SayMore overview

As a Language Documenter, you quickly amass a large number of source recordings and artifacts based on them. You need to manage those recordings, document informed consent, transcribe, translate, enter metadata, and, finally, submit to a digital archive. Along the way, you need to keep all these files well organized and labeled. You'll want to keep track of the goals of the project in order to emerge with the desired coverage in areas such as genre, spontaneity, and the social roles of the speaker. You will need some help keeping track of where each session is in your workflow. SayMore can help with all that.

In summary, SayMore is a tool to organize video, audio, image, and various other files, with appropriate metadata.

Work with a Project

- Create or open a project.
- Enter project metadata.

Organize Sessions

Add a session.

You can add an empty-session or one with content from a new-recording. Further, you can add multiple sessions as you download the day's recordings directly off devices (camera, audio recorder, and so on). In this case, SayMore creates lds for each session. Each ld will become the name of its folder, as well as the first part of most filenames inside the folder. These are automatically updated if you later change this ld metadata.

- Enter session metadata.
- Add any kind of file related to the session, including audio and video recordings, photographs, & transcriptions. Keep using your preferred annotation tools, such as ELAN. <u>Enter file metadata</u> for individual files.
- Rename files according to a <u>naming standard</u> to set <u>stages of</u>

<u>completion</u> of the documentation task.

- Extract audio data from a video file.
- <u>Play</u> or <u>view</u> files in SayMore, or <u>open</u> them in the associated program.

Organize People Data

- Keep a list of participants with <u>applicable metadata</u> in the <u>People tab</u>.
- Add evidence of <u>informed consent</u>.
- Rename files for informed consent.

Monitor Progress Towards Your Goals

- Review progress information in the Project tab.
- Copy, save, or print the progress data.

Archive your sessions and project

Archiving overview describes how SayMore helps you archive your data.

☑ Note

This program may occasionally transmit statistics (e.g., number of times you've run it) to the developers via the internet. This is done to help us know which of our free products are being used, and which features people are finding most useful. This is critically important to setting our priorities for future work.

Related Topics

Concepts overview

Getting Started

How SayMore uses file names

User Interface overview

Using Tools overview



Language Development Copyright and License

Copyright © 2011-2018 SIL International

This software is licensed under the MIT License (http://opensource.org/licenses/MIT).

Permission is hereby granted, free of charge, to any person obtaining a copy of this software and associated documentation files (the "Software"), to deal in the Software without restriction, including without limitation the rights to use, copy, modify, merge, publish, distribute, sublicense, and/or sell copies of the Software, and to permit persons to whom the Software is furnished to do so, subject to the following conditions:

The above copyright notice and this permission notice shall be included in all copies or substantial portions of the Software.

THE SOFTWARE IS PROVIDED "AS IS", WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT. IN NO EVENT SHALL THE AUTHORS OR COPYRIGHT HOLDERS BE LIABLE FOR ANY CLAIM, DAMAGES OR OTHER LIABILITY, WHETHER IN AN ACTION OF CONTRACT, TORT OR OTHERWISE, ARISING FROM, OUT OF OR IN CONNECTION WITH THE SOFTWARE OR THE USE OR OTHER DEALINGS IN THE SOFTWARE.

SIL fonts and closely related software: the <u>SIL Open Font License (OFL)</u>.

Related Topics

Getting Started

Get more help

SayMore is Open Source Software distributed for free. As such, there is no warranty, and we cannot guarantee support. However, we and the SayMore user community welcome your questions, suggestions, success stories, and problem reports.

- For problem reports, see **Information for bug reports** (below).
- https://community.software.sil.org/ is a site that has discussions, how-to information and a place for feature requests.
- More information is available online. The SayMore site: http://software.sil.org/saymore/.
- Papers may be available on the Internet. For example:
 - https://www.academia.edu/6474779/Producing_timealigned_interlinear_texts_Towards_a_SayMore-FLEx-ELAN_workflow

Information for bug reports

For some error messages, the contents of the error message appear in a box that has a button you click to sent the error report via email. Any time you submit a bug report, include the following:

• The *version* and *build date* of the SIL SayMore program that you are using.

On the <u>Help</u> menu, click **About**. Alternatively, click <u>Open/Create</u> <u>Project</u> on the **Project** menu to open the **SayMore** dialog box.

- A description of what happened:
 - What were you trying to get done?
 - How did you try doing it?
 - What did you expect to happen?
 - What happened instead?
 - Can you make the problem happen again? If so, what are the

exact steps?"

✓ Note

- If you submit an issue using a green or yellow error message box, you
 do not need to include the version number as it is part of the content
 submitted.
- If you submit an issue via email to issues@saymore.palaso.org, you need to include the version number.

Related Topics

Getting Started

Getting started

SayMore is a tool you use to organize video, audio, image, and various additional files with appropriate metadata. <u>SayMore overview</u> discusses this in more detail.

Learning about SayMore

- Concepts overview discusses concepts you need to understand.
- <u>User Interface overview</u> and <u>User Interface terms overview</u> help you learn about features and terms you see in SayMore.

<u>Tabs overview</u> groups sets of Help topics by tab.

- Task topics are listed in
 - Menus
 - Basic Tasks overview
 - Using Tools overview
 - Project tab tasks
 - Sessions tab tasks
 - People tab tasks
- A simplified <u>practice</u> topic is included.

It is only one of a number of possible work flows.

Other related topics

Copyright and License

Create a new SayMore Project

Get more help

Open a SayMore project

SayMore practice

Here is a simple practice script you can do to help learn about SayMore. It is one of many possible work flows and is *not* a complete set of typically-accomplished steps.

<u>Hyperlinks</u> in this topic are only provided as opportunities for you to become more familiar with this Help system. Clicking them optional.

Prerequisites

- One or more *.wav files of someone speaking.
- Documents that you can use for informed consent (PDF file is recommended.)
- Picture of a person (optional).
- A microphone you can use to record yourself.
- An appropriate keyboard so you can type transcriptions (optional, depending on the writing system).

Practice Script

1. On the **Project** menu, click **Open/Create Project**.

The **SayMore** dialog box opens. Notice that is shows existing projects you can open, and a link to create a new project. Also, notice that is shows the version of the program and some hyperlinks to internet sites.

- 2. Under Create, click Create new, blank project.
- 3. Type the name you want to call this project, and then click **OK**.

The **Project** tab appears with **About This Project** selected (more).

- 4. You can edit the project title and then type or select content in each of the other fields. This information is *project* metadata.
- 5. Click **Access Protocol**, and then choose **TLA**. The choices provided by <u>TLA</u> will be available for selection latter (<u>more</u>).

- For this practice, look at the other areas, but we will not use them.
- 6. Click the **Sessions** tab, and then click the **New** button (lower left) to add a new <u>session</u>.
- 7. In the **Session** tab (lower-right pane), enter or select metadata in various fields (more).

At this point there are no <u>person</u> to select for the **People** field. So, let's add one.

- 8. Click the **People** tab, and then do the following:
 - Click the New button to add a person.
 - In the **Person** tab, enter metadata about the person (more).
 - Click
 Add Files and select a picture of the named person (optional).

Notice that the picture file appears in the top portion of the right pane, and the picture is displayed in the lower-right tab.

- 9. In the **People** (*left*) pane, notice the yellow warning ☐ in the **Consent** column. This indicates that you have not yet added a file that gives this person's <u>consent</u> for the use of the his or her voice or effort recorded in a media file (that you will add to this session). To do this, do the following:
 - Click
 Add Files to select the file that gives the person's consent, and click Open.

The file appears in the top portion of the right pane.

- In SayMore, click that file, and then click **Rename**.
- The **Rename** dialog box opens. Click **Informed Consent**, and then click **Rename**.

Notice that <u>file name</u> changed. It now includes the session Id and the word **Consent**.

Notice that the yellow warning has changed to an icon that

indicates that informed consent has been provided.

Let's return to the **Sessions** tab.

- 10. Click the Sessions tab.
- 11. In the **Sessions** (*left*) pane, hover your mouse point over the rectangles in the **Stages** column. Notice that the **Informed Consent** <u>stage</u> still shows **Incomplete**. This is because the person has not yet been added to the session. So, we need to do the following:
 - With the session selected at the top of the *right* pane, look down to the ☐ Session tab. Click the down arrow in the People <u>field</u>, and select (☑) the person you added.
 - In the Sessions pane, hover your mouse pointer over the rectangles in the Stages column again, and notice that now Informed Consent is Complete. Also, the corresponding rectangle changed color.

We now need to add the media file and associated files to the session.

- 12. Click Add Files, and then select the <name>.wav file that is the source recording for the session.
 - Alternatively, if you have the folder open that stores that file, you can drag and drop the file into SayMore, above the
 Session tab.
- 13. Click the added ∮ <name>.wav file, and then click **Rename**. In the **Rename** dialog box, click **Source**, and then click **Rename**.

Notice that the file name changed, and includes the session Id and the word **Source**.

Now, let's add <u>annotations</u> for this source file.

14. Click the ∮ <name>.wav file, and then click the **Start Annotating** tab.

The **Start Annotating** tab is *only* available until there is an annotation file associated with the source file. It lists optional ways to properly get a file with segments into SayMore.

15. Select **Use Careful Speech Tool**, and then click **Get Started**.

The **Careful Speech Recorder** dialog box appears. It is *one of the ways* you can add segment boundaries that SayMore can recognize.

- 16. In the Careful Speech Recorder, insert segment boundaries as follows:
 - Press and hold the SPACEBAR key to listen to the playback, releasing the SPACEBAR key where you want a segment boundary. Then, press and hold the SPACEBAR key while you speak a careful speech equivalent for the segment. Release the SPACEBAR key.
 - Repeat the above step until the entire source recording has segments.
 - While the dialog box is still open (you have not yet clicked **OK**), you can click individual segments and then listen () to the source file and check your annotation (). If you do not like your annotation, you can erase it (), and then respeak it. If one or more segments is not usable, you can click lignore to ignore it. Ignored segments do not need annotations.
 - Click **OK** to close the dialog box.

Notice that now there is an **Annotations** tab, but *not* a **Start Annotating** tab. Notice too, that now there is a • <name>.wav.oralAnnotations.wav file in the top-right portion of the **Sessions** tab.

- 17. Click the ∮ <name>.wav.oralAnnotations.wav file.
 - Notice that the first tab is called Generated Audio (more). The
 display shows waves for the source recording and careful speech
 annotations, but there is not yet waves for the any oral
 translation.
 - We will add the **Translation** next, but at this time you may want to click **Play** to listen to the **Source** and **Careful** tracks.
- 18. Click the \square <name>.wav.annotations.eaf file. Notice that

Annotations is the first or only tab. When this tab is selected there is a **NOTAL Annotations Tools** button.

19. Click the **Oral Annotations Tools** button, and then click **Oral Translation** (more).

The **Oral Translation Recorder** dialog box opens. Notice that it has the segments boundaries you previously added.

- 20. Record oral translations for each segment as follows:
 - Press and hold the SPACEBAR key to hear one segment of the source recording. Release the key.
 - Press and hold the SPACEBAR key again while you speak an oral translation of that segment.
 - Repeat the steps above until each segment of the file as an oral translation.
 - Click OK.

Now, with the ● <name>.wav.oralAnnotations.wav file selected, notice the ● Generated Audio tab, and that it now shows a waveform for Translation.

- 21. Click **Play** to listen to the **Source**, **Careful** and **Translation** tracks.
- 22. Click the **Properties** tab, and notice the metadata for the selected file.
- 23. In the top portion of the right pane, click the € <name>.Source.wav file.
- 24. Click the **Contributors** tab, and enter the name of a contributor; select a <u>role</u>, select a date and add any comments about the <u>contributor</u> you want to include.
- 25. Click the \square <name>.wav.annotations.eaf file.
- 26. In the **Annotations** tab, do the following to add transcriptions and free translations:
 - Make sure you have an appropriate keyboard so you can type

the transcriptions.

- Click the cell that is in the **Transcription** column, first row (segment).
- As you listen to that segment playing repeatedly, type a phonetic transcription of that segment. If necessary, click
 • to pause the playback, and • to restart the playback of that segment.
- Repeat for each row (segment).
- 27. In the **Annotations** tab, do the following to enter free translations:
 - Click the cell that is in the Free Translation column, first row (segment).
 - As you listen to that segment playing repeatedly, type a free translation of that segment. If necessary, click to pause the playback, and to restart the playback of that segment.
 - Repeat for each row (segment).
 - Click the **Project** tab, and the click **Progress** to review the progress metadata associated with the project.

Now, lets add another session and media file. This time, we will use the **Manual Segmentation Tool** to add the segments.

