

Add/Edit Issue (multiple files)

Add new Issue

From main menu select "Add Issue"

Step 1: Issue Information

The information on the screen is gathered to establish the relationship between an issue and its parent publication as well as the issue date of publication.

On the Add Issue screen, any title **assigned as media type Newspaper and created by any agency** will appear in the drop down box.

Note: You can only add issues to publication titles managed by your agency.

Add Newspaper issue, Step 1

Publication Title	Markdale Standard: ID: 10	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		
Display Date		

Display Date: Display Date is for those things like "Nov 2010" 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.

If your agency has added publication titles, they can be assigned as a quick list by the site administrator to display on this screen. (See VITA Agency Management, Section 6).

Jess Posgate (Grey Highlands Public Library) is logged in

Main Menu >> Add Newspaper issue, Step 1

Add Newspaper issue, Step 1

Publication Title	<input type="radio"/> Flesherton Advance <input type="radio"/> Markdale Standard (Markdale, Ont.)	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		
Display Date		

Display Date: Display Date is for those things like "Nov 2010" 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.

Publication Title: Start typing the Newspaper Title for existing publications. Select title and an ID number will automatically display in the input box. *If the title does not exist, return to the main menu and Add Publication.

Publication Date (of Issue): Add the plain date of the Issue you are uploading. This will be translated into a machine-readable date, for sorting and ordering purposes, and into a human-readable display date

Display Date: Don't fill this in unless you have to, i.e. the issue is named "Spring 1984" not a specific date

Why? By using just the Publication date, your display will be enabled for multilingual transformation, whereas the Display date will remain as it is written.

Main Menu >> Add Newspaper issue, Step 1

Add Newspaper issue, Step 1

Publication Title	<input checked="" type="radio"/> Markdale Standard (Markdale, Ontario) <input type="radio"/> Torana Holler <input type="radio"/> Wealthy Commoner <input type="radio"/> York Commonwealth
Publication Date	Nov 2 1882 <small>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.</small>
Display Date	<input type="text"/> <small>Display Date: Display Date is for those things like "Oct 2014" 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.</small>
Files	<input type="radio"/> Single file (with multiple pages) <input checked="" type="radio"/> Multiple files (each a single page) <small>Is the issue in a single file (PDF) or in a series of files (PDF, JPEG or TIFF) with a consistent naming pattern?</small>

For issues where every page is a separate file (JPG + TXT or individual PDFs), choose Multiple Files option.

If you are uploading a single PDF, see the "Add issue from single PDF" manual.

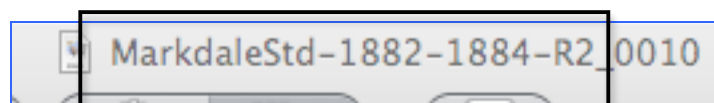
Then click "Add"

Step 2: File name and display size

File name

First, "Strip" the file name in preparation for page labeling by providing the common or "constant" parts of the file names for all the issue files you are uploading. Do not include preceding zeros from the file name as these will be stripped out automatically.

E.g. the file names for my issue files **all** include "MarkdaleStd-1882-1884-R2_" and all the files are JPGs, so the extension is ".jpg"



On the Step 2 screen, include the constants in the Prefix and Suffix input boxes:

Add Newspaper issue, Step 2	
Publication	Markdale Standard, 2 Nov 1882
File Name constants	MarkdaleStd-1{ Prefix <input type="text" value=".jpg"/> Suffix
	If your pages have a consistent naming pattern with the page number suffix (e.g. ".tif") in the boxes above. These will be removed, they will be able to further edit that label in a following step.

Change file size

Determine the display sizes for your newspaper pages

If you have optimized the page images for your newspaper page display click "No"; the default is "Yes" and allows the tool to automatically resize your image files to display at the selected size.

If you select "Yes", choose what display width will present best for the page content you are working with. Default is 1000px wide.

All Page files in VITA display with a pan-zoom viewer, but for dense broadleaf or 6-8 column papers, it is better if the resize is larger than smaller so the zoom function has some depth for the end user.

