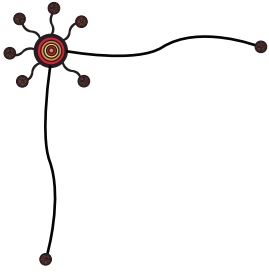


FILE MANAGEMENT

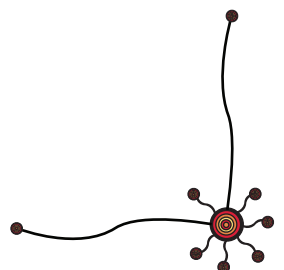
Setting Up Your Miromaa Folder Structure

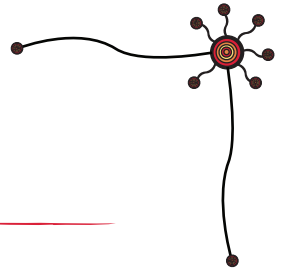




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File Management

File management in Miromaa is extremely important. It's not fun but it's vital to backing up your work properly. It can save a lot of time and frustration later, please believe us, we have all learnt the hard way.



We work with the following folder structure, which we suggest as a setup. You can use whatever works for you, but it will be easier to follow along with our examples if you have the same setup.

Miromaa Language Work - This the folder that holds all the other folders, to keep everything together. Inside this folder create 4 sub-folders:

Exports - This is where any word lists, dictionaries and all the other great stuff you create with Miromaa will go

Library - This is where your sources that are in text form go like books or documents

Data - This is where your Miromaa Database will go, **this is the most important folder**

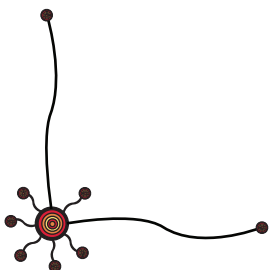
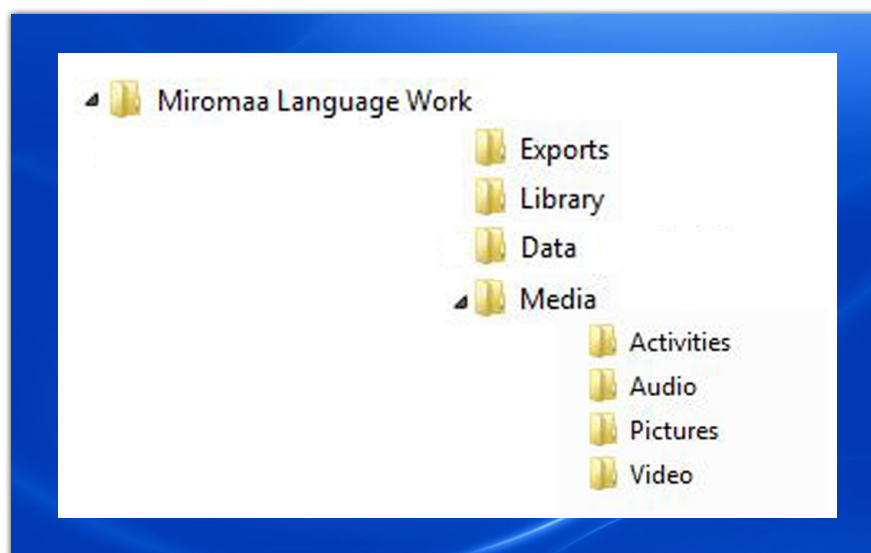
Media - Inside this folder create 4 sub-folders:

Activities Where any activities you wish to upload to Miromaa will sit

Pictures Where any images you wish to upload to Miromaa will sit

Videos Where any video you wish to upload to Miromaa will sit

Audio Where any video wish to upload to Miromaa will sit





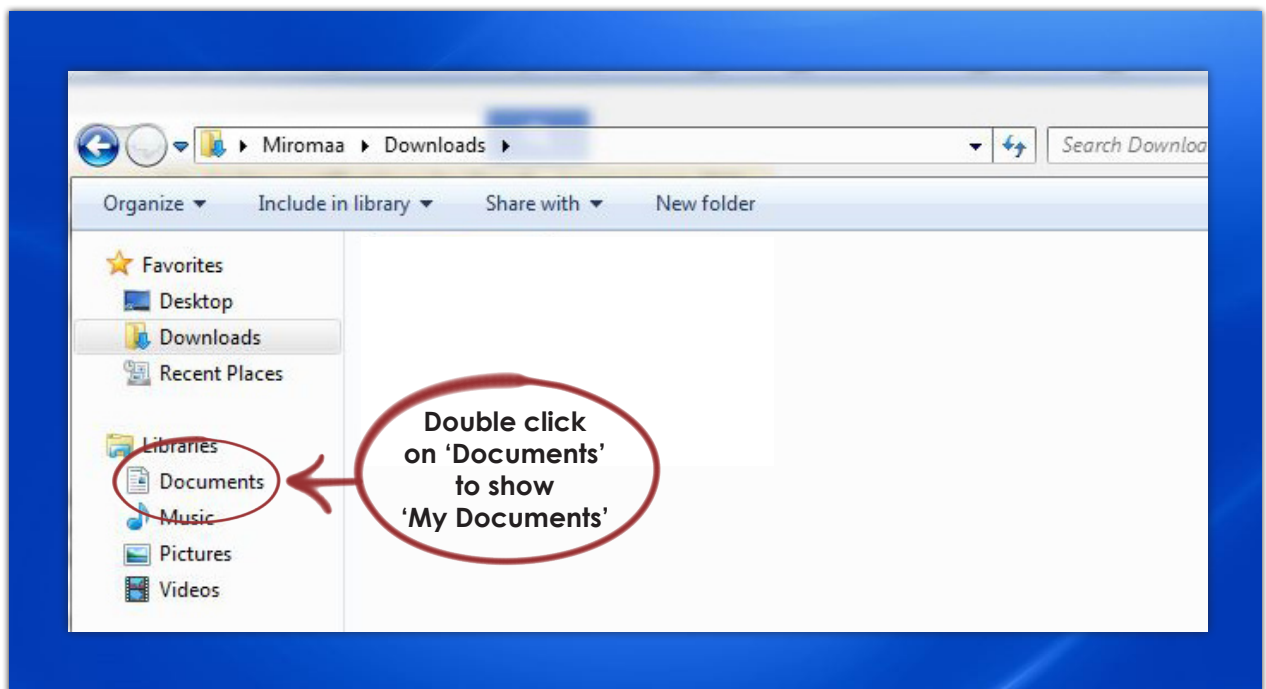
Setting Up Your Miromaa Folder Structure

Here is an example of a folder structure that works well for us, this is the structure we will use in all the examples. You can structure yours however suits your needs.

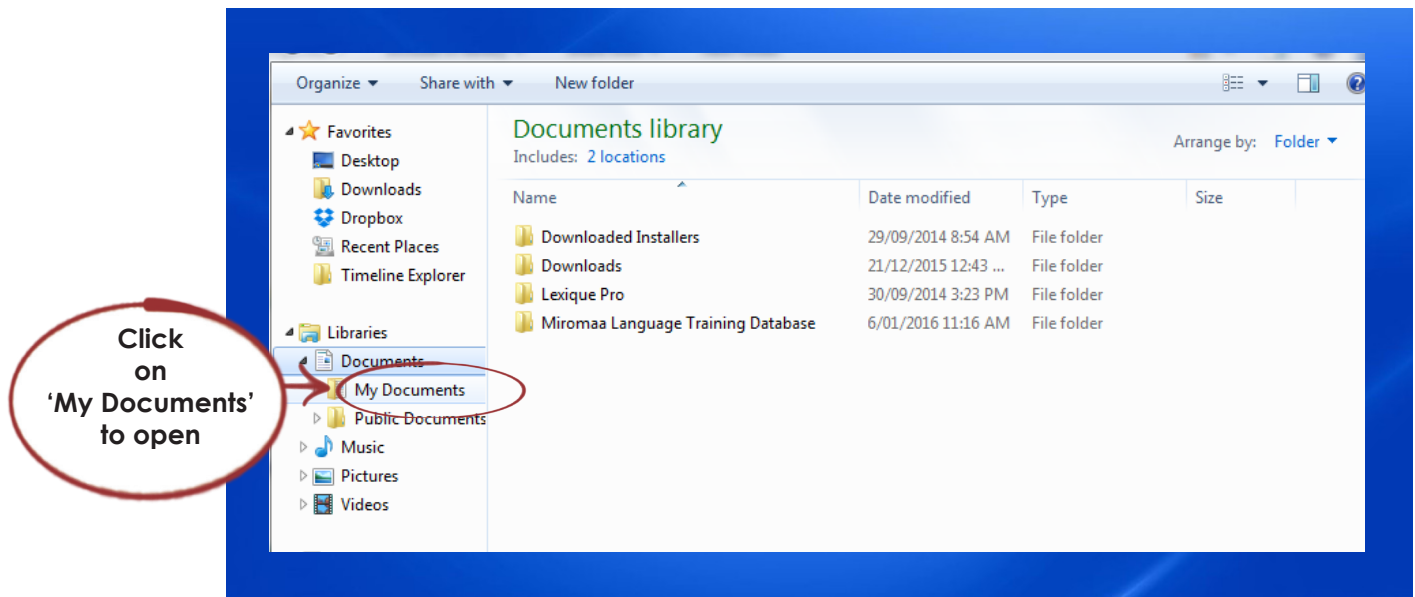
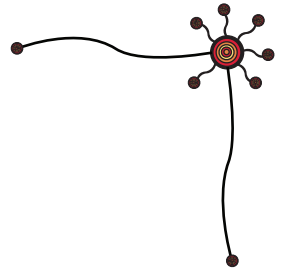
1. To **open** the **File Explorer Window** on your computer **click** one of the icons below



