

# Guidelines for SILaNa: Spoken Italian - Interviews about Language and Nation

07.09.2016

Av Kristin Hagen and Elizaveta Khachaturyan

## Innhald

0 About the guideline .....	2
1 Good advice for transcription .....	2
1.1 File names .....	2
1.2 Interviewer and informant names .....	3
2 Transcription and proofreading in ELAN .....	3
2.1 ELAN .....	3
2.2 Starting a new transcription and define speakers .....	3
2.3 Continue with a transcription .....	4
2.4 Segmentation.....	4
2.4.1 Useful shortcuts, Segmentation Mode .....	5
2.5 Transcription .....	6
2.5.1 Transcribing (and proofreading) in Transcription Mode.....	6
2.5.2 Useful shortcuts, Transcription Mode .....	8
2.6 Proofreading.....	8
2.6.1 Proofreading in Annotation Mode.....	8
2.6.2 Useful shortcuts, Annotation Mode .....	9
3 Transcription rules.....	9
3.1 When the transcription rules are not enough .....	9
3.2 Division of speech in segments.....	9
3.2.1 Segmentation.....	10
3.3 Annotate extra information and non-linguistic sounds .....	11
3.3.1 General tag principles .....	11
List of dependent and independent tags .....	12
3.3.2 Sensitive information and other elements from the recording that should not be transcribed.....	13
3.4 Orthographic transcription .....	13
3.4.1 Main rules .....	13
3.4.1.1 Variation .....	14
3.4.1.2 Contraction.....	14
3.4.2 One exception from the main rule.....	15
3.4.3 Words which is not in the dictionary.....	15
3.4.3.1 Abbreviations .....	15
3.4.3.2 Compounds .....	15
3.4.3.3 Dialect .....	16
3.4.3.4 Words from other languages .....	16
3.4.3.5 New words, swearing.....	16
3.4.4 Quotations .....	16
3.4.5 Interjections.....	17
3.4.6 Numbers .....	17
3.4.7 Names.....	17
3.4.8 Non-linguistic sounds .....	18

3.4.9 Breaks, pauses and unclear parts.....	18
3.4.9.1 Aborted words .....	18
3.4.9.2 Unfinished statements .....	18
3.4.9.3 Pauses.....	19
3.4.9.4 Unclear parts or words .....	19
3.4.10 Capital letters and punctuation.....	20
4 Proofreading.....	20
5 Overview: shortcuts, tags and interjections .....	20
5.1 Overview shortcuts .....	20
5.2 Tags .....	22
5.3 Lists of interjections.....	23
6 ELAN on a new computer .....	24

## 0 About the guideline

This guideline is written for the corpus *SILaNa: Spoken Italian - Interviews about Language and Nation Corpus* but is based upon guidelines for three speech corpus projects from the Text Laboratory: NoTa-Oslo, Nordic Dialect Corpus and LIA.

In section 1 you will find a general introduction about transcription. Section 2 is more detailed and practical and gives advice about transcription and a short introduction of *ELAN*. Section 3 presents the transcription guidelines for *SILaNa*. Section 4 deals with proof reading and section 5 gives an overview over shortcuts in *ELAN*.

## 1 Good advice for transcription

It is important to find good routines and habits for transcription. The goal is that the work should go as quickly and flawlessly as possible. It is not certain that what works for one person, works for everyone, but below you will find some good advice:

- Take frequent short breaks where you focus your eyes on something else and stretch your legs!
- Do not work more than four hours consecutively with transcription.
- Learn and use the shortcuts.
- Focus on what you hear - it is easy to write what you expect to hear – not what is actually said. it is waiting instead for what is actually being said.

### 1.1 File names

We have chosen to use as file names sequential numbers followed by “informant” and by the place where the interview has been taken.

Example: 1\_informant\_Italy; 1\_informant\_Oslo

The second group of recordings will be named: sequential\_number\_academic\_Oslo

Example: 11\_academic\_Oslo

## **1.2 Interviewer and informant names**

In the first two groups of interviews, informants are called:

Oslo\_uio\_0101

Italia\_uio\_0101

In the second group of interviews, informants are called:

Academic\_Oslo\_uio\_02

The interviewers are named with initials:

Initialer av transkribøren er: sc (=silvia camilotti)

## **2 Transcription and proofreading in ELAN**

### **2.1 ELAN**

ELAN is a free, transcription program from the Max Planck Institute and The Language Archive in the Netherlands. If you want to read more about ELAN, please visit the webpage:

<http://tla.mpi.nl/tools/tla-tools/elan/>

In this section we will describe briefly how the program works. On the website you will find a full manual for the program.

ELAN has three different modes:

- Segmentation Mode
- Transcription Mode
- Annotation Mode

In Segmentation Mode you can easily divide the speech flow in to reasonable long time sections to be transcribed in Transcription Mode afterwards. In Annotation Mode you can both segment and transcribe, but not as efficiently. We therefore recommend Annotation Mode for proofreading only. It is probably most efficient to alternate between periods with segmentation and periods with transcription to get some variety in the work.

