NEWSPAPER ISSUES: RELABELLING, SUPPLEMENTS & REMOVING DUPLICATES

VITA 6.1

UPDATED JANUARY 2020

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: [____] go

Add/Edit Publication
Add/Edit Issue

Click the appropriate publication title from the checklist or type the Publication title into the 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

Publication Title	● Porcupine Advance
	Enter publication: [____]
	Note: 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, **add it here first** and be sure to **identify it as a Newspaper in "media type"**.
Publication Date	19260211
	Publication Date: 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.
Display Date	[____]
	Display Date: 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.
Files	◯ Single file (with multiple pages) ◯ Multiple files (each a single page)
	Is the issue in a single file (PDF) or in a series of files (PDF, JPEG or TIFF) with a consistent naming pattern?
	Add Clear Form

RELABELLING ISSUE PAGES AND SECTION NAMES

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

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?

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

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 suppelement code to the Section field
- or… your choice

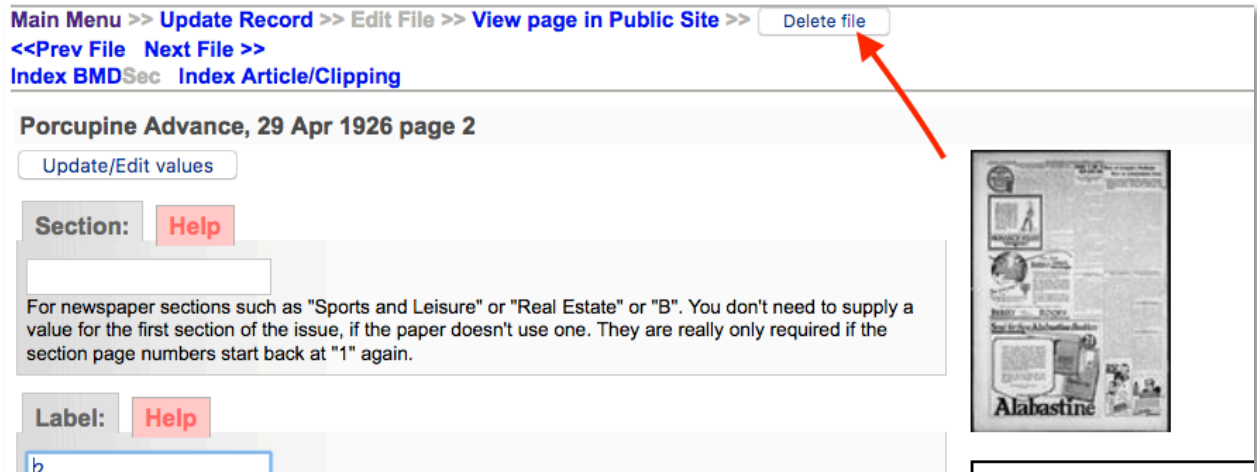We recommend documenting these policies to make for consistent indexing of your newspaper issues and their content.

E.g.

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 BMD Sec   **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

b

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).

So, if you're finished with 34567**26**, 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).