

A Short Introduction  
to Transcribing with ELAN



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## 1 Source

ELAN is a computer program for annotating sound or video files developed at the Max Planck Institute for Psycholinguistics in Nijmegen, The Netherlands. Its name is an abbreviation for *EUDICO Linguistic Annotator* (where *EUDICO* stands for *European Distributed Corpora Project*).

ELAN runs on all major operating systems (Windows, Mac OS, Linux) and is available in a number of different interface languages (to date, Catalan, Dutch, English, French, German, Japanese, Portuguese, Spanish and Swedish). You can download its latest version at

<http://www.lat-mpi.eu/tools/elan/>

Additionally, you can also find a detailed manual and various support options (mailing list, discussion forum) on this web site.

## 2 Opening files for annotation

### 2.1 Starting a new transcription

After starting ELAN, a blank window will appear. To begin a **new annotation**, go to **File > New...**, or use the key shortcut [COMMAND] + [N].<sup>1</sup> A new window (Fig. 1) will open. Select the sound file that you wish to annotate from the file browser on the left-hand side and click on the [>>] button, adding the sound file to the **list of files selected for annotation** (“Selected Files:”). Click on “OK”.

After a little while,<sup>2</sup> you will see the sound file displayed in a new window.

### 2.2 File organization

ELAN organizes files in so-called “projects”. Every ELAN projects consists of at least two files: one or more **media file(s)** (in our case, a sound file, but you could also annotate video files), and an **annotation file** (with the extension *.eaf*, if created in ELAN, but other transcription formats can be imported as well).

ELAN **links** annotation files with their corresponding sound files, and saves these links in the annotation file. This means that every time you open an ELAN file, it will **automatically search** for the sound file belonging to your transcription file. If ELAN cannot find the sound file at the specified location (for example because you are opening the file on a computer different from the one where you did the original transcription, or because you moved the sound file to a new location on your hard disk in the meantime), it will ask you for the location of the sound file (Fig. 2).

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<sup>1</sup>This tutorial describes the key usage on a Mac computer. On a Windows machine, which does not have a special [COMMAND] key, the corresponding key is [CONTROL].

<sup>2</sup>This might take some time, and you might see the words “Initializing” displayed in the top bar of ELAN’s window during that time.

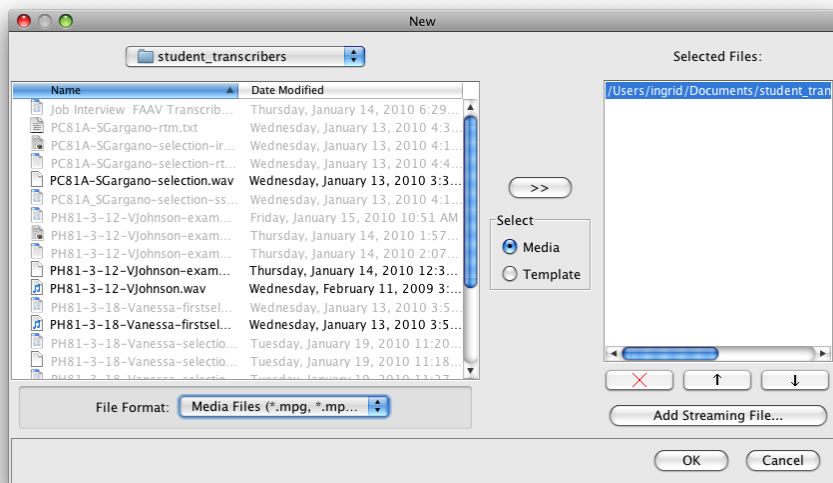


Figure 1: Selecting new media file(s) for annotation.

### 2.3 Opening an existing transcription

To **open** an **existing annotation**, select *File > Open...*, or use the key shortcut [COMMAND] + [O]. Specify the *.eaf* file that you wish to open. If ELAN can locate the corresponding sound file, it will be opened in a new window, together with the transcription saved in the *.eaf* file. Otherwise, ELAN will prompt you for the **location of the media file** first.

### 2.4 Saving files

To **save** your work, go to *File > Save...*, or press [COMMAND] + [S]. You should save the transcription file under the same name as the sound file, but with the extension *.eaf* instead of *.wav*.

## 3 An overview of ELAN's main functions

After opening a sound file for transcription, you will see it displayed in ELAN's main window (Fig. 3), which contains:

- a **menu bar** with drop-down menus (at the very top of the window)
- various **viewers and controls**, which can be selected by clicking on the corresponding tabs (in the upper half of window)

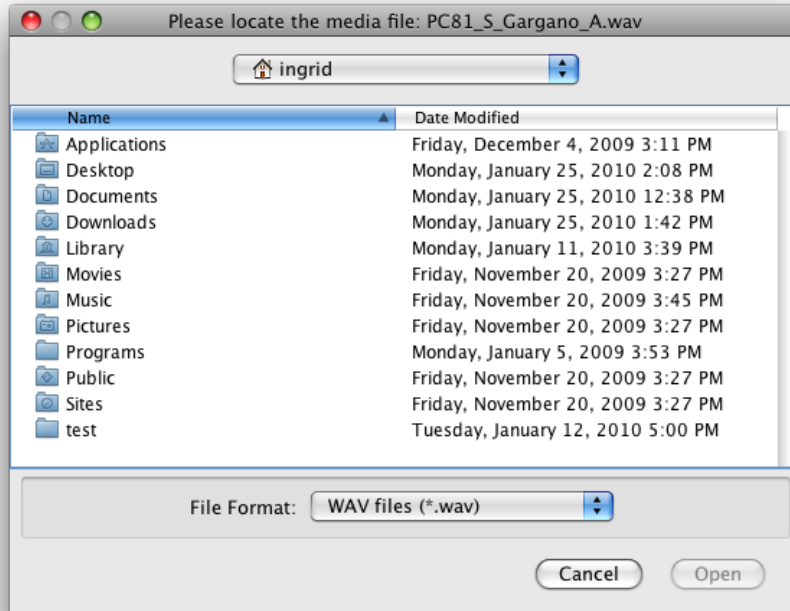


Figure 2: **Locating a media file.**

- **controls for playing and selecting** (parts of) the sound file, together with the **Annotation Density Viewer** (in the middle, above the waveform display)
- a display of the **sound waveform** (the *Waveform Viewer*, in the lower half of the window)
- **annotation tiers** for different speakers (at the bottom of the window, below the sound waveform)

### 3.1 Viewers and controls

This section gives a short overview of the functions of the “Controls”, “Grid”, “Text” and “Subtitles” tabs in the upper half of ELAN’s main window. The “Audio Recognizer” and “Metadata” tabs are not explained, as they are not relevant for our purposes here.

