



# GETTING STARTED WITH VITA

CUSTOMIZING YOUR DIGITAL COLLECTION SITE

## You're logged in... Now what?

Your VITA site has a LOT of snazzy options you can play with.

Let's get you started and connect your collection with your community...



<https://data.vitatoolkit.ca>



## 1 BRAND YOUR SITE

Choose a stylesheet! VITA has a number of site themes to choose from OR you can upload your own!

Then, design and add your banner image! Upload a 1000 x 100 pixel JPG that identifies and puts a face on your collection!

Finally, take a strong graphic and turn it into a favicon to extend your branding on your browser.



How? Go to **SITE MANAGEMENT: BRANDING**

## 2 CHECK YOUR PROFILE

People will want to know who you are and how to reach you!

Make sure your agency profile is up to date: Agency name, address, phone number & website. Who's responsible for what?

Provide an email address for online inquiries from the public.

Choose someone who knows about the collection to receive emails about comments, testimonials and user contributions.



How? Go to **AGENCY MANAGEMENT: GENERAL VALUES**

## 3 YOUR LABELS & LINKS



Customize your search page menus



Feature items like Groups, Exhibits, or Links on your home screen



Every label can be customized. How would YOU say it?



How? Go to **SITE MANAGEMENT: PAGES**

## 4 MAKE CONNECTIONS!

Help people find your site from everywhere!



Link to your digital collection from your organization's website

Create links to your regional site (e.g., OurOntario.ca, Illinois News, or your custom group site)

Tell people about it!



## 5 NEED HELP?



Check out the manuals & tip sheets at [help.vitatoolkit.ca](http://help.vitatoolkit.ca)



Email our help team at [help@vitatoolkit.ca](mailto:help@vitatoolkit.ca)



Share your question or solutions on the VITA Help forum

Log In and Explore

<https://data.vitatoolkit.ca>