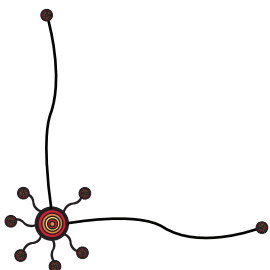
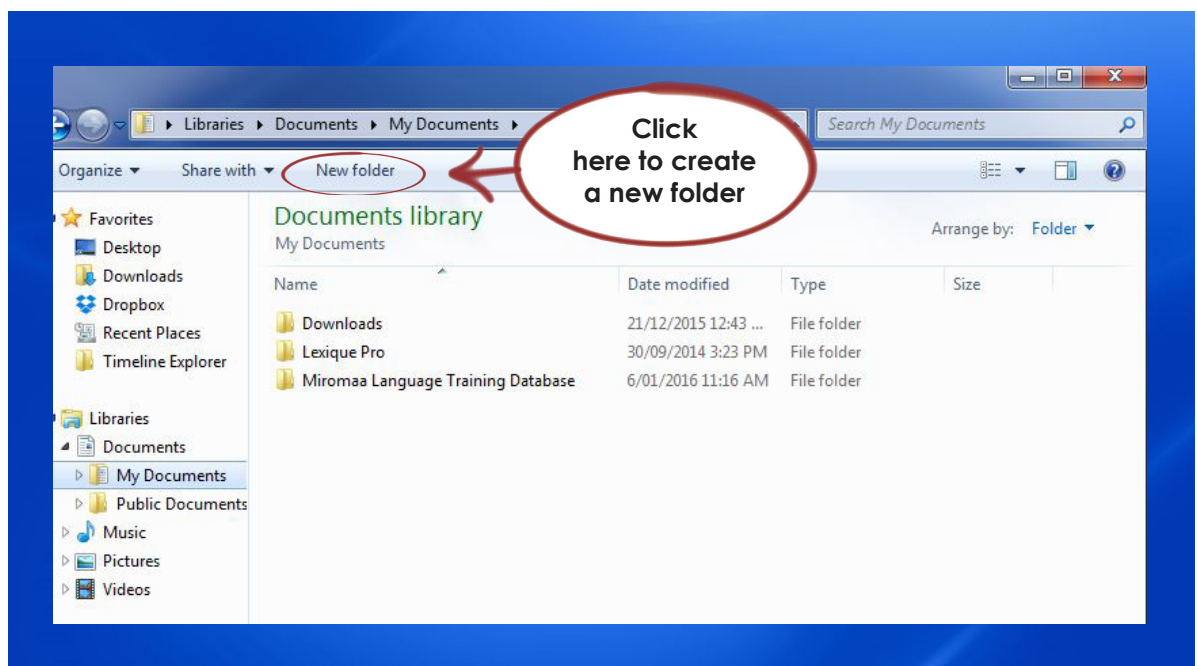
2. **Double click** on '**Documents**' to show 'My Documents'

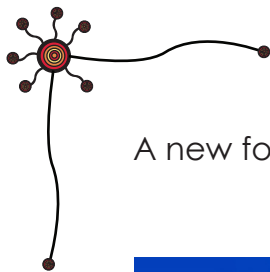


3. **Double click** on '**My Documents**' to open.
There may or may not be anything in there already