Change file size (page images only)	<input checked="" type="radio"/> Yes <input type="radio"/> No If "Yes" then what width? <input type="radio"/> 800 <input checked="" type="radio"/> 1000 <input type="radio"/> 1250 <input type="radio"/> 1600 pixels In general, make the width the smallest at which that page of the paper is legible. For with less than four columns 800 pixels wide might be reasonable. Contemporary tabloid sized papers are quite legible at the 1000 width mark. Older 6, 7 or 8 column papers might require a wider presentation. Remember that the larger the size the more the storage requirements and the bandwidth to deliver to your users.
	<input type="button" value="Add"/> <input type="button" value="Clear Form"/>

Then click "Add"

Step 3: Multipart Upload

The next screen is for batch uploads.

Click "Add files" and browse for the page files.

Use Command or Ctrl + click to select multiple files from your hard drive.

Add Newspaper issue, Step 3

Title	Markdale Standard, 2 Nov 1882	
Files		

+ Add files... Start upload Cancel upload

	MarkdaleStd-1882-1884-R2_0010.jpg	679.61 KB	<input type="text"/>	Start	Cancel
	MarkdaleStd-1882-1884-R2_0011.jpg	425.79 KB	<input type="text"/>	Start	Cancel
	MarkdaleStd-1882-1884-R2_0012.jpg	470.37 KB	<input type="text"/>	Start	Cancel
	MarkdaleStd-1882-1884-R2_0013.jpg	397.59 KB	<input type="text"/>	Start	Cancel
	MarkdaleStd-1882-1884-R2_0014.jpg	424.71 KB	<input type="text"/>	Start	Cancel
	MarkdaleStd-1882-1884-R2_0015.jpg	443.79 KB	<input type="text"/>	Start	Cancel
	MarkdaleStd-1882-1884-R2_0016.jpg	453.56 KB	<input type="text"/>	Start	Cancel
	MarkdaleStd-1882-1884-R2_0017.jpg	367.40 KB	<input type="text"/>	Start	Cancel

Click the "Start upload" button at the top of the screen to load all the files at once. Watch the status bars fill until all are 100% and the list collapses and a Complete button appears.

Add Newspaper issue, Step 3

Title	Markdale Standard, 2 Nov 1882
Files	

+ Add files... Start upload Cancel upload

762.72 kbit/s | 00:00:22 | 40.96 % | 1.50 MB / 3.66 MB

	MarkdaleStd-1882-1884-R2_0010.jpg	679.61 KB	<input type="checkbox"/>	<input type="button" value="Start"/>	<input type="button" value="Cancel"/>
	MarkdaleStd-1882-1884-R2_0011.jpg	425.79 KB	<input type="checkbox"/>	<input type="button" value="Start"/>	<input type="button" value="Cancel"/>
	MarkdaleStd-1882-1884-R2_0012.jpg	470.37 KB	<input type="checkbox"/>	<input type="button" value="Start"/>	<input type="button" value="Cancel"/>
	MarkdaleStd-1882-1884-R2_0013.jpg	397.59 KB	<input type="checkbox"/>	<input type="button" value="Start"/>	<input type="button" value="Cancel"/>
	MarkdaleStd-1882-1884-R2_0014.jpg	424.71 KB	<input type="checkbox"/>	<input type="button" value="Start"/>	<input type="button" value="Cancel"/>
	MarkdaleStd-1882-1884-R2_0015.jpg	443.79 KB	<input type="checkbox"/>	<input type="button" value="Start"/>	<input type="button" value="Cancel"/>
	MarkdaleStd-1882-1884-R2_0016.jpg	453.56 KB	<input type="checkbox"/>	<input type="button" value="Start"/>	<input type="button" value="Cancel"/>

Add Newspaper issue, Step 3

Title	Markdale Standard, 2 Nov 1882
Files	Continue ...

MarkdaleStd-1882-1884-R2_0010.jpg	679.61 KB
MarkdaleStd-1882-1884-R2_0011.jpg	425.79 KB
MarkdaleStd-1882-1884-R2_0012.jpg	470.37 KB
MarkdaleStd-1882-1884-R2_0013.jpg	397.59 KB
MarkdaleStd-1882-1884-R2_0014.jpg	424.71 KB
MarkdaleStd-1882-1884-R2_0015.jpg	443.79 KB
MarkdaleStd-1882-1884-R2_0016.jpg	453.56 KB
MarkdaleStd-1882-1884-R2_0017.jpg	367.40 KB

Step 4: Confirmation screen

The following screen provides a real-time view of the page and snippet of any extracted text.