### **2.2 Starting a new transcription and define speakers**

- Choose File → New
- In the window to the left choose the appropriate audio file
- Check for Template and choose the template\_italian.etf in the window to the left
  
- Give the speakers in the audio file names. Each speaker has its own tier under the wave forms in Annotation mode (which is the default mode when opening a new file in ELAN). The order of the speakers/tiers has nothing to say. You give names to the tiers as follows:
  - Choose Tier → Change Tier Attributes.  
In the dialog box Tier Name and Participant should have the same names as in the filename. In template\_cois is speaker1 and interviewer1 defined in advance but the names should be changed.
  - In addition, remember to check:

- Annotator: Set your initials here.
- Parent Tier: none.
- Linguistics Type: utterance type.
- Default language may stand as System default.

If you need to define more speakers, click Add and fill out the dialog box in the same way. You can define new speakers any time during transcription.

## 2.3 Continue with a transcription

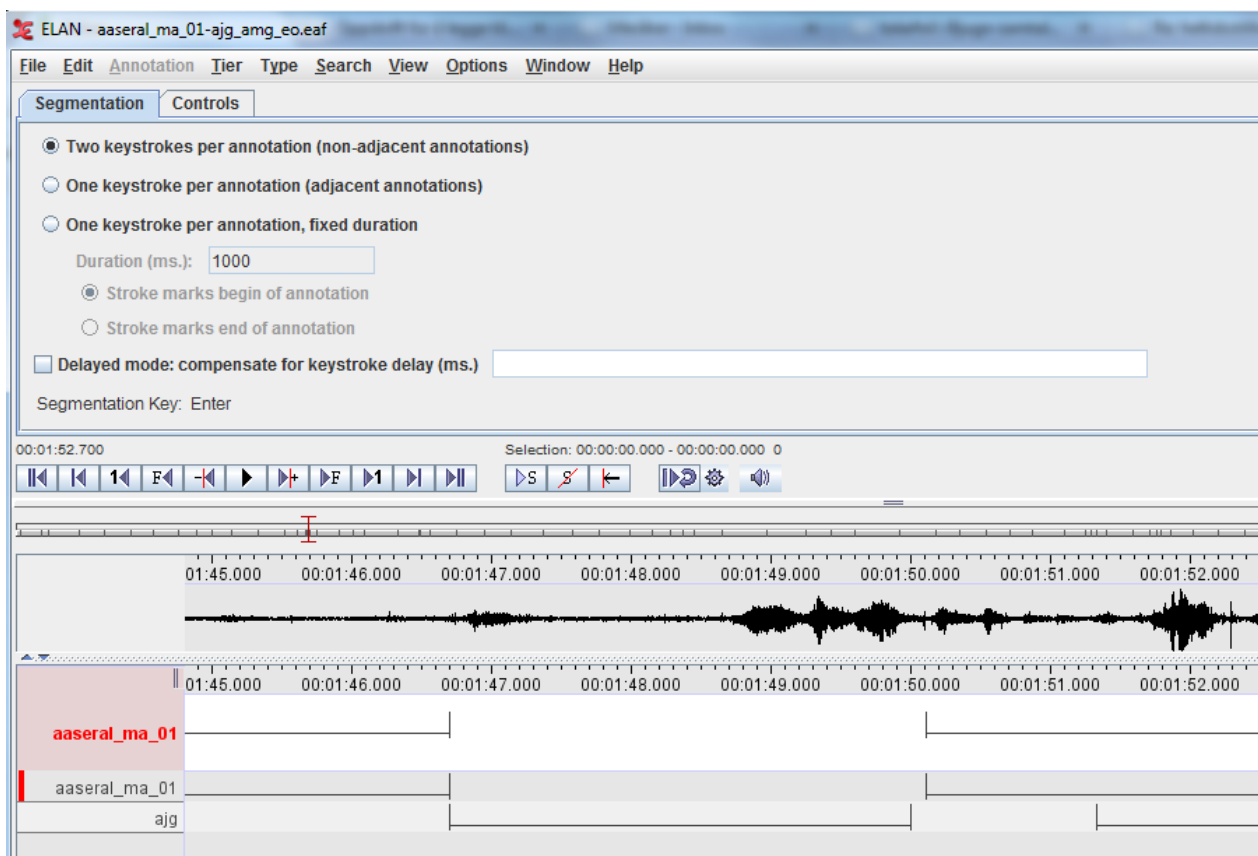
Double-click on the transcription file you want to work with, and you will automatically bring up both transcription and audio file. You can also open the program ELAN and then choose Open and the correct transcription file. The audio file will be opened automatically.

## 2.4 Segmentation

In Segmentation Mode the audio stream is divided into smaller parts or segments to be transcribed later. For each time we start and end a segment, a timecode is written in the transcription and in this way the transcription will be linked together with the audio file. You can read more about segments, replies and turn taking in Chapter 3.2.

- Choose Options → Segmentation Mode.

Note that it is not possible to transcribe in Segmentation Mode!



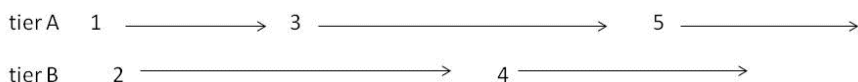
Use the play button on the media player or easier, press Ctrl + Spacebar to listen to the recording. . Stop the media player in the same way. If you have selected an area in the wave form, use Shift + Spacebar to play the exact area.

You can switch between active tiers with the up and down arrows. The active tier can be divided into segments (*annotations*) using the cursor (*crosshair*) and *enter* key. Set the cursor where you want the segment to begin in the waveform and select the start with the *enter* key. Then, set the cursor where you want the segment to end and press the *enter* key again. You now have a segment!

