



UPDATE JULY 2022

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## INTRODUCTION

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

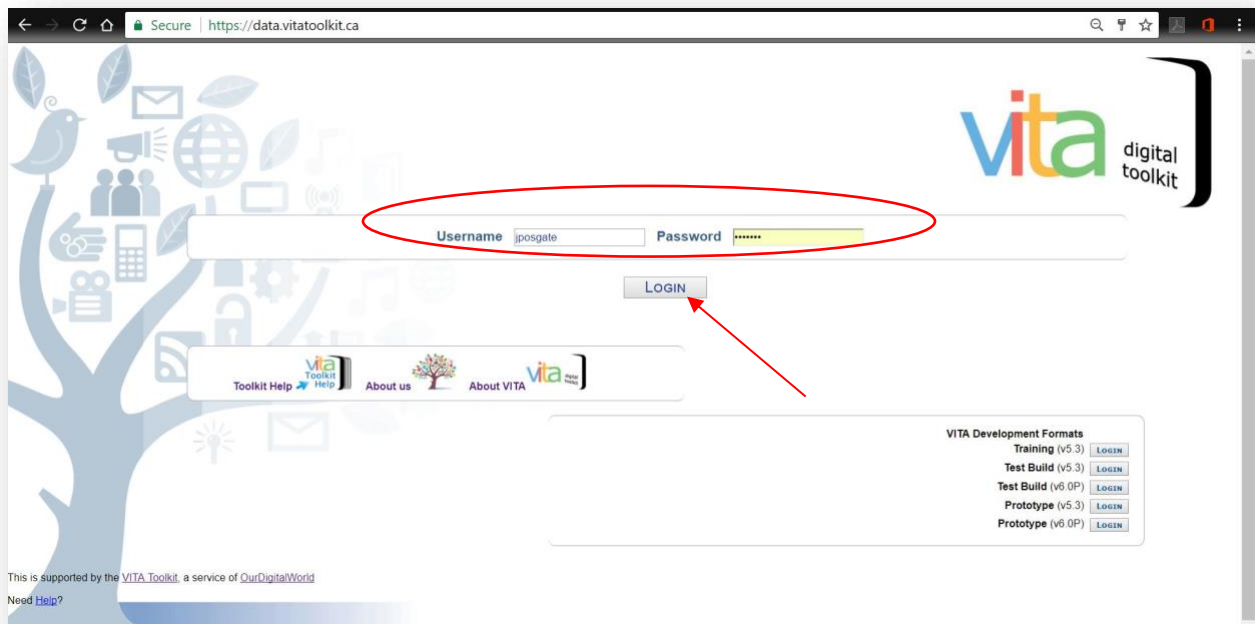
- customizing site, adding or changing graphics and adding or changing featured items
- maintaining and updating site and public interface information
- checking and approving comments, links, and other action items
- acting as the main contact for OurDigitalWorld staff in re: site and/or toolkit news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

## VITA FOR SITE ADMINISTRATORS

### LOGGING IN

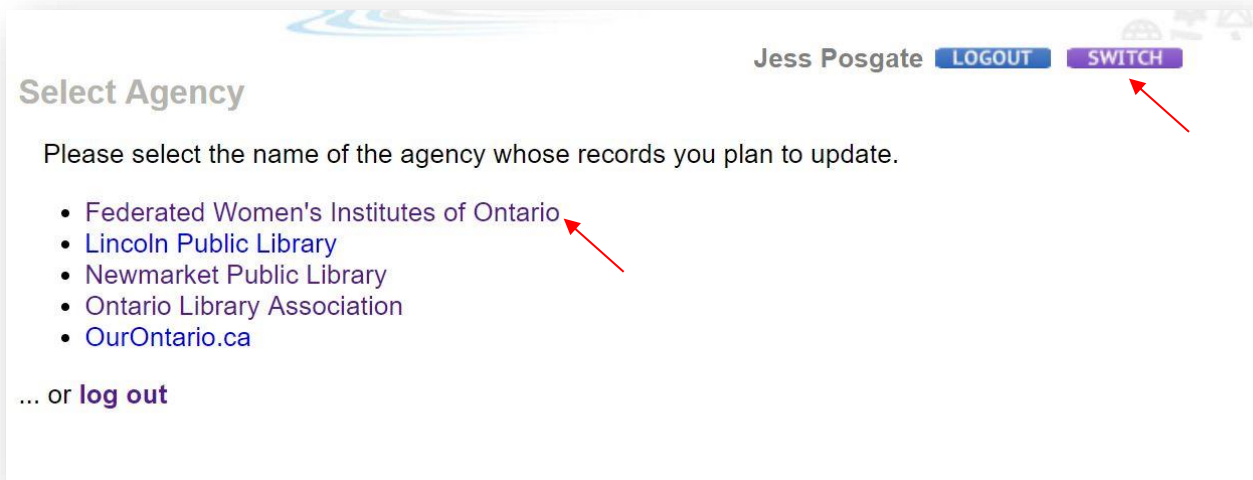
Go to <https://data.vitatoolkit.ca>

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.



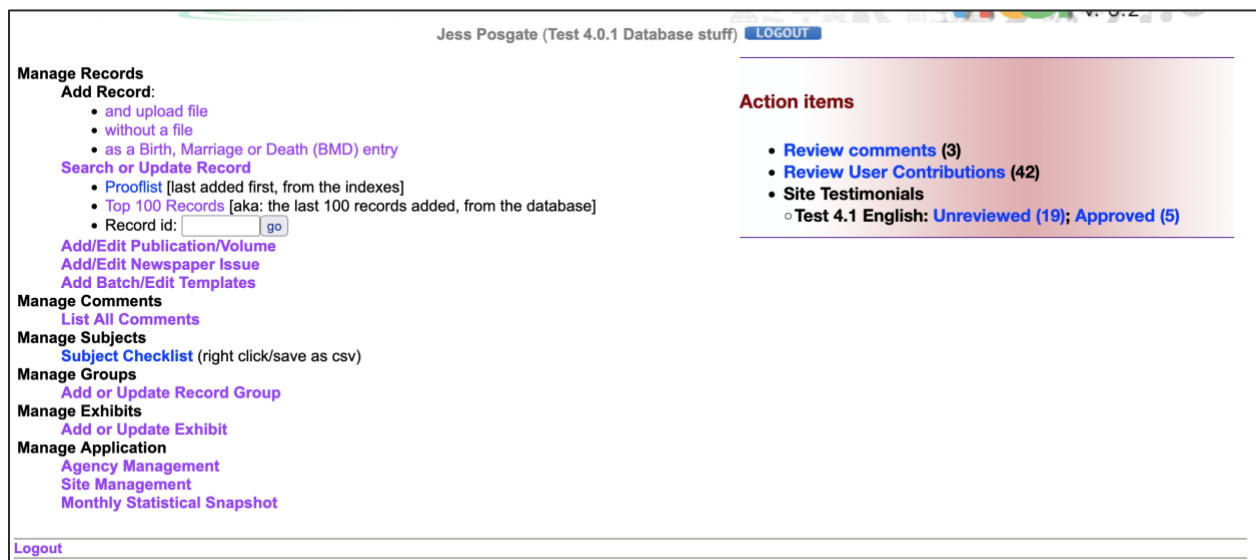
## MAIN MENU

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 administrators 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.

<b>Name of Site:</b>	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.

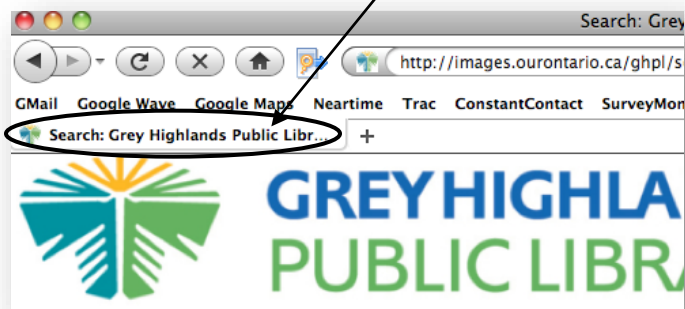
Remember: It's important to keep this email current so public interaction will be met with a response.

<b>Site email address:</b>	info@vitatoolkit.ca
	Used for notification of site specific email messages

**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.

<b>Site Database Title:</b>	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.

<b>Site Path:</b>	http://vitacollections.ca/IllinoisNews/
	<a href="#">View Public Site</a>

**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.

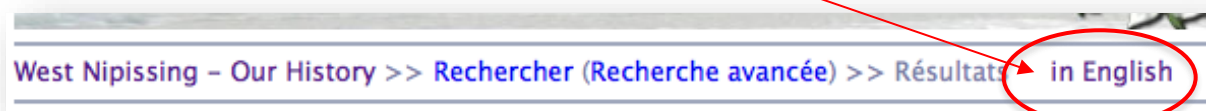
<b>Description:</b>	Bringing together newspapers and index records from 1847-present.
<small>A simple statement of two or three sentences (with no double quotes, html or ampersands) that indicates the nature of the site and its collections. This should be rich in searchable key words related to the Sites. Be aware that some indexers ignore text after the first fifty words. Be concise.</small>	

**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.

<b>Language:</b>	<input checked="" type="radio"/> English <input type="radio"/> Français
<b>Add language:</b>	<input type="text"/>
<small>Select only <b>one</b> language from the list. To select a new default language, select from look-up list.</small>	

**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.

<b>Linked Site:</b>	West Nipissing - Our History
	<input type="text" value="in English"/> Label for Navigation Bar links to this site



<b>Linked Site:</b>	Nipissing Ouest - Notre Histoire
	<input type="text" value="en Français"/> Label for Navigation Bar links to this site

**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).

<b>Agencies to be included:</b>	Ontario Library Association Searches in this site are restricted to staff at <a href="#">Our Digital World</a> .
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<b>Agencies to be included:</b>	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 <a href="#">Our Digital World</a> .
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## 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.

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## 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.

Social bookmarks	
<b>Use Social bookmarks feature</b>	<p>The social bookmarking tool we use supports a reasonable number of languages. If you set your site to something other than English or French, please check <a href="#">the language database</a> at AddThis to see if yours is supported. If not, you will want to turn this feature off.</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Setting this to "no" suppresses the display of the Social bookmark widget in the public screens for this specific Sites. We encourage you to allow your users access to these links.</p> <p>Share <input type="text"/> Alt text for Social Bookmark button.</p>



## 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.

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## COLOUR PALETTE

**Choose a palette:** A pre-determined colour palette can be chosen from the quick-pick list of default VITA Stylesheets.




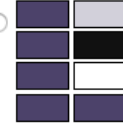
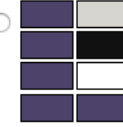
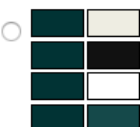



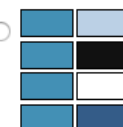


Click the radio button beside your desired colour palette, update the branding screen and reinitialize the public site to apply the palette to your site.

**Site Design**

Choose one colour palette and one template to get the basic design for your site.

**Colour palette:**

<input checked="" type="radio"/>  Dove Grey	<input type="radio"/>  Brown & Tan	<input type="radio"/>  Dark Blues	<input type="radio"/>  Purple & Grey	<input type="radio"/>  Violet & Grey
<input type="radio"/>  Green & Sand	<input type="radio"/>  Moss & Slate	<input type="radio"/>  Red & Cream & Blue	<input type="radio"/>  Moss & Cream & Rust	<input type="radio"/>  Bold Blues - specific layout use

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

**Layout style:** Note: The examples below all use the Dove Grey colour palette. Your colour palette selection will be combined with the layout style you select.

☒ **WIDE** - this is the standard delivered, wide-screen view

☐ **CENTERED** - a centered layout using the middle portion of the screen, leaving clean edges

☐ **BOXED** - centered as above, with boxed framing on individual elements, and with soft background colour

☐ **BOLD** - a bolder variation of Centered, optimized to work with the matching Bold Blues colour

**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.

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## 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\*
  - maximum 100px high
  - 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 hexadecimal colour code (use a tool like the W3C colour picker:

[https://www.w3schools.com/colors/colors\\_picker.asp](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.

**Graphics and Text**

**Banner:**

☐ Stop using this banner

**Upload new Banner:**

Only upload an image file here. We strongly recommend a JPEG (1600 pixels wide 100 pixels high).

**Banner alignment:** ☐ left ☒ center ☐ right

This change can only be seen in the public Sites.

**Banner background colour:**

This colour is only required if you want your banner to feather off into a generic background colour. We recommend that you specify this in the form "#FFFFFF". **Note:** When background colour is blank then the spaces beside the banner will be the colour of the background of the page as a whole.

## 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:

**<a href="[yoursiteURL]"></a>**

**e.g. <a href="https://images.ourontario.ca/newmarketgallery/"></a>**

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

**Header:**

```
<a href="http://images.ourontario.ca/WestNipissing/"></a>
```

If this is left blank an empty table of the class "PageHeader" is left at the top of the <body>. This presents the banner. This is lightweight and scales effectively.

The Alternate Header allows for more complex html to be supplied at the head of every page in the site, in the instances where it is required.

