



UPDATED AUGUST 2022

<i>Introduction.....</i>	<i>3</i>
<i>Newspaper Publication Records.....</i>	<i>4</i>
Add Publication Record	4
Assigning Date-Dependent Copyright Information	5
Edit Publication Record	7
Publication Record Management.....	7
Add Publication Masthead.....	7
<i>Upload Issues.....</i>	<i>8</i>
Adding Issues.....	8
Batch Uploading Pages.....	10
Upload A Single PDF.....	10
File Names.....	11
Page Display Size	12
Batch File Uploader.....	13
Multiple Files Processing & Confirmation	14
Single PDFs Processing & Confirmation.....	16
<i>Managing Issue Files & Content</i>	<i>19</i>
Edit Issue Record	19
Batch Relabelling Of Issue Pages	19
Reordering Pages	20
Deleting Pages	21
Download Page PDF Options	22
Replacing Individual Pages	23
Adding Pages To Existing Issues Without Files	24
<i>Issue-Level Navigation.....</i>	<i>25</i>

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 index records 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 Publication records are stored centrally so all agencies using VITA can associate their local index records to any titles from any agency, but only the agency that added the Publication record can alter the Publication Parent record.

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

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.).**

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

Complete the Publication record with other metadata and background information.

NOTE: Leave all date fields EMPTY for Publication Parent records

You can add the date range for the available issues in the Description or Notes fields instead.

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

ASSIGNING DATE-DEPENDENT COPYRIGHT INFORMATION

Display Copyright at the Issue and page level for issues published in the last 90 years (based on Canadian Copyright) by assigning Copyright holder information on the Publication Parent record.

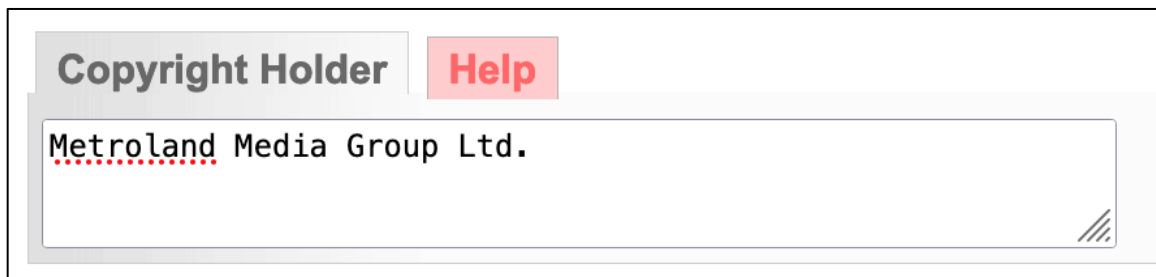
1. Ensure that the correct Copyright status is assigned to the Newspaper Publication – this is inherited by all Child records including Issues and Index records.

Issue status	Copyright status
All issues under Copyright	Copyrighted
All issue in Public Domain	Public Domain
Some issues under Copyright; some issues in Public Domain	Other*

*Other Copyright is a customizable field that effects any record with that Copyright status, therefore any statement should be generic enough to cover any publications and/or other items in the collection.

Manage "Other" statements in in Agency Management>Copyright Statements / Creative Commons.

2. In Administrative data>Copyright Holder, assign the name of the person or corporation who holds the Copyright for the Publication, e.g.

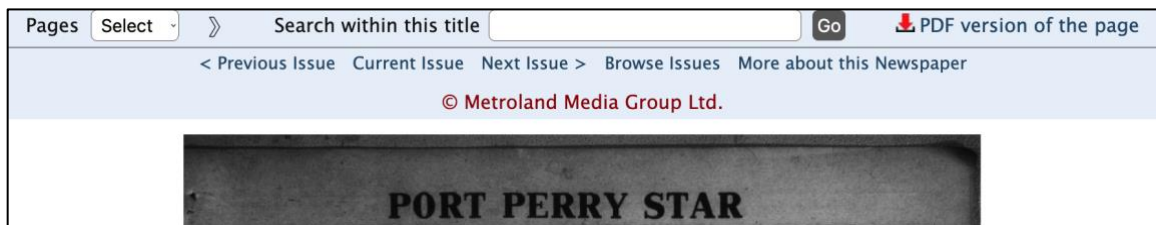


The screenshot shows a form titled "Copyright Holder" with a red "Help" button. Below the title is a text input field containing "Metroland Media Group Ltd." with red dotted lines under the first few characters. A small icon of three diagonal lines is visible in the bottom right corner of the input field.

