

# **ARA IRITITJA**

## **GUIDELINES FOR USING THE PITJANTJATJARA LANGUAGE COMPUTER PROGRAM**

**OPERATOR'S MANUAL FOR THE  
OPEN ARCHIVE ONLY**

**CONTAINS NO MEN'S OR WOMEN'S ITEMS**

**THIS MANUAL DOES NOT INCLUDE GUIDELINES FOR ADMINISTRATOR  
FUNCTIONS**

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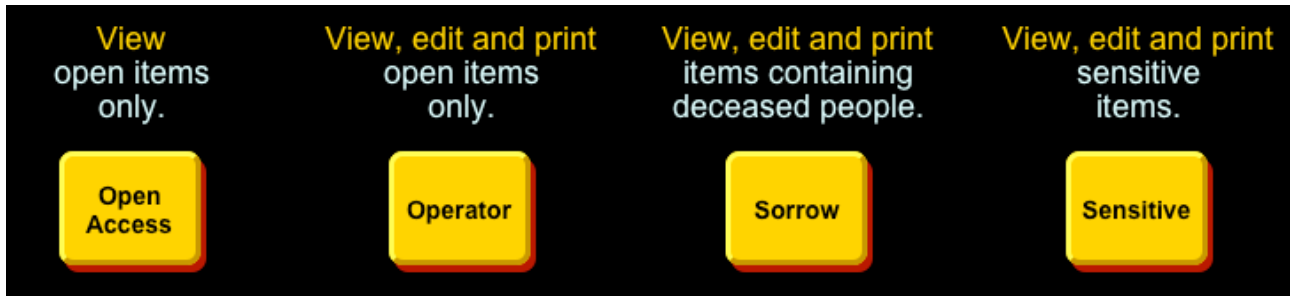
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## ENTERING THE PROGRAM

- Turn on the computer. Wait until after the Pitjantjatjara warning sound. Click on arrow button on bottom right hand of screen. Do NOT use the mouse until Ara Irititja is open.

## SELECTING AND USING DIFFERENT ACCESS MODES



- You need to decide which access you need and have the correct password. You have a choice of **Open**, **Operator**, **Sorrow** or **Sensitive**.
- You can change easily from one access mode to another by going to the **Change Access** button on the top right hand side of the **Tjaata** screen.
- Re-enter the archive with the appropriate password. The following information will help you to know what can be done in each different access mode.

## OPEN ACCESS

- Enter with no password.
- Open Access allows the operator of the system access to view unrestricted material only. In this mode the viewer is unable to enter or change any data and is unable to access restricted material.
- In this mode you can also use the **Tjaata** search page or **Ngurila**, the advanced search option.

## TJAATA PAGE

- You can select from the buttons at the bottom of the screen whether you want to view **Photos**, **Uritjara**, **Kulintjaku**, **Nyiri**, or **Kutjupa Kutjupa**. Once you have selected one of these options by clicking on it the button will turn white and you will be able to look at photos, listen to audio recordings, look at documents and art works or look at video clips.



- You can select a specific item by entering its number in the box in the right hand corner of the screen.
- The **Tjaata** screen is also used for very general searching.
- It is good to use if you are unsure about a person's name or how to spell it or are unsure about who or what you want to look at. The list enables you to see what is in the archive and what you can search on.
- You can only select from five categories – Collections, Date, Names, Places and Subject. Always click on one of these buttons before you type in the box to narrow down your selected list.
- When you have typed into the box click on the tick button. You can only type one word into this box.
- By typing in only a couple of letters of a person's name, the list shows all the names that start with those letters. From this list you can make a selection. Click on your selection to go to it.
- Once your selection appears as a list, another button appears **Show Count**. By clicking on this button the number of items in the archive that match your selection is displayed.
- Do not use this button if you do not need this information as it makes general searching slower.
- Follow instructions on **Tjaata** page carefully.

### **PHOTO, NYIRI, KUTJUPA KUTJUPA**

- In **Photos** you can click on a person's face and their name will pop up in the names field if it is known.
- Otherwise you can click on a name in the list and the yellow grid rectangle will show up on the appropriate person's face.
- You can enlarge photos, documents or artworks to the full size of the screen by clicking on **Puĭkantjaku** or even larger if you want a close up by clicking on **Puĭkantjaku alatjiĭu**.
- After you have clicked on **Puĭkantjaku alatjiĭu** the image, document or artwork can be looked at up close to check details by using the scroll bars.
- If you want to go directly to a close up of a person's face for instance, click on the face when the image is small and then click on **Puĭkantjaku alatjiĭu**. Wherever the grid rectangle is located will be centred in the middle of the close up.
- To get rid of the grid lines when you are on a close up, click inside of it.
- Documents and objects may have additional pages or images. These can be viewed by clicking on 2, 3, 4, etc under the **Image** column on the right hand side of the screen. You can also use the up/down navigation arrows.