Having uploaded the banner, you can call it in your alternate header using the following address:

[http://images.ourontario.ca/Partners/MSRH/graphics/MSRH\\_s\\_205.jpg](http://images.ourontario.ca/Partners/MSRH/graphics/MSRH_s_205.jpg)

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:

<p><b>Header:</b></p>	<p>the colour of the background of the page as a whole.</p> <pre> &lt;div style="float: right;"&gt;&lt;span title="Login to VITA Toolkit"&gt;&lt;a href="https://data.vitatoolkit.ca" target="_blank" style="color: #345C88;"&gt;&lt;img src="http://images.ourontario.ca/Partners/ODW/ODW003285133.jpg" height="75px"/&gt;&lt;/a&gt;&lt;/span&gt;&amp;nbsp;&amp;nbsp;&lt;span title="Email for help"&gt;&lt;a href="mailto:help@vitatoolkit.ca" style="color: #345C88; "&gt;&lt;img src="http://images.ourontario.ca/Partners/ODW/ODW003287909.jpg" width="75px"/&gt;&lt;/a&gt;&lt;/span&gt;&lt;/div&gt;&lt;img src="http://vitacollections.ca/glib/ODW_DigitalTree_125_trans.gif" width="150px" padding-bottom="20px" style="float: left;"/&gt;&lt;h2 style="color: #345C88; font-family: lucida, sans-serif; text-align: center; padding-top: 20px; padding-bottom: 20px; padding-right: 140px; text-transform: uppercase;"&gt;&lt;a href="http://help.vitatoolkit.ca"&gt;VITA Toolkit Help&lt;/a&gt;&lt;/h2&gt; </pre> <p>If this is left blank an empty table of the class "PageHeader" is left at the top of the &lt;body&gt;. This presen</p>
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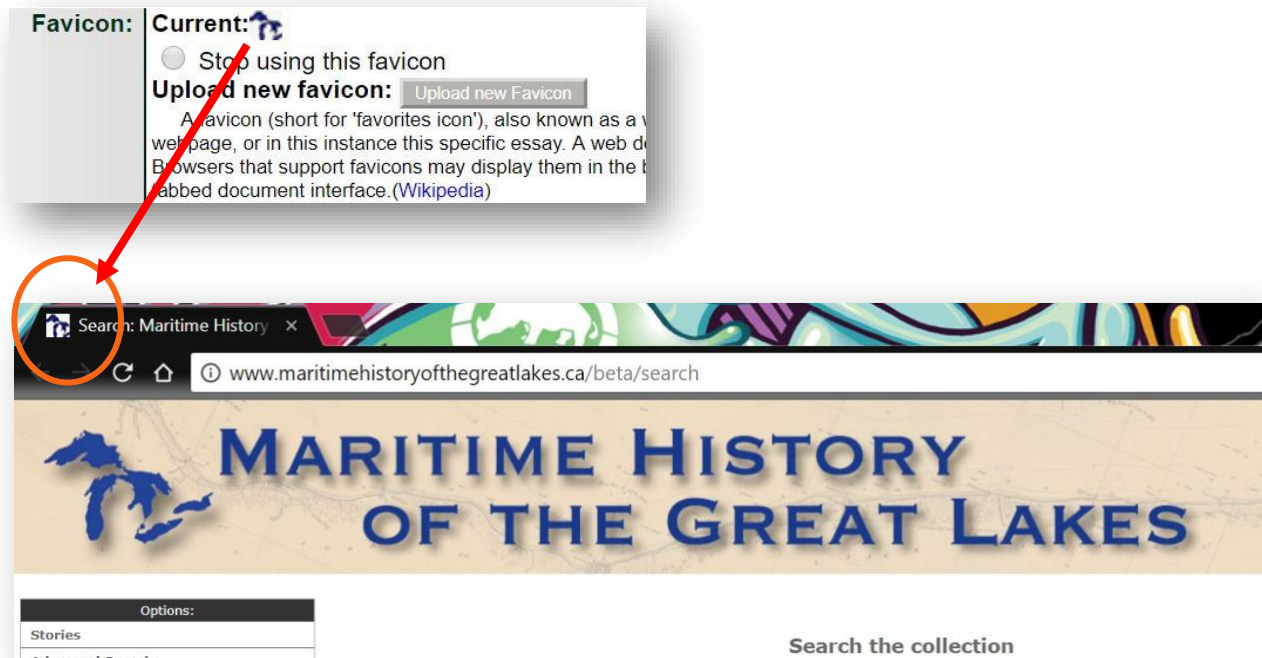
Talk to us if you would like to customize your header and are not sure how to proceed.

**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.

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## 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.



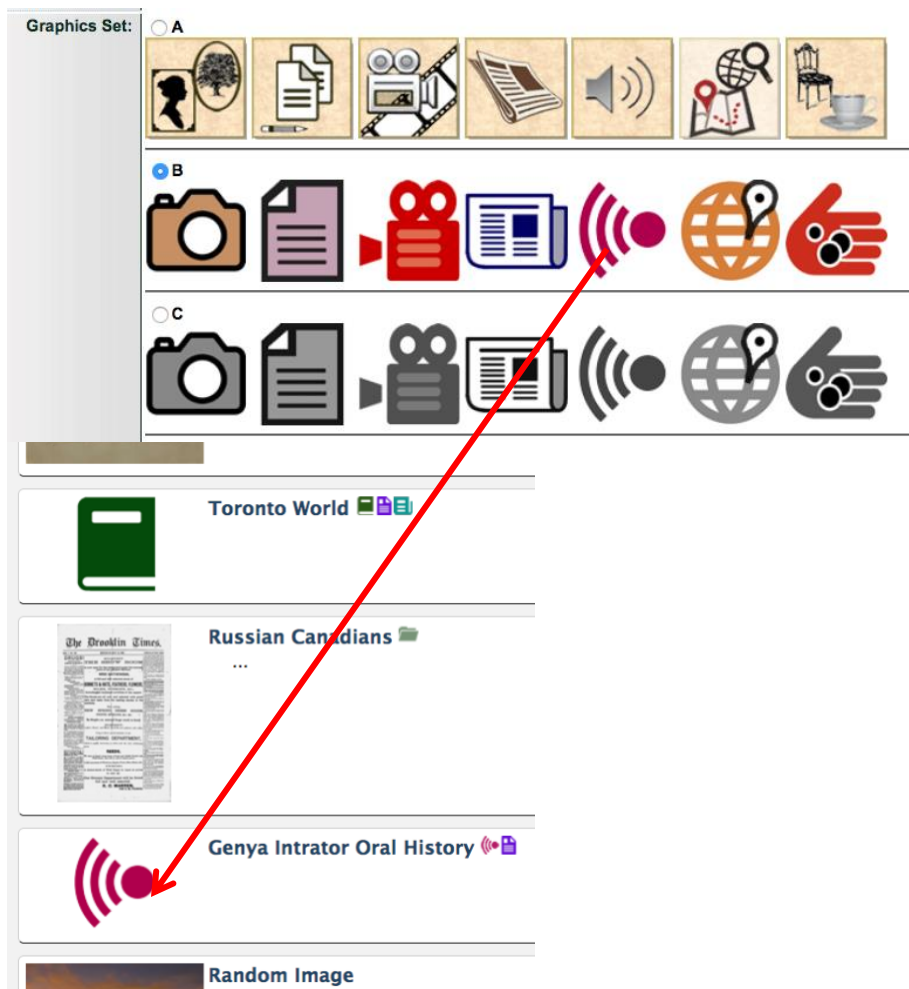
Start with a small, distinctive image – something that echoes your other graphic branding-- generate a favicon for your site at Dynamic Drive (<http://www.tools.dynamicdrive.com/favicon/>).

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.

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## 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.

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## 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.

<b>Footer:</b>	<p>A good place that will help you generate a favicon is <a href="#">Dynamic Drive</a>.</p> <pre>The &lt;a href="http://images.ourontario.ca/Macphail/"&gt;Agnes Macphail Digital Collection&lt;/a&gt; is part of the &lt;a href="http://www.greyhighlandspubliclibrary.com/AgnesMacphail /"&gt;Agnes Macphail Website&lt;/a&gt;.&lt;br/&gt;  &lt;a href="http://images.ourontario.ca/Macphail /SearchWidgets.asp"&gt;Link to the Agnes Macphail Digital Collection&lt;/a&gt;</pre> <p>Supply an HTML message to be placed at the bottom of every screen.</p>
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**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.



## TEST PUBLIC PAGES

This screen gives you quick links to all your available public 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.
<b>Search</b>	<a href="#">Search</a>
<b>Advanced Search</b>	<a href="#">AdvancedSearch</a>
<b>Results</b>	<a href="#">Results (General)</a>
	<a href="#">Results?q=&amp;fm=true (Mysteries)</a> Display Mystery: True
	<a href="#">Results?q=&amp;fc=true (comments)</a> Display comments: True
<b>What's New</b>	<a href="#">WhatsNew</a>
	<a href="#">What's new page 2</a>
<b>Search help</b>	<a href="#">SearchHelp</a>
<b>Browse by Subject</b>	<a href="#">BrowseBySubject</a>
<b>Browse by Location</b>	<a href="#">BrowseByLocation</a>
<b>Browse by Last Name</b>	<a href="#">BrowseByLastName</a>
<b>Description / Data screen</b>	<a href="#">2/data</a>
<b>Comments</b>	<a href="#">6737/comments</a> Add comments is a manual test from here Display comments: On
<b>Full Image</b>	<a href="#">6/image/2 (static)</a> <a href="#">50704/image/3 (zoomable)</a>
<b>Postcard</b>	<a href="#">2/Postcard1</a> Add Postcard is a manual test from here Display Postcard link: On
<b>RSS</b>	<a href="#">rss.xml</a> Display RSS and Atom Feeds: On Note: should return XML. Validate at <a href="#">FeedValidator.org</a>
<b>Atom</b>	<a href="#">atom.xml</a> Note: should return XML. Validate at <a href="#">FeedValidator.org</a>
<b>Open Search</b>	<a href="#">OpenSearch.xml</a> (note: should return XML) <a href="#">MiniSearch</a>
<b>About</b>	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: <a href="#">about/a49</a>
<b>Exhibit list</b>	<a href="#">Exhibits</a>
<b>Exhibit</b>	<a href="#">3/exhibit</a>
Fee plans (minimum level)	
<b>Podcast (Regular)</b>	<a href="#">podcast.xml</a> Display Podcast links: On Note: should return XML. Validate at <a href="#">FeedValidator.org</a> <a href="#">View Podcast feed</a> (calls iTunes)
<b>Audio (Plus)</b>	<a href="#">403301/data</a> (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	
<b>Site Home:</b>	<p>An optional label and link to an external web page placed at the beginning of optional.)</p> <p>Your home site <input type="text"/> Label</p> <p>http://yourhomesite.com <input type="text"/> URL</p>
<b>Pages:</b>	<p>Collections <input type="text"/> Search Again</p> <p>Advanced Search <input type="text"/> Advanced</p> <p>Results <input type="text"/> Results</p> <p>What's New <input type="text"/> What's New</p> <p>Description <input type="text"/> Details</p> <p>Full Image <input type="text"/> Full Image</p> <p>Review comments <input type="text"/> Review comments</p> <p>Postcard <input type="text"/> Postcard</p> <p>Send another postcard <input type="text"/> "Send another postcard of this image"</p> <p>Research Tips <input type="text"/> Help</p>
<b>Navigation:</b>	<p>First <input type="text"/> First</p> <p>Previous <input type="text"/> Previous</p> <p>Next <input type="text"/> Next</p> <p>Last <input type="text"/> Last</p> <p>Previous Record <input type="text"/> Page display: Previous Record</p> <p>Next Record <input type="text"/> Page display: Next Record</p> <p>See more results <input type="text"/> See more (From first screen of What's New)</p> <p>New Search <input type="text"/> Search (Label for search form)</p> <p>New Search <input type="text"/> Search Site (Label for search form when it has to be</p> <p>Search issue <input type="text"/> Search within this title (Label for search form when</p> <p>Go <input type="text"/> Search submit button: e.g. "Go"</p> <p>Top <input type="text"/> Top</p> <p>Yes <input type="text"/> Yes</p> <p>No <input type="text"/> No</p>

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.

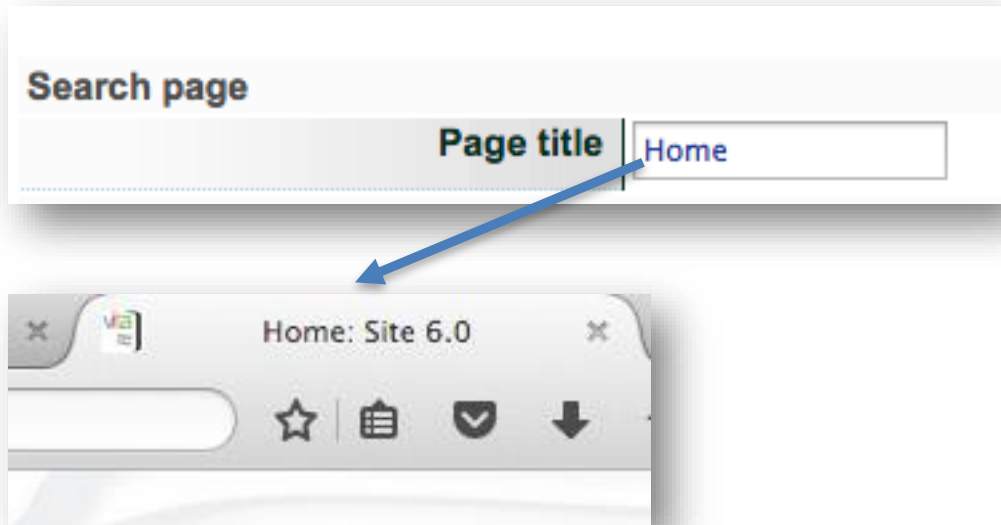
## SEARCH PAGE

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.


Labels	
Search title:	<input type="text" value="Search the Collection"/>
Search label:	<input type="text" value="Search"/>
Search submit button:	<input type="text" value="Find"/>
Search reset button:	<input type="text" value="Clear"/>
Featured groups title:	<input type="text" value="Featured Collections"/>
Featured exhibits title:	<input type="text" value="Featured Exhibits"/>
Featured links title:	<input type="text" value="Featured Sites"/>

