INSTRUCTIONS FOR PUTTING TIME MARKERS INTO EXISTING DAAP TRANSCRIPTS

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(These instructions are for the Mac; if you have a Windows machine, and find that the instructions don't work, please contact DAAP@optonline.net)

DOWNLOADING CLAN

When adding time markers to an existing transcript, you will be relying on software called CLAN. This software allows you to combine text and audio files. If you do not yet have CLAN, download it from http://childes.psy.cmu.edu. The instruction manual in pdf format can also be downloaded from this website.

TRANSCRIBING

Please follow the current DAAP transcription rules as found at www.thereferentialprocess.org. If you have any questions, contact daap@optonline.net.

BEFORE YOU START

You need to have a project folder that will contain the transcript with time markers. At first, this project folder needs to have two files in it:

- Your text file containing the transcription; it must be in .txt format
- The corresponding audio file, which must be in either .wav or .mp3 format.
- Your text file and audio file must have the same (case sensitive) name, called FileName in these notes.
  (i.e. "KatieInterview.txt" and "KatieInterview.wav")
- Open the transcription file in your text editor, and type at the top:
  @UTF8
  @media:FileName, audio
- Use Save As to save the transcription as FileName.cha

THE WAVEFORM

In order to put time markers into an existing transcription, you will need to work with the wave form, which will show you when people are speaking; the instructions below will tell you how to listen to segments of speech, and put time markers into appropriate sections of the transcription.
To see the waveform of the sound that accompanies your text:

- Open CLAN
- A window labeled "Commands" with several buttons and a place to type will open.
- Press the working button; this will open a navigation window.

- In the navigation window, navigate to the folder containing the transcription and audio file.
- Use the Open command in the File menu to open FileName.cha.
  From the Mode menu, select sonic mode. A waveform now appears near the bottom of this window.

BEFORE YOU ADD TIMEMARKERS

Before you begin to add time markers, you must make two alterations to the screen you see.

- First, you will find that there are **+H** and **-H** buttons on the left that allow you to increase or decrease the amount of time displayed in the window. *Before coding, always click +H two times. If you lose track of how many times you have clicked –H or +H, just click –H repeatedly until you can no longer contract the time scale. Then simply click +H twice.*
- Second, from the Mode menu, press "Expand Bullets." You will then see the time markers as two bullets on either side of two whole numbers separated by an underscore. The first of these number marks the beginning of the segment in milliseconds, the second number marks the end of the segment, also in milliseconds. (EXAMPLE: 33204 means 33.204 seconds.)

ADDING TIME MARKERS

- If you can drag the cursor over a segment of the waveform, that segment will be highlighted. When you release the mouse, the segment will play. As long as the segment of waveform stays highlighted, you can replay it by holding down the shift key and clicking the mouse.
- There is a scroll bar at the bottom of the sound window that allows you to move forward or backward in the sound file.
- If you click near the right side of the little black box above the wave form, the box will expand and give you more information as follows:
    - **W** stands for Window; this tells you where you are at the beginning and end of the window in seconds.
    - **D** stands for display; it tells you the display width in seconds. There are two numbers, but the first always seems to be 00.00. Then there is a colon, followed by the length of the marked segment.
    - Finally, it says **"C at …"** This gives the position of the cursor in whole seconds only.

HOW TO ADD TIME MARKERS

- Look at the picture of a waveform below. It is flat outside the red boxes; that is because no one is speaking. You will need to place the cursor at the beginning of a section of waveform when someone is speaking, click the mouse button, and hold it down to mark the section of waveform where someone is speaking, until

you reach the end where you release the mouse button. CLAN will then play the sound of the section of waveform you have just marked.

