

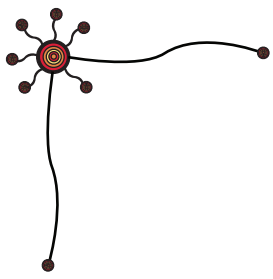
# YOUR MIROMAA LIBRARY AND THE LIBRARY PANEL

Accessing Your Library

Adding Language Sources To Your Library To Create  
Library Items

Attributing Entries To Their Item

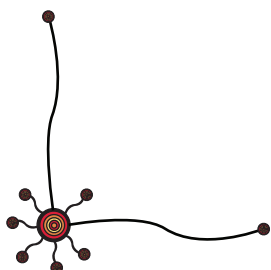
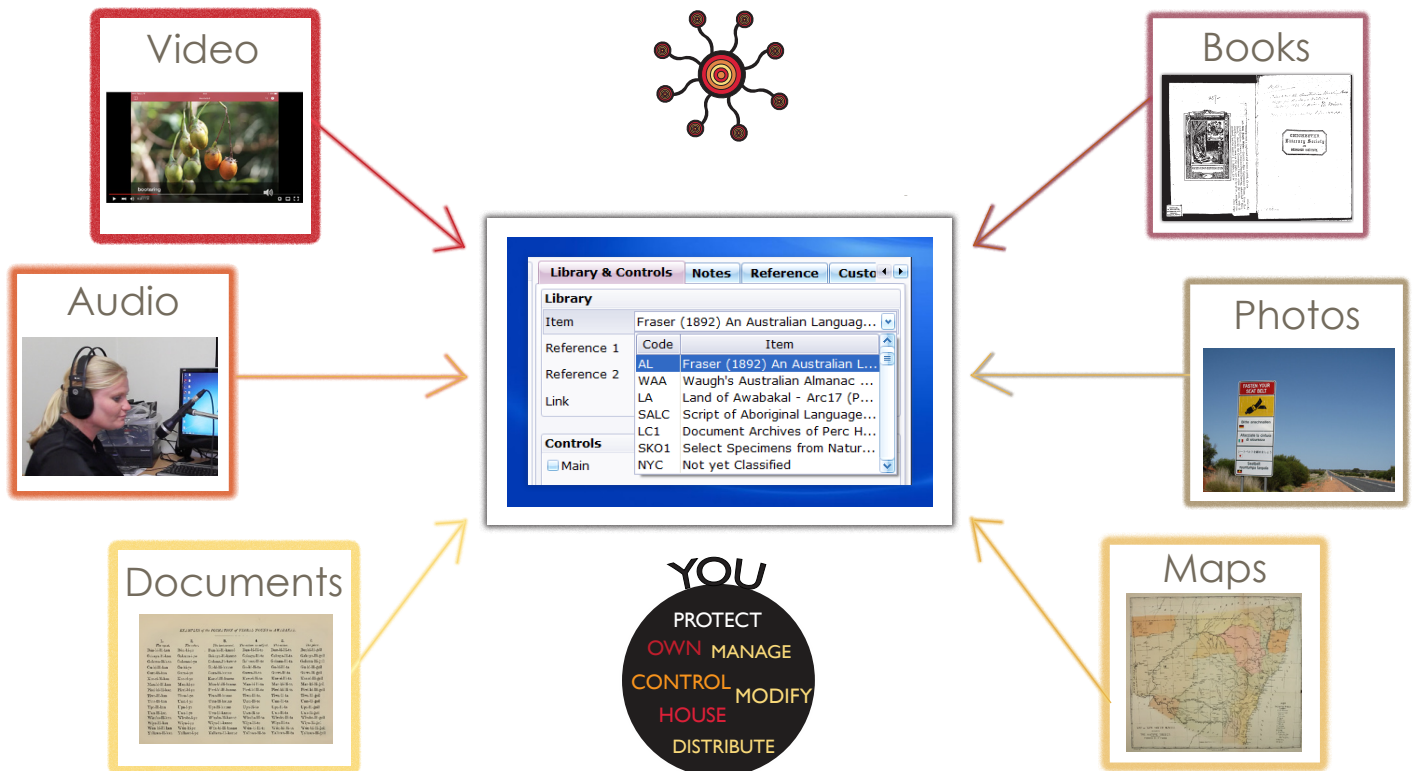
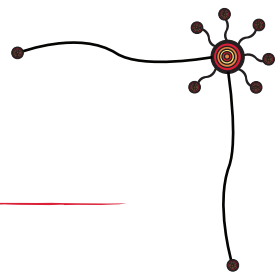




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# Your Miromaa Library



# What To Put In Your Miromaa Library

One of the great things about Miromaa is that you can create your own library of sources, collected and stored safely inside Miromaa. These sources can be anything from which you have found your words, like books, documents, voice recordings, songs, interviews videos and more.

You can upload any digital file format into your library.



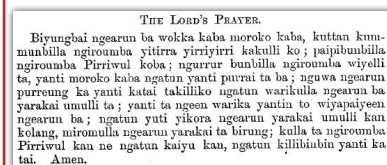
Video

Movies  
Interviews  
Documentaries  
Music Videos



Audio

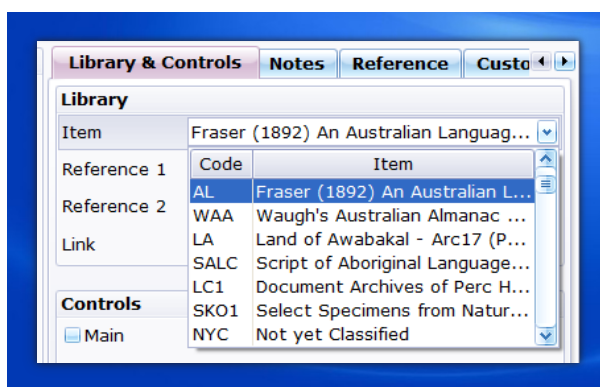
Language Recordings  
Songs  
Interviews  
Recordings of radio

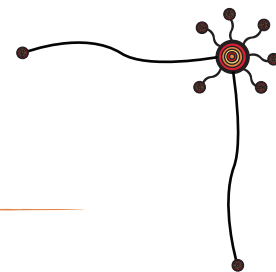


Digital Documents and  
Images

Digitised books  
Historical documents  
Documents  
Posters  
Photos  
Maps

## Your Miromaa Library





# Creating Your Library

1. Accessing your library
2. Adding language sources to your library
3. Attributing your entries to a library item



## Best-Practice tip:

We recommend taking the time to gather your language sources, digitize them and safe keep them in Miromaa.



Miromaa will make **a copy** of all your language sources and file them **for you** in its **world-class archival system**, which you can access through the Library Panel. You then simply attribute your words to your language sources by selecting the item it came from in your Miromaa library.

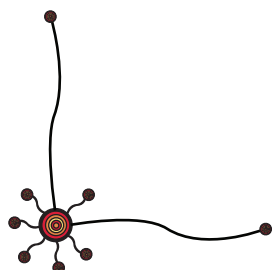
## 1. Accessing Your Library

Miromaa has a **dedicated library area** where you will **manage, edit and access** your library of language sources. This takes place in the **Library section of the Options screen**.