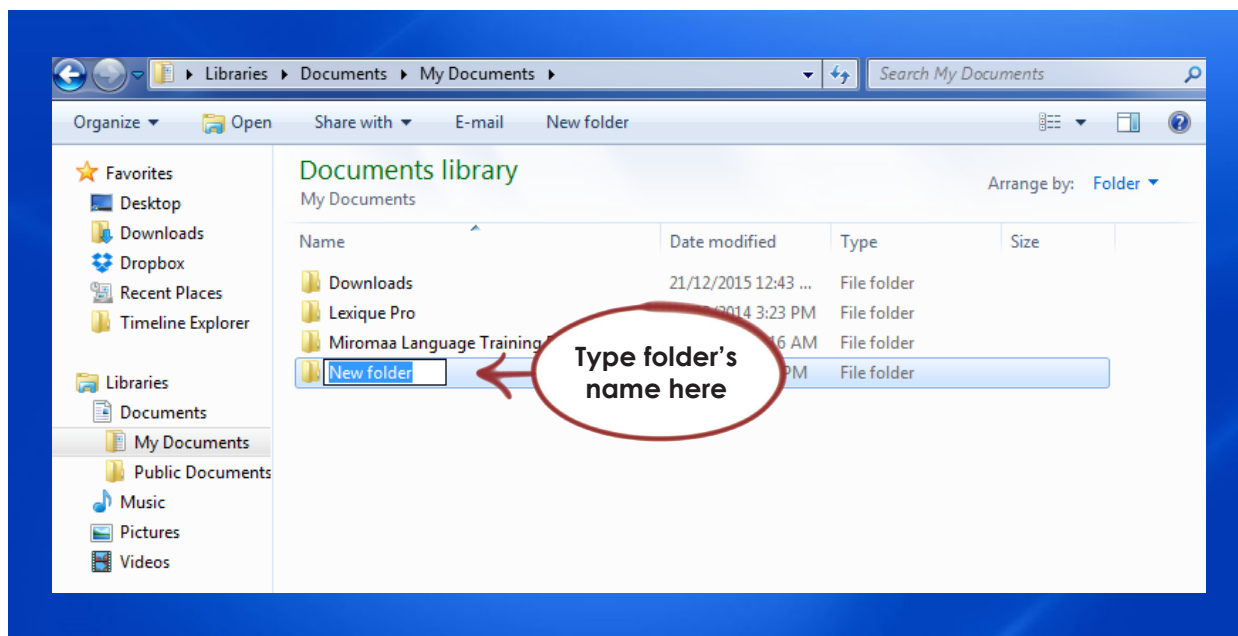


4. **Click** on the '**New Folder**' button to create a new, empty folder





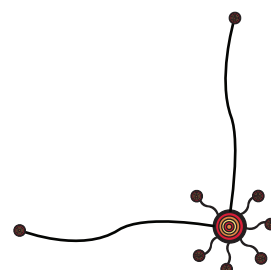
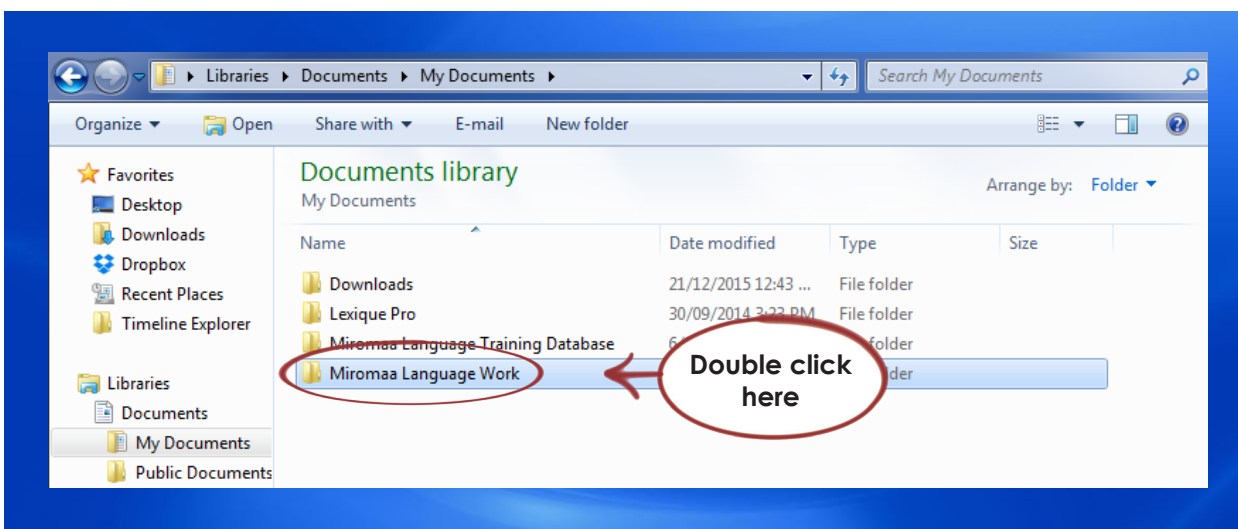
A new folder will appear

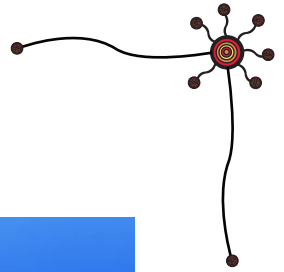


5. **Type** in the name of the folder and press '**Enter**'.

