



MANAGING NEWSPAPER PUBLICATIONS & ISSUES

VITA 6.1

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INTRODUCTION

The Newspaper feature of VITA Toolkit is a sophisticated way to display relationships between Publications and their contents.

With newspapers, we need to think in terms of structure and hierarchy—at least as we’re building the records—so users can navigate and browse related content without losing a sense of which component part belongs with which related item.

The main differences in how we approach newspapers depend on your collection: are you working with full run newspapers? Or vertical files full of clippings?

With **full run papers**, you will be supplying issue after issue of the same Publication and uploading page image files for each of those issues. Once those are established, you can link index records to the individual pages too.

The relationships are a lot like family resemblances and hierarchies: Some information supplied about the Publication is inherited by the linked issues; some information about the Issue and Publication is inherited by the pages; some information from the Publication and Issue records is inherited by the Index records.

With collections of **clippings**, vertical file collections, or **BMDs**, ideally you would establish a Publication record for every Publication the clippings come from.

New records are created for each clipping: you can transcribe or scan the clippings themselves or simply capture as much index information as you can (title, issue date, proper names, Publication, page, column, etc.). The clippings will inherit the Publication title & location information. Each clipping record points the user to the proper page and issue date individually.

How the database thinks:

Publications have

Issues with

Pages with

Articles and BMDs

NEWSPAPER PUBLICATION RECORDS

To get started with any Newspaper project, start by creating your Newspaper Publication "parent" record.

Note: All titles are assigned an ID number and are stored centrally so every agency can associate their index records to the entire list of titles.

ADD PUBLICATION RECORD

Add a new Publication by entering a unique title on the Add/Edit Publication screen (below).

Remember to create a new Publication parent for every renamed Newspaper i.e. the *Weston Times*, the *Chronicle* and the *Weston Times-Chronicle* – tracking separate newspapers that were merged over time.

Main Menu >> Add/Edit Publication

Add/Edit Publication

Publication Title Flesherton Advance

Note: Publications in this context are titles like newspapers or other serial publications to which individual records (clippings, articles) are going to be attached. Do not use this interface to manage entire digital volumes (books, pamphlets etc.).

Add/Edit Publication

For full run newspapers the following fields are unique and **very important**:

Secondary Media Type=Newspaper

In the Publication record, select **Newspaper** as the **Secondary Media Type** to activate the calendar display so that uploaded issue dates for are reflected in the calendar interface.

Click Update and you will see a new field "Role"

Role--Newspapers with Issues (only for News Plus & VINTA accounts)

Under **Role** select "Yes" if you will be assigning full **issues** to this Publication title. This activates the Add Issue uploader.

Public Display? [Help](#)
 Yes No

Media Type [Help](#)

Publication
 This value determines a number of other options for this record. To change it [click here](#).

Secondary Media Types [Help](#)
 Image Text Collection Video Audio Genealogical Resource Newspaper

Role [Help](#)
 Newspaper with Issues: Yes No

Earliest & Latest Dates: for a parent Publication, the date range is what is important—either the range of available issues in your collection or the range of dates that the Publication existed. In the case below, only the dates from 1882-1950 were digitized from microfilm and uploaded.

Sortable Date: use this field to inform the toolkit results “Sort by” option. Decide what consistent data you will input for your collection (earliest issue YYYYMMDD or another date).

Dates [Help](#)

Sortable Date
Sortable Date is intended to be a real date and **must** be entered in the form: **20101104** (YYYYMMDD).
 If the date is unavailable the year/month can be entered in the form: **201011** (YYYYMM).
 If only the year is available, enter in the form: **2010** (YYYY).
 If the date is a season or a quarter, enter in the month form using the first month of the season or the quarter: **201003**.
 Otherwise, if there is not a Date of Original, this will be displayed in the appropriate form: **4 Nov 2010** or **Nov 2010** or **2010**.

Date of Original
Date of Original is intended to be a user friendly description of the date. One example of a useful entry in this field would be **Spring 2010**. If filled in, this value will be the one displayed to the user. Otherwise, if there is a sortable date, it will be displayed instead in the form: **4 Nov 2010**.

Date of Event Depicted/Described
Date of Event Depicted/Described is intended to refer to a second date if the object is referring to events at a different time than previous dates. An example would be a column or a painting referring to events 50 years in the past.

Earliest Year
 Latest Year

Earliest/Latest year Use this when the dates are ambiguous (e.g. between 1900 and 1914, but the object wasn't dated), or where the events spanned a number of years (e.g. obituary of someone who lived between 1815 and 1891).

Complete the Publication record with other metadata and background information.