3. Update the Parent Publication record and confirm that the Copyright holder information is displaying on the issue and page screens for the appropriate publication and date range.



The screenshot shows a page for "Port Perry Star, 12 Jan 1933". It includes a "Publication" section with the text "Port Perry Star (1907-1933), 12 Jan 1933". Below this is a "Pages" dropdown menu set to "Select" and a "Search within this title" input field with a "Go" button. At the bottom, there are links for "Next Issue →", "Browse Issues", and "More about this Newspaper". A copyright notice "© Metroland Media Group Ltd." is displayed in red text.



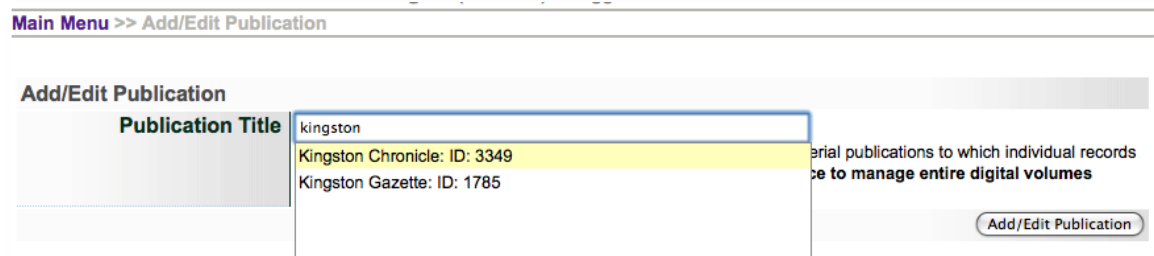
The screenshot shows the header of the "Port Perry Star" page. It includes a "Pages" dropdown menu set to "Select", a "Search within this title" input field with a "Go" button, and a link to the "PDF version of the page". Below this is a navigation bar with links for "< Previous Issue", "Current Issue", "Next Issue >", "Browse Issues", and "More about this Newspaper". A copyright notice "© Metroland Media Group Ltd." is displayed in red text. At the bottom, there is a large black box with the text "PORT PERRY STAR" in white.

Note: For Publications outside of Canada or with another Copyright status, you can accomplish the Copyright label by adding the Copyright Holder information for the appropriate dates in each Issue record and this will be inherited by the issue pages.

EDIT PUBLICATION RECORD

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).



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.



ADD PUBLICATION MASTHEAD

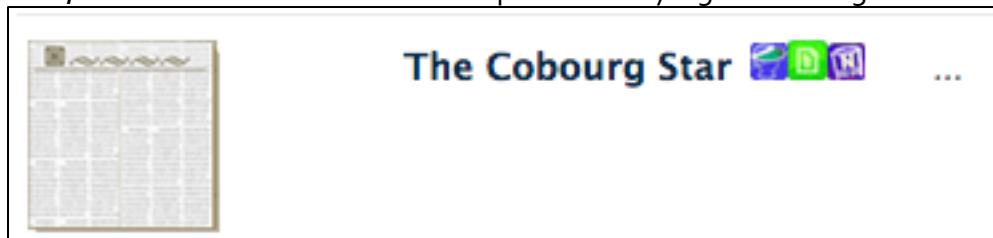
Be sure to add a custom masthead to represent a specific Publication, create an image such as:



or use a full page scan of a masthead page:



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



Go to File/Tech data screen

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 "children" like articles & BMD records

UPLOAD 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.

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"/>	ed to have media types of both Publication ck that both of these values are set. If the e sure to identify it as a Newspaper in
Publication Date	<input type="text"/>	o 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.

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.)	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	<input type="text"/>	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.

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.

