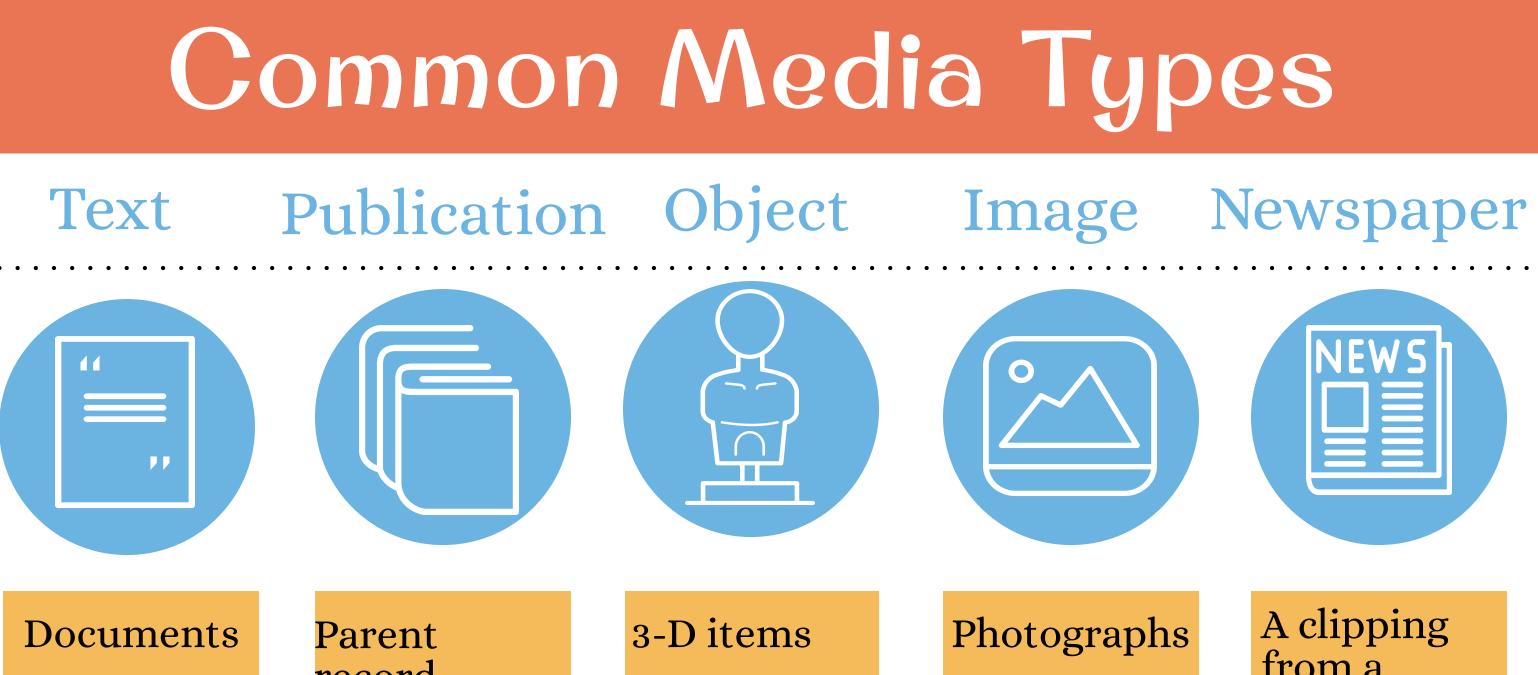
SELECTING MEDIA TYPES IN VITA

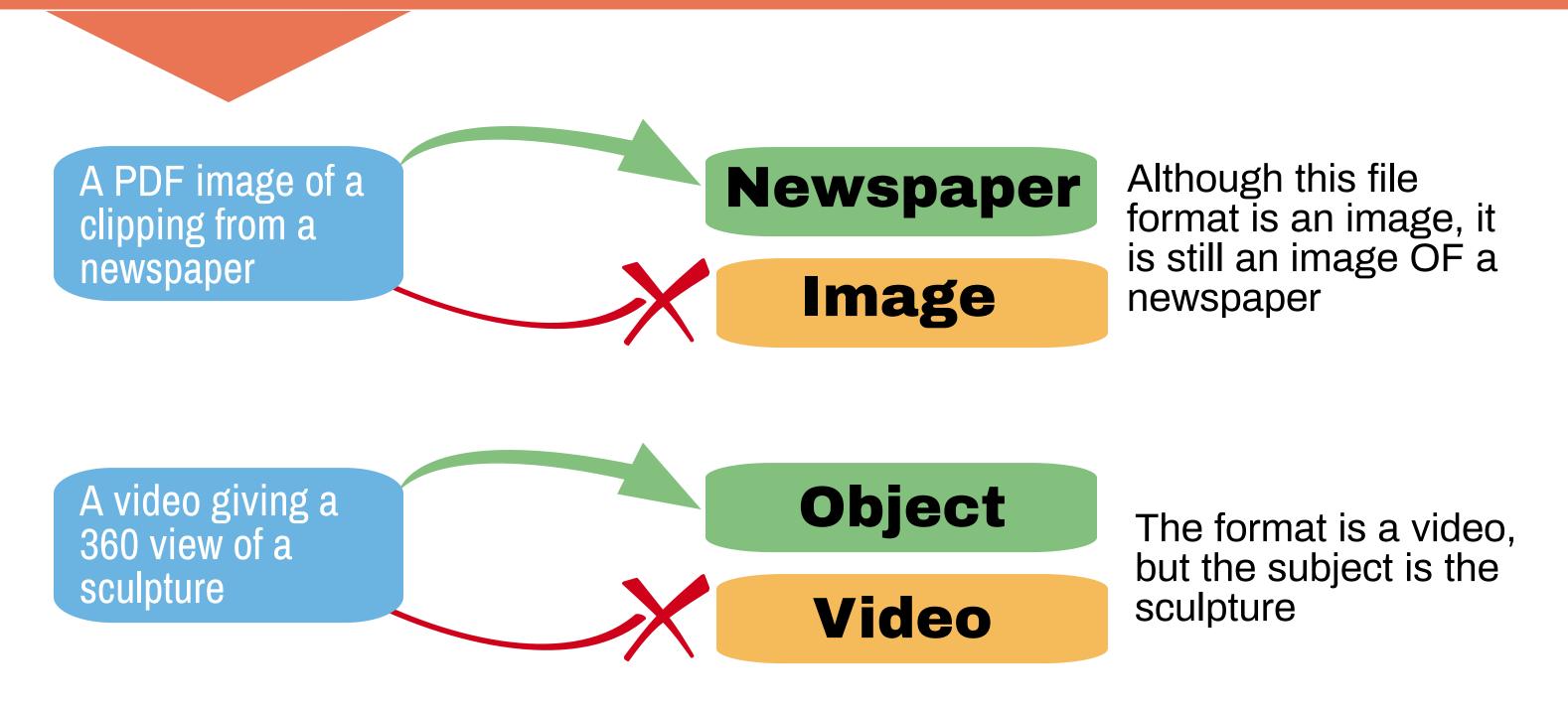
Choosing the right media type is an important first step when adding records.

The media type you select tells VITA what template to use for your file and allows you to record all of the descriptive data your item needs.



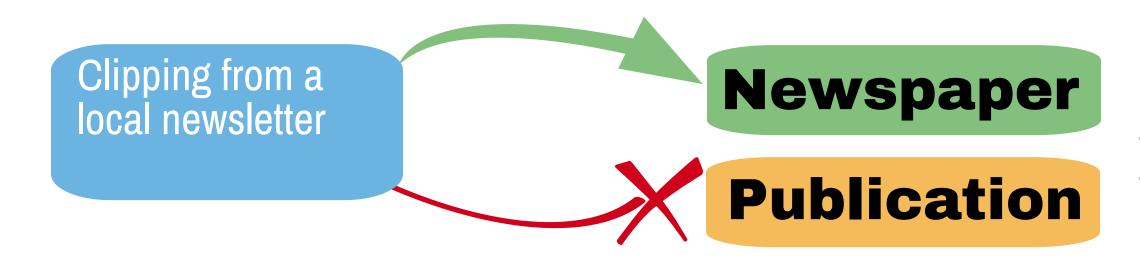
	record			110111 a
Letters		Sculptures	Paintings	newspaper
	Newspapers			
Books		Handcrafted	Illustrations	A single
	Serials	items		issue of a
				newspaper
		Letters Newspapers Books	LettersSculpturesNewspapersHandcrafted	LettersSculpturesPaintingsNewspapersHandcraftedIllustrations

What media type should I choose?





A letter is a text object, even though the file is an image



Clippings are newspaper items, they can be assigned to an existing Publication record



For more VITA how-tos visit VITA Toolkit Help at help.vitatoolkit.ca