For more information on creating the Publication record with Descriptive, Geographic, Administrative metadata and assigning Groups or Links, see VITA Adding & Managing Records manual.

EDIT PUBLICATION TITLE

Note: you can only edit the Publication records that have been added by your agency. See "Title Management" (below).

On the main menu, click Add/Edit Publication and begin typing the Publication title. Select the one you want to edit from the drop-down list. On the following screens, you can edit the Publication record. See VITA manual for Publication record information (Data Management Manual, Section 5).

Main Menu >> Add/Edit Publication

Add/Edit Publication

Publication Title kingston

Kingston Chronicle: ID: 3349

Kingston Gazette: ID: 1785

erial publications to which individual records ce to manage entire digital volumes

Add/Edit Publication

PUBLICATION RECORD MANAGEMENT

Only the agency who adds a new newspaper title to the database can manage or alter that Publication record, e.g. associate a masthead to represent the Publication, add metadata that describes the Publication title. If you try to edit a Publication record that was added by another agency, you will receive the following message:

This record belongs to **Test 4.0.1 Database stuff**. You don't have rights to edit this record unless you "switch" to that agency.

Flesherton Advance.

FRIDAY, APRIL 10, 1914.

NUMBER 1074.

ADD PUBLICATION MASTHEAD

Be sure to add a custom masthead to represent a specific Publication, create an image such as:



or use a full page scan of a masthead page:



Otherwise, the Publication record will be represented by a generic image tile like this:



The Cobourg Star  ...

Go to File/Tech data

Click "Associate files with this record"

Browse and select the chosen image from your hard drive

Choose Category: Thumb + Regular

Label—unnecessary

Change file size "Yes"

This image will be present in results sets and on linked article & BMD records

ADDING ISSUES

Adding issue records with associated page image files and linking them to a parent Publication allows users to experience the newspaper in a natural presentation: Publication with linked issue dates that can be browsed or searched. Furthermore,

having Issue records means any index records can be linked to individual issues or pages.

STEP 1: ADDING ISSUES

To add a new Issue, select "Add Issue" from the main menu

The information on the Add Issue screen is gathered to establish the relationship between an issue and its parent Publication and fixes the issue date.

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

Add Newspaper issue, Step 1

Publication Title	<input type="text" value="Mark"/> <input type="text" value="Markdale Standard: ID: 10"/>	<p>ed to have media types of both Publication and Newspaper. 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"/>	<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>

If your agency has added Publication titles, they can be assigned as a quick list to display on this screen by any Level 2 or 3 user or the site administrator. (See Agency Management manual).

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.)	<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"/>	<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>

Publication Title: Start typing the Publication title and select the correct one from the drop down. The more of the title you type, the closer matches will be displayed. *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, e.g. March 23, 1987

Display Date: Don't fill this in unless you are identifying an alternate display date like a quarterly, i.e. the issue is named "Spring 1984" not a specific date. Add a representative date for items like these in any case, i.e. for Winter 1984, use Jan 1, 1984; Spring 1984, Apr 1, 1984, etc.

Why? Publication dates are available for multilingual transformation, whereas the Display date will remain as it is written.

STEP 1: UPLOADING MULTIPLE FILES

For issues where every page is a separate file (JP2 or JPG + TXT or individual PDFs), choose the Multiple Files option. Then click "Add".

If you are uploading a single PDF, see the next section.

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 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	<input type="text"/> 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.
Files	<input type="radio"/> Single file (with multiple page(s)) <input checked="" 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?

STEP 1: UPLOADING A SINGLE PDF

Adding a single PDF for an issue means you do not have to strip the file names and, if it is a readable PDF, the text is automatically extracted for full text search.

On the Add Issue screen, choose the Publication title and add your Issue date.

Choose the "Single file (with multiple pages)" option and click "Add"

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)
Publication Date	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. The application still requires a specific, valid date in order to sort results properly, but will display to the user as the date you enter.
Files	<input checked="" type="radio"/> Single file (with multiple pages) <input 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 name?</small>

On the next screen, click "Add file" to select your PDF, then "Start Upload".

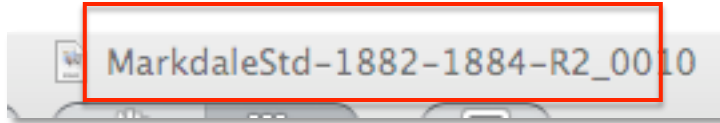
Click "Start upload" and when it reaches 100%, click the Continue.

STEP 2: FILE NAMES

File name

First, automatically assign page labels by "stripping" the common or "consistent" 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 page files **all** include "MarkdaleStd-1882-1884-R2_" (the prefix) and zeros that precede the page number; all the files are JPGs, so the extension or suffix is ".jpg".