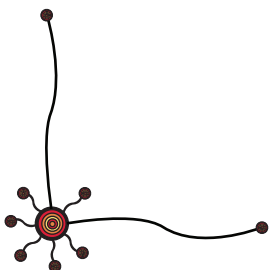
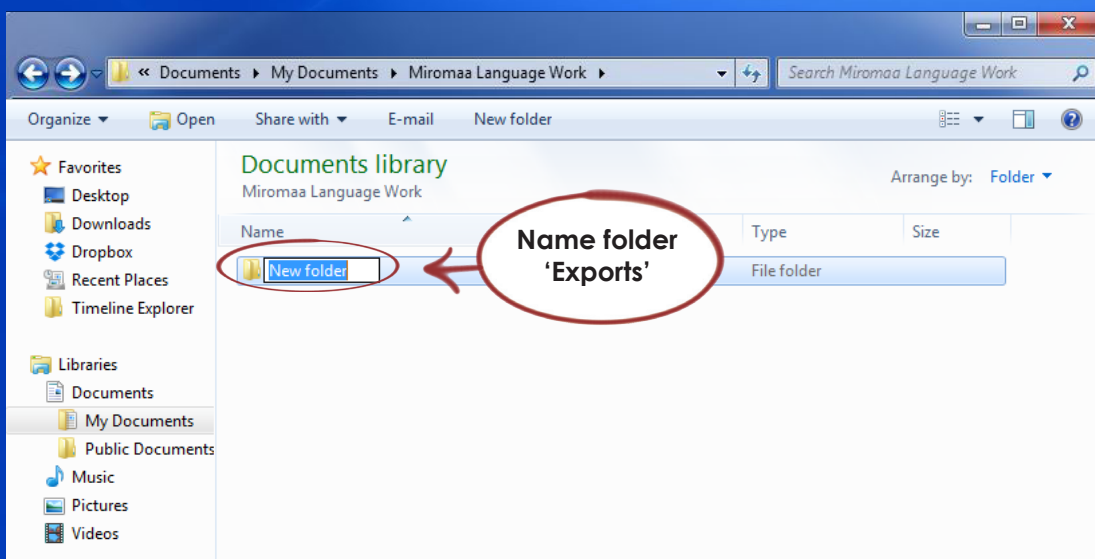
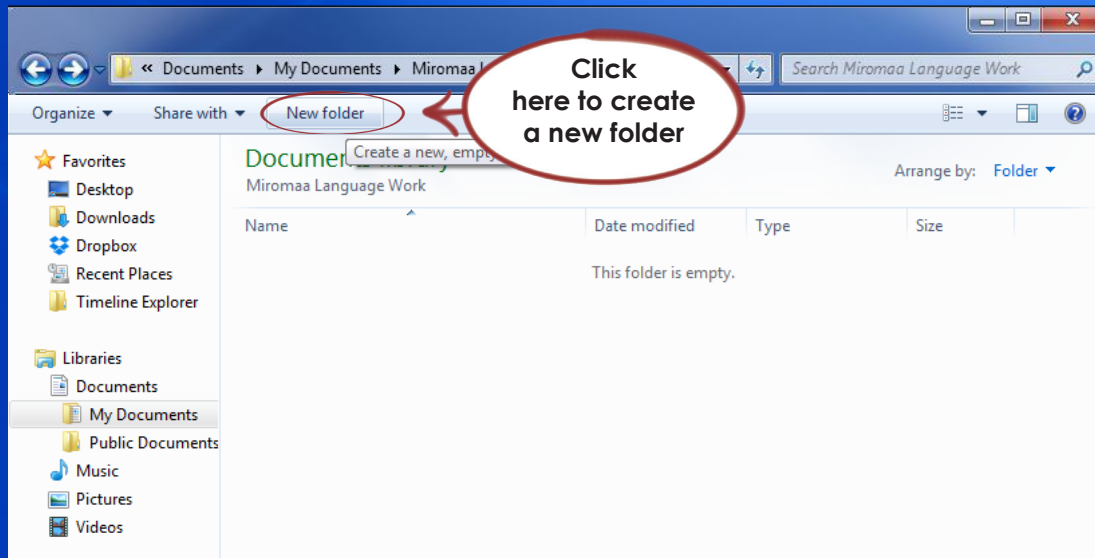
We have called ours 'Miromaa Language Work', it will be easier to follow the tutorials if yours has a similar name.

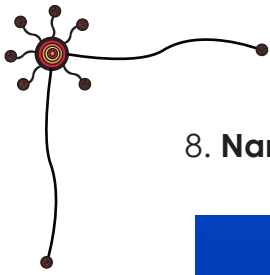
6. **Double click** on your 'Miromaa Language Work' folder to get inside it