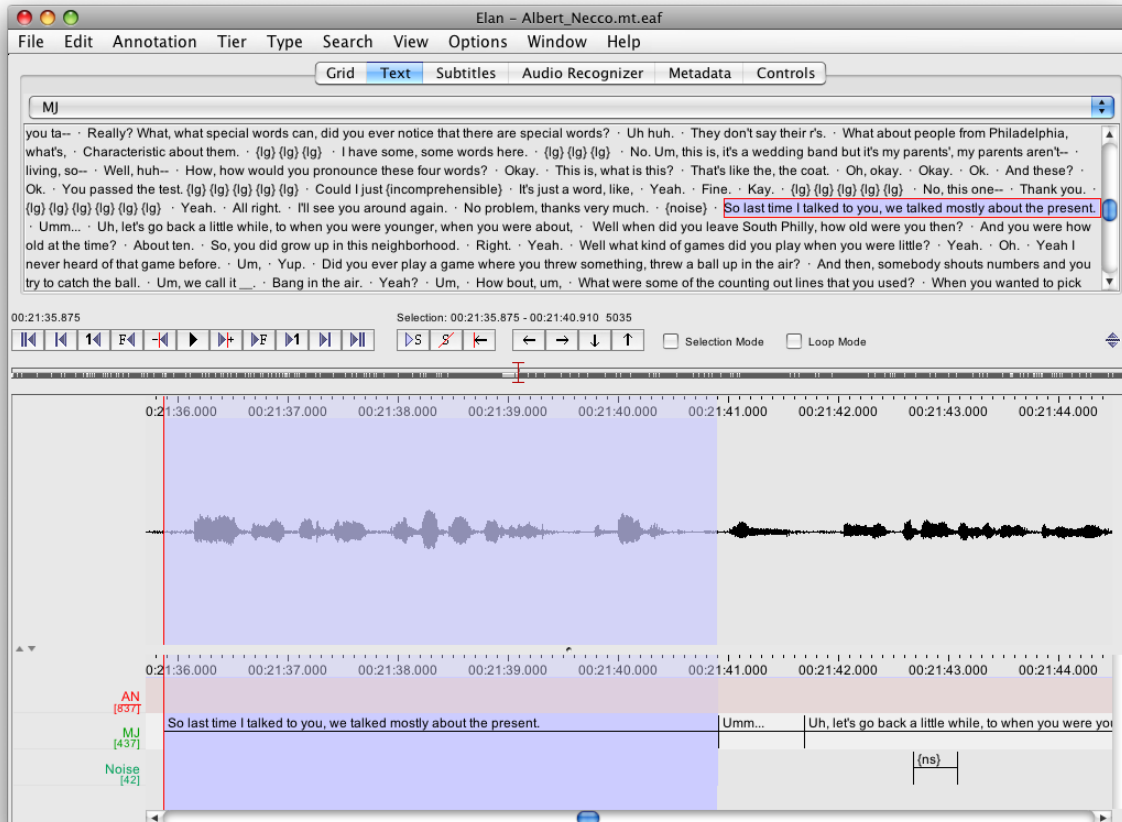


Figure 3: **ELAN's main window.** In the upper half of the window, the Text Viewer is displayed. The lower half of the window contains the control buttons for playing, selecting and navigating (parts of) the sound file, the Annotation Density Viewer, a display of the sound waveform, as well as three annotation tiers.

### 3.1.1 Controls

The tab “Controls” displays two sliders, which allow you to set **playback volume** and **playback rate** (Fig. 4).

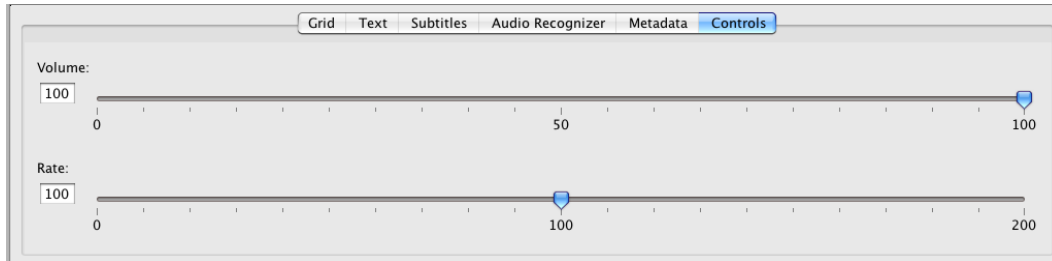


Figure 4: ELAN’s main window - volume and playback rate controls.

The default settings for both sliders are 100%. This can be a useful feature when trying to transcribe extremely rapid speech.

### 3.1.2 Grid Viewer

Clicking on the tab “Grid” opens the Grid Viewer, which displays a **tabular list of all annotation units** on a selected tier, with time information for each interval (Fig. 5).

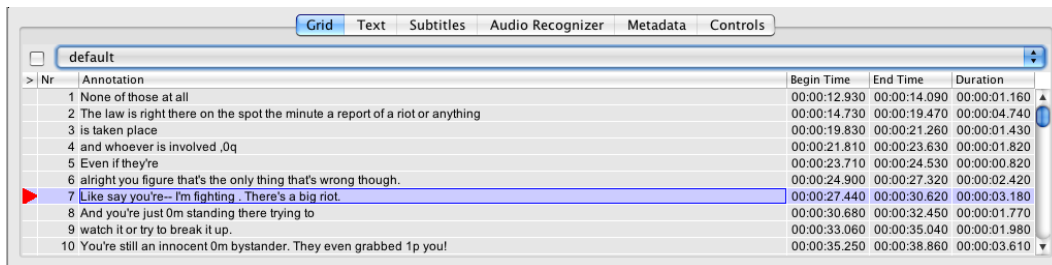


Figure 5: ELAN’s main window - Grid Viewer.

