SITE ADMINISTRATION

INTRODUCTION

Every organization that uses VITA to create a digital collection needs a designated site administrator. The site administrator is responsible for:

- customizing site, adding or changing graphics and adding or changing featured items
- maintaining and updating site and public interface information
- checking and approving comments, links, and other action items
- acting as the main contact for OurDigitalWorld staff in re: site and/or toolkit news
- acting as the main contact or delegating a main contact for any end-user communications re: site content
-

VITA FOR SITE ADMINISTRATORS

LOGGING IN

Go to https://data.vitatoolkit.ca
Enter your username and password and click the Big Login Button
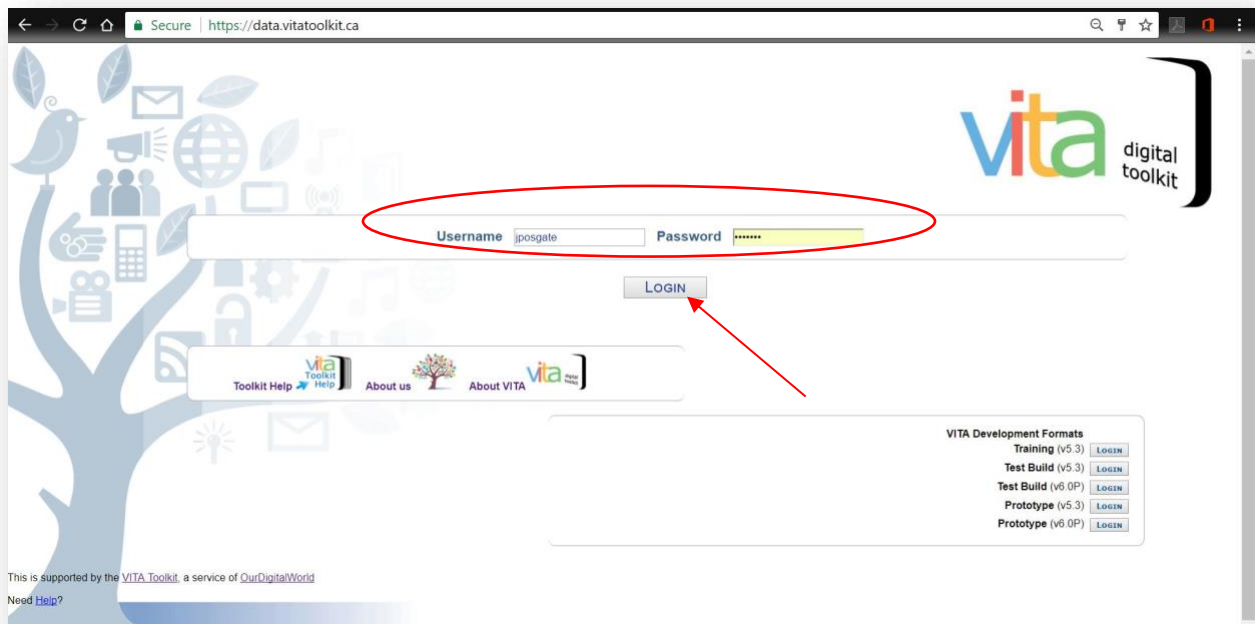
MANAGING MULTIPLE AGENCIES

For users who have permission to access multiple agency accounts, the next screen offers up all those agencies in a linked list. Click on a link to enter the main menu for that agency. Use the "Switch" link in the header to change agency accounts.
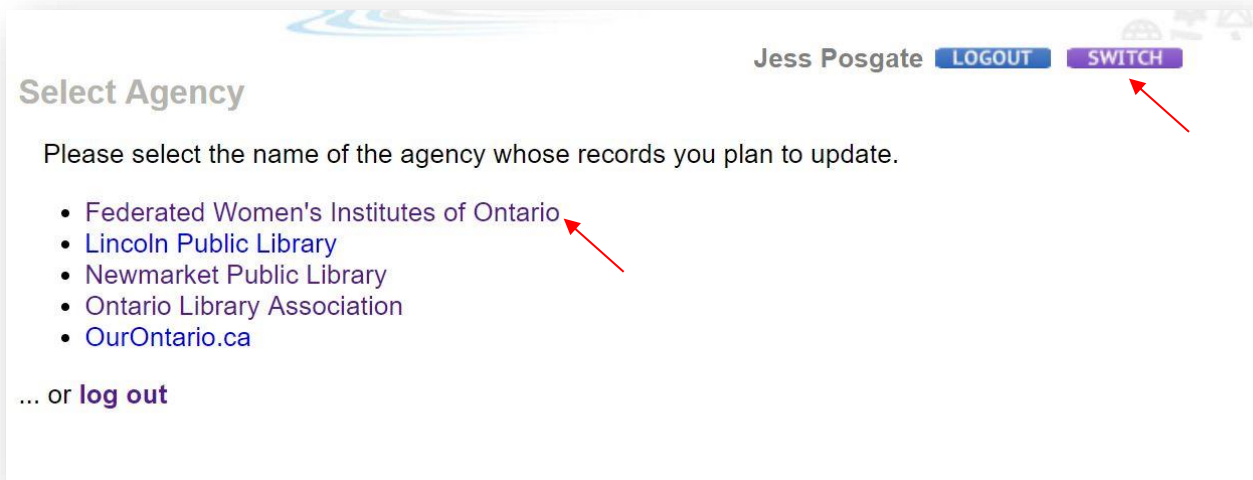
MAIN MENU

This is your dashboard.

On the top right is a snapshot about your agency contents, storage and helpful links.

The bottom right is "action items" with links to review testimonials, comments and contributions.

On the left are links for adding and managing collection content. Only site administers will see the full suite of options for Manage Application in the bottom section.
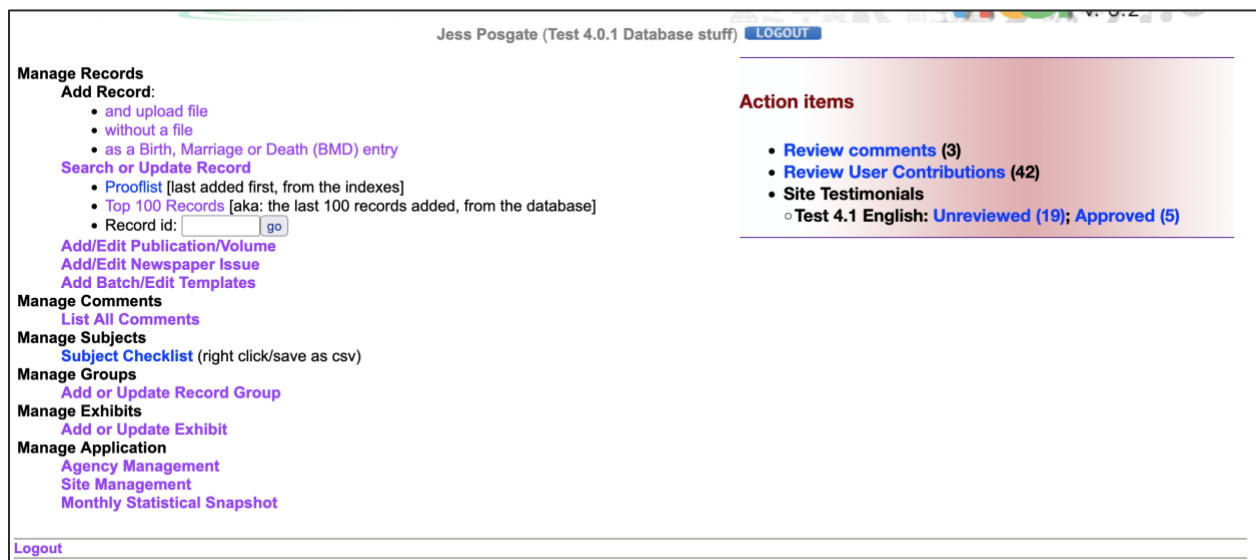
Remember: Main menu options will change according to user status and subscriber plan.

ACCESSING SITE MANAGEMENT SCREENS

Click on Site Management link on the Main Menu

Select the appropriate site from your Currently Listed Sites. Sites are listed on the left; their contributing agencies are listed on the right.

Currently listed Sites

Site name	Agencies currently included
1812 History	1812 History Brock University Archives Grimsby Museum Jordan Historical Museum Niagara Falls History Museum Niagara Historical Society Museum Port Colborne Historical and Marine Museum St. Catharines Museum
Agnes Macphail Digital Collection	Grey Highlands Public Library Grey Roots Museum & Archives South Grey Museum
Grey Highlands Newspaper Index	Grey Highlands Public Library
Grey Highlands Public Library Digital Collections	Grey Highlands Public Library
Newmarket Public Library Digital Art Gallery	Newmarket Public Library
Test Vita Site	Oakville Public Library Test Vita site 2 Windsor Veterans' Project

MANAGING YOUR SITE

The site management screens are where you can customize the "look and feel" of your hosted VITA site. Some site-level modules are also found here. The initial site setup is done by ODW staff in consultation with your agency. The following screens are where the site administrator can further customize and update your local site, modify and manage certain modules, and select public features.

Remember: Site administrators are designated by your organization but can only be enabled to perform site management by OurDigitalWorld staff.

The site management menu falls into two categories: **Site Setup** and **Pages**. Use the Site Setup screens (General Values & Branding) to customize your site identity and online branding; Customize the different public-facing Pages to modify onscreen language and labels as well as customizing specific modules.

Remember: Click the "Reinitialize public site" button at the bottom of the sidebar to commit any changes and make them part of your public site.

SITE SET UP: GENERAL VALUES

NAME OF SITE – This name is established during site set up. It appears in the Data Management views in the various navigation menus.

Name of Site: Grey Highlands Public Library Digital Collections
The name that appears in the Data management views in the various navigation menus. This name needs to be unique within the Data Management services to avoid confusion.

SITE EMAIL ADDRESS – the email address that receives alerts for any site-level interactions, like Testimonials or User Contributions. This can be the site administrator's email or a monitored generic email at your organization.
Remember: It's important to keep this email current so public interaction will be met with a response.

Site email address: info@vitatoolkit.ca
Used for notification of site specific email mess

AGENCY PRIMARILY RESPONSIBLE FOR THIS SITE – Every site has an "owner" agency even when multiple agencies contribute to a single site. The "owner" agency is listed here.

SITE DATABASE TITLE – This is the name that appears in the **Title bar** of the browser and gets saved when someone bookmarks the site. This is also the name that Google and other search engines will index and use. Use your site name, or a short version if necessary, but try to make it clear what window your users have open or have bookmarked.

Site Database Title: Grey Highlands Public Library Digital Collections
The name that appears in the Title bar of the browser and gets saved when someone bookmarks the Sites. This is also the name that Google and other search engines will index and use.
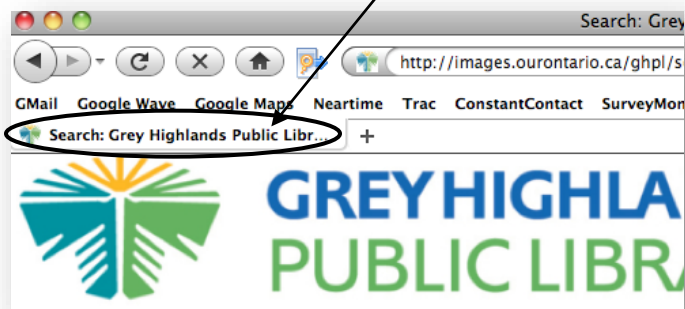
SITE PATH – This is the URL for your public site (e.g. "https://vitacollections.ca/your-orgname") and is assigned during the Site Set Up.

Site Path: http://vitacollections.ca/IllinoisNews/
View Public Site

DESCRIPTION — Provide a short, 2-3 line description about the content of your site and collections that include strong keywords that will help users discover your site from other locations on the web.
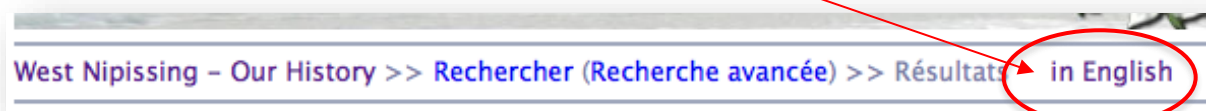

LANGUAGE OF SITE — Select **one** primary language used in the site—this will affect the rendering of embedded tools like Google Maps (e.g. if you select French, the Google map labelling will appear in French). If the site requires a language other than English or French, type the desired language into the input box, select the appropriate language choice and click Update.