- If necessary, listen more than once; you may need to correct the transcription, which is at the top of the page. CLAN allows you to use simple work processing commands there.
- When you believe that you have a correct correspondence between the highlighted section of waveform and a transcribed utterance, place the cursor at the end of the utterance, and click on the "s" button to the left of the waveform display. This will cause a time marker to be inserted.
- If the time marker appears only as a bullet, press "Expand Bullets" in the Mode menu. The time marker will now appear as a bullet, followed by a whole number (giving the beginning of the utterance in milliseconds), followed by an underscore, followed by another (larger) whole number (giving the end of the utterance in milliseconds), followed by another bullet.
- Place the cursor at the end of the final bullet and hit Enter so that the rest of the text starts on a new line.
- Move to the next place on the waveform where people are speaking, and repeat this process.

TIME MARKER GUIDELINES

Silence

Note that you do not have to cover the entire length of the wave form. Places where no one is speaking can be just left blank.

Length of Captured Segments/Length Between Segments

- Time markers should capture a speech segment no more than about 2750ms (2.75s) long. See figure below.
- The distance between captured speech segments should generally be no longer than 15ms. See figure below.

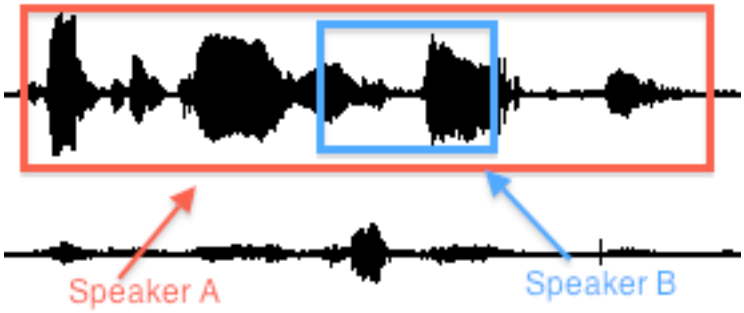
Multiple Speakers

Each line of text containing a time marker at the end will contain the speech of only one speaker. For example:

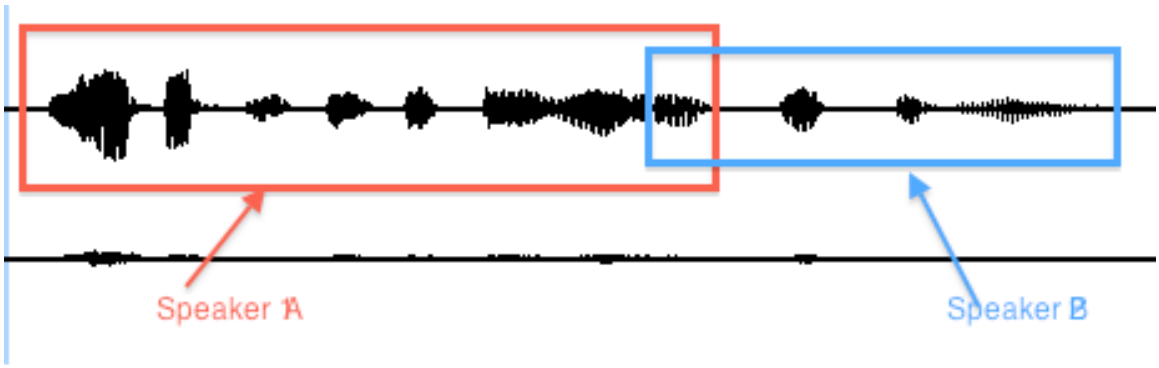
\s 1 had to do with that (smiles) (laughs) •141661_143147•
\s 2 sure it is •142352_142653•

As you can see from the time markers, speaker two has spoken briefly while speaker one is still speaking. Note that the lines of transcript may not necessarily be in strictly chronological order.

The above is an example of *Simultaneous Speech,* where speaker two speaks for a portion of the time speaker one is also speaking. When entering time markers for simultaneous speakers, first capture speaker one's utterance, and then return to that portion of the waveform to capture speaker two's utterance. See following figure for guidance:



Sometimes speaker two will begin speaking before speaker one has finished. In this case of *Overlapping Speech*, the time markers for the two speakers will overlap, as can be seen in the figure below:



Example of Captured Speech Segments with Transcript