Annotations can be **selected** by **clicking** on them, and **edited**, by **double-clicking** on them. The currently selected annotation is highlighted in light blue with a dark blue box around it and indicated by a red triangle in front of it.

The Grid Viewer is **synchronized** with the sound waveform display, so that clicking on/selecting an annotation automatically displays the corresponding portion of the sound file in the Waveform Viewer in the bottom half of the window. Conversely, selecting a portion of the sound file in the Waveform Viewer highlights the corresponding intervals in the Grid Viewer with a light blue. The red triangle indicated the current cursor position, and the active annotation unit (i.e. the annotation unit last selected on the active tier) is surrounded by a dark blue box.

### 3.1.3 Text Viewer

The Text Viewer, opened by selecting the “Text” tab in the upper half of the window, displays a **running text of all transcriptions** on a selected tier (Fig. 6).

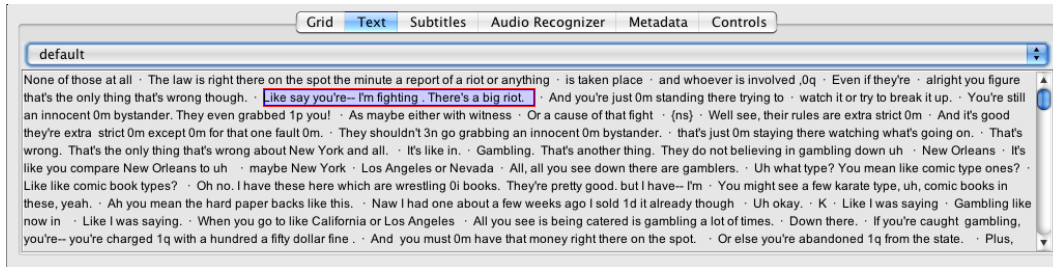


Figure 6: ELAN’s main window - Text Viewer.

Boundaries between annotation units are indicated by **dots**, and individual annotation units can be selected by clicking on them. Double-clicking on an annotation units opens an **editing window** (Fig. 7) in which the transcription can be modified.



Figure 7: Editing window for editing annotations.

As in the Grid Viewer, waveform and text display are **synchronized**, and the selected portion of a sound file is highlighted in light blue, with a dark blue box surrounding the active annotation unit, and a red box surrounding the annotation unit spanning the current cursor position.



### 3.1.4 Subtitle Viewer

The “Subtitle” tab opens the Subtitle Viewer, which displays **movie-like subtitles** for up to four selected tiers.

### 3.1.5 Control buttons

Various controls buttons in the middle of the window allow you to play or pause the sound file, navigate through the recording, select parts of the sound file, and navigate back and forth between annotations (Fig. 8).

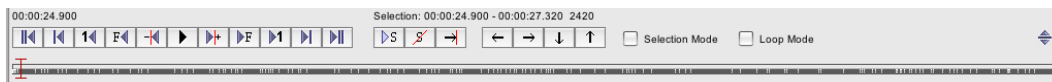


Figure 8: ELAN’s main window - control buttons and Annotation Density Viewer.

The first set of buttons governs playing or pausing the recording, and navigating through the sound file. From left to right, the functions of the buttons are:

- Go to the **beginning** of the sound file.
- Go **back one scroll view**.
- Go **back one second**.
- Go **back one frame**.<sup>3</sup>
- Go **back one pixel**.
- **Play or pause** the recording.
- Go to the **next pixel**.
- Go to the **next frame**.
- Go **ahead one second**.
- Go to the **next scroll view**.
- Go to the **end** of the sound file.

The second set of buttons governs selections. From left to right:

- **Play** the **selected interval**.
- **Clear selection**.

<sup>3</sup>Frame length refers to the video standard for video files and is either 40 *ms* (PAL) or 33.4 *ms* (NTSC). The frame length can be set via *Options > Set Frame Length*. For our purposes, it is just another interval intermediate in size between one full second and one pixel.

- Go to the **left/right edge** of the selection.

The third set of buttons allows you to navigate back and forth between annotation units on the annotation tiers. From left to right:

- Go to the **previous annotation**.
- Go to the **next annotation**.
- Go **up one tier**.
- Go **down one tier**.

Finally, there are two check boxes:

- If “**Selection Mode**” is checked, **playing** the sound file will also **automatically select** that portion.
- If “**Loop Mode**” is checked, the “Play selection” button will **repeat** playing the selected part of the sound file.

### 3.2 Annotation density viewer

The Annotation Density Viewer is located below the control buttons (Fig. 8) and gives you a quick overview of **how much** of the sound file has been **transcribed already**. Small dark grey rectangles in the lower half of the bar indicate regions of the sound file that contain annotations units, so that you can see at one glance which parts of the recordings have already been transcribed.

The Annotation Density Viewer also offers an easy way of **navigating through the sound file**, as the length of its bar always corresponds to the length of the complete recording, independent of which zoom factor you are using in the Waveform Viewer. A **red cross hair** indicates the current cursor position, and selected regions of the sound file are shaded in grey. Dragging the cross hair allows you to navigate through the file easily.

### 3.3 Waveform window

In the lower half of ELAN’s main window, the Waveform Viewer (Fig. 9) displays the **waveform** of the recorded sound, i.e. amplitude/loudness (horizontal axis) over time (vertical axis). It also shows the current position of the cursor (red), time information, and which parts of sound file are selected (highlighted in light blue).

You can **zoom** in and out of the speech signal (i.e. change the time scale on which the amplitude of the recorded sound is displayed) by holding down the [CONTROL] button and using the **scroll wheel** on your mouse. You can also drag the sound waveform to your left or right by pressing the [ALT/OPTION] key, clicking on the time stamps directly above and below the waveform window and moving the mouse in the desired direction.