LINKED SITE – an optional link in the navigation bar. Useful for agencies with parallel English and non-English sites (remember to add reciprocal links in both sites) or for agencies who have standalone sites but contribute also to a regional aggregate site (in which case the standalone site will link to the regional, but not the other way around). This link is set as a default by OurDigitalWorld staff during site set up, but the label can be edited by the site administrator at any time.

Nipissing Ouest – Notre Histoire >> Search (Advanced) >> Results   en Français

AGENCIES TO BE INCLUDED – The agency collections included in the site. Usually one agency per site, but can be multiple agencies (i.e. for aggregate or regional sites).

Agencies to be included: Ontario Library Association
Searches in this site are restricted to staff at Our Digital World.

Agencies to be included: Algonquin Area Public Library
Cook Memorial Public Library District
Downers Grove Public Library
Highland Park Public Library
McHenry Public Library District
Wilmette Public Library
Searches in this site are restricted to the agencies staff at Our Digital World.

GOOGLE MAPS FEATURE

Turn on or off the Google Map display for your site contents. This affects results sets, details, and browse by location screens.

Remember: If you turn "off" Google maps on this screen, you can still add location data to your records for use by other applications like Google Earth, Mapquest etc. where lat/long metadata can be exported and reused.

SOCIAL BOOKMARKS FEATURE

Turn on or off the social bookmarks or "share-bar". You can also customize the label that will appear on your social toolbar.

BRANDING

The following section is where you can graphically customize your site, either to tie in with existing organizational branding or to add a unique quality for your online collection site.

COLOUR PALETTE

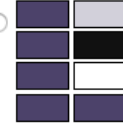**Choose a palette**: A pre-determined colour palette can be chosen from the quick-pick list of default VITA Stylesheets.
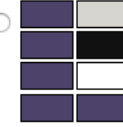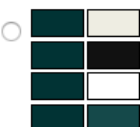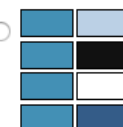
Click the radio button beside your desired colour palette, update the branding screen and reinitialize the public site to apply the palette to your site.

Choose a Layout style: Select your desired layout style here. The on-screen notes give you more information about each of the options.

Upload an alternative theme: If your plan allows it, you can upload your own stylesheet to style your site.

Remember: Please ensure your stylesheet has been tested against all public facing pages in VITA (see Test Public Pages) and against all variations of material you have or plan to upload. As well, you should verify your CSS file using a tool like **the W3C CSS validation service**.

Click the "Stop using one of these themes" in the block above, then:
Either load the stylesheet onto our servers -- "From VITA" -- or tell us the FULL URL of your CSS on your server – "From your server" – including https://.

Remember: custom CSS are not updated automatically during any changes to VITA—you must monitor and re-load modified CSS if changes are made to the public site screens.

Update the Branding screen.

Reinitialize public site to apply your new stylesheet.

BANNER

The banner is a graphic that appears at the top of every screen on your public site. It is also inherited as the default banner image for any exhibits you build.
How to build your custom banner:
- Banner should measure*
  o maximum 100px high
  o minimum 800 px wide* and up to 1600px wide
- Save as JPEG or GIF format
- Keep any "must see" content (i.e. collection title and org logos) in the center 800 pixels of the graphic banner.
- ***NOTE:** If using the "Constrained" layout, make banner graphic 800px wide x 100px high, any wider and the proportionate scaling will make the banner too skinny to render well.

Upload new banner:
- Browse for your local .jpg or .gif file and select it
- Choose alignment (default is left)

Banner background colour
If your banner image is less than 1600px wide—i.e. does not fill the screen—the edges of the banner space will be set on the background of your site (usually white, unless a custom stylesheet alters the background colour). You can assign a custom background colour to match your banner by using hexidecimal colour code (use a tool like the W3C colour picker: https://www.w3schools.com/colors/colors_picker.asp)
Update the screen.
Your banner image will preview on this screen.
Reinitialize public site to apply your new banner.

HEADER

The header field offers you the option to add custom code to the banner space of your screen. This means you can simply apply some default code for linking your header back to the home screen and allowing auto-resizing OR write code to embed an interactive banner.

To apply default code to your banner so that it is not just a static image, you can copy and paste the following into your header field and customize the link "href=" and ensure the image is your banner "img src=".

Default header content:

<img src="[yourbannerURL]" style="width: 100%;" alt="Your Site Name">

e.g. <img src="https://images.ourontario.ca/Partners/NewPL/graphics/NewPL_s_134.jpg" style="width: 100%;" alt="Newmarket Public Library - Digital Art Gallery">

The banner URL is automatically provided at the bottom of the screen notes for your header field:

An example of a custom, interactive header would include things like formatting, overlaid imagery, or "buttons" that mimic your organizational header or provide a custom set of interactive features for your digital collections site.

The VITA Toolkit Help site has an interactive header. We loaded the Help site banner to VITA and then call that banner image URL in the header field code as well as linked images for contact and to link to the VITA Toolkit website. The code (not all shown here) looks like this:

the colour of the background of the page as a whole.

Header:

```
<div style="float: right;"><span title="Login to VITA Toolkit"><a
href="https://data.vitatoolkit.ca" target="_blank" style="color:
#345C88;"><img
src="http://images.ourontario.ca/Partners/ODW/ODW003285133.jpg"
height="75px"/></a></span>  <span title="Email for help"><a
href="mailto:help@vitatoolkit.ca" style="color: #345C88; "><img
src="http://images.ourontario.ca/Partners/ODW/ODW003287909.jpg"
width="75px"/></a></span></div><img
src="http://vitacollections.ca/glib/ODW_DigitalTree_125_trans.gif"
width="150px" padding-bottom="20px" style="float: left;"/><h2
style="color: #345C88; font-family: lucida, sans-serif; text-align:
center; padding-top: 20px; padding-bottom: 20px; padding-right: 140px;
text-transform: uppercase;"><a href="http://help.vitatoolkit.ca">VITA
Toolkit Help</a></h2>
```

If this is left blank an empty table of the class "PageHeader" is left at the top of the <body>. This presen

Talk to us if you would like to customize your header and are not sure how to proceed.
Remember: Any content added to the header input box will overwrite the static uploaded banner graphic. You must point to the banner image URL in order to have a graphic display on the public site.

FAVICON

A favicon, also known as a website icon, a page icon, or an urlicon, is a small image file associated with a website. Most browsers support favicons and display them in the browser's URL bar, next to the Site Name in lists of bookmarks, and next to the page's title in the screen tab.
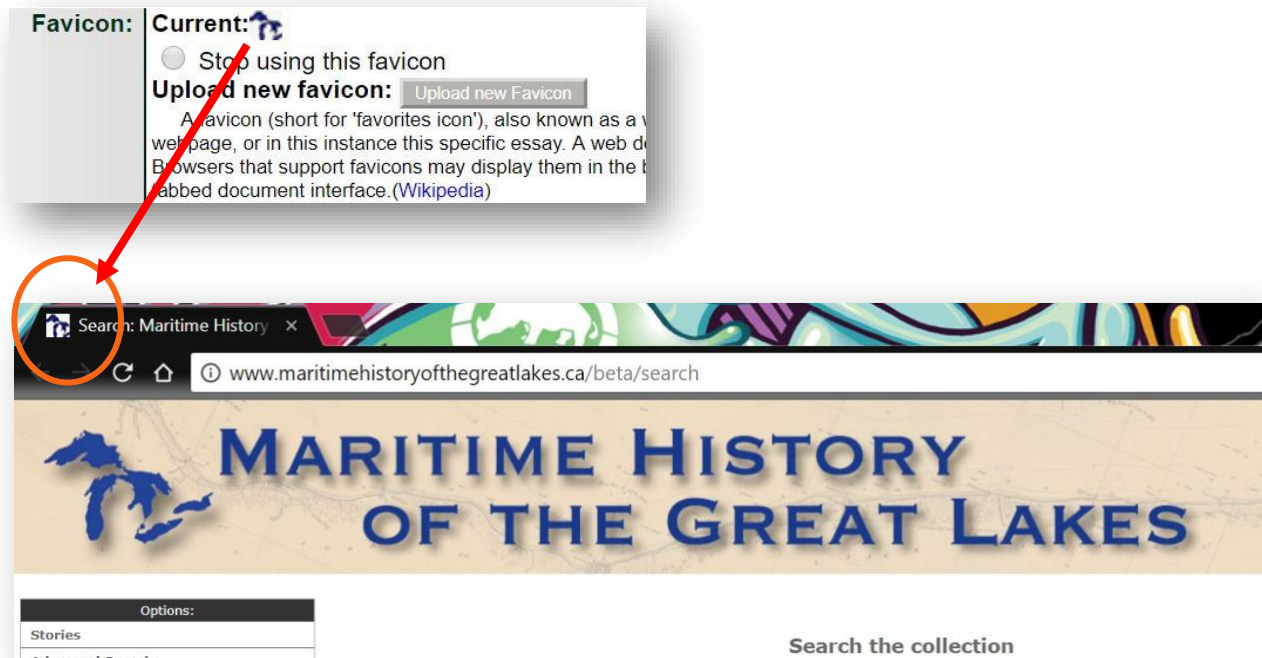
Start with a small, distinctive image – something that echoes your other graphic branding-- generate a favicon for your site at Dynamic Drive (http://www.tools.dynamicdrive.com/favicon/).
Create the favicon using Dynamic Drive, save it (rename it but maintain the .ico file extension) and upload it from your local hard drive. The image will preview on this screen.

GRAPHICS SET

Choose a default Media Types graphics set to display with items that do not have a file associated in your results using the radio buttons. The choices are "Classic", "Multi-coloured" (which match the graphics in the facet side panel), or one of the colour-scale (blue, green, or grey).
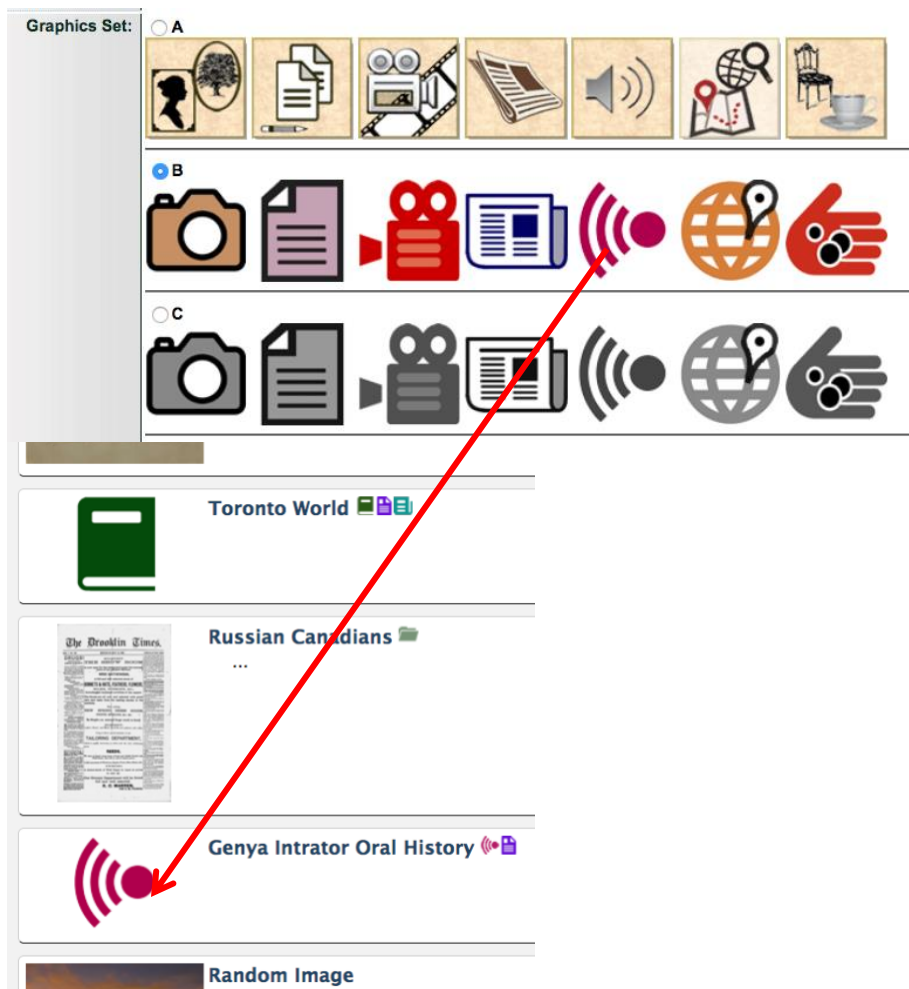
Update the Branding screen and Reinitialize Public Site to commit your changes to your site.