- 28. Click the **Sessions** tab.
- 29. Click **New**, and enter session metadata in the \square **Session** tab.
- 30. Click Add Files, and the select the desired media file.
- 31. Click added <name>.wav file, and then rename it to be a source file as described above.
- 32. Click the **Start Annotating** tab.
- 33. Select **Use Manual Segmentation Tool**, and then click **Get Started**.
- 34. In the **Manual Segmenter** dialog box (<u>more</u>), insert segment boundaries as follows:
 - Press the SPACEBAR key to start the playback, and while you

- listen press the ENTER key at each location where you want to add a segment boundary.
- While the dialog box is still open (you have not yet clicked **OK**), you can click individual segment boundaries to select them. Then you can move that segment boundary, or press DELETE to delete it.
 - Notice that the number of segments and duration values are displayed.
- 35. For this media file, typically, you would now record both Careful Speech and Oral Translation tracks, and type **Transcription** and **Free Translation** content for each segment (as described above).
- 36. When you are ready, you can <u>archive an session</u> to IMDI:
 - In the **Sessions** (*left*) pane, click the session you want to archive, and then on the **Session** menu, click **Archive using IMDI**.
 - For this practice exercise, look at the dialog box but *do not* archive your practice data.
- 37. You can export the **Transcription** and **Free Translation** data to a file that can be imported into FieldWorks Language Explorer (FLEx). Do this as follows:
 - Click the
 - Click the Annotations tab.
 - Click **Export**, and then click **FLEx Interlinear Text**. In the export dialog box that appears, select the writing system used for the transcription and free translations, and then click **Export**.
 - In the Export to File window, navigate to an appropriate folder.
 The File Name and Save as type boxes should not need to be changed, so click Save.
 - In FLEx, go to **Texts & Words**, and then click **Interlinear Texts**.
 - On the **File** menu, point to **Import** and then click **FLExText Interlinear**. Select the file, and the click **Open**.

• Now you see the path to the file in the **FieldWorks Interlinear** (FLExText) file dialog box. Click **OK**.

The transcription data appear in the **Baseline** tab, and in the **Word** line of the **Gloss** and **Analyze** tabs. The **Free Translation** data appear in the **Free** lines of the **Gloss** and **Analyze** tabs.

Related Topics

Getting Started

Glossary of Terms/Symbols

Concepts overview

Concepts to consider when you use SayMore include the following (not exhaustive):

Concept topics	(cont.)
 Access Protocol 	• Genre
• AILCA	 How SayMore uses file names
• AILLA	• <u>IMDI</u>
• ANLA	 Informed Consent
• ELAR	 Metadata (IMDI)
• REAP	 Metadata (RAMP)
• <u>TLA</u>	• Oral Translation
• <u>Arbil</u>	• <u>Person</u>
• Audacity	• Project
 BOLD Methodology 	• Role list sample
• Careful Speech	• <u>Session</u>
• Contributor	Source Recording
• ELAN	 Stages of completion
• FFmpeg	• Subordinate files example
• File formats in SayMore	• <u>Transcription</u>
• Folder structure	• Written Translation

Related Topics

See Also: Glossary of Terms.

Custom Fields

SayMore overview

User Interface terms overview

Access Protocol

Access determines who has permission to get or see your archived data.

Access Protocol, and possibly other factors known to curators, are used to determine what access to assign to an item in <u>archives</u>. You <u>choose</u> the access protocol for the project in the **Project** <u>tab</u>.

• Unless your organization instructs you differently:

SIL members or others with permission to use REAP/RAMP, choose:

• REAP.

All others, choose one of the following:

AILCA

<u>AILLA</u>

ANLA

ELAR

TLA

Custom.

<u>Select session access</u> uses the **Access** field. It lists the choices
offered by the particular access protocol you choose or the custom
access choices you typed.

Related Topics

Choose Access Protocol

Concepts overview

Localizing Access Protocol Information

AILCA

The primary mission of The Archive of Indigenous languages and Cultures of Asia (AILCA) is the long-term preservation of endangered Asian languages.

AILCA is an <u>access protocol</u> option you can <u>choose</u>.

Access choices it provides:

- F access is Free to all.
- **U** all **U**sers can access (requires registration).
- RC Researchers and Community member are allowed access.
- C only Community members are allowed access (normally requires application to Depositor).
- **S** only **S**ubscribers are allowed access (required application to Depositor).
- - Only the Depositor and delegate can access. ("Blank" is a valid option. It is the *most restrictive* option).

Related Topics

Concepts overview

Get more help

Related Internet Sites

http://diha.ntu.edu.sg/about.html

http://diha.ntu.edu.sg/home.html

AILLA

The Archive of the Indigenous Languages of Latin America (AILLA) is a digital archive of recordings and texts in and about the indigenous languages of Latin America.

AILLA is an <u>access protocol</u> option you can <u>choose</u>.

Access choices it provides:

- Level 1. Public access Archive users have full access to these
 materials after agreeing to AILLA's Terms and Conditions and logging
 in. Choose this level for all non-sensitive materials. This is the default
 level.
- **Level 2. Password** When you deposit with the archive, you will define a password with an optional hint. You can provide access to others by sharing the password with them. This is the *most flexible* level.
- Level 3. Time limit When you deposit with the archive, you specify a date After that date, access will change to Level 1. This option is good for resources that are only sensitive for a period of time. For example, the period of time could be the lifetime of the narrator or the five years until you finish your thesis. You will still be able to access these materials yourself with the password.
- Level 4. Depositor control Archive users must contact you directly
 to ask you for the password. AILLA will provide contact information.
 You must maintain your contact information and be prepared to
 respond to requests from people you do not know.

Related Topics

Concepts overview

Get more help

Related Internet Sites

http://www.ailla.utexas.org/site/welcome.html

http://www.ailla.utexas.org/site/access_restrict.html#levels

ANLA

The Alaska Native Language Archive (ANLA) is a repository for materials which document the indigenous languages of Alaska. ANLA will consider for accession any written material and recordings in and about the indigenous languages of Alaska.

ANLA is an <u>access protocol</u> option you can <u>choose</u>.

Access choices it provides:

- **Unrestricted access** Any member of the public may access the material for nonprofit use.
- **Time limit** When you deposit with the archive, you will specify the date. Before that date, access is fully restricted. After that date, access will change to **Unrestricted access**.
- Restricted access When you deposit with the archive, you will specify restrictions on access. For example, "access only with permission of village council", "Access only with permission of descendents", etc.

http://www.uaf.edu/files/anla/deed_of_gift.pdf has additional information, such as how to communicate with the archive personnel.

Related Topics

Concepts overview

Get more help

Related Internet Sites

http://www.uaf.edu/anla/

Arbil

Arbil (Archive Builder) is a general metadata editor, browser & organizer tool for IMDI, CMDI (Component MetaData Infrastructure), and similar metadata formats that are appropriate for <u>archiving</u>. Arbil is designed so that it can be used off-line in remote locations. The data can be entered at any stage in part or as a whole. When an internet connection is available the work can then be transferred to the main archive via LAMUS.

✓ Note

- Arbil (http://tla.mpi.nl/tools/tla-tools/tla-tools/arbil/) and LAMUS
 (http://tla.mpi.nl/tools/tla-tools/lamus/) are tools of the Max Planck Institute for Psycholinguistics, Nijmegen, The Netherlands.
- TLA is their archive.
- **IMDI** is their metadata standard.

Related Topics

Concepts overview

ELAN

Audacity

Audacity in an open-source program which you can use for audio-related tasks.

You can use Audacity to:

- trim the start and end portions of recordings
- reduce background noise
- divide recordings into separate files
- identify segment boundaries
- add initial transcriptions of each segment.

Media Annotation overview gives a general overview of media annotation, and the required files.

<u>Detailed instructions for Audacity are beyond the scope of these SayMore User Helps.</u>

General steps for using Audacity

- 1. Do one of the following:
 - Start Audacity, and then open an existing file.
 - If you start from a video file, <u>extract an audio file</u>. Then, open that extracted audio file in Audacity. (You can use <u>Show in File</u> <u>Explorer</u> to find the file, and drag it into Audacity.)
 - If you use Audacity for its other functions (trimming, editing, and so on), bring the result into SayMore as a new session:
 - In the Sessions tab, click New From Device and select the Audacity audio file. If you have also done segmentation or labeling in Audacity, follow the below steps, keeping the filenames consistent.
- 2. On the Audacity **Tracks** menu, point to **Add New**, and then click **Label Track**.
- 3. In Audacity, click Play.

- 4. Select a segment, press **Ctrl+B** or **Ctrl+M** to insert a label, and then type the annotation.
- 5. On the Audacity **File** menu, click **Export Labels**. Save the file with an appropriate name in a convenient location on your computer.
- 6. To use that Audacity file as the basis for the annotation file for the SayMore audio file of the same name, in SayMore, use the **Read an Audacity Label file** option on the <u>Start Annotating</u> tab.

Then you can work with <u>oral translation annotations</u> and <u>careful speech</u> <u>annotations</u>, and with transcription and free translation <u>annotations</u>.

Note: The above use of the Audacity Label File will only be possible if you have not already clicked **Get Started** with another segmentation method selected in the **Start Annotating** tab.

Related Topics

Concepts overview

Related Internet Sites

http://audacity.sourceforge.net/download/

http://manual.audacityteam.org/

http://manual.audacityteam.org/man/faq.html

BOLD Methodology

Basic Oral Language Documentation (BOLD) is a simple technique for collecting oral texts and making their content accessible to a broad audience. BOLD only requires inexpensive recording technology and limited training. The work is intended to complement other language-related activities, such as language development, literacy training, and linguistic research.

SayMore supports BOLD (Basic Oral Language Documentation) methodology through <u>stages of completion</u> and *some* of the <u>User Interface terms</u>.

🗹 Tip

Will Reiman described the use of recording devices in this document:

• http://scholarspace.manoa.hawaii.edu/bitstream/10125/4479/1/reiman. (Reiman, D. Will. 2010. Basic Oral Language Documentation. Language Documentation and Conservation 4. 254-268).

Related Topics

Concepts overview

Related Internet Sites

http://www.boldpng.info/BOLD

Careful Speech

Careful speech is the intentionally-careful "respeaking" of the words in the source recording at a location that is free from background noise and interruptions.

By contrast, the <u>source recording</u> is spoken in a more natural way.

Careful Speech is one of the <u>stages of completion</u>.

Tools

You can do any of the following:

- Use the Careful Speech Tool to
 - create an annotation file, or
 - record Careful Speech annotations for an existing annotation file.
- Use an external device, and then <u>add</u> the resulting file to the SayMore <u>session</u>. Rename the added file.

For careful speech recording, consider the following,

- Use recording devices, as described by Will Reiman:
 - http://scholarspace.manoa.hawaii.edu/bitstream/10125/4479/1/rein (Reiman, D. Will. 2010. Basic Oral Language Documentation. Language Documentation and Conservation 4. 254-268).
- You can record and play using a computer and an application like <u>Audacity</u>.

Related Topics

Annotations tab overview

BOLD methodology

Careful Speech in Glossary of Terms

Concepts overview

ELAN

Generated Audio tab

Select session stages

Related Internet Sites

http://audacity.sourceforge.net/

http://manual.audacityteam.org/

http://en.wikipedia.org/wiki/Audacity

Contributor

In SayMore, a *contributor* is someone who only had a contributory <u>role</u> in the development of an <u>added file</u>. Therefore, a contributor is handled differently than a <u>person</u>.

Specifically, a contributor is *not* listed in the **People** tab unless that individual had *also* done something *beyond* any of the contributory <u>roles</u>, such as was recorded, completed a written transcription, and so on.

Two tabs display contributions from two different points of view:

- The **Sessions** tab displays a **Contributors** tab which lists names and roles of those who contributed to the current file. **See:** <u>Use</u> <u>Contributors tab</u>.
- The **Secople** tab displays a **Contributions** tab which lists sessions to which the current *person* has contributed. **See:** Use Contributions tab.

Related Topics

Concepts overview

Metadata (RAMP)

Person

ELAN

ELAN (EUDICO Linguistic Annotator) is a professional tool for the creation of complex annotations on video and audio resources. It is a tool of the *Max Planck Institute for Psycholinguistics*, Nijmegen, The Netherlands (http://tla.mpi.nl/tools/tla-tools/elan/).

SayMore uses ELAN's file format (.eaf) for its annotation files, so you can begin using SayMore for its simplicity and then use ELAN when your annotation needs become more sophisticated (more).

ELAN allows a richly nested and flexible set of tiers, which may be different for each media file. When SayMore uses an ELAN file as the basis for a creating media file's annotation file, it expects certain tiers to exist in that ELAN file. Others may be present, but they will be ignored by SayMore.