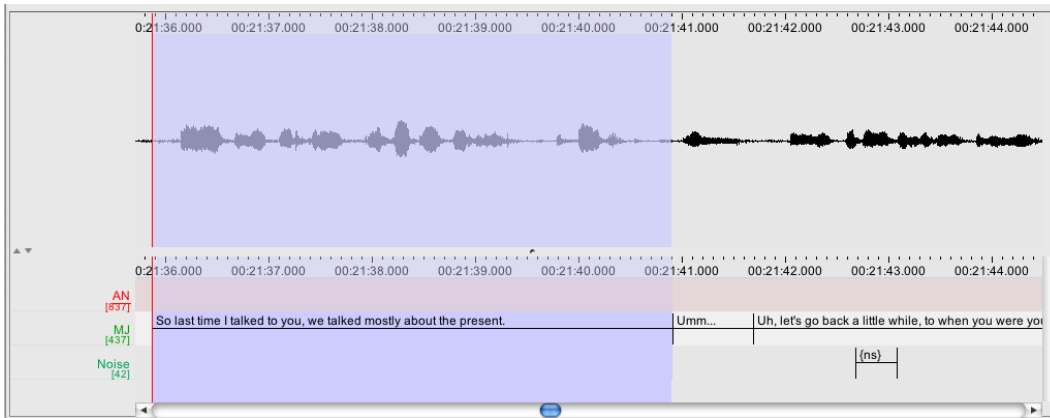


Figure 9: ELAN's main window - Waveform Viewer and annotation tiers.

### 3.4 Annotation tiers

Below the Waveform Viewer, annotation tiers containing the annotation information are displayed, typically one tier per speaker. Each tier contains individual **annotation units**, which in turn contain the transcription text.

On the left hand side of the tier panel, the tier names are displayed, with the currently selected/“active” tier name in red. Hovering the mouse over the tier names will display a window with more specific information on the tier in question, listing the name of the tier, participant, annotator etc.

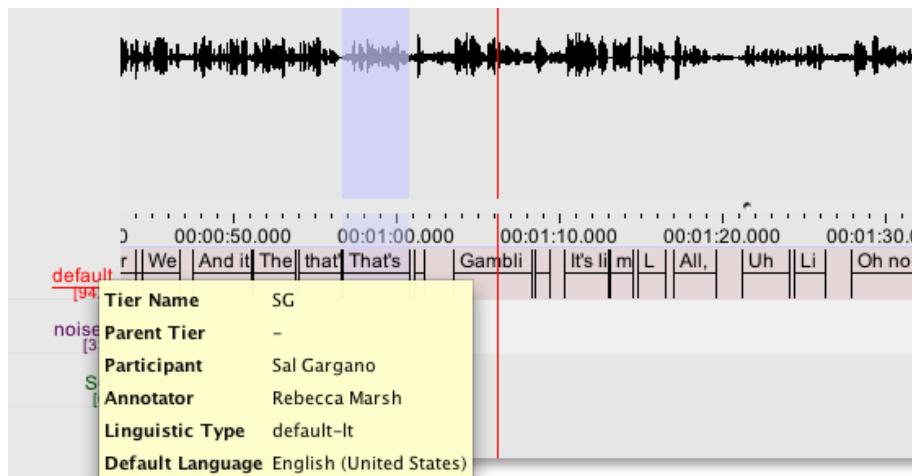


Figure 10: Tier information.

## 4 Tiers and annotations

### 4.1 General concepts

Generally speaking, an annotation tier in ELAN contains **transcription text** together with **time stamps**. These time stamps can be used by the program to synchronize the display of the sound waveform and the annotation text.

Tiers in ELAN can be of many different types - for example, for a speaker recorded in a foreign language, you could use one tier for the orthographic transcription of whole sentences, one tier for individual words, another tier for phonetic units, one tier that contains the translation, etc.

For our project, we will use one tier for each speaker present in the recordings, plus one tier for background noises.

### 4.2 Creating new tiers

To create a new tier, go to **“Tier” > “Add new tier... ”**. A new window will open up, with a list of tiers in its upper half, and various control tabs and fields in its lower half (Fig. 11). The “Add” tab will be highlighted.

In the “Add tier” window, enter the following information for the new tier that you wish to create:

- **“Tier name”**:  
This should be the **speaker’s initials**, e.g. “VJ” for somebody called “Vanessa Johnson”. For the interviewer, use “IV”.<sup>4</sup> For the noise tier, use “Noise”. For a possible style tier, use “S”.
- **“Participant”**:  
This is the **speaker’s full name** (if known), e.g. “Vanessa Johnson”. For the interviewer, enter “Interviewer”.<sup>5</sup> For the noise tier, use “Noise”. For the style tier, use “Style”.
- **“Transcriber”**:  
Enter your own name.

Leave all other settings (“Parent Tier”, “Linguistic Type”, “Default Language”) on their default values and click on “Add”.

After you have added the tiers for all speakers, the interviewer, and the background noise tier,<sup>6</sup> click on the “Delete” tab to delete the “default” tier. In the list of tiers, select the “default” tier, then click on the “Delete” button at the bottom of the window. Finally, click on “Close” to exit the window.

<sup>4</sup>If there are two interviewers present, use “IV 2” for the second interviewer. If a participant’s first name is not known, use “Mr.” or “Mrs.”/“Ms.” (e.g. “MrC” for “Mr. Costa”).

<sup>5</sup>If there are two interviewers present, use “Interviewer 2” for the second interviewer. In this case, re-label “IV”, “Interviewer” as “IV 1”, “Interviewer 1”, so that each interviewer is identified by a number. If a participant’s first name is not known, transcribe the person’s name as “Mr.” or “Mrs.”/“Ms.” (e.g. “Mr. Costa”).

<sup>6</sup>If you do not know at the beginning of your transcription how many speakers are present in the recording, just create one tier for the main speaker, the interviewer, and the noise tier - additional tiers can still be added later on.

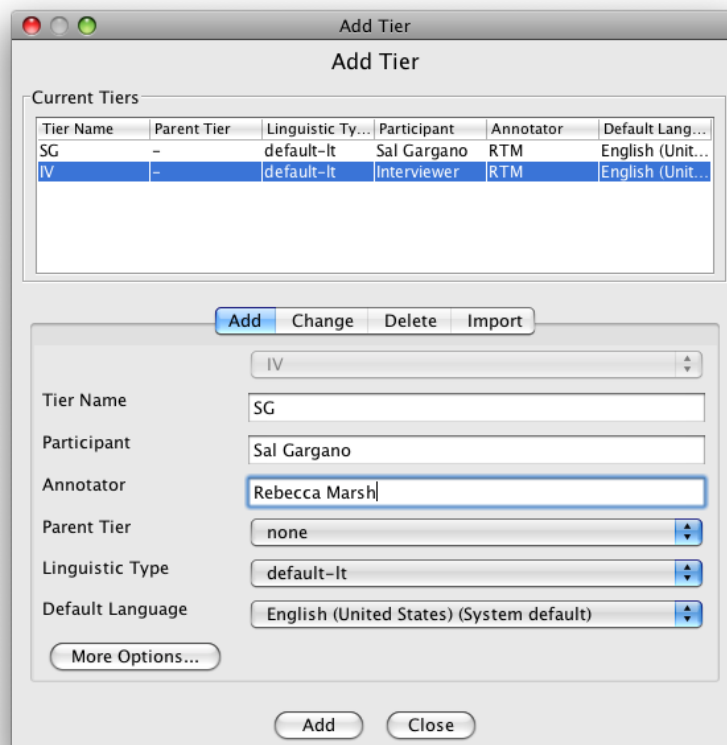


Figure 11: Adding new tiers.