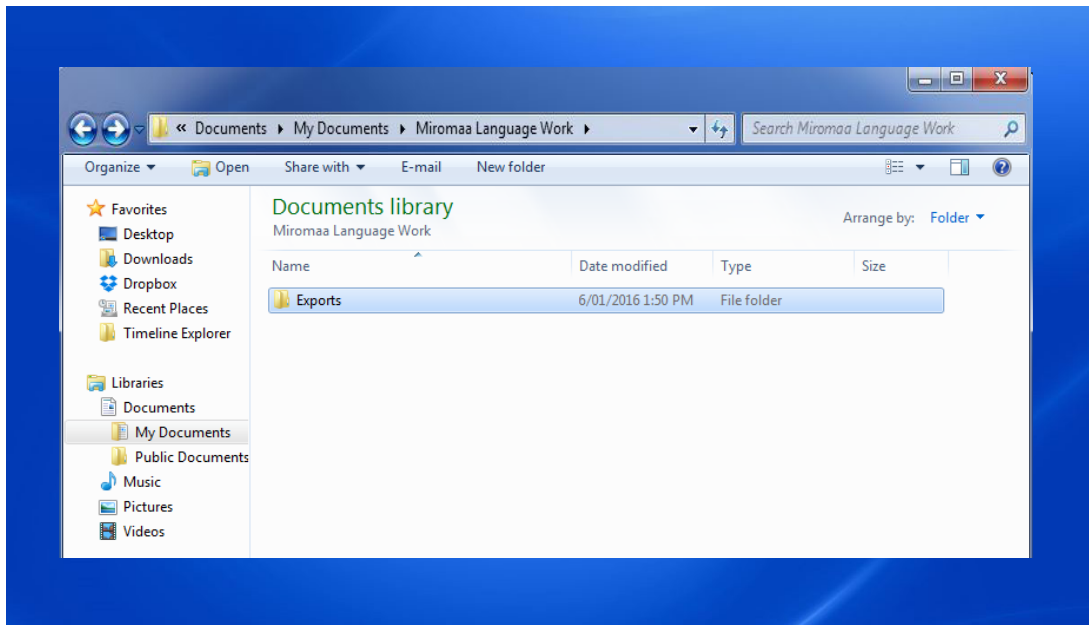


7. **Click** on the '**New Folder**' button to create a new, empty folder





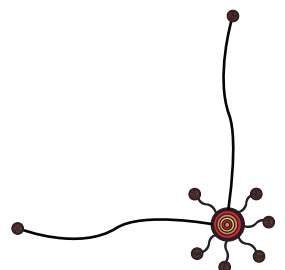
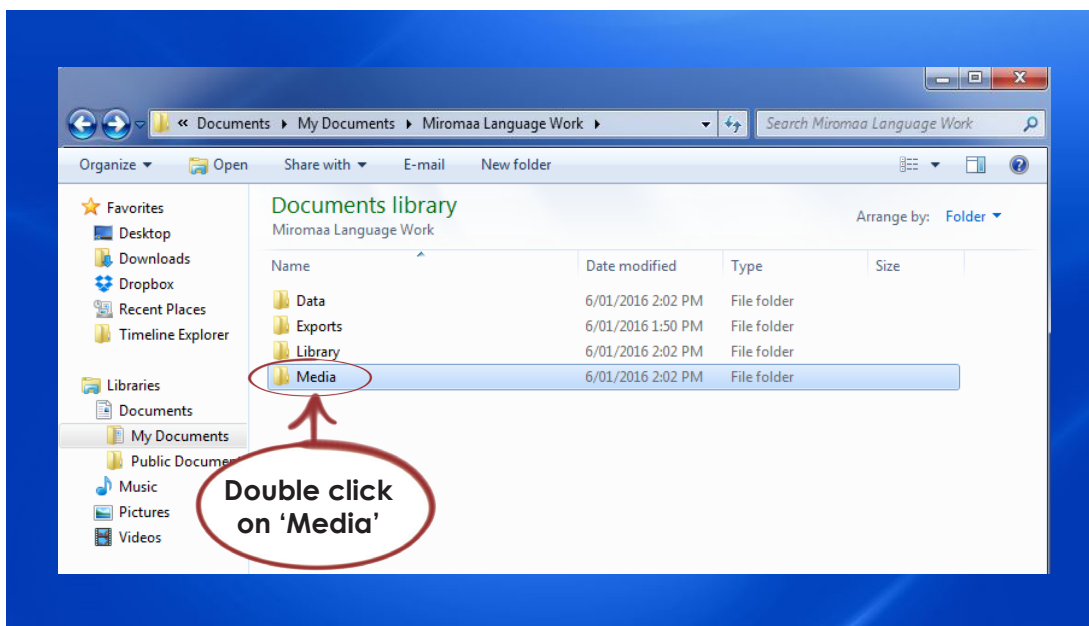
8. **Name** that folder '**Exports**', click '**Enter**'

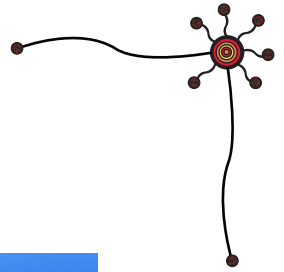


9. **Repeat steps 7 and 8** three more times, name the three folders: '**Library**', '**Media**', and '**Data**'

