

# NAVIGATING THROUGH MIROMAA

Menu Bar

The Navigation Panel

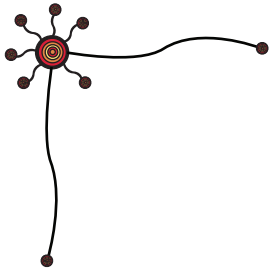
The Search & Admin Panel

Info Box

Go To Feature

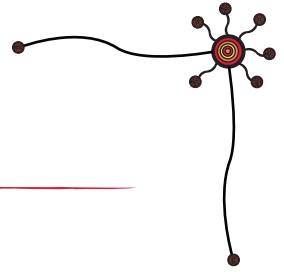
Notepad Feature





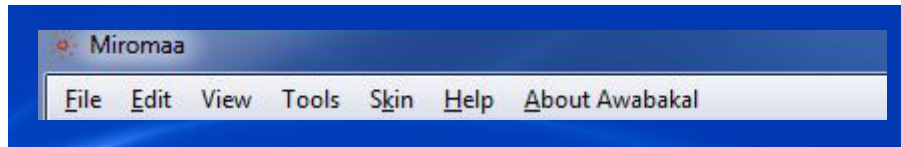
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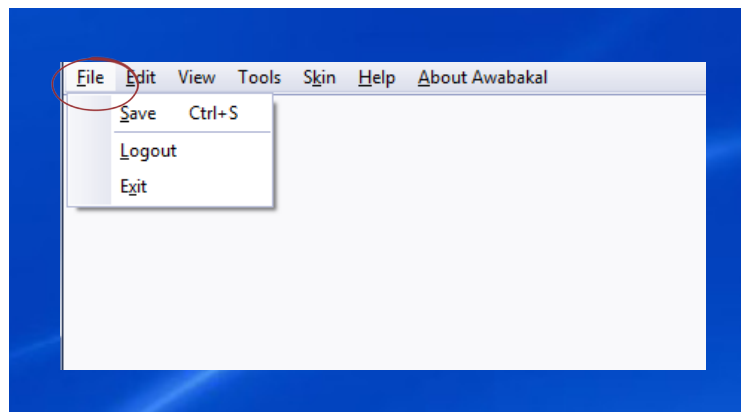
## Menu Bar