FOOTER

This is a message that displays on every page of your site. Customize the message to include a link to your organizational home page, include sponsor acknowledgements, etc. You can use some simple HTML to format the message or include small images as well.

A good place that will help you generate a favicon is Dynamic Drive.

Footer:
```
The <a href="http://images.ourontario.ca/Macphail/">Agnes
Macphail Digital Collection</a> is part of the <a
href="http://www.greyhighlandspubliclibrary.com/AgnesMacphail
/">Agnes Macphail Website</a>.<br/>

<a href="http://images.ourontario.ca/Macphail
/SearchWidgets.asp">Link to the Agnes Macphail Digital
Collection</a>
```

Supply an HTML message to be placed at the bottom of every screen.

Remember: Copyright statements should not appear in the footer as each collection object is subject to different copyright; VITA itself is copyrighted to OurDigitalWorld.

SITE PAGES

Pages
Test public pages
▸ Navigation bar
▸ Search page
▸ Advanced Search
▸ Results
▸ Details
▸ Full Image
▸ Comments
▸ Pages
▸ Postcards
▸ Exhibits
▸ "Browse By" pages
▸ Web pages
▸ Testimonials
▸ Help
▸ RSS
▸ Atom
▸ Podcast
▸ Search Widgets
▸ Contribute
▸ My Favourites
... when finished
REINITIALIZE PUBLIC SITE

The Pages section of Site management is designed to help you customize each "page" or screen of your public site separately and comprehensively.

Each page listed in the menu link to management screens for those public site pages and these screens provide functional and formatting options for components like links and labels (e.g. Search page), feature on/off functions (e.g. Advanced Search, Comments, Postcards), and the ability to provide contextual information (e.g. Contribute).

For some subscribers, links for Web pages will appear here as well.

This screen gives you quick links to all your available pubic pages. Use this list to:
- test your styling on different screens when building a custom CSS;
- to get page names and links to add to your search screen, i.e. browse by last name or browse by location

Higher level users will also see a lower section with links to plan-specific options like sample audio and video screens, web pages, or different presentations for newspaper content.

Review public pages in site	
	Note: The links below may connect to public or, on occasion, to non-public records.
Search	Search
Advanced Search	AdvancedSearch
Results	Results (General)
	Results?q=&fm=true (Mysteries) Display Mystery: True
	Results?q=&fc=true (comments) Display comments: True
What's New	WhatsNew
	What's new page 2
Search help	SearchHelp
Browse by Subject	BrowseBySubject
Browse by Location	BrowseByLocation
Browse by Last Name	BrowseByLastName
Description / Data screen	2/data
Comments	6737/comments Add comments is a manual test from here Display comments: On
Full Image	6/image/2 (static)
	50704/image/3 (zoomable)
Postcard	2/Postcard1 Add Postcard is a manual test from here Display Postcard link: On
RSS	rss.xml Display RSS and Atom Feeds: On Note: should return XML. Validate at FeedValidator.org
Atom	atom.xml Note: should return XML. Validate at FeedValidator.org
Open Search	OpenSearch.xml (note: should return XML)
	MiniSearch
About	Test-3.4 Agency's, Problems & Troubles: No "about" page Test 4.0.1 Database stuff: No "about" page Test for Walter: No "about" page Test PG 6.0 test: about/a49
Exhibit list	Exhibits
Exhibit	3/exhibit
Fee plans (minimum level)	
Podcast (Regular)	podcast.xml Display Podcast links: On Note: should return XML. Validate at FeedValidator.org View Podcast feed (calls iTunes)
Audio (Plus)	403301/data (with audio)

Remember: Listed pages will change according to subscriber plan.

NAVIGATION BAR

The Navigation bar appears at the top and bottom on all VITA public pages. The links are "breadcrumbs" but also provides instant leaps to other parallel spaces i.e. French/English interfaces.

In Site management you can customize the labels for navigation links on your public site, including the optional link to another site page.

Navigation Bar values

Site Home:	An optional label and link to an external web page placed at the beginning of **optional.**)	
	Your home site	Label
	http://yourhomesite.com	URL
Pages:	Collections	Search Again
	Advanced Search	Advanced
	Results	Results
	What's New	What's New
	Description	Details
	Full Image	Full Image
	Review comments	Review comments
	Postcard	Postcard
	Send another postcard	"Send another postcard of this image"
	Research Tips	Help
Navigation:	First	First
	Previous	Previous
	Next	Next
	Last	Last
	Previous Record	Page display: Previous Record
	Next Record	Page display: Next Record
	See more results	See more (From first screen of What's New)
	New Search	Search (Label for search form)
	New Search	Search Site (Label for search form when it has to be
	Search issue	Search within this title (Label for search form when
	Go	Search submit button: e.g. "Go"
	Top	Top
	Yes	Yes
	No	No

Furthermore, you can change the labels for any of the page or file navigation links that appear in these areas during different activities by the public, e.g. Previous and Next links appear when a user is viewing a specific set of results, they can then navigate back and forth through those results.

This is where you customize your "home" screen. Here you can add, modify and manage all the elements on the main panels of the Search page of your VITA site. You can customize all the contents on this page except the placement of the search bar and its location.

PAGE TITLE

The first option on any site page is to change the page title itself. On the Search page, this will change the label in your browser tab
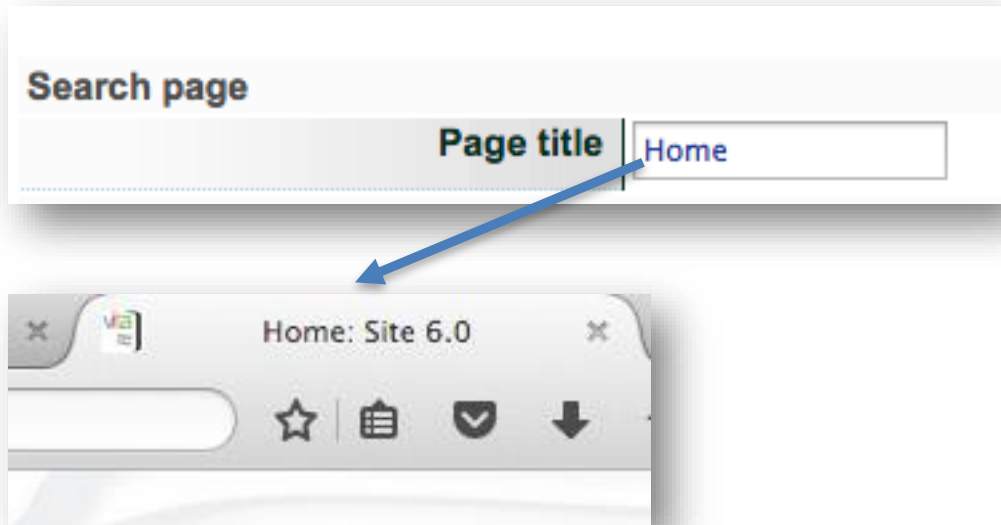
Remember: changing a page title does not automatically change it in the navigation bar. Be sure to label your pages and navigation links consistently.

LABELS

These are the labels for the main panel of your Search page, e.g. around your search bar and your featured items.

SIDEBARS

Use the pre-existing HTML to populate the left sidebar and sidebar options on the right. Use the Test Public Pages links to choose pages to feature in your sidebars for quick navigation; add About or web page links as well to provide context about your collection. Finally, choose where you want the social share toolbar to sit on this screen.

Left sidebar:	`<div class="h4">Options:</div>`
	
	`<a href="http://www.knowledgeontario.ca/test60/AdvancedSearch">Advanced Search</a>`
	`<a href="http://www.knowledgeontario.ca/test60/Testimonials">Testimonials</a>`
	`<a href="http://www.knowledgeontario.ca/test60/BrowseBySubject">Browse by Subject</a>`
	`<a href="http://www.knowledgeontario.ca/test60/BrowseByLocation">Browse by Location</a>`
	`<a href="http://www.knowledgeontario.ca/test60/BrowseByLastName">Browse by Last Name</a>`
	`<a href="http://www.knowledgeontario.ca/test60/BrowseByVesselName">Browse by Vessel Name</a>`
	`<a href="http://www.knowledgeontario.ca/test60/SearchHints">Search Hints</a>`
	`<a href="http://www.knowledgeontario.ca/test60/WhatsNew">What''s New</a>`
	`</div>`

	Supply an HTML message to be placed at the left of the search page.

Right sidebar: (above slideshow)	`<div class="SiteNav">`
	`<div class="h4">Learn more:</div>`
	`<a href="http://www.knowledgeontario.ca/test60/about/a49">About Us!</a>`
	`</div>`

	Supply an HTML message to be placed at the right of the search page. If you leave this blank the slideshow should appear at the top of the right panel.

Right sidebar: (below slideshow)	`<div class="SiteNav">`
	`<div class="h4">Subscribe & share:</div>`
	`<a href="http://www.knowledgeontario.ca/test60/rss.xml"><img src="http://images.ourontario.ca/glib/icon_rss.gif" alt="RSS" class="thumbnailImg" /> RSS</a>`
	`<a href="http://www.knowledgeontario.ca/test60/atom.xml"><img src="http://images.ourontario.ca/glib/icon_atom.jpg" alt="Atom" class="thumbnailImg" /> Atom</a>`
	`<a href="http://www.knowledgeontario.ca/test60/BrowseByContributors">Browse by Contributors</a>`
	`<a href="http://contribute.vitacollections.ca/george/contribute/upload/">Contribute to this site</a></div>`

	Supply an HTML message to be placed at the right of the search page.
Place Social bookmarks feature	○ Under left sidebar ● Under right sidebar

You can also add external links:


```
Right sidebar: (above slideshow)
<div class="h4">Learn more:</div>
<a href="http://www.knowledgeontario.ca/test60/about/a49">About Us!</a>
<a href="http://ourontario.ca" target="_blank">Search the OurOntario.ca Portal</a>
</div>
```

Supply an HTML message to be placed at the right of the search page. If you leave this blank the slideshow should appear at the top of the right panel.
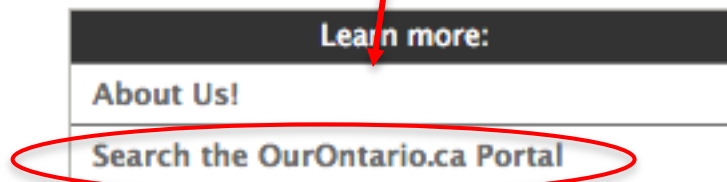
LINKS

FEATURED GROUPS, PUBLICATIONS, EXHIBITS & EXTERNAL LINKS

Use this section to feature Groups, Newspaper Publications, Exhibits, or External Links on your Search/Home page.

For each, choose whether to display thumbnails for that featured list, then click the "Change list…" button to add or remove items under those headings. You can re-order the items in the list using the elevator buttons. Only public Groups, Publication and Exhibit records will be offered up for featuring on your home screen.

To feature newspaper publications, use the Featured Groups section.

Generic thumbnails are supplied if a custom one is not added to the records or links.
Add thumbnails to group and exhibit records using the "Associate file with this record" option on the record itself (see Exhibits and Groups manuals).
To add new links, click the "Change list of Featured Links" and use the "add new link" section to add a new URL for the destination and label. Then, click the "edit" link to enter a URL where an image can be found and used as a thumbnail (Optional: add desired images for your links to your VITA collection, open the record in the public view, right click on the regular image display and "copy link location" to add the URL for the thumbnail)

After making changes to your lists, click the "Update" button to save your choices. Use the navigation bar to return to the Links portion of the Search Page management screen.