If you transcribe a speaker who talks for a long time without breaks and wish to split the speech into several segments without pause between, press enter twice to end the old segment and start the new one

You can move the cursor in the waveform using the mouse or by using shortcuts (see below). Segment can be moved or expanded/shortened by clicking and dragging.

In a conversation or interview with two or more participants, it may be useful to concentrate on segmenting one tier (or speaker) at a time: First, you can divide into segments speaker A completely, then speaker B. It is also possible to switch between tiers and speakers, see the illustration



You can change the size of the waveform using the small button on the bar to the right at the bottom of the page.

## 2.4.1 Useful shortcuts, Segmentation Mode

Note that some of the shortcuts are different on PC og Mac.

Function	PC and Mac
Merge a selected segment with next segment	Ctrl+A
Merge a selected segment with the former segment	Ctrl+B
Divide selected segments	Ctrl+Enter <sup>1</sup>
Select a tier as the active tier	Arrow up
Select the tier below as the active tier	Arrow down
Play/Pause	Ctrl+Space
Play a selected area	Shift+Space

Use the mouse to move the cursor or use the shortcuts.

<sup>1</sup> Note that this shortcut is not defined in ELAN. You can define your own shortcuts, see chapter 7.

Function	PC and Mac
Move the cursor one second to the left	Shift+Arrow left
Move the cursor one second to the right	Shift+Arrow right

Ctrl/Cmd+Shift+Arrows can be used for moving the cursor a little to the right or left.

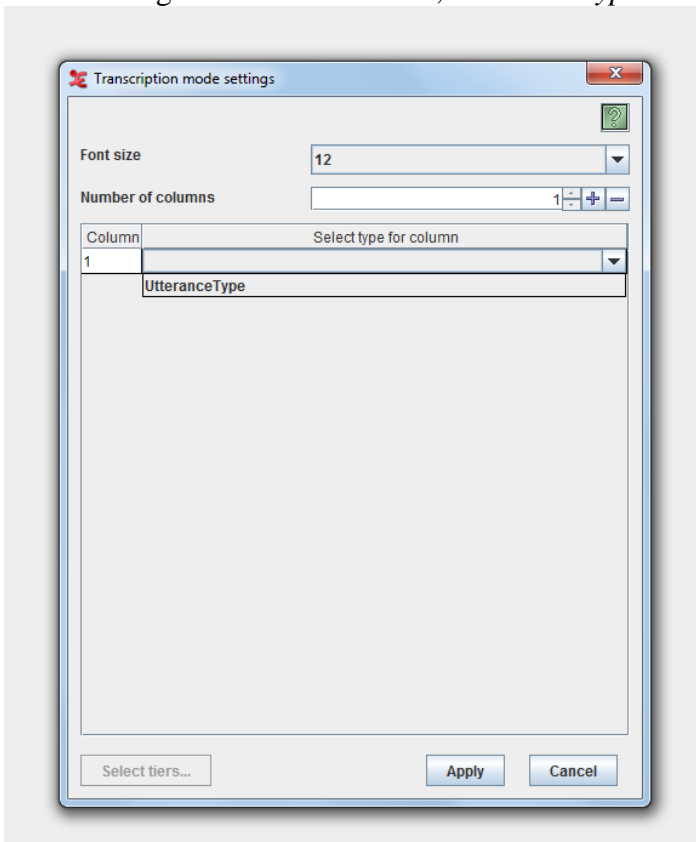
## 2.5 Transcription

In Transcription Mode you can transcribe the part of the recording you already have segmented in Segmentation Mode. Note that you can not edit the segmentation in Transcription Mode.

