SayMore

Supporters Manual (English)

SayMore

Supporters Manual (English)

NGONO Louis Pascal
John Roettele
SIL International
May. 2017

Table of Contents

Part IV Archiving

Part I

Introduction

SayMore is a tool you use to organize video, audio, image, and various additional files with appropriate meta data. SayMore also helps you keep track of your recording progress. You can easily see which sessions are In progress, Incoming, or skipped. When you want to use your data elsewhere, SayMore allows you to export to Audacity, ELAN, FLEx, Toolbox, or YouTube. When you are ready, SayMore can help archive your project or session in IMDI format, ready to use with ARBIL or other IMDI-compatible utilities. SIL members can do the same to quickly submit a package of all the relevant files and meta data using SIL's RAMP archive-submission application.

1

Install SayMore

SayMore can be downloaded from https://software.sil.org/saymore/download/ . Pay attention to the technical requirements (at time of writing, Saymore requires Windows 7, 8, or 10, a PDF reader, and Microsoft .Net 4.6).

If you are going to be away from fast Internet, go ahead and download **FFmpeg**. **FFMpeg** is the open source tool SayMore uses to convert media files from the ones your device outputs to what you want for archiving.

Also if you are holding a workshop go ahead and download **.Net 4.6 Standalone Installer** and take it with you in case some participants don't have it.

After installation, open the SayMore application. You will see this screen:

Figure 1.1 First time opening of SayMore

Here you can re-open previous projects, browse for projects that might be stored on a USB device, and Create new, blank project.

1.1 Change user interface language

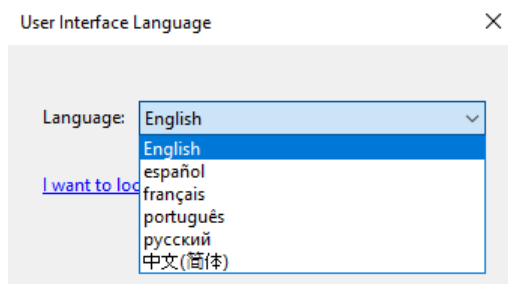This allows you to change the Language interface.

Figure 1.2 User Interface Language Drop down

If the language you need is not listed, or you need to edit translated UI content:

- Click the I want to localize SayMore for another language hyperlink. The Localize User Interface dialog box opens so you can use it.
- Optionally, get a shared UI language file and a translated Access Protocol file from another user.

2

A Tour around SayMore

SayMore has only four menu items and three tabs. The menu **Session** is greyed out until you click on the **Sessions** tab. This is the same for menu **Person** and tab **People**.
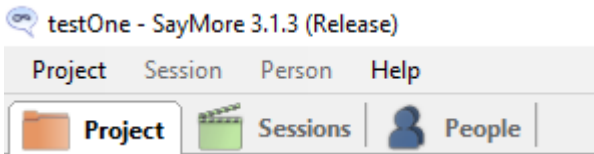

Figure 2.1 Menu and Tab items

The next sections will go over what you will find in the Menus and tabs.

2.1 Project Tab

Dans cet onglet projet, nous avons la faculté de modifier le projet actuel.

2.2 Session Tab

Dans cet onglet projet, nous avons la faculté de modifier le projet actuel.

2.3 People Tab

Dans cet onglet projet, nous avons la faculté de modifier le projet actuel.

3

Menus

3.1 Menu: Project
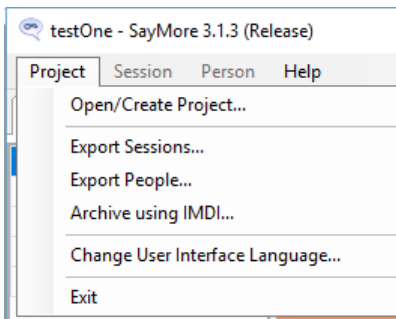
When you click on **Project** you will see:

Figure 3.1 Project Menu

Note:

- As you can see there is no Save option. This is because SayMore saves for you.

- There is no Delete command that deletes a project. Instead, you can delete the project folder in your Windows Explorer (File Explorer).

3.1.1 Quit

Closes the application.

3.2 Menu: Session

When you click on the Sessions tab you have a new window displayed and also the Menu option Session is now available.
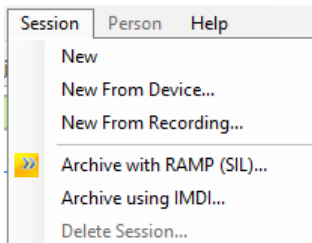clicking on Menu Session you will see:

Figure 3.2 Menu Session

3.3 Menu: Person

When you click the **People** Tab you can then select the Menu **Person**.