Main Menu >> Update/Add Sites >> VITA Training: Search page >> Select Featured Links for Site

Remember: You must Update the Search Page screen to save your changes and then **Reinitialize Public Site** to commit and preview the changes.

SLIDESHOW

Slideshows display up to 40 records from a Group, Publication title, records with Mystery questions or Comments, User Contributions, or the most recently added records (What's New). For Plus/News subscribers, Testimonials can also be shown in the slideshow.
Click the Update slideshow selection to choose or reassign a slideshow selection.
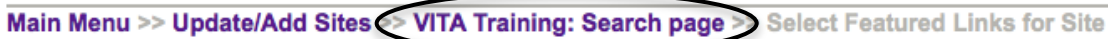
Suppress the slideshow completely using the first option "Do not display a slide show"
Click the "Update" button to save your choices. Use the navigation bar to return to the Search
Page management screen.

Main Menu >> Update/Add Sites >> VITA Training: Search page >> Select Featured Links for Site

Remember: Click "Reinitialize Public Site" on the navigation bar to commit all your changes for
display on the public side.

ADVANCED SEARCH

This screen contains all the labels and options for every functional element of the Advanced
Search screen of your public VITA site. It is recommended that these labels and terms be as
consistent as possible with standard search terms, but you can customize it for non-English
collections and specific audiences.
On this screen, you can:
- Enter custom text for all the titles, labels and panels displayed on the page,
- Choose which of the search panels and sub-panels will display on the public side.

Advanced Search

Keyword(s) to search

Label

Logic between keywords:
- ○ And
- ○ Or
- ○ Phrase

Field(s) to Search:
- ● All
- ○ Title
- ○ Subject
- ○ Creator Names(s)
- ○ Last Name
- ○ Local Identifier

Fuzzy Search Limits:
- ○ Exact
- ● Normal
- ○ Fuzzier
- ○ Fuzziest

(What is this?)

Label

Between two dates:
after [   ]   before [   ]

(enter in the form YYYY

Panel

YYYY)

Geographic Location:
[Scroll down to select] ⌄

(What is this?)

Groups:
[Scroll down to select] ⌄

Label

Media Type to limit search by:
- ☐ Genealogical Resources (9351)
- ☐ Images (3)
- ☐ Newspapers (9804)
- ☐ Publication (5)
- ☐ Texts (9367)

... or Item Type to limit search to:
[Scroll down to select] ⌄

Panel

Has Comment?
- ○ Yes ○ No
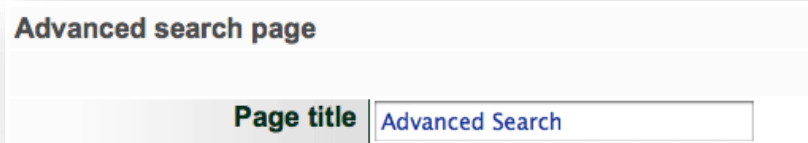
Sort by:
[   ] ⌄

Results per page:
[20] ⌄

[Go] [Clear]

Remember: Changing the labels on this screen does not change the logic.

PAGE TITLE

Advanced search page
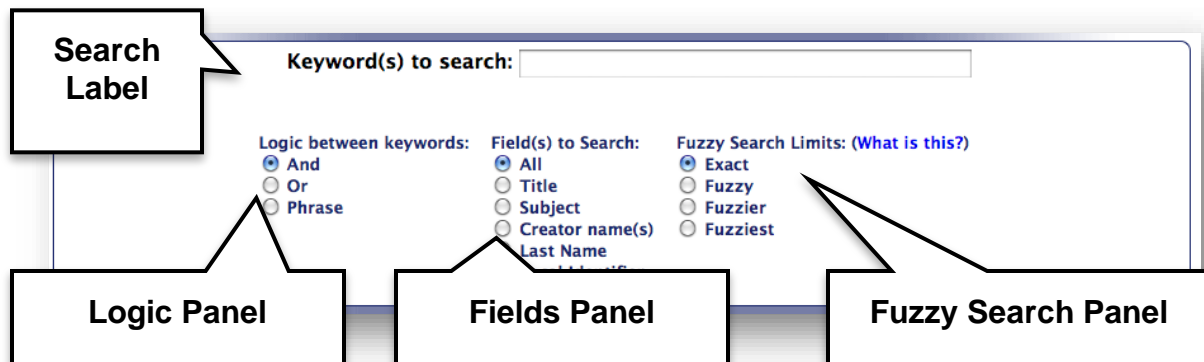
Page title Advanced Search

Default Page Title (i.e. no custom text entered) is "Advanced Search"

SEARCH PANEL

The "Search" panel is a mandatory panel in the Advanced Search screen, but you can customize the labels and sub-fields within the Keyword search panel using language most appropriate to your collection or audience.
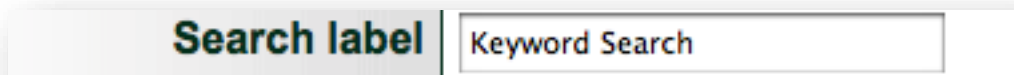
Customize the Search Label language by entering new words into the input box.
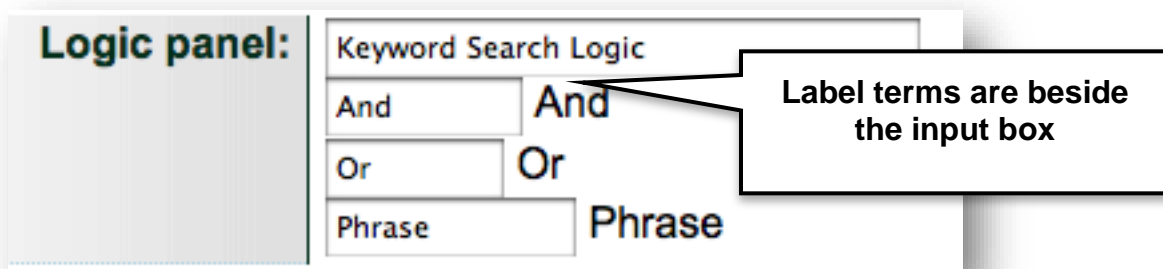
Search label Keyword Search

The "Logic" panel helps users narrow their keyword search:
"and" searches return results with both or all terms entered;
"or" searches return results for each term entered;
"phrase" searches return only those results where the complete list of terms entered are found in the order they are entered.

The "Fields" panel allows users to narrow their keyword search to specific metadata fields such as record title, subjects, creator name or local identifier. Site administrators have the option to display or suppress these options since certain metadata may not be relevant to a collection's record structure.

Some users may want to use Fuzzy Searching to expand a keyword search by allowing the search engine to return results that closely resemble the spelling of the search terms. The "hint" option is a link to the Search help screen.

DATES PANEL

The "Dates" panel is an optional facet on the Advanced Search screen, but is particularly useful for collections where multiple objects resemble each other and can be distinguished or sorted by date, e.g. clippings.

The Date Range search finds information in the "Sortable Date" and/or the "Date of Publication" fields of your records.

Fuzzy Dates results search the "Earliest Year" and "Latest Year" information in the metadata record.

You can display or suppress the Dates panel entirely or choose to display or suppress either the Range or the Fuzzy dates options within the panel using the Yes/No radio buttons. Customize the labels and terms within the panel using the input boxes.

Remember: Changing the label "Years" to "Decades", for example, does not change the search logic from years to Decades.

LOCATION PANEL

Geographic Location is an optional panel on the Advanced Search screen that will appear automatically, as soon as a geographic location is assigned to a public record. The drop down list is generated automatically when object records are assigned a geographic location during data management.

As with the other panels, choose to display or suppress the panel entirely, and customize the labels that will display. The "Hint" label links to the Search Hints screen.

GROUPS PANEL

If your agency or site collection has created groups or sub-collections, the Groups panel on the Advanced Search screen allows users to search for those groups directly. This panel will appear automatically, as soon as a Group is made public.
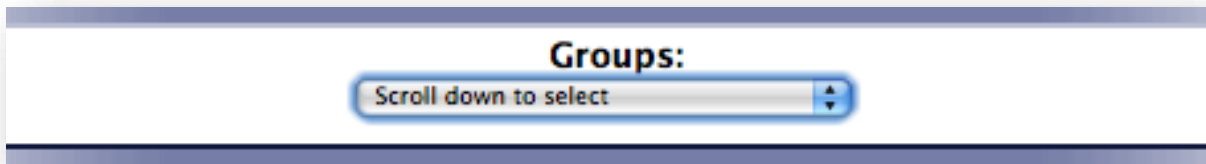
Select Yes or No to display or suppress the Groups panel, then customize the labels for the panel title and the scroll list.
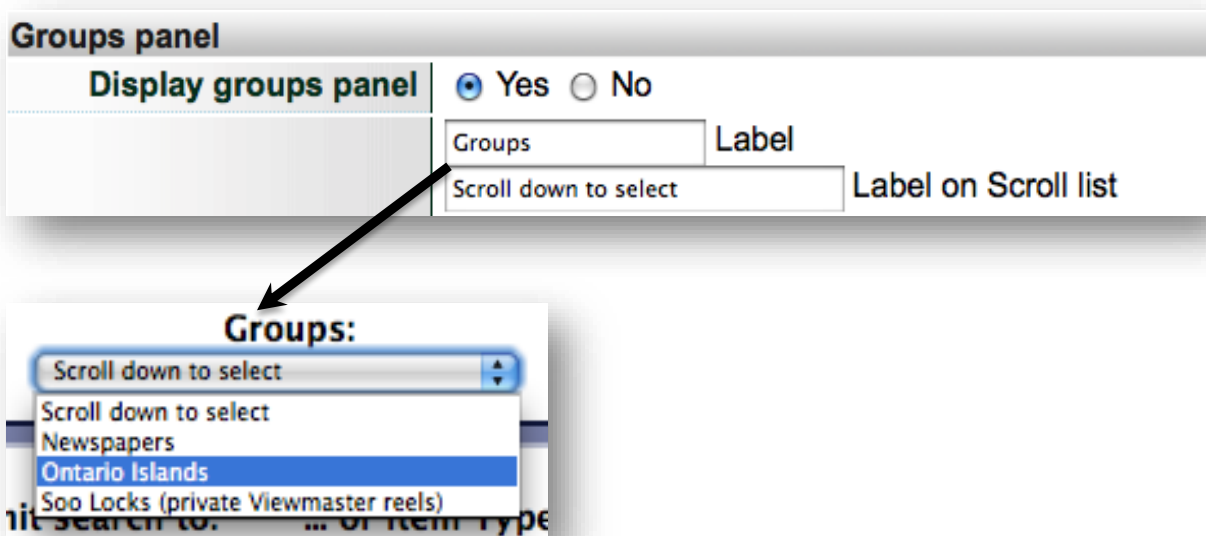
The dropdown list is auto-generated to display the titles of the public groups associated with your collection.

MEDIA & ITEM TYPES

This is an optional but highly recommended panel that allows users to facet their search according to the media or item type of collection contents. The number of objects with each media and item type assigned are auto-generated according to the collection metadata.

Choose Yes or No to display or suppress the Media & Item Type panel entirely, then select whether or not to display the Media type or Item type sub-panels.

Customize the labels for each of the panels. On the public Advanced Search screen, only Media types that have been assigned will display (i.e. if there are no videos in the collection, Video will not appear as a Media type in the facet panel).

Remember: The Data Management Advanced Search screen is not customizable and all available media types will display, whether or not they have any records assigned that Media Type. Item types will reflect the Item Types in the collection.

FEATURES

The "Features" panel will appear automatically, as soon as a Mystery is assigned, or a comment or contribution is approved. This allows users to search only within result sets where objects have a mystery question or a comment as part of the record or for items contributed by the public.

Customize the labels for these search options.

SORT/RESULTS PANEL

This mandatory panel allows users to choose how to sort their search results lists, either by relevance, title, oldest or newest (historically speaking) or by newest added (in terms of when a record entered the collection).

Use the customization option to re-label the components of the mandatory panel content, including the "Go" or "Clear" buttons, with a more appropriate language or terms. The "Results per page" drop down is a fixed list and cannot be customized.

Remember: Changing the labels will not change the logic of the sort option and results, i.e. changing Title to Creator will still function as a sort by Title, but "Title" can display in French "Titre" or Korean "제목", for example.

