



MULTIPAGE OBJECTS

VITA 6.5

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Introduction	3
Creating Multipage digital objects	3
Uploading Multipage Objects	3
Adding a “Hero” shot	4
Creating records For Text objects	5
Adding Pages from multiple Files	6
Step 1: File Names	6
Step 2: Uploading multiple files	7
Adding Pages from a Single PDF	11
Step 1: Add record with file	11
Step 2: Splitting PDFs	12
Managing Multipage Pages & Files	14
Batch RelabelLing of Pages	14
Reordering pages	15
Batch Deleting pages	17
Editing Page File Details	19
Replacing individual pages	21
Download PDF options	22
Page-level downloads	22
Object-level downloads	23
Multipage display	23

INTRODUCTION

This manual shows how to upload and manage multipage items like books, scrapbooks, brochures, pamphlets, etc. See the Adding and Managing records manual for guidance on uploading single-page documents; see the Indexing Articles & BMDs to see how to manage collections of text fragments and Newspaper Publication & Issues for full run newspaper collections.

VITA text management features help you upload and manage the variety of complex text objects you might find in your collections for better discovery and display.

Use this manual to walk through the process of uploading multipage objects either from image files or PDFs.

CREATING MULTIPAGE DIGITAL OBJECTS

- Scan each page of your object separately
- Scan text pages at 300dpi and save in TIFF format for master copies
- Name the scans for each object with a consistent naming convention e.g. BookTitle_00001.tif, BookTitle_00002.tif, BookTitle_00003.tif... etc.
- See the File Naming Conventions document for more information
- Save the TIFFs again as JPGs, JPEG2000s(JP2) or PDFs
- Upload your JPG, JP2 or PDF to VITA for full text search and hit highlighted results
- NOTE: .doc, .rtf and .txt files will not render hit highlighted results unless PDF-d first.

UPLOADING MULTIPAGE OBJECTS

Like all records, you want to establish the record with a representative image for the object or a “hero shot”. If you are uploading a multipage PDF, the cover page will automatically be assigned this role (and can be overwritten – see below). For multipage

items that consist of a batch of single page files, add a "hero shot" first, then load the pages.

ADDING A "HERO" SHOT

If adding a PDF that will be Split, you can skip this step so long as the first page is an appropriate "hero" image for the record (or you can overwrite the thumb and regular image for the record after the fact).

Otherwise, create a display image for the multipage object:

- Go to the Main Menu → Add record with file
- Add Title
- Media Type: "Text" assuming this describes the primary content of the multipage object (You can add Secondary Media Types later)
- Category: Select "Full+Reg+Thumb" or "Reg+Thumb"
- Label: Not applicable
- File re-size: Select default "Yes"
- Split PDF: keep default No for hero shots
- PDF from microfilm: keep default No for hero shots
- Browse for the file you want to represent this multipage object (e.g. a front cover or first page)

Add Record	
Title	<input type="text"/>
Media type	<input type="radio"/> Image <input checked="" type="radio"/> Text <input type="radio"/> Video <input type="radio"/> Audio <input type="radio"/> Publication <input type="radio"/> Newspaper
Category	[Select one of the options below] <input type="text"/>
Label	<input type="text"/>
Image resize	<input checked="" type="radio"/> Yes <input type="radio"/> No
Split PDF (into Pages)	<input type="radio"/> Yes <input checked="" type="radio"/> No
PDF from microfilm	<input type="radio"/> Yes <input checked="" type="radio"/> No
OCR (Pages only)	<input checked="" type="radio"/> Yes <input type="radio"/> No (Generates Hit Highlighting)
<input type="button" value="Clear Form"/>	
Select File	
<input type="button" value="+ Add file..."/> <input type="button" value="➔ Start upload"/> <input type="button" value="⊗ Cancel upload"/>	

- Click Start Upload
- When file is loaded, click the "Continue" button


CREATING RECORDS FOR TEXT OBJECTS

As soon as an image is uploaded, you can start to create the metadata for the text object.

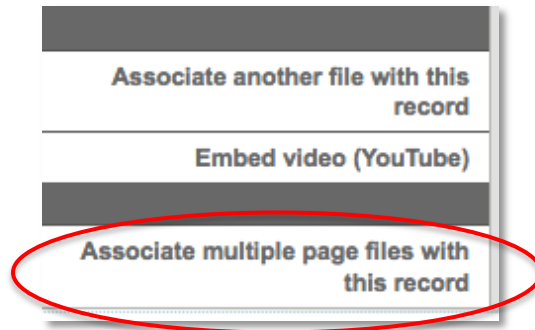
For full instructions on adding metadata and using the VITA templates, see the Adding & Managing Records or the VITA Metadata Application Profile documents.

ADDING PAGES FROM MULTIPLE FILES

Go to the File/Tech Data screen. You will see your initial image listed like this

	File summary
	Thumbnail File Exists: https://data.vit toolkit.ca/Partners/Test60/Test60000529193t.jpg [Details/Edit]
	Regular File Exists: https://data.vit toolkit.ca/Partners/Test60/Test60000529193.jpg [Details/Edit]
	Full Image File Type: JP2 File Exists: https://data.vit toolkit.ca/Partners/Test60/Test60000529193f.JP2 [Details/Edit]
To order the links click and drag the thumbnail or sort icon up or down the list.	