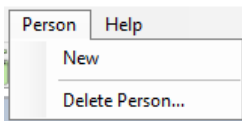

Figure 3.3 Menu Person

3.4 Menu: Help

This is the place to find help while using SayMore. When you click on menu Help you will see:
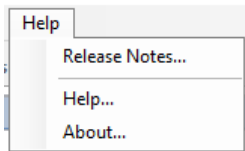
Figure 3.4 Menu Help

3.4.1 Help...

When you click **Help...** it will open a new window:
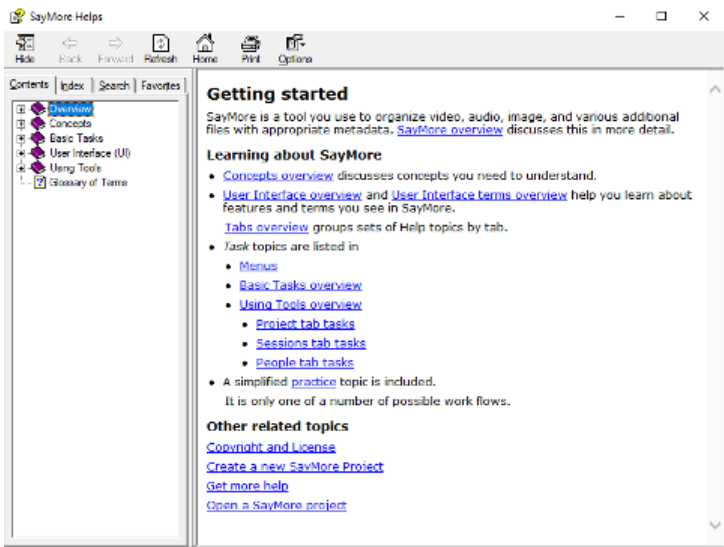
Figure 3.5 SayMore Help Window

From this window you can search by using the Content Tree, Index (Search by Keyword), and Search (search for any word).

3.4.2 About...

When you click About... a window opens detailing who was behind making SayMore and thanks to those who helped make SayMore Possible. It also has links to the Open Source Components/Libraries used in SayMore.

Part II

Project, Session, and User Management

This section

4

Create or Open a Project

Before working in SayMore, you must create a project. You should create a separate project for each language you are analysing, but you do not need to create a new project for every file you analyse.

4.1 Create a Project

When you click on **Open / Create Project** you will see:

Figure 4.1 Open / Create Project

When clicking on **Create new, Blank project...** you will see a dialogue box asking you for a name. Fill in the blank and press **Okay**. Below the name you have chosen you will see the path to where the project will be saved.
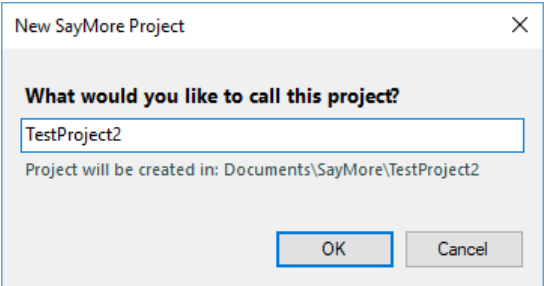
Figure 4.2 New Project Name
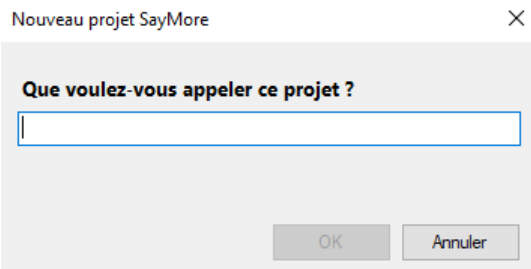
Figure 4.3 Nommer le nouveau projet