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

Add Newspaper issue, Step 2	
Publication	Markdale Standard, 2 Nov 1882
File Name constants	MarkdaleStd-1882-1884-R2_ Prefix <input type="text" value=".jpg"/> Suffix
	If your pages have a consistent naming pattern with the page number and suffix (e.g. ".tif") in the boxes above. These will be removed, then you will be able to further edit that label in a following step.

STEP 2: PAGE DISPLAY SIZE

The default page viewer will resize page files to 1000px wide for the smallest display. You can change this and determine whether to expand or reduce the display size for your newspaper pages. If you do not use the default, remember to be consistent from issue to issue.

If you have optimized the page images for your newspaper pages and want them to display at that size, display click "No" for the Change file size option; the default is "Yes" and allows the tool to automatically resize your image files to display at the selected size.

If you select "Yes", use the radio buttons to 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 for JPGs and PDFs and a dynamic IJIF viewer for JP2 files. 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 or upload JPG 2000 files (recommended).

Change file size (page images only) Yes No
 If "Yes" then what width?
 800 1000 1250 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.

Then click "Add".









STEP 3: MULTIPLE FILE UPLOADER

The next screen is for batch page file uploading.

Click "Add files" and select your 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			
<input type="button" value="+ Add files..."/> <input type="button" value="Start upload"/> <input type="button" value="Cancel upload"/>			
	MarkdaleStd-1882-1884-R2_0010.jpg	679.61 KB	<input type="button" value="Start"/> <input type="button" value="Cancel"/>
	MarkdaleStd-1882-1884-R2_0011.jpg	425.79 KB	<input type="button" value="Start"/> <input type="button" value="Cancel"/>
	MarkdaleStd-1882-1884-R2_0012.jpg	470.37 KB	<input type="button" value="Start"/> <input type="button" value="Cancel"/>
	MarkdaleStd-1882-1884-R2_0013.jpg	397.59 KB	<input type="button" value="Start"/> <input type="button" value="Cancel"/>
	MarkdaleStd-1882-1884-R2_0014.jpg	424.71 KB	<input type="button" value="Start"/> <input type="button" value="Cancel"/>
	MarkdaleStd-1882-1884-R2_0015.jpg	443.79 KB	<input type="button" value="Start"/> <input type="button" value="Cancel"/>
	MarkdaleStd-1882-1884-R2_0016.jpg	453.56 KB	<input type="button" value="Start"/> <input type="button" value="Cancel"/>
	MarkdaleStd-1882-1884-R2_0017.jpg	367.40 KB	<input type="button" value="Start"/> <input type="button" value="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	<input type="button" value="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: MULTIPLE FILES PROCESSING & CONFIRMATION

The following screen provides a real-time view of the page processing and snippets of any extracted text (readable PDFs only).

Add Newspaper issue, Step 4

Don't navigate away from this page until the "continue" message appears at the bottom
 ODW003623208t.jpg was created

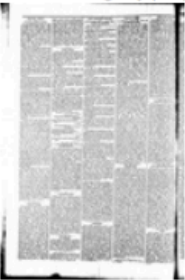
strSizeCategory(94): 10



MarkdaleStd-1882-1884-R2 0010.jpg

...


•strSizeCategory(94): 10



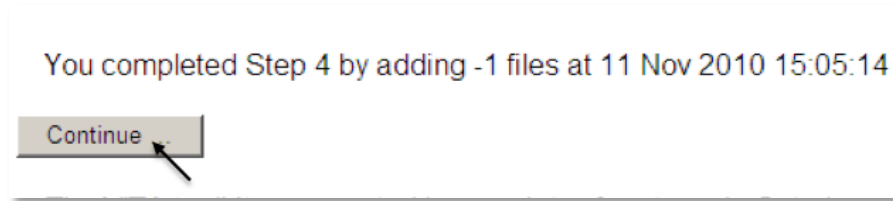
MarkdaleStd-1882-1884-R2 0011.jpg

...