BATCH UPLOADING PAGES

For issues where every page is a separate file (JP2 or JPG or individual PDF pages), First choose or add the Publication title and add your Issue date.

Files – Choose the “Multiple Files (each a separate page)” option

OCR / Hit highlighting – Choose “Yes” to have the tool recognize and generate a text file from each page as well as generating hit highlighting for results.

Then click "Add".

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

Add Newspaper issue, Step 1

Publication Title ☐ BeaverToo (Oakville) ☐ Flesherton Advance ☒ Markdale Standard ☐ New Tanner (Acton, ON) ☐ Oakville Beaver (Test) ☐ St. Anne's Parish Combined Register 1835-1846 (not Newspaper) ☐ St. Anne's Parish Register (Newspaper)

Enter publication:

Note: Publications in this context are specifically newspapers and need to have don't see the title you expected in this list, check that both of these values are **add it here first** and be sure to **identify it as a Newspaper** in "media type".

Publication Date **Publication Date:** This is required and must be a date that resolves to a specific not a specific day, put that date in the "display date" field and enter a specific d

Display Date **Display Date:** Display Date is for those things like "Aug 2022" that look like da include publications by quarter or season. In these cases the application still re properly, but will display to the user the **string of characters you enter here**.

Files ☐ Single file (with multiple pages) ☒ 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

OCR / Hit highlighting ☒ Yes ☐ No

UPLOAD A SINGLE PDF

Adding a single PDF for an issue means you do not have to strip the file names. The text is automatically extracted for full text search with hit highlighting.

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

Files – Choose the “Single file (with multiple pages)” option and click “Add”

OCR / Hit highlighting – Choose “Yes” to have the tool recognize and generate a text file from each page as well as generating hit highlighting for results.

Add Newspaper issue, Step 1

Publication Title	<input type="radio"/> BeaverToo (Oakville) <input type="radio"/> Flesherton Advance <input checked="" type="radio"/> Markdale Standard <input type="radio"/> New Tanner (Acton, ON) <input type="radio"/> Oakville Beaver (Test) <input type="radio"/> St. Anne's Parish Combined Register 1835-1846 (not Newspaper) <input type="radio"/> St. Anne's Parish Register (Newspaper) Enter publication: <input type="text"/> Note: Publications in this context are specifically newspapers and need to don't see the title you expected in this list, check that both of these values add it here first and be sure to identify it as a Newspaper in "media type"
Publication Date	<input type="text" value="19820203"/> Publication Date: This is required and must be a date that resolves to a specific day, not a specific day, put that date in the "display date" field and enter a specific date
Display Date	<input type="text"/> Display Date: Display Date is for those things like "Aug 2022" that look like they include publications by quarter or season. In these cases the application will not display properly, but will display to the user the string of characters you enter here
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)
OCR / Hit highlighting	<input checked="" type="radio"/> Yes <input type="radio"/> No

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

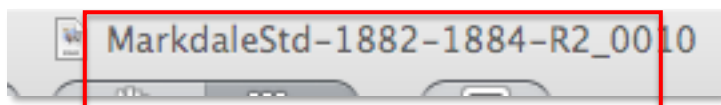
Click “Start upload” and when it reaches 100%, click the Continue.

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-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, then you will be able to further edit that label in a following step.

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 dynamic IIIF viewer.

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)	<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
	<small>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.</small>
	<input type="button" value="Add"/> <input type="button" value="Clear Form"/>

Then click "Add".









BATCH FILE UPLOADER

The next screen is for batch page file uploading.

Click "Add files"

Use Command or Ctrl + click to select multiple files from your hard drive to select or drag and drop your page files.