4.2 Open an Existing Project

When you open SayMore, you will see the following window.
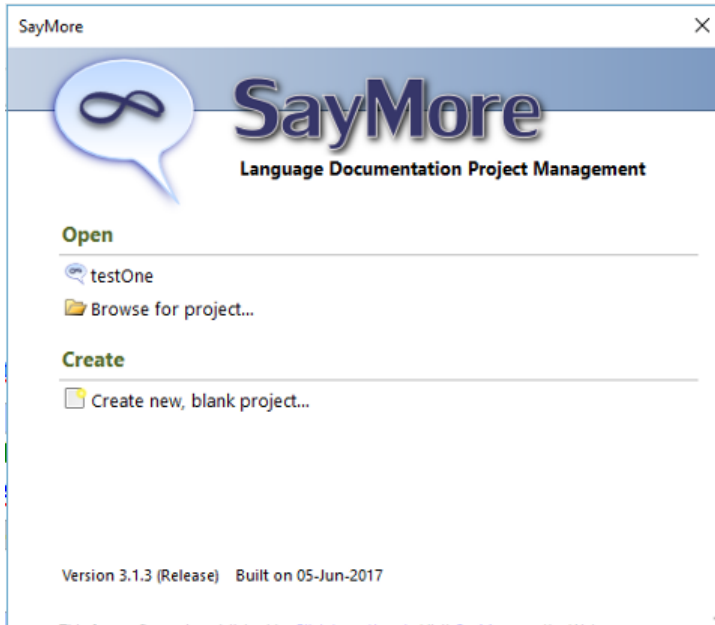
Figure 4.4 Open / Create Project

Click on the name of your project to open it.
The project will open.

4.3 Open a different Project

If you are working in one project, and would like to open another project, follow these steps:

From the **Project** menu, click on **Open / Create Project** you will see:

Figure 4.5 Open / Create Project

Click on the name of your project to open it.
The project will open.

5

Fill in the Project Metadata
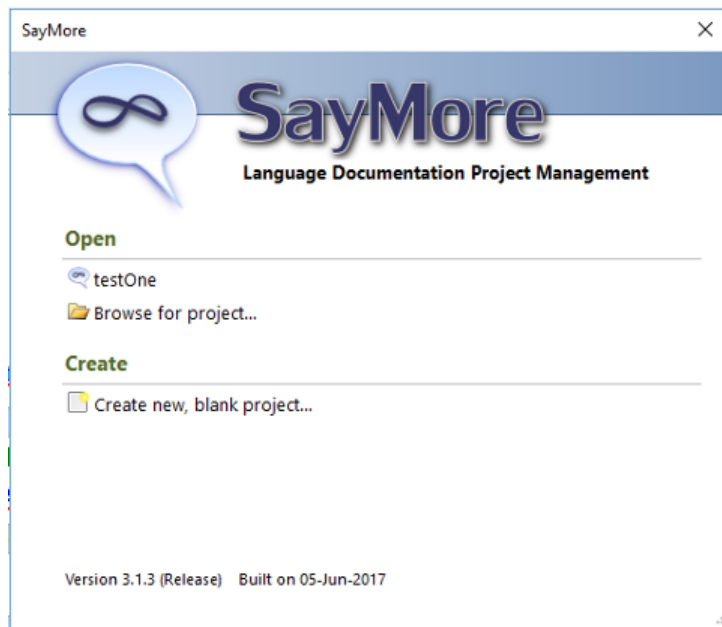
6

Managing Sessions

6.1 Create a new Session

New Allows you to create a blank new Session. You then have to manually add all the files you wish to associate with the new session. This is done on the right hand side of the Sessions Tab window.

Vous pouvez ajouter une session vide ou une session avec le contenu d'un nouvel enregistrement. De plus, vous pouvez ajouter plusieurs sessions en téléchargeant les enregistrements du jour directement sur les appareils (caméra, enregistreur audio, etc.). Dans ce cas, SayMore crée des ID pour chaque session. Chaque ID deviendra le nom de son dossier, ainsi que la première partie de la plupart des noms de fichiers dans le dossier. Ceux-ci sont automatiquement mis à jour si vous modifiez ultérieurement cette métadonnée Id.

Note:

- **Add Files...** You can add files to any Session, not just a New session.

6.2 New From Device...

New From Device.. Allows you to create a new Session and Opens:
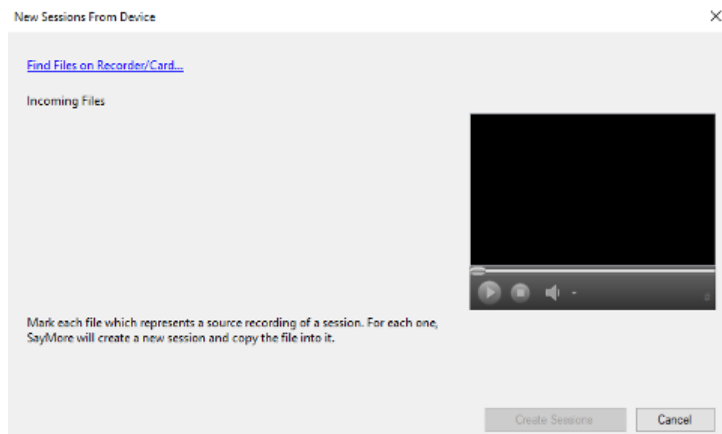
Figure 6.1 New From Device Window