If you have an existing ELAN file and would like to associate it with a media file in SayMore, the following must be true:

- There is a Transcription tier which has a type for which Timealignable is selected (✓).
- If you already have a tier for translation of those phrases, it must be:
 - a child of **Transcription**
 - named Phrase Free Translation
 - have a type for which the *stereotype* is **Symbolic Association**.

To use an existing ELAN file as the basis for a SayMore annotation file, select **Copy an existing ELAN file** on the <u>Start Annotating</u> tab. Then you can work with <u>oral translation annotations</u> and <u>careful speech</u> <u>annotations</u>, and transcription and free translation <u>annotations</u>.

If necessary, <u>open</u> the file in ELAN and work with transcription and free translations there. Be careful not to remove or rename the '**Transcription**' and '**Free Translation**' tiers, or add any additional tiers.

✓ Note

• You can drag an ELAN file into a session just like any file, and then

add contributors and notes. However in this case, *SayMore will not treat the file as an annotation file*.

• A **Missing Media File** tab appears in the **Sessions** tab if you click a <name>.eaf file but SayMore could not find the media file. It shows the path to where SayMore expected to find the media file. That path includes the expected file name.

In the top portion of the right pane, the **Type** column indicates that missing media, for example, **AnnotationsWithMissingMedia**.

Related Topics

Concepts overview

Media Annotation overview

Sessions tab description

TLA

Related Internet Sites

http://tla.mpi.nl/tools/tla-tools/elan/download/

https://www.academia.edu/6474779/Producing_timealigned interlinear texts Towards a SayMore-FLEx-ELAN workflow

ELAR

The Endangered Language ARchive (ELAR) is a digital repository preserving and publishing multimedia collections of endangered languages. In SayMore, it is an <u>access protocol</u> option you can <u>choose</u>.

Here are the three account status types used by ELAR:

- O Open to unregistered visitors
 - **U** all ordinary **U**sers can access
 - **S** only **S**ubscribers are allowed access (requires application to Depositor).

http://www.elar-archive.org/using-elar/access-protocol.php has more details about these account status types and ELAR in general.

Related Topics

Access Protocol

Concepts overview

Get more help

Project tab description

FFmpeg

To get the most out of SayMore, you need to install a separate, free utility called "FFmpeg". It is a command line tool to convert multimedia files between formats (http://www.ffmpeg.org/about.html).

SayMore uses it to

- automatically fill in media metadata (**Duration**, **Channels**, **Bit Depth**, **Sample Rate**, and so on)
- perform useful conversions of your media from one format to another.
 - For example, with FFmpeg installed, SayMore can <u>extract</u> an audio file from a video file.

☑ Note

- FFmpeg comes with many audio/video-related programs. If you do not already have it, but have a connection to the Internet, <u>run this installer</u>, or find an alternative from <u>audacity</u>.
- If you do not have FFmpeg installed when you open the Convert
 Media dialog box, the Begin Conversion button is not available, but
 the Install button is. Click Install to open and use the Install FFmpeg
 dialog box features.

Related Topics

Concepts overview

File formats in SayMore

Related Internet Sites

http://www.FFmpeg.org/FAQ.html

http://manual.audacityteam.org/man/faq_installation_and_plug_ins.html

File formats in SayMore

Some audio formats are not good for use in SayMore, or for archiving and subsequent use.

File Conversion Required appears in the <u>Start Annotating</u> tab if the selected file needs to be converted. Click **Convert** and let SayMore <u>convert</u> it. Otherwise, you cannot choose a segmentation method.

- After conversion you see both the <u>source</u> file and the converted copy of that file.
 - StandardAudio.wav is added to the file name of the converted copy.
 - Both files are included in the <u>archive</u> package.

Audio formats that normally do *not* need to be converted (*not* exhaustive)

Format	About
WAV PCM	http://en.wikipedia.org/wiki/PCM
AAC Audio	http://en.wikipedia.org/wiki/Advanced_Audio_Coding
FFmpeg output	Formats listed at: http://en.wikipedia.org/wiki/FFmpeg

Audio formats that normally need to be converted (not exhaustive)

Format	About
mp3	http://en.wikipedia.org/wiki/Mp3
IEEE FLOAT	http://en.wikipedia.org/wiki/IEEE_754-2008
255-Voice PCM	http://www.radiolocman.com/shem/schematics.html? di=84101 (based on 8-pin SD audio player)
WAV	http://www.fileguru.com/apps/mwaudio_decoder_dmo

WMAUDIO2

Related Topics

Concepts overview

Convert Media

Folder structure

Informed Consent

How SayMore uses file names

How SayMore uses file names

Informative, consistent file names are very important in language documentation. They help *you* know what you have and don't have, and they will help *consumers* of your material in the future.

SayMore aims to help you with the task of keeping your files properly named.

This can begin, for example, when you import a media file using **New From Device**. SayMore first includes the <u>Id</u> of each <u>session</u> in the file name, which is usually some uninformative code made up by your recording device, like "ZOOM0003". Next, when you <u>change</u> that Id to something fitting your own scheme, SayMore goes through all the files in the session and replaces all the old Ids with the new one.

As you add <u>new files</u> to the session or person, you can tell SayMore to <u>rename</u> them to fit their purpose. SayMore uses correctly renamed files to update your <u>progress</u> information, <u>stages of completion</u> and visual indicators.

Rename dialog box option	Addition to file name
Source	Source
Informed Consent	Consent
Careful Speech	Careful
Oral Translation	OralTranslation
Transcription	Transcription
Written Translation	Translation

In the **Rename** dialog box, hover your mouse pointer over an option (link) to see a brief description.

Related Topics

Concepts overview

File formats in SayMore

Folder structure

New From Device

Folder structure

An important value of SayMore is avoiding opaque databases, which would be unusable apart from SayMore, and thus poor choices for the all-important <u>archiving</u> step of Language Documentation. Instead, SayMore keeps your data in forms that are easy to "get at" and understand, now and in the distant future.

One way SayMore does this is by keeping all the data for a given project in a single folder, named after the project. The "project" folder has two subfolders, one for people, and one for sessions:

 In the People folder, there is a folder for each person, named with the Full Name.

Each person's folder contains their associated files, such as their informed consent and picture files.

 In the Sessions folder, there is a folder for each <u>session</u>, named with the <u>Id</u>.

Each of these subfolders also have subfolders containing segment and annotation files. If you change the Id, the folder and files names are all changed.

Additionally, **DescriptiveDocuments** or **OtherDocuments** folders are added to the project folder when you <u>add a file</u> to **Descriptive Documents** or **Other Documents** in the **Projects** <u>tab</u>.

✓ Note

- Typically, on Windows[®], SayMore stores the project folder here:
 C:\Users\<you>\Documents\SayMore
- But you can

<u>move a project folder</u> to another location on your computer or to removable external drives.

<u>copy</u> a <u>project folder</u> to another computer to begin <u>collaboration</u>.

• Do not directly rename or move individual folders inside your projects

main folder.

Related Topics

Concepts overview

Create a new SayMore project

File formats in SayMore

Open a file

Open (file) in program associated with this file

Rename file

Genre

In SayMore, a genre is a class or category of the session having a particular form, content, technique, and so on. You can select a genre from a list, or type in a new genre, when you <u>enter session metadata</u>.

Related Topics

Concepts overview

IMDI

IMDI (ISLE Meta Data Initiative) is a metadata standard that is used to describe multi-media and multi-modal language resources.

In SayMore, the labels (<u>UI terms</u>) generally reflect IMDI standards, such as described here:

http://tla.mpi.nl/wp-content/uploads/2012/06/IMDI MetaData 3.0.4.pdf.

✓ Note

- IMDI (http://tla.mpi.nl/imdi-metadata/) is the metadata standard of the Max Planck Institute for Psycholinguistics, Nijmegen, The Netherlands.
- Arbil, LAMUS and ELAN are their tools.
- TLA is their archive.

Related Topics

Concepts overview

Metadata (IMDI)

Informed Consent

If you want to use or share any recordings of people, it is your responsibility to both *help* them understand their rights and to *document* how they want their recordings to be used. This can be quite challenging in remote, non-digital cultures, but it's the right thing to do. It is also necessary to prevent your hard work from becoming inaccessible in the future because of a lack of effort and evidence now.

Informed Consent is one of the <u>stages of completion</u>.

Informed consent may be in the form of an audio/video file of conversation about consent, photographs, a signed form, a photograph of a signed form, and so on.

- For the file or files that provide informed consent, click the **Rename** button, and then click **Informed Consent**.
 - Normally, <u>add</u> and <u>rename</u> a file for each <u>person</u> in your People list.
 - However, suppose you add a file in which a large number of people are involved. It may be impractical to get informed consent from each of them. You may need to <u>add</u> a file from someone representing the entire group. In this case, add the file to the session, *not* to a person, and <u>rename</u> that file as the informed consent for the group.

Consent column

A <u>column</u> named **Consent** appears in the **People** pane (left in **People** <u>tab</u>):

- **A** appears if there is no file that includes "Consent" in the <u>file name</u>.
- If there is file with "Consent" in the file name, then a different icon appears according to the kind of file:
 - 🕝 (text file)
 - **1** (audio file)
 - and so on.

✓ Note

- Currently, SayMore does not help you with those situations where one
 person has different wishes with respect to different sessions. This is
 planned for a future version. See Also:
 http://saymore.palaso.org/news-about-saymore/.
- The **Stages** column indicates if all of the needed consent documents are on file.
- Each different file type has a different icon. Some of them are shown in the Symbols section (Glossary of Terms).

Related Topics

Concepts overview

How SayMore uses file names

Multiple consent forms

Rename a file

Related Academic Publications and Internet References

<u>Informed consent among analog people in a digital world</u> (Robinson 2009)

<u>Documentary Linguistics and Ethical Issues (pdf)</u> (Theiberger, Musgrave 2007)

Copyright Essentials for Linguists (Newman 2007)

Query <u>Google scholar</u> for "informed consent" and "language documentation"

http://creativecommons.org/licenses/

Metadata (IMDI)

Metadata is "data about data." There is <u>project</u>, <u>session</u>, <u>person</u> and <u>file</u> metadata.

SayMore fields and their <u>labels</u> generally reflect <u>IMDI</u> standards. Content in fields is included as metadata when you <u>archive</u> the project or session.

When you archive the project, you can choose to archive only metadata.

Related Topics

Arbil

Concepts overview

Metadata (RAMP)

More Fields

User Interface terms overview

Metadata (RAMP)

Metadata is "data about data." There is <u>project</u>, <u>session</u>, <u>person</u> and <u>file</u> metadata.

This table shows how SayMore adds metadata to RAMP when you archive a session.

RAMP Field	SayMore Field	Note
Title	Title	Id of session, if Title is empty.
Broad Type	None	SayMore selects Wider Audience .
Mode	None	Determined by the type of files in the session. Audio files are assumed to be "r;Speech"; image files are assumed to be "r;Photograph".
Scholarly Work Type	None	SayMore selects Primary data.
Contributors	Contributors	(see Note below.)
Date	Date	
Description:Abstract	Description	If there is content in the Description field, then a Y appears to indicate there is an abstract. Otherwise, " No data entered " is displayed.
Resource Sub-Type	None	SayMore selects Language Documentation (LING).

Academic Domain None SayMore selects

Linguistics.

Audio/Video Extent None The sum total of the

length of all media files

marked as Source.

Electronic Files None All the files in the session

plus the files associated with each contributor are

included.

✓ Note

 For Contributors, currently contributor entries are not made for each person specified in a session, but that is the plan. Currently, contributors and their roles need to be manually added in the RAMP package.

Related Topics

Concepts overview

Metadata (IMDI)

Sessions tab description

User Interface terms - Sessions tab

<u>User Interface terms overview</u>

Oral Translation

An *oral translation* is a spoken translation. It is done by speakers of the vernacular language (Content Language) to a different language (Working Language). **See Also:** About This Project.

Oral Translation is one of the <u>stages of completion</u>.

Tools

You can do either of the following:

- Record Oral Translation annotations.
- Use an external device, and then <u>add</u> the resulting file to the SayMore session. Rename the added file.

For oral translations, consider the following:

- Use recording devices, as described by Will Reiman:
 - http://scholarspace.manoa.hawaii.edu/bitstream/10125/4479/1/rein (Reiman, D. Will. 2010. Basic Oral Language Documentation. Language Documentation and Conservation 4. 254-268).
- You can record and play using a computer and an application like <u>Audacity</u>.