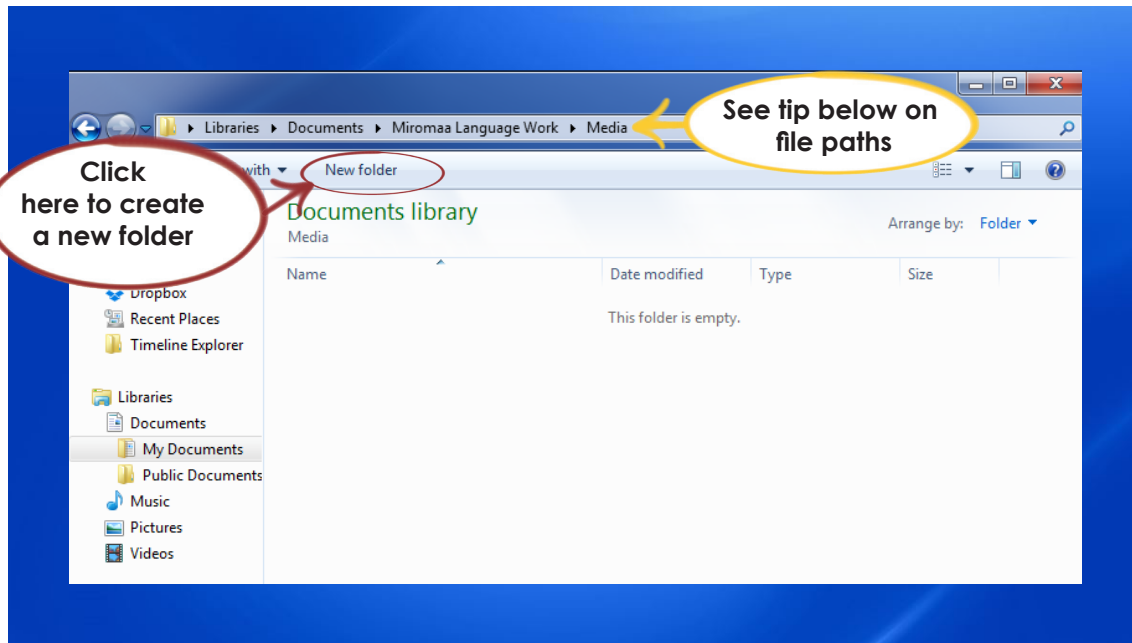
The inside of your 'Miromaa Language Work' folder should now look like this:

10. **Double click** on the folder called '**Media**' to get inside it

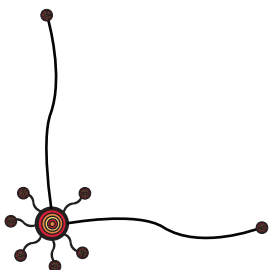
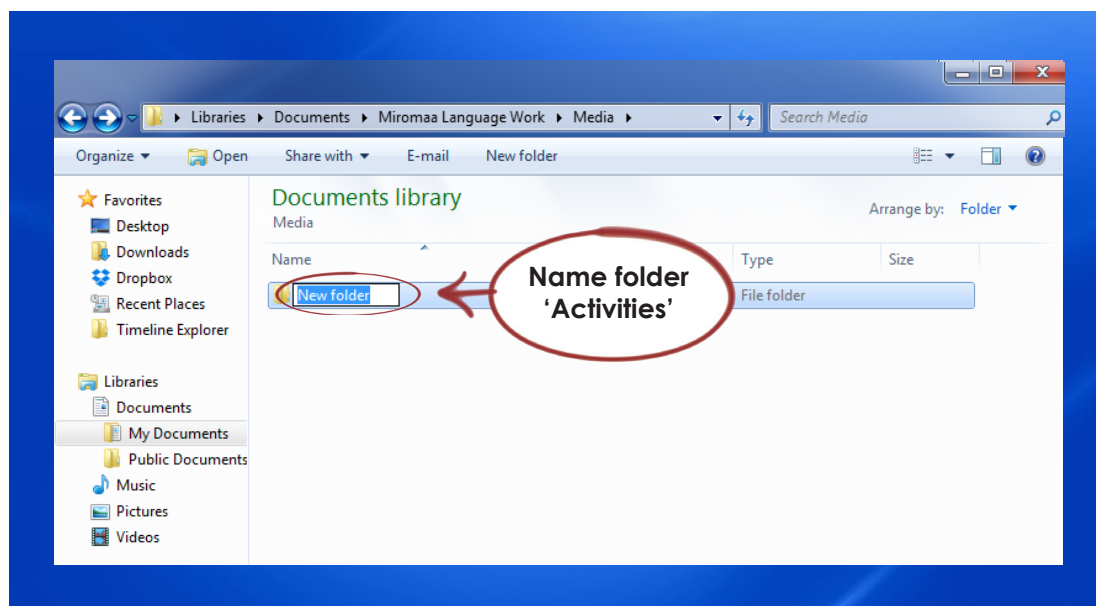


