

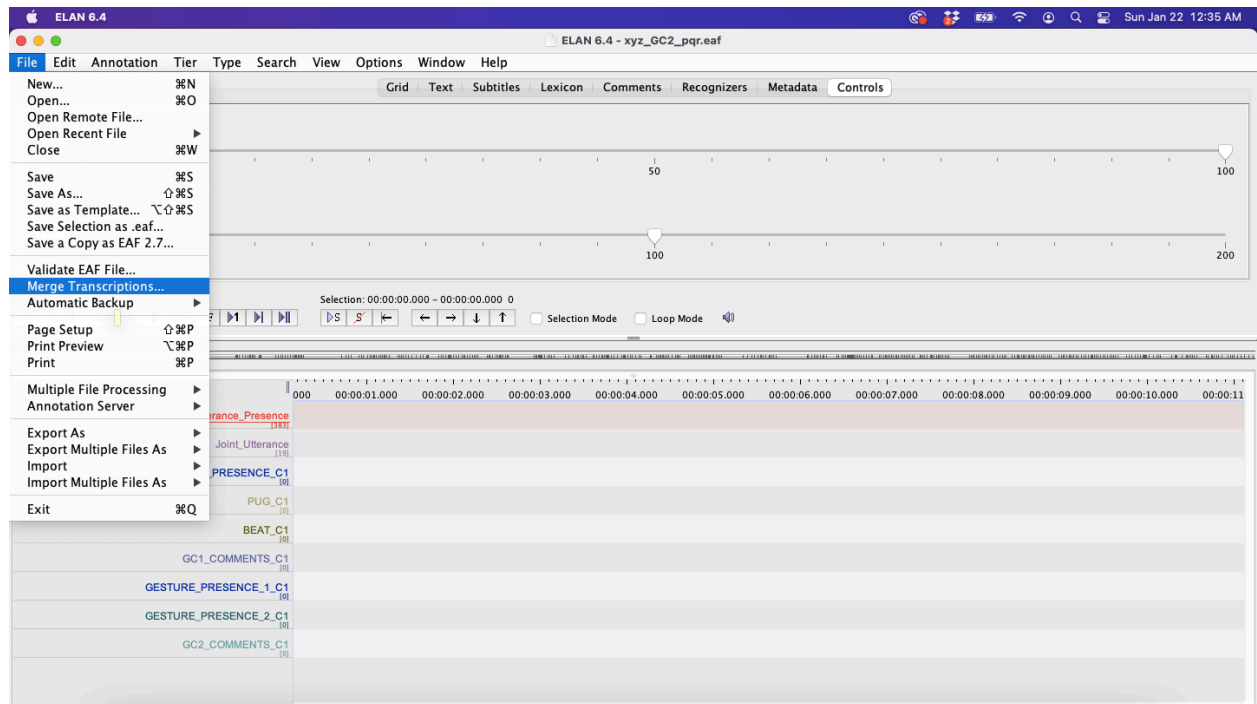
How to Merge ELAN files for Consolidation

At this point you are going to combine two Iteration 2-coded ELAN files and then import tiers from a consolidation template.

Step 1: Join your ELAN files into one:

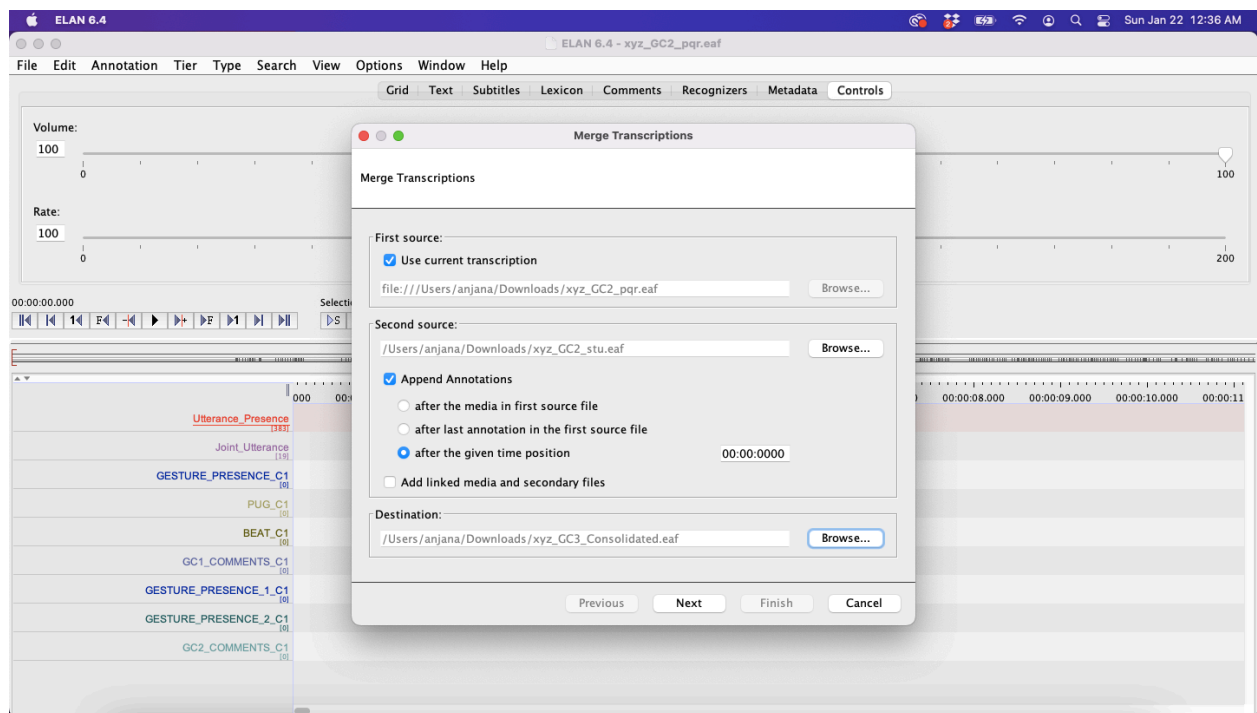
The ELAN files should be of the format “xyz_GC2_pqr.eaf” and “xyz_GC2_stu.eaf” wherein “xyz” is a placeholder for the participant ID, “_GC2” indicates that this has completed two iterations of gesture coding, “pqr” and “stu” are placeholders for your coder ID and your fellow-coder’s coder ID. And the “.eaf” because it is an ELAN file.

To join your ELAN files, open your ELAN file, go to File -> Merge Transcriptions:

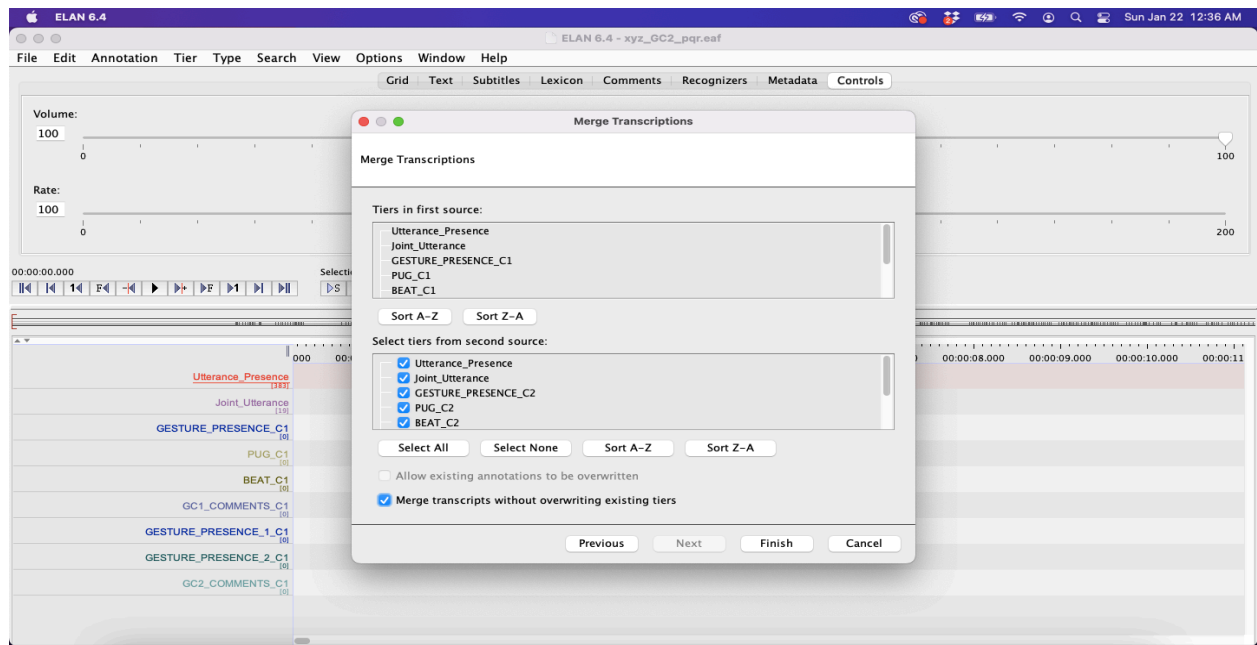


In the window that appears next, make the following selections:

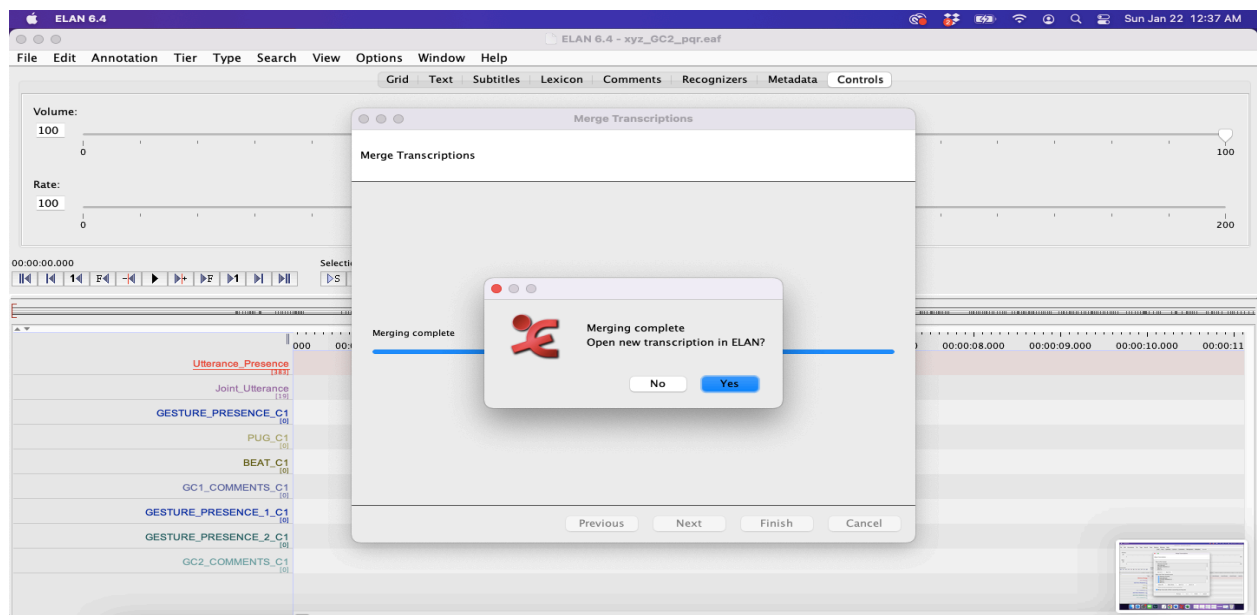
1. **First Source:** ELAN will automatically set this to “Use current transcription” – let it be that way.
2. **Second Source:** Click on Browse, locate and select your fellow-coders ELAN file.
3. **Append Annotations:** Select the button next to it, then below it, select the option, “after the given time position” and enter the value 00:00:0000
4. **Destination:** Save file in format required by the Consolidation manual. Click “Next”.



