



## NEWSPAPER ISSUES: RELABELLING, SUPPLEMENTS & REMOVING DUPLICATES

Retrieving Existing Issues.....	2
Relabelling Issue Pages And Section Names.....	3
Supplements Pages .....	5
Removing Duplicate Pages .....	6
Navigating To The Next Issue.....	7

---

VITA 6.1

UPDATED JANUARY 2020

## RETRIEVING EXISTING ISSUES

Use the add/edit issue to access the issue you want to work on:

### Manage Records

**Add Record:**

- and upload file
- without a file
- as a Birth, Marriage or Death (BMD) entry

**Search or Update Record**

- Prooflist [last added first, from the indexes]
- Top 100 Records [aka: the last 100 records added, from the database]
- Record id:

**Add/Edit Publication**

**Add/Edit Issue**

Click the appropriate publication title from the checklist or type the Publication title into the first field.

Enter the issue date in the Publication Date field (pref YYYYMMDD)

Skip: Display date & Files settings

Click "Add"

Main Menu >> Add Newspaper issue, Step 1

### Add Newspaper issue, Step 1


<b>Publication Title</b>	<input checked="" type="radio"/> Porcupine Advance Enter publication: <input type="text"/> <b>Note:</b> Publications in this context are specifically newspapers and need to have media types of both Publication and Newspaper. If you don't see the title you expected in this list, check that both of these values are set. If the title of the publication hasn't been entered yet, <b>add it here first</b> and be sure to <b>identify it as a Newspaper</b> in "media type".
<b>Publication Date</b>	<input type="text" value="19260211"/> <b>Publication Date:</b> This is required and must be a date that resolves to a specific day of a given year. If the "date" on the publication is not a specific day, put that date in the "display date" field and enter a specific date here for the purposes of sorting.
<b>Display Date</b>	<input type="text"/> <b>Display Date:</b> Display Date is for those things like "Feb 2018" that look like dates but aren't actually a specific date. Other examples include publications by quarter or season. In these cases the application still requires a specific, valid date in order to sort results properly, but will display to the user the string of characters you enter here.
<b>Files</b>	<input type="radio"/> Single file (with multiple pages) <input type="radio"/> Multiple files (each a single page) Is the issue in a single file (PDF) or in a series of files (PDF, JPEG or TIF) with a consistent naming pattern?

## RELABELLING ISSUE PAGES AND SECTION NAMES

On File/tech adat screen, click the Relabel Pages option

### Technical data: Porcupine Advance, 11 Feb 1926 (id: 3456724)

This Newspaper record will not display in the Public Sites.



**Relabel Pages**

Get Page IDs

Update OCR factors

Associate another file with this record

Associate a streaming media FLV

#### File summary

**Thumbnail**  
File Exists: <https://data.vit toolkit.ca/Partners/TIMPL/TimPL003456724t.jpg> [Details/Edit]

**Regular**  
File Exists: <https://data.vit toolkit.ca/Partners/TIMPL/TimPL003456724.jpg> [Details/Edit]

 1 [Page]  
File Type: JP2  
File Exists: [https://data.vit toolkit.ca/Partners/TIMPL/TimPL003456724p\\_0002.jp2](https://data.vit toolkit.ca/Partners/TIMPL/TimPL003456724p_0002.jp2) [Details/Edit]  
OCR/Full text: A letter was received from the Provincial Secretary for Ontario ...

 2 [Page]  
File Type: JP2  
File Exists: [https://data.vit toolkit.ca/Partners/TIMPL/TimPL003456724p\\_0003.jp2](https://data.vit toolkit.ca/Partners/TIMPL/TimPL003456724p_0003.jp2) [Details/Edit]  
OCR/Full text: |% es #. .@ # \*4 # Å@ \*4 w \*4 eates @, esfes Chartered Accountant P.O. ...

Use your browser controls to make the thumbnails larger, if required, in this gallery view.

- Identify the first section in section field as 1; second section as 2, etc.
- Sections might have a masthead (see example)
- Does page numbering re-start for each section or are pages consecutive for the whole issue?

The image shows a grid of 10 newspaper page thumbnails. Each thumbnail has a label below it indicating the section and label number. Red annotations highlight specific examples:

- 1 for first section:** Points to the first thumbnail where the section is labeled 'Sec: 1' and the label is 'Lab: 1'.
- page numbering restarts for each new section:** Points to the fourth thumbnail where the section is labeled 'Sec: 2' and the label is 'Lab: 1', indicating that page numbering restarts for each new section.
- 2, 3, etc for subsequent sections:** Points to the label 'Lab: 1' in the fourth thumbnail, indicating that subsequent sections start with label 1.

When done labelling, click the Update labels button at the bottom of the screen

The screenshot shows the software interface for labeling newspaper pages. A thumbnail of a newspaper page is displayed with the following labels:

- Sec: 2
- Lab: 8

Below the labels is a button labeled "Update labels" with a red arrow pointing to it. At the bottom of the screen are buttons for "added file; without upload", "(Duplicate)", and "Create new template".

## SUPPLEMENTS PAGES

Quick tips for “seeing” supplements:

\*does the paper have an odd number of pages?\*

\*is a page image slightly larger/smaller than the others?\*

If an issue has a supplement (i.e. irregular addition to the paper content), you should make a policy to:

- apply consecutive numbering to it within the section it falls
- add a supplement label in the Section field
- add a supplement code to the Section field
- or... your choice

We recommend documenting these policies to make for consistent indexing of your newspaper issues and their content.