### 2.5.1 Transcribing (and proofreading) in Transcription Mode

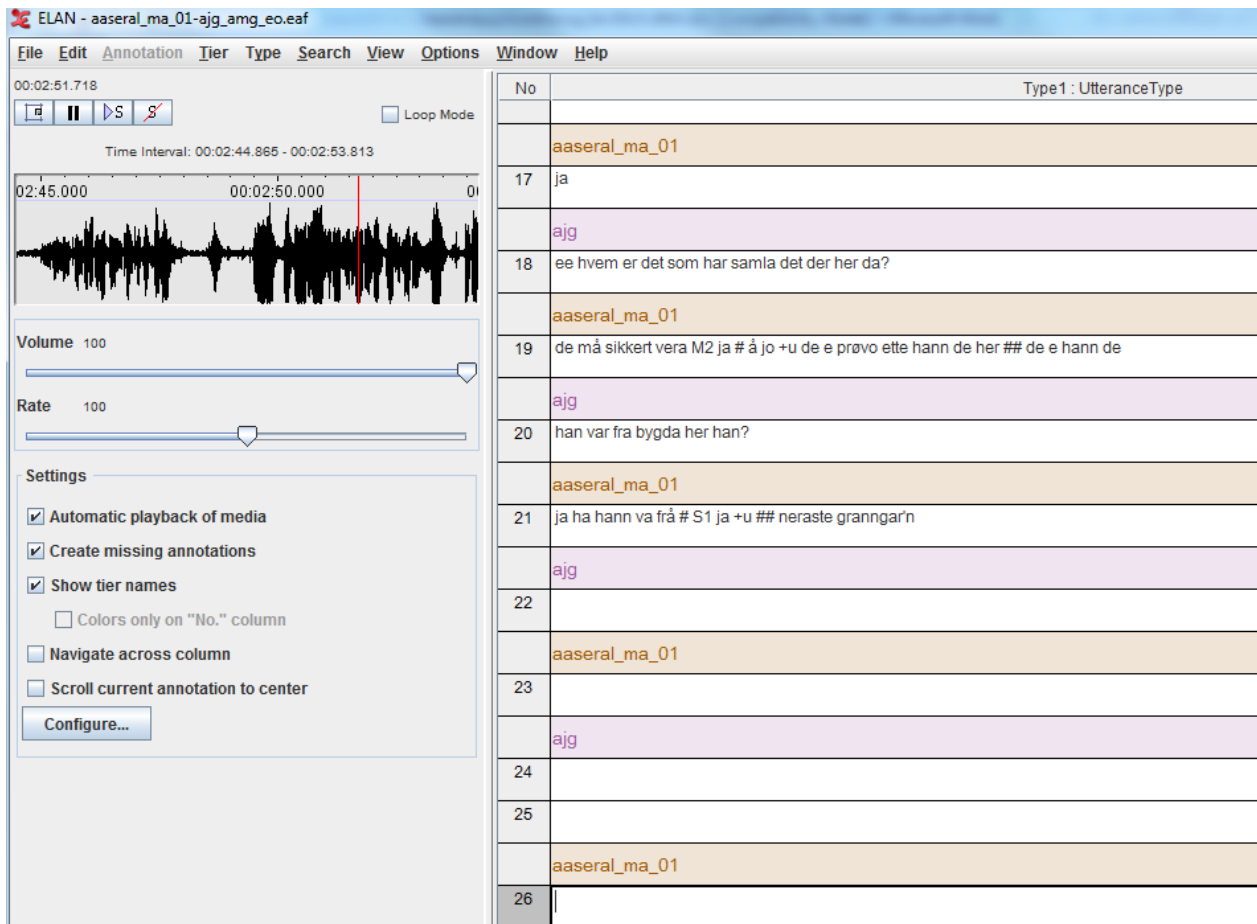
Choose **Options** → **Transcription Mode**.

When you switch to Transcription Mode for the first time, you have to configure the Transcription Mode settings. Choose *columns 1*, *Utterance type* and font size 12.



Under *Select tiers* all speakers must be chosen.

You now get a display with the segments made in Segmentation mode shown under one another with the names of the tiers in different colors.



There are several functions for playing the recording:

- You can click in the white transcription field
- The Tab button works as play/pause
- Shift + Tab plays from the start of the segment
- Enter goes to the next field and plays
- Alt + Arrow up/down shifts fields and plays

Select the Loop Mode (upper right over the waveform) if you want the segment to be played repeatedly until stopped by Tab

You can change the speed by adjusting Rate (line under Volume). As a rule, it should be Rate 100, but if something is very smudging or the speaker talks very fast, try to adjust Speed.

The waveform in the left window may be of help. The size of the waveform can be changed by dragging the right edge. If you want to change the segments, you must return to Segmentation Mode or Annotation Mode.

## 2.5.2 Useful shortcuts, Transcription Mode

Function	PC and Mac
Go down to the next segment	Enter/Alt+Arrow down
Go up to the segment above	Alt+Arrow up
Play/Pause	Tab
Play the segment once more from the start	Shift+Tab

Use the same shortcuts as in Segmentation Mode for moving the cursor (see Chapter 2.4.1).

## 2.6 Proofreading

Transcription Mode is also suitable for proofreading, but you can use Annotation Mode too where you get a good overview of both segmentation and transcription. You can read more about proofreading in Section 4.

### 2.6.1 Proofreading in Annotation Mode

Choose **Options** → **Annotation Mode**.

In Annotation Mode you can proofread both transcription and segmentation.

The screenshot shows the ELAN software interface in Annotation Mode. The window title is "ELAN - aaseral\_ma\_01-ajg\_amg\_eo.eaf". The menu bar includes "File", "Edit", "Annotation", "Tier", "Type", "Search", "View", "Options", "Window", and "Help". Below the menu bar are tabs for "Grid", "Text", "Subtitles", "Lexicon", "Audio Recognizer", "Metadata", and "Controls". The interface shows a volume slider set to 100 and a rate slider also set to 100. A playback control bar is visible with various navigation buttons and a selection range of 00:02:44.865 - 00:02:53.813. The main area displays an audio waveform and a transcription tier. The transcription text includes "aaseral\_ma\_01 [64]", "ajg [31]", and "ja ## du hvem var han der "skraddaren" da?". A red vertical line indicates the current playback position at approximately 00:04:15.000.



Double-click on a segment (here called an annotation) to enter and correct the transcription. By using Alt+M the annotation is shown in a small window and can be edited there. Press Ctrl+Enter to save the changes. Segment boundaries can be changed by clicking and dragging while pressing the ALT-button.