To add pages to your record, click on "Associate multiple page files with this record" and follow these steps:



STEP 1: FILE NAMES

Here you can save a lot of time by automatically assigning page labels by "stripping" the common or "consistent" parts of the file names for all the page files you are uploading. Do not include preceding zeros from the file name as these will be stripped out automatically.

E.g. the file names for my pages files **all** include " Dear_Friends_" (the prefix) and zeros that precede the page number; all the files are JP2s, so the extension or suffix is ".jp2".

Note: we recommend uploading page files as JPG 2000s because of the improved pan-zoom and rotate options. See the Working with JP2 manual for more information.

Allow the tool to resize your image files (settings for page size can be reviewed in Agency Management>Image Options)

OCR /Hit highlighting – choose “yes” if your pages have typed content. The tool will generate a text file as well as apply hit highlighting for the words in each page automatically. For handwritten material, choose “no”.

PDF from Microfilm – Choose “yes” if your PDF is a result of scanning from microfilm. This enhances the image and improves OCR output but does require more time during the processing stage, so use appropriately.

Add pages, step 1	
Title	Agency Management 6.5
File Name constants	1965_09_16_Se Prefix .jpg Suffix <small>If your pages have a consistent naming pattern with the page number embedded in it (e.g. "Book001.tif", enter the constant Prefix (e.g. "Book") and suffix (e.g. ".tif") in the boxes above. These will be removed, the leading zeros in the remainder trimmed and the result used to Label the page. You will be able to further edit that label in a following step.</small>
Change file size (page images only)	<input checked="" type="radio"/> Yes <input type="radio"/> No ↕
OCR / Hit highlighting	<input checked="" type="radio"/> Yes <input type="radio"/> No ↕
PDF from microfilm	<input type="radio"/> Yes <input checked="" type="radio"/> No <small>If you are uploading a PDF derived from microfilm there is a special workflow to deal with specific problems these present.</small>
... on to Step 2	

Click on “...on to Step 2” button.

STEP 2: UPLOADING MULTIPLE FILES

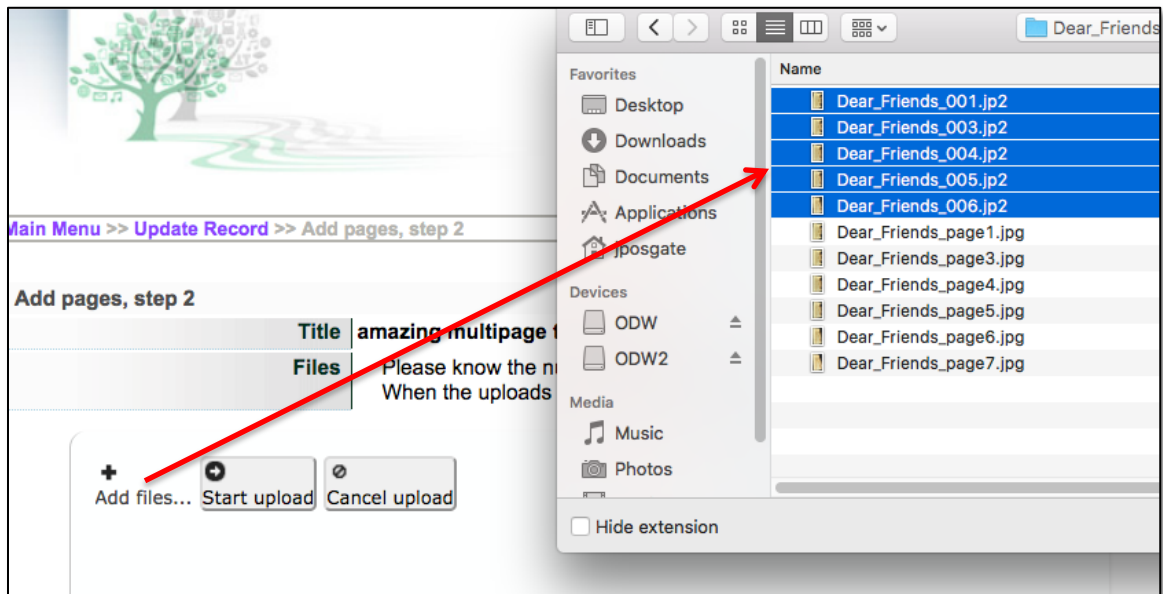
This is a batch file upload screen. Choose the files from your local drive and click “Start uploading” then click the “Continue” button once all the files have completed their load.