The menu bar helps you navigate to all the different areas of Miromaa



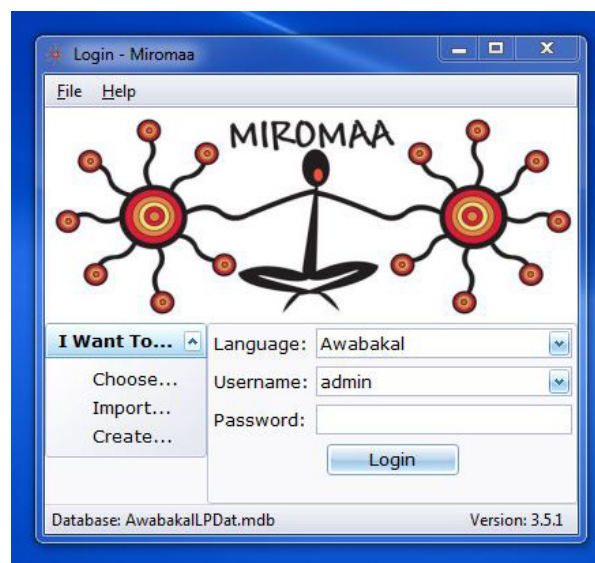
## File

The 'File' menu option allows you to end your session in Miromaa,

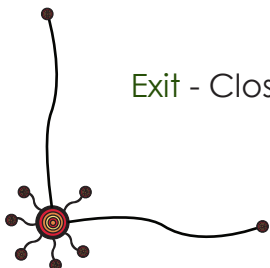


**Save** - Allows you to save. Though Miromaa does save your work for you automatically.

**Logout** - Takes you back to the login screen



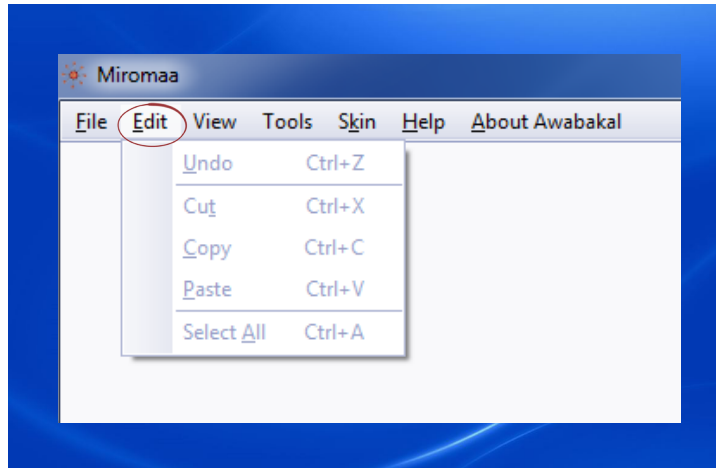
**Exit** - Closes down Miromaa





## Edit

The 'Edit' menu has options to help you while you are doing your Miromaa work. It also has the clues to the keyboard shortcuts on the right hand side of the command, which function like the keyboard shortcuts in Word.



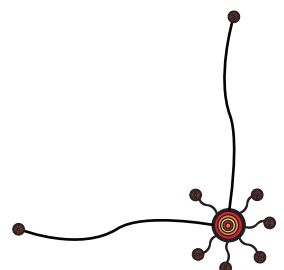
**Undo** - Whatever you just did it will undo it. If only life had a button like this!

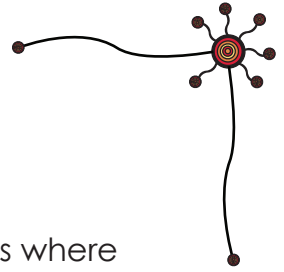
**Cut** - Cuts out a highlighted word or sentence

**Copy** - Copies a highlighted word or sentence while leaving it where it is

**Paste** - Puts the previously Cut or Copied word or sentence wherever the cursor is

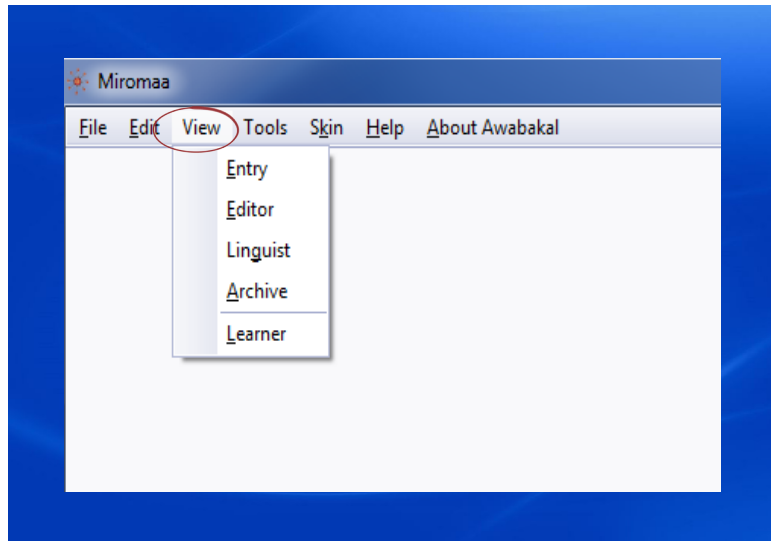
**Select All** - Highlights all of the content in a field





## View

The 'View' menu option allows you to swap between the different Views where words are entered and viewed.