### 4.3 Creating and modifying annotations

To create a **new annotation** on a tier, first select that tier and make it the **“active” tier** by **double-clicking** on the **tier name** at the left hand side of the window, or use [CONTROL] and the **up and down arrow keys** (see Section 5.1.2).

Select the part of the sound file that you wish to annotate. Go to **“Annotation” > “New annotation here”**, or use the key shortcut recommended in Section 5.1.1 ([SHIFT] + [ENTER]). A small box, the **“inline edit box”**, will open up on the active tier, into which you can enter your transcription (Fig. 12).<sup>7</sup> Hit [ENTER]<sup>8</sup> to save your changes and exit the inline edit box. You

<sup>7</sup>ELAN seems to have a bug in that it sometimes happens that you are typing text into the inline edit box, but cannot see it while you are typing. However, once you have exited the inline edit box by hitting [ENTER], you will be able to see the text that you have entered.

<sup>8</sup>By default, [COMMAND] + [ENTER], but see Section 5.1.1.

will now see the new annotation unit on the selected tier, with as much of the annotation text displayed as there is space for it.



Figure 12: Creating a new annotation - entering text into the inline edit box.

To **modify** the text of an existing annotation unit, select the unit by clicking on it, or by navigating to it using the [ALT/OPTION] and **arrow keys** (see Section 5.1.2). Go to “**Annotation**” > “**Modify Annotation Value**” (or use [SHIFT] + [ / ] - see Section 5.1.2). An editing window (see Fig. 7) will open, in which you can modify the text of your transcription.

To **delete** the **text** entered in an annotation unit, go to “**Annotation**” > “**Remove Annotation Value**” (or use [SHIFT] + [DELETE] - see Section 5.1.2).

To **delete** the **entire annotation unit**, go to “**Annotation**” > “**Delete Annotation**” (or use [COMMAND] + [DELETE] - see Section 5.1.2).

To modify the beginning and/or end times of an existing annotation unit, see Section 5.2.3.

## 5 Transcription procedures

### 5.1 Key shortcuts

It is generally useful to work with the keyboard as much as possible, as this allows for much faster work than switching back and forth between the keyboard and the mouse. To this purpose, you can use **key shortcuts** for most of ELAN’s commands. These shortcuts are usually displayed on the right hand side of the command in the drop down menus, or you can view (and print) a list of them via **View** > **Shortcuts...** (see Fig. 13).

Shortcut	Description
<b>Annotation Editing</b>	
Shift+↵	New annotation here
Command+Shift+N	New annotation before the active annotation
Alt+Shift+N	New annotation after the active annotation
Command+C	Copy annotation
Command+Alt+C	Copy annotation group
Command+V	Paste annotation
Command+Shift+V	Paste annotation here
Command+Alt+V	Paste annotation group
Command+Alt+Shift+V	Paste annotation group here
Command+D	Duplicate annotation
Ctrl+Shift+D	Copy to next annotation
Shift+ /	Modify active annotation value
Command+↵	Modify annotation time
Alt+Shift+M	Modify annotation data category
Command+Shift+↵	Shift active annotation
Shift+⌘	Remove annotation value
Command+⌘	Delete annotation
Command+Shift+↵	Shift active annotation
<b>Annotation Navigation</b>	
Alt+←	Go to previous annotation
Command+Alt+←	Go to previous annotation and start editing
Alt+→	Go to next annotation
Command+Alt+→	Go to next annotation and start editing
Alt+↑	Go annotation upward
Alt+↓	Go annotation downward
<b>Tier and Type</b>	
Command+T	Add new tier
Command+Alt+T	Delete tier
Ctrl+↑	Set previous tier active
Ctrl+↓	Set next tier active
Command+Shift+T	Add new linguistic type
<b>Selection</b>	
⌘	Clear selection
Ctrl+Shift+Z	Clear selection and cancel selection mode
Command+ /	Move crosshair to left / right of selection
Command+K	Toggle Selection mode
Command+Shift+A	Center selection in Timeline viewer

Print

Figure 13: Overview of key shortcuts.

### 5.1.1 Changing the default key bindings

ELAN comes with a plethora of key bindings, some of which are not too intuitive. However, you can change any of the key bindings yourself to whichever combinations you find most suitable for you:

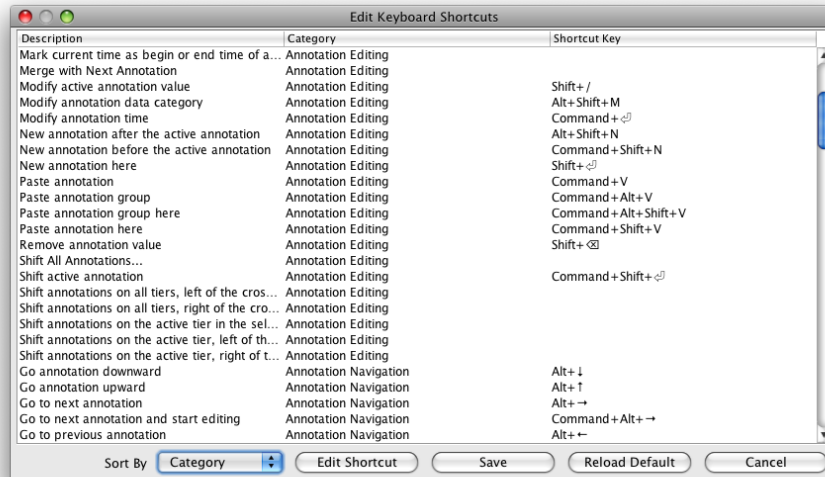


Figure 14: Changing the key bindings.