There are 2 ways to access the Library section of the Options screen:

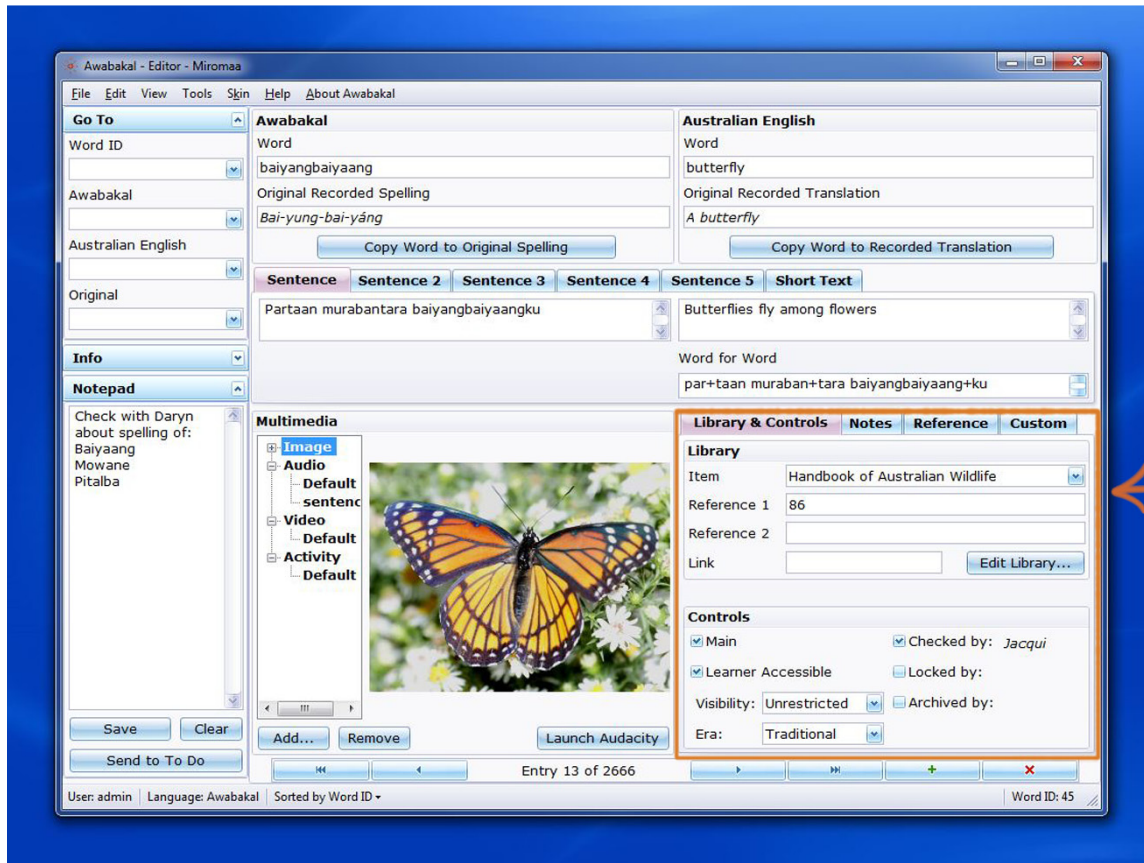
- a) Via the **Editor**
- b) Via the **Menu Bar** or **Main Menu**.

We will go through these in detail in the following pages.

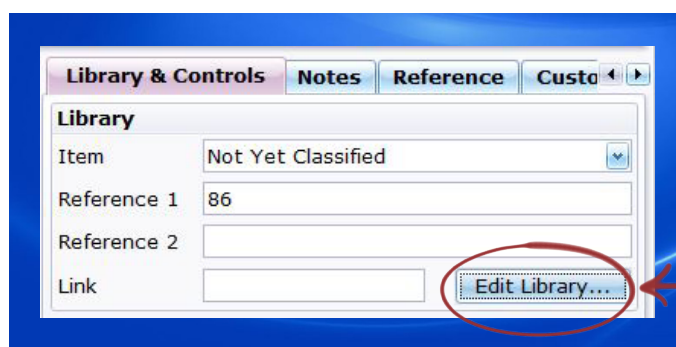


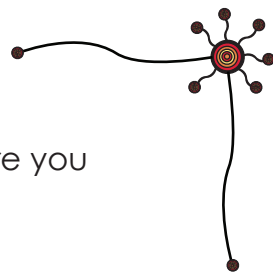
## a) Accessing your Library via the Editor

If you are choosing to add your language sources via the Editor, the first time you reference a language source you must add it to your library through the Library and Controls Panel.