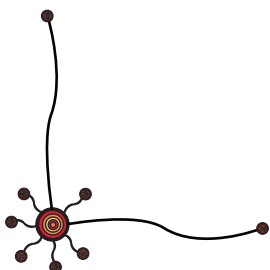
**Entry** - Allows user to enter words only

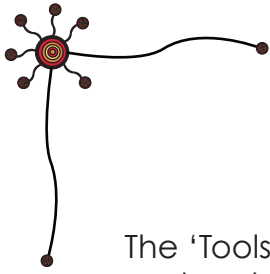
**Editor** - Allows user to enter words & multimedia (audio, video, images and activities) and access to controls/protocol section

**Linguist** - Allows user to enter words and has additional fields offered according to linguistic practice.

**Archive** - Where words that have been entered and archived are kept

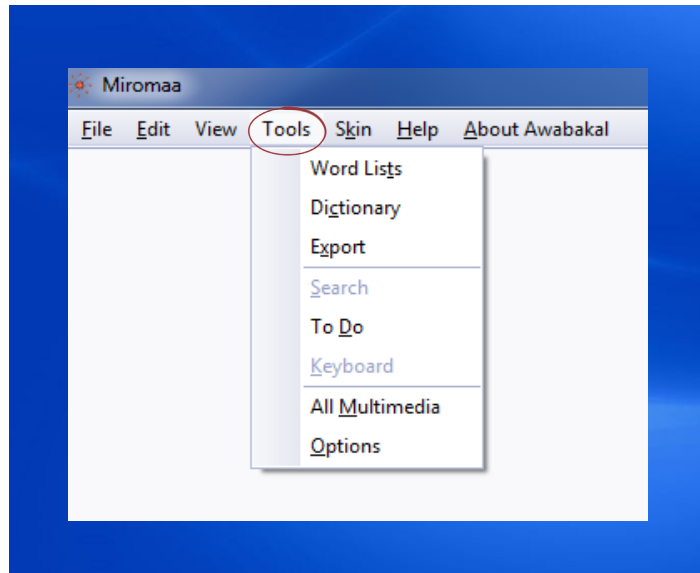
**Learner** - Gives user access to read words and see any multimedia entered for those words. To be visible in the Learner View, a word must be given permission in the Editor Screen





## Tools

The 'Tools' menu takes you to different screens where you can export, manage and customise Miromaa.



**Word List** - Create word lists from here (see the chapter on *Creating Word Lists*)

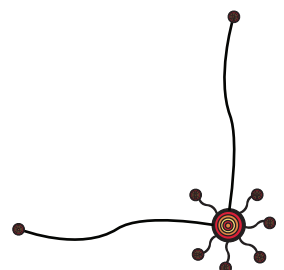
**Dictionary** - Create dictionaries from here (see the chapter on *The Miromaa Community Dictionary Maker*)

**Export** - Export for other programs, such as to make apps, here (see the *Creating Apps* chapter)

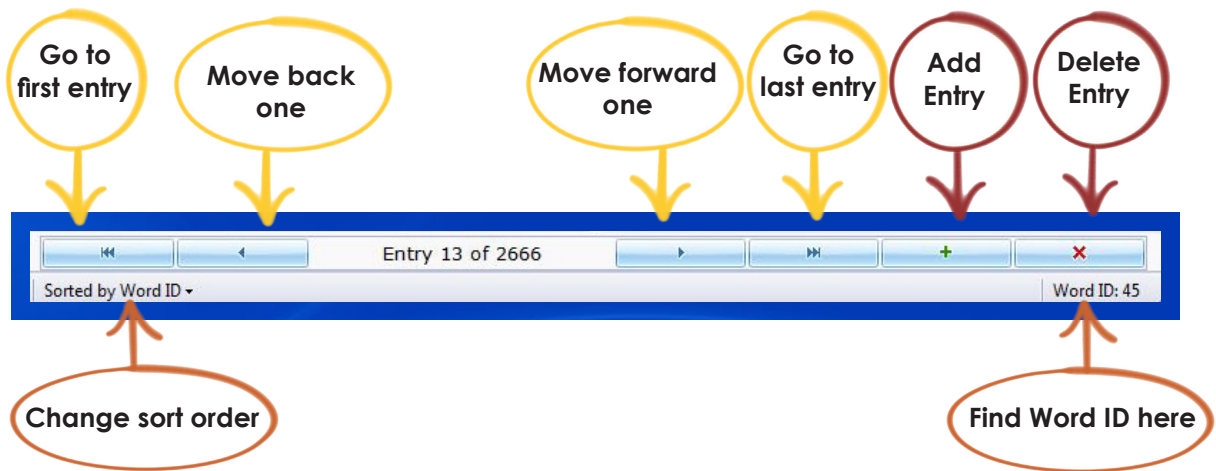
**To Do** - Send notes and assign tasks to members of your Miromaa team or yourself