Search the Collection


Search


Featured Collections

 Agnes Macphail Papers


 Boats and waterways


Featured Exhibits


 My PG Exhibit

 Tracing Agnes Macphail

Featured Sites

 Oakville Newspapers

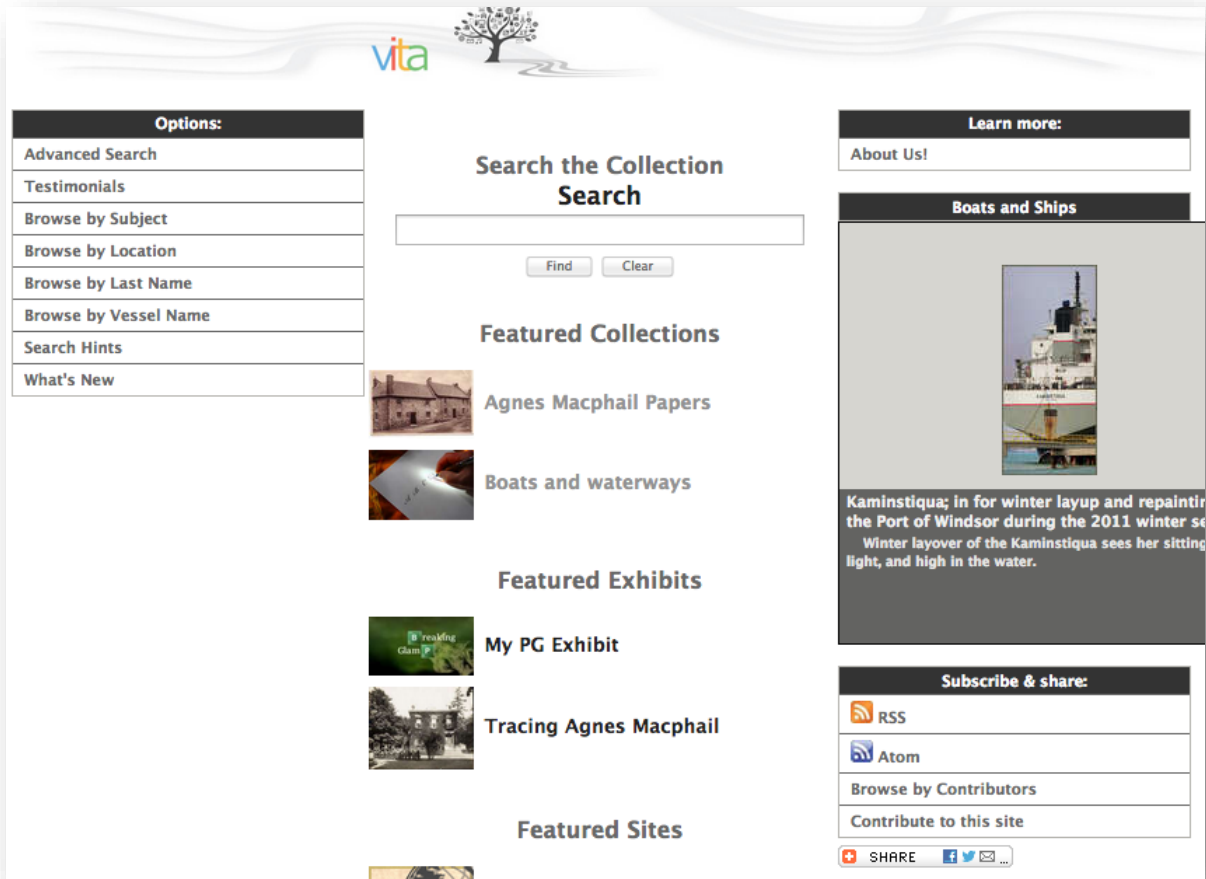
 Archives at Whitby Public Library

 Maritime History Of The Great Lakes

## 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.

<b>Left sidebar:</b>	<pre>&lt;div class="h4"&gt;Options:&lt;/div&gt;  &lt;a href="http://www.knowledgeontario.ca/test60/AdvancedSearch"&gt;Advanced Search&lt;/a&gt; &lt;a href="http://www.knowledgeontario.ca/test60/Testimonials"&gt;Testimonials&lt;/a&gt; &lt;a href="http://www.knowledgeontario.ca/test60/BrowseBySubject"&gt;Browse by Subject&lt;/a&gt; &lt;a href="http://www.knowledgeontario.ca/test60/BrowseByLocation"&gt;Browse by Location&lt;/a&gt; &lt;a href="http://www.knowledgeontario.ca/test60/BrowseByLastName"&gt;Browse by Last Name&lt;/a&gt; &lt;a href="http://www.knowledgeontario.ca/test60/BrowseByVesselName"&gt;Browse by Vessel Name&lt;/a&gt; &lt;a href="http://www.knowledgeontario.ca/test60/SearchHints"&gt;Search Hints&lt;/a&gt; &lt;a href="http://www.knowledgeontario.ca/test60/WhatsNew"&gt;What 's New&lt;/a&gt; &lt;/div&gt;</pre> <p>Supply an HTML message to be placed at the left of the search page.</p>
<b>Right sidebar: (above slideshow)</b>	<pre>&lt;div class="SiteNav"&gt; &lt;div class="h4"&gt;Learn more:&lt;/div&gt; &lt;a href="http://www.knowledgeontario.ca/test60/about/a49"&gt;About Us!&lt;/a&gt; &lt;/div&gt;</pre> <p>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.</p>
<b>Right sidebar: (below slideshow)</b>	<pre>&lt;div class="SiteNav"&gt; &lt;div class="h4"&gt;Subscribe &amp; share:&lt;/div&gt; &lt;a href="http://www.knowledgeontario.ca/test60/rss.xml"&gt;&lt;img src="http://images.ourontario.ca/glib/icon_rss.gif" alt="RSS" class="thumbnailImg" /&gt; RSS&lt;/a&gt; &lt;a href="http://www.knowledgeontario.ca/test60/atom.xml"&gt;&lt;img src="http://images.ourontario.ca/glib/icon_atom.jpg" alt="Atom" class="thumbnailImg" /&gt; Atom&lt;/a&gt; &lt;a href="http://www.knowledgeontario.ca/test60/BrowseByContributors"&gt;Browse by Contributors&lt;/a&gt; &lt;a href="http://contribute.vitacollections.ca/george/contribute/upload/"&gt;Contribute to this site&lt;/a&gt;&lt;/div&gt;</pre> <p>Supply an HTML message to be placed at the right of the search page.</p>
<b>Place Social bookmarks feature</b>	<p><input type="radio"/> Under left sidebar <input checked="" type="radio"/> Under right sidebar</p>



You can also add external links:

Right sidebar:  
(above  
slideshow)

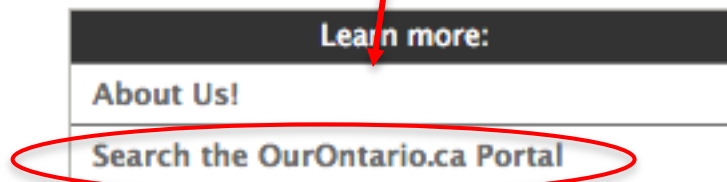
Supply an HTML message to be placed at the left of the search page.

```

<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.

<b>Groups to be featured:</b>	Display Group Thumbs? <input checked="" type="radio"/> Yes <input type="radio"/> No
	<div> <a href="#">Agnes Macphail Papers</a> (Group Record)</div> <div> <a href="#">Boats and waterways</a> (Group Record)</div>
	<a href="#">Change List of Featured Groups</a> Groups featured on the search page of the site will be those selected here.
<b>Virtual Exhibits to be featured:</b>	Display Exhibit Thumbs? <input checked="" type="radio"/> Yes <input type="radio"/> No
	<div> <a href="#">My PG Exhibit</a></div> <div> <a href="#">Tracing Agnes Macphail</a></div>
	<a href="#">Change List of Featured Virtual Exhibits</a> Virtual Exhibits linked from the PhotoEssays.asp link on this site will be restricted to the exhibits checked off here.
<b>External sites (links) to be featured:</b>	Display Sites Thumbs? <input checked="" type="radio"/> Yes <input type="radio"/> No
	<div> <a href="#">Oakville Newspapers</a></div>



To feature newspaper publications, use the Featured Groups section.

**Change List of Featured Groups:**

The groups checked off here will be featured on the site basic search page

Featured Groups:	
<input type="checkbox"/>	 Group of ODD sized images : Test PG 6.0 test
<input type="checkbox"/>	 Ima Photographer collection (Batch: 7 Sep 2017) : Test PG 6.0 test

Featured Publications:	
<input type="checkbox"/>	 BeaverToo : Test PG 6.0 test
<input type="checkbox"/>	 Lindsay Post : Test PG 6.0 test

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)

**URL Label**

**URL:** [\[Link to page\]](#)

**Thumb:**

**Date last checked**  
6 Oct 2017 13:58:36

**Status code**  
999  
A status code of 999 typically means that we couldn't find the server to get a real status code. Check your url closely.  
For additional information on status codes try [this article in Wikipedia](#).

**Check link**  
☒ Yes ☐ No  
If the Link check routinely returns a 500 for this link but it is otherwise available, use this to stop the checking. (Some servers hesitate enough to trick the checks.)

**Linked Records**  
No records currently call this specific link.

**Linked exhibit pages**  
No linked exhibit pages

**Site featured links**  
[Site 6.0](#)

This link cannot be deleted until all the references to it on every site have been deleted (or changed)

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.


**Current slide show**

<b>Label</b>	<input type="text" value="Can you answer these questions..."/> Must be 30 characters or less
<b>Select set</b>	<input type="radio"/> Do not display a slide show <input checked="" type="radio"/> Mysteries <input type="radio"/> What's New <input type="radio"/> Everett Collection (Training data set)

**Slideshow:** Can you answer these questions...

**Update slideshow selection**  
Slideshow appearing in right panel of the opening page of the Sites. Can be Mysteries, What's New or a designated group of your choosing.

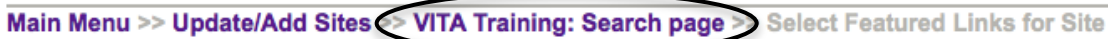
Can you answer these questions...



**Gull Island**  
Who are these people?



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?)*

**Between two dates:**

after  before

*(enter in the form YYYY YYYY)*

**Panel**

**Geographic Location:**

*(What is this?)*

**Groups:**

**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:**

**Panel**

**Has Comment?**

☐ Yes ☐ No

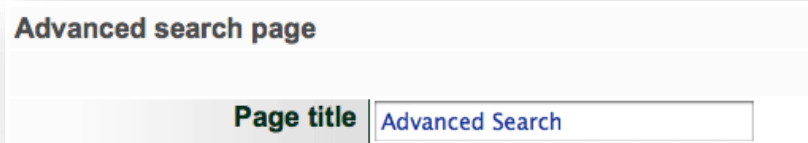
**Sort by:**

**Results per page:**

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

---

## PAGE TITLE



Advanced search page

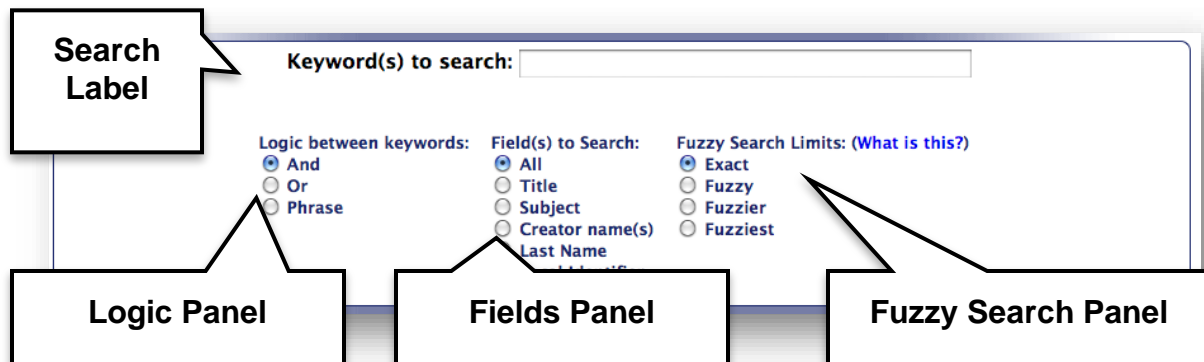
Page title

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.



Search Label

Keyword(s) to search:

Logic between keywords: ☒ And ☐ Or ☐ Phrase

Field(s) to Search: ☒ All ☐ Title ☐ Subject ☐ Creator name(s) ☐ Last Name

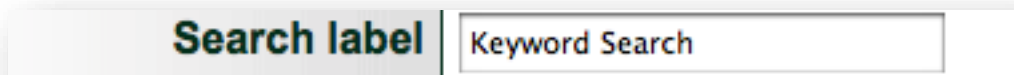
Fuzzy Search Limits: (What is this?) ☒ Exact ☐ Fuzzy ☐ Fuzzier ☐ Fuzziest

Logic Panel

Fields Panel

Fuzzy Search Panel

Customize the Search Label language by entering new words into the input box.



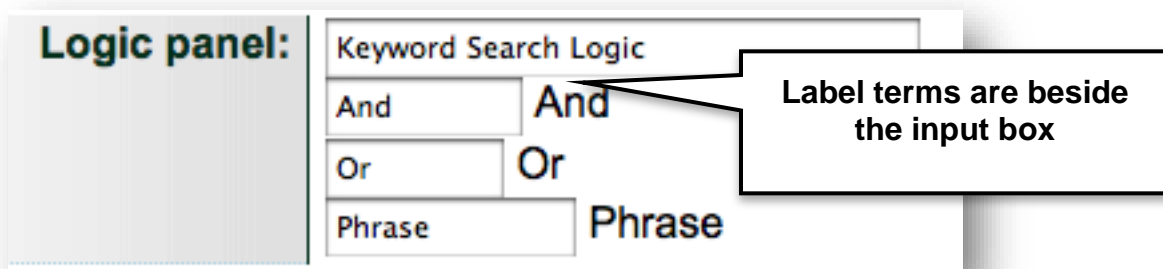
Search label

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.



Logic panel:

Keyword Search Logic

And

Or

Phrase

Label terms are beside the input box

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.

Fields panel	
Field(s) to Search	
All	All
Show "All" option: <input checked="" type="radio"/> Yes <input type="radio"/> No	
Title	Title
Show "Title" option: <input checked="" type="radio"/> Yes <input type="radio"/> No	
Subject	Subject
Show "Subject" option: <input checked="" type="radio"/> Yes <input type="radio"/> No	
Creator Names(s)	Creator
Show "Creator" option: <input checked="" type="radio"/> Yes <input type="radio"/> No	
Last Name	Last Name
Show "Last Name" option: <input type="radio"/> Yes <input checked="" type="radio"/> No	
Personal Name	Personal Name
Show "Personal Name" option: <input type="radio"/> Yes <input checked="" type="radio"/> No	
Corporate Name	Corporate Name
Show "Corporate Name" option: <input type="radio"/> Yes <input checked="" type="radio"/> No	
LocalIdentifier	Identifier
Show "Identifier" option: <input checked="" type="radio"/> Yes <input type="radio"/> No	

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.

Fuzzy panel	
Limites d'approximation	
Qu'est-ce que c'est?	Hint
Exact	Exact
Approximatif	Fuzzy
Très approximatif	Fuzzier
Le plus approximatif	Fuzziest

## 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 screenshot shows the top part of the Dates panel. On the left, under the heading "Between two dates:", there is a subtext "(enter in the form YYYYMMDD, YYYYMM or YYYY)". Below this are two input fields labeled "after:" and "before:". A callout box labeled "Date Range" points to these fields. On the right, under the heading "... OR Fuzzy date:", there is an input field for "Enter year:" and a dropdown menu labeled "how fuzzy?". A callout box labeled "Fuzzy Date" points to the "how fuzzy?" dropdown.

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.

The screenshot shows the configuration interface for the Dates panel. It is divided into three main sections: "Display dates panel", "Between dates", and "Fuzzy dates".  
1. "Display dates panel": Contains radio buttons for "Yes" (selected) and "No".  
2. "Date Range panel:": Contains radio buttons for "Yes" (selected) and "No".  
3. "Fuzzy Date panel:": Contains radio buttons for "Yes" (selected) and "No".  
4. "Between dates": Contains a "Between two dates" label, a hint "(enter in the form YYYYMMDD, YYYYMM or YYYY)", and input fields for "after" and "before" with labels "After" and "Before".  
5. "Fuzzy dates": Contains a "... OR Fuzzy date" label, an "Enter year" text box prompt, a "how fuzzy?" label on a dropdown menu, and labels for "year" and "years" on the fuzzy dropdown.  
A callout box shows the "how fuzzy?" dropdown menu with options: "+/- 1 year", "+/- 2 years", "+/- 5 years", "+/- 10 years", and "+/- 20 years".

Dates panel	
Display dates panel	<input checked="" type="radio"/> Yes <input type="radio"/> No Date Range panel: <input checked="" type="radio"/> Yes <input type="radio"/> No Fuzzy Date panel: <input checked="" type="radio"/> Yes <input type="radio"/> No
Between dates	Période de temps <input type="text"/> Label (Entrer sous forme AAAAMMJJ, AAAAMM ou AAAA) <input type="text"/> Hint Après <input type="text"/> "After" label Avant <input type="text"/> "Before" label
Fuzzy dates	... OU date approximative <input type="text"/> Label Entrer une année <input type="text"/> Text box prompt Autour de ? <input type="text"/> Label on fuzzy drop down an <input type="text"/> "year" label on fuzzy drop down années <input type="text"/> "years" label on fuzzy drop down

**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.

**Geographic Location: (What is this?)**

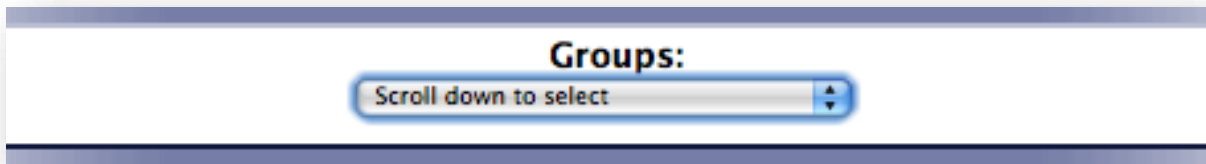
As with the other panels, choose to display or suppress the panel entirely, and customize the labels that will display. The "Hint" label links to the Search Hints screen.

Location panel	
Display Location panel	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Geographic Location <input type="text"/> Label What is this? <input type="text"/> Hint [Scroll down to select] <input type="text"/> Label on Scroll list

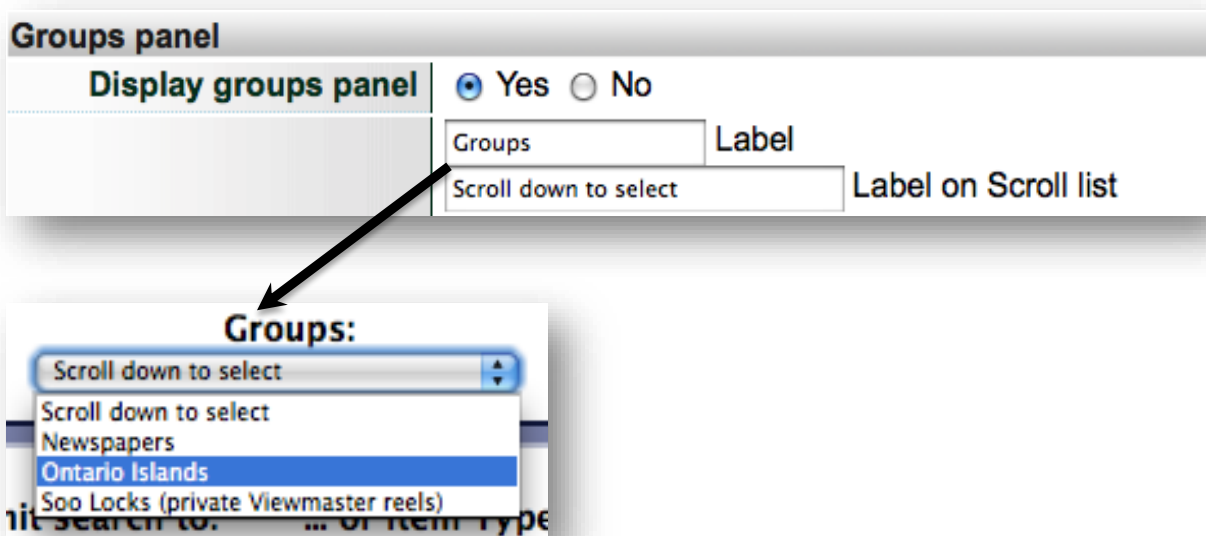
---

## 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).

**Media and item type panel**

**Display media and item type panel** ☒ Yes ☐ No

Media panel: ☒ Yes ☐ No

Item Type panel: ☒ Yes ☐ No

Media Type to limit search to	Media Label
Audio	Audio
Collections	Collections
Exhibits	Exhibits
Genealogical Resources	Genealogical Resources
Groups	Groups
Images	Images
Newspapers	Newspapers
Objects	Objects
Organization	Organization
Places	Places
Ships	Ships
Texts	Texts
Videos	Videos
Web site/pages	Web site/pages
... or Item Type to limit search to	"Item" label
[Scroll down to select]	Label on Item Scroll list

**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.

**Mysteries:** ☐ Yes ☐ No

**Comments:** ☐ Yes ☐ No

**Was Contributed?** ☐ Yes ☐ No



Customize the labels for these search options.

Features panel	
<b>Display features panel?</b>	The features panel appears automatically if any of the records in your site have Comments, Mysteries, or are User Contributed
	Mysteries: <input type="text"/> Mystery label
	Comments: <input type="text"/> Comment label
	Was Contributed?: <input type="text"/> Contributed label

---

## 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).

The screenshot shows the Sort/Results Panel with two callouts. The first callout points to the 'Sort by:' dropdown menu, which is currently set to 'Relevance'. The second callout points to the 'Results per page:' dropdown menu, which is currently set to '40'.

**Sort by:** Relevance

**Results per page:** 40

**Go** **Clear**

**Sort by:** Relevance  
Relevance  
Title (0-9, Z-A)  
Oldest date (to newest)  
Newest date (to oldest)

**Results per page:** 40  
10  
40  
100  
200

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



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.

Jess Posgate (Grey Highlands Public Library) is logged in

Main Menu >> Search >> Help >> Add record **Reset checklists**

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?)

GROUPS:

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:

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

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

SORT BY:

RESULTS PER PAGE:

```
graph TD; A([Reset checklists]) --> B[KEYWORD(S) TO SEARCH]; A --> C[Logic between keywords]; A --> D[Field(s) to Search]; A --> E[Fuzzy Search Limits]; A --> F[BETWEEN TWO DATES]; A --> G[GEOGRAPHIC LOCATION]; A --> H[GROUPS]; A --> I[MEDIA TYPE TO LIMIT SEARCH TO]; A --> J[CREATIVE COMMONS]; A --> K[SORT BY];
```

## 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.

The screenshot displays a search results interface with several key components:

- Page Title:** Located at the top left, above the "Results Test" header.
- Page Block:** A box containing the text "Page Title" and "Page Block".
- Results View:** A box containing the text "Results View".
- Facets:** A box containing the text "Facets".
- Individual Result Description:** A box containing the text "Individual Result Description".

The interface includes the following elements:

- Results Test:** A header section with the text "Results Test" and "We found 9804 matching items".
- Search Within These Results:** A search bar with a "Go" button.
- Sort:** A section titled "SORT" with options: "Ordered by: Relevance", "Relevance", "Title (0-9, Z-A)", "Oldest date (to newest)", "Newest date (to oldest)", and "Date added (newest first)".
- Contributors:** A section titled "CONTRIBUTORS" with items: "Test 4.0.1 Database stuff (9752)", "Test 4.1 English (51)", and "Test 4.2 English (1)".
- Media Types:** A section titled "MEDIA TYPES" with items: "Genealogical Resource (9351)", "Image (3)", "Newspaper (9804)", "Publication (5)", and "Text (9367)".
- Result Blocks:** Three individual result blocks, each showing a thumbnail, title, date, and a "Pages/Parts" section with a list of numbers (1, 2, 3, 4, 5, 6, 7, 8, 9, 10) and a link to "See the entire [X] pages/parts".

---

## PAGE TITLE

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

Rechercher (Recherche avancée) >> Résultats

### Results page

Page title: Résultats

---

## 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.

**Paging block**

<b>Labels:</b>	We found	Before result count
	matching items	After result count
	e.g. We found 10,000 matching items	
	Page	Before page count
	of	Middle page count

e.g. Page 1 of 100

More "More"

Did you mean "Did you mean"

**Search Logic Block:**

Item type(s)	"Item type(s)"
Year	"Year"
Decade	"Decade"
Century	"Century"
Author	"Author"
Contributor	"Contributor"
Rights	"Rights"
Fuzziness	"Fuzziness"
Browse all	"Browse all"

**Navigating result pages:**

First	First
Prev	Previous
Next	Next
Last	Last

**Results**

We found  
146  
matching items  
Keyword(s) to search  
brown


---

## 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 substitution:  
"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:

## 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...

The screenshot shows the 'Facets' configuration interface. A black oval highlights the 'Search Within:' facet configuration. An arrow points from the 'Search within these results' link to a callout box. The callout box shows a preview of the search results sidebar with the label 'Search within these results:' and a 'Go' button. The main configuration table is as follows:

Facet Type	Display facet:	Label	Title
Search Within:	<input checked="" type="radio"/> Yes <input type="radio"/> No	Search within these results	Title, e.g. "Search within these results"
Sort:	<input checked="" type="radio"/> Yes <input type="radio"/> No	Sort	Title
Media Types:	<input checked="" type="radio"/> Yes <input type="radio"/> No	Media Types	Title
Contributors:	<input checked="" type="radio"/> Yes <input type="radio"/> No	Contributors	Title
Years:	<input checked="" type="radio"/> Yes <input type="radio"/> No	years	Title

Additional text in the image includes: 'Go' button, 'Submit button: e.g. "Go"', 'Ordered by', 'Prompt', and a note: 'Note: The sort type labels (relevance, etc.) are defined on the Advanced Search Page setup screen.' and 'Note: The media type labels (Audio, etc.) are defined on the Advanced Search Page setup screen.'

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


<b>Location (Map):</b>	<p>This facets currently presents locations as pins on a satellite Google Map.</p> <p>Display facet: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><input type="text" value="Map"/> <input type="text" value="Title"/></p> <p><b>Help:</b> Map of locations associated with these pictures. Click on a balloon to do a geographic search.</p> <p>Map of locations associated with these items. Click on a balloon to do a geographic search.</p> <p><input type="text" value="Search within these results for:"/> <input type="text" value="Text placed before the place name in the popup balloon."/></p> <p>Only 100 characters can be stored. The language of the Google Maps interface is determined by the site's language setting.</p>
<b>Location (List):</b>	<p>This facets presents locations as a list of place names.</p> <p>Display facet: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><input type="text" value="Location"/> <input type="text" value="Title"/></p>

**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.

<b>Web Tools:</b>	<p>Display facet: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><b>Google Earth</b></p> <p>Display option: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><input type="text" value="Google Earth"/> <input title="Google Earth Title" type="text" value="Google Earth"/></p> <p><input type="text" value="What is this?"/> <input type="text" value="Google Earth Help Label"/></p>
-------------------	--

**WEB TOOLS**

**See Alternate Formats:**  
 Atom | RSS | Dublin Core | Mods | Solr

 Google Earth [What is this?]



## 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".

**Individual results**

**Page/Parts:**

Pages/Parts	"Pages/Parts"
More pages/parts	"More pages/parts"
See the entire	"See the entire" [result count] ...
pages/parts	... [result count] "pages/parts"

**The Martial Spirit: A History of the Sedentary Militia and the Six Nations Warriors of the Former Brant County Area 1784-1884**

2003, ...The Battle of Lundy's Lane The Battle of Lundy's Lane occurred on July 25, 1814. The American General **Brown** had moved his troops to the Chippawa plain and encamped there on July 23rd. General Riall had taken advantage of this movement and on the evening of July 24th ordered...

**Pages/Parts:**

49 86 94 105 111 152 153 154 155 156

[See the entire 28 pages/parts]

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

**Display fulltext or OCR snippets** ☒ All (image or text) ☐ Just image snippets ☐ None

If a visual snippet cannot be drawn from the page image (because it isn't JP2, for example) this option allows you to suppress the display of search words in the context of other text. Useful if the whole site is JPG/PDF pages with poor OCR. It will affect contextual search term bolding (in the description block) across the entire set of content which may have included \*good\* text as well.

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  
In Medium **Brown**. Dark **Brown**. t .NaVy; . | Cream". -  
Mo'r- Rzbbonf ., \_ .-.-.32: Ti?-ll fXu :AMPAf1 :i` i \_ \_

OCR

rdsl` %  
C{t` 1Tj  
9x...

Pages/Parts:

3



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

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

to the evening of the 28th inst. a party of  
friends being at Brown's Inn, a person came in,  
perhaps a little intoxicated, who endeavoured  
to quarrel with one of the party, which not ef-  
fecting, he went away; the party supposing  
he might return, left Brown's Inn and went over  
to MacDonell's Inn, and Brown went with  
them, where they had not long been, when the  
person alluded to, notice his appearance, and  
again began to quarrel with one of the party,

to those subjects. Adieu, Sir, in the hope y  
shall soon be more intimately  
leave to sub-exile myself, y

FOR THE KINGSTON

Silence has drawn her mantle  
To veil our winter's flight;

JP2 snippet

Pages/Parts:

3 4



### 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  
Etiquette end Dictiolef O! 140`. Eliquette for Ledlee en C  
Perfect Gentlellll. Etiquette; or, The Perleot Ledy. Hap-ne  
lugletood Forest, Penman...

OCR

Halli.  
The  
(

Pages/Parts:

1



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

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

Pages/Parts:

1 6 9

no snippets,  
just links



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

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

Pages/Parts:

1 2 4 6 16 21

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









**Contributors:** Display agency name ☒ Yes ☐ No

Media Icons on/off

Choose whether you want to remove the media icons from the results screen. The Default is "Yes".

**Description:** Display media type icon(s) in Description block? ☒ Yes ☐ No

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

 <p><b>Ennis, Penny</b> appeared in TannerHereToo, 30 Jan 2018, p. 1 Crime Stoppers TannerHereToo, 30 Jan 2018... Test PG 6.0 test</p>	 <p><b>Code on Page</b> ... Test PG 6.0 test</p>	<p><b>Ordered by:</b> Relevance Relevance Title (0-9, A-Z) Oldest date (to newest) Newest date (to oldest) Date added (newest first)</p> <hr/> <p><b>CONTRIBUTORS</b></p> <p>Test for Walter (16956) Test 4.0.1 Database stuff (10086) Test PG 6.0 test (234)</p> <hr/> <p><b>MEDIA TYPES</b></p> <p>Audio (9) Collection (1) Exhibit (6) Genealogical Resource (9364) Group (20) Image (137) Newspaper (9924) Object (4) Place (2) Publication (10) Ship (16952) Text (9591)</p>
 <p><b>George, Billy and Smith, Jessica (Married)</b> appeared in BeaverToo, 13 Jan 2018, p. 4 ... Test PG 6.0 test</p>	 <p><b>George, Billy</b> appeared in BeaverToo, 13 Jan 2018, p. 4 bones found... Test PG 6.0 test</p>	
 <p><b>Le Courier d'Ottawa, 15 May 1861</b> ... Test PG 6.0 test</p>	 <p><b>Le Courier d'Ottawa, 3 Jul 1861</b> ... Test PG 6.0 test</p>	
 <p><b>Le Courier d'Ottawa, 26 Jun 1861</b> ... Test PG 6.0 test</p>	 <p><b>Le Courier d'Ottawa, 19 Jun 1861</b> ... Test PG 6.0 test</p>	

**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.

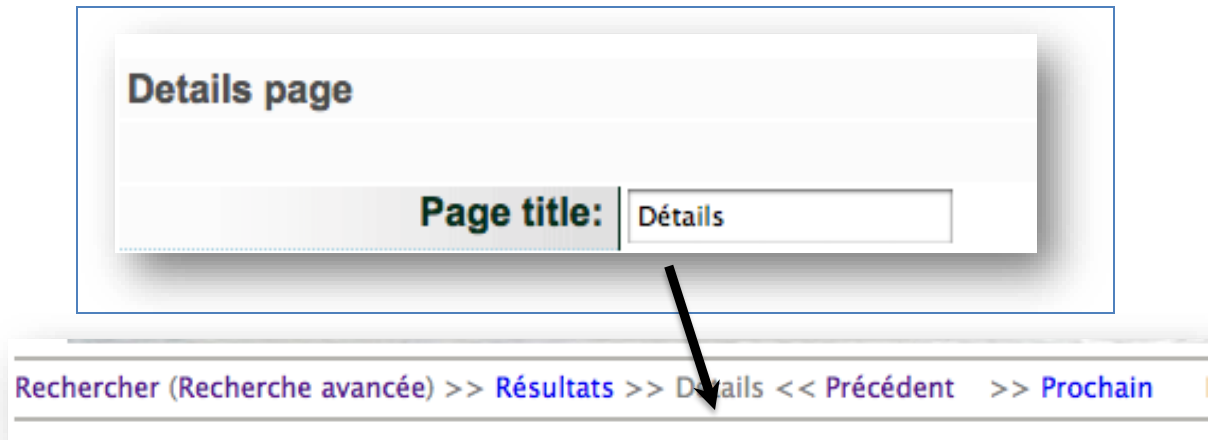
## DETAILS

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	
<b>General Labels:</b>	<input type="text" value="Description"/> Data/Description tab
<b>Print option:</b>	Display Printer icon (for printing a plain text version of the page) <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="text" value="Print Text Only"/> alt text for print icon  <b>Note:</b> 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
<b>Fields:</b>	<input type="text" value="Full Text"/> Full Text <input type="text" value="Sponsors"/> Sponsors Display Mysteries <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="text" value="Mystery Question"/> Mystery Question <input type="text" value="Please answer by clicking on the Comments tab"/> Mys <input type="text" value="Creators"/> Creators (plural) <input type="text" value="Creator"/> Creator (single) <input type="text" value="Contributors"/> Contributors <b>Creator/Contributor roles:</b> 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:

<b>Records panel</b>	<input type="text" value="Contents"/> "Records" tab label
<b>Gallery panel</b>	<input type="text" value="Gallery"/> "Gallery" tab label
<b>Video panel</b>	<input type="text" value="Video"/> "Video" tab label





For Groups display:

### Boats and waterways


[Contents](#) [Description](#) [Comments \(0\)](#)

#### Results



We found  
43  
matching items

Page 1 of 3 [1](#) [2](#) [3](#) [→ Next](#)



THE GREAT LAKE ROUTE  
LAKE SUPERIOR TRANSIT CO.  
ESTD 1882

Grecian  

Test PG 6.0 test

### Boats and waterways

[Contents](#) [Description](#) [Comments \(0\)](#)


**Media type:**  
Group

**Description:**  
Testing display of caption


**Contact us:**  
Test 4.0.1 Database stuff  
info@ourdigitalworld.org  
http://www.someurl/

[Request this image](#)  
[Comment on this item](#)


[Contents](#)



Grecian



Test umpteenth plus Twelve

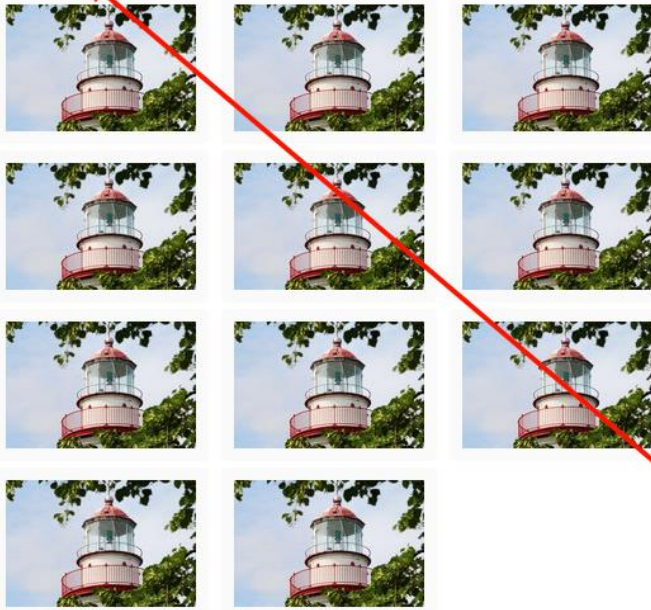



Oswego Fire revisited

[See more Records ...](#)

For Details display:

GalleryDescriptionComments (0)





Comment on this item

Create electronic postcard


Full Image


Audio (MP3)


A silent video

Talking Video

Loud Audio!

Detail1

Detail2

Detail3



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.

Issue panel	
<b>Issue navigation:</b>	<b>Note:</b> some values formerly set here are now set on the Navigation Bar screen
Pages	Pages
Select	Pages drop down default: e.g. "Select"
p.	"page" or "p." (for use in citation)
Previous Issue	Previous Issue
Current Issue	Current Issue
Next Issue	Next Issue
Browse Issues	Browse Issues
More about this Newspaper	More about this Newspaper
This table provides a set of links to a specific year of digitized issues of the	
Year table summary: e.g. "This table provides a set of links to a specific year of digitized issues of the" [title of publication]	
Issues for the	Year table caption: "Issues for the" [title of publication]



## Durham Chronicle, 12 Dec 1867

Pages:  