Related Topics

Annotation tab overview

BOLD methodology

Concepts overview

<u>ELAN</u>

Generated Audio tab

Oral Translation in Glossary of Terms

Select session stages

Written Translation

Related Internet Sites

http://audacity.sourceforge.net/

http://manual.audacityteam.org/

http://en.wikipedia.org/wiki/Audacity

http://en.wikipedia.org/wiki/Language_of_wider_communication

REAP/RAMP

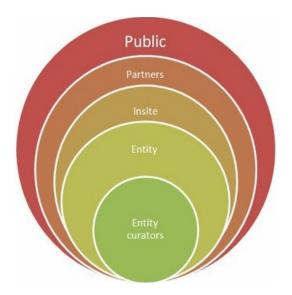
REAP (Repository for Electronic Archiving and Publishing) is the archive of <u>SIL International</u>. *RAMP* (Resource and Metadata Packager) is the desktop tool for adding <u>metadata</u> and submitting archive packages to REAP.

REAP is an <u>access protocol</u> option you can <u>choose</u>.

Access choices it provides:

- **Entity curators** Restricts access to REAP curators of the entity collections; *no* redistribution is permitted.
- Entity Restricts access to only member of the entity staff;
 no redistribution is permitted.
- **Insite users** Allows access by registered Insite users with *no* public redistribution allowed *except* by official, written permission.
- **Strategic partners** Allows access by registered Insite users and sharing with specific global partners privately.
- Public Material may be distributed/published/posted for public consumption.

Graphically



Important

The RAMP package filename is <title>.ramp. For the filename, any spaces and punctation are removed from the session title.

Curators can reject in-process submissions and withdraw (hide from view) accepted items. They check the access level you <u>select</u> and communicate with you if this differs from the default. Entities have the final say regarding assess.

- SIL Insite (https:):
 - When should I use the Entity Curator setting?
 - Access-permissions
- With RAMP, if you do not have an internet connection, you can do the following:
 - In RAMP, click the **Actions** button, and then click **Export** to export the package to a location on your computer's hard drive, *or* to a removable device.
 - When you (or someone else with RAMP) have an internet connection, do the following:
 - If the package is on a removable device, click the **Actions** button, and then click **Import** to import the package.
 - Click Actions, and then click Upload to upload the package to REAP.

Related Topics

Access Protocol

Choose Access Protocol

Concepts overview

Metadata (RAMP)

Relate Internet Sites

https://www.ramp.insitehome.org/ (requires SIL member account)

<u>https://www.help.insitehome.org/reap/</u> (requires SIL member account)

Person

In SayMore, a *person* is defined as someone who is recorded, completes a transcription or written transcription, and so on.

A person differs from someone who *only* helps as a <u>contributor</u> and is handled differently in SayMore. A person is:

- added and described in the **People** tab (more)
- <u>selected</u> in the **People** *field* for each session (<u>more</u>).

See Also: People tab description.

Related Topics

Concepts overview

Contributor

Project

In SayMore, a "project" is a particular language documentation effort.

Each project consists of:

- project metadata
- sessions and associated session metadata
- people and person metadata
 - contributors in other roles
- added files and file metadata.

<u>Tabs overview</u> lists topics that describe and help you use **Project** tab features.

Project menu overview lists commands on that menu.

Folder structure describes the folders that SayMore adds and uses.

Stages of completion describes stages towards project completion.

<u>Archiving overview</u> describes options for archiving individual sessions or the project.

Related Topics

Concepts overview

Role list sample

For each <u>contributor</u>, you choose a role.

Here is a sample of the **Role** field drop-down list you see with you use

the Contributors tab. You cannot edit the list of roles.			

Tip

- If you type the first letter of a role, the first role that begins with that letter appears is selected.
 - For example, type 't' to select **Transcriber**. Then, press your down arrow key to move select **Translator**. Press the ENTER key to put that selection in the cell.
- **Mathematical Expression** deletes the entire row.

Related Topics

Enter file metadata Sessions tab description

Session

In SayMore, a session is a collection of files and metadata related to one source recording.

Depending on your work flow, you will likely start with one recording, which is initially the only file related to the session.

Next, you <u>enter metadata</u> about that recording, information about the <u>person</u>, <u>genre</u>, and so on. Over time, you will <u>add other files</u> to the session which augment that recording: a <u>careful speech recording</u>, a <u>transcription</u>, a free <u>translation</u>, an interlinearization, and so on.

Each session has an Id which you determine, and all of these files will be kept together in a single folder named with that Id. In addition to being kept together in a folder, you will want the names of each of these files to contain that Id. SayMore will help you manage those <u>file names</u>.

✓ Note

- This use of Session is not to be confused with a broader use of the term, such as Wedding or Festival, which could span several days, and thus several recordings. A SayMore session is simply one source recording that you will transcribe and translate, plus the various supporting files. If you have several recordings pertaining to one "event", use the ID and name fields to help identify their relationship.
- From http://tla.mpi.nl/wp-content/uploads/2012/06/IMDI MetaData 3.0.4.pdf:

"The session concept bundles all information about the circumstances and conditions of the linguistic event, groups the resources belonging to this linguistic event, records the administrative information of the event and describes the content of the event. Since version 3.0 also written resources other than annotations can be included in a session. For written resources the definition of session is extended to include all documents that pertain to the creation, analysis and commentary of a document."

Related Topics

Archive

BOLD Methodology

Folder Structure

Sessions tab description

Sessions tab tasks

Sessions tab User Interface terms

Stages of completion

Source Recording

A source recording (previously original recording) is an audio capture of a linguistic <u>session</u>, or a version that may have been "cleaned up". The "cleaned-up" version is not <u>careful speech</u>.

Source Recording is one of the <u>stages of completion</u>.

Tools

You can do any of the following:

- Add a session from device.
- Add a session from a new recording.
- Use an external device, and then <u>add</u> the resulting file to a session. Rename the file.

For source recordings, consider the following:

- Use recording devices, as described by Will Reiman:
 - http://scholarspace.manoa.hawaii.edu/bitstream/10125/4479/1/rein (Reiman, D. Will. 2010. Basic Oral Language Documentation. Language Documentation and Conservation 4. 254-268).
- You can record and play using a computer and an application like <u>Audacity</u>.
- Typically one would do the following: Turn on the recording device.
 Then, speak the file identifier, date and location, and names of the
 speaker(s), while checking that the sound-level indicator is working.
 Do this before putting the recorder close to the main speaker(s). A
 speaker may want to re-start the recording, at which point the
 operator presses the stop button and then begins a fresh recording
 with the same introduction as before, without deleting anything.

Related Topics

BOLD methodology

Concepts overview

ELAN

Informed Consent

Select session stages

Related Internet Sites

http://audacity.sourceforge.net/

http://manual.audacityteam.org/

http://en.wikipedia.org/wiki/Audacity

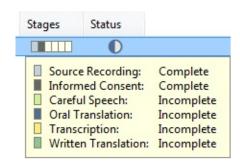
Stages of completion

A *stage* is a task to do towards the completion of one session in a project.

In the **Sessions** tab, the **Sessions** pane (*left*) has a **Stages** <u>column</u>. It displays a set of rectangles:

- A white rectangle indicates that the stage is *incomplete*, because
 - there is not an appropriately <u>named file</u>, *and/or*
 - there is no <u>annotation</u> data in the corresponding column (such as **Transcription** or **Free Translation**).
- A colored rectangle indicate that the stage is *complete*, because
 - there is an appropriately named file, *and/or*
 - there is annotation data in the corresponding column.

For any session, hover your mouse pointer over the indicator in the **Stages** column to see its legend. Example:



Stages:

- Source Recording
- Informed Consent
- Careful Speech
- Oral Translation
- <u>Transcription</u>
- Written Translation

SayMore *automatically* keeps track of stages by default, but you can choose to make it a manual task.

Related Topics

BOLD Methodology

Concepts overview

Edit stages

Generated Audio tab

Review progress data

Sessions tab description

User Interface terms - Sessions tab

Subordinate files example

☐ Annotations file and ● OralAnnotations file appear subordinate (indented in a hierarchical structure) to the ● Audio file. They store the annotation and segmentation data for it.

Example



☑ Tip

• When you have a set of similar files, click each file and observe which tab or tabs are available.

Related Topics

Delete annotations

Record Careful Speech annotations

Record Oral Translation annotations

Use Contributors tab

Working with annotations (Transcriptions and Free Translations)

TLA

TLA (The Language Archive) is an <u>access protocol</u> option you can choose.

Access choices it provides:

- Open Resources can be accessed immediately.
- Restricted Restricted open resources can be accessed by registered users which possibly (as in the case of DOBES) have to agree with a Code of Conduct.
- Protected In addition to the conditions that hold for restricted resources, protected resources can be accessed on request only. The responsibles (usually the depositors) will examine the request and, if they grant access, they may do so for a specific use or limited amount of time, which may have to be agreed upon in a usage declaration.
- **Closed** Can be accessed only by the depositors (and, e.g., members of the respective speech community).

■ Note

- The Language Archive (https://tla.mpi.nl/) is the archive of the Max Planck Institute for Psycholinguistics, Nijmegen, The Netherlands.
 - See Also: http://tla.mpi.nl/resources/access-permissions/
- Arbil, LAMUS and ELAN are their tools.
- IMDI is their metadata standard

Related Topics

Concepts overview

Get more help

Transcription

A *transcription* is a written record, in the vernacular language (Content Language), of the words spoken in the <u>source recording</u>. By contrast, the <u>written translation</u> uses a different language.

Transcription is one of the <u>stages of completion</u>.

Tools

You can do either of the following:

- With the < <name > .type.annotations.eaf file selected, the
 Annotations tab is displayed. You then type the transcription of each segment in the Transcription column. When each segment has a transcription, the Transcription stage is marked as complete.
- Use an external device, and then <u>add</u> the resulting file to the SayMore <u>session</u>. Rename the added file.

For *oral* transcriptions, consider the following:

- Use recording devices, as described by Will Reiman:
 - http://scholarspace.manoa.hawaii.edu/bitstream/10125/4479/1/rein/ (Reiman, D. Will. 2010. Basic Oral Language Documentation. Language Documentation and Conservation 4. 254-268).
- You can record and play using a computer and an application like <u>Audacity</u>.

Related Topics

Annotation tab overview

BOLD methodology

Concepts overview

ELAN

Select session stages

Transcription in Glossary of Terms

Work with annotations

Related Internet Sites

http://audacity.sourceforge.net/ (http://en.wikipedia.org/wiki/Audacity)

https://tla.mpi.nl/tools/tla-tools/elan/

http://sourceforge.net/projects/trans/files/transcriber/

Written Translation

A written translation is a written record of the words in the <u>source</u> recording translated into a different language, usually a Language of Wider Communication.

By contrast, the <u>transcription</u> uses the vernacular language (Working Language).

Written Translation is one of the stages of completion.

Tools

You can do either of the following:

- With the < < name > .type.annotations.eaf file selected, the
 Annotations tab is displayed. You then type the translation of each segment in the Free Translation column. When each segment has a translation, the Written Translation stage is marked as complete.
- If you have a text file that contains the written translation of the audio in this session, add that text file (pdf recommended), and then rename it.

Related Topics

Annotation tab overview

BOLD methodology

Concepts overview

Oral Translation

Select session stages

Written Translation in Glossary of Terms

Basic Tasks overview

The workflow or sequence of actions accomplished in SayMore depends on various factors, such as these:

- Do you already have files ready to collect in SayMore sessions?
- Do you have a computer conveniently available while making the source recordings?
- How many different people will contribute in roles of speaker, transcriber, translator, and so on?

<u>Using Tools overview</u> lists tasks you do in particular tabs. <u>Menus</u> also list some tasks. The <u>stages of completion</u> can help you make sure you are completing the necessary tasks.

Here are tasks that you may do often or in more than one SayMore tab:

- Add Files
- Archiving overview
 - Archive a project
 - Archive a session
- Work with columns:
 - Change column width
 - Choose columns
 - Reorder columns
 - Sort columnar data
- Customize file naming convention
- Delete a file
- Edit Stages
- Edit file metadata
- Import metadata

- Move or Copy a project folder
- Multiple consent forms
- Open in Program Association with this File (such as to edit it)
- Play a media file
- Recording
- Rename file (for stages of completion)
- Resizing the window and panes
- See what sessions this person is involved in
- Show file in File Explorer
- View a file
- Work with Custom Fields

Related Topics

Concepts overview

Add Files

- 1. Click the tab where you want to add the file.
- 2. In the *left* pane, click one of the following:
 - Project tab Descriptive Documents or Other Documents
 - Sessions tab the session
 - **B** People tab the person.
- 3. Do either of the following:
 - *Drag and drop* the file into area at the top of the right pane.
 - Click Add Files. In the Add Files dialog box, click the file you want to add. Click Open.