**All Multimedia** - List of everything you have uploaded into Miromaa including sources, Images, Videos, Audio and Activities

**Options** - A kind of control room, here you can manage the administration of Miromaa as well as customise and add to Miromaa



# The Navigation Panel



The Navigation Panel panel allows you to:

## Add and delete entries

Add a new entry using the (+) button

Delete an entry (x) button. Deleting an entry will delete its Word ID permanently, Miromaa does not assign it to another word.

## Navigate between entries in the Editor

Move back and fourth between entries using the (<) and (>) arrows.

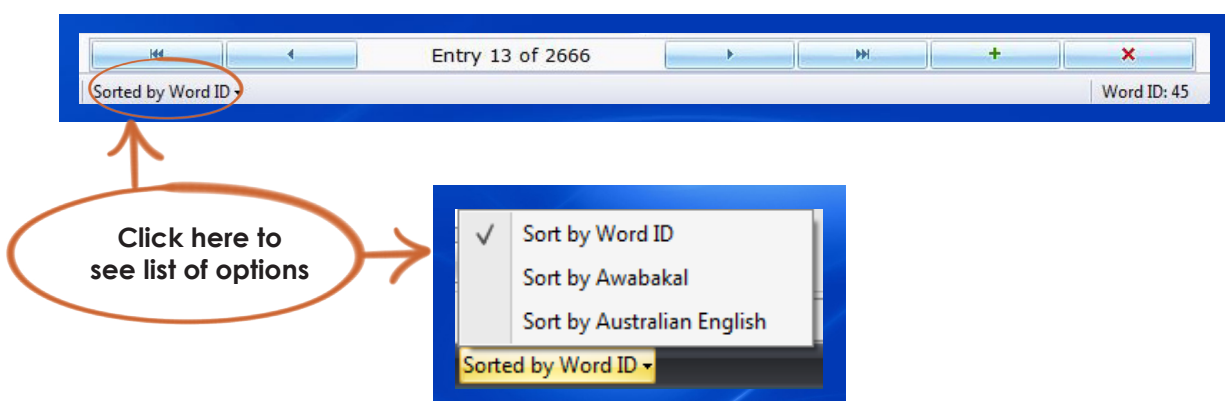
Skip to the first (<<) and last (>>) entries

## Identify an Entry's Word ID

See the Word ID for the entry that is open. Each entry into Miromaa is automatically given a unique 'Word ID'. This does not change even if other words around it are deleted. It's like a catalogue number.

