How to Use Transcriber

WHAT YOU NEED

G   A wave file (sound file) of your recorded interview
        *to create a sound file, see the guide "How to Record onto Your Computer from
        your Mini-disc Recorder"
G   A computer with the Transcriber program on it–ALL computers in the co-lab have this, or
        see Donna Perry to get hold of this program, distributed free by Linguistic Data
        Consortium of the University of Pennsylvania.

How to Log On to Transcriber

1.   On the Desktop or in the Program Menu, next to "Transcriber" click on the emblem "Tk"
        [main.tcl]

2.   In the box that says "Open transcription of audio file," pull up the sound file that you
        have created of your interview (this should be copied onto the computer or available in
        your H-drive, not pulled up from the CD, for greater ease)

Listening to the interview:
✣ press │ to listen to the speaker.
✣ Press • or its opposite to go forward or backward just a little bit
✣ you can also go forward and backward by using the mouse on the line below
✣ Press ƒ or „ to go to the very beginning or the very end
✣ When you are done transcribing, you can click on any line and it will take you to that exact
        point in the interview

On making direct, word-for-word transcriptions of the interview [for Mini-Ethnography]:
✦ Create a new line every time there is a change in the speaker by pressing the ENTER key
✦ Label each line to indicate who the speaker is (simply pick a standard label, like
        RESEARCHER: and COLLABORATOR://ME: and INTERVIEWEE://A: AND Z: or
        something along those lines to distinguish the two speakers)
✦ Transcribe word for word what that person says
        *note: you do NOT need to include "back-channel cues" (the small, affirmative
                comments that a listener makes while a speaker is talking
✦ Either during or after making the transcription, you can enter relevant codes and meta-notes
        (separate these out by putting in brackets)

On making loose transcriptions:
For other interviews, you may opt for a looser transcription rather than a word-for-word
        transcription. Transcriber is very handy in this sense. When a relevant topic comes up,

press the ENTER key, then briefly describe what is being discussed. Later, you can go back and listen to this section in greater depth by simply clicking on the line where you have made these notes.

<u>On saving your work:</u>
you can easily save your work and return to it.

<u>What to hand in for project:</u>
There is no need to print anything up. Simply save BOTH the linked sound and text files on a CD and give them to me.