Sort / results count panel

Sort by	Sort Label
Relevance	Relevance
Title (0–9, Z–A)	Title
Oldest date (to newest)	Oldest
Newest date (to oldest)	Newest
Date added (newest first)	Date Added
Results per page	Results Label
Go	"Submit" label
Clear	"Reset" label

COMMIT YOUR CHANGES

... when finished

REINITIALIZE PUBLIC SITE

After making any changes in site management, click the Update button at the top, middle or bottom of the Advanced Search screen. This will save your changes. To re-index the site and see the changes on the public site, click the Reinitialize Public Site button on the side navigation bar.

UPDATE CHECKLISTS

To keep the Advanced Search screen up to date on both the Data Management and Public sides, you need to "reset checklists".

Whenever any changes occur in your collection, the Advanced Search screen should reflect those changes (i.e. new geographical locations are added, numbers of records with media type "text", newly assigned Creative Commons licenses, etc. etc.).

In order for changes to be seen immediately—on both the data management and the public Advanced Search screens—the "Reset Checklists" link must be clicked. This refreshes all the calculations and displays the correct numbers for your data management and public display purposes.

KEYWORD(S) TO SEARCH:

Logic between keywords:
- And
- Or
- Phrase

Field(s) to Search:
- All
- Title
- Subject
- Creator Name(s)
- Last Name
- Personal Name(s)
- Corporate Name
- Local Identifier

Fuzzy Search Limits: (What is this?)
- Exact
- Fuzzy
- Fuzzier
- Fuzziest

BETWEEN TWO DATES:
(enter in the form YYYYMMDD, YYYYMM or YYYY)
after: ____ before: ____

... OR FUZZY DATE:
Enter year: ____
how fuzzy?

GEOGRAPHIC LOCATION:
(What is this?) [Scroll down to select]

GROUPS:
[Scroll down to select]

MEDIA TYPE TO LIMIT SEARCH TO:
- Audio
- Collection
- Genealogical Resource
- Image
- Newspaper
- Publication
- Text
- Video
- Web site/page

... OR ITEM TYPE TO LIMIT SEARCH TO:
[Scroll down to select]

CREATIVE COMMONS:
- Attribution (5)
- Attribution-NoCommercial (12)
- Attribution-ShareAlike (4)

Has Mystery? Yes No
Has Comment? Yes No
Public Display? Yes No

SORT BY:
Relevance

RESULTS PER PAGE: 40

Go Clear

RESULTS SCREEN

Use the Results screen to customize the labels for your public Results screen, choose a default "view" for results sets, turn on and off facet panels, turn on or off media type icon display, and change wording for different result sets.

Page Title

Results Test

We found **9804** matching items

Page Block

Results View

Page 1 of 491   1|2|3|... 490|491| → Next

Acton Free Press (Acton, ON), December 29, 1970

Pages/Parts:
1   2   3   4   5   6
[See the entire 14 pages/parts]

Facets

Acton Free Press (Acton, ON), December 9, 1970

Pages/Parts:
1   2   3   4   5   6   7   8   9   10
[See the entire 25 pages/parts]

Acton Free Press (Acton, ON), December 2, 1970

Pages/Parts:
1   2   3   4   5   6   7   8   9   10
[See the entire 26 pages/parts]

Individual Result Description

SEARCH WITHIN THESE RESULTS

Go

SORT

Ordered by: Relevance

Relevance
Title (0–9, Z–A)
Oldest date (to newest)
Newest date (to oldest)
Date added (newest first)

CONTRIBUTORS

Test 4.0.1 Database stuff (9752)
Test 4.1 English (51)
Test 4.2 English (1)

MEDIA TYPES

Genealogical Resource (9351)
Image (3)
Newspaper (9804)
Publication (5)
Text (9367)

PAGE TITLE

The page title established here will display in the navigation and tabs of the browser.

PAGE BLOCK

Customize the various pieces of language at the top of the screen that explains the history and success of the results set as well as the words guiding navigation to other pages of results from the same search. Not every label will appear on every results set, but all possibilities are presented in this Site Management screen.

RESULTS VIEW DEFAULT

Assign a default view for your results screen. The List with Thumbnails is the common view; for pure index sites, the List view removes all default graphics for easier browsing; for highly graphic collections, try the Gallery view or two columns. Users can change this view on the public side.

Default View

- ● List with Thumbnails
- ○ 2 Columns with Thumbnails
- ○ List with no Thumbnails
- ○ Gallery

NULL RESULTS MESSAGE

Customize the message language and labels for when a user receives no results for their search.

Null results

Phrases:

No results were found   "No results were found"

New search   "New search"

Relaxed search:
"Try this search again with relaxed constraints!"
Try this search again with relaxed constraints!

Fuzzier search:
"Try this search again but fuzzier!"
Try this search again but fuzzier!

Search subsitution:
"Your search for "
Your search for

[query] "returned no results. We substituted " [spell checked term]
returned no results. We substituted

No results were found.
Your search for **algerian gentleman**returned no results. We substituted **algerian OR gentleman**.
We found **0** matching items.
Subject: algerian gentleman   **Sort by:** Relevance

Try this search again with relaxed constraints!
Try this search again but fuzzier!

New search: _____ (Go)

FACETS

Display or suppress certain facets according to your needs. If a facet is irrelevant or redundant for your collection (i.e. the collection records all share the same location, only have one contributing agency, or the exact same item type) you can suppress the display of those facets in the results sets.

As well, you can customize the labels for the facets on the right panel of the results screen. Not all facets will appear if the results sets have no value in their records to fulfill that facet, but every possible facet label can be customized in these site management screens.

For every Facet type, choose whether to display the facet (and it's functionality within the sidebar) and then choose the language for each fixed label within that facet subpanel. For example...

Locations: Choose how to display geographic locations: in a map or list and the labels for those displays.

- The Map displays the top 50 locations
- The List displays all locations assigned to the collection items

Location (Map):	This facets currently presents locations as pins on a satellite Google Map. Display facet: ● Yes ○ No [Map] Title Help: Map of locations associated with these pictures. Click on a balloon to do a geographic search. [Map of locations associated with these items. Click on a balloon to do a geographic search.] [Search within these results for:] Text placed before the place name in the popup balloon. Only 100 characters can be stored. The language of the Google Maps interface is determined by the site's language setting.
Location (List):	This facets presents locations as a list of place names. Display facet: ● Yes ○ No [Location] Title

Web Tools: Allow users to use results set data in other spaces by exporting a set of metadata to view as RSS or Atom feeds. Also, turn on/off the ability to view results sets in Google Earth. "What is this?" links to Search hints.

INDIVIDUAL RESULTS

The language here is for page/part results, i.e. a multipage or multipart object is full text searchable and the results sets reflect the interior pages as "hits".

For newspaper collections, decide here whether to display full text or OCR snippet images on your results screen:

Where a collection has been loaded as JP2000 image files with positional OCR, an image snippet will display; if no JP2 is available, a snippet of the extracted OCR can be presented for context (see first example). You can also choose to have only image snippets, or choose neither to just have page links for relevant keyword hits (see second example).

Daily British Whig (bw) (1850), 5 May 1894

Daily British Whig (bw) (1850), 5 May 1894,
...,,F`or ak li-` 5 uameo a7?E'Lic+iiZ7i 5 nentzu zwl `Ste rdsl` %
In Medium *Brown*. Dark *Brown*. t _ .NaVy; . | Cream". – C{t`1Tj
Mo:'r– Rzbbonf .,_. ––.–.32: Ti?–II fxu :AMPAf1 :i`_i_-_' 9x...

Pages/Parts:
3

OCR

Kingston Gazette (Kingston, ON), March 29, 1817

Kingston Gazette (Kingston, ON), March 29, 1817,

Pages/Parts:
3 4

JP2 snippet

Kingston News (kn) (1868), 1 Jul 1882

Kingston News (kn) (1868), 1 Jul 1882,
... Lyle by H. J. Hollel. I–Jae *Browning* by M. J. Holnd, Eth Halli.
Etiquette end Dicttolef 0! 140'`. Eiiquutte for Ledlee en The
Perfect Gentlelll. Etiquette; or, The Perleot Ledy. Hap–ne (
lugletood Foreet, Penman...

Pages/Parts:
1

OCR

Canadian Champion (Milton, ON), 27 Oct 1993

Canadian Champion (Milton, ON), 27 Oct 1993,

Pages/Parts:
1 6 9

Canadian Champion (Milto Feb 1995

Canadian Champion (Milton, ON), 15 Feb 1995,

Pages/Parts:
1 2 4 6 16 21

no snippets, just links

46

Choose whether to display the contributing agency's name with each result.
Tips:
- Choose yes if multiple agencies or associate agencies participate in the collection
- Choose no for single agency collections to avoid redundancy

Media Icons on/off
Choose whether you want to remove the media icons from the results screen. The Default is "Yes".

Choosing "No" means icons will only show in the facet panel, not in the item descriptions.

Remember: When you have finished customizing the labels for the Results screen, click the Update button in the bottom right hand side of the screen and then click the Reinitialize Public Site to see your changes.

DETAILS

The "Details" screen is the Description or Details tab for the records in your collection. Use this management screen to

- turn on/off printing, mysteries, and comments
- customize the labels and component parts for every record type, their sub-pages (full image, issue, groups, comments, Newspaper issue calendar, postcards, etc.)
- and customize all the potential links that might appear on the right-hand side bar

DETAILS: PAGE TITLE

DATA FIELDS

Data panel

General Labels:	Description	Data/Description tab

Print option: Display Printer icon (for printing a plain text version of the page)
　● Yes　○ No

Print Text Only　　　alt text for print icon

Note: Users browsers have always been able to print the full page with all the graphics the page. It has no particular value for newspaper issues, for example. It does simplify

Fields:

Full Text	Full Text
Sponsors	Sponsors

Display Mysteries　● Yes　○ No

Mystery Question	Mystery Question
Please answer by clicking on the Comments tab	Mys
Creators	Creators (plural)
Creator	Creator (single)
Contributors	Contributors

Creator/Contributor roles: Note that these are supplied from a auth translated.

DISPLAY PANEL

Applies to public Groups, Details, and Video record displays, the Records, Gallery & Video Panel labels customizes the tab for viewing those media contents of the record:

Records panel

Contents	"Records" tab label

Gallery panel

Gallery	"Gallery" tab label

Video panel

Video	"Video" tab label

For Groups display:

For Details display:

For Video display:

ISSUE PANEL (AND MULTIPAGE ITEMS)

Customize labels for the Issue display (for newspapers) or multipage item (i.e. books) navigation screen – i.e. the information that displays between the navigation bars themselves.

Durham Chronicle, 12 Dec 1867

Pages: Select ⇕   **Search within this title** [   ] [Go]

<<Previous Issue   Next Issue >>   Browse Issues   More about this Newspaper

Pages	Description	Comments (0)

COMMENTS PANEL

This is the series of labels and messages in the comments form (left panel) that appear when a user opens the Comments tab to add their comment to an item. To turn the comments feature on/off, scroll down to the Right panel section of this screen.

Comments panel

Comment Labels:

Comments	"comments" tab label
Comments from Users	comm
Posted by	Posted by
[Name Withheld]	[Name Wi
Be the first to comment on this record.	
Add your own comment.	"Ad
Name	Name
Email	Email
Comment	Comment
Is it OK to make your name public?	
Is it OK to make your comment public?	
Submit your comments	Subr

Issues   Description   Comments (0)

Be the first to comment on this record.
 Add your own comment.
Name

Email

Comment:

IS IT OK TO MAKE YOUR NAME PUBLIC?
 ○Yes ○No

IS IT OK TO MAKE YOUR COMMENT PUBLIC?
 ○Yes ○No

Submit your comments

CALENDAR PANEL

For collections with full-run newspapers, the calendar panel displays a yearly calendar view with all available issue dates linked. Use this part of your management screen to customize the components of that calendar.

