

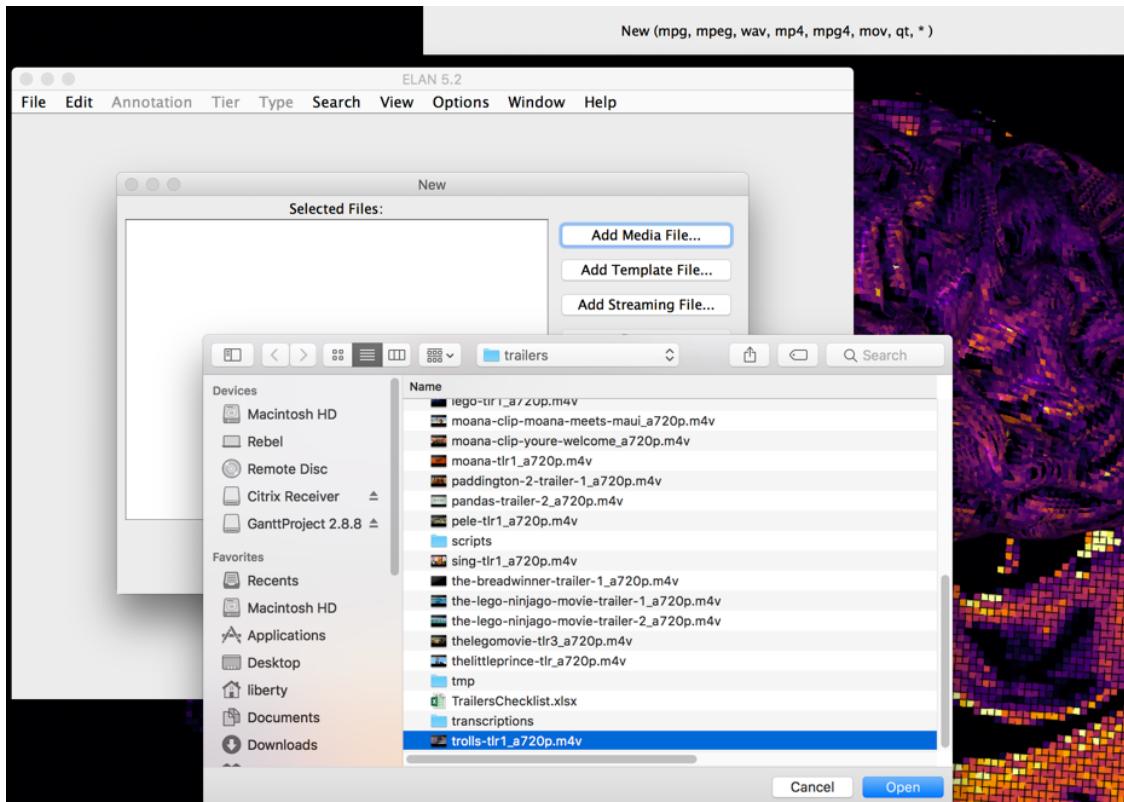
Getting Started with ELAN

Written Liberty Hamilton 6/5/2018

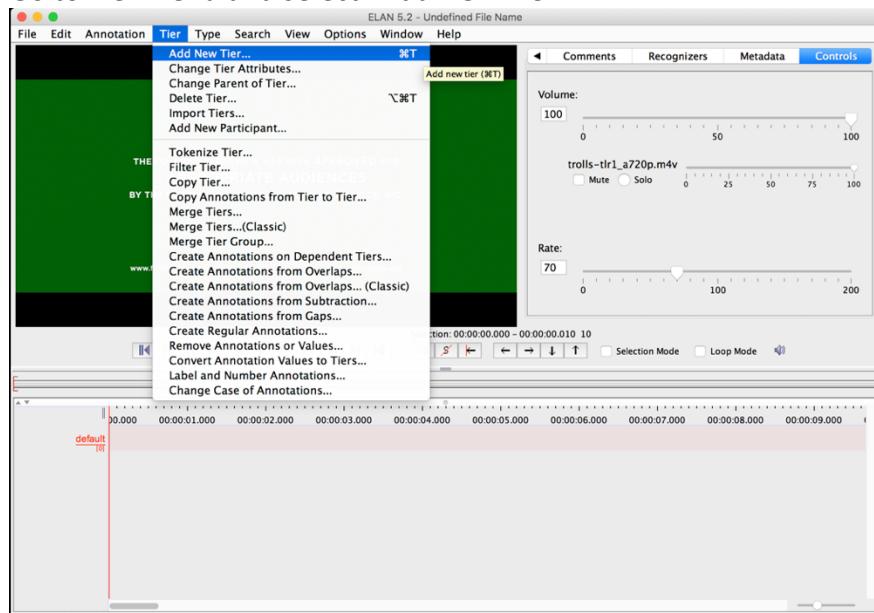
Start by downloading the ELAN software here: <https://tla.mpi.nl/tools/tla-tools/elan/download/>

There is a long manual that you can look at that gives much more detail than this quick start guide. You probably won't need to use all the functionality of ELAN, but knowing the keyboard shortcuts will make your life easier!

1. Open ELAN and select File->New to start the transcriptions.