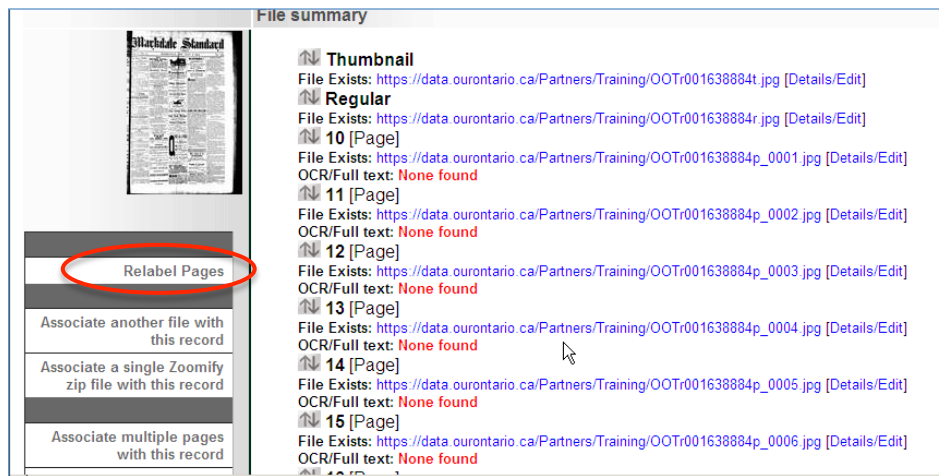
•strSizeCategory(94): 10



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



You will be returned to the File/tech data screen, where you can review the files you've associated. The labels are created from the unique numbers in your original file names; these can be customized in the Relabel Pages gallery.



STEP 4: SINGLE PDFS PROCESSING & CONFIRMATION

This screen shows a real-time view of the PDF splitting, page image page processing and text extraction (readable PDFs only).

Add Newspaper issue, Step 3

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

1
THE INDEPENDENT & FREE PRESS
Worshippers of their falling from apartment balcony

Time is running out on summer vacation... for both kids and parents 8 PAGES BACK TO SCHOOL Check out today! WHEELS.CA www.theIFP.ca Thursday, August 23, 2012 Halton Hills'...

2
THE IFP: Halton Hills
A personal message from Bill & Elizabeth Graham: We would like to welcome our employees in Georgetown, Acton, Limehouse, Rockwood, Erin and Hill...

3
Pre-K to Grade 12 Grammar Reading Study Skills Writing Homework Math French 3
The IFP: Halton Hills, Thursday, August 23, 2012 A personal message from Bill & Elizabeth Graham: We would like to welcome our employees in Georgetown, Acton, Limehouse, Rockwood, Erin and Hill...


Let the process run until a Continue button appears at the bottom of the screen. Click Continue.

28 processed

You completed Step 3 by adding 28 files at 24 Oct 2013 11:48:18

[Continue](#)

You will be returned to the File/Tech data screen and see the individual pages, with snippets of the extracted text, and a single PDF file for optional download.



File summary

[Update file order](#)

Thumbnail
File Exists: <https://data.vit toolkit.ca/Partners/HHPL/HHPL002696342t.jpg> [Details/Edit]

Regular
File Exists: <https://data.vit toolkit.ca/Partners/HHPL/HHPL002696342r.jpg> [Details/Edit]

[Page]
File Exists: https://data.vit toolkit.ca/Partners/HHPL/HHPL002696342p_0001.jpg [Details/Edit]
OCR/Full text: Time is running out on summer vacation... for both kids and parents 8 ...

[Page]
File Exists: https://data.vit toolkit.ca/Partners/HHPL/HHPL002696342p_0002.jpg [Details/Edit]
OCR/Full text: Halton Hills · Thursday, August 23, 2012 A personal message ...

[Page]
File Exists: https://data.vit toolkit.ca/Partners/HHPL/HHPL002696342p_0003.jpg [Details/Edit]
OCR/Full text: Pre-K to Grade 12 Grammar Reading Study Skills Writing ...

[Page]
File Exists: https://data.vit toolkit.ca/Partners/HHPL/HHPL002696342p_0004.jpg [Details/Edit]
OCR/Full text: 4 · The IFP · Halton Hills · Thursday, August 23, 2012 Closed ...

[Page]
File Exists: https://data.vit toolkit.ca/Partners/HHPL/HHPL002696342p_0005.jpg [Details/Edit]
OCR/Full text: Have your say on what Town will look like in 2060 Residents, businesses ...

[Page]
File Exists: https://data.vit toolkit.ca/Partners/HHPL/HHPL002696342p_0006.jpg [Details/Edit]
OCR/Full text: 6 · The IFP · Halton Hills · Thursday, August 23, 2012 OPINION Stay ...

[Page]
File Exists: https://data.vit toolkit.ca/Partners/HHPL/HHPL002696342p_0007.jpg [Details/Edit]
OCR/Full text: Special Savings & Pre-paid gratuities for 2013 sailings 7 · The IFP · ...

[Page]
File Exists: https://data.vit toolkit.ca/Partners/HHPL/HHPL002696342p_0008.jpg [Details/Edit]
OCR/Full text: 8 · The IFP · Halton Hills · Thursday, August 23, 2012 School bus

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

MANAGING ISSUE FILES & CONTENT

EDIT ISSUE RECORD

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 the issue you want to edit

Click "Add"

Add Newspaper issue, Step 1

Publication Title	<input type="radio"/> Made Up Title <input type="text"/>
Publication Date	<input type="text" value="feb 14 1888"/> 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	<input type="text"/> 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.