Add Newspaper issue, Step 3

Title	Markdale Standard, 2 Nov 1882	
Files		
<div>+ Add files... Start upload Cancel upload</div>		
	MarkdaleStd-1882-1884-R2_0010.jpg	679.61 KB Start Cancel
	MarkdaleStd-1882-1884-R2_0011.jpg	425.79 KB Start Cancel
	MarkdaleStd-1882-1884-R2_0012.jpg	470.37 KB Start Cancel
	MarkdaleStd-1882-1884-R2_0013.jpg	397.59 KB Start Cancel
	MarkdaleStd-1882-1884-R2_0014.jpg	424.71 KB Start Cancel
	MarkdaleStd-1882-1884-R2_0015.jpg	443.79 KB Start Cancel
	MarkdaleStd-1882-1884-R2_0016.jpg	453.56 KB Start Cancel
	MarkdaleStd-1882-1884-R2_0017.jpg	367.40 KB 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	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

MULTIPLE FILES PROCESSING & CONFIRMATION

The following screen provides a real-time view of the page processing and snippets of any extracted text. VITA is doing a lot of processing at this stage, so you need to let it run and wait for the "confirm" button at the bottom of the screen before you can proceed.


It takes up to 30 seconds page to generate all the display images as well as OCR'ing the page content and applying to coordinates that will produce the hit highlighting on the page text when a search is performed. As well, it will take up to 20 minutes for the full text and hit highlighting to be active on your site depending on when the new material enters the indexing cycle. Please avoid activating multiple batch uploads in different tabs simultaneously.

Jess Posgate (Test PG 6.0 tes

Add Newspaper issue, Step 4

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


Test60000529149t.jpg was created



10

Markdale Hotel.) 9 SSP" ca gu kerne| Furniture !) ocr fisiswert,| 5 eM os |i ...

•



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

You completed Step 4 by adding 9 files at 13 Jul 2022 11:04:52

[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.

File summary

**Thumbnail**

File Exists: <https://data.vit toolkit.ca/Partners/Test60/Test60000529149t.jpg> [\[Details/Edit\]](#)

**Regular**

File Exists: <https://data.vit toolkit.ca/Partners/Test60/Test60000529149r.jpg> [\[Details/Edit\]](#)

**10 [Page]**

File Exists: https://data.vit toolkit.ca/Partners/Test60/Test60000529149p_0001p.JPG [\[Details/Edit\]](#)

OCR/Full text: Markdale Hotel.) 9 SSP" ca gu kernel Furniture !) ocr fisuswert,| ...

**11 [Page]**

File Exists: https://data.vit toolkit.ca/Partners/Test60/Test60000529149p_0002p.JPG [\[Details/Edit\]](#)

OCR/Full text: TREC TLC Pe ara ae FF palit H ae ae i lel Battin a i Eee i = HEH ...

**12 [Page]**

File Exists: https://data.vit toolkit.ca/Partners/Test60/Test60000529149p_0003p.JPG [\[Details/Edit\]](#)

OCR/Full text: Me, i i id i, l ha fit ...

**13 [Page]**

File Exists: https://data.vit toolkit.ca/Partners/Test60/Test60000529149p_0004p.JPG [\[Details/Edit\]](#)

OCR/Full text: re, Land Ro u Bi Sh itl ao 4 18! aay HE A east e i a eH at | ...

The full text extraction and positional OCR information needs to be indexed internally before it will display properly on the public site. This cycle can take up to 20 minutes. After that, your public record should offer the "search within" option at the issue level and your results will return with linked pages and hit highlighted results:

Markdale Standard, 9 Nov 1882, p. 10

Keyword(s) to search markdale

Pages/Parts 10 13 17

Pages

Search within this item

Go

PDF

< Previous Issue Current Issue Browse Issues More about this Newspaper



SINGLE PDFS PROCESSING & CONFIRMATION

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

It takes up to 30 seconds per page to generate all the display images as well as OCR'ing the page content and applying to coordinates that will produce the hit highlighting on the page text when a search is performed. As well, it will take up to 20 minutes for the full text and hit highlighting to be active on your site depending on when the new material enters the indexing cycle.

Add Newspaper issue, Step 3

Jess Fosgate (Halton Hills Public Library) is logged in

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



1

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



2

2 · The IFP · Halton Hills · Thursday, August 23, 2012 A personal message from Bill & Elizabeth Graham: We would like to welcome all employees in Georgetown, Acton, Limehouse, Rockwood, Erin and Halton Hills...



3

Pre-K to Grade 12 Grammar Reading Study Skills Writing Homework Math French 3 · The IFP · Halton Hills, Thursday, August 23, 2012 your team Oxford Learning is your kids' school coach: we train...