## 2.6.2 Useful shortcuts, Annotation Mode

Function	PC and Mac
Play/Pause	Ctrl+Space
Play selected area	Shift+Space
New annotation here (selected area)	Alt+N
Delete annotation	Alt+D
Go to annotation above	Ctrl+Arrow up
Go to annotation below	Ctrl+Arrow down
Go to annotation to the right and edit	Ctrl+Alt+Arrow right
Go to annotation to the left and edit	Ctrl+Alt+Arrow left
Move the left segment boundary a little to the left	Ctrl+J
Move the left segment boundary a little to the right	Ctrl+U
Move the right segment boundary a little to the left	Ctrl+Shift+J
Move the right segment boundary a little to the right	Ctrl+Shift+U

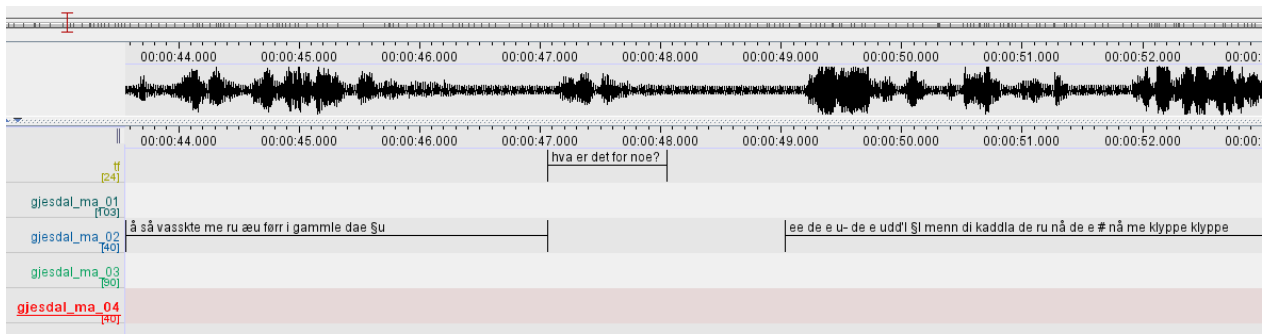
## 3 Transcription rules

### 3.1 When the transcription rules are not enough

Even though the transcription rules are detailed, you will probably find examples where you do not know what to do. Perhaps there is no rule for that exact example or perhaps the example is a borderline example. Please write down the example and where you found it so that the case can be discussed later.

### 3.2 Division of speech in segments

When we transcribe, we must divide the speech flow in to smaller parts (here called segments) in a meaningful way. In ELAN the sound is represented by a waveform and the different speakers have one tier each. We can therefore divide the speech flow into segments for each of the speakers on their own tier without even thinking of concepts like turn taking and replies. The result may look like the dialogue in a screenplay. The example below is from a transcription in Annotation Mode:



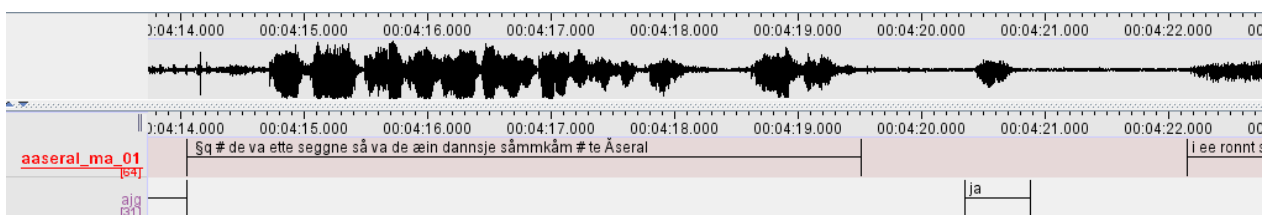
### 3.2.1 Segmentation

How big or small should a segment be? In a transcribed speech corpus we will preferably have neither too short nor too long segments. Firstly, we hope for segments that are complete sentences (even though we know that spoken language are full of hesitations, stops, stuttering etc etc) because we want to annotate the corpus with an automatic part of speech speech tagger. Secondly, we hope for entities that provide meaningful results when we're searching for transcribed words via a search tool such as Glossa, see the picture below where Glossa gives the searched word as a result together with the segment where the word belongs:

- i aal\_ma\_01 mátt slik mátte me stá ennt'n de va # reggnver ell de va # sosjinnver á reggnver va re nusstre á va re sosjinn # so villde ness't'n kryture springge ifrá áss fárr # dá sjena ræ  
[translate]
- i aasnes\_ma\_02 så vi hadde nåe á sto áss i á tæll vi komm tæll a bæssmor sætærn  
[translate]
- i alvdal\_02uk áss áss'n da lissámm # ell sánn eksempel ...  
[translate]
- i alvdal\_02uk næi # så re e korrt t stort\_sett korte avstanner mellomm áss alle hær

All in all, an “ideal segment” probably lasts approximately 10 seconds and contains a longer meaningful entity. In the real word, here are some thumbrules:

- A segment can contain one word only if the speaker only gives replies like *yes, no, hm*.
- If more than one speaker speaks at the same time: treat each speaker individually and segment/transcribe on each tier separately.
- If a speaker speak for a long time: try to divide the speak flow in to smaller segments. Use
  - o Smaller pauses
  - o Intonation
  - o Completion of grammatical unit/sentence



### 3.3 Annotate extra information and non-linguistic sounds

A normal conversation often contains non-linguistic elements like sniffing, coughing, laughing etc. The conversation may also contain information that should not be transcribed like introductory comments or sensitive information. Some parts of the speech can also be unclear and impossible to understand. We have developed a system for annotating such elements, see the chapters below.

#### 3.3.1 General tag principles

- + **Dependent tags:** The plus character and a letter characterize the following word or word group.