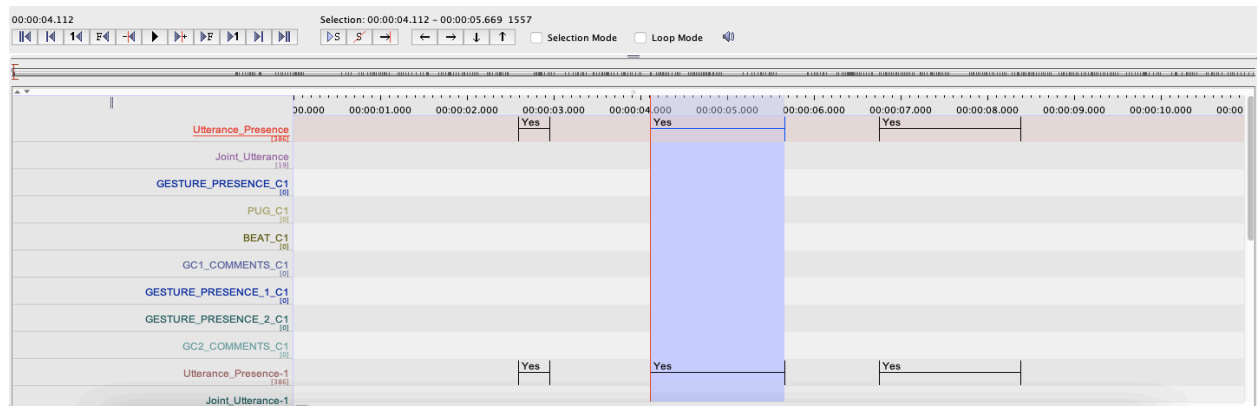
In the next window that appears, ELAN will ask which tiers to include but will automatically select all of your tiers as well as all of your fellow-coder's tiers. Let that be, but below that, select the option, "Merge transcripts without overwriting existing tiers". Click "Finish".



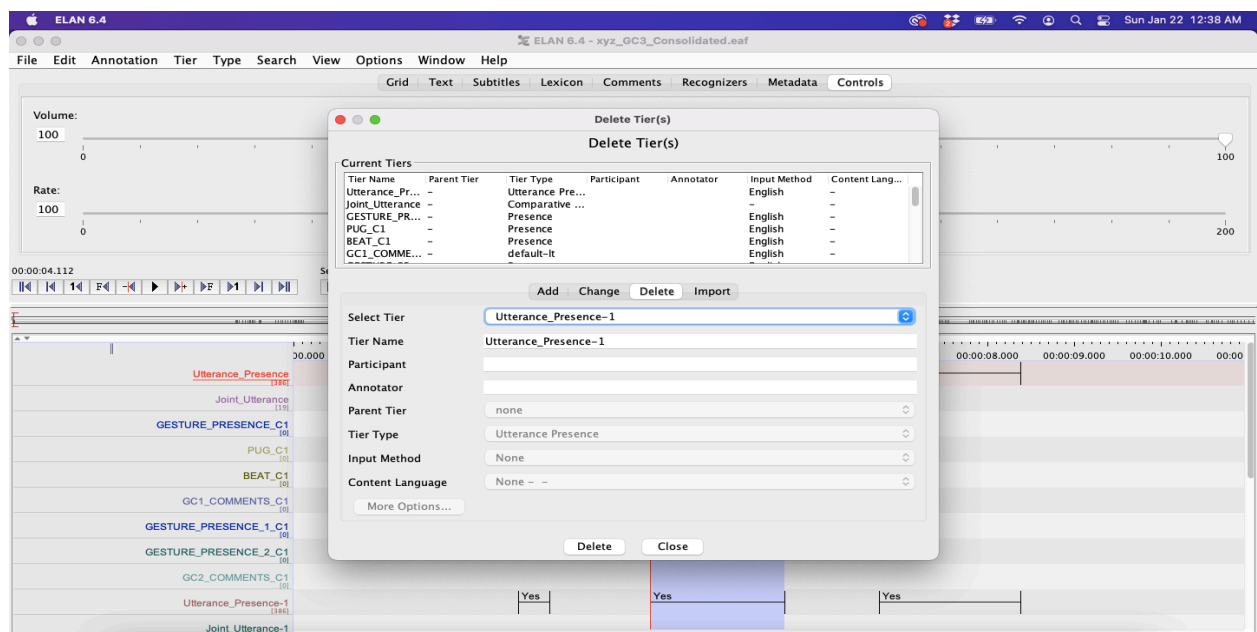
ELAN will ask you if you'd like to open the new file with the Merged Transcriptions, say yes.