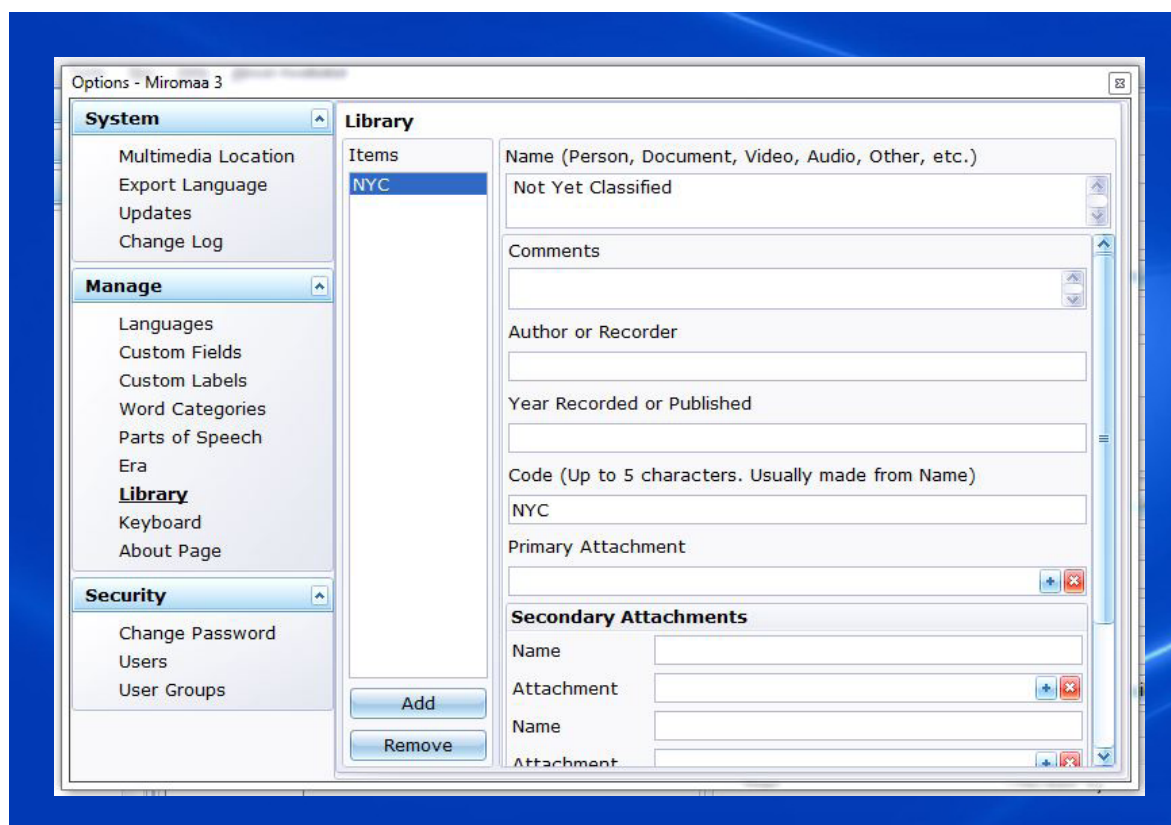


### a. Click on 'Edit Library'



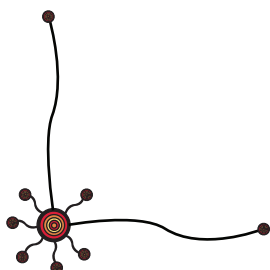


This will take you to the Library section of the Options screen. This is where you manage your library.



## ★ Your Library Screen ★

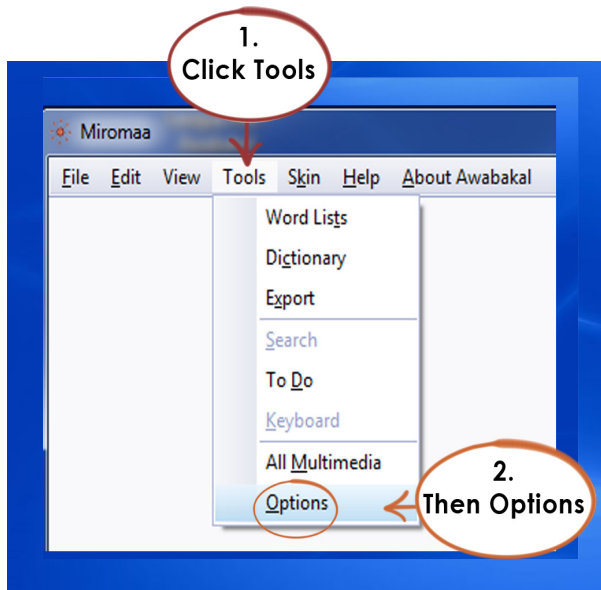
Alternatively you can access the Library section of the Options screen via the **Menu Bar** or the **Main Menu**. The next section shows you how to do this.



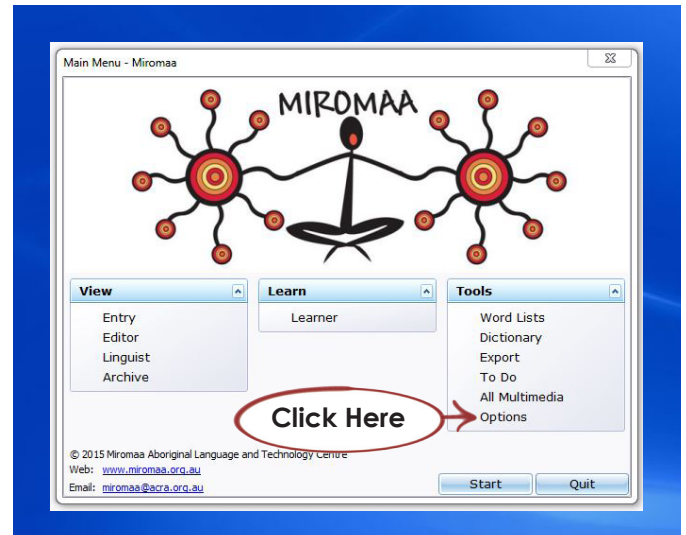


## b) Accessing your library via the Main Menu Bar or Main Menu:

You can **access** the Options screen through the 'Tools' option in the Menu Bar **or** the Main Menu:

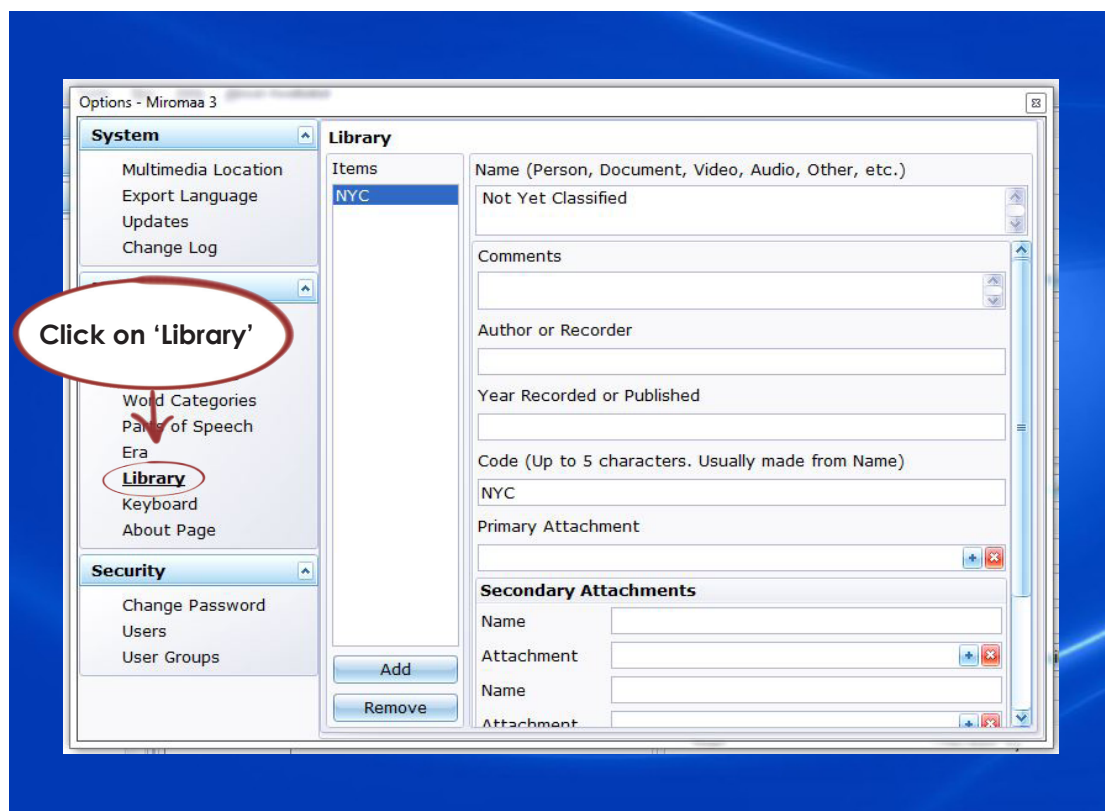


OR



This will take you to the Options screen.

a. Click on 'Library' in the menu under 'Manage' to open the Library section.