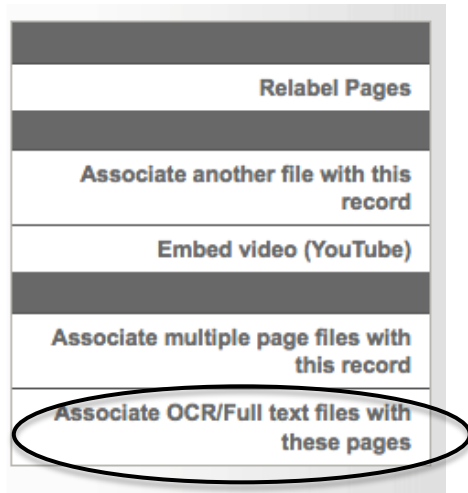
This will take you to the existing Issue record file/tech data screen, navigate through the record tabs to edit the record, add, delete or reorder page files, etc.

ADDING FULL TEXT FOR MULTIPLE FILE PAGES

If you have OCR generated files for your newspaper pages, save the page content as .txt using **exactly** 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



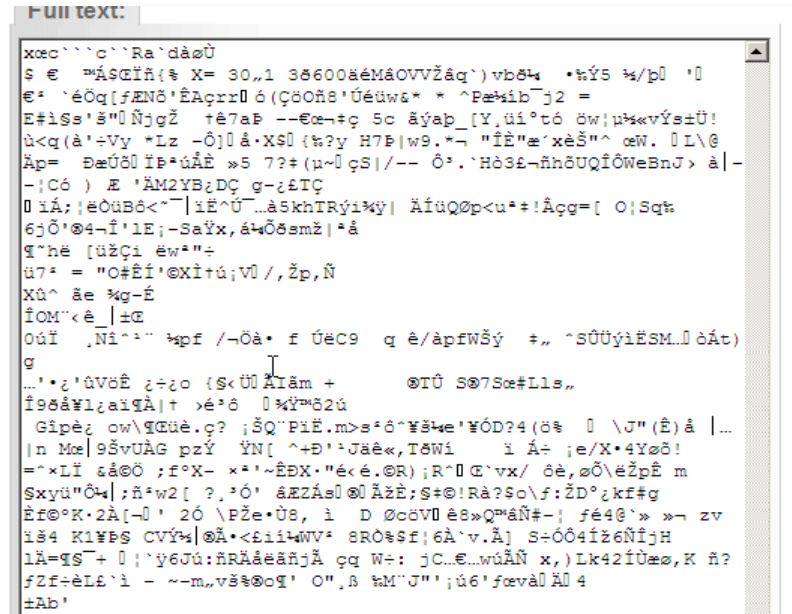
Browse and select the text files (.txt, .rtf or .pdf)

Add OCR files, step 1

Title	Markdale Standard (Markdale, Ontario 1883)	
Files		
	+ Add files... Start upload Cancel upload	
	828.18 kbit/s 00:00:03 50.21 % 356.95 KB / 710.88 KB	
	MarkdaleStd-1882-1884-R2_0010.rtf	67.95 KB
	MarkdaleStd-1882-1884-R2_0011.rtf	131.81 KB
	MarkdaleStd-1882-1884-R2_0012.rtf	124.29 KB
	MarkdaleStd-1882-1884-R2_0013.rtf	51.57 KB
	MarkdaleStd-1882-1884-R2_0014.rtf	82.12 KB
	MarkdaleStd-1882-1884-R2_0015.rtf	125.81 KB
	MarkdaleStd-1882-1884-R2_0016.rtf	126.83 KB
	MarkdaleStd-1882-1884-R2_0017.rtf	0.49 KB