Add Newspaper Issue, Step 4

Don't navigate away from this page until the "continue" message appears at the bottom.

Note: If text appears with the page information don't be alarmed if it appears out of sequence with PDFs the elements on the page are frequently extracted out of order.

intPageOrder (104) 1
intPageOrder (180) 3
intPageOrder (182) 3



10

....
intPageOrder (104) 4
intPageOrder (182) 4



11

Once all the pages have been confirmed, scroll to the bottom of the screen and click "Continue..."

...
intPageOrder (104) 10
intPageOrder (182) 10



17

...
You completed Step 4 by adding -1 files at 11 Nov 2010 15:05:14

Continue ...

The VITA toolkit was created by a variety of partners in Ontario and in
pro

On the File/tech data screen, you can review the files you've associated. The labels are created from the inconsistent parts of the original file names but these can be customized.

The screenshot shows a 'File summary' interface. On the left, there is a sidebar with several options: 'Relabel Pages' (circled in red), 'Associate another file with this record', 'Associate a single Zoomify zip file with this record', and 'Associate multiple pages with this record'. The main area displays a list of files with their respective file names and OCR status. The files listed are:

- Thumbnail
- Regular
- 10 [Page]
- 11 [Page]
- 12 [Page]
- 13 [Page]
- 14 [Page]
- 15 [Page]

Each file entry includes a 'File Exists' URL and an 'OCR/Full text' status, with 'None found' appearing in red for several pages.

Batch Relabeling of Issue Pages

Click the Relabel Pages link
Add new label numbers for all pages

The screenshot shows the 'List Files' interface. On the left, there is a sidebar with several options: 'List Files' (circled in red), 'Associate another file with this record', 'Associate a MrSid/JPEG 2000 File', 'Associate a single Zoomify file with this record', 'Associate multiple pages with this record', 'Associate OCR/Full text files with these pages', 'Associate Zoomify files with these pages', and 'When finished editing pages/text: Update Index'. The main area displays a grid of newspaper pages with labels 1 through 17. The labels are arranged in two rows: the first row contains labels 1, 2, 3, 13, and 14; the second row contains labels 15, 16, and 17. Each label is associated with a 'Sec:' field and a '[Details/Edit]' link.

Optional: add section name (e.g. Seasonal Insert, Sports, etc)
Click Update Labels to commit changes

To return to File/Tech data screen, click List Files link in sidebar

Thumbnail
File Exists: <https://data.ourontario.ca/Partners/Training/OOTr001638884t.jpg> [Details/Edit]

Regular
File Exists: <https://data.ourontario.ca/Partners/Training/OOTr001638884r.jpg> [Details/Edit]

1 [Page]
File Exists: https://data.ourontario.ca/Partners/Training/OOTr001638884p_0001.jpg [Details/Edit]
OCR/Full text: **None found**

2 [Page]
File Exists: https://data.ourontario.ca/Partners/Training/OOTr001638884p_0002.jpg [Details/Edit]
OCR/Full text: **None found**

3 [Page]
File Exists: https://data.ourontario.ca/Partners/Training/OOTr001638884p_0003.jpg [Details/Edit]
OCR/Full text: **None found**

4 [Page]
File Exists: https://data.ourontario.ca/Partners/Training/OOTr001638884p_0004.jpg [Details/Edit]
OCR/Full text: **None found**

5 [Page]
File Exists: https://data.ourontario.ca/Partners/Training/OOTr001638884p_0005.jpg [Details/Edit]
OCR/Full text: **None found**

6 [Page]
File Exists: https://data.ourontario.ca/Partners/Training/OOTr001638884p_0006.jpg [Details/Edit]
OCR/Full text: **None found**

7 [Page]
File Exists: https://data.ourontario.ca/Partners/Training/OOTr001638884p_0007.jpg [Details/Edit]
OCR/Full text: **None found**

Add Full Text for Issue Pages

If you have OCR generated files for your newspaper pages, save the page content as .txt using the same page file names as the image files
e.g. MarkdaleStd-1882-1884-R2_010.jpg = MarkdaleStd-1882-1884-R2_010.txt

Click on Associate OCR/Full text files with these pages

Relabel Pages

Associate another file with this record

Associate a single Zoomify zip file with this record

Associate multiple pages with this record

Associate OCR/Full text files with these pages

Associate Zoomify files with these pages

When finished editing pages/text:

Update Index

Browse and select the text files (.txt, .rtf or .pdf)

Add OCR files, step 1

Title Markdale Standard (Markdale, Ontario 1883)
Files

File Name	Size	Progress	Start	Cancel
MarkdaleStd-1882-1884-R2_0010.rtf	67.95 KB	131.81 KB	Start	Cancel
MarkdaleStd-1882-1884-R2_0011.rtf	124.29 KB		Start	Cancel
MarkdaleStd-1882-1884-R2_0012.rtf	51.57 KB		Start	Cancel
MarkdaleStd-1882-1884-R2_0013.rtf	82.12 KB		Start	Cancel
MarkdaleStd-1882-1884-R2_0014.rtf	125.81 KB		Start	Cancel
MarkdaleStd-1882-1884-R2_0015.rtf	126.83 KB		Start	Cancel
MarkdaleStd-1882-1884-R2_0016.rtf	0.49 KB		Start	Cancel
MarkdaleStd-1882-1884-R2_0017.rtf			Start	Cancel

Note: Some PDFs and other proprietary text file formats (RTF) will “bulk up” your text content with wrapper code; whenever possible, save text content as plain text (.txt) or clean out the bulky content before uploading for better full text discovery.

E.g. This is the text extracted from a digitally-born PDF

Full text:

```

xoc` ``c` `Ra`dàøÛ
s € "ÁSQfñ($ X= 30,,1 38600áéMáOVVžâq`)vb84. *%Y5 %/p0 '0
€' `éOq[fzNð'ÉAqrx0 ó(ç80ñ8'Úéúwa* * ^Pæ%ib`j2 =
E#iSs'š"0Njgž +é7aB --éce-#ç 5c áyap [Y,úí"tó ów|u%«vYs±Ü!
ù<q(à'+Vy *Lz -0]0á.XS0 {#?y H7B|w9.*- "fÈ"æ'xèš" ^ œW. 0L\@
Äp= ÐæÜ00 İB'áÁÈ »5 7?*(u~0çS|/-- 0'.`H83f-ññ8UQİÖWeBnJ> à|-
-|C6 ) E 'ÄM2YB;DÇ g-¿fIÇ
0 iÁ:|e0üB6<~`|iÉ^Ü...á5khTRÝi%y| ÄíúQ0p<u*#!Äçg=[ 0;Sq%
6j0'@4-f'1E;-SaYx,á4Ö8smž|*á
E`hè [úžÇi éw*"
u7* = "0#Éİ'@Xİ+ú;W0//,žp,Ň
Xú^ äe %g-é
fom`<è_|±ç
Oúí ,Ni`" %pf /-Öà. f ÜeC9 q è/âpfWšý +,, ^SÜÜyiESM.0 óÁt)
g
...`¿'áVøÈ ¿+¿o {S<Ü0ÄIām + @TÜ S@7Sce#L1s,,
İ9ááW1;aiQÄ|+ >é'8 0%Y%82ú
Gipè¿ ow\TGUè.ç? ;šQ`PiÈ.m>s'ó^Yš4e'YÓD?4(0% 0 \J"(È)á |...
|n Mx|9švUÄG pzY ÝN[ ^+Ð'Jäè«,T8Wı i Á+ ;e/X.4Yzð!
=×LI gá@0 ;f`X- *'~ÉDX."é<é.0R);R`0 G`vx/ 0è,øÖ\èžpÈ m
Sxyü"0%;;#w2[ ?.'ó' áEZAs00ÄžÈ;S+@!Rà?so\f:žD'¿kf#g
ÉF@K.2Ä[-0' 2Ó \Pže.Ü8, i D 008V0 è8»Q"áÑ#-; fé4@`» »- zv
İš4 K1W8S CVY%|@Ä.<fii+MV: 8R0%sf;6Ä`v.Ä] S+004İž6ŇİjH
lÄ=qS+ 0 ;'y6Jú:ñRÄáèñjÄ çq W+: jC...E...wúÄŇ x,)Lk42İÜæø,K ñ?
fZf+éLá'ı - ~-m.,vš%00Q' 0",B %M"J";ú6'fœvÄ0 Ä0 4
±Ab'

```

Vs.