Go to *Edit > Preferences > Edit Shortcuts...* A new window will open (see Fig. 14). Select “Category” from the drop down menu at the bottom of the window to order the different shortcuts according to function. Select a shortcut to edit by clicking on it, then click on “**Edit Shortcut**” (see Fig. 15). Enter the **key combination** you want to change the shortcut to in the new window, then hit “OK”. Once you’ve made all the changes you want to, hit “Save” in the shortcuts window.

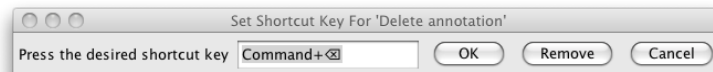


Figure 15: Changing a key shortcut.



### 5.1.2 Suggested key bindings

The following key bindings are suggested to facilitate transcribing with ELAN:<sup>9</sup>

<b>Annotation editing</b>	
Delete annotation	[COMMAND] + [DELETE]
Modify active annotation value	[SHIFT] + [ / ]
Modify annotation time	[COMMAND] + [ENTER]
New annotation here	[SHIFT] + [ENTER]
Remove annotation value	[SHIFT] + [DELETE]
<b>Annotation navigation</b>	
Go to next annotation	[ALT/OPTION] + [→]
Go to previous annotation	[ALT/OPTION] + [←]
Go annotation upward	[ALT/OPTION] + [↑]
Go annotation downward	[ALT/OPTION] + [↓]
<b>Media navigation</b>	
Play/pause the media	[SHIFT] + [SPACE]
Play selection	[CONTROL] + [SPACE]
Go to next pixel	[→]
Go to previous pixel	[←]
Set time 1 second ahead	[CONTROL] + [→]
Set time 1 second back	[CONTROL] + [←]
<b>Selection</b>	
Clear selection	[ESCAPE]
Move cross hair to beginning/end of selection	[COMMAND] + [ / ]
<b>Tier and type</b>	
Set previous tier active	[CONTROL] + [↑]
Set next tier active	[CONTROL] + [↓]

(The key bindings in this section are recommended for use on a Macintosh machine. If you are working under Windows, substitute [CONTROL] for the [COMMAND] key.)

### 5.1.3 Changing the editing preferences

It is also recommended that you change the editing preferences so that simply hitting [ENTER] saves any changes that you have made in the annotation box. (The default setting is that you need to hit both [COMMAND] and [ENTER].) To do this, go to *Preferences > Edit Preferences...* Click on the “Editing” tab and select “Enter key commits changes in the inline edit box” (see Fig. 16).

You can also place a check mark next to “Deselecting the inline text edit box commits the changes”, if you wish. Selecting this option means that whenever you leave the inline edit box (e.g. clicking somewhere outside of it), whatever you have typed into it will be saved. (By default, ELAN discards these changes.)

<sup>9</sup>Feel free to change the the key bindings to whatever your preferences are if you would prefer to work with other settings.

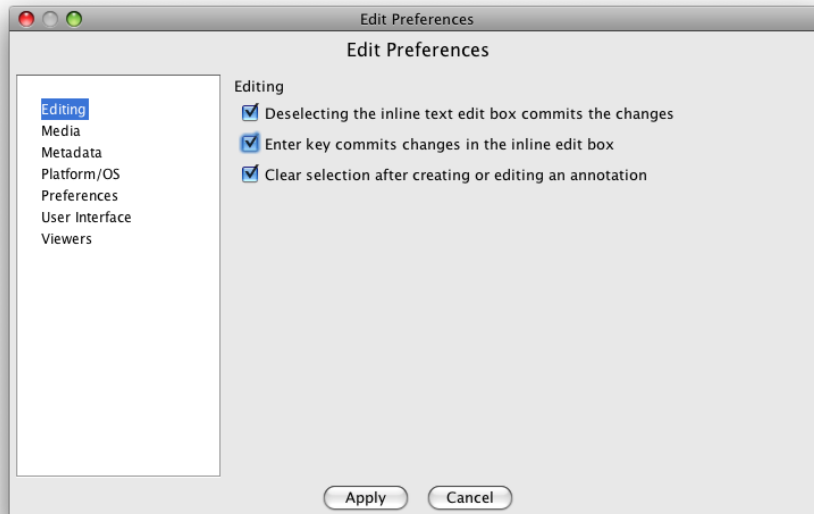


Figure 16: Changing the editing preferences.

## 5.2 Transcription workflow<sup>10</sup>

The following procedures are suggested for a smooth workflow in transcribing the sound files:

### 5.2.1 New annotations

1. Turn on both **Selection Mode** (and **Loop Mode**, if you wish) by clicking on the respective check boxes above the waveform.
2. The cursor will be at the beginning of the file. Hit [SHIFT] + [SPACE] to **begin playback**. As the cursor moves, it will span out a selection.
3. Allow the cursor to play up until **just before the first breath group**. Hit [SHIFT] + [SPACE] to **pause** playback.
4. Use the media navigation controls to move the cursor exactly where you want to **begin the new annotation**. [CONTROL] + [→] and [CONTROL] + [←] will move the cursor in 1 second increments. [→] and [←] will move the cursor by 1 pixel.
5. **Clear the current selection** with [ESCAPE]

<sup>10</sup>The following sections are based on Josef Fruehwald's notes for LING 562.

6. **Begin playback again** with [SHIFT] + [SPACE]. The cursor should now span out a selection the size of the breath group.
7. **Pause** the playback just after the **end** of the breath group with [SHIFT] + [SPACE].
8. (If necessary, use the media navigation controls again to move the cursor to the **exact end point** of the new annotation.)
9. Make the tier that you want the new annotation on the **active tier** by using [CONTROL] + [↑]/[↓].
10. If you have switched on Loop Mode, hit [CONTROL] + [SPACE] to begin **looping playback** of the breathgroup.
11. Hit [SHIFT] + [ENTER] to create a **new annotation** on the active tier.
12. After transcribing the breathgroup, hit [ENTER] to **save** the transcription.
13. (Hit [CONTROL] + [SPACE] to stop looping playback of the current selection.)
14. Hit [SHIFT] + [SPACE] to **resume playback** from current crosshair location.
15. **Repeat** steps (3) thru (14).