Search within this title

[<<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 Sub

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.

The image shows two overlapping screenshots from a digital interface. The top screenshot is titled "Calendar panel" and contains a "Calendar Labels:" section with a list of months from January to December, each with a corresponding input field. Below this is a section titled "Days of the week: single letter preferred" with a list of days of the week (S, M, T, W, T, F, S) and their corresponding single-letter abbreviations (Sunday: "S", Monday: "M", Tuesday: "T", Wednesday: "W", Thursday: "T", Friday: "F", Saturday: "S"). The bottom screenshot is titled "Canadian Statesman" and displays a yearly calendar view for 1868. It features a grid of 12 monthly calendars, each with a header for the month and year, and a table of days with single-letter abbreviations for the days of the week. The grid is organized into three rows and four columns. The first row contains January, February, and March. The second row contains April, May, and June. The third row contains July, August, and September. The fourth row contains October, November, and December. Each monthly calendar table has a header row with the days of the week (S, M, T, W, T, F, S) and a body of rows for the days of the month. The days are numbered 1 through 31, and the days of the week are indicated by the single-letter abbreviations in the header row.

**Calendar panel**

**Calendar Labels:**

January	January
February	February
March	March
April	April
May	May
June	June
July	July
August	August
September	September
October	October
November	November
December	December

**Days of the week: single letter preferred**

S	Sunday: "S"
M	Monday: "M"
T	Tuesday: "T"
W	Wednesday: "W"
T	Thursday: "T"
F	Friday: "F"
S	Saturday: "S"

**Canadian Statesman**

Issues Description Comments (0)

<b>JANUARY 1868</b>	<b>FEBRUARY 1868</b>	<b>MARCH 1868</b>
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4	1	1 2 3 4 5 6 7
5 6 7 8 9 10 11	2 3 4 5 6 7 8	8 9 10 11 12 13 14
12 13 14 15 16 17 18	9 10 11 12 13 14 15	15 16 17 18 19 20 21
19 20 21 22 23 24 25	16 17 18 19 20 21 22	22 23 24 25 26 27 28
26 27 28 29 30 31	23 24 25 26 27 28 29	29 30 31
<b>APRIL 1868</b>	<b>MAY 1868</b>	<b>JUNE 1868</b>
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4	1 2	1 2 3 4 5 6
5 6 7 8 9 10 11	3 4 5 6 7 8 9	7 8 9 10 11 12 13
12 13 14 15 16 17 18	10 11 12 13 14 15 16	14 15 16 17 18 19 20
19 20 21 22 23 24 25	17 18 19 20 21 22 23	21 22 23 24 25 26 27
26 27 28 29 30	24 25 26 27 28 29 30	28 29 30
	31	
<b>JULY 1868</b>	<b>AUGUST 1868</b>	<b>SEPTEMBER 1868</b>
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4	1	1 2 3 4 5
5 6 7 8 9 10 11	2 3 4 5 6 7 8	6 7 8 9 10 11 12
12 13 14 15 16 17 18	9 10 11 12 13 14 15	13 14 15 16 17 18 19
19 20 21 22 23 24 25	16 17 18 19 20 21 22	20 21 22 23 24 25 26
26 27 28 29 30 31	23 24 25 26 27 28 29	27 28 29 30
	30 31	
<b>OCTOBER 1868</b>	<b>NOVEMBER 1868</b>	<b>DECEMBER 1868</b>
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3	1 2 3 4 5 6 7	1 2 3 4 5
4 5 6 7 8 9 10	8 9 10 11 12 13 14	6 7 8 9 10 11 12
11 12 13 14 15 16 17	15 16 17 18 19 20 21	13 14 15 16 17 18 19
18 19 20 21 22 23 24	22 23 24 25 26 27 28	20 21 22 23 24 25 26
25 26 27 28 29 30 31	29 30	27 28 29 30 31

---

## 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	
<b>Alt text:</b>	<div>Calendar for <input type="text"/> Calendar Alt text: (e.g. "Calendar for" where the system supplies</div> <div>detail <input type="text"/> Detail icon Alt text: e.g. "detail".</div> <div>audio <input type="text"/> Audio icon Alt text: e.g. "audio".</div> <div>text <input type="text"/> Text icon Alt text: e.g. "text".</div> <div>video <input type="text"/> Video icon Alt text: e.g. "video".</div>
<b>Menu labels:</b>	<p><b>Note:</b> The Alt texts above may also be used for menu labels where specific labels have not been supplied</p> <div>Full Image <input type="text"/> Full Image</div> <div>Reverse <input type="text"/> Reverse</div> <div>Stereoview <input type="text"/> Stereoview</div>
<b>Ordering labels:</b>	<p><b>Note:</b> These labels are set on the <a href="#">Full Image</a> page.</p>
<b>comments:</b>	<div>Use comments feature: <input checked="" type="radio"/> Yes <input type="radio"/> No</div> <div>View Description <input type="text"/> Comment: View Description</div> <div>View Comments and add your own <input type="text"/> View comments and Add your own</div> <div>Comment on this item <input type="text"/> Comment on this item</div> <div>Making Comments <input type="text"/> "Making comments" section title</div> <p><b>Comment policy statement:</b></p> <div> <p>&lt;p&gt;Comments may be edited for appropriate language and HTML.&lt;/p&gt;</p> <p>&lt;hr /&gt;</p> <p>&lt;p&gt;All fields are required.&lt;/p&gt;</p> <p>&lt;hr/&gt;</p> <p>&lt;p&gt;Not all comments will be posted.&lt;/p&gt;</p> <p>&lt;hr/&gt;</p> <p>&lt;p&gt;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.&lt;/p&gt;</p> <p>&lt;hr/&gt;</p> <p>&lt;p&gt;Comments will not be posted until they have been</p> </div> <p><small>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.</small></p>

<b>Postcards:</b>	<div>Use electronic postcards feature: <input checked="" type="radio"/> Yes <input type="radio"/> No</div> <div>Create electronic postcard <input type="text"/> Create electronic postcard</div>
<b>Podcasts:</b>	<div>Podcast <input type="text"/> Podcast alt text (for graphic)</div> <div>Download from podcast feed <input type="text"/> Podcast Link text (e.g. "Download from podcast feed")</div>
<b>Jigsaw:</b>	<div>Use jigsaws feature: <input checked="" type="radio"/> Yes <input type="radio"/> No</div> <div>Jigsaw Puzzle <input type="text"/> Jigsaw label</div>
<b>Other link labels:</b>	<div>Related records <input type="text"/> Groups (e.g. "Groups of Related Records")</div> <div>Exhibits <input type="text"/> Exhibits (e.g. "Photo Exhibits")</div> <div>Related links <input type="text"/> Other Web sites/External links</div> <div>See more details <input type="text"/> See more details ... (appears when a link is presented to see a sig space )</div>

**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.

<b>Links:</b>	<a href="#">Return to item</a>	<a href="#">Return to calling record</a>
	<a href="#">Static View</a>	<a href="#">Alternate View</a>
	<a href="#">Download file</a>	<a href="#">Download file</a>
	<a href="#">Zoom View</a>	<a href="#">Flash View</a>

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)



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.

Size Labels:

View in different sizes

Size

legend: "View in different sizes"

small

small

default


default

large


large

reaallly big

extra large



Full



See reverse side

St. George's Square

Name of original file : St.\_George\_s\_Square.jp2

Request this image


Download file

small (640 x 480)

default (1000 x 900)

large (1600 x 1000)

reaallly big (2400 x 1200)



## ORDERING OPTIONS

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

**Ordering Options:**


Display Ordering link: ☒ Yes ☐ No

Original file Name:  
Name of original file :

Button Label:  
[Request this image](#) "Click to send order email"


Email Subject Line intro:  
[Request for Image :](#) "Order for Image: " [followed by original file name]

Intro block for email body:  
[Image's source page :](#) "Source Page:" [followed by url for the page from which the email was sent]

 **Frontenac**  
Zoomable full length view of Frontenac  
Name of original file : FRONTENAC\_Panorama.zip

[Request this image](#)


[small \(640 x 480\)](#) [default \(1000 x 900\)](#) [large \(1600 x 1000\)](#) [reaallly big \(2400 x 1200\)](#)



To: [info@ourdigitalworld.org](mailto:info@ourdigitalworld.org)

Cc:

Subject: [Request for Image :FRONTENAC\\_Panorama.zip](#)

 [None](#)

Image's source page : <http://www.knowledgeontario.ca/test60/72506/image/37477>

**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.

<b>Page title:</b>	Commentaires	
<b>Form:</b>	Éditer votre commentaire avant la soumission finale. Edit your comment Nom Name Email Email Commentaire Comment Vous pouvez afficher publiquement mon nom. It is OK to make my name public. Vous pouvez afficher publiquement mes commentaires. It is OK to make my comments public.	
<b>Confirmations:</b>	Confirmez s'il vous plaît en répondant à la question ci-dessous et en cliquant sur alors le bouton. Confirmation de vos commentaires Confirming your comments Nous comprenons que ce n'est pas un commentaire public. "We understand that this is not a public comment." Posté par "Posted by" [Nom retenu] "[name withheld]" Ce qui suit est un simple test conçu pour réduire les pourriels dans les commentaires : Vous avez une plus de chance de répondre à cette question correctement.	
<b>Comment Spam Tests:</b>	Cochez la première case Check the first box Cochez la deuxième case Check the second box Cochez la troisième case Check the third box Cochez la quatrième case Check the fourth box Cochez la cinquième case Check the fifth box Cochez la dernière case Check the last box Cochez la case au milieu Check the middle box	
<b>Error messages:</b>	Votre forme a été accompagnée d'une valeur illégale. Not a number Nous n'afficherons pas votre adresse email publiquement sans votre permission – Nous avons besoin de votre adresse email pour notre système. We won't make your email address public if you give us permission, we do need it for our record management system. your email address public if you give us permission, we do need it for our record management system. Veuillez fournir une adresse email valide. Valid Email address: "Your email address is required." Nous n'afficherons pas votre adresse email publiquement sans votre permission – Nous avons besoin de votre adresse email pour notre système. We won't make your email address public, we do need it for our record management system. Missing Email Address: "While we won't make your email address public, we do need it for our record management system." Vous n'avez pas indiqué si votre nom pourrait être affiché publiquement. Vous n'avez pas indiqué si votre commentaires pourrait être affiché publiquement. or not." Nous nous attendions à quelque chose être écrit dans le domaine de commentaires. Vous n'avez pas passé l'essai pour réduire les pourriels dans les commentaires. Vos commentaires ont été soumis pour la revue. Merci. Passed Spam Test Commentaire soumis à Email subject line: "Comment submitted to "Your comment has been submitted for review. Thank you." Un nouveau commentaire a été soumis. Ouvrez une session s'il vous plaît pour l'évaluation. A new comment has been submitted. Please log in for evaluation.	

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

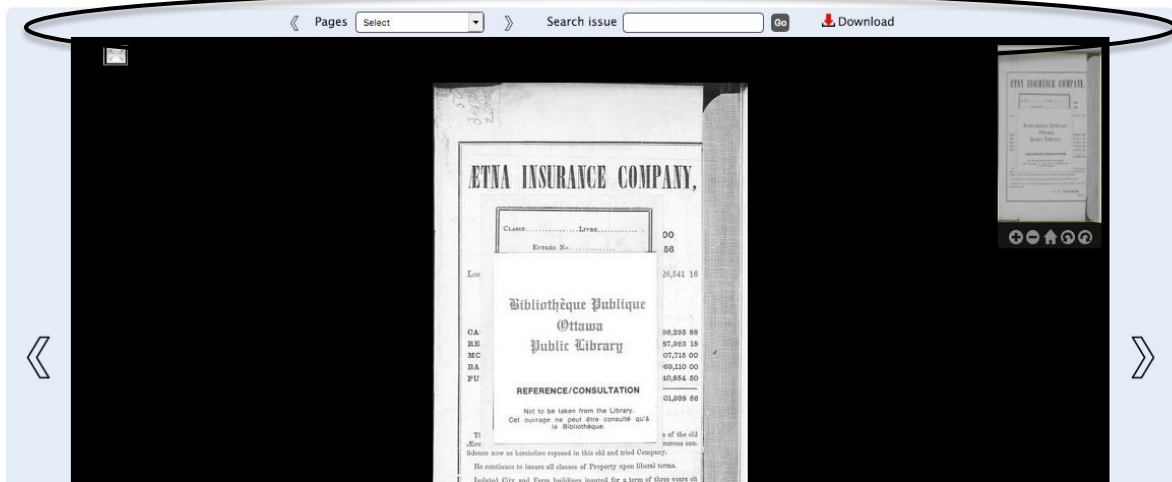


## PAGES

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.

Pages	
Page title:	<input type="text" value="Page"/>
Citations:	<input type="text" value="page"/> "page" in citation
Navigation:	<p><b>Note:</b> Some values that relate to page searching are set in the Navigation Bar screen.</p> <p><a href="#">Choose a pag</a> Pages drop down default: e.g. "Select"</p> <p><a href="#">Download</a> PDF alt text: "PDF version of the page"</p> <p><a href="#">The image is currently unavailable.</a> Error text for iFrame: "The Image is currently unava</p> <p><b>Note:</b> the text for Previous, Current, Next, Browse Issues and "more about this Newspaper" are set o along with the alternate size text.</p>
Search Results:	<p><a href="#">Pages containing your search:</a> Results Label: "Pages/Parts"</p>
Errors:	<p><a href="#">We found no results for your search for</a> "We found no results for your search for" [search</p>

1864-65 Ottawa City Directory, p 2



**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
	Votre message	Mess:
	(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.


<b>Confirmation:</b>	Votre carte postale digitale a été envoyée à	Confirmation line 1: "Your postcard has been sent to" [recipient name]
	Il sera disponible pour qu'ils passent en revue pour les 14 jours suivants.	Confirmation line 2:
	"It will be available for them to review for the next 14 days."	
	Spam warning if more than 10 postcards send today from this IP address: e.g. <p>To prevent the electronic postcards from being used as a method of spamming we had to set a limit on the number of messages that could be sent in a 24 hour period from a given Internet address. This submission would put you over the limit.</p> <p>Please feel free to take advantage of the service again tomorrow.</p> <p>Réduction les pourriels - Nous avons fixé une limite sur le nombre de messages qui peuvent être envoyés du même adresse d'internet au cours de n'importe quelle 24 périodes d'heure. Cette soumission dépasse la limite.</p> <p>Sentez-vous s'il vous plaît libre pour utiliser ce service de carte postale de nouveau demain.</p>	

## 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):

envoyez Ou allez « arrière » à l'écran précédent corriger des valeurs.		Voici votre carte postale digitale de jess	
			