This is text extracted from the same PDF by doing a simple “select all” from the PDF, then copying and pasting into a text editor like TextEdit or Notepad, saving as .txt and uploading as outlined above

files will need to be indexed. Alternate

Full text:

```

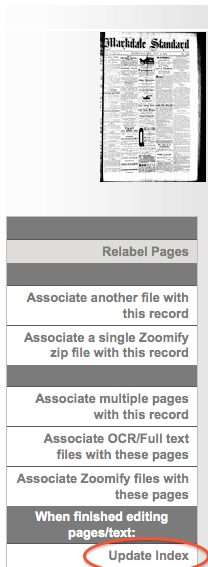
By Xionlse Cliandler Monilton.
The only possible secret between two married
people should be those which are confided
to either one of them by others. While
some people, who call themselves worldly
wise, will laugh at the idea of such perfect
confidence as this implies, others still,
especially the newly married, who have bat
small worldly experience, will be shocked
that I should suggest the keeping of any
kind of secret by either wife or husband
from the other. I am not prepared to say
that these last are not the wiser of the two.
Only, in that sase, when any confidence is
proffered to either husband or ^ife, the
recipient of it should make his or her
position clearly understood.
Possibly there is a certain hardness toward
old friends in requiring them either to dispense
with the sympathy wehave been wont
to give them, or else to submit their weakness

```

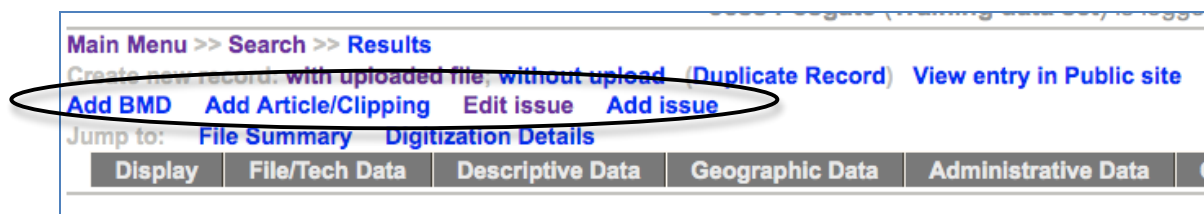
Important:

- 1) Navigate to the Descriptive data tab and make the issue public

2) Then go to the file/tech data screen and click the **“Update index”** button to commit the new material to the index.



To start indexing this issue or to add a new issue to the same publication title, use the links at the top of the screen:



Edit Issue

To adjust the record or files associated with an existing issue:

- Click Add/Edit Issue on the Main Menu
- Select the publication title
- Enter date of publication for the issue
- Click “Add”


Add Newspaper issue, Step 1	
Publication Title	<input checked="" type="radio"/> Made Up Title <p>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".</p>
Publication Date	<input type="text" value="feb 14 1888"/> <p>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.</p>
Display Date	<input type="text"/> <p>Display Date: Display Date is for those things like "Nov 2010" 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.</p>
<input type="button" value="Add"/> <input type="button" value="Clear Form"/>	

Issues with files

For Issues with existing pages, you will land on the File/Tech data screen where you can replace individual or batches of pages, relabel, add text files, etc.

Technical data: Made Up Title, 21 Feb 1888

There is a link to another record but not the specific page.