RIGHT SIDE PANEL

Use this section to customize the following right-hand panel contents for certain screens:
- Details: alt-text for display links or icons that might appear
- Menu labels: link labels when a Full, reverse and stereoview image is available
- Comments: turn comments on/off, customize Comments links and guidelines
- Postcards: turn postcards on/off, change label
- Podcasts: labels for podcast links
- Jigsaw Puzzle: turn jigsaw option on/off; change label
- Other link labels: where a group, exhibit or external link is associated with a records

Right panel

Alt text:

Calendar for	Calendar Alt text: (e.g. "Calendar for" where the system supplies
detail	Detail icon Alt text: e.g. "detail".
audio	Audio icon Alt text: e.g. "audio".
text	Text icon Alt text: e.g. "text".
video	Video icon Alt text: e.g. "video".

Menu labels: Note: The Alt texts above may also be used for menu labels where specific labels have not been supplied

Full Image	Full Image
Reverse	Reverse
Stereoview	Stereoview

Ordering labels: Note: These labels are set on the Full Image page.

comments: Use comments feature: ⦿ Yes ◯ No

View Description	Comment: View Description
View Comments and add your own	View comments and Add your own
Comment on this item	Comment on this item
Making Comments	"Making comments" section title

Comment policy statement:

```
<p>Comments may be edited for appropriate language and
HTML.</p>

<hr />
<p>All fields are required.</p>
<hr/>
<p>Not all comments will be posted.</p>
<hr/>
<p>Your email address will be stored so that we may contact
you again about your comment, but will not be displayed to
the public, or otherwise shared, without your permission.
</p>
<hr/>
<p>Comments will not be posted until they have been
```

This HTML will be placed on the right side of the comments screen close to where users are invited to add their own
is usually used to shape the expectations of those submitting comments.

Postcards: Use electronic postcards feature: ⦿ Yes ◯ No

| Create electronic postcard | Create electronic postcard |

Podcasts:

| Podcast | Podcast alt text (for graphic) |
| Download from podcast feed | Podcast Link text (e.g. "Download from podcast feed") |

Jigsaw: Use jigsaws feature: ⦿ Yes ◯ No

| Jigsaw Puzzle | Jigsaw label |

Other link labels:

Related records	Groups (e.g. "Groups of Related Records")
Exhibits	Exhibits (e.g. "Photo Exhibits")
Related links	Other Web sites/External links
See more details	See more details ... (appears when a link is presented to see a sig
space)	

Remember: Click Update to save any changes made on this screen and click the Reinitialize Public Site to commit those changes to your public screens.

FULL IMAGE SCREEN

Where a full image is presented, you can customize the labels and display options for your entire site using these fields.

PAGE TITLE

Change the name of the page on your public screen and browser tab.

Full Image page

Page title: | Full Image

LINKS

On some full image screens, these labels might occur, depending on the format and view of the image.

Links: | Return to item | Return to calling record
| Static View | Alternate View
| Download file | Download file
| Zoom View | Flash View

Return to calling record: Appears on legacy SID files of historic maps.

Alternate view: Appears on JP2000 image screens where a static JPG is also available (to enable/disable this feature see Agency Management > Image Options

Download File: Appears on full image screen when an agency has allowed downloading (see Agency Management > Image Options to change settings)

St. George's Square
See reverse side
Name of original file : Reverse_St._George_s_Square.jp2

Request this image

Download file

small (640 x 480) | default (1000 x 900) | large (1600 x 1000) | reaallly big (2

Zoom view: Toggles you back to the zoomable image when Alternate view has been selected.

SIZE LABELS

Use these options to label the viewer display size.

ORDERING OPTIONS

These labels apply to the Full Image view and also the email generated from the Order Image button.

Remember: Click Update to save your changes and Reinitialize Public Site to commit those changes to the public screen.

COMMENTS
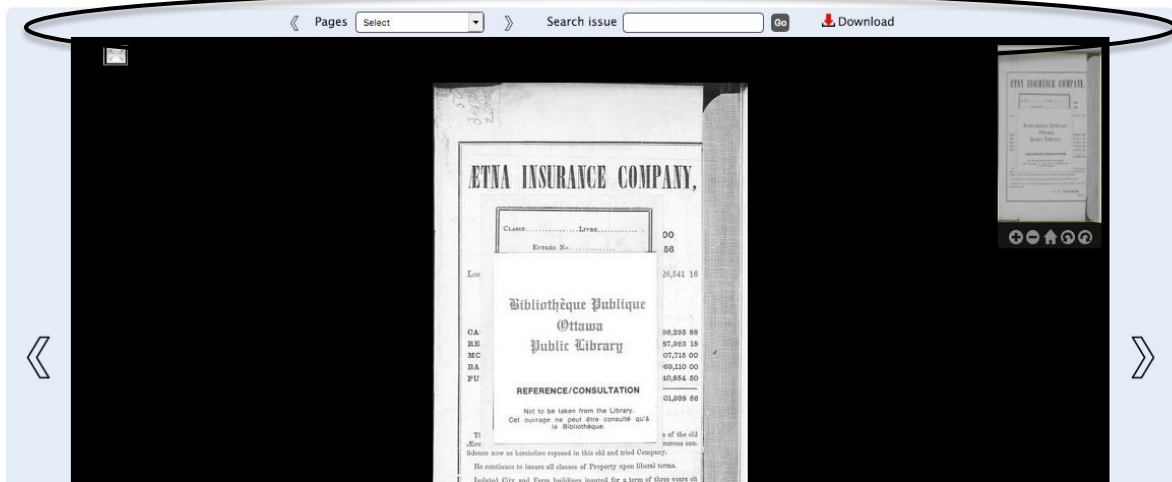
This screen has all the possible labels and messages that might appear associated with commenting on a record in VITA:

- the Comments Form, where end users write and submit their comment,
- the confirmation screen where the end user proves they are not a spam-bot,
- any error messages they might receive if they do not answer the human-test correctly, if their email address is invalid or missing, or if other values in the form have not been completed
- and the pre-populated email content sent to the agency "Feedback email" when a comment is successfully submitted.

Remember: Click Update to save your changes and Reinitialize Public Site to commit those changes to the public screen.

PAGES

For multipage or other records that display browse-able page views, the following fields appear on the Page-level screens as well as any error message that will appear if an end-user does a search within this title and receives no results. **Note:** Labels for newspaper and multipage object page displays are customized in the Site Management> Details page > Issue section.

Note: to manage page-level downloads, go to Agency Management>General Values
Remember: Click Update to save your changes and Reinitialize Public Site to commit those changes to the public screen.

POSTCARDS

The Electronic Postcard feature can be enabled or suppressed on the Site Management > Details page. When an end user opens the Electronic postcard option, they will engage a number of screens whose labels can be customized here:

Page titles:		
Carte postale digitale		"Electronic Postcard"
Carte postale digitale, étape 1: Écrivez		"Electronic Postcard step 1: Write the card"
Carte postale digitale, étape 2: Revue		"Electronic Postcard step 2: Preview"
Carte postale digitale, étape 3: Confirmation d'email		"Electronic Postcard step 3: Confirmation of emailing"

POSTCARD FORM
The postcard form itself has a number of labels:

Postcard:		
Envoyez à	"To"	
De	"From"	
Nom	"Name"	
Adresse d'email	Email Address	
Votre message	Message	
(120 caractères maximum)		
visionnez préalablement/envoyez		
envoyez	final submit	
réinitialisez la forme		

Envoyez à: Nom [ ]
Adresse d'email [ ]
De: Nom [ ]
Adresse d'email [ ]
Votre message:
(120 caractères maximum) [ ]

(visionnez préalablement/envoyez)   (réinitialisez la forme)

POSTCARD DELIVERY EMAIL
The email delivered to the recipient will have a number of message lines that can be customized as well.

Email:		
t'a envoyé une carte postale digitale de		Subject line with sender name: [Sender Name] "sent you a postcard from" [Site name]
Vous avez été envoyé une carte postale digitale, à partir de		Subject line without sender name: "You have been sent you a postcard from" [Site name]
t'a envoyé une carte postale digitale.		Line1 with sender name: [Sender] "has sent you an electronic postcard."
Vous avez été envoyé à une carte postale digitale.		Line1 without sender name: "You have sent you an electronic postcard."
Pour les 14 jours suivants vous pouvez rechercher la carte postale en suivant ce lien		"You can retrieve it at any time in the next 14 days from this website" [www address]

CONFIRMATION EMAIL

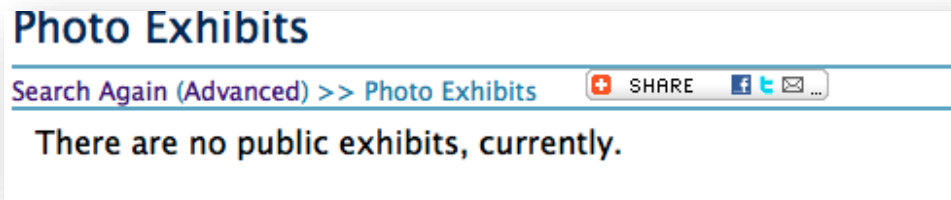The sender of the postcard will receive an auto-confirmation email that can be customized.

POSTCARD PREVIEW SCREEN AND NAVIGATION

The Preview screen for the postcard contains a number of messages and navigation labels that can be customized (see inset):

POSTCARD ERROR MESSAGES

If a field in the form is incorrectly completed, error messages will display to prompt the sender to re-submit their information.

Remember: Click Update to save your changes and Reinitialize Public Site to commit those changes to the public screen.

EXHIBITS

When a collection has exhibits and users link to the page where all the exhibits are listed, the Page Title for that screen can be customized to whatever language or terminology suits your organization best.

If no exhibits are available, a customizable page message appears:

During the construction of an exhibit, creators can preview the exhibit components as they work, but when there are no pages associated with the essay or if an essay is devoid of content, the other messages on this screen will display. These can be customized to prompt the essay builder into action to resolve the problem by making the exhibit public or add panels or panel content, for instance.

Remember: Click Update to save your changes and Reinitialize Public Site to commit those changes to the public screen.

BROWSE BY

Optional views for collection browsing include location, subject, and last name. These "Browse by" pages can have screen text customized, but this will not affect their function.

Remember: Click Update to save your changes and Reinitialize Public Site to commit those changes to the public screen.

ABOUT PAGE

Every agency has the option to create an About page to add to their site. The About page is part of each Agency's account and is therefore created in the Agency Management > About page screen. For display purposes, the settings for adding your site sidebars to that About page are controlled in this Site management screen.

You can include the left or top right sidebar (populated in the Site Management > Search screen).

Use left sidebar:

Use top right sidebar:

Use neither sidebar:

WEB PAGES

For VITA Plus & VINTA plan subscribers, 10 extra web pages are available to enhance the context for your digital collection.

Much like the About page described in Agency Management, these web pages can include a site sidebar and then a block of content.

Remember: Make sure your site remains accessible and valid—please use an external HTML editor and the Validation Service at W3C before uploading your HTML to the VITA screens.

ADD WEB PAGE

A list of page links appears below the sidebar settings panel. As soon as you assign titles, these will display instead of the generic label.

First select which sidebar to use on your web pages (see Site Management > About Page)
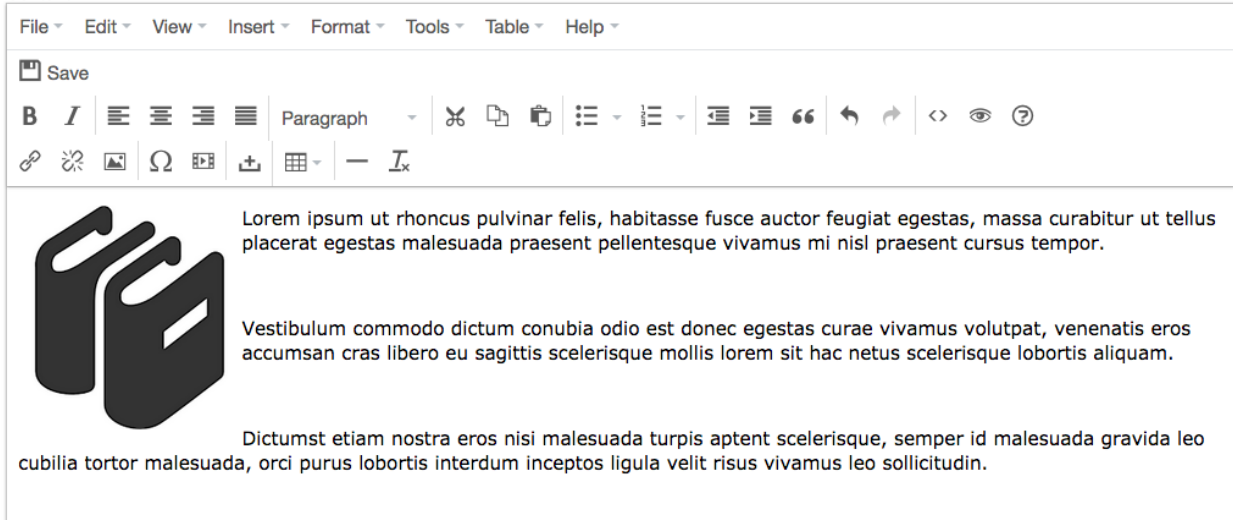
Click on the web page link you want to create or edit (the numbers here will be part of the URL for those web pages, so keep that in mind).