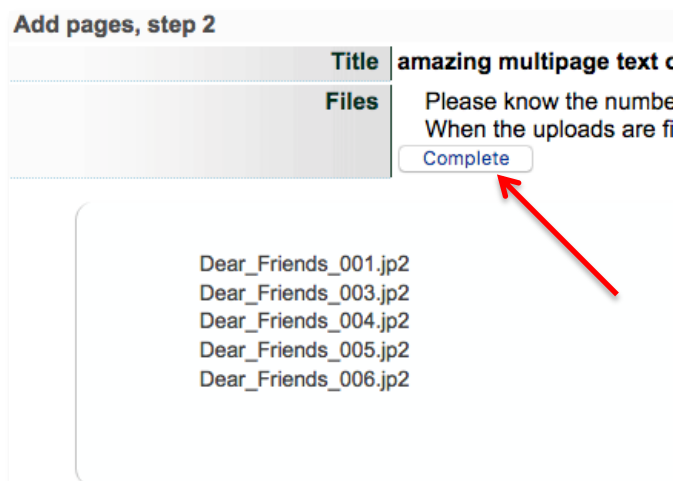
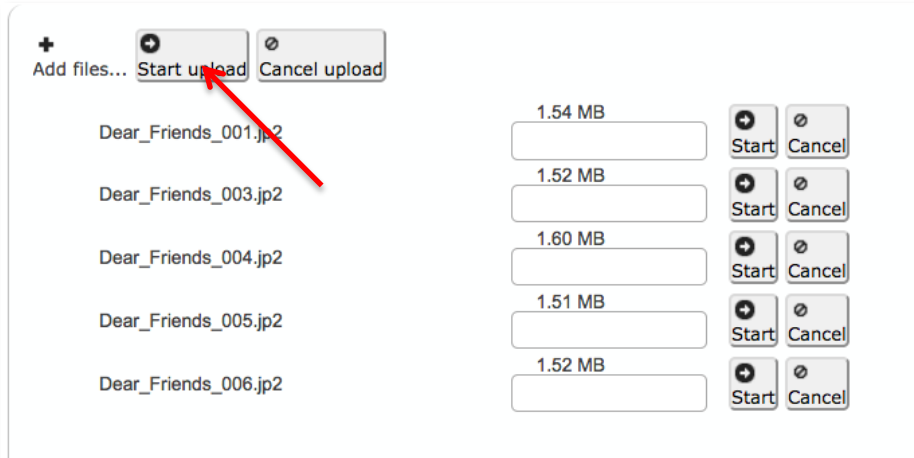
Add Record

Title	<input type="text"/>
Media type	<input type="radio"/> Image <input checked="" type="radio"/> Text <input type="radio"/> Video <input type="radio"/> Audio <input type="radio"/> Publication <input type="radio"/> Newspaper
Category	[Select one of the options below] ▾
Label	<input type="text"/>
Image resize	<input checked="" type="radio"/> Yes <input type="radio"/> No
Split PDF (into Pages)	<input type="radio"/> Yes <input checked="" type="radio"/> No
PDF from microfilm	<input type="radio"/> Yes <input checked="" type="radio"/> No
OCR (Pages only)	<input checked="" type="radio"/> Yes <input type="radio"/> No (Generates Hit Highlighting)

[Clear Form](#)

Select File





Wait while VITA processes your page files:

Note: It can take approximately 1 minute per page to generate all the display images as well as OCR'ing the page content and applying to coordinates that will produce the hit highlighting on the page text when a search is performed. As well, it will take up to 20 minutes for the full text and hit highlighting to be active on your site depending on when the new material enters the indexing cycle.

Don't navigate away from this page until the "continue" message appea



1

Ottawa, Feb. The work of the Bee tot is mov TM Sa to 10003 as thongs we H
Government Mavisy. The Supplementary Estimates of went t rough ina day, "



3

oe think we must 911 sdmit, I think even the est pertisen, even the mcst blind
ensible government once meont being respensible to the crown. However, gr




Then click "Continue"

6 processed

You completed Step 3 by adding 6 files at 17 Aug 2022 16:13:18

[Continue...](#)

New files will display in the File/tech data screen and can then be edited individually.

 Relabel Pages Get Page IDs Update OCR factors Associate another file with this record Embed video (YouTube)	File summary
	Thumbnail File Exists: https://data.vit toolkit.ca/Partners/Test60/Test60000529193t.jpg [Details/Edit]
	Regular File Exists: https://data.vit toolkit.ca/Partners/Test60/Test60000529193.jpg [Details/Edit]
	Full Image File Type: JP2 File Exists: https://data.vit toolkit.ca/Partners/Test60/Test60000529193f.JP2 [Details/Edit]
	 ‡ 1 [Page] File Type: JP2 File Exists: https://data.vit toolkit.ca/Partners/Test60/Test60000529193p_0001p.JP2 [Details/Edit] OCR/Full text: Otte wa, Feb. The work of the Bee tot is mov TM Sa to 10003 as thongs ...
	 ‡ 3 [Page] File Type: JP2 File Exists: https://data.vit toolkit.ca/Partners/Test60/Test60000529193p_0002p.JP2 [Details/Edit] OCR/Full text: oe think we must 911 s dmit, I think even the est pertisen, even the ...

Note that the page labels match the unique variables in the file names, but with the full file name stripped away.