## Choose the sort order

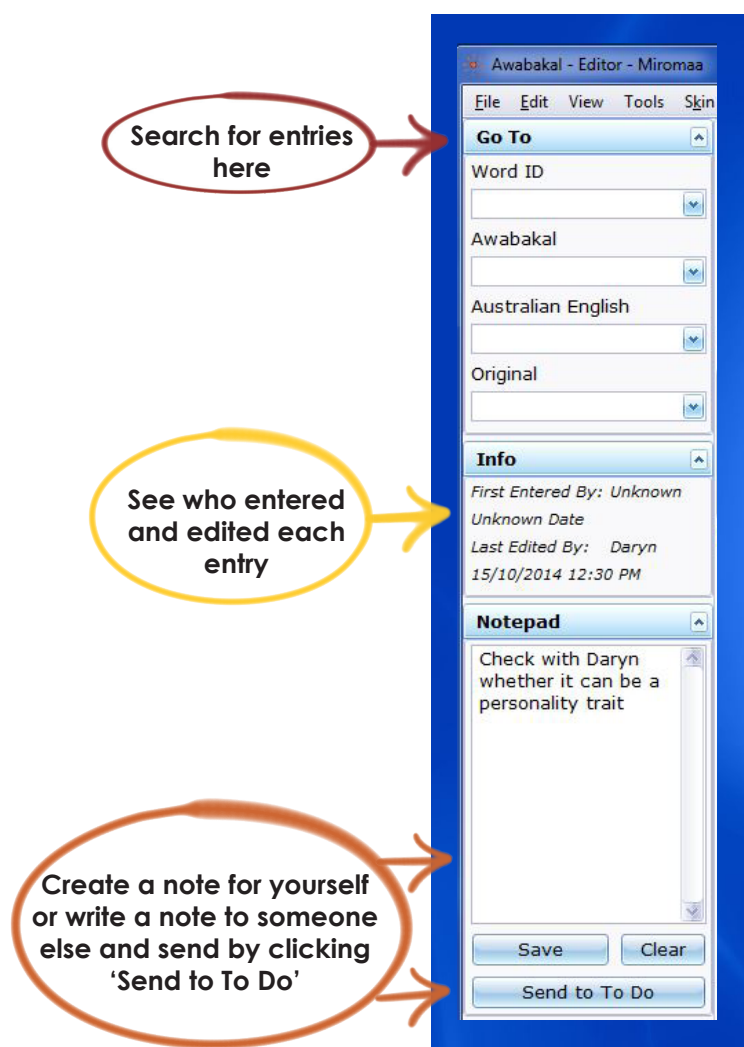
Choose whether your entries are sorted by: Word ID, Language Word (Alphabetical order or Translation Word (Alphabetical Order) see below





## The Search & Admin Panel

Here you can find words, find information about word entries, write notes and create to do lists for yourself and others.



The screenshot shows the 'Awabakal - Editor - Miromaa' window. It has a menu bar with 'File', 'Edit', 'View', 'Tools', and 'Skin'. The main area is divided into three sections: 'Go To', 'Info', and 'Notepad'. The 'Go To' section has dropdown menus for 'Word ID', 'Awabakal', 'Australian English', and 'Original'. The 'Info' section displays entry details. The 'Notepad' section has a text area and buttons for 'Save', 'Clear', and 'Send to To Do'.

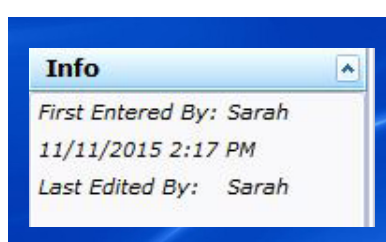
**Search for entries here** → points to the 'Go To' section.

**See who entered and edited each entry** → points to the 'Info' section.

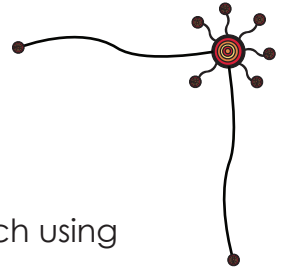
**Create a note for yourself or write a note to someone else and send by clicking 'Send to To Do'** → points to the 'Notepad' section.

## Info Box

The Info Box tells you who entered and who has edited a word and when, it does this automatically.







## Go To Feature

This feature helps you find your word entries in Miromaa. You can search using the language word, translated word, the word ID or the original.

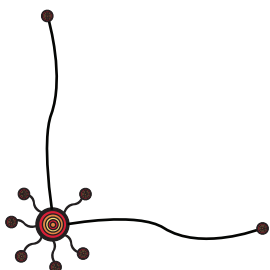
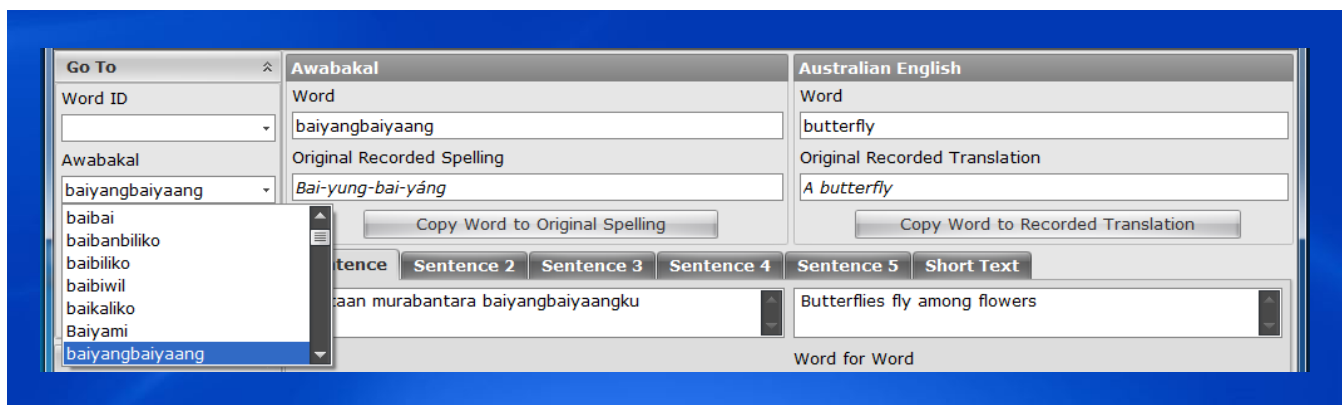
### Searching by Word ID