2. Choose “Add Media File” and select the video file for transcription. Select “Open”, then hit “OK”.



3. Go to Tier menu and select “Add New Tier”



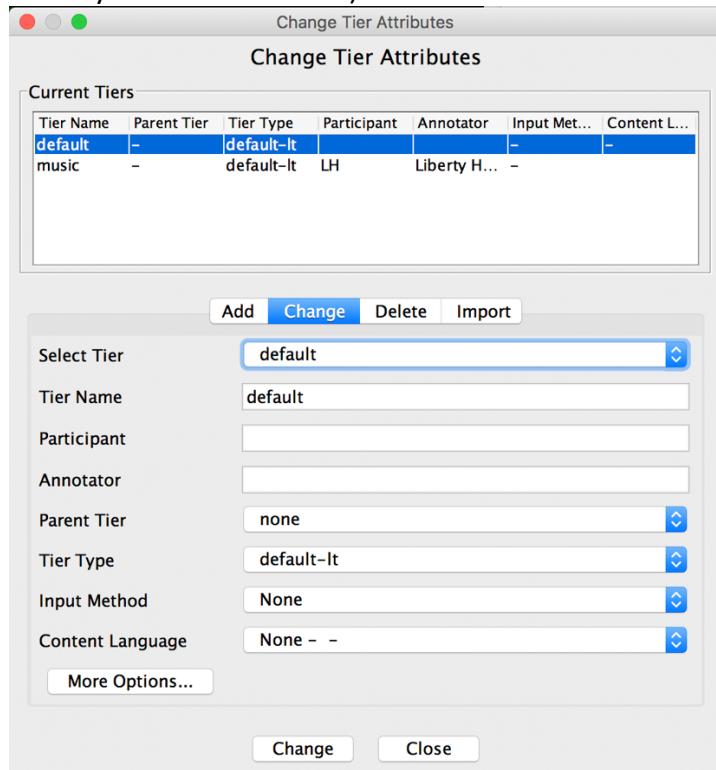
4. Under the default tier, add a new tier for music. Enter the fields as they are shown below, but replace Participant and Annotator with your initials and your name.

| Tier Name | Parent Tier | Tier Type | Participant | Annotator | Input Met... | Content L... |
|-----------|-------------|------------|-------------|-----------|--------------|--------------|
| default | - | default-It | - | - | - | - |