ADDING PAGES FROM A SINGLE PDF

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

STEP 1: ADD RECORD WITH FILE

- Go to the Main Menu → Add record with file
- Add Title
- Select Media Type "Text" assuming this describes the primary content of the multipage object (You can add Secondary Media Types later)
- Select "Page" from the Category drop down list
- Adding a Label for the full object download (Optional)
- File re-size: Select default "Yes"
- Split PDF: "Yes"
- OCR: This will happen automatically for pages generated from split PDFs
- Browse for the file you want to upload

Add Record

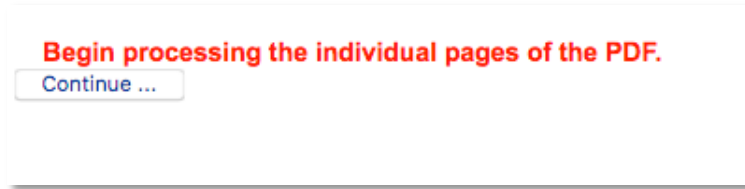
Title	<input style="width: 95%;" type="text"/>
Media type	<input type="radio"/> Image <input checked="" type="radio"/> Text <input type="radio"/> Video <input type="radio"/> Audio <input type="radio"/> Publication <input type="radio"/> Newspaper
Category	<input type="text" value="[Select one of the options below]"/>
Label	<input style="width: 95%;" type="text"/>
Image resize	<input checked="" type="radio"/> Yes <input type="radio"/> No
Split PDF (into Pages)	<input type="radio"/> Yes <input checked="" type="radio"/> No
PDF from microfilm	<input type="radio"/> Yes <input checked="" type="radio"/> No
OCR (Pages only)	<input checked="" type="radio"/> Yes <input type="radio"/> No (Generates Hit Highlighting)
<input type="button" value="Clear Form"/>	
Select File	
<input type="button" value="+ Add file..."/> <input type="button" value="Start upload"/> <input type="button" value="Cancel upload"/>	

Wait for file to load, then click "Continue"

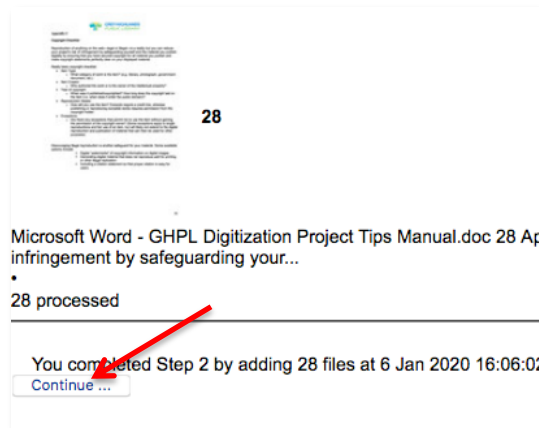
STEP 2: SPLITTING PDFS

On the next screen, the tool needs to process the single PDF into multiple pages, extract the text and create the Thumbnails and other associated files for each page.


Note: It takes approximately 1 minute per page to generate all the display images as well as OCR'ing the page content and applying to coordinates that will produce the hit highlighting on the page text when a search is performed. As well, it will take up to 20 minutes for the full text and hit highlighting to be active on your site depending on when the new material enters the indexing cycle.



Wait for all the files to be processed completely and then click the button at the bottom of the screen:



On the File/Tech screen, you'll see the files generated from your PDF, including the Thumbnail and Regular image files, every page with extracted text snippets, and a complete PDF that is automatically associated with the record. You can make the full PDF public or not, depending on whether you want to allow downloading.



File summary

Update file order

Thumbnail
File Exists: <https://data.vitacoolkit.ca/Partners/Test60/Test60000528561t.jpg> [Details/Edit]

Regular
File Exists: <https://data.vitacoolkit.ca/Partners/Test60/Test60000528561r.jpg> [Details/Edit]

3	1 [Page]
File Exists: https://data.vitacoolkit.ca/Partners/Test60/Test60000528561p_0001p.jpg [Details/Edit] OCR/Full text: Microsoft Word - GHPL Digitization Project Tips Manual.doc ...	
4	2 [Page]
File Exists: https://data.vitacoolkit.ca/Partners/Test60/Test60000528561p_0002p.jpg [Details/Edit] OCR/Full text: Microsoft Word - GHPL Digitization Project Tips Manual.doc ...	
5	3 [Page]
File Exists: https://data.vitacoolkit.ca/Partners/Test60/Test60000528561p_0003p.jpg [Details/Edit] OCR/Full text: Microsoft Word - GHPL Digitization Project Tips Manual.doc ...	
6	4 [Page]
File Exists: https://data.vitacoolkit.ca/Partners/Test60/Test60000528561p_0004p.jpg [Details/Edit] OCR/Full text: Microsoft Word - GHPL Digitization Project Tips Manual.doc ...	
7	5 [Page]
File Exists: https://data.vitacoolkit.ca/Partners/Test60/Test60000528561p_0005p.jpg [Details/Edit] OCR/Full text: Microsoft Word - GHPL Digitization Project Tips Manual.doc ...	
8	6 [Page]
File Exists: https://data.vitacoolkit.ca/Partners/Test60/Test60000528561p_0006p.jpg [Details/Edit] OCR/Full text: Microsoft Word - GHPL Digitization Project Tips Manual.doc ...	