The file is added in a new row.

- 4. If necessary, rename the file.
- 5. Enter file metadata.

■ Note

- You add a file when you add a person's picture.
- The **View**, **Image** or **Video** tab typically display controls or hyperlinks you can use.
- Each different file type has a different icon. See <u>Symbols</u> in the *Glossary of Terms*.

Related Topics

Basic Tasks overview

Create Annotation file overview

Delete a file

Media Annotation overview

People tab tasks

Play a media file

Project tab tasks

Sessions tab tasks

<u>View a file</u>

Archiving overview

 Recommendation: If possible, communicate with the archive you will use before you start the project. What you are told can affect access protocol choices, the way you prepare and deposit metadata with your data, and so on.

SayMore can help get you ready to <u>archive a session</u> or <u>archive the project</u>. You <u>choose access protocol</u> for the project and <u>select access</u> for each session.

To aid with consistent and proper archiving, SayMore:

- helps you name files in a way that identifies their relationship to a session
- organizes files into an easy-to-understand folder structure
- *uses* a simple xml format to record metadata for people, sessions, and the files you collected to document them.

SayMore:

- *collects* all of the files in a session, all the files for the people you have associated with a session (their metadata, informed consent files, and so on), and project metadata.
- creates a package that contains these files and metadata
- pre-populates as much of the metadata as it can
- *opens* RAMP, or saves the files in an IMDI package which you can open in Arbil or another appropriate program.

✓ Note

Reasons that you might want to archive sessions, instead of the whole project, include (*not* exhaustive):

- Individual sessions are typically 500Meg to 5 Gigs. That is already a significant amount of data.
- Early archiving is encouraged; do not wait until the entire project is completed, which could be years after it is started.

• When people do a search for the material, we want them to be able to look for "Examples of preaching" or "Discussions" or "Children" and so on, which relate to individual sessions. We do not want to force them get the whole project.

Related Topics

Basic Tasks overview

How SayMore uses file names

Metadata (IMDI)

Metadata (RAMP)

User Interface terms overview

Change columns widths

To change the width of a column:

- 1. Hover your mouse pointer over the right edge of the column heading until the pointer becomes a double-headed arrow (\rightleftharpoons) .
- 2. Click your mouse and drag that boundary until the column is the width that you want. Then, release the mouse button.

Related Topics

Basic Tasks overview

Choose columns

Reorder columns

Choose columns

- 1. Click the **Sessions** tab.
- 2. In the <u>left pane</u>, click the **Choose Columns** (!!) button.
- 3. In the drop-down list, select (\square) columns you want to display and clear (\square) columns you want to hide.
- 4. Click anywhere outside of the drop-down list to close it.

Related Topics

Basic Tasks overview

Collaborating with other SayMore users

Currently, no SayMore User Interface (UI) features are available for collaborating (programmatically sharing and synchronizing a project) with other SayMore users.

However, a SayMore "database" is a collection of <u>folders</u>: **Sessions**, **People**, **OtherDocuments** and **DescriptiveDocuments**. Each of these contain files or subfolders with files for sessions, people and so on.

• Show in File Explorer is one way to become familiar with where files are (and should be) in the folder structure.

What can be done?

- The person with an existing or newly <u>created</u> project can <u>copy and</u> <u>share</u> the project folder with others who have the same version of SayMore.
- As sessions, people and files are added to the project on each of the computers, these files can be copied and shared (pasted in the right place) with the other SayMore users with this project.

Collaborators can use removable USB devices or email to share the files.

If this is done carefully and regularly, the copy of the project on each person's computer can remain reasonably up-to-date.

Related Topics

Basis Tasks overview

Get more help

Tabs overview

Correct sound quality problems (Windows 10)

If you hear a poor sound quality from your recordings, one possible solution is to *disable* the audio enhancements.

Your particular computer or audio system installation may be slightly different, but here are the general steps:

- 1. Open Hardware and Sound on your computer's Control Panel.
- 2. Click the **Sound** link.
- 3. In the **Sound** dialog box, **Recording** tab, right-click your default recording device and then click **Properties**.
- 4. Do one of these steps (depending on your computer and audio system installation):
 - Click the Enhancements tab, and then select (☑) the Disable check box.
 - Click the Advanced tab, and then clear (□) the Enable Audio enhancements check box (under Signal Enhancements).
- 5. Click **OK**.

Related Topics

Recording

Related Internet Sites

http://feedback.screencast-o-matic.com/knowledgebase/articles/693249-microphone-voice-sounds-low-and-distorted-after

Customize file naming convention

We expect this to become more developed in a future version of SayMore.

Currently, you are limited to a **Custom Rename** option when you <u>rename</u> <u>a file</u>. Custom names do not change the <u>stages of completion</u>.

Related Topics

Basic Tasks overview

Delete a file

- 1. Click the tab that has the file.
- 2. In the *left* pane, click one of the following:
 - Project tab Descriptive Documents or Other Documents
 - Sessions tab a session
 - **B** People tab a person.
- 3. In the *right* pane, right-click the file, and then click **Delete File**.

The **Confirm Delete** dialog box appears.

4. Click × Delete.

Important

• Every file has an associated *.meta file, which is used by SayMore. The **Delete File** command deletes both the file and its *.meta file.

If you use <u>Show the file in File Explorer</u> and manually delete a file, you must *also* manually delete the *.meta file.

• See Also: <u>Delete annotations</u>.

Related Topics

Add files

Add/Change person's picture

Basic Tasks overview

Rename a file

Sessions tab tasks

View a file

The **View** tab preview ability is limited to *.pdf files and files that open (can be viewed) in Internet Explorer (such as htm, html, xml, txt and lift). So, you can view some <u>added</u> files in SayMore, but others must be opened in the program associated with the file type.

If you cannot view a *.pdf file or another file that should open in Internet Explorer (IE), you may need to research on the Internet why your IE does not display it. For example, you may need to install or upgrade your Adobe Reader®.

- 1. Click the tab that has the file.
- 2. In the *left* pane, click one of the following:
 - Project tab Descriptive Documents or Other Documents
 - Sessions tab a session
 - **Secople** tab a person.
- 3. In the *right* pane, click the file.

The tab (**View**, **Image** or Video) displays the file contents *or* a hyperlink you can click to open the file.

The Windows[®] **File Download** dialog box appears if the **Always ask before opening this type of file** check box is selected (☑) in that dialog box. Click the appropriate command to open or to cancel the display of the file.

Play a media file has additional information.

▼ Tip

- You can clear (
) the Always ask before opening this type of file check box in the File Download dialog box. After you do this, you may not see the dialog box again. If necessary, get more help or refer to your computer's operating system Help system.
- If the View tab does not display a

• Folder structure describes where the files are stored.

Related Topics

Basic Tasks overview

Open it in the associated program

Tabs overview

Edit Stages

Currently, you cannot customize the list of stages. We expect this to appear in a future version of SayMore.

Related Topics

Basic Tasks overview

Enter file metadata

- 1. Click the <u>tab</u> that has the file.
- 2. In the *left* pane, click one of the following:
 - Project tab Descriptive Documents or Other Documents
 - Sessions tab a session
 - **B** People tab a person.
- 3. In the *right* pane, click the file.
- 4. If a **Properties** tab appears, click it, and then do any of the following:
 - For video (♠) or audio (♠) files, click ♠ Presets, and then select the device or microphone, if it has already been used in the project.

Alternatively, do the following:

- In a **Device** row, type or edit a distinguishing identification for the device (video camera, recording equipment, and so on) used to make the file.
- In a **Microphone** row, type distinguishing identification (microphone plugged into the input.
- Click More Information to see more information.
- For *other* **Field** and **Value** columns, such as for image () files, do the following:
 - Click an empty Field column cell, and then type a new name for the metadata you will type in the Value cell. Then, click the Value cell and type the metadata. Repeat this for each kind of metadata you need for the file.
 - Edit exiting Field or Value data.
- If other rows appear, and are editable, enter or edit the metadata for each cell as necessary.
- 5. *If* it appears, <u>use the Contributors tab</u>.

6. *If* a **Notes** tab appears, click it, and then type additional notes about the file in a prose form (*optional*).

☑ Tip

- When you <u>add files</u>, different file types (image, audio, video, document and so on) have different metadata. Typically, some metadata that is specific to the audio or video file is automatically added when <u>create a new session from a device</u>, or you <u>extract the</u> <u>audio from a video file</u>. Such metadata is not editable, and appears with a lighter font.
- **Contributors** and **Notes** tabs only appear with parent files, *not* subordinate files (<u>example</u>).
 - Notes means the tab has existing content.
 - (Notes) means the tab is empty.
 - Asterisks indicate that SayMore added a *Warning* to the **Notes** tab, such as for an ambiguous date format in the metadata. In this case, follow the instructions given in the *Warning* message.

Related Topics

Enter session metadata

Enter person metadata

FFmpeg

User Interface terms overview

<u>Using Tools overview</u>

Import metadata

Currently, you cannot import metadata. We expect this to appear in a future version of SayMore.

Related Topics

Basic Tasks overview

Move or copy a project folder

By default, SayMore saves project data in a <u>project folder</u> in the **SayMore** folder at

C:\Users\<you>\Documents\SayMore (Windows[®]).

You can:

- move a project folder to another computer, or to another location in your existing computer or to a USB Flash Drive or other external drive; it does not need to be in the SayMore folder.
- *copy* a project folder to another person's computer such as to begin collaboration.

Move a project folder on your own computer

- 1. Exit SayMore.
- 2. Move or copy the <u>project folder</u> to the desired location.
- 3. Use **Browse for project** the *first* time you <u>open</u> the project.

Copy and share a project folder with another computer

- Person with project:
 - 1. Exit SayMore.
 - 2. Copy the <u>project folder</u> to a USB Flash Drive or other external drive that you can share.
- Recipient of the drive with the project folder:
 - 1. Copy the project folder to the desired location.
 - 2. Use **Browse for project** the *first* time you <u>open</u> the project.

■ Note

- Do not move (or rename) folders that are inside your main project folder.
- You could make a desktop shortcut to the <name>.sprj file and launch

the project from that shortcut. (Refer to your Operating System's Help system.)

Related Topics

Basic Tasks overview

Collaborating with other SayMore users

Get more help

Rename file

Multiple consent forms

We expect this to appear in a future version of SayMore.

Related Topics

Basic Tasks overview

Informed Consent

Open in Program Associated with this File

- 1. Click the tab that has the file.
- 2. In the *left* pane, click one of the following:
 - Project tab Descriptive Documents or Other Documents
 - Sessions tab a session
 - **B** People tab a person
- 3. In the *right* pane, click the file, and then do either of the following:
 - Right-click the file, and then click **Open in Program Associated** with this File.
 - Click Open -, and then click Open in Program Associated with this File.

Another window opens to display the file in the program associated with that file type (picture, video, text file, and so on).

You can now edit the file (if it is editable).

Related Topics

Basic Tasks overview

Play a media file

Sessions tab tasks

Show in File Explorer

View a file

Play a media file

- 1. Click the tab that has the media file.
- 2. In the *left* pane, click one of the following:
 - Project tab Descriptive Documents or Other Documents
 - Sessions tab a session
 - **B** People tab a person.
- 3. At the top of the *right* pane, click the media file.

The file appears in the bottom portion of the right pane, in a **Video** or **Audio** tab. The file and associated annotation files may appear in a **Annotations** or **Generated Audio** tab.

☑ Note

- After you click (play), the button changes to (pause).
- (stop) click to stop the playback.
- (volume) click the down arrow to use the volume slider.
- [(progress) slide forward or backwards to move ahead or move back in the playback progress.
- The lower right corner shows the current time played and the total duration of the file.

Example: 03:09.4 / 03:41.0.

• See Also: Working with annotations.

Related Topics

Annotations tab overview

Generated Audio tab overview

<u>Tabs overview</u> <u>View a file</u>

Recording

SayMore allows you to make a recording using a **Session Recorder** dialog box. When you close this dialog box, a new <u>session</u> is automatically added and the recording added to it. <u>Add a session from a new recording</u> provides the steps.

Related Topics

Basic Tasks overview

Correct sound quality problems (Windows 10)

Related Internet Sites

http://audacity.sourceforge.net/

http://en.wikipedia.org/wiki/Audacity

http://software.sil.org/saymore/news/

Rename a file

- 1. Click the **Sessions** or **People** tab.
- 2. In the *left* pane, click the <u>session</u> or <u>person</u> that has the file you will rename.
- 3. In the *right* pane, click the file, and then click **Rename**.

The **Rename** dialog box opens.