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 ...





Update file order

Thumbnail

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

Regular

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

3 1 [Page]

File Exists: https://data.vitakit.ca/Partners/HHPL/HHPL002696342p_0001.jpg [Details/Edit]

OCR/Full text: Time is running out on summer vacation... for both kids and parents 8 ...

4 2 [Page]

File Exists: https://data.vitakit.ca/Partners/HHPL/HHPL002696342p_0002.jpg [Details/Edit]

OCR/Full text: 2 · The IFP · Halton Hills · Thursday, August 23, 2012 A personal message ...

5 3 [Page]

File Exists: https://data.vitakit.ca/Partners/HHPL/HHPL002696342p_0003.jpg [Details/Edit]

OCR/Full text: Pre-K to Grade 12 Grammar Reading Study Skills Writing ...

6 4 [Page]

File Exists: https://data.vitakit.ca/Partners/HHPL/HHPL002696342p_0004.jpg [Details/Edit]

OCR/Full text: 4 · The IFP · Halton Hills · Thursday, August 23, 2012 Closed ...

7 5 [Page]

File Exists: https://data.vitakit.ca/Partners/HHPL/HHPL002696342p_0005.jpg [Details/Edit]

OCR/Full text: Have your say on what Town will look like in 2060 Residents, businesses ...

8 6 [Page]

Relabel Pages

Associate another file with this record

Associate a single Zoomify zip file with this record

Associate multiple pages with this record

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




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.

BATCH RELABELLING OF ISSUE PAGES

Click the Relabel Pages link

Add new Section names, Labels, and Label extensions for all pages.

Note: You can alter these for individual pages on the File details/edit screen as well.

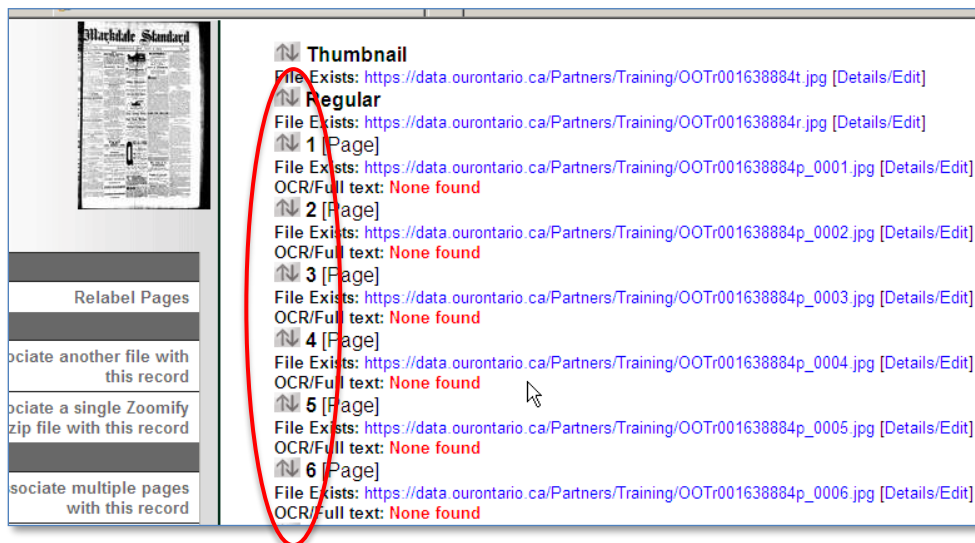
		
Lab: <input type="text" value="1"/> Sec: <input type="text"/>	Lab: <input type="text" value="2"/> Sec: <input type="text"/>	Lab: <input type="text" value="3"/> Sec: <input type="text"/>
Lab Ext: <input type="text"/> [Details/Edit]	Lab Ext: <input type="text"/> [Details/Edit]	Lab Ext: <input type="text"/> [Details/Edit]
<input type="button" value="Update labels"/>		