Example:

```
+u he
```

→ “he” is pronounced unclear in the recording, that means that the transcriber is not sure that it is “he” being said

- () Ordinary brackets are used around a group of words being characterized by a +-tag. Note that there are no spaces between the tag and the bracket.

Example:

```
+u(he is)
```

→ both «he» and «is» are pronounced unclear.

- { } We mark comments with curl brackets (AltGr+7 og AltGr+0), see also chapter 3.3.2.

Example:

```
{break}  
{preliminary comments}  
{sensitive information}  
{knock on the table}  
{the speaker has the mouth full of candy}
```

- % **Independent tags:** The percent character is used for independent tags that represent an independent incident in the speech flow like laughter, coughing etc.

Example:

```
that was fun %l
```

→ %l the speaker laughs after she has uttered “that was fun”.

More than one tag can follow or proceed a word. The tag order is not important.

Døme:

```
+l +u(bla bla)
```

→ the words inside the brackets are unclear and are said with laughter.

Brackets inside brackets are not possible. If more than one word inside a bracket should be tagged, each word must be tagged separately (a) or the problem must be solved like (b).

```
(a) +l(bla +u bla +u bla)
```

```
(b) +l +u(bla bla bla)
```

## List of dependent and independent tags

<i>Dependent</i>		<i>Independent</i>	
+x	X		Dialect word, word from another language, slang – not described in the dictionary
+u	unclear	%u	unintelligible
+l	laughing	%l	laughter
+y	yawning	%y	yawn
+w	whispering	%v	whisper
+s	sighing	%s	sigh
		%t	throat-clearing
+c		%c	coughing
		%q	(meaningful) clicking sound
		%o	onomatopoeia

Note that the same tags can be used both independently and dependently. In (a) the whole statement is said yawning, while in (b) the yawn comes afterwards.

(a) +y(i am tired)

(b) i am tired %y

### 3.3.2 Sensitive information and other elements from the recording that should not be transcribed

Do not transcribe:

- Smalltalk about the recording before the conversation or interview has started. Use the comment tag and *{preliminary comments}* (on the interviewer tier):

We also use *{closing comments}* in the same way about smalltalk in the end of a recording session.

Disruptions in the conversation like when someone is coming into the room or someone answering their phone etc. can be marked with the comment *{disruption}*.

- Use the comment tag *{sensitive information}* instead of transcribing sequences containing sensitive personal data. According to NSD (Norwegian Social Science Data Services) this can be: Information about racial or ethnic origin, political, philosophical or religious beliefs, that one person has been suspected, charged or convicted of a criminal offense, health conditions, sexual relationships, membership in labor unions etc.

- Names of friends, family, colleagues etc. There are special rules for names, see chapter xx.

## 3.4 Orthographic transcription

In SILaNa we will use orthographic transcription and use the dictionary Sabatini&Coletti.

In the following chapters we will describe more what this means and what to do with words that are not described in the dictionary.

?? Her må vi tilpasse kapitlene nedenfor til italiensk. Kanskje behøver vi ikke skrive så mye. Det som står nedenfor er tatt både fra Nota-veiledningen og fra LIA. Jeg kan fortsette å oversette dette.

### 3.4.1 Main rules

We follow three main rules for transcription:

**Main rule 1:** Only write word forms you find in the dictionary.

We decided to mark with +x the words that are not in the dictionary and to transcribe them as they were pronounced, using specific markers

The speaker says:

oddio  
tre dii  
Mo' c'è un sacco  
vabbè

We transcribe:

+ oddio  
tre +x dii  
+x mo' c'è un sacco  
+x vabbè

**Main rule 2:** Do not change the word order. Transcribe what the speaker says, word for word, even if you think the word order is wrong according to syntactic rules.

per me era anche lavoro questa integrazione mio lavoro  
era

**Main rule 3:** Use approved word forms from the dictionary even if they are used on the «wrong» place according to normative grammar.

We kept the words used in the wrong place, as follows

a uno gli ho detto I told someone  
il fratello gli dette il telefono alla sorella the brother put  
[him] on her sister

### 3.4.1.1 Variation

We use the the tag x in order to mark variation from the norm (qui si ripete quanto scritto sopra, anche gli esempi per cui non li reinserirei perchè pleonastico)

### 3.4.1.2 Contraction

We mark contractions using apostrophe

Mi so' imparato I learned

Io so' sociale I am a social person

Son' stato subito attratto I have been immediately fascinated

### 3.4.2 One exception from the main rule

Note that we keep the speakers gender on nouns!

The speaker says:  
Ogni parola del dizionario era spiegato

We transcribe:  
Ogni parola del dizionario era spiegato

### 3.4.3 Words which is not in the dictionary

Many spoken words are not in the dictionary. This may be dialect words, newer words, swearwords or words like *eh*, *mm* and the like. These words also have to be transcribed in one way or another and below we describe the guidelines for dealing with them.

We mark dialect words, newer words and swearwords with x

#### 3.4.3.1 Abbreviations

Abbreviations are written as abbreviations, but with small letters: *dvd*, *cd*, *pc*.

Posso guardare la tv italiana

#### 3.4.3.2 Compounds

Many compounds are not written in the dictionary, but should nevertheless be normalized in the usual way if you can find the last word of the compound in the dictionary.

