Annotating an Audio File

**Open Sound File**

1. Open ‘Praat’
2. In the ‘Objects’ window, go to ‘Open’ 🡪 ‘Read from file…’
3. Open desired sound file (this may take a minute because of the large size of the audio files)
4. The sound file will now appear in the box on the Object screen.

**Create a TextGrid file**

1. Highlight the sound file and click the ‘Annotate -‘ button on the side of the window, and choose ‘To TextGrid…’
2. In the ‘All tier names:’ box, type “HEALTHY HEALTHY” (or speaker initials)
3. Remove anything from ‘Which of these are control tiers?’

**Separate Stereo Sound File**

1. With the sound file highlighted, click the ‘Convert – ‘ button on the side of the window, and choose ‘Extract all channels’
2. Remove the original sound file by highlighting it and clicking ‘Remove’ at the bottom of the window.

**Annotating the Sound File**

1. Highlight both the ‘TextGrid’ file and the sound file that ends in ‘ch1’ and click ‘View & Edit’
2. In the new window, you will see the first 30 seconds of the sound file - highlight just under 10 seconds of sound, and click the ‘sel’ button in the bottom left corner of the window.
3. Now you are ready to begin annotating:

You will be listening to the speech of one speaker in the conversation (in ch1 of the original sound file), and separating the text grid into sections where there is speech and non-speech). Speech sections will be labeled with a capital ‘S’ and non-speech sections (which includes anything that is not that specific person’s speech) will be labeled with a capital ‘N.’ (see human coding definition document)

1. Listen to the sound file until you hear a boundary (usually the beginning of ‘speech’).
2. To mark that boundary, place the cursor at the spot of the boundary, make sure the correct TextGrid tier is highlighted and press ‘Enter’. This can also be done by clicking on the little circle that appears at the tops of the tier where the cursor is.
3. Continue this procedure for the remainder of the sound file.
4. To save your work (you should do this for every couple minutes of soundfile), go to ‘File’ 🡪 ‘Save TextGrid as text file’ or type ‘Ctrl+S’
5. Make sure the file is labeled correctly and click ‘Save’
6. If you have previously saved the text grid, it will ask if you want to replace it. Click ‘Yes’.
7. When you are finished with the first tier, close the editing window.
8. In the ‘Praat Objects’ window, highlight the file that ends in ‘ch2’ and the **same textgrid as before**. The reason there are two tiers in the textgrid is because it is used with both channels of the sound file.
9. Repeat steps 12-19.
10. When you have finished both channels of a sound file/ text grid, highlight the files in the ‘Praat Objects’ window and click ‘remove’. Then, quit Praat.