6.3 New From Recording...

New From Recording... Allows you to use the Computer Microphone to record a session.
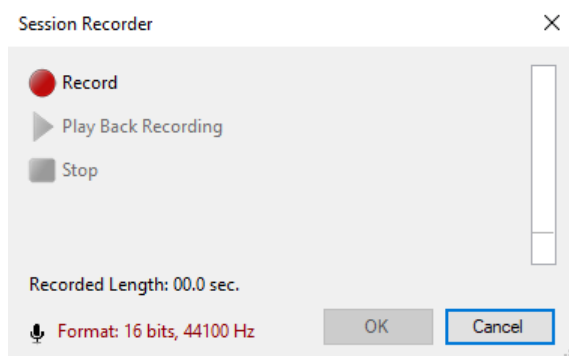
Figure 6.2 New From Recording Window

From SayMore Developers:
"We plead with you to avoid using your laptop's built-in microphone; if you are willing to give up usefulness for future phonetic research, an OK USB headset can be had for US$35 or less in many countries. Note that the very

> *popular Zoom H2's can also be plugged in and used as a*
> *microphone (in a lower quality mode)."*

6.4 Delete Session...

Delete Session... Allows you to delete a session you have selected in the **Sessions tab**.

7

Managing People

7.1 New

When you click on **New** in Menu **Person**, you will see:

Figure 7.1 Empty New Person

It is important to try to fill out as much as possible about the Person.

7.2 Informed Consent

7.3 Delete Person...

Allows you to remove a person from a session. You can also just right click on the person and select **Delete Person**. A warning box will appear before deletion is final.

Part III

Transcribing Audio and Video files

8

Overview of Transcription Process

8.1 Add Session Contributors

8.2 Start Annotating

8.3 Segmentation

8.4 Careful Speech Transcription

8.5 Oral Translation

8.6 Written Transcription

8.7 Written Translation

Part IV

Archiving

9

Exporting Data

9.1 Export Sessions

1. Open the project that has the session data you want to export.

2. On the Project menu, click Export Sessions.
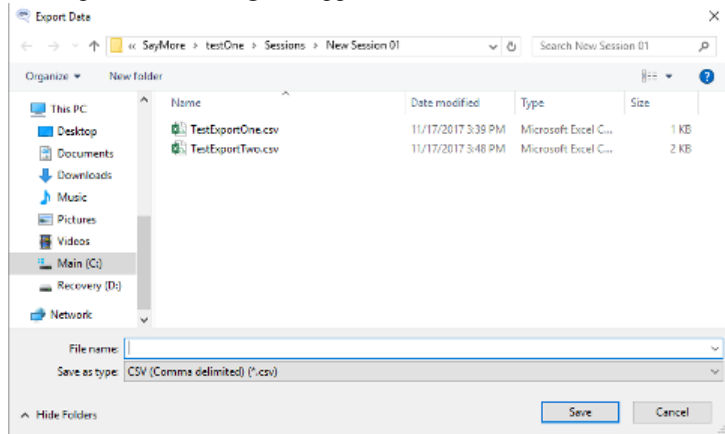   *The Export Data dialog box appears:*

Figure 9.1 Export Sessions Save Dialogue

3. Dans le menu projet, cliquez **Exporter les sessions.**
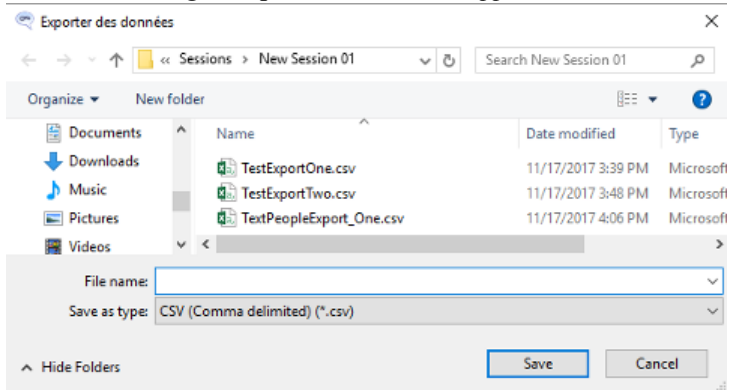   *La boîte de dialogue **Exporter les données** apparaît.*

Figure 9.2 La boîte de dialogue exporter des données

4. Click **Save**.
   The session data in the open project is exported to a file. The file is then shown in the folder.
5. To open the file, open the folder, and then double-click the file.
   The export file opens with the program specified as the default program for the file type.