File summary	
	<p>Thumbnail File Exists: https://data.ourontario.ca/Partners/Training/OOTr001638884t.jpg [Details/Edit]</p> <p>Regular File Exists: https://data.ourontario.ca/Partners/Training/OOTr001638884r.jpg [Details/Edit]</p> <p>1 [Page] File Exists: https://data.ourontario.ca/Partners/Training/OOTr001638884p_0001.jpg [Details/Edit] OCR/Full text: OL. 3.--N0. 8. 18 PUBLISHED rVERY THURSDAY EVENING, At Markdal'3 ...</p> <p>2 [Page] File Exists: https://data.ourontario.ca/Partners/Training/OOTr001638884p_0002.jpg [Details/Edit] OCR/Full text: By Xionlse Cliandler Monlton. The only possible secret between two ...</p> <p>3 [Page] File Exists: https://data.ourontario.ca/Partners/Training/OOTr001638884p_0003.jpg [Details/Edit] OCR/Full text: A. CoUego Sleety „nr-ece</p> <p>4 [Page] File Exists: https://data.ourontario.ca/Partners/Training/OOTr001638884p_0004.jpg [Details/Edit] OCR/Full text: The Siattdard. MAEKDALE, HOV. 2nd, 1882. PBESENTATION. On Wednesday ...</p> <p>5 [Page] File Exists: https://data.ourontario.ca/Partners/Training/OOTr001638884p_0005.jpg [Details/Edit] OCR/Full text: %PDF-1.5 %iööääiäöiäiö 4 0 obj <</p> <p>6 [Page] File Exists: https://data.ourontario.ca/Partners/Training/OOTr001638884p_0006.jpg [Details/Edit] OCR/Full text: %PDF-1.5 %iööääiäöiäiö 4 0 obj <</p> <p>7 [Page] File Exists: https://data.ourontario.ca/Partners/Training/OOTr001638884p_0007.jpg [Details/Edit] OCR/Full text: %PDF-1.5 %iööääiäöiäiö 4 0 obj <</p> <p>8 [Page] File Exists: https://data.ourontario.ca/Partners/Training/OOTr001638884p_0008.jpg [Details/Edit] OCR/Full text: %PDF-1.5 %iööääiäöiäiö 4 0 obj <</p>
<input type="button" value="Relabel Pages"/> <input type="button" value="Associate another file with this record"/> <input type="button" value="Associate a single Zoomify zip file with this record"/> <input type="button" value="Associate multiple pages with this record"/> <input type="button" value="Associate OCR/Full text files with these pages"/> <input type="button" value="Associate Zoomify files with these pages"/> <input type="button" value="When finished editing pages/text:"/> <input type="button" value="Update Index"/>	<p>To order the links click and drag the thumbnail or sort icon up or down the list.</p>

Issues without files

To add issue page images to a predicted issue date that has no files, go to the Main menu and choose Add/Edit issue

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

Add Batch/Edit Templates

Manage Comments/Testimonials

List All Comments

Unreviewed Testimonials: for this agency

All Testimonials (and Search/Filter): for this agency

Manage Groups

Add or Update Record Group

Manage Exhibits

Add or Update Exhibit

Manage Application

Agency Management

Site Management

Monthly Statistical Snapshot

Select the publication title from the quick list or start typing the title into the publication title field and select the right title from the drop down menu that appears. Then add the issue date in the Publication date field in natural language. Choose whether you're adding multiple files or a single PDF that needs splitting...

Add Newspaper issue, Step 1

Publication Title	<input type="radio"/> Acton Free Press (Acton, ON) <input type="radio"/> Acton Tanner (Acton, ON) <input type="radio"/> Erin Advocate (Erin, ON) <input type="radio"/> Georgetown Gemini (Georgetown, ON) <input type="radio"/> Georgetown Herald (Georgetown, ON) <input type="radio"/> Georgetown Independent (Georgetown, ON) <input type="radio"/> Georgetown Leader (Georgetown, ON) <input type="radio"/> Halton Hills This Week (Georgetown, ON) <input type="radio"/> Halton Journal (Milton, ON) <input checked="" type="radio"/> Independent & Free Press (Georgetown, ON) <input type="radio"/> New Tanner (Acton, ON) <input type="radio"/> North Halton Compass (Eden Mills, ON)
	Note: Publications in this context are specifically newspapers and need to have media types of bc if these values are set. If the title of the publication hasn't been entered yet, add it here first and
Publication Date	<input type="text" value="August 28 2012"/> Publication Date: This is required and must be a date that resolves to a specific day of a given year and enter a specific date here for the purposes of sorting.
Display Date	<input type="text"/> Display Date: Display Date is for those things like "Oct 2013" that look like dates but aren't actual dates. Application still requires a specific, valid date in order to sort results properly, but will display to the user as the date entered.
Files	<input checked="" 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 TIFF) with a consistent naming pattern?

And proceed as for Add Issue... (if working with single PDF files, see Add Issue from Single PDF manual)

Strip file name

Change file size "Yes"

Add pages, step 1	
Title	Made Up Title
File Name constants	MarkdaleStd-1 Prefix .jpg Suffix If your pages have a consistent naming pattern with the page number, you can enter a constant Prefix (e.g. "Book") and suffix (e.g. ".tif") in the boxes above. The remainder of the page name will be trimmed and the result used to label the page. You will see the result in the preview area.
Change file size (page images only)	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="... on to Step 2"/>	

...and proceed with the uploader process: browse, select, "upload", complete, etc. (See Add Issue, above).