Your Library section of the Options Screen

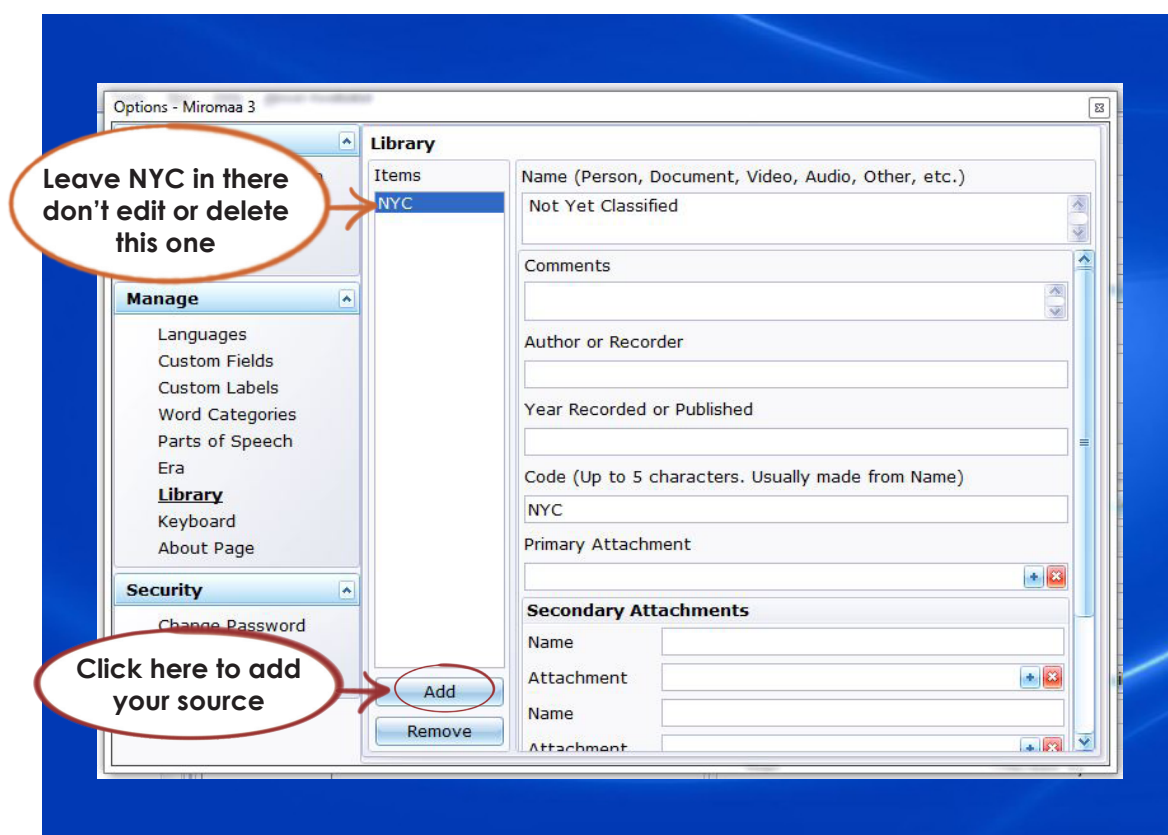




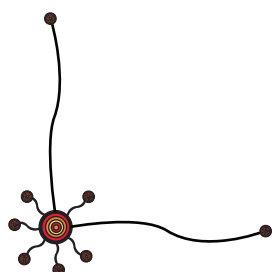
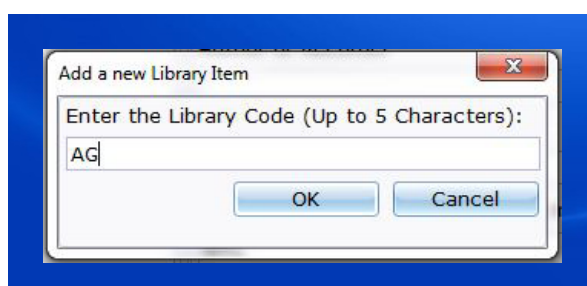


## 2. Adding Language Sources To Your Library To Create Library Items

a. **Click** on '**Add**' to add a new language source



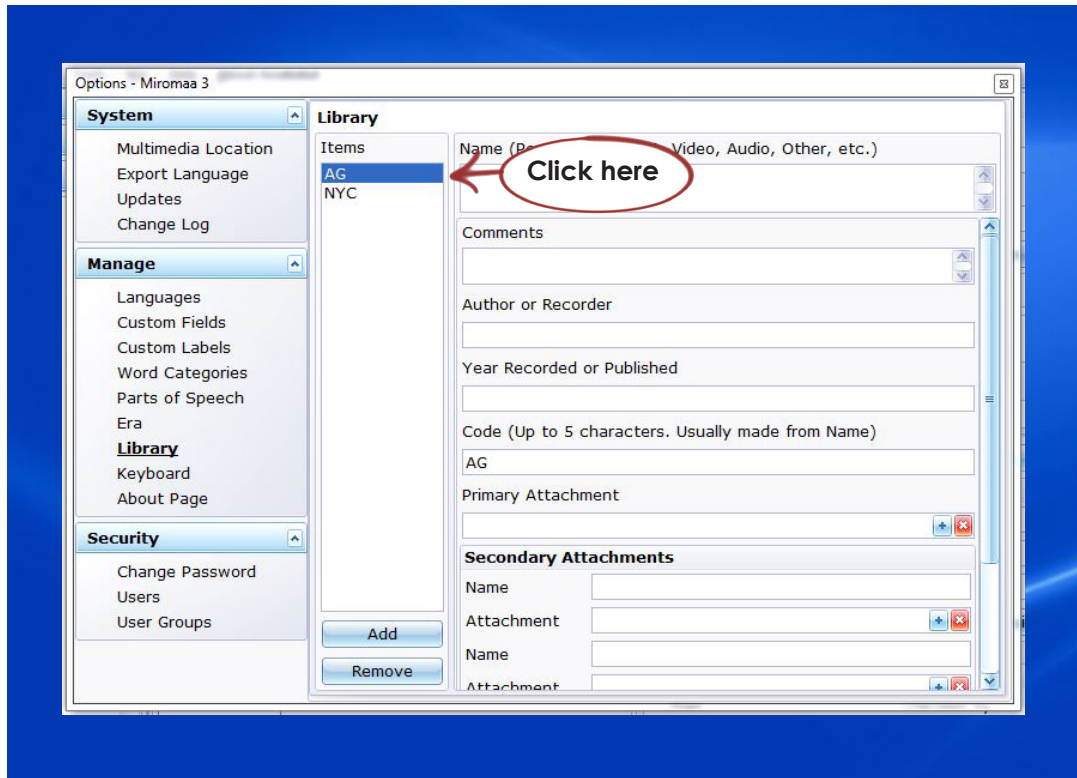
b. **Enter** an **abbreviation** of the **name** of your language source that will be easy to remember, we've used 'AG' for *An Australian Grammar*. This will become the library item code for that language source





c. Click Ok

d. Click on your **abbreviated library item code** in the list, a blank entry will open



Options - Miromaa 3

**System**

- Multimedia Location
- Export Language
- Updates
- Change Log

**Manage**

- Languages
- Custom Fields
- Custom Labels
- Word Categories
- Parts of Speech
- Era
- Library**
- Keyboard
- About Page

**Security**

- Change Password
- Users
- User Groups

**Library**

Items

- AG
- NYC

Name (Person, Document, Video, Audio, Other, etc.)