MANAGING MULTIPAGE PAGES & FILES

BATCH RELABELLING OF PAGES

Click the Relabel Pages link

Add new label numbers for all pages.

Optional (for newspaper issues): add section name (e.g. Seasonal Insert, Sports, etc)

List Files

Associate another file with this record

Associate multiple pages with this record

Use this form for making adjustments to the pagination and labeling of pages associated with this record. Each field will accept up to 50 characters, but brevity is recommended, especially in the Label (Lab) field.

- Sec:** Section label. For newspaper sections such as "Sports and Leisure" or "Real Estate" or "B". You don't need to supply a value for the first section of the issue if the paper doesn't use one. They are really only required if the section page numbers start back at "1" again.
- Lab:** Label. For the page number. e.g. "3" or "RE3" **Do not enter labels like "page 3"**. The software will supply the characters "page" when it is appropriate. Subsequent versions will allow you to supply alternate labels for "page" including translations.
- Lab Ext:** Label Extension. Used to briefly indicate significant features of a given page. e.g. "Barber house [photo]" or "Index". These don't appear as part of the pagination but do help users indicate significant landmarks in the drop down list of pages.

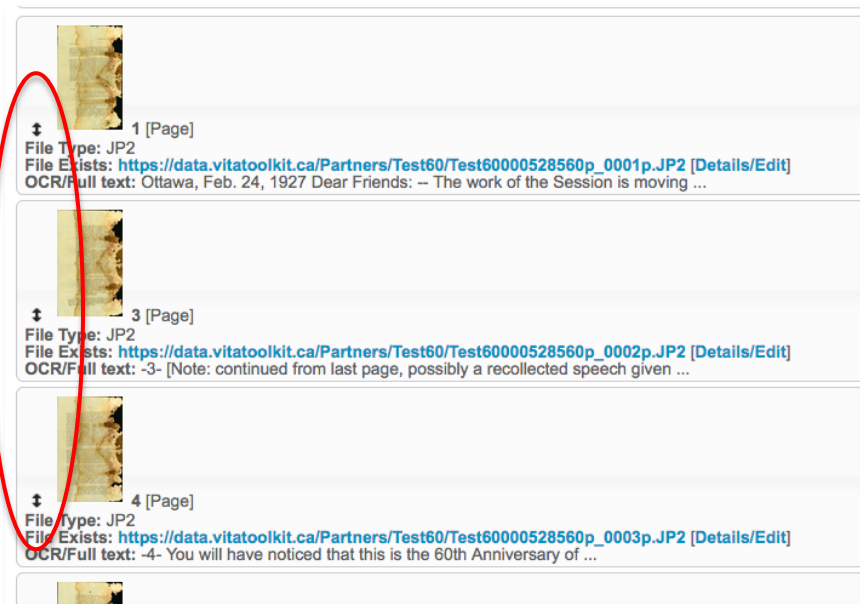
Lab	Sec	Lab	Sec	Lab	Sec
Lab:1		Lab:2		Lab:3	
Lab Ext:		Lab Ext:		Lab Ext:	

Click **Update Labels** to commit changes

To return to File/Tech data screen, click **List Files** link in sidebar

REORDERING PAGES

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



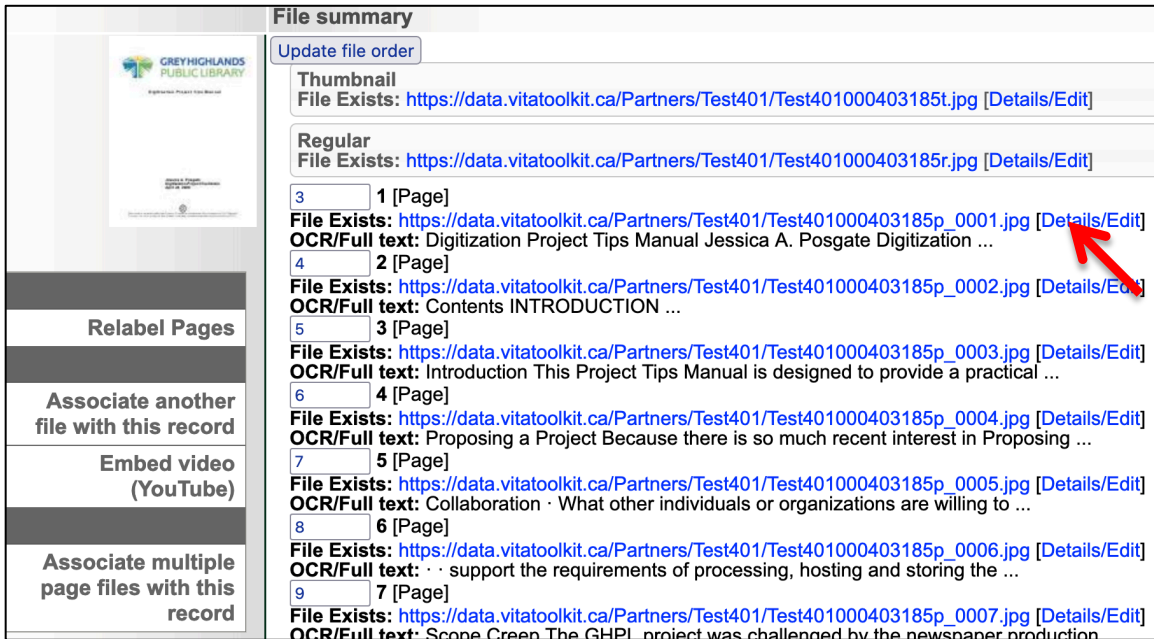
For items with more than 20 pages, the page “order” will appear beside the page label in a numeral box. This order starts with the item Thumbnail (assigned order 1), then the Regular (assigned order 2), and **then** Page 1 (assigned order 3).

