

SHOEBOX BEGINNERS' QUICK START GUIDE

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This document was created following the Dictionary Making Workshop held on 23 and 24 June 2005 at AIATSIS.

The language name 'Jawoyn' is used as an example. You can replace this with another language name.

CREATING A NEW PROJECT

[This step is also covered in pages 130-131 of the Shoebox manual.]

1. Launch Shoebox:
 - Windows: from the taskbar choose **Start, Programs, Shoebox 5.0, Shoebox 5.0**.
 - Mac: from **Finder** navigate to **Shoebox 5** and double-click.
2. Create a new project:
 - If there already is an open project, choose **Project, New** on the menu bar.
 - If no project is open, choose **Create a new project, OK**.
3. Give the new project a name:
 - Type *Jawoyn.prj* as the project name in the box **File name** (Windows)/ **Save as** (Mac).
4. Navigate to where you want to save the project:
 - Navigate to your **My Shoebox Settings** folder so that **My Shoebox Settings** shows in the box **Save in** (Windows).

NOTE: All your .prj (project), .typ (database type) and .lng (language encoding) files (i.e. settings files) should be kept together in this one place.

5. Save your new project:
 - Click **Save**.
6. *Jawoyn.prj* should show at the bottom right-hand corner of your Shoebox screen.

IMPORTING A TEXT FOR INTERLINEARISING

[Parts of this process is also covered in pages 159-172 of the Shoebox manual.]

If you have a narrative text in digital form (perhaps a Microsoft Word file) that you would like to import into Shoebox to interlinearise, this is what you could do:

1. Save the text as a *text only* file:
 - Use a text editor such as *BBEdit*, *TextEdit* or *NotePad* to save the text as *text only* (no formatting like **bold** or *italics* or special characters).
 - Give it a name that helps you remember that it is text. For example, *Jawoyn.txt*.
 - Save it in a place where you keep other data. For example, *MyDocuments/languageData/Jawoyn/ShoeboxData/Jawoyn.txt*.
 - Remember where you saved the text and close it.

NOTE: I advise NOT to keep your data files together with your settings files.

2. Launch Shoebox:
 - Windows: from the taskbar choose **Start, Programs, Shoebox 5.0, Shoebox 5.0**.
 - Mac: from **Finder** navigate to **Shoebox 5** and double-click.

3. Make sure that the right project is active:
 - *Jawoyn.prj* should show at the bottom right-hand corner of your Shoebox screen. If not, there are two reasons:
 - i. The project has not been created yet. Solution: Follow the above steps to create a new project.
 - ii. The project has been closed or another project is open. Solution: choose **Project, Open** and navigate to your *My Shoebox Settings* folder to find your *Jawoyn.prj* to open it.
4. Open the text file:
 - Choose **File, Open** and navigate to your data file *Jawoyn.txt* to open it.
 - The **Import** window will pop up.
 - Choose *Text* from the **Database Type** scroll-down list on the left.

INFORMATION: This list contains all the .typ files in the same folder as your active project (the .prj file named in the bottom right-hand corner).

 - In the **Make Consistent Changes** box, click **Browse**.
 - Navigate to your *My Shoebox Settings* folder and choose *TextPrep.cct*.
 - Make sure the two checkboxes **Remove hanging indent spaces** and **Back up original as *.ORI** are checked.
 - Click **OK**.
 - The text opens in Shoebox.

CREATING A NEW LEXICAL DATABASE

1. Create a new file:
 - In Shoebox, choose **File, New**.
2. Give the new data file a name:
 - Type *Jawoyn.lex* in the box **File name** (Windows)/ **Save as** (Mac).
3. Navigate to where you want to save the data file:
 - Navigate to where you saved *Jawoyn.txt* and save *Jawoyn.lex* there. For example, *MyDocuments/LanguageData/Jawoyn/ShoeboxData/Jawoyn.lex*.
4. Save your new data file:
 - Click **Save**.
5. Select the database type for the new database file:
 - Scroll down to *MDF 4.0* to select it
 - Click **OK**.

INTERLINEAR SETUP

[This step is also covered in pages 159-172 of the Shoebox manual.]

1. Make things easier to look at:
 - Select **Window, Tile**.
2. Make sure the text, not the lexicon, is active:
 - Click anywhere in the text window.
3. Get “under the hood” in Shoebox:
 - Select **Database, Properties**.
 - Select the **Jump Path** tab. Jump Path name **default** should be highlighted.
 - Click **Modify**.
4. Choose the destination jump target:
 - In the box **Destination, Available Databases**, make sure the lexicon (*Jawoyn.lex*) is highlighted.
 - Click **First**.
 - Click **OK**.
5. Final jump path safeguard:
 - It is a good idea to check the checkbox **Notify me before closing a database referenced by a jump path**.
6. Set up the interlinear process:

- Select the **Interlinear** tab.
 - Click **Quick Setup**. **Text Marker** should be **t**, **Morpheme Breaks** should be **m**, **Gloss** should be **g**, and **Part of Speech** **p**.
 - Click **OK** through the warnings till you come to the **Quick Setup Lexicon Markers** window.
 - Highlight your lexical database (*Jawoyn.lex*) in the left box. Click **Insert** so that it is in the **Databases to Search** box.
 - Change **Gloss Marker** to **ge** and **Part of Speech** to **ps**.
 - Click **OK**.
 - In the **If parse fails** box, uncheck **Output failure mark** and check **Insert into Lexicon**.
 - Click **OK**.
 - Click **OK**.
7. Set the jump target:
- Click anywhere in the lexicon window.
 - Select **View, Jump Target** so that it is checked.
8. Test the interlinear setup:
- Place the cursor at the beginning of the first line of text by clicking there.
 - Click the **Interlinearize** button.
 - Everything should work.