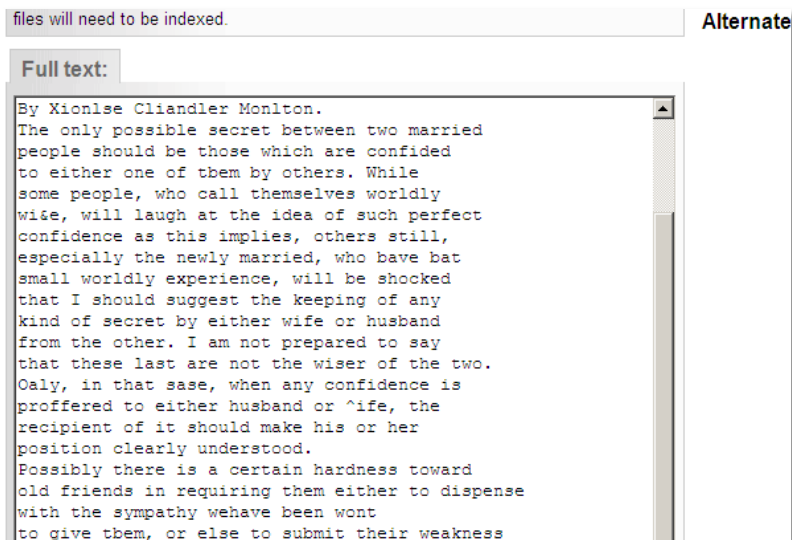
Note: Some PDFs and other proprietary text file formats (RTF) will “bulk up” your text content with wrapper code; whenever possible, save text content as plain text (.txt) or clean out the bulky content before uploading for better full text discovery.

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



Vs.

This 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.



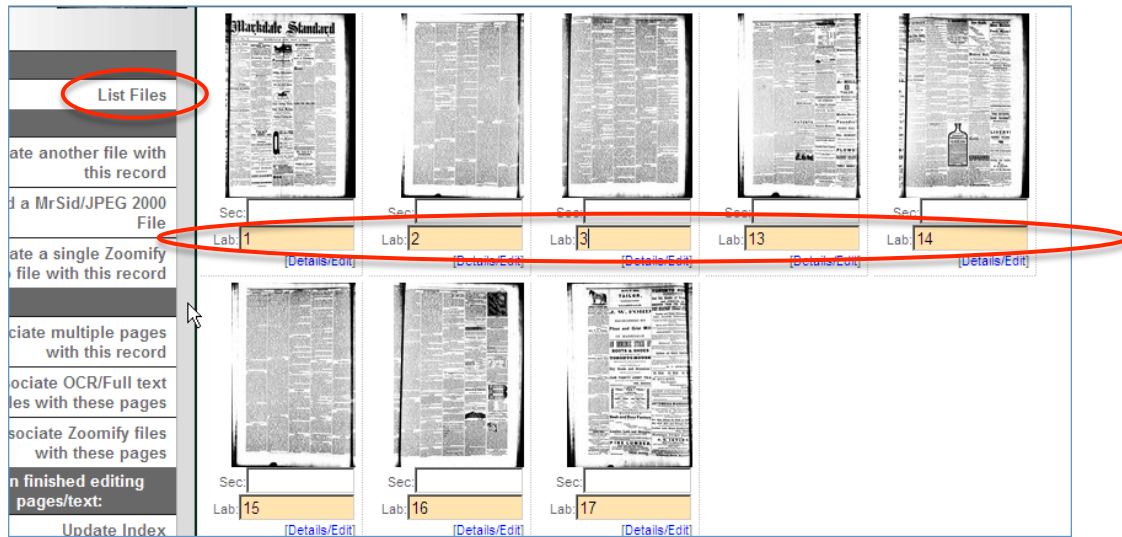
Note: You can edit full text on the details/edit screen for each file, but there is a character limit to that display that is often passed by newspaper page content. It is better to prepare your full text files and clean them before uploading page text files.

BATCH RELABELING OF ISSUE PAGES

Click the Relabel Pages link

Add new label numbers for all pages.

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

REORDERING PAGES

For issues with less than 20 pages, use the elevator buttons by clicking and dragging to reorder pages as required.



For issues with more than 20 pages, the page "order" will appear beside the page label in a numeral box. This order starts with the issue Thumbnail (assigned order 1), then the Regular (assigned order 2), and Page 1 (assigned order 3).

To reorder, either renumber the whole set and click update or, to insert one page between two others, use ##.5, i.e. if the masthead page is somehow buried in the rest of the pages, assign the masthead order number 2.5 and click update. The Masthead page will then be moved into the #3 position and the rest of the pages will follow; unless the labels were correct for each page file, you will need to relabel the pages if the order is changed. See Group management for more details.

3 1 [Page]

File Type: JP2

File Exists: https://data.vit toolkit.ca/Partners/Test60/Test60000528401p_0001p.JP2 [Details/Edit]

OCR/Full text: P , " B o O o e | 1 L E C e s c T T L o a w s a t h e w e * # t ; f ' T e ' ; § s ...

4 2 [Page] **Non public**

File Type: JP2

File Exists: https://data.vit toolkit.ca/Partners/Test60/Test60000528401p_0002p.JP2 [Details/Edit]

OCR/Full text: (y g' n t j i i i ' h , ' i a i . . i i , r t i l) y r i a E , l ' l l l l l P r l . ' ' ' ' ' ' l l l . f . ' l ' A 2 t t i ...