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 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: (yg'ntjiii'h,'lai..ii,rti l)yriaE',l'IIIIlPrll.'''''' III. f . 'TA2tti ...
5	3 [Page]
	File Type: JP2 File Exists: https://data.vit toolkit.ca/Partners/Test60/Test60000528401p_0003p.JP2 [Details/Edit] OCR/Full text: i , . - - - ,...' (5'73"! 'yr new: f . 1 cJ..- A at?» , i2 - ...
6	4 [Page]
	File Type: JP2 File Exists: https://data.vit toolkit.ca/Partners/Test60/Test60000528401p_0004p.JP2 [Details/Edit] OCR/Full text: n. member for Frontsuac. Hitherto the 8ir AENRY SMITH Government _ ...
7	5 [Page]
	File Type: JP2 File Exists: https://data.vit toolkit.ca/Partners/Test60/Test60000528401p_0005p.JP2 [Details/Edit] OCR/Full text: --" 'yil-T V J," if"? , -, ' . debate . we all members returned upon ...
8	6 [Page]
	File Type: JP2 File Exists: https://data.vit toolkit.ca/Partners/Test60/Test60000528401p_0006p.JP2 [Details/Edit] OCR/Full text: SE T U PE hx Ho y q » wihie)ns Hon, J. S, MNcDONALD intimated that ...
9	7 [Page]
	File Type: JP2 File Exists: https://data.vit toolkit.ca/Partners/Test60/Test60000528401p_0007p.JP2 [Details/Edit] OCR/Full text: NOR SUBMIT TO ARBTTRARY WEASUIET nE TT e ie atermetsrmmepee e ...
10	8 [Page]
	File Type: JP2 File Exists: https://data.vit toolkit.ca/Partners/Test60/Test60000528401p_0008p.JP2 [Details/Edit] OCR/Full text: irom suon old mising district, compared with th»] 3 xpense of collecting ...
11	9 [Page]
	File Type: JP2 File Exists: https://data.vit toolkit.ca/Partners/Test60/Test60000528401p_0009p.JP2 [Details/Edit] OCR/Full text: .:y 'te bey on d #, Lias 1t devoived on every memb--r of tha Hovse to ...
12	10 [Page]
	File Type: JP2

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.



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

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**

Jess Posgate

[Main Menu](#) >> [Update Record](#) >> [Edit File](#) >> [View page in Public Site](#) >> [Delete file](#)

[<<Prev File](#) [Next File >>](#)
[Index BMDSec](#) [Index Article/Clipping](#)

BeaverToo, 2 Nov 1882 page 10

[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.

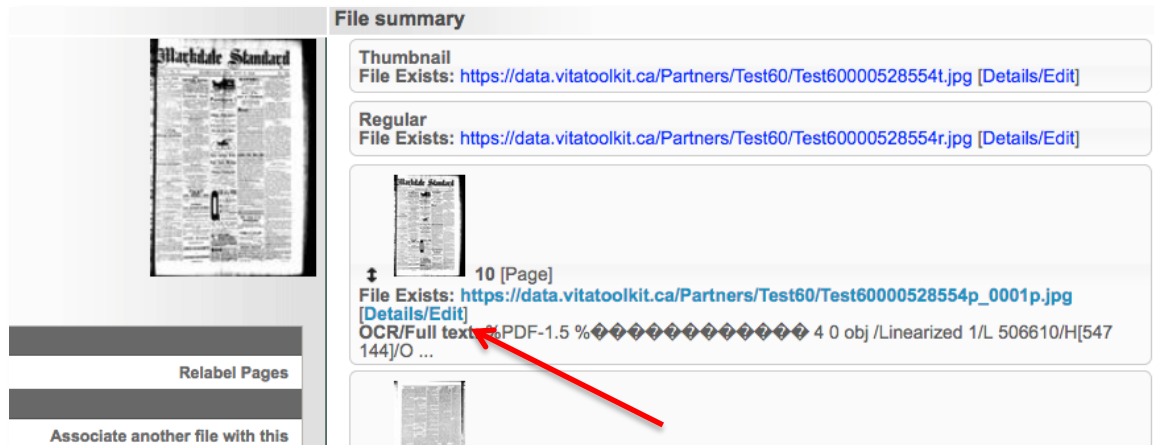
27	25 [Page]	File Exists: https://data.vit toolkit.ca/Partners/Test60/Test60000528561p_0025p.jpg [Details/Edit]
		OCR/Full text: Microsoft Word - GHPL Digitization Project Tips Manual.doc ...
D	26 [Page]	File Exists: https://data.vit toolkit.ca/Partners/Test60/Test60000528561p_0026p.jpg [Details/Edit]
		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/Test60000528561T.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.