<b>Navigation:</b>	Voici votre carte postale digitale de		Header: "Here is your electronic postcard from" [system supplies sender name]
	Plus d'information	Link to details: "More information"	
	Notes	Note Title: "Notes"	
	Ce message sera maintenu dans les fichiers pendant seulement 14 jours, puis il sera effacé.		
	Note: "This message will be kept in the files for only 14 days, after which it will be deleted."		

[Plus d'information](#)



**Notes:**  
Ce message sera maintenu dans les fichiers pendant seulement 14 jours, puis il sera effacé.

## 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.

<b>Errors:</b>	<input type="text" value="Vous devez présenter une adresse email pour le destinataire de votre carte postale."/> Empty
	"to" field: "You must enter an email address for the recipient of your postcard."
	<input type="text" value="Vous devez fournir votre adresse email."/> Empty "From" field: "You must enter your email address."
	<input type="text" value="Votre message est trop long. Raccourcissez-le s'il vous plaît."/> Message too long: "Your message is too long. Please make it shorter."
	<input type="text" value="Nous nous attendions à quelque chose être écrit dans le domaine de message."/> Message Empty: "We expected something in the message area."
	<input type="text" value="Ou allez « arrière » à l'écran précédent corriger des valeurs."/> Back to correct: "Or Go "Back" to the previous screen to correct values."

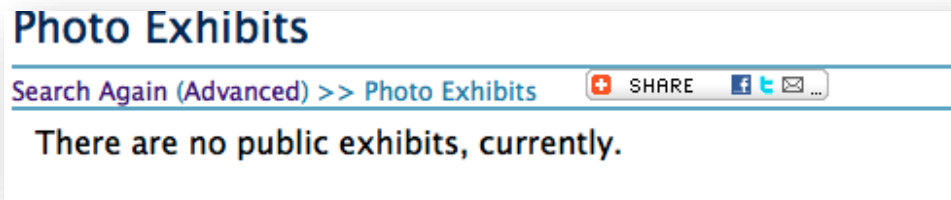
**Remember:** Click Update to save your changes and Reinitialize Public Site to commit those changes to the public screen.

## 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.

<b>Page title:</b>	<input type="text" value="Expositions virtuelles"/>
<b>Text:</b>	<input type="text" value="Actuel il n'y a aucune expositions virtuelles publique"/> Text when no
	Photo essays/Exhibits: "There are no public exhibits, currently."
	This is mostly for when people stumble onto the url, or if the last public exhibit was withdrawn and people had this bookmarked.
	<input type="text" value="il n'y a pas des pages encore"/> Text on exhibit if there aren't any pages:
	"No pages are ready yet."
	This appears mostly when testing an exhibit.
	<input type="text" value="Aucun contenu n'a été ajouté"/> Text on exhibit page if there isn't any
	content to display: "Nobody added any content."
	Again, this should mostly appear when testing an exhibit.
	<input type="button" value="Update French MHGL"/>

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.

**"Browse By" pages** Update Site 6.0

<b>Page titles:</b>	<input type="text" value="Browse by Location"/>	Title: Browse by Location
	<input type="text" value="Browse by Last Name"/>	Title: Browse by Last Name
	<input type="text" value="Browse by Subject"/>	Title: Browse by Subject
	<input type="text" value="Browse by Contributors"/>	Title: Browse by Contributor
	<input type="text" value="Browse by Vessel Name"/>	Title: Browse by Vessel Name (Plan: Ships)

---

<b>Location Text:</b>	<div>Map instructions: eg. "Map of up to 100 locations associated with these records. Click on a balloon to do a geographic search"</div> <div>Map of up to 100 locations associated with these records. Click on a balloon to do a geographic search</div>	
-----------------------	---	--

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<b>Last Name Text:</b>	<input type="text" value="Starting with the letter"/>	Letter Header: e.g. "Starting with the letter" [Letter]
------------------------	---	---

Update Site 6.0

**Browse by Last Name: Starting with the letter A**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Abbiss (1) Abbott (1) Abern (1) Ablitt (1) Abraham (2) Abrams (4) Acker (3) Ackerman (2) Ackroyd (3) Adair (1) Aganno (1) Aguer (1) Aguiar-Hawksby (2) Aguiar-Winter (3) Ahearn (1) Aikenhead (1) Aikins (2) Aird (1) Alcorn (1) Alderson (1) Aldridge (1) Alexander (4) Alexandre (3) Algar (2) Ali (1) Allan (7) Alldred (1) Alldred (1) Alvarez (6) Alves (2) Alwyn (2) Amaral (7) Amarello (2) Ambler (1) Ambury (1) Amon (1) Amond (1) Amos (1) Andreychuk (1) Andrus (2) Andrychuk (1) Ang (1) Angeloni (1) Angevine (1) Angie (1) Anglehart (4) Angus (1) Aplin (2) Apon (1) Appleton (5) Apps (1) Arandjelovic (2) Archdekin (5) Archibald (1) Arenburg (1) Argam (1) Arnett (1) Arnold (1) Arnott (3) Arrick (1) Arrowsmith (1) Arruda (4) Arsenault (3) Arthurs (3) Ascroft (1) Ascroft (1) Atherley (1) Atherton (1) Atkin (1) Atkins (1) Atkinson (10) Attamanchuk (1) Attard (1) Attrell (1) Atzelhub (1) Avery (2) Awale (1) Axon (1) Axworthy-Powell (1) Ayabaca (3) Ayee (1) Ayers (1) Azzoli (1)

Test PG 6.0 >> Search (Advanced) >> Browse by Last Name    Our Other Site

**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).

**About Pages**

Sidebar to use: ☒ left ☐ right ☐ neither [Update](#)

The agency which controls this site doesn't subscribe to web pages. Talk to the [ODW team](#) if you'd like to add this feature.  
In the meantime, if you point to your agency's "about" page, this control sets which sidebar (defined on the site [search setup](#) page) will appear alongside that page.  
If you want to edit your Agency's "About" page [go here](#).

Use left sidebar:

Search (Advanced) >> About OGS [SHARE](#) [f](#) [t](#) [e](#)

Welcome
About the OGS Library Collection
About OGS
OGS Annual Report
OGS Conference 2016 - Genealogy on the Cutting Edge
OGS Advocacy
Protecting Ontario's Cemeteries
OGS Website

Options
Mobile Search
Advanced Search
Browse by Location
Search Hints
What's New?
RSS
Atom
How to link to this site

[SHARE](#) [f](#) [t](#) [e](#)

For over 50 years, The Ontario Genealogical Society has been working to encourage heritage projects and help uphold genealogical standards.

**Vision of the Ontario Genealogical Society**  
To be recognized as the authority and leader in all aspects of Ontario related genealogy.

**Mission Statement**  
To encourage, bring together and assist those interested in the pursuit of family history.

**OGS Objective and Sub-Objectives**  
The Objective of the Society is to encourage the study of genealogy and originate research.

1. To promote and foster the study of genealogy and family history and originate research.
2. To promote standards for genealogical excellence by encouraging and instilling high standards.
3. To promote the collection, preservation, organization and dissemination of genealogical information.
4. To publish and distribute material to further the objectives of The Society.
5. To assist in the creation and operation of Branches and Special Interest Groups.
6. To facilitate communication, networking and cooperation between and among members.
7. To raise funds for The Society objectives and to accept donations, gifts, legacies.
8. To share expertise in genealogical and family history research in other genealogical societies.
9. To work with other organizations to preserve and share information relating to Ontario genealogy.
10. To represent the interests, concerns and viewpoints shared by Ontario genealogists of favourably influencing their views and decisions.

Use top right sidebar:

Home (Advanced Search) >>About this site [SHARE](#) [f](#) [t](#) [e](#) [m](#)

## Welcome to VITA Toolkit Help!

The VITA Toolkit Help site provides support for VITA Toolkit users in creating and managing collections of images, documents, newspapers, indexes, audio and video recordings and more.

We invite community discussion and sharing about local digitization, best practices and digital collection ideas.

**What will you find?**  
Search and browse our full set of manuals as well as tip sheets, templates, presentations, user forum and client-produced help items.

**Share your tips & templates**  
Have a workflow tip or workaround to add that others could use? Click the "Share your tips" option on any record.

**Discuss!**  
Use the [User Forum](#) to start a conversation about copyright, workflow tricks and tips, questions about policy or digitization methods, etc.

**Contribute!**  
Have a piece of promotional material or photo from your digitization days you want to share? "Share your Experience"

**Get social!**

**WHAT ARE YOU WORKING ON?**

- [Adding & managing records](#)
- [Agency & user accounts](#)
- [Audio](#)
- [Configuring crowdsourcing tools](#)
- [Managing & Customizing your site](#)
- [Multipage text documents](#)
- [Newspapers, clippings & indexes](#)
- [Templates & Batch uploads](#)

Use neither sidebar:

Home (Advanced Search) >>About the Digital Collections [SHARE](#) [f](#) [t](#) [e](#) [m](#)

## About the Digital Collections

Welcome to the West Vancouver Memorial Library's (WVML) Digital Collections database. The [digital.westvanlibrary.ca](http://digital.westvanlibrary.ca) site contains photographs, documents and audio-visual material that shows West Vancouver's growth and development from its beginnings to the bustling and prosperous community it is today.

Search and discover images with us through [digital.westvanlibrary.ca](http://digital.westvanlibrary.ca).

**Landscapes & Landmarks:** West Vancouver sights, Point Atkinson lighthouse, Howe Sound, Bowen Island, Ambleside, Hollyburn, Horseshoe Bay, Marine Drive, Whytecliffe Park, Capilano River and various piers and waterfronts.

**Pioneer Families:** Portraits, homes and businesses of the Lawsons, Reids, Caulfeilds, Sewells, and others.

**Community Events & Daily Life:** May Day and Community Day parades, golf, swimming, rugby, tennis, lawn bowling, badminton, archery, sailing, hiking and skiing.



## 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 W<sub>3</sub>C 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.

**Web Pages**

Sidebar to use: ☐ left ☒ right ☐ neither

Your selection will apply to the following web pages and any agency "about" pages.

If you are developing a bilingual site, you need to ensure that the equivalent content is attached to the same page number. VITA will cross over to the equivalent page in the other site.

- 1: **Lorem Ipsum**  
Lorem ipsum ut rhoncus pulvinar felis, habitasse fusce auctor ...
- 2: **Not set yet**  
Empty...
- 3: **Not set yet**  
Empty...
- 4: **Not set yet**  
Empty...
- 5: **Not set yet**  
Empty...
- 6: **Not set yet**  
Empty...
- 7: **Not set yet**  
Empty...
- 8: **Not set yet**  
Empty...
- 9: **Not set yet**  
Empty...
- 10: **Not set yet**  
Empty...

First select which sidebar to use on your web pages (see Site Management > About Page)

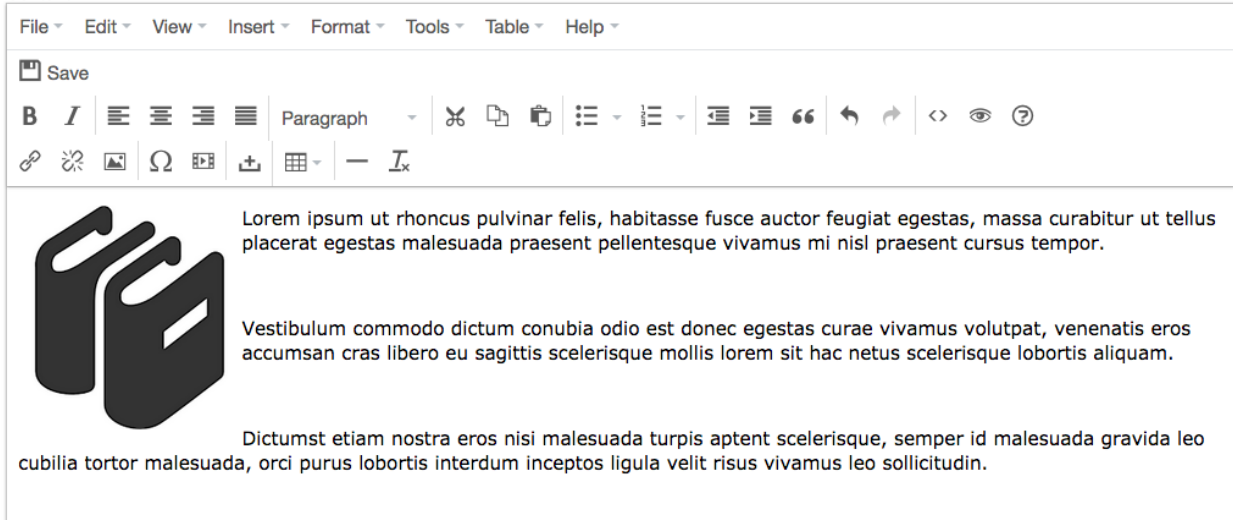
Click on the web page link you want to create or edit (the numbers here will be part of the URL for those web pages, so keep that in mind).

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

Web Page title:

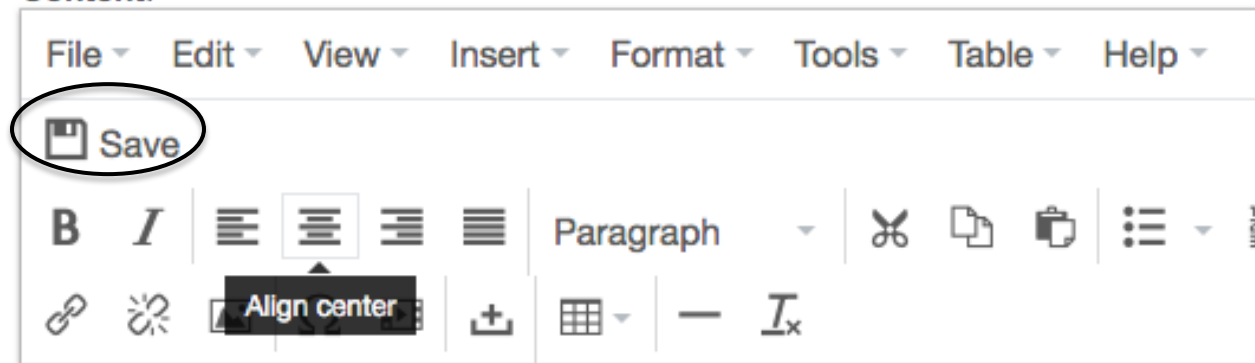
Lorem Ipsum

Content:

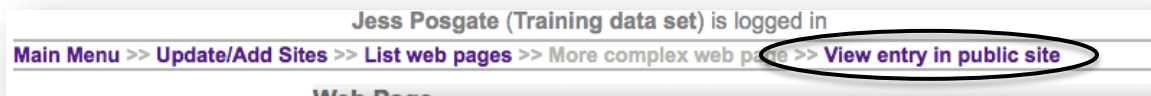


When you are happy with your content click the “Save” icon in the top left side of the WYSIWYG.

Content:



Preview your page using the link in the navigation bar.



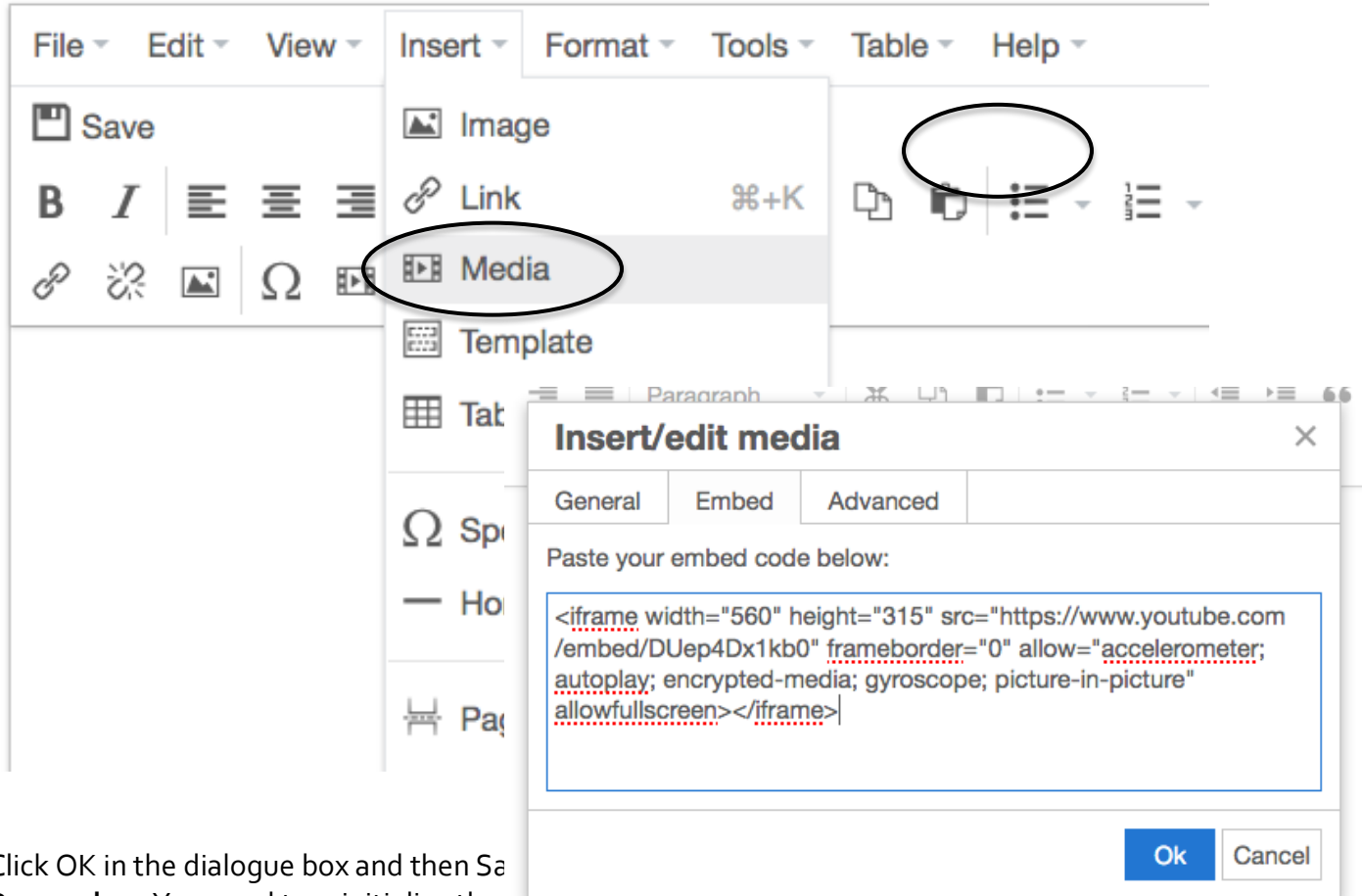
If your changes do not appear via the Preview link, click the “Reinitialize Public site” link and replace “/search?Reset=True ” in the URL with “/about/#” where # is the number of the web page you’re working on e.g. /about/2



**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.

**Content:**



Click OK in the dialogue box and then Save.  
**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:

**Sidebars**

There are a small number of links built into the system that you might consider using in the

- <http://help.vit toolkit.ca/mSearch> : mobile search (for web browsers on phones)
- <http://help.vit toolkit.ca/AdvancedSearch> : Advanced search
- <http://help.vit toolkit.ca/SearchHelp> : Search hints
- <http://help.vit toolkit.ca/BrowseBySubject> : Browse by subject
- <http://help.vit toolkit.ca/BrowseByLocation> : Browse by location
- <http://help.vit toolkit.ca/BrowseByLastName> : Browse by last name
- <http://help.vit toolkit.ca/PhotoEssays> : Exhibits
- <http://help.vit toolkit.ca/SearchWidgets> : How to link to this site
- <http://help.vit toolkit.ca/WhatsNew> : What's New
- <http://help.vit toolkit.ca/rss.xml> : RSS feed
-  : RSS graphic
- <http://help.vit toolkit.ca/atom.xml> : Atom feed
-  : Atom gra
- <http://help.vit toolkit.ca/podcast.xml> : iTunes podcast feed (podcasts are linked w
-  : Pod

Note that you can also use any search url that works on the site like:

- <http://help.vit toolkit.ca/results?fm=true&sort=dateNewest+desc> : for mysteries
- <http://help.vit toolkit.ca/results?fc=true&sort=madePublic+desc> : for comments

The following agency "about" pages may be available for the sidebars

- <http://help.vit toolkit.ca/about/a175> : OurDigitalWorld [currently empty]

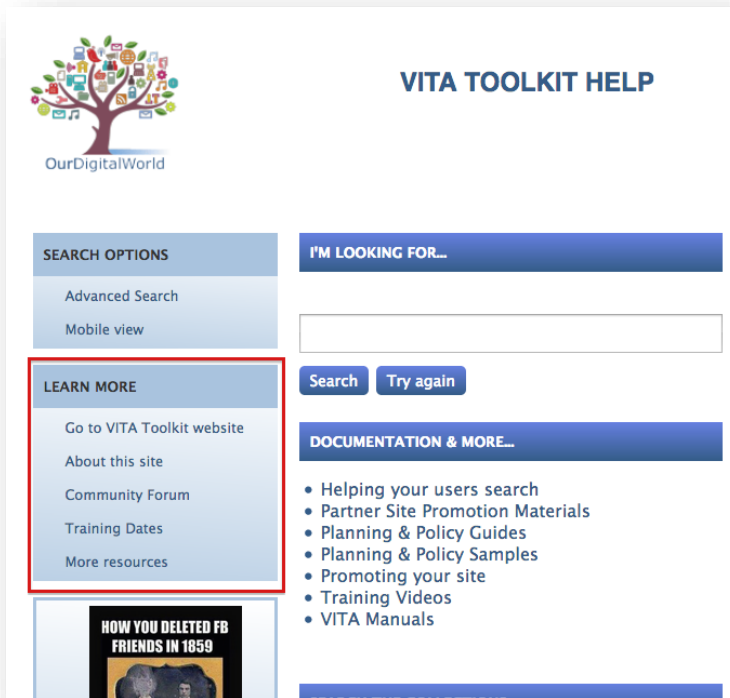
... and the following web pages for this site

- <http://help.vit toolkit.ca/about/1> : About this site
- <http://help.vit toolkit.ca/about/2> : Training Calendar
- <http://help.vit toolkit.ca/about/3> : More resources
- <http://help.vit toolkit.ca/about/4> : Community Forum

**Left sidebar:**