5 3 [Page]

File Type: JP2

File Exists: https://data.vit toolkit.ca/Partners/Test60/Test60000528401p_0003p.JP2 [Details/Edit]

OCR/Full text: i , . - - - , ' ... ' (5 ' 7 3 ! ' y r n e w : f . 1 c J . - A a t ? » , i 2 - ...

6 4 [Page]

File Type: JP2

File Exists: https://data.vit toolkit.ca/Partners/Test60/Test60000528401p_0004p.JP2 [Details/Edit]

OCR/Full text: n . m e m b e r f o r F r o n t s u a c . H i t h e r t o t h e 8 i r A E N R Y S M I T H G o v e r n m e n t _ ...

7 5 [Page]

File Type: JP2

File Exists: https://data.vit toolkit.ca/Partners/Test60/Test60000528401p_0005p.JP2 [Details/Edit]

OCR/Full text: -- " ' y i i - T V J , " i f " ? , - , ' . d e b a t e . w e a l l m e m b e r s r e t u r n e d u p o n ...

8 6 [Page]

File Type: JP2

File Exists: https://data.vit toolkit.ca/Partners/Test60/Test60000528401p_0006p.JP2 [Details/Edit]

OCR/Full text: S E T U P E h x H o y q » w i h i e) n s H o n , J . S , M N c D O N A L D i n t i m a t e d t h a t ...

9 7 [Page]

File Type: JP2

File Exists: https://data.vit toolkit.ca/Partners/Test60/Test60000528401p_0007p.JP2 [Details/Edit]

OCR/Full text: N O R S U B M I T T O A R B I T R A R Y W E A S U I E T n E T T e i e a t e r m e t s t r m m e e p e e ...

10 8 [Page]

File Type: JP2

File Exists: https://data.vit toolkit.ca/Partners/Test60/Test60000528401p_0008p.JP2 [Details/Edit]

OCR/Full text: i r o m s u o n o l d m i s i n g d i s t r i c t , c o m p a r e d w i t h t h »] 3 x p e n s e o f c o l l e c t i n g ...

11 9 [Page]

File Type: JP2

File Exists: https://data.vit toolkit.ca/Partners/Test60/Test60000528401p_0009p.JP2 [Details/Edit]

OCR/Full text: . : y ' t e b e y o n d # , L i a s 1 t d e v o i d e d o n e v e r y m e m b - r o f t h a H o u s e t o ...

12 10 [Page]

File Type: JP2

BATCH DELETING PAGES

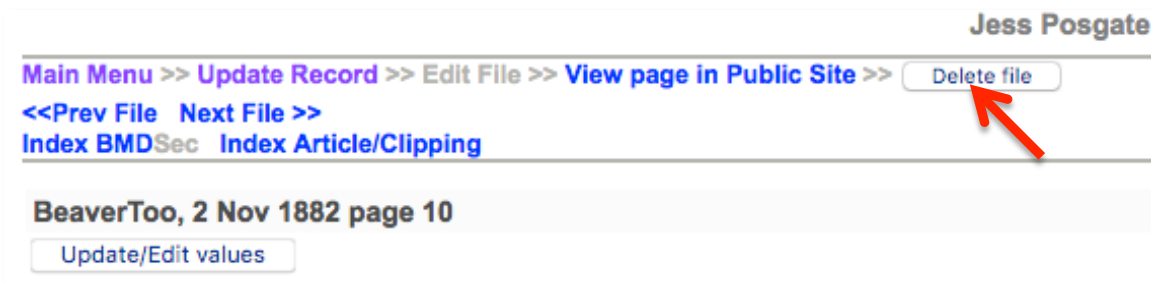
For issues with less than 20 pages, delete the individual pages by opening the details/edit link and using the delete file button.



The screenshot shows a document management interface. On the left, there is a thumbnail of a newspaper page titled "Blackdale Standard". Below the thumbnail are several buttons: "Relabel Pages", "Associate another file with this record", "Associate a single Zoomify zip file with this record", "Associate multiple pages with this record", and "Associate OCR/Full text files with these pages". The main area displays a list of pages with the following details:

- 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**

A red arrow points to the "[Details/Edit]" link for the "Regular" page.



The screenshot shows a document management interface. At the top right, the name "Jess Posgate" is displayed. Below it, there is a navigation menu: "Main Menu >> Update Record >> Edit File >> View page in Public Site >> Delete file". A red arrow points to the "Delete file" button. Below the navigation menu, there are links: "<<Prev File Next File >>" and "Index BMDSec Index Article/Clipping". The main content area displays "BeaverToo, 2 Nov 1882 page 10" and a button "Update/Edit values".

