

It saves lots of time to **divide up a file into phrases before transcribing**. To do that in ELAN:

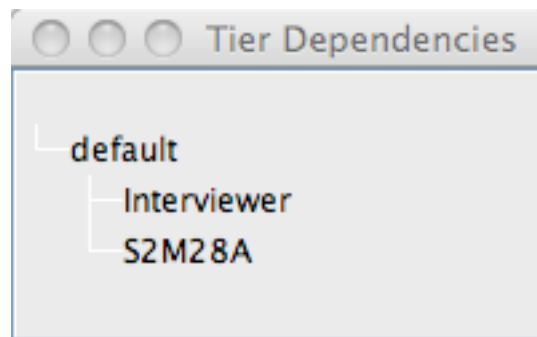
Divide the interview into phrases/clauses/speaker turns

1. Set up your new .eaf file, saving and setting the appropriate defaults.
2. Select "Segmentation Mode" in the Options menu.
3. Selection "One keystroke per annotation" (my preference) or "two keystrokes per annotation (if annotation fields will be non-adjacent)."
4. Select the Default tier.
5. Click the Play button. (You *might* want to first change the playback speed in the "Controls" view.)
6. Each time a new clause/phrase/sentence/turn starts (that you will want to transcribe in a separate Annotation), click the Return key. (If you've selected "2 keystrokes", then hit it at the start and stop of each annotation – this would be useful for a slow speaker with lots of pauses.)
7. After you've listened and clicked for a while, click Play again to the recording.

Create a "daughter" tier for each Speaker

The next step is to get these annotation blocks correctly associated with each speaker. For this, create a new tier for each speaker and make it a daughter of the default tier.

8. Choose "Add new linguistic type" from the Type menu.
9. Type name: call it "transcription"
10. For Stereotype choose "Symbolic Association"
11. Click "Add" then "Close"
12. Choose "Add New Tier" from the Tier menu.
13. Name your new tier "Interviewer"
14. For Participant, put in the interviewer 's initials
15. For Annotator, put in your initials.
16. For Parent Tier, select "default"
17. For "Linguistic Type" choose "transcription" (as you named it in Step b)
18. Select the language/alphabet that you will transcribe in for "Default language."
19. Click "Add."
20. ("More options..." lets you do things like color-code your tiers. Play if you like.)
21. Follow these steps to create a tier for each other speaker in the recording, naming the tiers with the Speaker Codes.
22. Click Close.



Associate the phrases/clauses/speaker turns to the right Speaker

23. Switch to Annotation or Transcription mode in the Options menu. These instructions are for "Transcription" mode. You will see that many things are automated in Annotation mode – feel free to play around with that.
24. Go back to the first annotation in the Default tier, **play it (highlight, then shift+space, optionally first selecting Loop Mode)** to hear which speaker it is, then double-click on that speaker's tier (with the segment still highlighted). This will create a new Annotation field in

the appropriate tier. ***It will always be the same length as you created in the Default tier. To change its length/location, change it in the Default tier.***

25. Click and play the next Annotation segment in the Default tier and repeat.

26. Once you have Annotation fields in the right tier for a good chunk of the interview (or all of it), go back to the beginning and start to transcribe in each field.

(*For Faetar (only), use Tier > Tokenize tier to add in the blank Annotation fields on a Translation tier after dividing the Speakers by tier and before transcribing. (Create this new tier as explained above.) There should be a translation tier for each speaker. Name them "SpeakerCode-English")

Transcribe

27. Transcribe the first field, and then move to the next field. Repeat.

Tips:

- **Click shift+space**, optionally first selecting Loop Mode, to hear a highlighted segment.
- **Click Control+space** to start playing wherever the cursor is.
- You might find that you need to slightly **move some of the Annotation boundaries**, especially if you play the file fast to divide it up. You can do that by clicking the annotation and, when it turns blue, option+mouse click the edge of the Annotation that you want to move, and drag it to the right place.
- You can also **delete an annotation**: option+D
- You can **Merge an Annotation** with the next one (if you clicked and made a division that you later decide you don't want): Choose "Merge w/ next Annotation" in the Annotation menu.
- **Move to the next field by clicking return, then option+right arrow.**
- **Double-click to open an Annotation box** to type in.

Of course, you can use the mouse or the menus, but these key-combos will be quicker.