- 4. Do one of the following in the dialog box:
 - In the **Change Name To** box, type the term you want to add to the file name, such as Source, Consent, Careful, and so on. Click **Rename**.
 - Below **Shortcuts**, click the link that describes how you want to rename the file. Click **Rename**.

The <u>file name</u> (and the associated *.meta file) changes.

Related Topics

Basic Tasks overview

How SayMore uses file names

Sessions tab tasks

Stages of completion

Reorder columns

In the <u>left pane</u> of the **Sessions** tab, you can reorder the columns:

• Click and hold the column header for the column you want to move, and then drag the mouse pointer to the location where you want to column. Release the mouse button.

Related Topics

Basic Tasks overview

Change column widths

Choose columns

Sort columnar data

Resizing the window and panes

- To change the size of an entire SayMore window, click and drag any edge of the window until the window is at the desired size.
- To change the width or height of an individual pane, hover the mouse pointer over a line between the panes until the pointer becomes a line with outward pointing arrows, such as ‡ or ‡. Then, click and hold the mouse button, and drag that edge until the pane has the desired width or height.

☑ Tip

• Typically, a scroll bar appears when a pane is too narrow or short to fully display all the content in that pane.

Related Topics

Basic Tasks overview

<u>User Interface overview</u>

<u>Using Tools overview</u>

See what sessions this person is involved in

We expect this to appear in a future version of SayMore.

Related Topics

Basic Tasks overview

Show in File Explorer

Normally, when you add a file as <u>project metadata</u> or to a <u>session</u> or <u>person</u>, you do not need to work with that file in your computer's file explorer. But if you need to, do the following:

- 1. Click the tab that has the file.
- 2. In the *left* pane, click one of the following:
 - Project tab Descriptive Documents or Other Documents
 - Sessions tab a session
 - **B** People tab a person
- 3. In the *right* pane, click the file, and then do either of the following:
 - Right-click the file, and then click **Show in File Explorer**.
 - Click Open -, and then click Show in File Explorer.

A window opens and displays the contents of the folder that has the file.

Important

- In general, do *not* manually change the name of a file. If it is necessary, it is critical that you also rename the associated *.meta file. **See:** Rename file.
- If you delete the file, delete the *.meta file too. See: Delete a file.

Related Topics

Add files

Basic Tasks overview

Open in Program Associated with this File

Sessions tab tasks

Sort columnar data

In the **Sessions** and **People** tabs, data is presented in columns.

You can <u>choose</u> which columns to display in the **Sessions** (*left*) pane of the **Sessions** tab. *In some cases*, you can <u>reorder the columns</u>. Also, in some cases, you can sort data on a particular column.

To sort data on a column, do the following:

- Click the column header that has the data on which you want to base the sort of the table.
- To reverse the sort order, click that same column again.

✓ Note

• You cannot set a secondary or tertiary sort order.

Related Topics

Basic Tasks overview

Sessions tab tasks

Work with Custom Fields

In Custom Fields, the intersection of a row and column is a cell.

Enter Custom Field metadata

- 1. Click an empty cell in the **Field** column, and then type a descriptive label for what you will type in the **Value** field.
- 2. Click the **Value** column cell in that row, and then type the metadata.
- 3. If necessary, use the **Notes** tab to record a longer description of this custom metadata.

Edit existing Custom Field metadata

1. Click the cell that has content that you will edit.

The contents in that cell are fully selected.

- 2. Click again to put the insertion point (blinking line) where will edit.
- 3. Edit that content.

Replace contents in a cell

1. Click the cell that has the contents you want to replace.

The contents in that cell are fully selected.

2. Type the new contents.

Delete an entire row

- 1. Select all the contents in the **Field** column for that row.
- 2. Press the **Delete** or **Backspace** key, and then click anywhere *outside* of that cell.

The **Confirm Delete** dialog box appears.

3. Click X Delete.

Related Topics

Custom Fields

Basic Tasks overview

Enter person metadata

Enter session metadata

Project menu overview

Menu Command	Use to
Open/Create Project	Open a project or Create a new SayMore project
Export Sessions	Export Sessions
Export People	Export People
Archive using IMDI	Archive (Project) using IMDI
Change User Interface Language	 Change User Interface Language Using the Localize User Interface dialog box Share a UI language file
Exit	Exit (close) the SayMore program.

☑ Tip

• There is no **Delete** command that deletes a <u>project</u>. Instead, you can delete the <u>project folder</u> in your Windows Explorer (File Explorer).

Related Topics

Menus overview

Localizing Access Protocol Information

Shortcut Keys overview

Archive the project

This topic is intended for <u>archiving</u> using <u>IMDI</u> (to <u>TLA</u>). For *other* <u>archives</u>, you must communicate with them to learn what you need to do.

- 1. Make sure all these metadata are as complete and accurate as possible:
 - Project metadata.
 - <u>Session metadata</u> (particularly the <u>Access selection</u>) for each session.
 - Person metadata.
 - File metadata.
- 2. On the **Project** menu, click **Archive using IMDI**.

If this is the first archive activity since the project was <u>moved or copied</u>, an error message will appear and state that the path was not found. Click **OK**.

The **SayMore: Archive using IMDI** dialog box opens.

Warnings appear in a blue font; Errors appear in a red font.

- 3. To archive *only* the <u>metadata</u>, select (\square) the **Metadata only** check box.
- 4. To choose a *different location* for the <u>IMDI</u> package, click the **Change Folder** link. Then browse for the desired folder.
- 5. Click **Create Package**.

These messages appear:

Saving files in IMDI package.

Exported to <name>.imdi. This path is now on your clipboard. If you are using Arbil, go to File, Import, then paste this path in.

- Click Close.
- 6. To continue, use Arbil or another similar program.

Related Topics

Access protocol

Archiving overview

Project menu overview

Change User Interface Language

1. On the Project menu, click Change User Interface Language.

The **User Interface Language** dialog box opens.

- 2. In the dialog box, click the **Language** down arrow, and select a language.
 - 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 <u>use</u> it.

Optionally, get a <u>shared UI language file</u> and a translated **Access Protocol** file from another user.

3. Click OK.

See Also: Localizing Access Protocol Information.

Related Topics

Change language

Project menu overview

User Interface terms overview

Using the Localize User Interface dialog box

Create a new SayMore project

1. On the **Project** menu, click **Open/Create Project**.

The **SayMore** dialog box appears.

2. Click Create new, blank project (below Create).

The **New SayMore Project** dialog box appears.

3. Type the name you want to call the project.

This name appears as the *initial* project <u>title</u> in the **Project** tab. You can edit it in the **Title** field. This will not change any project files or folder names.

The path to the project <u>folder</u> appears and updates as you type the name.

4. Click OK.

The new project opens in SayMore, typically to the **Project** tab.

✓ Note

In the **SayMore** dialog box:

- Below **Open** is a list of projects that have been <u>open</u> recently.
- Use **Browse for project** to find any additional projects.
- Version data and links to the <u>SIL</u> and <u>SayMore</u> Internet sites appear at the bottom.

Related Topics

Folder structure

Project menu overview

Tabs overview

Exit

• On the **Project** menu, click **Exit**. The **SayMore** window closes.

Related Topics

Project menu overview

Shortcut keys overview

Export Sessions

To export all of the <u>sessions</u> and associated data in the open project to a file, do the following steps:

- 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.

- 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 session data in the open project is exported to a file.

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.

(Refer to your Windows operating system Help for details.)

Related Topics

Archive Project

Project menu overview

Export People

To export all of the <u>people</u> 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.

- 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.

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.

(Refer to your Windows operating system Help for details.)

Related Topics

Archive Project

Project menu overview

Localizing Access Protocol Information

When you <u>chose an access protocol</u>, SayMore displays information about that protocol such as descriptions of the access choices it offers.

The **Localize User Interface Items** dialog box *cannot* localize Access Protocol information. The reason is that this information is not in individual text strings that are independently localizable. Instead, these are stored in HTML files (such as reap.html) which are installed with SayMore.

Advanced users can localize text in a copied HTML file as following:

1. Make a note the locale ID of the target language.

To find the IDs for existing localized versions of SayMore, look at the *.tmx files which are typically in C:\Program Files (x86)\SayMore.

The ID is the portion of the file name between the two periods. For example, SayMore.es.tmx is Spanish (Español).

- 2. Open the **Archiving** folder in the folder where SayMore is installed. This is typically C:\Program Files (x86)\SayMore\Archiving.
- 3. If there is not already a sub-folder named with the locale ID of the target language, create a folder using the ID as the folder name.

See the existing **es** folder for an example.

4. Copy one or more existing access protocol HTML file (such as reap.html) that you want to localize. Paste them in the folder you created in step 3.

If the folder already existed, be careful not to accidentally overwrite any existing localized HTML file. You can copy the original English version or any existing localized version of the file(s) to use as a basis for your new localized version.

Do not change the names of these files.

- 5. Open a copied file using an HTML editor or plain text editor.
- 6. Translate only the text that appears in SayMore. Be careful to not

change the formatting tags.

- 7. Save the file(s).
- 8. Verify the translated information appears correctly:
 - Start SayMore.
 - Change the User Interface language to the applicable language.
 - Click the **Project** tab, and then click **Access Protocol**.
 - Read the translated information. Edit the file again, if necessary.
- 9. To get your translation work into the next version of SayMore, e-mail your translated HTML file(s) to:

issues@saymore.palaso.org

If you cannot wait for the next version of the SayMore, you can still share your localization with others. Put a copy of the localized subfolder with the HTML files into the **Archiving** folder on *their* computers.

■ Note

 Only languages that have <u>translated UI strings</u> will appear as choices in the **User Interface Language** dialog box. If you have translated the Access Protocol HTML files into a particular locale, at least some of the UI must also be translated into that locale in order to be able to select it as the UI language.

Related Topics

Change User Interface language

Localize User Interface dialog box, using the

Share a UI language file

Open Project

1. On the **Project** menu, click **Open/Create Project**.

The **SayMore** dialog box appears with a list of recently-open projects (below **Open**).

Use **Browse for project** to find other projects.

- 2. Do one of the following to open a project:
 - Click the project you want to open.
 - Click Browse for project, find the project you want to open, and then click Open.

☑ Tip

- If you hover your mouse pointer over a project name in the **SayMore** dialog box, a pop-up tool tip appears. It displays the path (URL) to the project. Notice that projects are <name>.sprj files.
 - You could make a desktop shortcut to the <name>.sprj file and launch the project from that shortcut. (Refer to your Operating System's Help system.)
- The **SayMore** dialog box shows the SayMore *version number* and *build date*. Include them when you <u>get more help</u>.
- See Also: Folder structure and Move or copy a project folder.

Related Topics

Create new, blank project

Project menu overview

Share a UI language file

When you <u>use</u> the **Localize User Interface** dialog box, a *.tmx file is updated or added here:

C:\Users\<you>\AppData\Local\SIL\SayMore (Windows[®])

Each *.tmx file stores user interface labels (<u>terms</u>, and so on) for a localization language. The file name includes the language identifier, such as *SayMore.fr.tmx* where *fr* is French.

You can contact other users to learn if they have UI language files to share.

Do the following share a localization file:

- 1. Send or receive a copy of a *.tmx file in any of these ways:
 - As an e-mail attachment.
 - Use a drop-box or a shared network folder.
 - Use a shared USB Flash Drive (or similar).
- 2. Recipients of a *.tmx file need to do the following:
 - Paste a copy of that file into their **SayMore** folder.
 - Start SayMore.
 - <u>Change User Interface language</u> to that UI language.

Important

• In the Localize User Interface dialog box, the How to distribute your translation work link opens the How To Distribute dialog box.

It has:

- a link to the folder with the *.tmx files, and
- the email address (issues@saymore.palaso.org).

You can send a *.tmx file you've completed. It can be included in future versions.

• If you have custom localization work that you want to use but *not* share, keep a separate copy of your customized *.tmx file somewhere. Then, replace the one that is installed, if any, when you install subsequent versions of SayMore.

In *previous* versions, the files were kept here: C:\ProgramData\SIL\SayMore. A file you started may still be there. If necessary, copy that file from this location to the new one (above).

 <u>Localizing Access Protocol Information</u> describes how to share localizations of **Access Protocol** information.

Related Topics

Localizing Access Protocol Information

Project menu overview

Using the Localize User Interface dialog box

- Do one of the following to open the Localize User Interface dialog box:
 - In the <u>User Interface Language</u> dialog box, click the hyperlink I want to localize SayMore for another language.
 - To open it to a *particular instance* of a UI term (item), press **Alt+Shift** and click the item in the user interface (UI). The term must be available (*not* grayed-out).
- 2. In the title bar (right pane), select the **Source Language** and **Target Language**.
- 3. In the **Groups** pane, click a group, or a particular item if it is not already selected.
 - As needed, expand (⊕) or collapse (□) nodes (have plus- or minus-sign boxes).