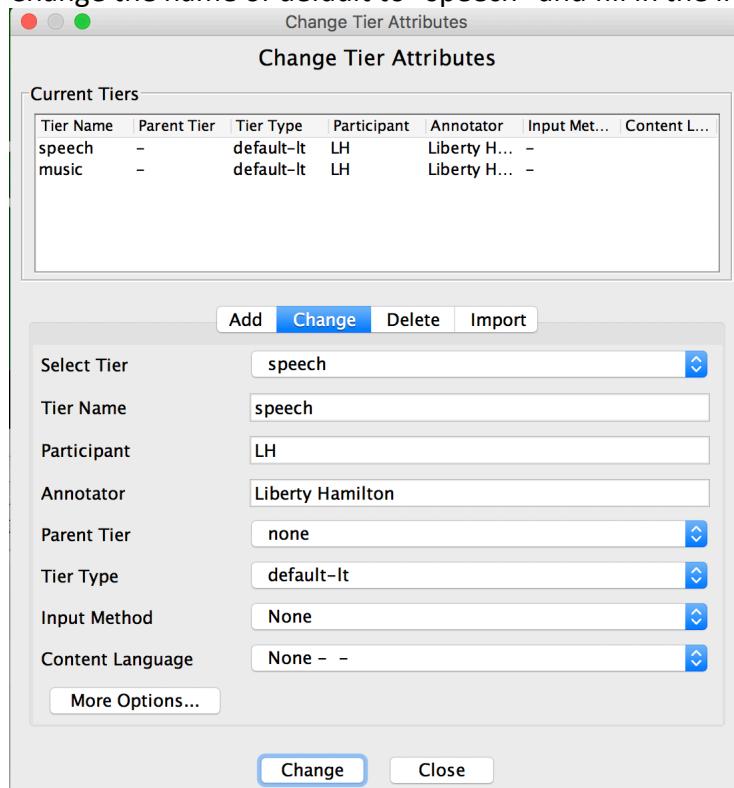
Add Tier

| Add Tier | |
|-------------------------|---|
| Tier Name | <input type="text" value="music"/> |
| Participant | <input type="text" value="LH"/> |
| Annotator | <input type="text" value="Liberty Hamilton"/> |
| Parent Tier | <input type="text" value="none"/> |
| Tier Type | <input type="text" value="default-It"/> |
| Input Method | <input type="text" value="None"/> |
| Content Language | <input type="text" value="None - -"/> |
| More Options... | |
| Add Close | |

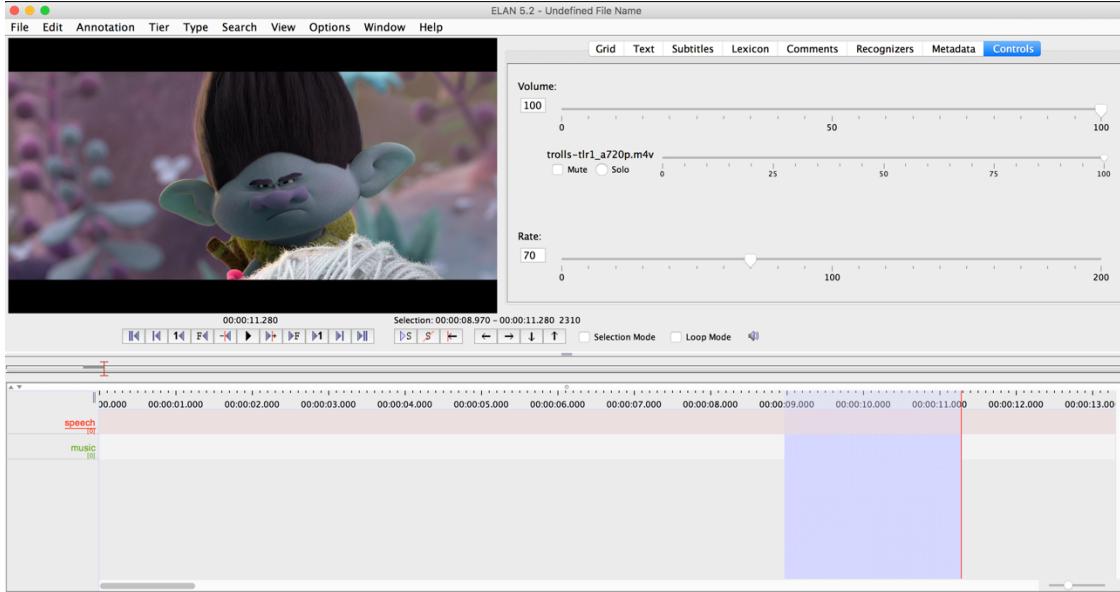
5. Go back and select the first tier (default) and go to the “Change” tab (rather than Add, which you were on before)



