



## ADDING CLIPPINGS WITHOUT A FILE

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VITA 6.1

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## INTRODUCTION

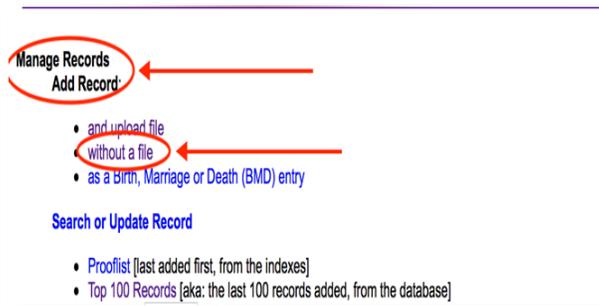
Want to index a clipping but don't have a digital file for it? No problem. VITA accommodates data capture without having to upload a digital file. The process for creating a record in VITA without a file is basically the same as adding a record with a digital file, the main difference is in how you start the process of creating the record.

**Note:** Use this option for recording fragments of a larger part of your collection, like a clipping from a publication or for any record without a scan or digital file.

For more information, see the Indexing Articles & BMDs manuals on the [VITA Toolkit Help](#) site.

## ADD RECORD PROCESS

On the Main Menu, choose to **Add record** and click on **without a file**



On the Add record screen, complete each field.

Main Menu >> Add Record without file upload

Add Record without file upload

Title	<input type="text"/>
Templates	[Select one of the options below] <input type="button" value="v"/>
Publication Title	Enter publication: <input type="text"/> <small>Use this field when the record being entered belongs to a Publication, e.g. a newspaper clipping or an individual article from a serial publication. If the title c</small>
Publication Date	<input type="text"/> <small>Publication Date is intended to be a real date and should be entered in the form: 20180212 (YYYYMMDD).</small>
Media type	<input checked="" type="radio"/> Image <input type="radio"/> Text <input type="radio"/> Video <input type="radio"/> Object <input type="radio"/> Audio <input type="radio"/> Genealogical Resource <input type="radio"/> Newspaper <input type="radio"/> Place <input type="button" value="q"/>

Main Menu >> Add Record without file upload

**Title:** e.g. headline of the Clipping

**Template:** [only appears for Plus users]

**Publication:** Start typing Publication title and select correct one from the drop down list. If you are not associating the item with a Publication, you can skip that field. If the Publication is not in the list, please add a Publication record first. Use the link from this screen or see the Newspaper Publications & Issues manual for more details. **Note:** In VITA, Publication always refers to Newspapers. It does not refer to books, magazines, periodicals etc. You may indicate these as Item types once the initial record has been created.

**Publication Date:** Enter the date of publication for the clipping in the format YYYYMMDD (This will appear in Natural language on the record). If you are not working with a clipping or index record, leave this field empty.

**Media Type:** Image is chosen as the default media type. Choose the correct media type for the record you are creating, i.e. a Clipping would be "Newspaper".

Click on Add Record to go to the descriptive data screen for the record.

#### ADDING MORE INFORMATION

See the Adding and Managing Records manual on the [VITA Toolkit Help](#) site for more information on how to use VITA's data management screens.

See the Indexing Articles & BMDs manual for more information on entering Clipping records for the best possible display and discovery.