REPLACING INDIVIDUAL PAGES

In the event that you want to replace a page image file or any of the derivative display files for that page, go to the file/tech data screen and click the details/edit link on the page in question.



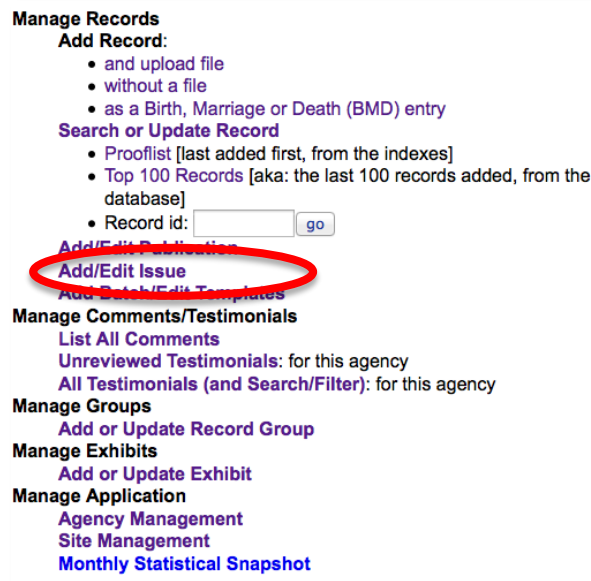
In the Files field, you can upload a new Thumbnail, Page file, and the download PDF file for that page (the first time, these PDFs are automatically derived from your original page file and have no full text).

Replacing the page file will not disturb any links to index records like articles or BMDs. If you do not see your new page, be sure to clear your browser cache and/or do a hard refresh.



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.

The screenshot shows the 'Add Newspaper issue, Step 1' form. It has four main sections: 'Publication Title', 'Publication Date', 'Display Date', and 'Files'. The 'Publication Title' section has a list of radio buttons for various newspapers, with 'Independent & Free Press (Georgetown, ON)' selected. A red arrow points to this list. The 'Publication Date' section has a text input field with 'August 28 2012' entered. A red arrow points to this field. The 'Display Date' section has an empty text input field. The 'Files' section has two radio buttons: 'Single file (with multiple pages)' (selected) and 'Multiple files (each a single page)'. A red circle is drawn around these two options. Below the radio buttons is a small text box with the label 'Files' and the text 'Is the issue in a single file (PDF) or in a series of files (PDF, JPEG or TIFF) with a consistent name'.

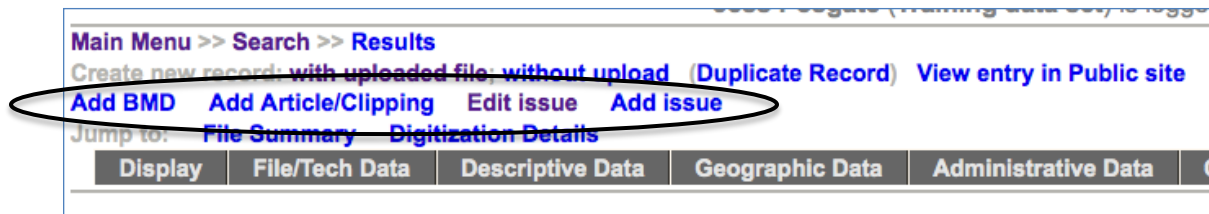
And proceed as for Add Issue (above)...

ISSUE-LEVEL NAVIGATION

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

Use the links to

- a) Add a BMD record linked to the issue
- b) Add an Article or Clipping record linked to the issue
- c) Edit the issue you're currently in (will take you to the file/tech data screen)
- d) 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 manuals for more details about Index records.