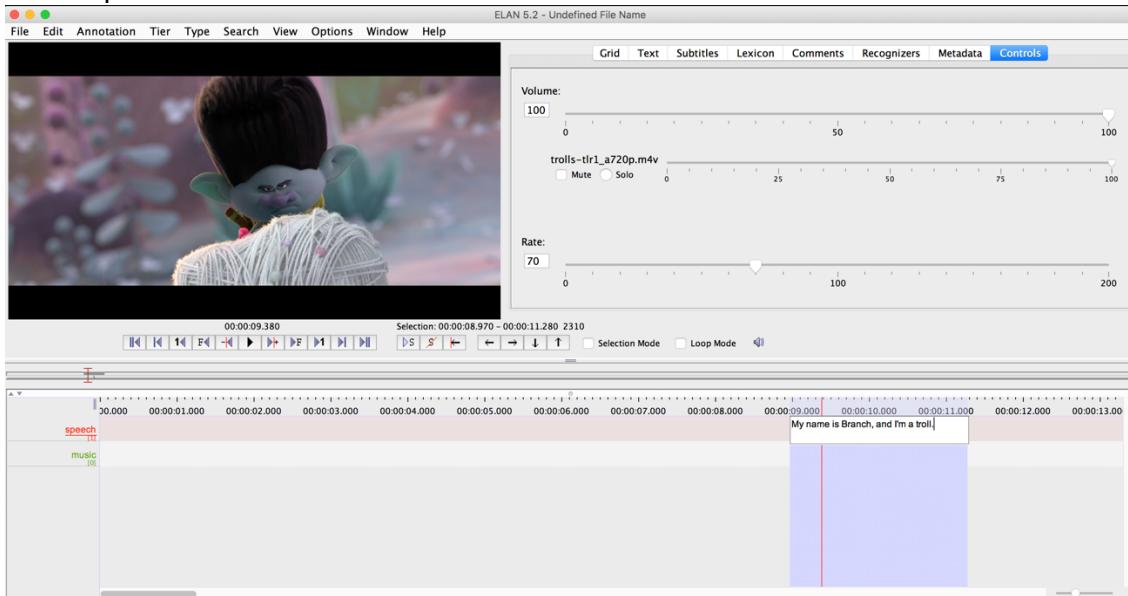
6. Change the name of default to “speech” and fill in the information again as shown.