For issues with more than 20 pages, the page "order" will appear beside the page label in a numeral box. This order starts with the issue Thumbnail (assigned order 1), then the Regular (assigned order 2), and Page 1 (assigned order 3).

To batch delete pages, enter "D" in the numeral box for the files you would like to delete and click Update. This is an irreversible decision, so be certain you want those files removed from the record and the server.

27 25 [Page]
File Exists: https://data.vit toolkit.ca/Partners/Test60/Test60000528561p_0025p.jpg [Details/Edit]
OCR/Full text: Microsoft Word - GHPL Digitization Project Tips Manual.doc ...

D 26 [Page]
File Exists: https://data.vit toolkit.ca/Partners/Test60/Test60000528561p_0026p.jpg [Details/Edit]
OCR/Full text: Microsoft Word - GHPL Digitization Project Tips Manual.doc ...

D 27 [Page]
File Exists: https://data.vit toolkit.ca/Partners/Test60/Test60000528561p_0027p.jpg [Details/Edit]
OCR/Full text: Microsoft Word - GHPL Digitization Project Tips Manual.doc ...

D 28 [Page]
File Exists: https://data.vit toolkit.ca/Partners/Test60/Test60000528561p_0028p.jpg [Details/Edit]
OCR/Full text: Microsoft Word - GHPL Digitization Project Tips Manual.doc ...

31 **download this whole thing** [Text file] **Non public**

File Type: PDF
File Exists: <https://data.vit toolkit.ca/Partners/Test60/Test600005285611T.PDF> [Details/Edit]
OCR/Full text: Microsoft Word - GHPL Digitization Project Tips Manual.doc This ...

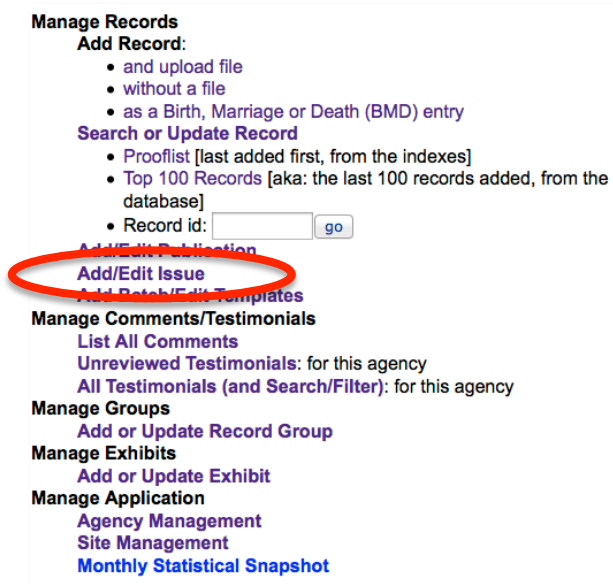
[Update file order](#)

DOWNLOAD PAGE PDF OPTIONS

For page-level PDF download options, see the Agency Management manual.

ADDING PAGES TO EXISTING 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



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)
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. The application still requires a specific valid date in order to function properly, but will display to the user as the date you enter here.
Files	<input checked="" type="radio"/> Single file (with multiple pages) <input 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 title?</small>

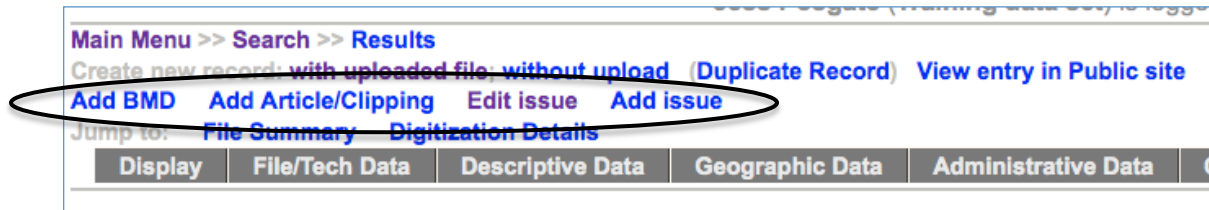
And proceed as for Add Issue (above)...

ISSUE-LEVEL NAVIGATION

When you are in an Issue record, you'll see additional options in the navigation bar.

Use the links to

- Add a BMD record linked to the issue
- Add an Article or Clipping record linked to the issue
- Edit the issue you're currently in (will take you to the file/tech data screen)
- Add a new issue to the same publication (will take you to the add/edit issue screen with Publication pre-selected)



See the Indexing Articles & BMDs manual for more details about Index records.