```
<div class="SiteNav">
<div class="h4">Search options</div>
<a href="http://vitacollections.ca/VITAToolkitNetwork/AdvancedSearch">Advanced Search</a>
<a href="http://vitacollections.ca/VITAToolkitNetwork/mSearch">Mobile view</a></div>

<div class="SiteNav">
<div class="h4">Learn more</div>
<a href="http://vit toolkit.ca" target="_blank">Go to VITA Toolkit website</a>
<a href="http://vitacollections.ca/VITAToolkitNetwork/about/1">About this site</a>
<a href="http://vitacollections.ca/VITAToolkitNetwork/about/4">Community Forum</a>
<a href="http://vitacollections.ca/VITAToolkitNetwork/about/2">Training Dates</a>
<a href="http://help.vit toolkit.ca/about/3">More resources</a></div>
```



## 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

Display
File/Tech
Description
Geography
Admin
Groups
Links
Delete

### Group Management: Red Chairs (id: 528059)

Sortable Date has not been assigned.  
This Image record will not display in the Public Sites.

This record is currently assigned to the following groups:

- ☒ Ima Photographer photos
- ☒ new group

To remove this image from one of the groups to which it is currently assigned, simply uncheck it.


Additional Groups
Show/Hide Shared Groups

- ☐ altStyleFour (0) Exclusive
- ☐ altStyleOne (0) Exclusive
- ☐ altStyleThree (0) Exclusive
- ☐ altStyleTwo (0) Exclusive
- ☐ BMDs and Clippings (27) Shared
- ☐ Boats and waterways (43) Shared
- ☐ Community Contributed (57) Shared
- ☐ Group of ODD sized images (6) Exclusive
- ☐ Group Six (16) Exclusive
- ☐ my New Group (21) Exclusive
- ☐ OurCommunity (26) Shared
- ☐ Railway images (3.2) (9) Shared
- ☐ Schooners in Rivers (3.3) (2) Shared
- ☐ Schooners in Rivers (3.4) (4) Shared
- ☐ Short-lived DM Group 331 (3) Exclusive
- ☐ Test pictures (2) Exclusive
- ☒ Testimonials (12) Shared
- ☐ Tracks (3.5) (7) Shared

Update
Reset

Add New Group by entering Title :
Go!

(50 characters max)



Full Image
No comments

Groups of Related Records

Ima Photographer photos
new group

## 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



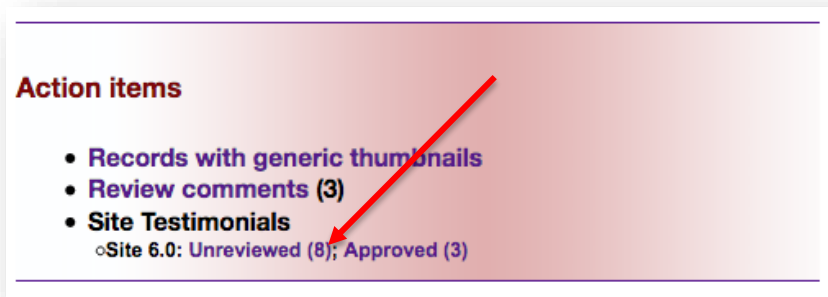
Take this simple test to prove you're not a robot

Check the first box

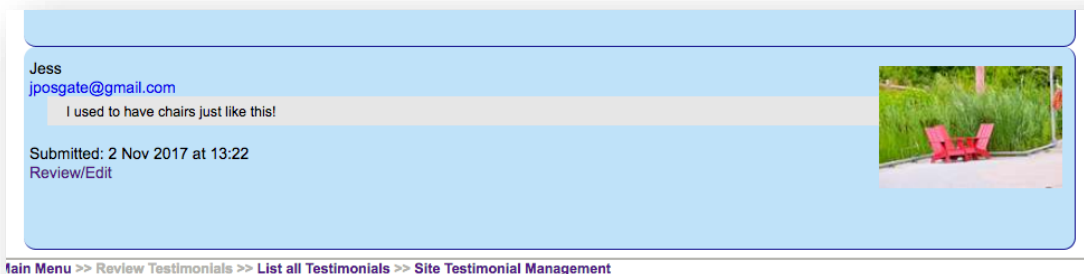
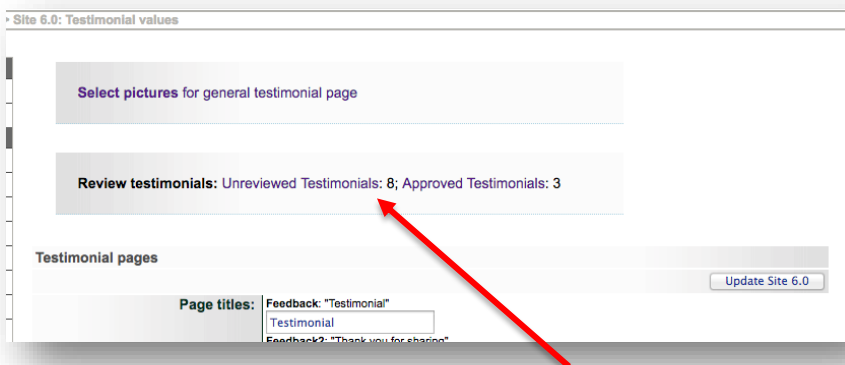


## REVIEW TESTIMONIALS

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



[in Menu](#) >> [Unreviewed Testimonials](#) >> [Edit Testimonials](#) >> [List all Testimonials](#) >> [Site Testimonial Management](#)

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:

**Approved Form (Green Background):**

You updated the Training record at 26 Oct 2011 12:53:11

Name: Diane  
Affiliation: [empty]  
Email: diane@mnsi.net  
Testimonial: Because odd sized images are cool...

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 cannot be public  
☐ yes ☒ no  
Make testimonial public: Testimonial can be public  
☒ yes ☐ no  
Originally submitted: 5 Oct 2011 at 13:38

Commit changes Reset

**Unapproved Form (Red Background):**

Name: Walter Lewis  
Affiliation: [empty]  
Email: wlewis@knowledgeontario.ca  
Testimonial: because of the absolutely unlimited opportunities of finding more things to do

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 can be public  
☒ yes ☐ no  
Originally submitted: 6 Oct 2011 at 13:32

Commit changes Reset

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

### Action items

- Records with generic thumbnails
- Review comments (3)
- Site Testimonials
  - Site 6.0: Unreviewed (8); Approved (3)

Main Menu >> Review All Testimonials > **Unreviewed Testimonials** > Site Testimonial Management

Name: [empty]

Testimonial: A test for image layout

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

Jess Posgate (Training data set) is logged in

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 ebgknbgngk.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.

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


**Right sidebar:  
(above slideshow)**