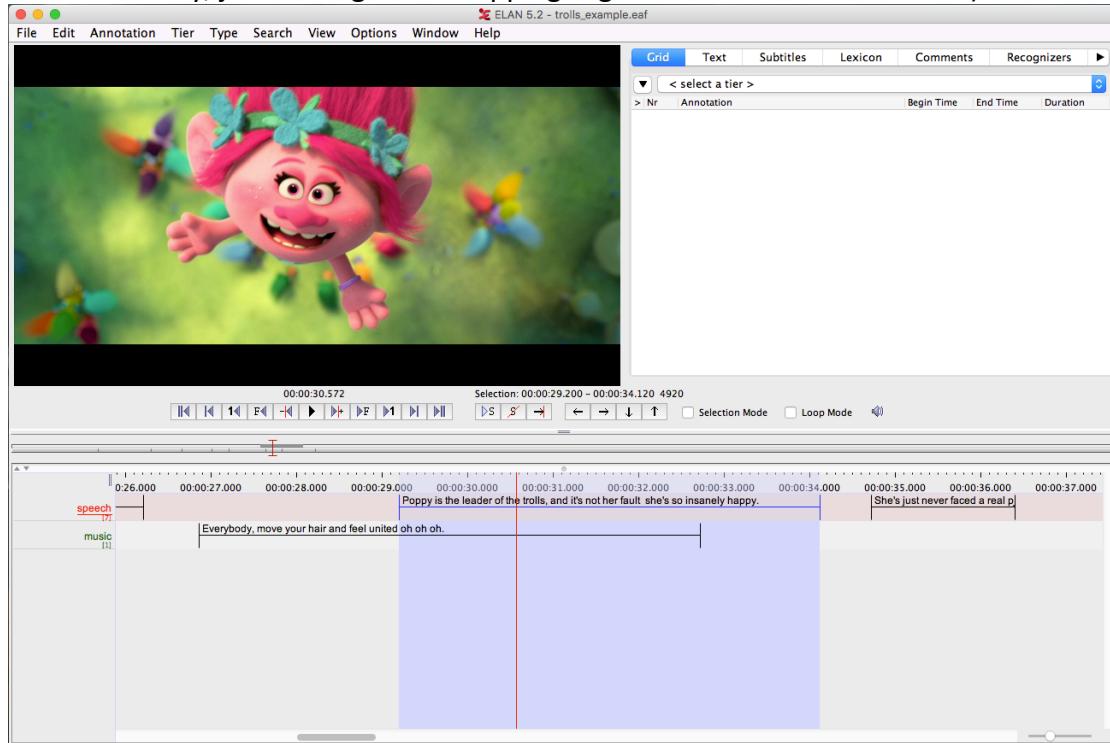
7. Next, choose a tier to work on and be sure that it is selected in red, as shown below. Click and drag to make a selection for an utterance that you will transcribe. This is usually going to be a sentence or a phrase. The timing for the onset and offset of this segment should be close to the real start and stop time but does not have to be exact, as long as the whole utterance is contained in your selection. The exact timings will be corrected later in the forced aligner step.



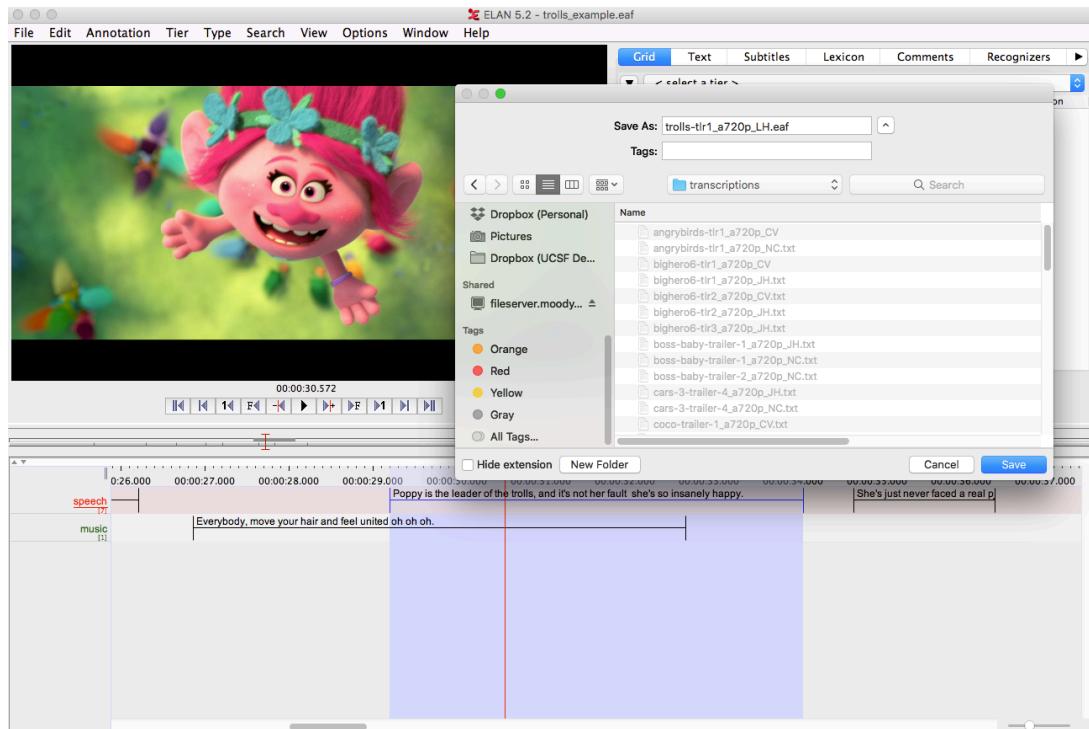
8. Once you have a selection you like, double click on the tier of interest and type the transcription into the box.