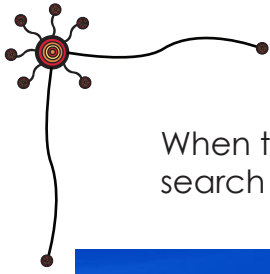
For each entry into Miromaa a unique 'Word ID' is generated. This does not change even if other words around it are deleted. The Word ID can be found on the bottom right hand corner of the entry screen in the Navigation panel.



### Searching by Word

When you type in this field Miromaa will prompt you with all entries that match your letters. As you type it is narrowing your search down.





When there is more than one entry for a word they will both appear in the search and you can choose which one you need:

**Go To**

Word ID

Awabakal

English

**Awabakal**

Word

Original Recorded Spelling

*Bai-yung-bai-yang*

Copy Word to Original Spelling

**English**

Word

Original Recorded Translation

*A butterfly*

Copy Word to Recorded Translation

Sentence Sentence 2 Sentence 3 Sentence 4

...aan murabantara baiyangbaiyaangku

Word for Word

par+taan muraban+ tara baiyangbaiyaang+ku

Library & Controls Notes Reference Custo 1

**Different Awabakal word**

**Different translation**

**Same English word**

**Go To**

Word ID

Awabakal

English

**Awabakal**

Word

Original Recorded Spelling

*Beambiyan*

Copy Word to Original Spelling

**English**

Word

Original Recorded Translation

*Native name for butterflies in general*

Copy Word to Recorded Translation

Sentence Sentence 2 Sentence 3 Sentence 4

...

Word for Word

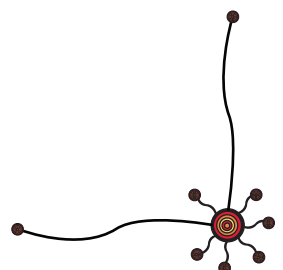
...

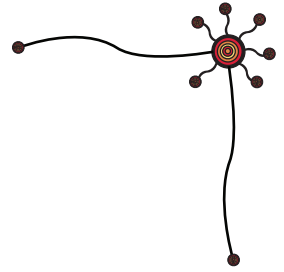
Library & Controls Notes Reference Custo 1

**Different Awabakal word**

**Different translation**

**Same English word**



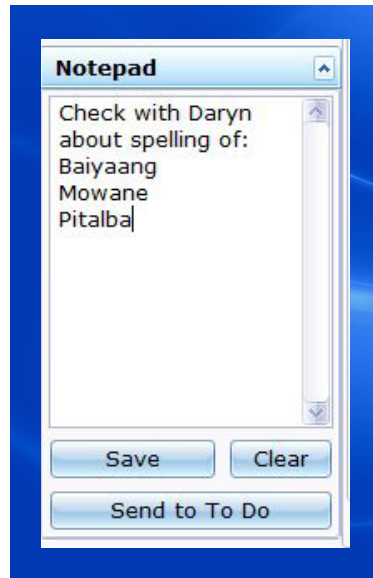


## Notepad

The Notepad allows you to write notes to yourself and others.