- Note the  Mark box on top left of screen. This is used to mark individual items that can then be found again using the Advanced Search screen.

### **URITJARA, KULINTJAKU**

- To view movies, click on the **Uritjara** button and click on blue left hand panel to open the movie player. Click on **Nyawa**. Click the **Stop** button to end movie playing.
- To play audio tracks click on the **Kulintjaku** button then click on the large blue button to open sound player. Click on **Kulila** and use onscreen sound controls to modify volume.
- In both these modes you can choose to play second tracks by clicking on 2, 3, 4 etc under the **Clip** or **Track** column on the right hand side of the screen or you can use the up/down track navigation arrows.
- Transcripts and translations can be seen if they are available and if they are not restricted.

### **OPERATOR ACCESS**

- Enter with appropriate password.
- In this mode the operator can view data that is unrestricted and is unable to access restricted material except by changing its restriction status. (See Changing or Removing a Restriction Status below)
- All facilities available in Open Access are also available to people entering in the Operator mode.
- Names and general information can be entered in this mode.

### **HOW TO ENTER PEOPLE'S NAMES**

- Click on a person's face in photograph.
- Type the name into the **Names** box below the image.
- Always put all known names into the computer. Put the full name by which the person is best known first.
- When you have finished click in the tick box **Ini tjura** next to the name.

### **Adding extra names for the same person**

- Put any other name a person is known by in round brackets after the main entry. This name will be entered onto the names list as well. You can then use either name to search with.
- You can put two or more sets of round brackets if needed. ie. in the case where a person has more than two names eg. Mary Bennett (Mary Baird) (Mayana)

### Entering more than one name in one grid rectangle

- Different people's names entered into one grid rectangle need to be separated by commas. Commas should not be used for any other purpose. Using commas in this way ensures names will be entered separately on the names list.
- When there is more than one person in one grid rectangle then [right], [left] or [behind] should be entered in square brackets after the name.
- Very brief information like [holding baby Rene] or [the father of] can also be included in square brackets after the name if there has been no other square bracket used.
- There can only be one set of square brackets for any one person. Anything entered in square brackets is kept as information but does not show up on the names list or in any search.
- Expansive information about a person's family or about a person's life should be entered into the information section.
- An example of a complicated entry for two people appearing in one grid would look like this      Mary Bennett (Mary Baird) (Mayana), Annis Bennett [holding baby]

### Spelling of people's names

- Try to be correct and consistent with spelling when entering names otherwise you will end up with several entries of the one person with many spellings. The names list then becomes messy with many more entries than is needed.
- If unsure about the spelling of a name check on the names list on the 'Tjaata' screen. It may have already been entered into the computer. Use the same spelling that has already been used in the computer. If the name is not on the list then enter the name using the best spelling that you can.
- If you are unsure about the spelling of a name or unsure about whether the name you are entering is correct, use a square bracket and question mark after the name eg. [?]
- If you find that the spelling of a name already in the computer is incorrect then a note needs to be made of this so that corrections can be made at a later date. If you have time you can do a search on that name and correct them.
- Changing the spelling of names must be done one at a time and can be very time consuming. This is a good reason why it is important wherever possible to get the spelling of names and places correct from the beginning.

### HOW TO ENTER PLACE NAMES

- Click in **Place** field.
- Type in place name. The information is automatically saved.

### Adding other information

- Put any other place name or names in round brackets eg Mimili (Everard Park) after the main entry. This name will be entered onto the Places list as well. You can then use

either name to search with. Two sets of round brackets can be used if needed and all place names will be listed on Places list.

- Very brief information like [to the west of] or [on the way to] can be included in square brackets after the name. Only one set of square brackets can be used for any one place.
- Expansive information about a place should be entered in the information field.
- As with people's names, place names can be separated by commas, if more than one place name is relevant, (eg. in a movie).

### **Spelling of place names**

- The same general rules used for the spelling of people's names apply to the entering of place names. (see section on 'The spelling of people's names' above.)

### **HOW TO ENTER THE DATE**

- Type the date in the date field in this way 21\3\2001 ie. Always using the backslash between the day, month and year.
- If you don't know the day, type in the month and year anyway eg. 3\2001
- If you don't know the month either, it is still better to enter the year or an approximate year. If you are unsure put a question mark in square brackets after the entry eg 1965 [?], or 1965c, which means 'circa' or approximately 1965.