In this file, see if the **annotations** in your two UTTERANCE_PRESENCE tiers (likely UTTERANCE_PRESENCE and UTTERANCE_PRESENCE_1) **are the same**. This is a **VERY IMPORTANT STEP**. In the past, coders have mistakenly coded / consolidated the wrong participant, resulting in low reliability that comes not from the gesture coding but from the coding / consolidation process!



If these match, delete the UTTERANCE_PRESENCE_1 tier and the JOINT_UTTERANCE_1 tier such that you now only have the tiers UTTERANCE_PRESENCE and JOINT_UTTERANCE.

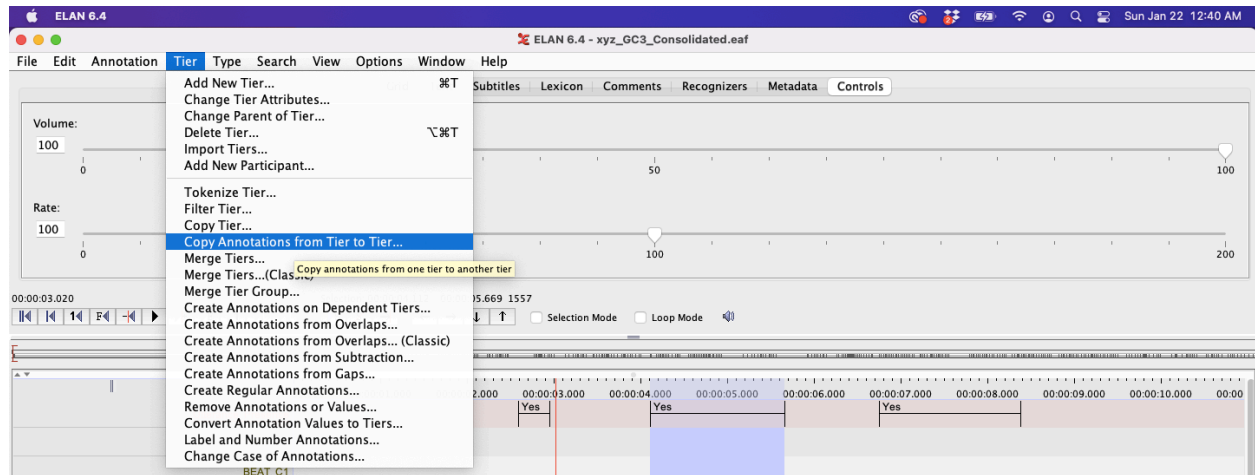


Also delete the GESTURE_PRESENCE_pqr and GESTURE_PRESENCE_stu tiers as well as all the COMMENTS tiers.