### 5.2.2 Editing Transcriptions

To edit the content of a transcription, follow these steps:

1. Turn on **Selection Mode**.
2. **Navigate** to the annotation of interest with [ALT/OPTION] + [→] and [ALT/OPTION] + [←]. This will move the current selection annotation forward and backwards.
3. Once you have selected the annotation you want to edit, if you want **looping play-back** while you edit, hit [CONTROL] + [SPACE].
4. Hit [SHIFT] + [ / ]. An **editing window** will open.
5. After making the desired edits, hit [ENTER] to save the changes and close the editing window.

### 5.2.3 Editing annotation times

To change the timespan of annotation segments, proceed as follows:

1. Make sure **Selection Mode** is turned on.
2. **Navigate** to the annotation of interest with [ALT/OPTION] + [→] and [ALT/OPTION] + [←] .
3. Use [COMMAND] + [ / ] to **jump** the cursor to the **side of the selection** you would like to change.
4. Use the **media navigation commands** to **change the span of the selection** ([CONTROL] + [→] and [CONTROL] + [←] to move by 1 second, [→] and [←] to move by 1 pixel).
5. After adjusting the selection as desired, hit [COMMAND] + [ENTER] to make the annotation **fit to the current selection**.

## A Exporting transcriptions

In order to feed your transcriptions into the forced alignment program, you will need to **export** your transcriptions as a **tab-delimited .txt file**.

To do this in ELAN, go to *File > Export As > Tab-delimited Text...* A new window will open up, prompting you to specify the tiers that you want to export (Fig. 17).

Select the tiers of **all transcribed speakers**, including the tier for **background noises**. You can change the order in which the tiers are written to file by moving them up and down in the list using the two arrow buttons below. Begin with the main speaker(s) at the top of your list, then include the interviewer tier, and finally, the noise tier.

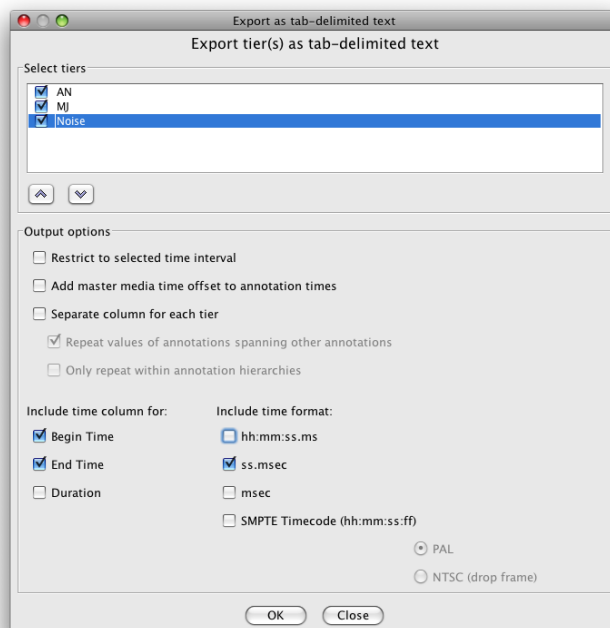


Figure 17: Exporting transcriptions as tab-delimited .txt files.

In the lower half of the window, you can specify various **output options**. Here, you should check the following boxes (see Fig. 17):

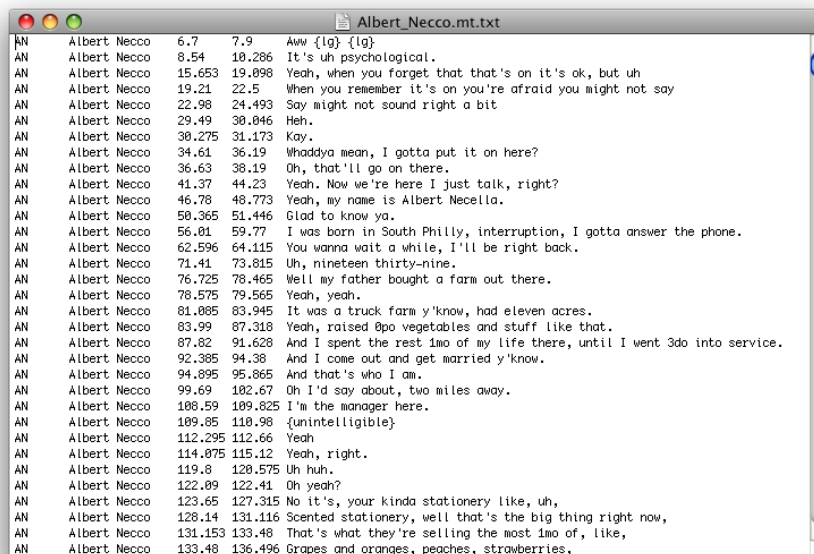
- **“Include time column for”**:  
Check “Begin Time” and “End Time”, but **uncheck** “Duration”.
- **“Include time format”**:  
Check “ss.msec” but **uncheck** “hh:mm:ss.ms”.

Finally, click on “OK” and enter the **name** and **location** under which you wish to save the file. You should save the exported file under the **same name** as that of the original sound file, but with a **.txt extension** instead of **.wav**.

Click on “Save” to save the export file.

To double-check that your export file has the right format, you can open it with any text-editing program, such as *TextEdit*. The data file now should contain five columns (see Fig. 18):