### **ENTERING GENERAL INFORMATION**

- Information about any item should be entered in the general information field. This can be as expansive and as detailed as you want. More than one person can put their interpretation of the photograph or artwork.
- If you enter a personal story into the general information field add your name and the date at the end of the entry.
- The information entered into the general information field will automatically appear on all additional pages, clips or tracks of a specific item.

### **ENTERING TRACK, CLIP OR IMAGE INFORMATION**

- Stop movie or sound.
- Click on the track, image or clip number with which you want to work. eg. 2, 3, 4, .....
- The information entered into this field is specific to the track, clip or image you have chosen. It does not appear on any other images, clips or tracks of the item you have selected.

### **PRINTING**

- You can print by following the instructions after pressing the Print button.

- In the final print dialogue box there are some print options available depending on the printer connected to your computer.
- Other print options are available if you have made a found list on the Advanced Search-Find page. (See Creating a Found List below)

### **ADVANCED SEARCH – NGURILA BUTTON**

- The [Ngurintjaku](#) page can be used to find very specific images or items by entering information into several of the fields on the page at one time. eg. Photo, Black and White, Bennett, 1950 etc
- In this way the search is narrowed down more and more, specifically to the items you are looking for.
- This function is best suited to people who know what they are looking for and have information about that item or have some knowledge of the overall contents of the archive.
- Please follow instructions on this page carefully.
- If you want to deselect either Photos, Uritjara etc you have to hold down the shift key on your keyboard and click on the button again.

### **CREATING A FOUND LIST**

There are many occasions when you need to select a group of images or other items – either to view or to do work on. This can be done on the [Ngurintjaku](#) Page.

- Follow the instructions on this page. Once you have typed in your selection a list appears of all the found items.
- You can click on any of these items to view it or start at the beginning and click through them. This can also be done automatically by using the [Auto](#) button.
- You can return to the Found List at any time by clicking on the [Found List](#) button.
- Once you have a found list there are print options available to you that are not available anywhere else in the archive.
- You can select to print out your found list.
- You can choose to print your selection of images or documents, four per page, in either landscape (wide) or portrait (tall) modes. Unless you choose otherwise all of your selected images or documents will be printed.
- You can further refine selected items from your found list by either ticking in the 'mark' box – or by omitting items from your list by clicking in the 'omit' box.
- Your found list can be sorted according to the button you choose from the top of your selection. ie. Item No., Sort Collection, Sort Date, Sort Place.

- A specific manual order for sorting can be done by entering numbers into the boxes under 'Sort'. This will override all other sorting orders. This is particularly useful if you want to do a slide show.

### **ADDING A RESTRICTION TO AN OPEN ITEM**

- When you are in **Operator** mode you can apply a Sorrow or Sensitive restriction to any item (Photo, Movie, Sound, Document or Object).
- At the top of the screen there is a blue button **Add Restriction**.
- Click on this button and another box appears in which you will see the restriction status of the item you are viewing.
- Click on the restriction status eg. Open, and a pop-up menu appears. The restriction status of the item can be changed to Sorrow or Sensitive by selecting from this list and clicking on the tick. A small red printed sign appears on the photo indicating its new status and the photo disappears.
- A viewer can apply a restriction with no additional password, but can only remove it or change it by using **Change Restriction** button and using the appropriate password.

### **CHANGING OR REMOVING A RESTRICTION STATUS AS OPERATOR**

- When you are in **Operator** mode you can only access sorrow or sensitive items by changing the restriction status of the specific item you are on to Open.
- Click on the **Add Restriction** button and a box appears into which you must enter the appropriate password.
- Click on the restriction status eg. Sorrow, and a pop-up menu appears. The restriction status of the item can be changed to Open by selecting from this list and clicking on the tick. The item immediately comes back into view.

### **SORROW OR SENSITIVE ACCESS**

- To enter the archive in either the Sorrow or Sensitive access modes you must use the correct password.
- Once you have entered you have all the same functions available to you as in Operator mode.
- In these modes all sorrow or sensitive material is readily accessible, as well as all open material.
- Do not enter into the **Sorrow** or **Sensitive** section of the archive if you don't want to see people who have passed away or other embarrassing or sensitive material.

### **QUITTING THE PROGRAM AND CLOSING DOWN**

- Go to **Tjaata** page and click on the **Quit** button on the bottom left hand side of the screen, marked with a **Q**. This quits **Ara Irititja** and then shuts down the computer. It is VERY IMPORTANT that you do NOT quit by using the power button.