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

3	1 [Page]
File Type: JP2	
File Exists: https://data.vitakit.ca/Partners/Test60/Test60000528401p_0001p.JP2 [Details/Edit]	
OCR/Full text: P , " B o O o e 1 L E C e s c T T L o a w s a t h e w e * # t ; f ' T e ' ; § s ...	
4	2 [Page] Non public
File Type: JP2	
File Exists: https://data.vitakit.ca/Partners/Test60/Test60000528401p_0002p.JP2 [Details/Edit]	
OCR/Full text: (y'g'ntjiii'h,'iai..ii,rti l)yriaE',l'IIIIIPrl.''''''' III. f . 'l'A2tti ...	
5	3 [Page]
File Type: JP2	
File Exists: https://data.vitakit.ca/Partners/Test60/Test60000528401p_0003p.JP2 [Details/Edit]	
OCR/Full text: i, . - - - ,...' (5'73"! 'yr new: f . 1 cJ...- A at?» , i2 - ...	
6	4 [Page]
File Type: JP2	
File Exists: https://data.vitakit.ca/Partners/Test60/Test60000528401p_0004p.JP2 [Details/Edit]	
OCR/Full text: n. member for Frontsuac. Hitherto the 8ir AENRY SMITH Government _ ...	
7	5 [Page]
File Type: JP2	
File Exists: https://data.vitakit.ca/Partners/Test60/Test60000528401p_0005p.JP2 [Details/Edit]	
OCR/Full text: --" ' yii-T V J," if"?, -, ' . debate . we all members returned upon ...	
8	6 [Page]
File Type: JP2	
File Exists: https://data.vitakit.ca/Partners/Test60/Test60000528401p_0006p.JP2 [Details/Edit]	
OCR/Full text: SE T U PE hx Ho y q » wihie)ns Hon, J. S, MNcDONALD intimated that ...	
9	7 [Page]
File Type: JP2	
File Exists: https://data.vitakit.ca/Partners/Test60/Test60000528401p_0007p.JP2 [Details/Edit]	
OCR/Full text: NOR SUBMIT TO ARBTTRARY WEASUIET nE TT e ie atermetstrmmeepe e ...	
10	8 [Page]
File Type: JP2	
File Exists: https://data.vitakit.ca/Partners/Test60/Test60000528401p_0008p.JP2 [Details/Edit]	
OCR/Full text: from suon old mising district, compared with th») 3 xpense of collecting ...	
11	9 [Page]
File Type: JP2	
File Exists: https://data.vitakit.ca/Partners/Test60/Test60000528401p_0009p.JP2 [Details/Edit]	
OCR/Full text: .;y 'te bey on d #, Lias 1t devoived on every memb--r of tha Hovse to ...	
12	10 [Page]
File Type: JP2	

BATCH DELETING PAGES

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



File summary

Update file order

Thumbnail
File Exists: <https://data.vit toolkit.ca/Partners/Test401/Test401000403185t.jpg> [Details/Edit]

Regular
File Exists: <https://data.vit toolkit.ca/Partners/Test401/Test401000403185r.jpg> [Details/Edit]

3 1 [Page]
File Exists: https://data.vit toolkit.ca/Partners/Test401/Test401000403185p_0001.jpg [Details/Edit]
OCR/Full text: Digitization Project Tips Manual Jessica A. Posgate Digitization ...

4 2 [Page]
File Exists: https://data.vit toolkit.ca/Partners/Test401/Test401000403185p_0002.jpg [Details/Edit]
OCR/Full text: Contents INTRODUCTION ...

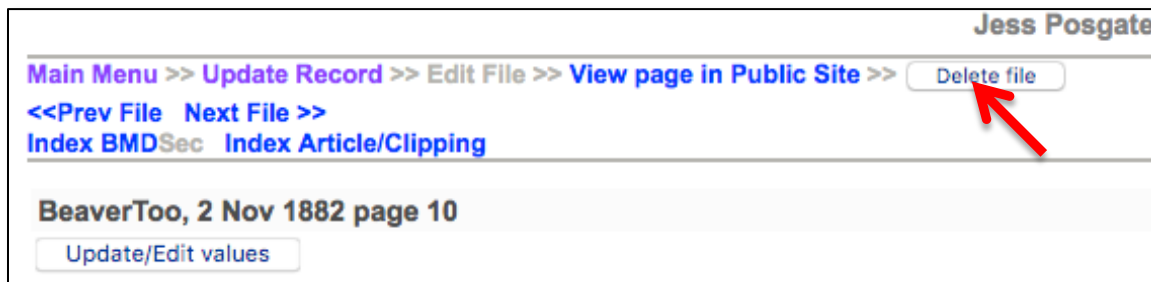
5 3 [Page]
File Exists: https://data.vit toolkit.ca/Partners/Test401/Test401000403185p_0003.jpg [Details/Edit]
OCR/Full text: Introduction This Project Tips Manual is designed to provide a practical ...