When a node is selected in the *left* pane, the *right* pane shows a grid with each field as a row. The columns show UI items in the languages you selected on the title bar, and a **Comment** column. For the target language, the intersections of columns and rows are editable cells.

When an item is selected in the *left* pane, the *right* pane has the **Item Identifier**. Below it are boxes (places) where you can type or paste.

- 4. If you clicked a node, click a row in the *right* pane that needs translation work.
- 5. Do one of the following:
 - Type or paste one or more translations, and a comment about the translations (*optional*).
 - If you have an internet connection, click the Bing down arrow , and then click one of the following:
 - Translate using Bing

The translation is added to that row. Edit a translation words if necessary.

- Edit Source & Translate Using Bing to open the Edit Source Before Translating dialog box. Then, do the following:
 - Click the Translate From <source> to <target language> button.
 - As needed, edit the source language text in the top portion of the dialog box, and then click the button again to see a new translation.
 - When you are satisfied with the translation, click Copy
 <target language> Text of Clipboard and Close.
 - Paste the clipboard contents into the grid cell or box where this translation needs to be added.
- 6. Repeat any of the steps above as necessary.
- 7. Click **OK**.
- 8. Optionally, <u>localize</u> the **Access Protocol** information.
- 9. <u>Share</u> a UI language file with other users (*optional*). Click the <u>How to distribute your translation work link</u> for more information.

Related Topics

Change User Interface language

Project menu overview

User Interface terms overview

Session menu overview

When the **Sessions** tab is selected, the **Session** menu is available.

Menu Command	Use to
New	Add a empty session.
New From Device	Add a session and pull data and metadata from a recording device.
New From Recording	Open the Session Recorder so you can <u>add</u> a session by making a new recording.
Archive With RAMP	Archive a session with RAMP (SIL).
Archive using IMDI	Archive a session using IMDI.
Delete Session	Delete the current session.
Related Topics	
Menus overview	

Shortcut Keys overview

Archive a session

This topic is intended for <u>archiving</u> a session with <u>RAMP</u> (to <u>REAP</u>) or using <u>IMDI</u> (to <u>TLA</u>). For *other* <u>archives</u>, you need to communicate with them to learn what you need to do.

- Make sure all these metadata are as complete and accurate as possible:
 - Project metadata.
 - <u>Session metadata</u> (particularly the <u>Access selection</u>) for each session.
 - Person metadata.
 - File metadata.
- 2. Click the **Sessions** tab.
- 3. In the **Sessions** (*left*) pane, click the session.
- 4. Right-click that session or click the **Session** menu, and then click **Archive** with **RAMP** (SIL) or click **Archive** using **IMDI**.

If this is the first archive activity since the project was <u>moved or copied</u>, an error message will appear and state that the path was not found. SayMore will offer you a new path with the option to change to that path.

The SayMore: Archive using RAMP (SIL Only) or the SayMore: Archive using IMDI dialog box opens.

Do the following in the **SayMore: Archive using RAMP (SIL Only)** dialog box:

1. Click 1) Create Package.

A temporary package (deleted after RAMP receives it) is created.

2. If **Ready to hand the package to RAMP** appears, click **2) Launch RAMP**.

The RAMP program starts.

3. Follow the steps in the RAMP window.

Do the following in the **SayMore: Archive using IMDI** dialog box:

- 1. If necessary, click the **Change Folder** link to choose a different location for the IMDI package.
- 2. Click Create Package.

These messages appear:

Saving files in IMDI package.

Exported to <name>.imdi. This path is now on your clipboard. If you are using Arbil, go to File, Import, then paste this path in.

- 3. Click Close.
- 4. Use **Arbil** or a similar program to continue.

Related Topics

Access Protocol

Archiving overview

Export a session

Sessions tab description

Sessions tab tasks

Person menu overview

When the \blacksquare People tab is selected, the Person menu is available.

Menu Command	Use to
New	Add a new person.
Delete Person	<u>Delete</u> the person currently selected in the People (<i>left</i>) pane.

Related Topics

Menus overview

Shortcut Keys overview

Help menu overview

Menu Command	Use to
Release Notes	Open the Release Notes .
Help	Open these SayMore Helps.
About	 Open the About SayMore dialog box. Include your <i>version number</i> and <i>build date</i> when you <u>get more help</u> or <u>report a bug</u>.

Related Topics

Menus overview

Shortcut Keys overview

Related Internet Sites

http://software.sil.org/saymore/

Menus overview

The menu bar appears below the title bar.



- Project (always available)
- <u>Session</u> (available when the **Sessions** tab is selected)
- Person (available when the **People** tab is selected)
- Help (always available)

Related Topics

Shortcut Keys overview

Tabs overview

User Interface overview

Tabs overview

The main SayMore window has three tabs:

Project

- Project
- Project tab description
- Project tab tasks
- Project tab User Interface terms
 - About This Project UI terms

Sessions

- Session
- Sessions tab description
- Sessions tab tasks
- Sessions tab User Interface terms
 - More Fields
 - Custom Fields

People

- Person and contributor
- People tab description
- People tab tasks
- People tab User Interface terms
 - Custom Fields

Related Topics

Basic Tasks overview

Shortcut Keys overview
User Interface terms overview
User Interface overview
Using Tools overview

About This Project

• Click the **Project** tab, and then click **About This Project**.

<u>Enter</u> brief and concise information. For longer pieces of project metadata, <u>add</u> **Descriptive Documents** or **Other Documents**.

Project Basics	Description
Title	The full title for the project. Initially, the <u>project name</u> appears here. You can edit it, such as to make it more formal (longer). This will not change the project name, or any file or folder names.
(Languages)	You see the ISO-639 name of the languages used in the sessions. They appear above the Content Language and Working Language hyperlinks. The links open the Lookup Language Code dialog box. See: Change Language.
Description	Information about the scope and goals of the project.
Contact	The name of the person responsible for the project.

Main Location	Description
Address	The location, such as the village, town, address or GPS coordinates where the session was recorded or originated.
Region	The region or sub-region that has the location or address.
Country	A <i>closed</i> (controlled) vocabulary list which is used to identify the country where the location/address and region are located.
	If you choose the blank item in the drop-down list and type in a new country name, that country will <i>not</i> be available as a value you can select in the Location

Country drop down list in More Fields.

Continent A *closed* (controlled) vocabulary list which is used to

identify the continent that has the country.

Responsibilities	Description
Funding Project	A title that matches associated project funding documentation.
Available On	The date of that this project was or will be archived.
Rights Holder	The person holding the copyright.
Depositor	The person responsible for depositing the resource in an archive.

Important

- The **Working Language** is usually a *Language of Wider Communication*. It is used, for example, for Free Translations in <u>annotations</u> and in <u>Written Translations</u>.
- For more information, see:

http://tla.mpi.nl/wp-content/uploads/2012/06/IMDI_MetaData_3.0.4.pdf

• See Also: More Fields.

Related Topics

Enter project metadata

<u>User Interface terms - Project tab</u>

<u>User Interface terms overview</u>

Custom Fields

Custom Fields appear in the **Session** tab (more) and **Person** tab (more). Use them to capture metadata for which SayMore has no dedicated field.

Below **Custom Fields** you see a **Field** column and a **Value** column. A *cell* is the intersection of a column and a row.

• In each row, the cell in the **Field** column stores your descriptive label for the **Value** column contents.

The information in the cells must be brief. No vertical scroll bars will appear and the strings of text will not wrap.

Use a **Notes** tab for longer chunks of prose information, which could include longer descriptions of your custom field metadata.

 Work with Custom Fields helps you enter, edit and delete custom field content.

Mote

ELAR Topic and ELAR Keyboard are two custom field

Related Topics

Concepts overview

Enter person metadata

Enter session metadata

Tabs overview

More Fields

In the **Sessions** tab, the **Session** tab displays **More Fields**. These fields and their values are <u>IMDI</u> metadata elements for session descriptions. **See Also:** <u>User Interface terms - Sessions tab</u>.

• Location <u>project metadata</u> are *copied* to corresponding **Location** fields (below) when you <u>add</u> a session.

Term	Description
Researcher Involvement	 Select one of the following: <black> - unknown or unspecified.</black> Elicited - Investigator asks speaker(s) to produce isolated phonemes/ words/ utterances/grammatical structures. Non-elicited - The researcher does not interfere verbally with the speech event (other than the researcher's mere presence). No observer - No outside observer is present.
Location Country	A <i>closed</i> (controlled) vocabulary list of country names is used. Select one.
Location Continent	A <i>closed</i> (controlled) vocabulary list of continent names is used. Select one.
Location Region	The region or sub-region of where the session was recorded or originated. Type the region or sub-region.
Location Address	The address where the session was recorded or originated. Type the address.
Planning Type	A <i>closed</i> (controlled) vocabulary list from which you can choose Spontaneous , Semi-spontaneous or Planned to indicate how this session came to happen.
Sub-Genre	The conventionalized discourse sub-types of the

content of the session. Type the sub-genre. **See** also: Genre.

Social Context

Select one of the following:

- <blank> unknown or unspecified.
- **Family** The access to the communication event is restricted to relatives.
- Private The access to the communication event is restricted to specific individuals of the social environment.
- Public The access to the communication event is allowed to whoever, in a free or in a regulated manner.
- **Controlled Environment** The access to the communication event undergoes the agreement to elicit a linguistic behavior.

Important

• For more information, see:

http://tla.mpi.nl/wp-content/uploads/2012/06/IMDI MetaData 3.0.4.pdf

Related Topics

<u>Arbil</u>

Concepts overview

Metadata (IMDI)

People tab description

Use the **People** tab to collect information (<u>enter person metadata</u>) about each <u>person</u> who *participated* in a <u>session</u>.

It is not necessary to exhaustively record metadata for individuals who only <u>contribute</u>, such as by operating equipment. However, for anyone who participates (whose voice is recorded, makes a written transcription, and so on) it is critical to collect basic background information like age, gender, level of education, location where they first learned the language, first language of both parents, and so on.

 With the **People** tab selected, the **People** (*left*) pane shows a list of people by name or code. The **Consent** column indicates the <u>informed</u> <u>consent</u> availability.

Click a person in this pane to display data and files in the *right* pane.

• The top portion of the *right* pane shows rows of files that have been added for the person. Columns describe those files, such as date modified, size and type.

When you click a row, the bottom portion of the pane shows tabs that are appropriate for the file type. <u>User Interface terms - People tab</u> and other topics describe them.

You <u>select people</u> as part of *session* metadata. If you edit the name or code of a person in the **People** tab, it is automatically updated in all instances where the person was selected.

Related Topics

People tab tasks

Project tab description

Use the **Project** tab to collect information (<u>enter project metadata</u>) that concern the entire project.

- **About This Project** has <u>fields</u> for the project title, description, location and so on.
- Access Protocol has the control you use to specify the <u>choices</u> you
 want available in the Access control which is used when you <u>enter</u>
 session metadata.
- **Description Documents** is where you <u>add</u> document files that describe the project and corpus.
- Other documents is where you add any other *project-level* documents that do not belong in **Description Documents**.
- Progress displays progress data you can <u>review</u> and then <u>copy</u>, <u>save</u> or <u>print</u>.

✓ Note

These metadata and documents added are critical for the discoverability and use of the archive.

When you archive with IMDI:

- Files in **Descriptive Documents** are exported to a special session named **Project Descriptive Documents**.
- Files in Other Documents are exported to a special session named
 Other Project Documents.

Related Topics

Access Protocol

Project tab tasks

Tabs overview

<u>User Interface terms - Project tab</u>

Sessions tab description

In the **Sessions** tab, you work with the sessions in the project.

Left pane

- The **Sessions** pane has a grid (rows and <u>columns</u>) that displays all the sessions in the open project.
 - New, New From Device, and New From Recording buttons appear at the bottom of this pane so you can add sessions. The Session menu also has these commands.

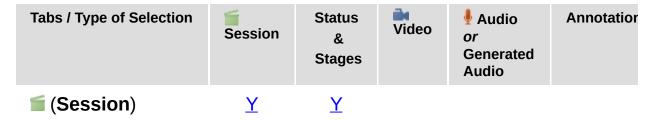
Right pane

Top Portion

- Session files (iii) and all associated files you have added appear in a grid.
 - Metadata appears in these columns: Name, Type, Date Modified,
 Size, and Duration.
 - The left-most column has a icon that is appropriate for the file type. The **Type** column gives type and subtypes.
 - Some files can have subordinate files (example).
 - In such cases, only the parent file has a Notes and Contributors tabs.