Comments

Author or Recorder

Year Recorded or Published

Code (Up to 5 characters. Usually made from Name)

AG

Primary Attachment

**Secondary Attachments**

Name

Attachment

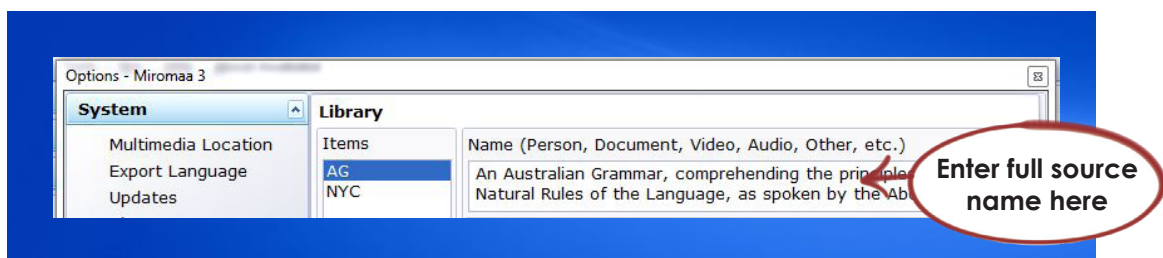
Name

Attachment

Add

Remove

e. In the 'Name' field **enter** the **full name** of the **language source** e.g. book, document, the name of the person who **has been recorded**



Options - Miromaa 3

**System**

- Multimedia Location
- Export Language
- Updates

**Library**

Items

- AG
- NYC

Name (Person, Document, Video, Audio, Other, etc.)

An Australian Grammar, comprehending the principles and Natural Rules of the Language, as spoken by the Aborigines, in

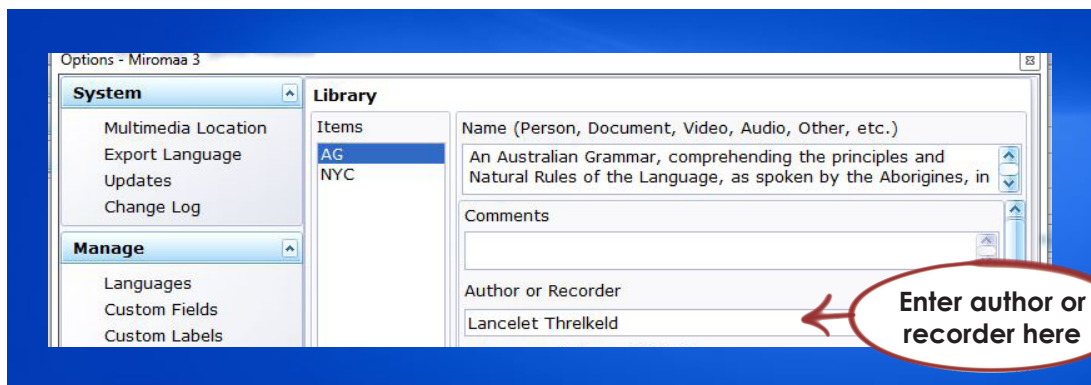
Comments

Author or Recorder

Lancelet Threlkeld

Enter full source name here

f. Enter the **name** of the **author** or the **person** who **made the recording**



Options - Miromaa 3

**System**

- Multimedia Location
- Export Language
- Updates
- Change Log

**Manage**

- Languages
- Custom Fields
- Custom Labels

**Library**

Items

- AG
- NYC

Name (Person, Document, Video, Audio, Other, etc.)

An Australian Grammar, comprehending the principles and Natural Rules of the Language, as spoken by the Aborigines, in

Comments

Author or Recorder

Lancelet Threlkeld

Enter author or recorder here

g. **Enter** the **year** the book was published or the recording made, or the interview took place.



Options - Miromaa 3

**System**

- Multimedia Location
- Export Language
- Updates
- Change Log

**Manage**

- Languages
- Custom Fields
- Custom Labels
- Word Categories
- Parts of Speech

**Library**

Items

- AG
- NYC

Name (Person, Document, Video, Audio, Other, etc.)

An Australian Grammar, comprehending the principles and Natural Rules of the Language, as spoken by the Aborigines, in

Comments

Author or Recorder

Lancelet Threlkeld

Year Recorded or Published

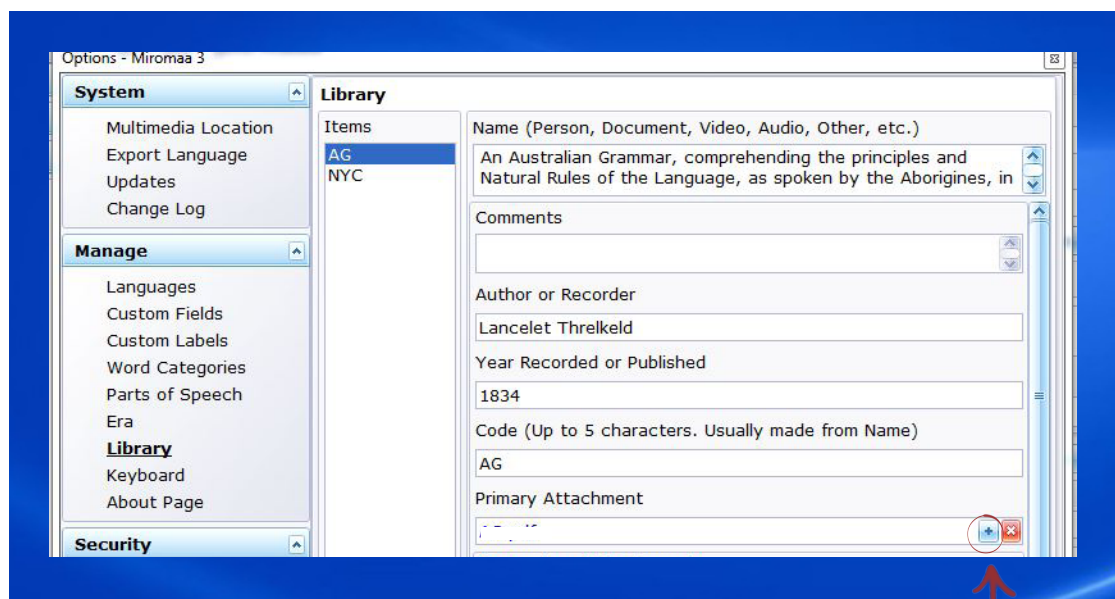
1834

Enter year recorded or published here

h. **Enter** any **comments** you have about this language source

For this language source we don't have any comments so we'll leave it blank. We don't have to fill in every field.

i. **Click** on the **[+]** next to the '**Primary Attachment**' field



Options - Miromaa 3

**System**

- Multimedia Location
- Export Language
- Updates
- Change Log

**Manage**

- Languages
- Custom Fields
- Custom Labels
- Word Categories
- Parts of Speech
- Era
- Library**
- Keyboard
- About Page

**Security**

**Library**

Items

- AG
- NYC

Name (Person, Document, Video, Audio, Other, etc.)