9.2 Export People

To export all of the people and associated metadata in the open project to a file, do the following steps:

1. Open the project that has the people you want to export.

2. On the Project menu, click Export People.

The Export Data dialog box appears: *Figure 9.3 Export People Save Dialogue*

3. In the dialog box, click the File name box, and then type a name.
   Leave the Save as type selection as CSV (Comma delimited)(*.csv).
   Also, it is recommended that you save the file in the project folder, which
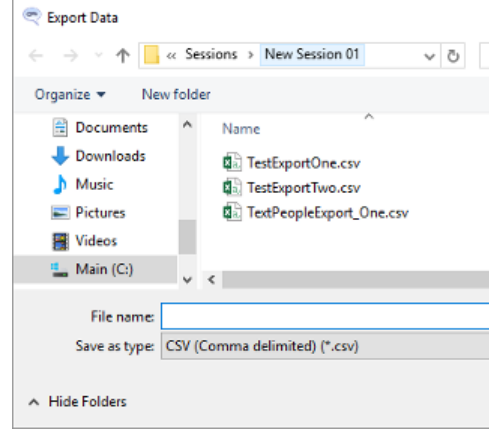   is the default location.

4. Click Save.
   *The people data in the open project is exported to a file. The file is then
   shown in the folder.*

5. To open the file, open the folder, and then double-click the file.
   *The export file opens with the program specified as the default program
   for the file type.*

10

Archiving Overview

10.1 Archive with RAMP (SIL)...

Archive with RAMP (SIL)... This allows you to archive using SIL's access protocol Repository for Electronic Archiving and Publishing format. It is designed to carry over all metadata to an archive.

10.2 Archive using IMDI

Archive using IMDI.... This allows you to archive the session as an ISLE Meta Data Initiative, it is a standard used to describe multi-media and multi-modal language resources.

> Related Topics:
>
> - Access Protocol
> - Archiving overview

Archive using IMDI.... This allows you to archive the session as an ISLE Meta Data Initiative, it is a standard used to describe multi-media and multi-modal language resources.

This topic is intended for archiving using IMDI (to TLA). For other archives, you must communicate with the team to learn what you need to do.

> ****If this is the first archive activity since the project was moved or copied, an error message will appear and state that the path was not found. Just Try to Archive it Again.****

1. Make sure all these metadata are as complete and accurate as possible:
   - Project metadata.
   - Session metadata (particularly the Access selection) for each session.
   - Person metadata.
   - File metadata.

2. On the Project menu, click Archive using IMDI.
   Click 'Okay'
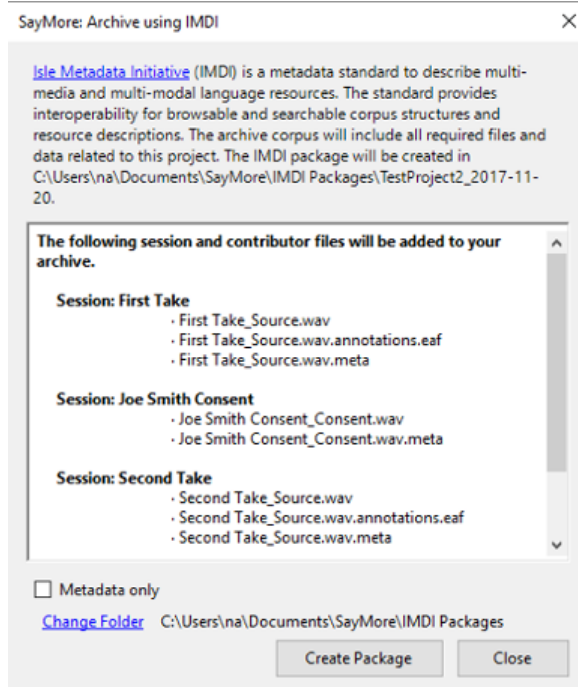   The SayMore: Archive using IMDI dialog box opens:

Figure 10.1 Archive using IMDI dialogue box

3. To archive only the metadata, select the **Metadata only** check box.

4. To choose a different location for the IMDI package, click the Change Folder link. Then browse for the desired folder.