We do not have many compounds. In transcribing them, we follow the norm

madrelingua

### 3.4.3.3 Dialect

We mark dialect words with +x

Italienske eksempel

The speaker says  
Non se pò

We transcribe  
+x(non se pò) It is not possible

The speaker says  
Se bon

We transcribe  
+x(se bon) it is good

### 3.4.3.4 Words from other languages

Treat words from other languages the same way as dialect words, that means tag them with +x.

+x tools  
+x janteloven

### 3.4.3.5 New words, swearing

Treat new words, slang, swearwords etc not found in the dictionary the same way as dialect words: and tag with +x.

The speaker says  
figo

We transcribe  
+x figo

## 3.4.4 Quotations

Quotations are written in quotation marks.

Non sapevo come dire "passami la bottiglia"

If a speaker talks about the pronunciation of a word, this is also considered a quotation:



lui mi diceva questo "albero" e io ripetevo "albero"

We use quotation marks in dialogues:

"e adesso cosa fai?" "e lavoro qui cerco di mettere via un po' di soldi poi riprenderò gli studi"

Note that we do not use +x in quotations.

### 3.4.5 Interjections

See the final list of interjections

Note that we not write vocal length. To letters means two syllables.

Some words are only onomatopoeic without a special meaning: in those cases we use the tag %o (onomatopoeia) .

### 3.4.6 Numbers

We write numbers with letters, not numerals.

Ordinal numbers are treated the same way.

### 3.4.7 Names

Normally, we do not transcribe person names. Instead we write codes:, F for female names M for male names (first name or first name plus surname).

To separate the different names, we also number them continuous: F1, F2, F3 etc.

**The speaker says:**

eh la Maddalena la professoressa mi aveva detto

**We transcribe:**

eh la F1 la professoressa mi aveva detto the teacher told me

Public persons like politicians, actors, football players etc are not anonymized.

Name of places, football teams, pets and organisations etc are not anonymized if there are not other sensitive information involved.

Names are normally written with capital initials. Names of books, films etc are treated like

quotations.

### 3.4.8 Non-linguistic sounds

Beside interjections, speakers often make non-linguistic sounds like coughing, laughing, cclicking sounds etc. It's easy to get caught up in individual sounds and spend a lot of time transcribing it accurately. Remember that the sounds we are most interested in, are those that potentially mean something. Laughter almost always makes sense, but an uncontrolled cough does not. Still, coughing sometimes means that the speaker wants to get attention. Or perhaps the speaker discretely couches skeptically.

We only mark non-linguistic sounds we think have a meaning in the conversation and which is listed in chapter xx.

### 3.4.9 Breaks, pauses and unclear parts

#### 3.4.9.1 Aborted words

When a speaker starts saying a word and then stop before the word is complete, we transcribe what she says and write a ' character behind.

:

**The speaker says:**

Im improvvisamente

**We transcribe:**

im' improvvisamente suddenly

If a person stutters inside a word, we transcribe the word orthographically

#### 3.4.9.2 Unfinished statements

If an utterance is not being properly ended and another speaker starts to speak, perhaps as an interruption, the unfinished statement are completed with three periods:

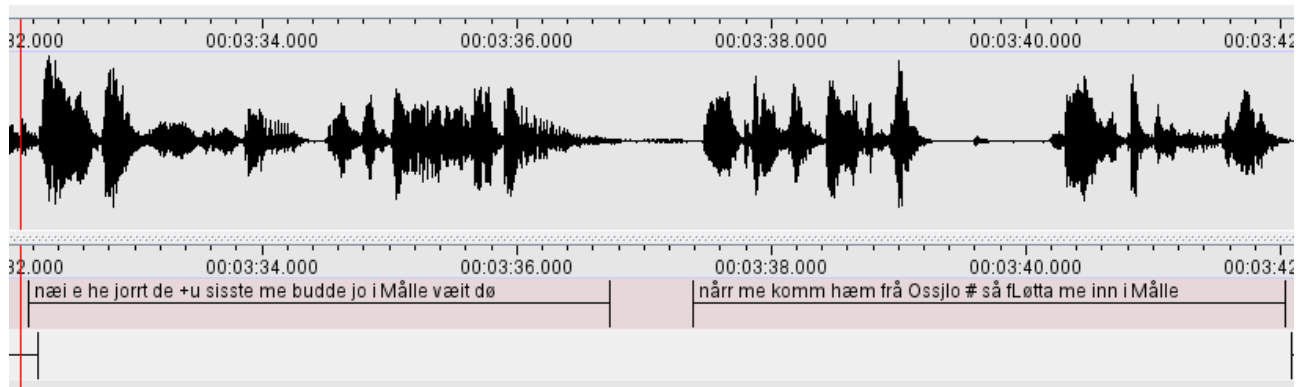
If a speaker interrupts one's self and start with another utterance, we do not transcribe ... but we use ' character

io ho le mie conoscenze di diritto inter' di diritto privato

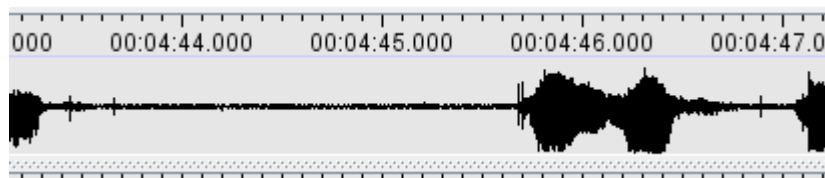
Read about pauses in the next chapter.