6 4 [Page]
File Exists: https://data.vit toolkit.ca/Partners/Test401/Test401000403185p_0004.jpg [Details/Edit]
OCR/Full text: Proposing a Project Because there is so much recent interest in Proposing ...

7 5 [Page]
File Exists: https://data.vit toolkit.ca/Partners/Test401/Test401000403185p_0005.jpg [Details/Edit]
OCR/Full text: Collaboration · What other individuals or organizations are willing to ...

8 6 [Page]
File Exists: https://data.vit toolkit.ca/Partners/Test401/Test401000403185p_0006.jpg [Details/Edit]
OCR/Full text: · · support the requirements of processing, hosting and storing the ...

9 7 [Page]
File Exists: https://data.vit toolkit.ca/Partners/Test401/Test401000403185p_0007.jpg [Details/Edit]
OCR/Full text: Scope Creep The GHPL project was challenged by the newspaper production ...



Jess Posgate

Main Menu >> Update Record >> Edit File >> View page in Public Site >> **Delete file**

<<Prev File Next File >>
Index BMDSec Index Article/Clipping

BeaverToo, 2 Nov 1882 page 10

Update/Edit values

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

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

The screenshot shows a list of digital files in a table-like format. Each row represents a page or document. The first column contains a numeral box with the number '27' (highlighted in blue), '26', '27', '28', and '31'. The second column contains the page label, such as '25 [Page]', '26 [Page]', '27 [Page]', '28 [Page]', and 'download this whole thing [Text file] Non public'. The third column contains file information, including 'File Exists' with a URL, 'OCR/Full text' description, and 'File Type'. At the bottom, there is an 'Update file order' button. Red arrows point from the 'D' in the numeral boxes to the corresponding file information.

27	25 [Page]	File Exists: https://data.vitatoolkit.ca/Partners/Test60/Test60000528561p_0025p.jpg [Details/Edit] OCR/Full text: Microsoft Word - GHPL Digitization Project Tips Manual.doc ...
D	26 [Page]	File Exists: https://data.vitatoolkit.ca/Partners/Test60/Test60000528561p_0026p.jpg [Details/Edit] OCR/Full text: Microsoft Word - GHPL Digitization Project Tips Manual.doc ...
D	27 [Page]	File Exists: https://data.vitatoolkit.ca/Partners/Test60/Test60000528561p_0027p.jpg [Details/Edit] OCR/Full text: Microsoft Word - GHPL Digitization Project Tips Manual.doc ...
D	28 [Page]	File Exists: https://data.vitatoolkit.ca/Partners/Test60/Test60000528561p_0028p.jpg [Details/Edit] OCR/Full text: Microsoft Word - GHPL Digitization Project Tips Manual.doc ...
31	download this whole thing [Text file] Non public	File Type: PDF File Exists: https://data.vitatoolkit.ca/Partners/Test60/Test600005285611T.PDF [Details/Edit] OCR/Full text: Microsoft Word - GHPL Digitization Project Tips Manual.doc This ...

Update file order

EDITING PAGE FILE DETAILS

On the File Details/Edit screen you can edit labels, settings, and add or replace files.

GHPL manual page 1

[Update/Edit values](#)

Section: [Help](#)

Use for significant Sections in issues or volumes such as "Sports" or "Real Estate" or "Volume II" where page numbers start at "1". These appear ahead of the page number in the "pages" drop down list.

Label: [Help](#)

Use for the page number. e.g. "3". **Do not enter labels like "Page 3"**. Use Section or Label Extension to contextualize the page number.

Label (extension): [Help](#)

Use to indicate significant features of a given page. e.g. "Chapter 2" or "Barber house [photo]" or "Index". These appear after page number in the "pages" drop down list.

Category:

Page

Files:

Original File name: burst\001.pdf

Thumbnail for Page (JPG): [Test401000403185pt_0001.jpg](#) [Replace](#)

If new files have been uploaded but old files (of any size) are still appearing here, the image is probably "cached". Try opening the individual image and then SHIFT - Reload

Normal sized Page file (JPG): [Test401000403185p_0001.jpg](#) [Replace](#)

File Size: 94052 bytes, 1294 x 1000 **File Type:** JPG

Large file for Page: [Test401000403185pf_0001.pdf](#) [Replace](#)

File Type: PDF

Section: Use to denote a specific section, such as a Chapter heading or Volume number. This will precede the page number in the page drop down list.

Label: Any label information will be carried forward from the Add Record screen. Edit Labels here.

Label (extension): Use this to distinguish a labelled page as something else, like Title Page, or Index. The file display will include a colon and the extension label (e.g. 1 : Title Page).