An Australian Grammar, comprehending the principles and Natural Rules of the Language, as spoken by the Aborigines, in

Comments

Author or Recorder

Lancelet Threlkeld

Year Recorded or Published

1834

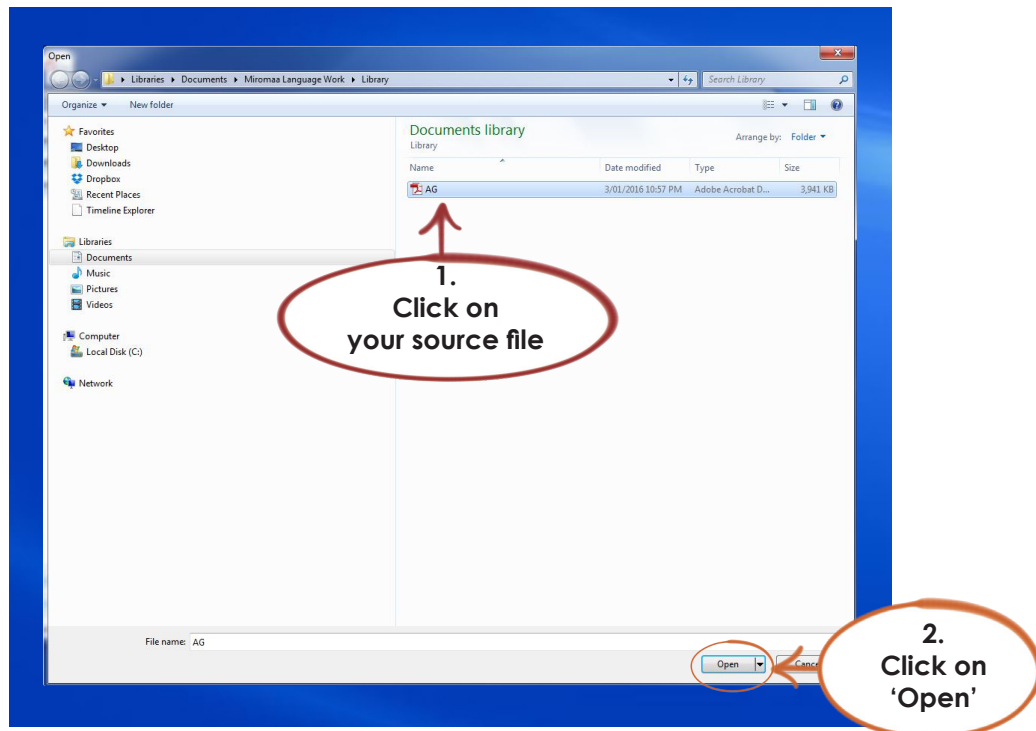
Code (Up to 5 characters. Usually made from Name)

AG

Primary Attachment

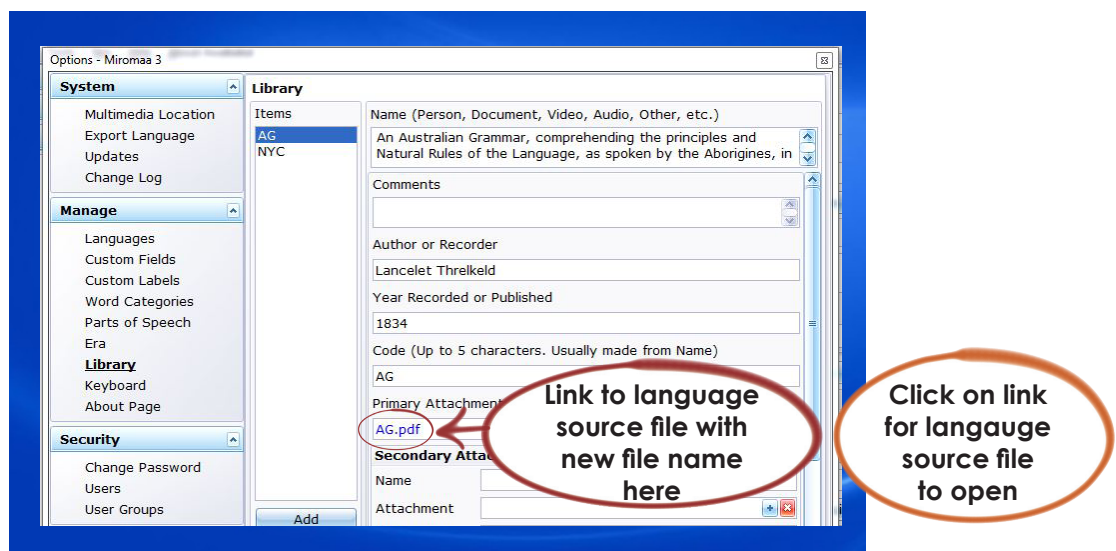
Click here to add a digital copy of your language source to your library

j. **Navigate** to where you keep your **digital language source files** (we highly recommend keeping them together in the 'Library' Folder inside your 'Miromaa Language Work' folder)



k. **Click** on the **language source file**

l. **Click** on '**Open**' this will take you back to the Library section of the 'Options' page.

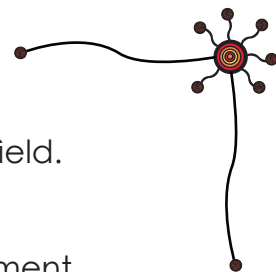


The language source file will appear in the **Primary Attachment** field of the **Library** section of the **Options Screen**.

Miromaa will have renamed the language source file with the code you have given it, with the suffix of whatever the file format is:

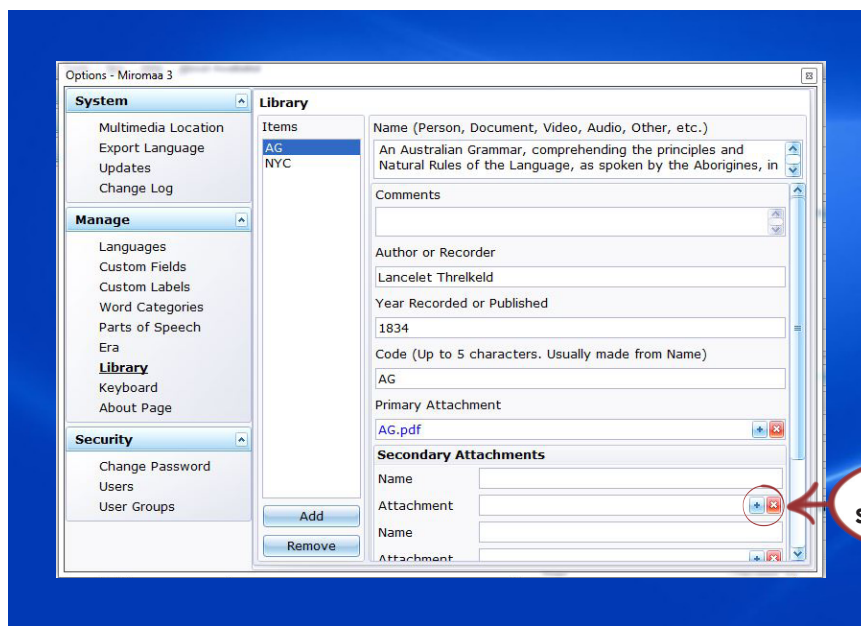
AG.pdf

It is also blue, this means it's a link. You can click on it and your digital language source file will be opened by the default Microsoft application for that file format.