Assign a title to the web page, then start to build your page content.

Web Page title:

Lorem Ipsum

Content:

File ▾ Edit ▾ View ▾ Insert ▾ Format ▾ Tools ▾ Table ▾ Help ▾

💾 Save

B *I* ≡ ≡ ≡ ≡   Paragraph ▾ | ✂ 🗋 📋 | ☰ ▾ ☰ ▾ | ⬚ ⬚ 66 | ↶ ↷ | <> 👁 ⑦

🔗 ⚬ 🖼 Ω ▣ ⬆ ⊞▾ — I̲ₓ

Lorem ipsum ut rhoncus pulvinar felis, habitasse fusce auctor feugiat egestas, massa curabitur ut tellus placerat egestas malesuada praesent pellentesque vivamus mi nisl praesent cursus tempor.

Vestibulum commodo dictum conubia odio est donec egestas curae vivamus volutpat, venenatis eros accumsan cras libero eu sagittis scelerisque mollis lorem sit hac netus scelerisque lobortis aliquam.

Dictumst etiam nostra eros nisi malesuada turpis aptent scelerisque, semper id malesuada gravida leo cubilia tortor malesuada, orci purus lobortis interdum inceptos ligula velit risus vivamus leo sollicitudin.

When you are happy with your content click the "Save" icon in the top left side of the WYSIWYG.

Content:

File ▾ Edit ▾ View ▾ Insert ▾ Format ▾ Tools ▾ Table ▾ Help ▾

💾 Save

B *I* ≡ ≡ ≡ ≡ Paragraph ▾ | ✂ 🗋 📋 | ☰ ▾

🔗 ⚬ Align center ⬆ ⊞▾ — I̲ₓ

Preview your page using the link in the navigation bar.

Jess Posgate (Training data set) is logged in

Main Menu >> Update/Add Sites >> List web pages >> More complex web page >> **View entry in public site**

Web Page

If your changes do not appear via the Preview link, click the "Reinitialize Public site" link and replace "/search?Reset=True " in the URL with "/about/#" where # is the number of the web page you're working on e.g. /about/2

... when finished

REINITIALIZE PUBLIC SITE

Remember: these pages are automatically "public" but without linking to them, end users will have trouble finding your web page content. More on linking below...

For more complex page contents, like embedded timelines, images, videos and other media, anchors, etc. either use the WYSIWYG editor toolbar or the HTML screen.
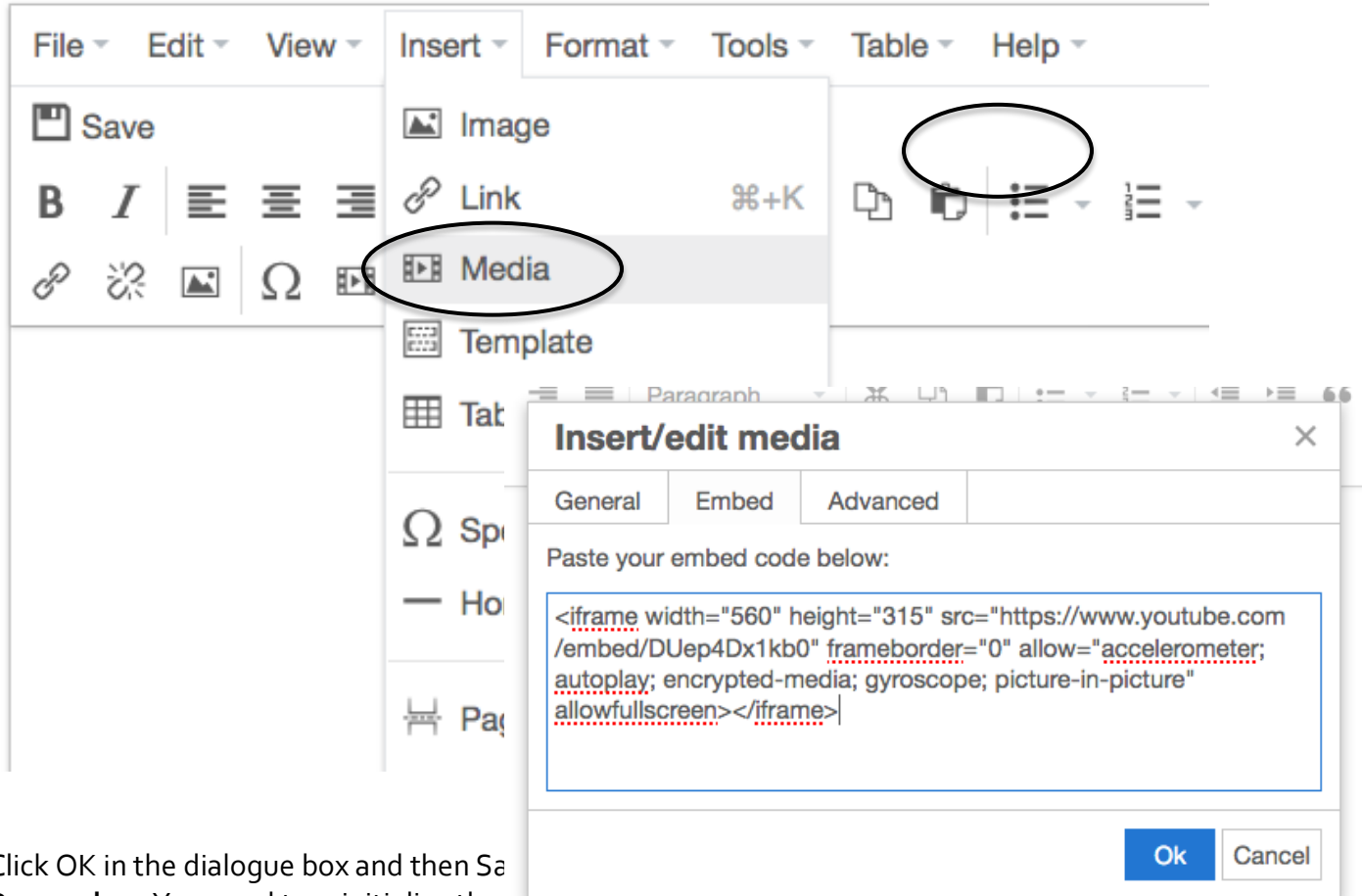
Click OK in the dialogue box and then Sa

Remember: You need to reinitialize the

LINK TO ABOUT & WEB PAGES

To help end users navigate to or between your web pages, add links to your Search page sidebar. Be sure to add the web page links to the sidebar displaying within the web pages themselves.

Use basic HTML to customize your sidebar. You need the URL of the pages, their titles for labels, and the rest is copying and pasting.

On the Search page in Site Management, add the links to each page using the template links from other navigational links:

TESTIMONIALS

VITA Plus & VINTA subscribers can enable their Testimonials module. This module lets you select objects from their collection and invite users send testimonial "postcards" to you – fan mail, if you like! With the user's permission, those testimonials can be repurposed to promote your site.

Remember: To enable Testimonials, you **must** have a valid email address in your agency "Site Email" field (see Site Management Manual > General Values) as this is the address where Testimonial alerts are sent. The owner agency (i.e. the agency that contributed that image) will also receive an email via their Agency Feedback email.

CHOOSING TESTIMONIAL IMAGES

Selecting testimonial images is done record by record.

- Choose a record
- Go to the Groups screen
- Click the Show/Hide button to expose Shared groups
- Add record to the Shared group "Testimonials"
- Proceed to the Site management to select them for the public site

SELECT TESTIMONIAL IMAGES

On the testimonials screen, click the "select pictures" link

Add or remove items by using the checkboxes to the left of the images.

Click update

Select from the pictures below, images to use in this site's general feedback/testimonial page. Pictures are added to this group by agencies associated with this site by assigning them to the Testimonials group from the Groups tab for individual records.

Update Site 6.0

The checked items will appear as options for users to select as the "a-side" of their fan mail postcard:

About Me

Name

Email Address

Make my name public with this message
● Yes ○ No

Note: Your email address will not be placed on the web, sold or used in any context other than thanking you for your comments.

Why this site matters to me

280 characters left

Make my message public
● Yes ○ No

Display this image with my message

Take this simple test to prove you're not a robot

Check the first box

REVIEW TESTIMONIALS

When a user submits a testimonial from your feedback page, either link through to review screen from the main menu
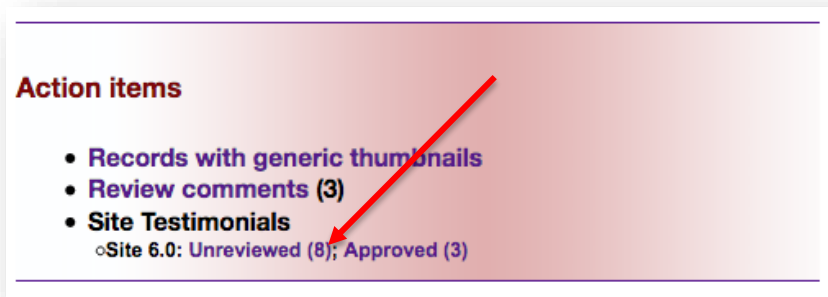
or navigate to the review section via the Testimonials screen in site management
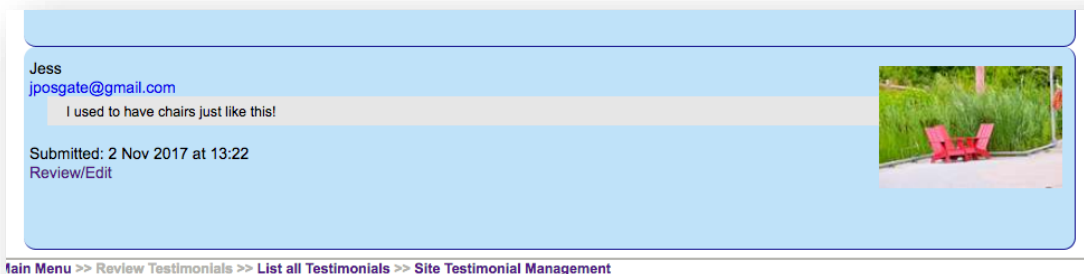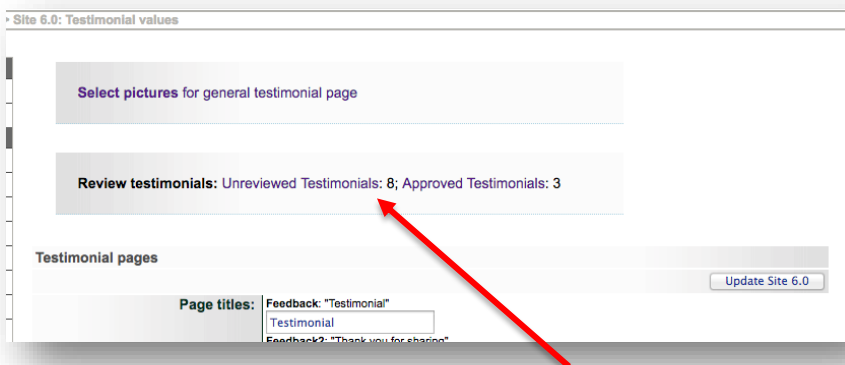
Once on the review panel, you can
- Edit the testimonial—i.e. use this opportunity to correct spelling mistakes or other unconscious mistakes,
- approve the testimonial for use on your site
- then rate the testimonial to prioritize it's ranking in the public testimonial results list (i.e. testimonials ranked 1 will be pushed to the top and up to 40 of those will be used in the testimonial slideshow on your home screen).

Name:
Jess

Affiliation

Email
jposgate@gmail.com

Testimonial
I used to have chairs just like this!

Approved
○ yes ○ no

Ranking
○ 1 ○ 2 ○ 3 [where "1" is the best]

Don't mess with the next pair unless you are really sure you aren't going to seriously annoy someone.
Make name public: Name can be public
⦿ yes ○ no
Make testimonial public: Testimonial cannot be public
⦿ yes ○ no
Originally submitted: 2 Nov 2017 at 13:22

[Commit changes] [Reset]

The user submitting the testimonial can choose whether they would like their name and/or message made public. Please respect these choices unless you correspond with the user and have then approve any changes to those settings.
Click "Commit changes" to update the testimonial's status.

Approved testimonials will adopt a green background whereas unapproved ones will turn red:

To "reset" the screen simply empties the approval, rank, and public/non-public values on the page.

MANAGE AND FEATURE TESTIMONIALS

You can rank and feature all your approved testimonials using a link on your Search page.
To see all your testimonials, click on either link in Action items and use the links in the upper navigation bar to see the array of testimonials you want to manage

Use the dashboard to search for specific testimonials by rank, approval status, keyword or user name

Main Menu >> Review All Testimonials >> Unreviewed Testimonials

Name

Testimonial

Note: text searches are simple string searches. Case and accents don't matter; punctuation, spacing and word order does.
Ranking
○ 1 ○ 2 ○ 3 ○ n/a
Approved
○ yes ○ no ○ n/a
Sort by Date (newest first) ▣
Search/Filter the list   Reset

You searched for: **Sort**: Date (newest first)

Jess jposgate@ourontario.ca
jhekfjh kfjh wkg ebgknbgnbgk.bn

Submitted: 26 Oct 2011 at 12:22

Review/Edit

Jess jposgate@ourontario.ca
I am so thrilled that there is a training dataset so I can illustrate all the nuances and functionality of VITA to our new and existing users! Thanks VITA!

Submitted: 26 Oct 2011 at 12:20

Review/Edit

oh hey! jposgate@ourontario.ca
because it just does matter to me.

Submitted: 25 Oct 2011 at 16:12

Offer the option to add a testimonial and "see what others are saying"—a list of previous testimonials—on your Search screen.

Use the links in the Test Public Pages screen to create links on your home page, like this:

HELP

We provide a set of default examples to help users Search your online collections. The Help screen is based on a semi-structured form, but you can customize the text in that screen by navigating to the Help page and making your adjustments. Alternately, use your About page or a Web Page to provide search help for your particular collection.

The Help includes a subsection for searching Newspapers in the Keyword Search Footer field. This is a temporary solution and the News search section can be deleted any time by the site administrator.

RSS/ATOM

RSS and Atom feeds are used to distribute links to people so they can explore the content in your web site…in other words, they are ways to "syndicate" your content.

Providing RSS and Atom feeds gives you an easy way to draw attention to your material, bring traffic to your site and allow frequent users of your web material to "subscribe" and get

updates in their chosen feed reader. Also, enabling the RSS / Atom feed allows users to see your collection in new ways using third party applications like feedreaders.

In the case of a VITA site, what is broadcast is the most recently added or updated material, or, your "What's New" content. Users can subscribe to your site and receive alerts when there are new additions, or else you can point to this "feed" from other Web sites and have the latest additions appear automatically.
First, make sure your RSS/Atom feed is enabled (Default setting is Yes):

Use RSS feature	⦿ Yes ◯ No
	This turns on or off the automatic discovery of the feeds in the header of this Sites. The link to the feed (rss.asp) will still be available even if this is turned off. If you have added a link to the rss.asp or atom.asp pages in your search page sidebars you will need to remove those manually.

Assign or adjust your category using the preferred terms from the Open Directory project at http://www.dmoz.org/.

Categories	Regional / North America / Regions / Great Lakes / Society and Culture / History / Maritime

Some examples are provided:

- **OurOntario**
  - Regional / North America / Canada / Ontario / Society and Culture
- **Maritime History of the Great Lakes**
  - Regional / North America / Regions / Great Lakes / Society and Culture / History / Maritime
- **Cobourg History**
  - Regional / North America / Canada / Ontario / Localities / C / Cobourg / Society and Culture

RSS / Atom Image Tiles

Optional but highly recommended as a way to "brand" your feeds in third party applications.

Create graphic tiles to represent your site in users' feed readers and upload from your local hard drive.

- RSS tiles should be 88x31 pixels and saved as a GIF

- Atom tiles are best at 50x50 pixels, saved as a GIF

The image will preview on the screen below the Browse button.
Use the file uploader to select and upload a new image. Click Update on the RSS or Atom screen. If the graphic preview does not change, hard-refresh the screen.
RSS Site Webmaster
Supply here the email address and name of person responsible for managing the content in the channel. **Remember**: This email address may attract spam so be careful about using a personal address.

When you have finished customizing the labels for this screen, click the Update button in the bottom righthand side of the screen and then click the Reinitialize Public Site to see your changes.

PODCAST

Podcasts are downloadable files that can be syndicated (like RSS / Atom feeds) for playback on audio devices or computers. This feature will work if you have any of the following file types in your collection:

.mp3	audio/mpeg
.m4a	audio/x-m4a
.mp4	video/mp4

Use Podcast feature
This turns on or off the automatic discovery of the podcast feed in the groups displaying for each individual record that will be a part of that feed.

How it works for end-users
End users who click the "Download from Podcast Feed" will be subscribed to your site's podcast stream through iTunes. Whenever a new audio or video object is made public via your site, subscribers will have immediate access to the audio/video clip in their iTunes library.

Explicit Values

A "clean" item contains no explicit language or adult content. "Yes" indicates that the item **does** contain explicit material and this generates a parental advisory graphic beside your item in the iTunes displays. "No" is the default advisory type for this field, and generates a "?" beside the item.

Remember: If you select "Clean" or "No" but any podcast content is flagged by a user as "explicit", your iTunes stream may be blocked. If you select "Yes" or "Explicit", the advisory will be associated with all the podcasts in your stream.

Categories

The Apple podcast technical specifications provide a limited list of categories and sub-categories to which you can assign your podcast. These are optional but highly recommended (and if you want to appear in the iTunes store a category heading is mandatory). Use the link in the screen help to see the category lists. **Remember:** You can't assign a sub-category without first assigning the associated category first

Podcast Image

Optional but highly recommended.

Create an image that is 600x600 pixels, saved as a high optimized JPEG to be used for "coverflow display". Upload the image from your local hard drive. The image will preview on this screen.

Podcast Image: Upload new image:

Browse

The height of your file is **500**. You might want to consider a file that is **600** pixels high.
The width of your file is **500**. You might want to consider a file that is **600** pixels wide.
Optional: but highly recommended. We recommend a well-optimized JPEG for this. The Podcast guides recommend that the image be 600x600 pixels, as this is the standard tile space alloted.

When you have finished customizing the labels for this screen, click the Update button in the bottom right hand side of the screen and then click the Reinitialize Public Site to see your changes.

Add your podcasts to the iTunes Store

When you enable podcasting through your VITA site, end users can "subscribe" to your feed of podcasts to their personal iTunes library. This doesn't mean your podcasts are automatically discoverable through the iTunes store and by other users searching iTunes. In order to make this happen your agency needs to "submit" your feed for inclusion in the iTunes store. Here's how:

VITA makes sure your podcast information is up to Apple specifications, but you can validate your feed by going to Site Management>Test Public Pages>Podcast>FeedValidator.org

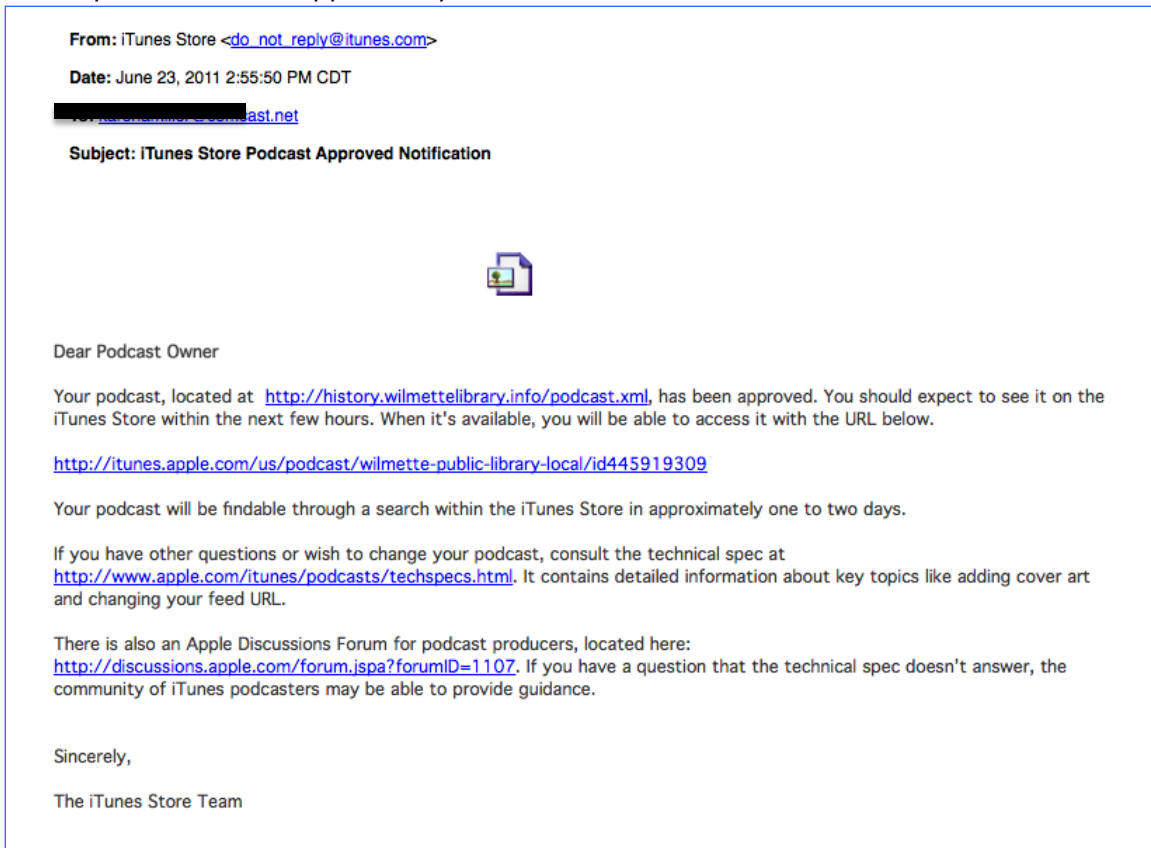Copy your feed URL from that screen

Go to the Submit a Podcast

[https://phobos.apple.com/WebObjects/MZFinance.woa/wa/publishPodcast] page (will open in iTunes)

Paste your feed URL, sign into or create an Apple account and follow the steps to submit your feed

When the podcast feed is approved, you will receive a confirmation email like this:

From: iTunes Store <do_not_reply@itunes.com>

Date: June 23, 2011 2:55:50 PM CDT

To: ███████████████ast.net

Subject: iTunes Store Podcast Approved Notification

Dear Podcast Owner

Your podcast, located at http://history.wilmettelibrary.info/podcast.xml, has been approved. You should expect to see it on the iTunes Store within the next few hours. When it's available, you will be able to access it with the URL below.

http://itunes.apple.com/us/podcast/wilmette-public-library-local/id445919309

Your podcast will be findable through a search within the iTunes Store in approximately one to two days.

If you have other questions or wish to change your podcast, consult the technical spec at http://www.apple.com/itunes/podcasts/techspecs.html. It contains detailed information about key topics like adding cover art and changing your feed URL.

There is also an Apple Discussions Forum for podcast producers, located here: http://discussions.apple.com/forum.jspa?forumID=1107. If you have a question that the technical spec doesn't answer, the community of iTunes podcasters may be able to provide guidance.

Sincerely,

The iTunes Store Team

On iTunes Store, end users will discover your branded podcasts based on the titles, your site description, and categories...

CONTRIBUTE

See separate manual "User Contributions, configuring, managing, and featuring"

MY FAVOURITES

See separate manual "My Favourites module"