### 3.4.9.3 Pauses

Pauses can occur within or between segments (3.2.2). Within a segment a short pause or break is marked with #, and longer pauses with ##. Pauses between segments are only shown by the time distance between the segments. In the example below we see two pauses, one between two segments and one within a segment:



A medium pause should be so long that in practice a pin could fall on the floor or longer (from about 1.5 seconds). A short break is shorter. Often, the pause can be seen as a straight line in the wave form. Below are first a medium long and then a short break:



Long pauses are not that common. Perhaps they can be defined by saying that a long pause is a pause where the participants in a conversation will find the silence embarrassing.

Sometimes you can hear the speaker breathing. We consider this a pause and not a non-linguistic statement like laughter. If the breathing is more like a statement, use the tag for +s for sighing.

### 3.4.9.4 Unclear parts or words

If there are parts of the speech you can not understand, use the %u tag. If you think you can guess what the speaker says but is not 100 % sure, transcribe the word and use the +u tag.

```
+u perchè (the transcriber is not 100% sure)
+u(c'hanno) (the transcriber is not 100% sure)
%u un'altra cosa (the transcriber cannot understand the word before
un'altra cosa - another thing)
```

### 3.4.10 Capital letters and punctuation

We use capital letters in names like in the written language, but we do not start a sentence/segment with a capital letter. We use question marks in questions and quote characters for citations. We do not use semicolon, colon, comma, exclamation characters or periods.

## 4 Proofreading

When proofreading, play the segments, one at a time.

Når du les korrektur, speler du av korte sekvensar om gongen. Listen carefully and play unclear passages again. Correct the transcription if you find errors.

## 5 Overview: shortcuts, tags and interjections

### 5.1 Overview shortcuts

#### Segmentation Mode

Function	PC and Mac
Merge a selected segment with next segment	Ctrl+A
Merge a selected segment with the former segment	Ctrl+B
Divide selected segments	Ctrl+Enter <sup>2</sup>
Select a tier as the active tier	Arrow up
Select the tier below as the active tier	Arrow down
Play/Pause	Ctrl+Space
Play a selected area	Shift+Space

Use the mouse to move the cursor or use the shortcuts.

---

<sup>2</sup> Note that this shortcut is not defined in ELAN. You can define your own shortcuts, see chapter 7.

## Transcription Mode

Function	PC and Mac
Go down to the next segment	Enter/Alt+Arrow down
Go up to the segment above	Alt+Arrow up
Play/Pause	Tab
Play the segment once more from the start	Shift+Tab

## Annotation Mode

Function	PC and Mac
Play/Pause	Ctrl+Space
Play selected area	Shift+Space
New annotation here (selected area)	Alt+N
Delete annotation	Alt+D
Go to annotation above	Ctrl+Arrow up
Go to annotation below	Ctrl+Arrow down
Go to annotation to the right and edit	Ctrl+Alt+Arrow right
Go to annotation to the left and edit	Ctrl+Alt+Arrow left
Move the left segment boundary a little to the left	Ctrl+J
Move the left segment boundary a little to the right	Ctrl+U
Move the right segment boundary a little to the left	Ctrl+Shift+J
Move the right segment boundary a little to the right	Ctrl+Shift+U

## Moving the cursor

Funksjon	PC and Mac
Move the cursor one second to the left	Shift+Arrow left
Move the cursor a little to the left	Ctrl+Shift+Arrow left
Move the cursor a little to the right	Ctrl+Shift+Arrow right
Move the cursor one second to the right	Shift+Arrow right

## 5.2 Tags

<i>Dependent</i>		<i>Independent</i>	
+x			Dialect word, word from another language, slang – not described in the dictionary
+u	unclear	%u	unintelligible
+l	laughing	%l	laughter
+y	yawning	%y	yawn
+w	whispering	%v	whisper
+s	sighing	%s	sigh
		%t	throat-clearing
+c		%c	coughing
		%q	(meaningful) clicking sound
		%o	onomatopoeia

### **5.3 Lists of interjections**

**M:** to give confirmation (to the speaker or to the self)- or to ask for a confirmation (it depends on the inflection of the speaker, if it resembles a question or not) - brief sound

**Mm:** confirmation - longer sound

**Mmh:** doubt, uncertainty

**Ehm:** doubt, uncertainty

**Eh:** doubt, uncertainty

**Boh:** doubt, uncertainty

**Mah:** doubt

**Ah:** understanding

**Beh:** doubt

## 6 ELAN on a new computer

### **Make a shortcut to ELAN on the taskbar**

- a) Computer -> Local Disk (C:) -> Program File. Open ELAN (choose the newest version if there are more than one).
- b) Pull ELAN.exe to the taskbar.

### **Remove the possibility in Windows of turning the computer display:**

Ctrl + Alt + F12.

Choose advanced mode --> options and support --> cross out Hot Key Functionality

### **If your language choice changes while using ELAN:**

Go to the control panel. Choose «Change keyboards or other input methods» and «Change keyboards». Under «General» you can remove the languages you do not need.

You can also go to «Advanced Key settings» and remove the shortcut (Left Alt+Shift) which changes languages in Windows..

### **Define own shortcuts:**

In ELAN you can make your own shortcuts. Choose Edit -> Preferences -> Edit shortcuts.

Here you can for instance define Ctrl + Enter to split selected segments. (Used as a shortcut in these guidelines.)

.