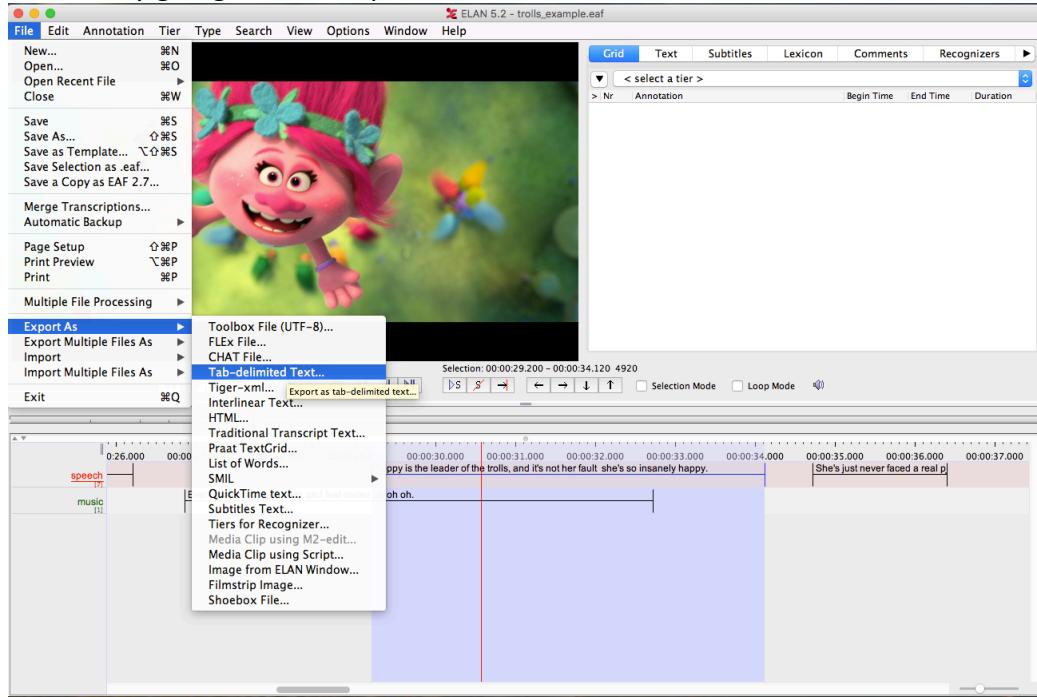
9. Continue doing this on the speech tier, and move to the music tier (or do them simultaneously, just as long as overlapping segments are on different tiers).