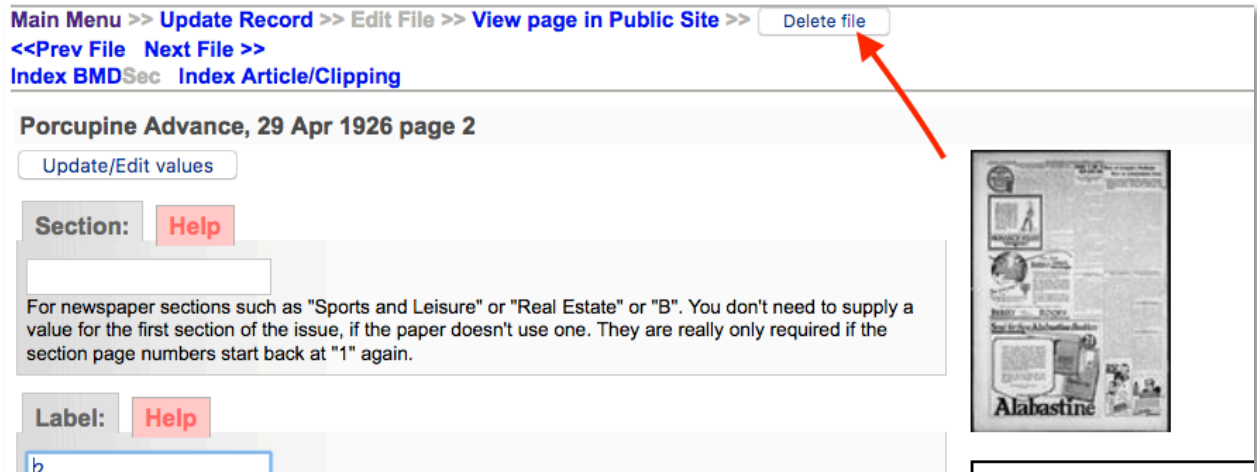
E.g.

The image displays a grid of 10 newspaper supplement pages, each with a label and a 'Details/Edit' link. The pages are arranged in two rows of five. The first row contains pages labeled Lab:1 through Lab:5. The second row contains pages labeled Lab:6 through Lab:10. The sixth page (Lab:6) is highlighted with a red box, and a red arrow points to its label. Each page shows various advertisements and text columns.

 Sec: Lab:1 <a href="#">[Details/Edit]</a>	 Sec: Lab:2 <a href="#">[Details/Edit]</a>	 Sec: Lab:3 <a href="#">[Details/Edit]</a>	 Sec: Lab:4 <a href="#">[Details/Edit]</a>	 Sec: Lab:5 <a href="#">[Details/Edit]</a>
 Sec: Lab:6 <a href="#">[Details/Edit]</a>	 Sec: Lab:7 <a href="#">[Details/Edit]</a>	 Sec: Lab:8 <a href="#">[Details/Edit]</a>	 Sec: Lab:9 <a href="#">[Details/Edit]</a>	 Sec: Lab:10 <a href="#">[Details/Edit]</a>

## REMOVING DUPLICATE PAGES

Open the details/edit link for the unwanted duplicate page and delete the file – this will eliminate all derivatives and text associated with that page; make sure to relabel your pages to account for the newly deleted page in the issue.



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

<<Prev File [Next File](#)>>  
[Index BMDSec](#) [Index Article/Clipping](#)


**Porcupine Advance, 29 Apr 1926 page 2**

[Update/Edit values](#)

**Section:** [Help](#)

For newspaper sections such as "Sports and Leisure" or "Real Estate" or "B". You don't need to supply a value for the first section of the issue, if the paper doesn't use one. They are really only required if the section page numbers start back at "1" again.

**Label:** [Help](#)



## NAVIGATING TO THE NEXT ISSUE

Return to Main menu and open the add/edit issue screen to enter the next date

OR, if your newspapers were loaded by ODW:

In the URL is an ID that matches the record you're in, by changing the last 1 or 2 numbers, you will likely get to the next issue (they were all loaded at once).

The screenshot shows a web browser window with the URL `https://data.vitatoolkit.ca/Vita600/Update1eRename.asp?id=3456726&number=`. The ID `3456726` is circled in red. A red arrow points from this circled ID to another circled `3456726` in the record title: **Relabel pages: Porcupine Advance, 25 Feb 1926 (id: 3456726)**. The page also displays a navigation menu with options like 'Main Menu >> Search >>', 'Create new record: with uploaded file; without upload (Duplicate)', 'Create new template', and 'View entry'. A 'Please Note' message states: **Please Note - Your VITA username & password are now case-sensitive.** Below the record title, there is a 'File list' section with a thumbnail of 'The PORCUPINE ADVANCE' and a text box for making adjustments to pagination and labels.

So, if you're finished with 3456726, change "26" to "27" and click return to go to the next record.

Just double check it's the next issue date.

If it is the incorrect record, use the add/edit issue path to return to the correct issue and you can use the record ID after that (sometimes someone slips a record onto VITA while we're loading things, and that jumps the queue in the record order).