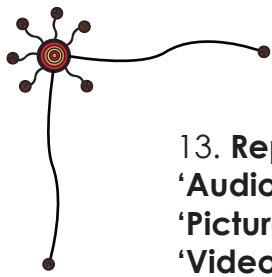


11. **Click** on the '**New Folder**' button to create a new, empty folder



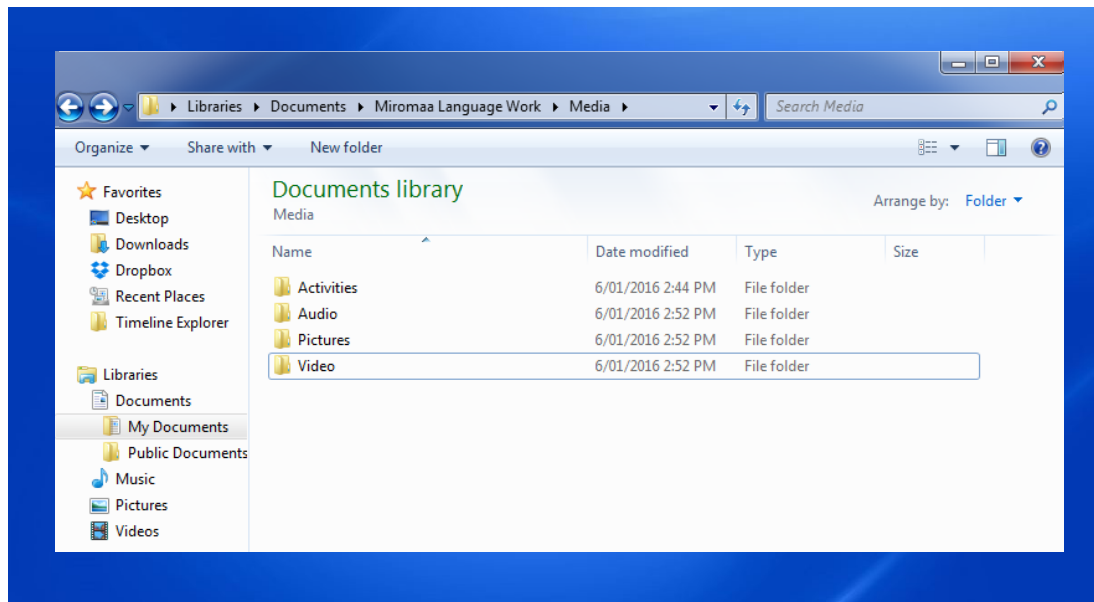
12. **Name** the folder '**Activities**' and **press 'Enter'**





13. **Repeat** steps **11** and **12** to create 3 more folders:
'Audio'
'Pictures'
'Video'

The inside of your 'Media' folder should now look like this (the order of the folders is not important as long as they are there):



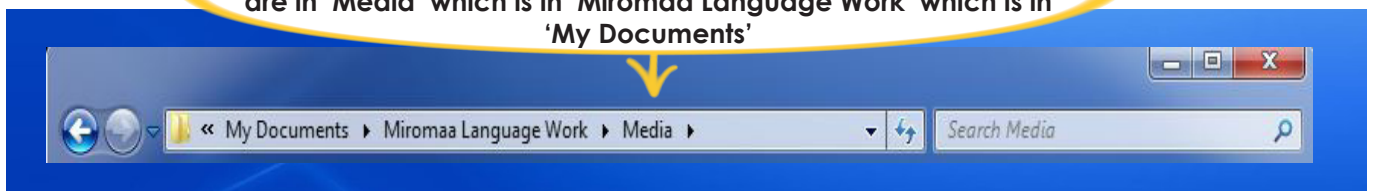
If you find you have a lot of multimedia in these folders or many sources in your library folder you can create more sub-folders to help you stay organised. This will make your life easier when you go to upload them into your entries.



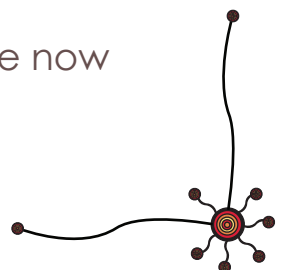
Tech Tip:

Having so many folders inside folders inside folders can be confusing. At the top of your Finder Window is what is called a File Path, or Breadcrumbs (like in Hansel and Gretel the fairytale), this tells you which folder you are in.

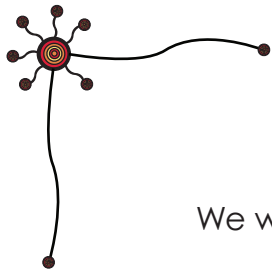
Starting from the end and reading backward this means you are in 'Media' which is in 'Miromaa Language Work' which is in 'My Documents'



Congratulations you have set up your folder structure, you're now ready to start with Miromaa!







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

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miromaa@acra.org.au
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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>



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