### Notes to yourself

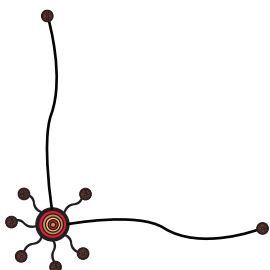
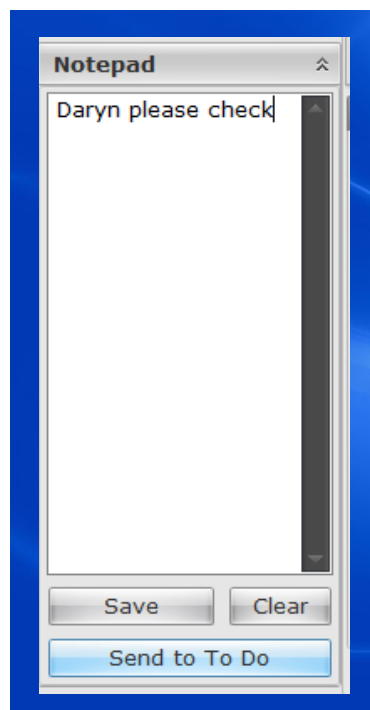
The Notepad stays the same as you go back and forth between entries, this helps you make notes about all of your language work. You can save your notes as text files which you can open using Word or other text editors.

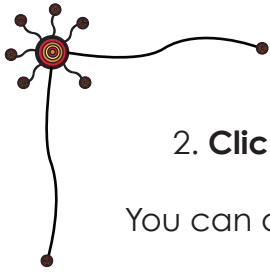


### Notes to others

You can also use the Notepad to send notes to others who are using Miromaa with you.

1. **Write** your note





2. **Click** on 'Send to To Do'. The box below will pop up

You can also access the To Do feature by clicking on 'Tools' in the menu bar

**Miromaa automatically records which user the note is from**

**Choose recipient here**

**Write or edit notes here**

3. **Select** from the drop down menu who you would like to send your note to

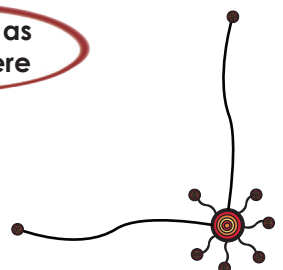
4. If there is a specific time you need it done by you can **enter** a date in the 'Due Date' field, if not leave blank.

5. **Click** send

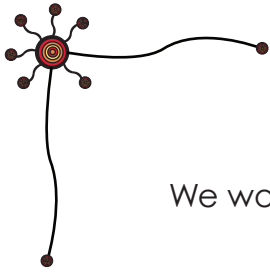
The following box will pop up the next time the person you sent it to opens Miromaa:

**Miromaa automatically records which user the note is from**

**Mark the task as completed here**



A stylized illustration of a neuron. It features a central cell body (soma) with a multi-layered, concentric circular pattern in shades of red and orange. From this central body, several dark grey lines (dendrites and an axon) extend outwards. One long line extends vertically upwards, ending in a small dark grey circle. Another line extends horizontally to the right, ending in a small dark grey circle. Several shorter lines extend downwards and to the left, each ending in a small dark grey circle. The entire illustration is set against a plain white background.



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

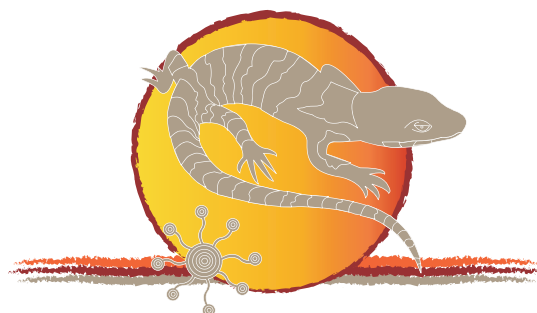
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[miromaa@acra.org.au](mailto:miromaa@acra.org.au)  
[www.miromaa.org.au](http://www.miromaa.org.au)

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>

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

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



**Miromaa ALTC**  
*Aboriginal Language and Technology Centre*