Category: The category displayed here reflects either the category selected on the Add Record screen (e.g. Text, Detail, etc) or will be automatically populated during a batch upload of pages (i.e. Category: Page).

Files: Shows all the files created for and associated with that Page. The original digital file name, an option to add or replace a thumbnail and other display files for the record and/or sidebar display, the file name and file Replace option, and File Size in bytes or pixels, and File type. (See below on replacing files)

Put in public display?: [Help](#)

Yes No

Index the text in this file?: [Help](#)

Yes No

Turn this off if you have uploaded multiple versions of the same content (say a Word .DOC as well as a PDF file), so that we only index it once. **Note:** one of those files will need to be indexed.

Full text: [Help](#)

Digitization Project Tips Manual

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[Update/Edit values](#)

Put in Public Display? Default is “Yes”. Use this option to manage files that are not meant for public display such as specifically sized details files, or the text files associated with an object where you do not want the text file to be displayed but want it’s content to be indexed for full text discovery.

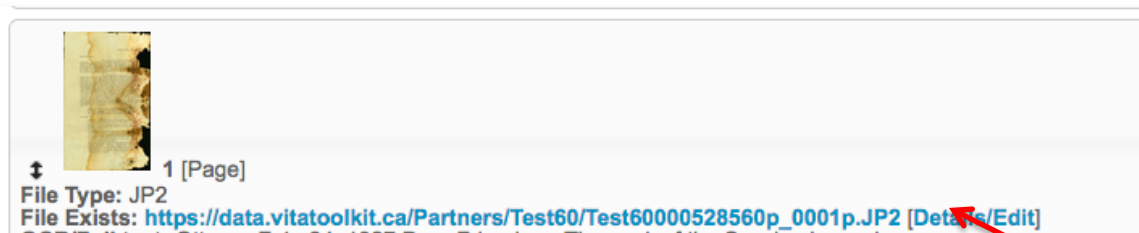
Index the text in this file? This allows you to select which of multiple files will have their content indexed for full text discovery. E.g. if you upload a PDF object, the text will automatically be extracted, but if you upload a DOC file with the corrected text, then select “No” for the PDF and “Yes” for the DOC, and only the DOC file content will be indexed.

Full Text: Any full text that is auto-extracted from the file you uploaded will appear in this input box; use this input box to manage, edit or review full text. This full text will not display in the public details of the object. **Note:** Altering this text will not alter the hit highlighting on search results, only full text page-level “hits”

Remember: Click “**Update/Edit Values**” on this screen to commit your changes on this page.

REPLACING INDIVIDUAL PAGES

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



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

Replacing the page file will not disturb any links to index records like articles or BMDs.

If you do not see your new page, be sure to clear your browser cache and/or do a hard refresh.

Files:

Original File name: Dear_Friends_001.jp2

Thumbnail for Page (JPG): [Test60000528560pt_0001p.jpg](#)

If new files have been uploaded but old files (of any size) are still appearing here, the image is probably "cached". Try opening the individual image and then SHIFT - Reload

Normal sized Page file (JP2): [Test60000528560p_0001p.JP2](#)

File Size: 1537821 bytes, 1600 x 999 **File Type:** JP2

Large file for Page: [Test60000528560pf_0001p.pdf](#)

File Type: PDF

NOTE: When replacing pages with JP2 files, choose "No" to the Image resize option

Upload a file

Image resize Yes No

Select File:

DOWNLOAD PDF OPTIONS

PAGE-LEVEL DOWNLOADS

Single, readable PDF files are automatically generated for every “Page” in VITA and offered for page-level download for the end user. If you would like to change that option, see the Agency Management manual.

OBJECT-LEVEL DOWNLOADS

When a single PDF is uploaded and Split, the original PDF is preserved and added to the record. The default display setting for complete PDF objects is “not public.” If you want to offer the whole item for download, go to File/Tech data screen, select the details/edit for the single PDF file and change the status of that file. The download option displays in the record’s right sidebar; you can also change the label of that file to something non-generic.

MULTIPAGE DISPLAY

When multiple files are associated with one record, the public display of the internal pages will render like this:

Niagara Navigation Company, Season 1910

Pages: Select Search within pages: [] Go

Select

Details (0)

- 1 Front Cover
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9: Time-table
- 10
- 11: Cayuga
- 12

Item

Pamphlets

Description:
The 1910 season brochure of the Niagara Navigation Company service between Toronto, Niagara-on-the-Lake, Lewiston and Queenston, including photographs a map, and prices.

Date of Original:
1910

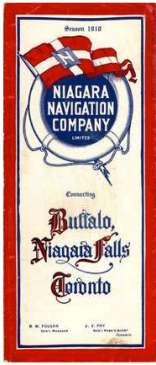
Subject(s):
[Niagara Navigation Company](#)

Language Of Item:
English

Geographic Coverage:
[Canada - Ontario - Ontario, Lake](#)
Latitude: 43.4960371349777
Longitude: -79.17874172329903

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Create electronic postcard

Full Image

Groups of Related Records

Niagara Navigation Company

Page viewer will look like this, with a search bar for full-text search:

