**  
 [more detail]

**Contact Us!**  
Training data set  
info@ourdigitalworld.org  
URL http://ourdigitalworld.org/  
Mail  
Our mailing address  
Our phone number  
For inquiries about **any news content**, contact  
info@ourdigitalworld.org



UPPER WYNDHAM STREET FROM ST. GEORGE'S SQUARE GUELPH

Comment on this item

Create electronic postcard

Full Image

See reverse side

Groups of Related Records

Postcards

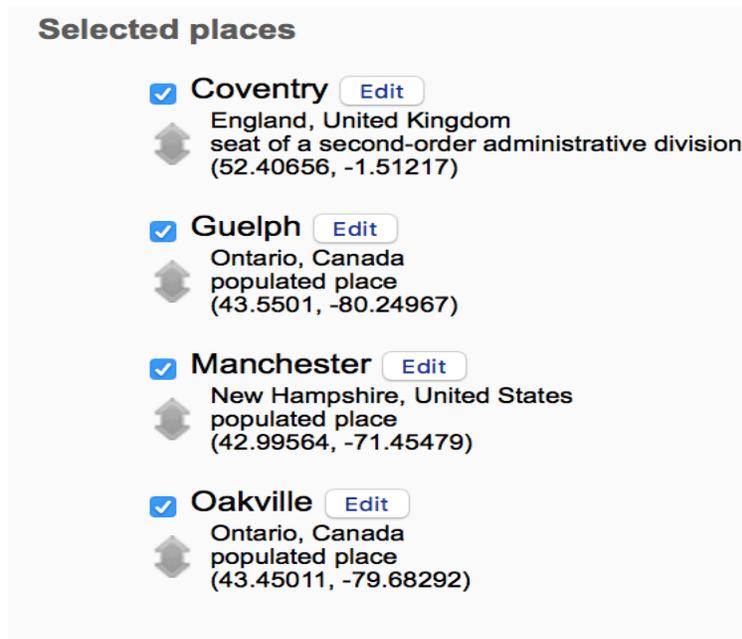


Map Satellite

Google

But wait there's more...

Locations added are automatically ordered alphabetically.



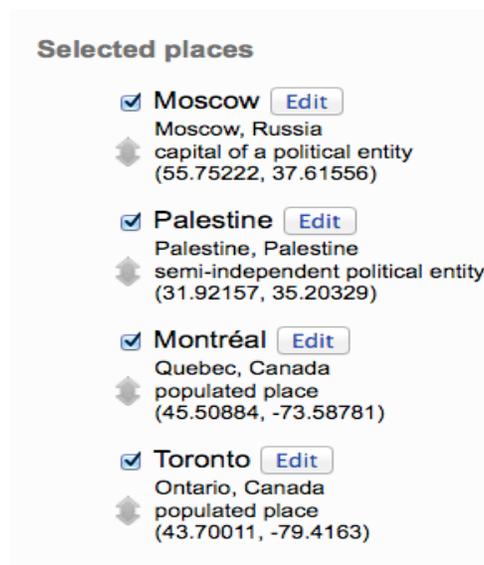
**Selected places**

- Coventry** [Edit](#)  
England, United Kingdom  
seat of a second-order administrative division  
(52.40656, -1.51217)
- Guelph** [Edit](#)  
Ontario, Canada  
populated place  
(43.5501, -80.24967)
- Manchester** [Edit](#)  
New Hampshire, United States  
populated place  
(42.99564, -71.45479)
- Oakville** [Edit](#)  
Ontario, Canada  
populated place  
(43.45011, -79.68292)

To present them to match a timeline sequence, you'll need to reorder them.

### Ordering Locations

Simply click and drag the locations to the order you want using the elevator buttons.



**Selected places**

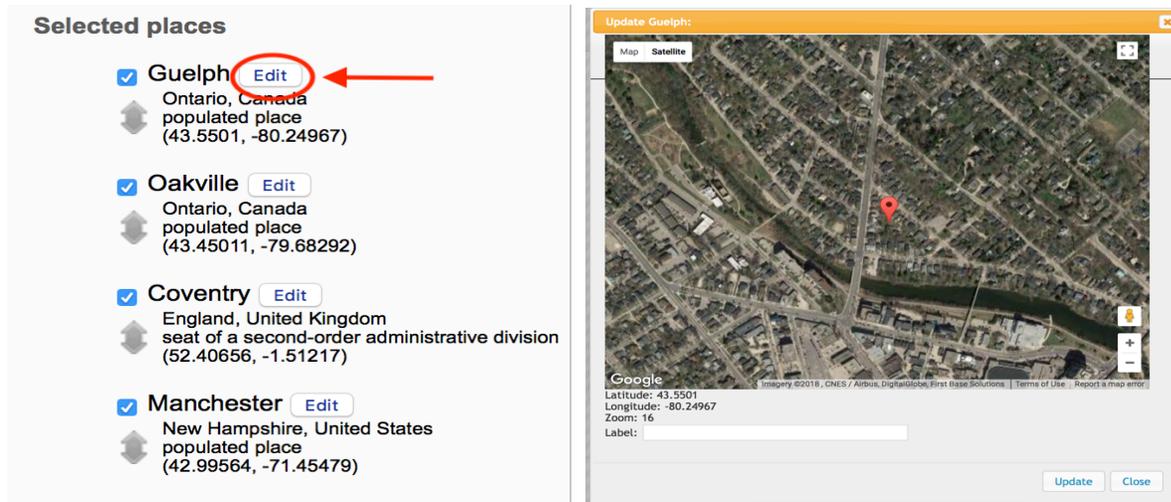
- Moscow** [Edit](#)  
Moscow, Russia  
capital of a political entity  
(55.75222, 37.61556)
- Palestine** [Edit](#)  
Palestine, Palestine  
semi-independent political entity  
(31.92157, 35.20329)
- Montréal** [Edit](#)  
Quebec, Canada  
populated place  
(45.50884, -73.58781)
- Toronto** [Edit](#)  
Ontario, Canada  
populated place  
(43.70011, -79.4163)

Click **Update** again to commit your changes.