Step 2: Import and copy into consolidation tiers from the template file

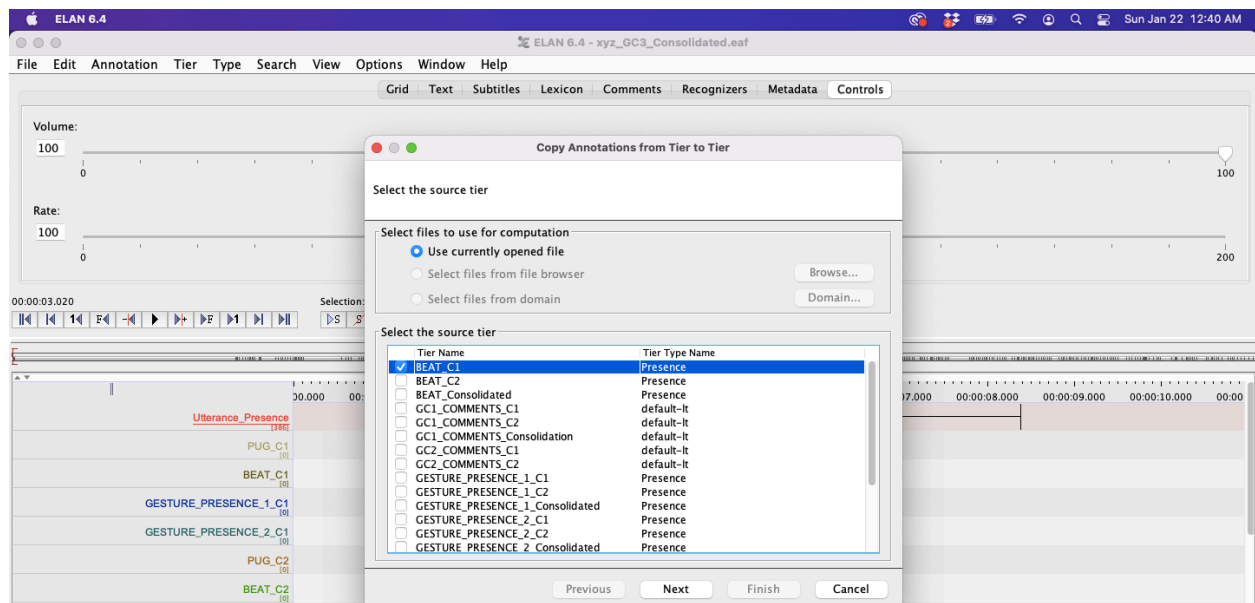
The template file should be titled “Gesture_Template_Iteration3_AllCoders”. If you’d like to refer back to how this is done, use the [Tier Importing Manual](#).

For this you can use the ELAN menu option Tier -> Copy Annotations from Tier to Tier.