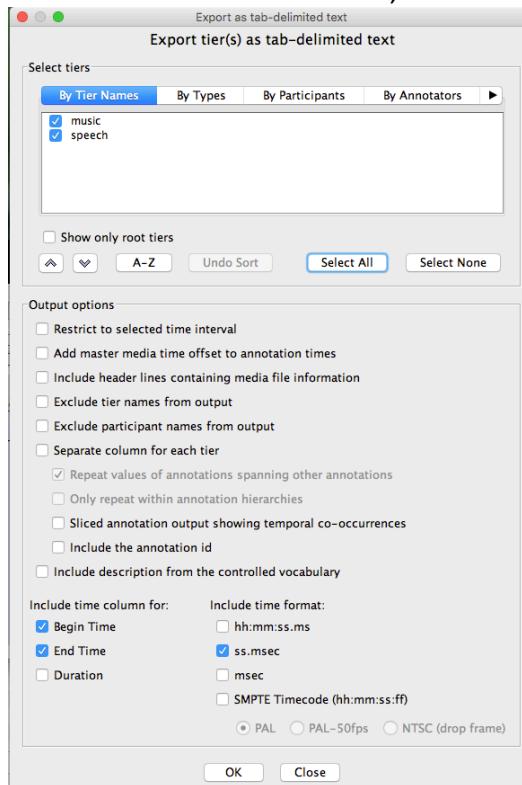
10. Be sure to save your work fairly often. Save as a .eaf file by going to the File menu and selecting “Save As...”, and name it with the transcription name with your initials, plus .eaf at the end.



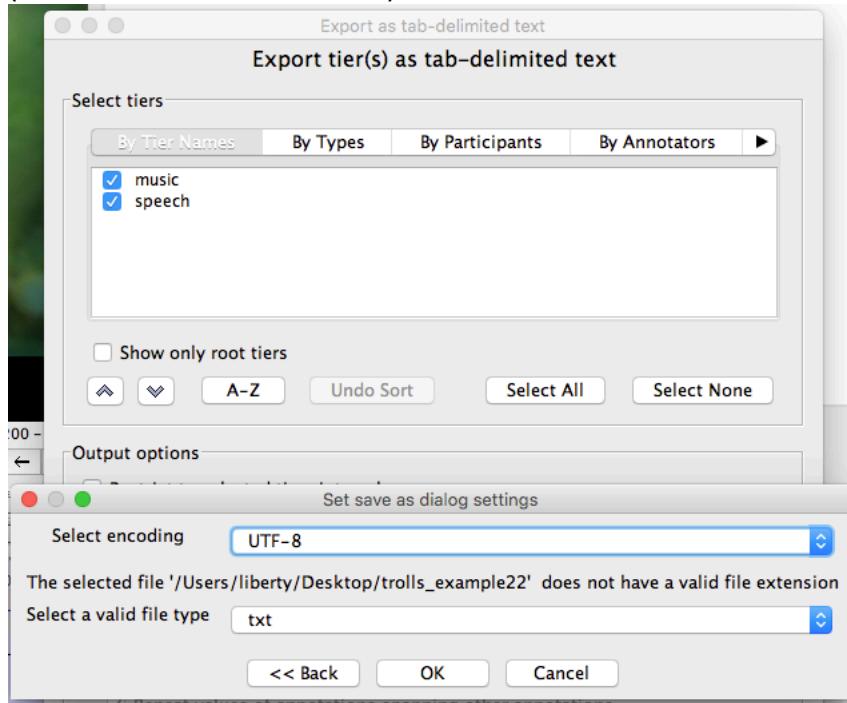
11. You will also need to save a file that the forced aligner will later use as its input. This file is saved by going to File->Export As->Tab-delimited Text...



12. When you save this tab-delimited file, select exactly the options shown below. Press “Select All” to choose all tiers, then check or uncheck the relevant boxes and hit OK.



13. When you are prompted for the file extension, choose “txt” and “UTF-8” encoding (these should be the defaults).



Your file is now ready for the forced aligner! Use the notebook file FAVEAlign.ipynb after launching Binder from this website:
<https://github.com/HamiltonLabUT/transcription>