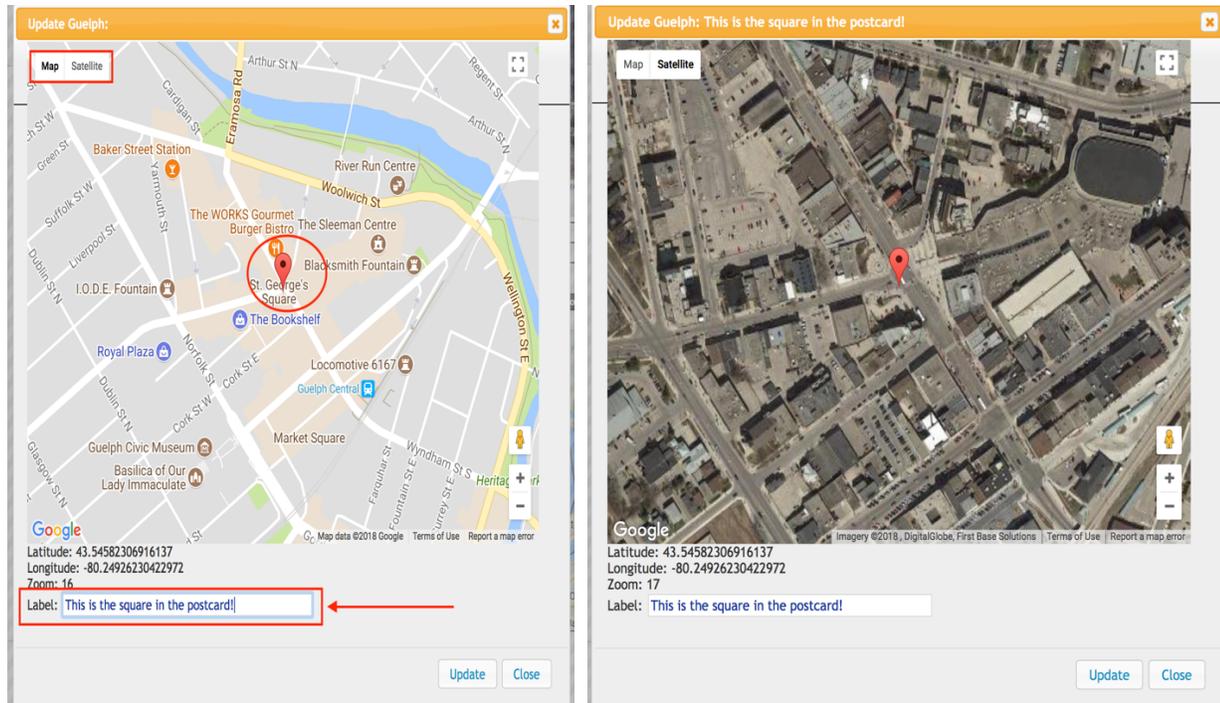
## Edit Locations & Add Labels

To give some context to the locations, we can Edit the Location

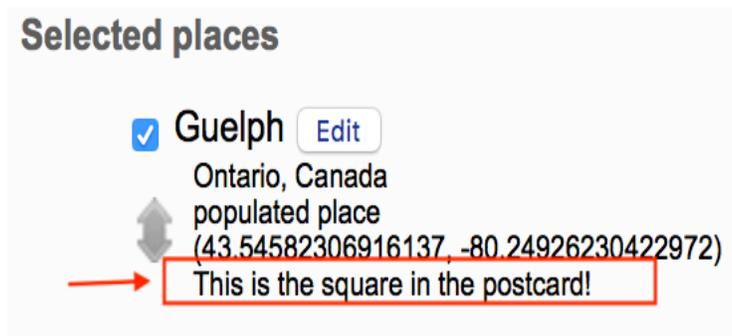
Click the "Edit" button to pop up a window about the location in question...



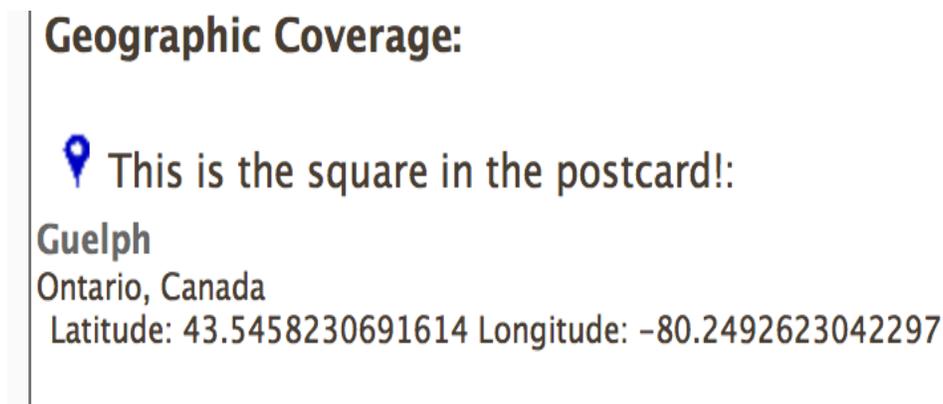
We can drag the location marker to a more precise location, i.e., the Square depicted in our postcard – and label it as such.



Click Update again to commit your changes. The new label will appear under the location in the **Selected Places** list.



It will display like this in public view



**Add point from an unnamed location**

If you know the latitude and longitude or GPS coordinates for a location, but not the place name rest assured: we will build in the option to add a location using those coordinates soon. Meanwhile, you can use your coordinates in online search engines help identify the location to add to VITA. Once you have a place name, use the drag feature in Edit location to pin point your exact coordinates.

Have an historic or alternate place to add to the gazetteer? Get an account with <http://www.geonames.org/> and use their handy user guides to add and edit as well as accessing sophisticated search options.

**2.4.1 GEOGRAPHIC LOCATIONS**

Definition	The geographic location(s) represented in/by the original resource.
Options	A quick list of geographic options can be chosen during agency set-up.
Status	Optional, but mandatory if using the Google Map feature
Publicly Displayed	Yes
Repeatable	Yes

Additional Notes	<ul style="list-style-type: none"> <li>• Quick list is a chosen subset from the GeoNames geographical database (but all terms are available).</li> <li>• By inputting the first three letters, a standardized list of all matches will appear.</li> <li>• Note that end users can both search by geographic coverage and also refine search results by geographic coverage.</li> </ul>
------------------	--

#### 2.4.1 GEOGRAPHIC LOCATIONS

Definition	<p>After you select a geographic coverage option, manipulate the Google Map by clicking on and dragging the marker to a specific location, at which point <b>Latitude and Longitude values</b> are automatically selected.</p> <p>Use the <b>Zoom Level</b> input box to fix the perspective of the map for display.</p>
Options	NA
Status	Optional, but mandatory if using Google Map feature
Publicly Displayed	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> <li>• Can manipulate and zoom in on Google Map - values in latitude and longitude will automatically change. Drag the blue box around, and double click to centre it.</li> <li>• Once latitude and longitude values are selected, then a Google Map will display in the public interface.</li> <li>• Note that end users can both search by geographic coverage and also refine search results by geographic coverage.</li> </ul>