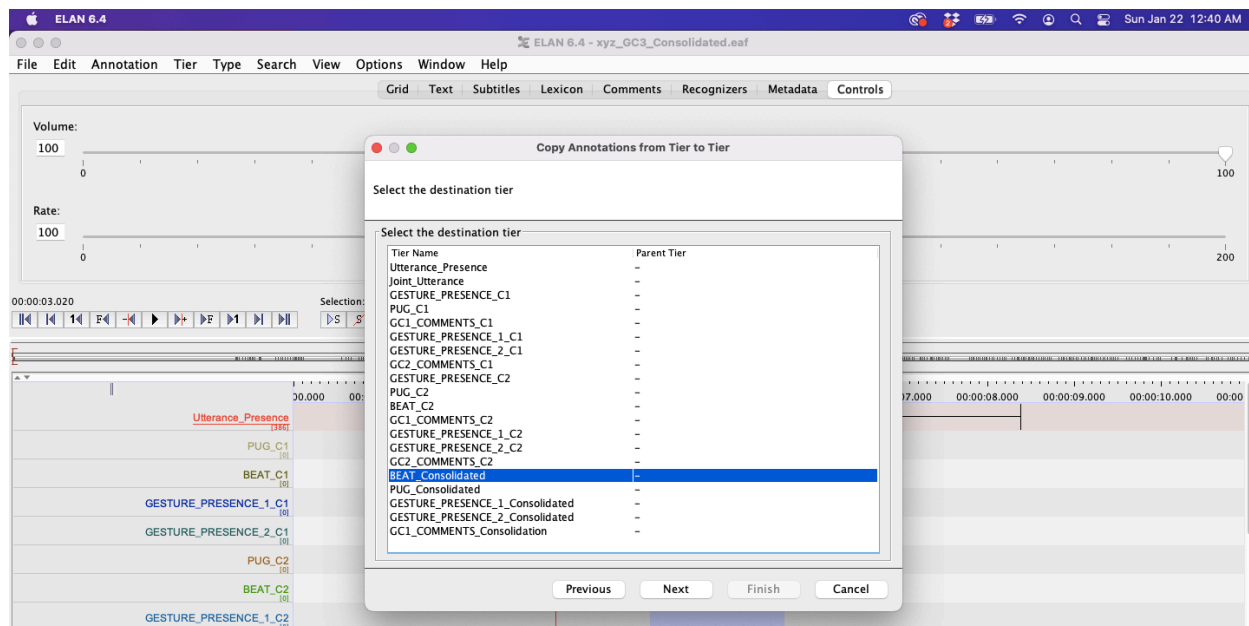


In the window that follows, ELAN will ask you for files to use for computation and will have an option automatically checked – “Use currently opened files”. Leave it that way.

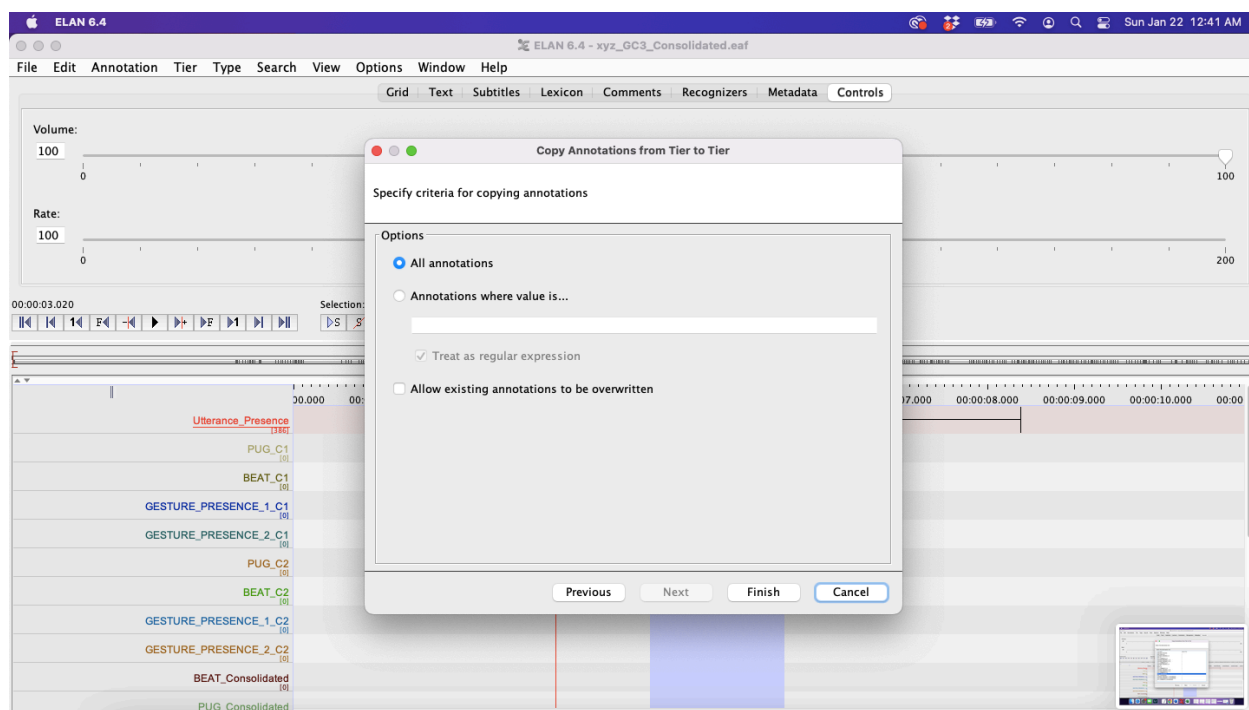
Below this, it will ask you to select the source tier. Select one of your annotation tiers, say BEAT_pqr wherein pqr is a placeholder for your Coder ID. Click “Next”.



In the window that appears next, ELAN will ask you to select the destination tier. Select the consolidation tier that has the same name – i.e., BEAT_Consolidated.



In the window that appears next, ELAN will ask you which annotations you want to copy. Select “All annotations”.



Step 3: Once you have done this for all tiers in the consolidation template, schedule a consolidation meeting with your fellow-coder!