1. speaker ID (such as AN, MJ, IV etc.)
2. speaker name
3. beginning of breath group interval (in sec)
4. end of breath group interval (in sec)
5. transcribed text



```
AN Albert Necco 6.7 7.9 Aww {lq} {lq}
AN Albert Necco 8.54 18.286 It's uh psychological.
AN Albert Necco 15.653 19.898 Yeah, when you forget that that's on it's ok, but uh
AN Albert Necco 19.21 22.5 When you remember it's on you're afraid you might not say
AN Albert Necco 22.98 24.493 Say might not sound right a bit.
AN Albert Necco 29.49 30.046 Heh.
AN Albert Necco 30.275 31.173 Kay.
AN Albert Necco 34.61 36.19 Whaddya mean, I gotta put it on here?
AN Albert Necco 36.63 38.19 Oh, that'll go on there.
AN Albert Necco 41.37 44.23 Yeah. Now we're here I just talk, right?
AN Albert Necco 46.78 48.773 Yeah, my name is Albert Necella.
AN Albert Necco 50.365 51.446 Glad to know ya.
AN Albert Necco 56.01 59.77 I was born in South Philly, interruption, I gotta answer the phone.
AN Albert Necco 62.596 64.115 You wanna wait a while, I'll be right back.
AN Albert Necco 71.41 73.815 Uh, nineteen thirty-nine.
AN Albert Necco 76.725 78.465 Well my father bought a farm out there.
AN Albert Necco 78.575 79.565 Yeah, yeah.
AN Albert Necco 81.085 83.945 It was a truck farm y'know, had eleven acres.
AN Albert Necco 83.99 87.318 Yeah, raised 0po vegetables and stuff like that.
AN Albert Necco 87.82 94.628 And I spent the rest 1mo of my life there, until I went 3do into service.
AN Albert Necco 92.385 94.38 And I come out and get married y'know.
AN Albert Necco 94.895 95.865 And that's who I am.
AN Albert Necco 99.69 102.67 Oh I'd say about, two miles away.
AN Albert Necco 108.59 109.825 I'm the manager here.
AN Albert Necco 109.85 110.98 {unintelligible}
AN Albert Necco 112.295 112.66 Yeah
AN Albert Necco 114.075 115.12 Yeah, right.
AN Albert Necco 119.8 120.575 Uh huh.
AN Albert Necco 122.09 122.41 Oh yeah?
AN Albert Necco 123.65 127.315 No it's, your kinda stationery like, uh,
AN Albert Necco 128.14 131.116 Scented stationery, well that's the big thing right now,
AN Albert Necco 131.153 133.48 That's what they're selling the most 1mo of, like,
AN Albert Necco 133.48 136.496 Grapes and oranges, peaches, strawberries,
```

Figure 18: **Format of exported tab-delimited .txt transcription file.** Each row corresponds to one transcribed breath group. Columns consist of speaker ID, speaker name, beginning and end of breath group in seconds, and transcription text.

## B Coding the style tier

1. Create a **new tier** for the style coding (see section 4.2). Enter “**S**” as the tier name, “**Style**” for the participant.
2. Make the newly created style tier the **active** tier. (It should be highlighted in red.)
3. In the upper half of the ELAN window, select the **Grid Viewer** (see section 3.1.2), and use it to display all annotation units for the main speaker (see Fig. 19).
4. Locate the **first annotation unit** of the style you are coding (Fig. 19). (In this example, the speaker is reading a word list.) In the Grid Viewer, **click** on the annotation unit.

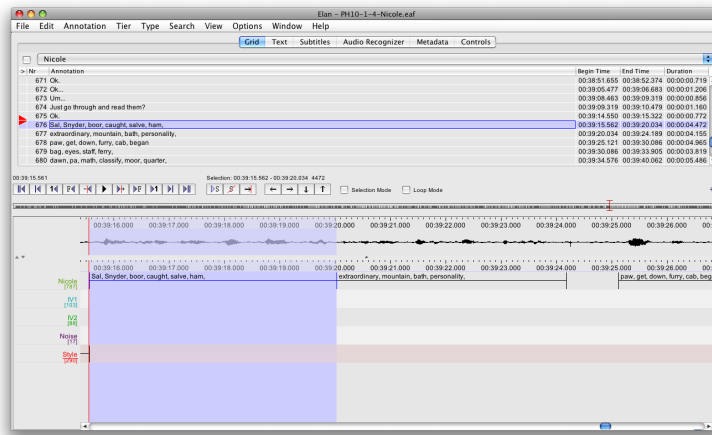


Figure 19: **Style coding, steps 3 and 4:** Selecting the annotation unit that marks the beginning of a particular style.

5. Scroll down through the annotation units in the Grid Viewer until you reach the **last** annotation unit for the style in question.
6. **Holding down the [SHIFT] key, click** on the last annotation unit. You should now have a selection spanning all adjacent annotation units in this particular style (see Fig. 20).
7. Make a **new annotation unit** on the style tier, and enter the coding for the style in question (Fig. 21).
8. Repeat as necessary.

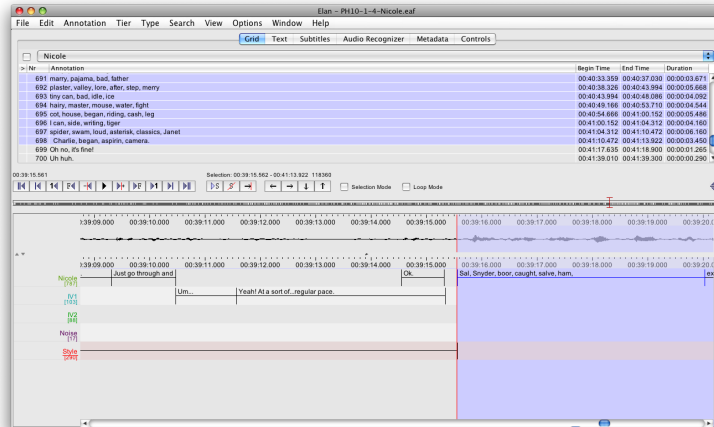


Figure 20: **Style coding, steps 5 and 6:** Selecting the annotation unit corresponding to the end of the new style unit.

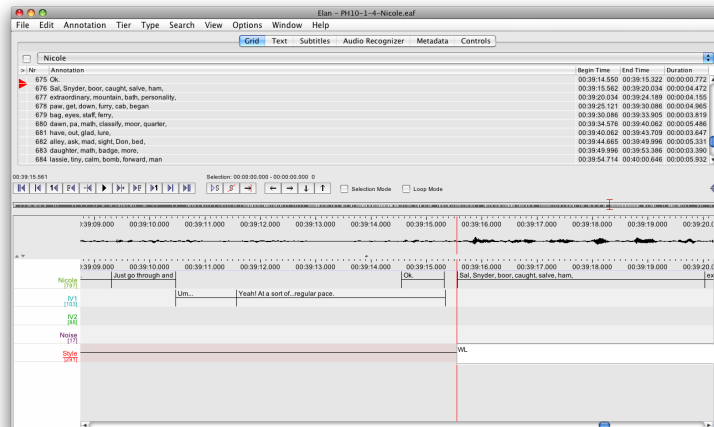


Figure 21: **Style coding, step 7:** Making a new annotation unit on the style tier.