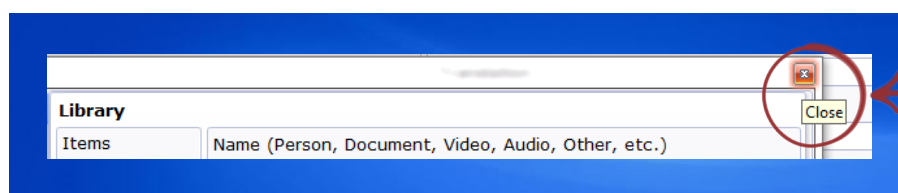
m. **Enter** any **Secondary Attachments** in the Secondary Attachment field. For example this might be a commentary about your primary text.

To enter a secondary text **click** on the [+] next to the secondary attachment field and repeat steps i to l as with the primary attachment.

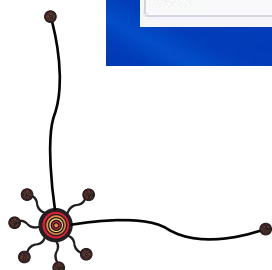
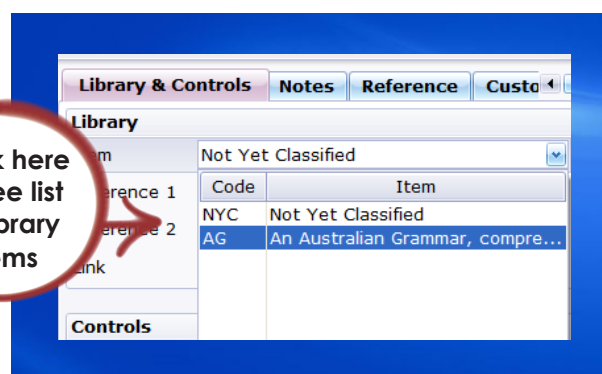
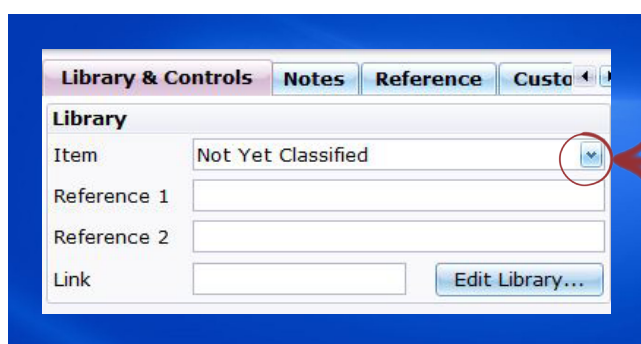


For this example there is no secondary attachment so we will leave it blank.

n. **Click** on the [x] in the top right corner to close the Options screen and return to the Editor



Your language source will now appear as a **library item** in the drop-down list in the Library Panel

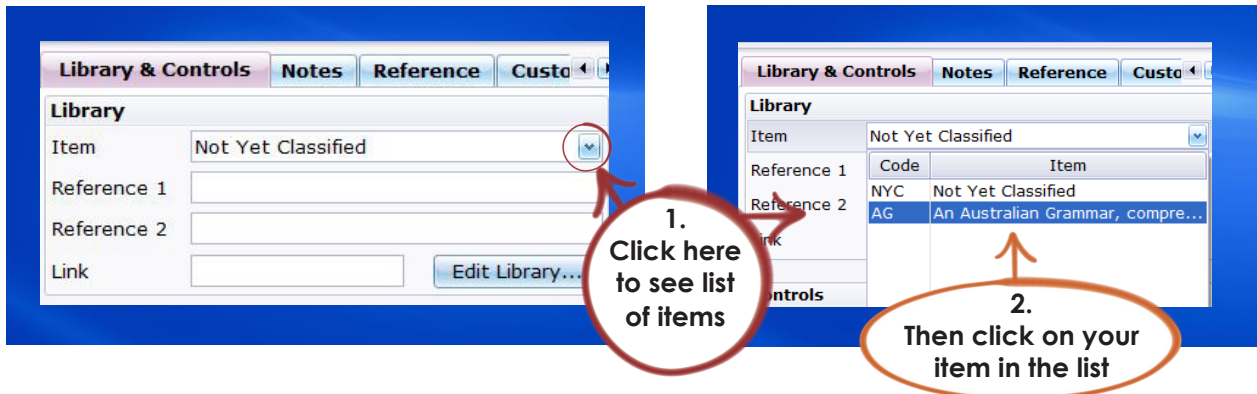




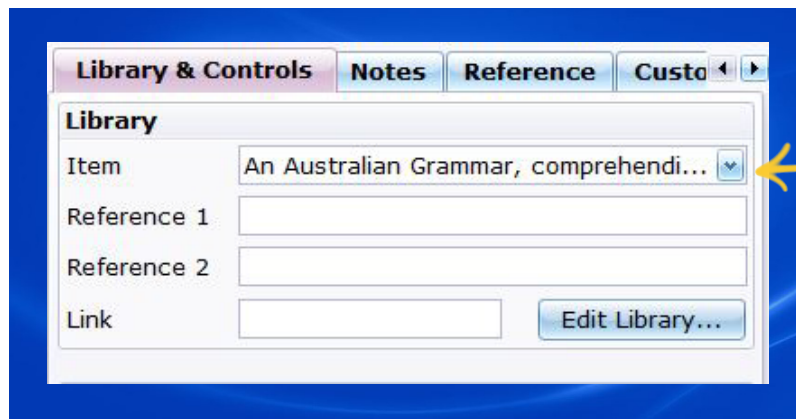
### 3. Attributing Entries To A Source

Now that we have uploaded our language source (or sources) to our library, each source is now a **library item**. We now can attribute our word entry to its library item via the Library Panel of the Editor.

a. Click on the **arrow next to the Item Field** in the Library Panel

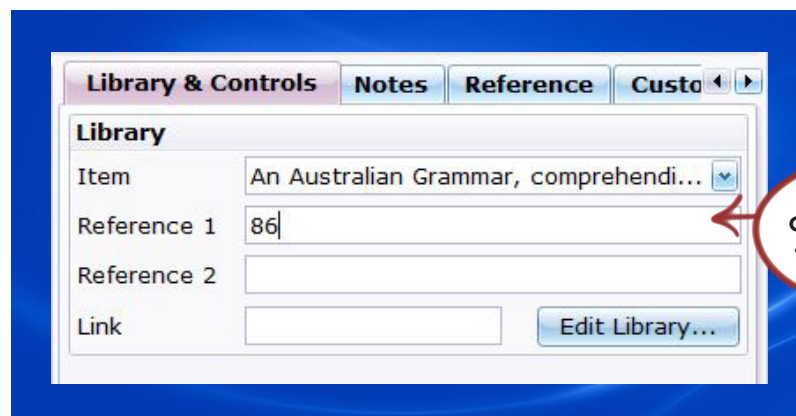


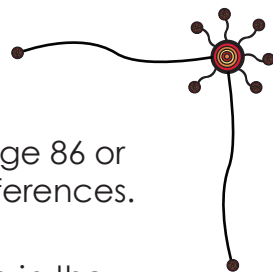
b. Click on your **item** in the list. Your library item will now appear in the **Item Field**



c. Into the **Reference 1** field **enter** the details about **where in this language source you found this word**. For example this could be:

- A page number in a book or document
- The time in an audio or video recording
- Details about a conversation





We have chosen just to write the number of the page without writing page 86 or p.86, because it's faster. It is up to you how you choose to enter your References.

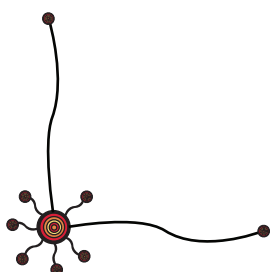
d. Into the **Reference 2** Field **add** any further information about where in the language source you found the word. For example:  
Paragraph or line number, or time in the recording e.g. 2 Mins 20 Sec.

For our example a page number is enough to locate the word easily so we will leave this field blank.

Library & Controls	
Library	
Item	An Australian Grammar, comprehendi...
Reference 1	86
Reference 2	
Link	
<a href="#">Edit Library...</a>	

Enter further information on where word was found in language source

Congratulations you have entered your language source into your library to create a library item and attributed your word to its item!

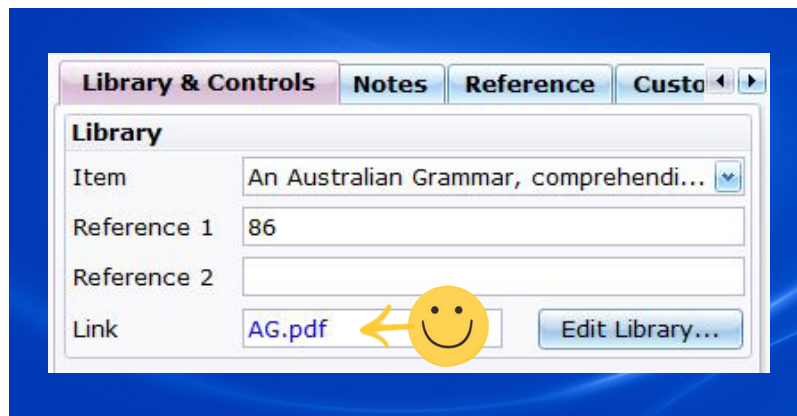




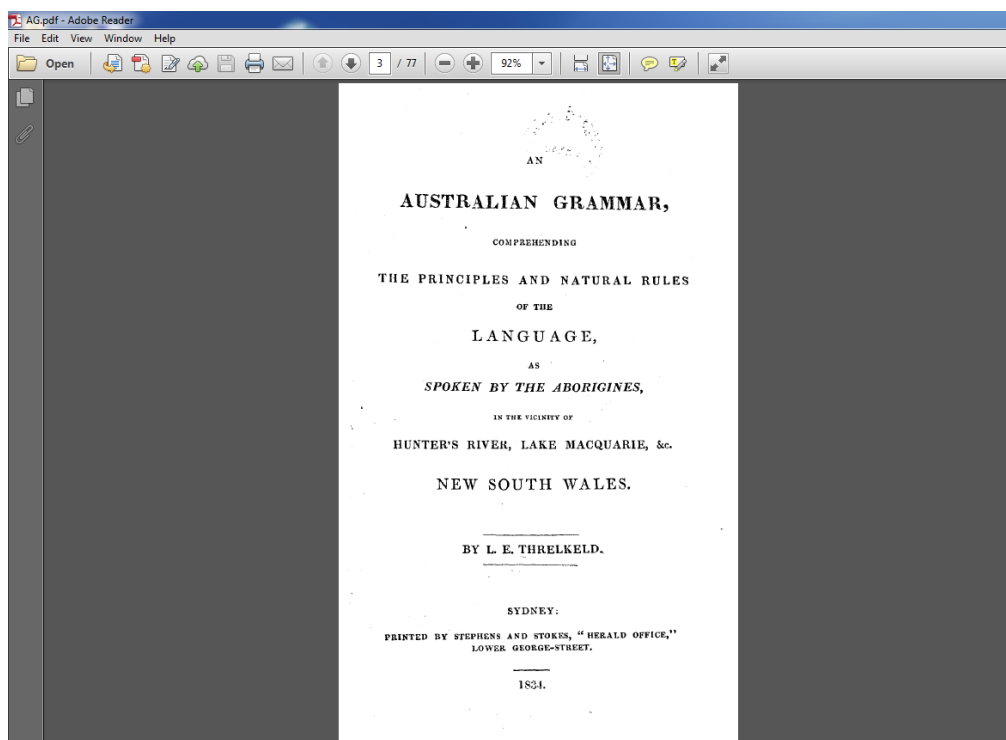
## Opening Library Items From The Editor

Now if you enter another entry, then return to this entry, you will see that in the Link field of the Library Panel a link to your language source file has appeared with it's new name. This link is blue, meaning that you can double click on it and open your language source file at any time directly from your Entry Screen in Miromaa!

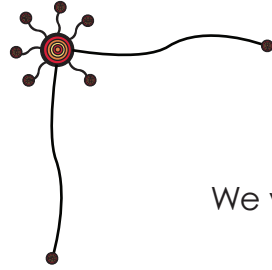
This means your words are always directly linked to their source files and that you can always instantly find the source file exactly when and where you need it...how easy is that?!



When viewing your library items from within Miromaa it will automatically connect you with the default Windows application which opens that file format, and will open your file for you e.g.pdf by your pdf reader etc.







We would love to hear your feedback on Miromaa so please don't hesitate to tell us about your experiences:

## **Miromaa Aboriginal Language & Technology Centre**

Suite 1  
50 Bolton Street,  
Newcastle. NSW. 2300.  
Phone: +61 2 4927 8222  
miromaa@acra.org.au  
[www.miromaa.org.au](http://www.miromaa.org.au)

### **Remote Support**

If you would like further help we can assist by providing support by email or by using our remote support software TeamViewer:

<http://miromaa.org.au/miromaa/support.html>

### **Miromaa Learning Room**

The most recent version of this, and all of our training documents will be available in the learning room.

<http://www.miromaa.org.au/miromaa/learning-centre/learning-room.html>