```
<div class="SiteNav"> <div class="h4">Subscribe, share &
more:</div> <a href="http://news.OurOntario.ca/rss.xml"> RSS</a> <a
href="http://news.OurOntario.ca/atom.xml"> Atom</a> <a
href="http://news.OurOntario.ca/feedback">Love the site? Tell
us about it</a> <a href="http://news.OurOntario.ca
/Testimonials">See what others are saying...</a> </div>
```

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

**Subscribe, share & more:**

 **RSS**

 **Atom**

**Love the site? Tell us about it**

**See what others are saying...**

## 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):

<b>Use RSS feature</b>	<input checked="" type="radio"/> Yes <input type="radio"/> 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/>.

<b>Categories</b>	Regional / North America / Regions / Great Lakes / Society and Culture / History / Maritime
-------------------	---

Some examples are provided:

<ul style="list-style-type: none"><li>• <b>OurOntario</b><ul style="list-style-type: none"><li>◦ Regional / North America / Canada / Ontario / Society and Culture</li></ul></li><li>• <b>Maritime History of the Great Lakes</b><ul style="list-style-type: none"><li>◦ Regional / North America / Regions / Great Lakes / Society and Culture / History / Maritime</li></ul></li><li>• <b>Cobourg History</b><ul style="list-style-type: none"><li>◦ Regional / North America / Canada / Ontario / Localities / C / Cobourg / Society and Culture</li></ul></li></ul>
---

## 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.

<b>RSS Site WebMaster:</b>	<input type="text" value="pnc.cdp.wno@gmail.com"/>
	Optional: Email and name of person (Information Desk)

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

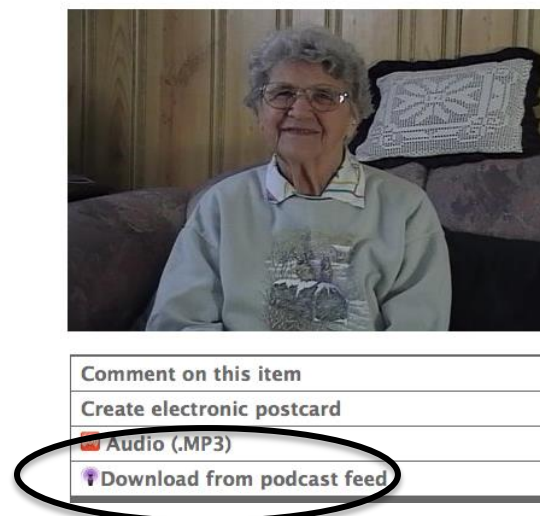
### Use Podcast feature

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.

<b>Use Podcast feature</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No 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

<b>Explicit values</b>	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Clean
	If you populate this tag with "yes", an "explicit" podcast artwork on the iTunes Music Store, and the parental advisory type is considered Clean.

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

<b>Categories</b>	Society and Culture	<b>Category</b> <b>Sub-Category</b>
	History	


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.



<b>Podcast Image:</b>	<b>Upload new image:</b>
	<div>Browse</div>  <p>The height of your file is <b>500</b>. You might want to consider a file that is <b>600</b> pixels high.  The width of your file is <b>500</b>. You might want to consider a file that is <b>600</b> 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 allotted.</p>

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

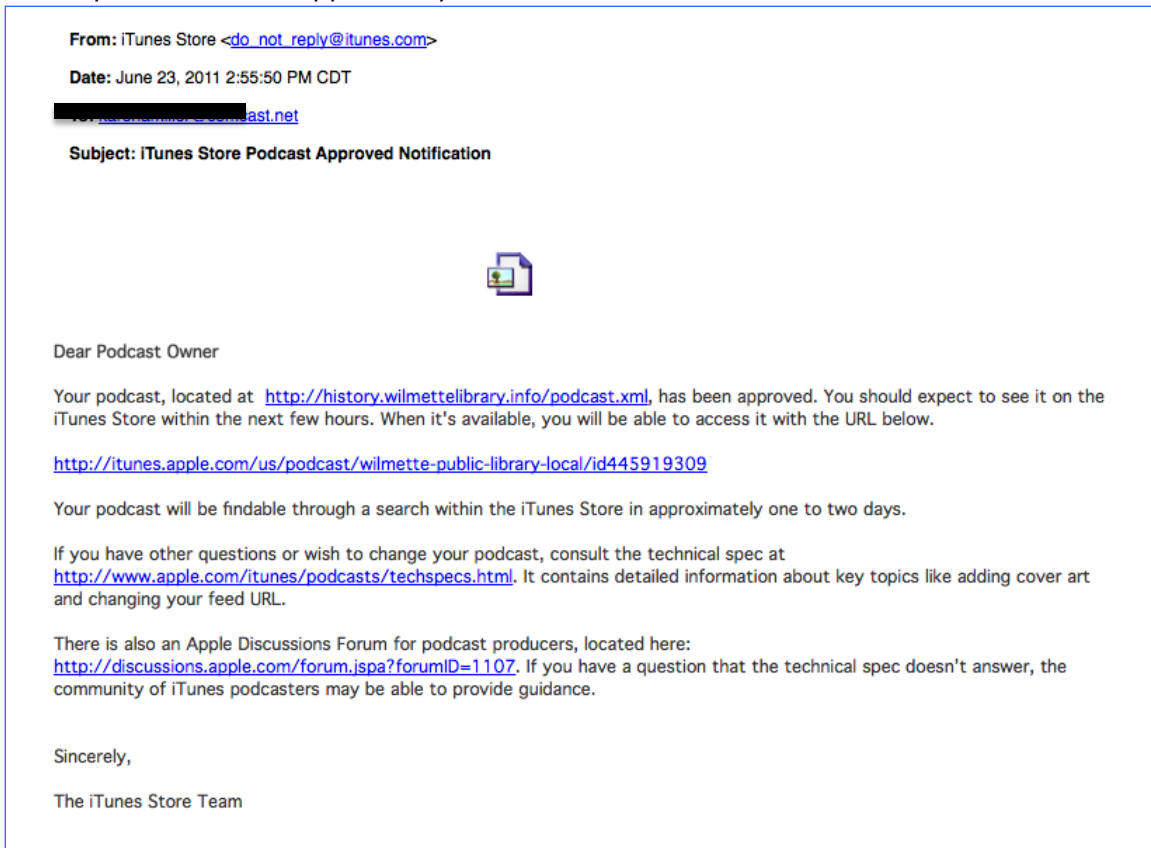
[<https://phobos.apple.com/WebObjects/MZFinance.woa/wa/publishPodcast>] page (will open in iTunes)

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:



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

LIBRARY

Music

Movies

TV Shows

Podcasts

Radio

4

STORE

iTunes Store

Ping

Purchased

Downloads

SHARED

Home Sharing

KONetworkSpace

GENIUS

Genius

PLAYLISTS

iTunes DJ

90's Music

Classical Music

Music Videos

My Top Rated

Recently Added

Recently Played

Top 25 Most Played

Podcasts > Society & Culture > History > Wilmette Public Library



Subscribe Free

Category: History

Language: English

More From Wilmet...

Website

Links

Report a Concern

Wilmette Public Library Local History Collection

Podcast Description

The Wilmette Public Library history site contains photographs, books, letters, newspapers and oral histories about the history of the village of Wilmette and New Trier Township in Cook County, Illinois, U.S.A.

	▲	Name	Released	Description	Popularity	Price
1		Oral History of David Clark Leac...	9/17/09	Interview with David C. Leac...	i	FREE
2		Oral History of David Clark Leac...	9/17/09	Interview with David C. Leac...	i	FREE
3		Oral History of David Clark Leac...	9/17/09	Interview with David C. Leac...	i	FREE
4		Oral History of David Clark Leac...	9/17/09	Interview with David C. Leac...	i	FREE
5		Oral History of David Clark Leac...	9/17/09	Interview with David C. Leac...	i	FREE
6		Oral History of David Clark Leac...	9/17/09	Interview with David C. Leac...	i	FREE
7		Oral History of David Clark Leac...	9/17/09	Interview with David C. Leac...	i	FREE
8		Oral History of David Clark Leac...	9/17/09	Interview with David C. Leac...	i	FREE
9		Oral History of Joseph Fleisc...	9/17/09	Interview with Joseph Fleisch...	i	FREE
10		Oral History of Joseph Fleischer...	9/17/09	Interview with Joseph Fleisch...	i	FREE
	▶	<b>Oral History of Joseph Fleisch...</b>	<b>9/17/09</b>	<b>Interview with Joseph Fleis...</b>	<b>i</b>	<b>FREE</b>
12		Oral History of Joseph Fleischer...	9/17/09	Interview with Joseph Fleisch...	i	FREE
13		Oral History of Joseph Fleischer...	9/17/09	Interview with Joseph Fleisch...	i	FREE
14		Oral History of Joseph Fleischer...	9/17/09	Interview with Joseph Fleisch...	i	FREE
15		Oral History of Joseph Fleischer...	9/17/09	Interview with Joseph Fleisch...	i	FREE
Total: 301 Episodes						

## CONTRIBUTE

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

## MY FAVOURITES

See separate manual "My Favourites module"

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