Bottom Portion

• For each type of file selected in the top portion of the pane, different tabs are displayed. Here are some examples (*not exhaustive*):





✓ Note

- **Audio** tab appears when the selected file shows **Audio** in the **Type** column. You can play that file.
- Generated Audio appears when a ∮ <name>.
 <type>.oralAnnotations.wav file is selected (OralAnnotations in the Type column). This tab displays and enables you to play Careful Speech and Oral Translation annotations.

See Also: Sessions tab tasks and User Interface terms - Sessions tab.

Related Topics

Concepts overview

ELAN

Enter file metadata

Open in Program Associated with this File

Tabs overview

Using Tools overview

User Interface terms overview

User Interface (UI) terms (labels) that you see in each of the <u>tabs</u> (column headers, boxes, fields, and so on), are described in the following topics.

- Project tab UI terms
- Sessions tab UI terms
- People tab UI terms

These tabs appear on the **Sessions** and **People** tabs:

- Properties tab UI terms
- Contributors tab UI terms

✓ Note

- The labels generally reflect IMDI standards, such as described here: http://tla.mpi.nl/wp-content/uploads/2012/06/IMDI MetaData 3.0.4.pdf.
- You can <u>change</u> or <u>localize</u> the UI language yourself. Also, you can <u>share UI language files</u>.
- Many terms are similar to the BOLD (<u>Basic Oral Language Documentation</u>).

Related Topics

Concepts overview

Custom Fields

Enter session metadata

Enter file metadata

More Fields

Symbols (in Glossary of Terms)

User Interface overview

Related Internet Sites

https://www.ethnologue.com/

User Interface terms - Contributors tab

When you click certain files in the **Sessions** tab or **People** tab, a **Contributors** tab appears. <u>Use</u> it to collect metadata about <u>contributors</u> and their <u>contribution</u> to that file and any files that are subordinate to it.

Column Header	Description
Name	The full name of a contributor.
Role	The role of the contributor towards this language documentation effort, not their social role. Choose the role from a drop-down <u>list of roles</u> .
Date	The date of this contribution. You can click the date on a drop-down calendar, or click and edit the displayed date.
Comments	Any brief information needed to distinguish or inform the reader about the contributor or contribution.
×	Deletes the current row.

Related Topics

Change the User Interface language

Enter file metadata

Role list sample

User Interface terms overview

User Interface terms - People tab

The labels generally reflect IMDI standards, such as described here: http://tla.mpi.nl/wp-content/uploads/2012/06/IMDI_MetaData_3.0.4.pdf.

In the \triangle **People** tab, when you click a \triangle <name>.person file at the top of the *right* pane, a \triangle **Person** tab is displayed:

Person tab Term	Description
Full Name	Type the full name of the <u>person</u> . A warning box (_) appear if you have more than one person with the same name. You may need to include a middle initial or some other distinguishing addition. The Full Name is used as the name of the folder that stores the files associated with the person. The Code (below) may replace the full name.
Birth Year	Type the birth year with 4 digits (YYYY).
Nickname	Type another name by which the person is commonly known. It is used only by the IMDI archive.
Code	Optionally, type a short unique code to identify the person. If there is a code for the person, it is used instead of the Full Name , such as in the Person column (People pane) and People drop-down list (more). Currently, this code will not be included in the IMDI export.
Gender	Select Male or Female.
	A placeholder where you can <u>add a picture</u> .
Primary Language	Type the language the person speaks most often; if possible, enter the Ethnologue code of the language. Click Click / Or or O / O to indicate if the language is

also the primary language of the father or mother.

Learned In

Type where the person learned to speak the language, such as which village or other meaningful location that would account for the persons speech characteristics.

Other Languages

Type other languages the person speaks; if possible, enter the **Ethnologue** code of the language.

Click \square / \square or \square / \square to indicate if the language is also the primary language of the father or mother.

How to Contact

Type an address, phone number, email address and any other means of contacting the person.

Education

Type a keyword-like indication (recommended). Indicate the highest completed level of education and any other relevant education, such as could indicate the literacy of the person. Due to many expected differences this element is not constrained.

Ethnic Group

Type the ethnic group of the person participating in the session.

Primary Occupation

When appropriate, type the main job that provides the person's income, such as **Subsistence farmer**. Alternatively, or in addition, indicate that the person is a **mother**, a **child**, unable to work (disabled), and so on (as appropriate).

Custom Fields

<u>Custom fields</u> allow you to capture metadata for which SayMore does not provide a dedicated field.

People pane

The **People** pane is on the *left* side of the SayMore window.

- The **Person** column lists the full name or code of each person.
- The **Consent** column shows a warning icon (1) if

there is no <u>consent</u> document and tablet icon () when there is one.

☑ Note

- The **Contributions** tab lists sessions that the current <u>person</u> was also a <u>contributor</u>. **See:** Use Contribution tab.
- The information gathered about the person should be as *linguistically* relevant as possible. For example, the person's place of birth may not be linguistically relevant because the person may have moved very soon after birth.

Related Topics

Change the User Interface language

Enter person metadata

People tab description

User Interface terms overview

Related Internet Sites

https://www.ethnologue.com/

User Interface terms - Project tab

User Interface terms are discussed in these topics:

- About This Project
- Access Protocol and Choose Access Protocol
- Enter project metadata (for Descriptive Documents and Other Documents)
- Review progress data
- Concepts topics such as Stages of completion and Genre.

The terms in labels generally reflect IMDI standards, such as described in http://tla.mpi.nl/wp-content/uploads/2012/06/IMDI MetaData 3.0.4.pdf.

Related Topics

Change User Interface language

Concepts overview

Project

Project tab tasks

User Interface terms overview

Related Internet Sites

https://www.ethnologue.com/

https://www.help.insitehome.org/reap/manual/ramp-users-manual

User Interface terms - Properties tab

Fields you see in the **Properties** tab when a *media* (audio or video) file is selected (<u>Sessions</u> tab or <u>People</u> tab) are listed in the tables below. **See:** <u>Enter file metadata</u>.

Audio and Video

Term	Description
Device	Distinguishing name/model/Id of the device plugged into the input. It will appear in ■ Presets drop-down list.
Microphone	Distinguishing name/model/Id of microphone plugged into the input. For example, Olympus ME53M Lavalier. Or, it could help identify a "build-in" mic if part of a device, such as a video camera. It will appear in Fresets drop-down list.
Duration	Length of recording, usually in H:M:S (Hours:Minutes:Seconds).
Channels	Mono, stereo, or other.
Bit Depth	Audio bit depth is a number (like 16 or 24) which states how precisely the loudness of a signal can be recorded (dynamic range). Most recordings today should be done at 24 bits.
Sample Rate	The number of times per second that a sound wave is measured. A higher sampling rate provides a more faithful reproduction of the sound. The current acceptable standards are 44khz or 48khz; 96khz is considered ideal, as it will facilitate future noise-reduction processes.
Audio Bit Rate	Usually stated in kbps (kilobits per second), the number of bites per unit of time.

Video only

Term	Description
Video Bit Rate	Usually stated in kbps (kilobits per second), the number of bites per unit of time.
Resolution	The degree of sharpness of a computer-generated image as measured by the number of dots per linear inch in a hard-copy printout or the number of pixels across and down on a display screen. Examples: 176 x 144, or 800 x 600.
Frame Rate	Frames per second.

☑ Note

- If you click **10** More Information, a window opens with additional information. It is beyond the scope of these SayMore user Helps.
- Most of these metadata fields are automatically filled when you use FFmpeg. In this case, the fields are not editable but you can read the contents in them.

Related Topics

Change the User Interface language

Custom Fields

User Interface terms overview

Related Internet Site

http://www.digitizationguidelines.gov/term.php?term=bitdepthaudio
http://www.digitizationguidelines.gov/term.php?term=samplingrateaudio
http://en.wikipedia.org/wiki/Bit_rate

User Interface terms - Sessions tab

The labels generally reflect IMDI standards, such as described here: http://tla.mpi.nl/wp-content/uploads/2012/06/IMDI_MetaData_3.0.4.pdf.

• In the Sessions tab, when you click a Session file (type), the Session tab is displayed. This table lists words that you see in that tab.

Session tab term	Description
Id	Use your own coding system, unique for each speech session. However, if the session is related to others, say, as different parts of the same overall recording opportunity or as a continuation of another filled-up Session Worksheet, then the number should reflect that. Example: dWR09-04A-am; dWR09-04A-pm-2. Note: The Id is used as the name of the folder that
	stores the files associated with the session, and is in the <u>file name</u> of <u>renamed files</u> .
Date	Select the date when the <u>session</u> recorded or originated.
Title	Type the title you want for the session. Example: Emir Hussein's Wedding 2014. (You type the project title in About This Project.)
Setting	Type the location where the session occurred from a more cultural standpoint. Examples: "In X's home"; "Outside the church"; "Beside the river".
People	Select <u>people</u> (by name or code) whose voice is recorded or who made written transcripts and similar (<u>more</u>). This is <i>not</i> those who operated equipment or <u>contributed</u> to a file.

Location	Type the location, such as the village or town, where the session was recorded or originated.
Genre	A genre is a class or category of a session having a particular form, content, technique, and so on. (From http://tla.mpi.nl/wp-content/uploads/2012/06/IMDI_MetaData_3.0.4.pdf : "The conventionalized discourse types of the content of the session." More Fields has Sub-Genre field.) • Choose from the drop-down list <i>or</i> type a new genre directly in this field.
Access	Select the access level for the <i>current</i> session. Available choices are based on the choice made in the Access Protocol area of the Project tab.
Situation	Type any details that seem relevant about the context for the session or the course of events that caused the session to take place.
Description	Type the scope and goals of the session.
More Fields	See: More Fields.
Custom Fields	<u>Custom fields</u> allow you to capture metadata for which SayMore does not provide a dedicated field.

- Status & Stages displays controls you can use. See: <u>Status & Stages tab overview</u> and <u>Stages of completion</u>.
- **Notes** allow you to type notes about the file. **See:** Enter Session Metadata and Enter file metadata.
- If you click an <u>added file</u>, other tabs appear. <u>Sessions tab description</u> and this table describe those terms:

Tab label	Description	Related Topics
View	Shows metadata in an xml format, or can display the contents of the file, such as	<u>View a file</u>

a PDF file.

Image Shows the current picture. View a file

Audio Displays controls so you Play a media file

can play the current audio

file.

Video Displays controls so you Play a media file

can play the current video

file.

Annotations Displays controls so you Annotations tab

> can work with annotations. <u>overview</u>

Shows controls so you can Generated **Generated Audio Audio**

play the current audio file. tab overview

Properties Shows fields and values.

> typically populated by added media files. The **More Information** button shows more file metadata.

Shows contributors, roles **Use Contributors** Contributors

> and more. tab

Start Displays controls so you **Create Annotation**

can start annotating. Annotating file

Related Topics

Change the User Interface language

Choose columns

Metadata (RAMP)

Metadata (IMDI)

User Interface overview

Shortcut Keys overview

Function Keys

• When you work with annotations, press **F2** if you need to replay the current segment.

Zoom controls in Manual Segmenter dialog box

When you <u>use</u> the **Manual Segmenter** dialog box, these shortcut key combinations are available:

- **Ctrl+1** zooms *in* on the horizontal axis of the audio, which displays more detail but a shorter length of time.
- **Ctrl+2** resets the zoom to about one inch per second. The Zoom control is set to **100%**.
- **Ctrl+3** zooms *out*, which displays less detail but a greater length of time.

Alt+Shift - localize User Interface (UI)

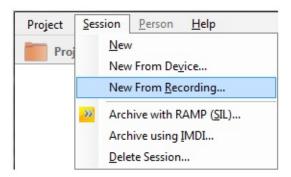
To open the Localize User Interface dialog box to a particular UI term (label), press and hold the Alt+Shift keys and then click it.

Alt Keys

 You can press the Alt key, and then press letter keys to use menu or button commands with your keyboard. The letters are underlined in the menus and in button labels.

Examples:

• Alt+S,R opens the Session Recorder with the Sessions menu.



- Alt+R opens the Session Recorder with the button

 New From Recording...
- You can move the insertion point into a field. For example, **Alt+F** moves the insertion point to the **Full Name** field (**People** tab).
- Alt+Spacebar display the title bar shortcut menu.
- Alt+F4 closes SayMore.

Related Topics

User Interface overview

User Interface (UI) overview

This Help book contains the following Help sub-books:

- Menus
- Shortcut keys
- <u>Tabs</u>

Related Topics

Basic Tasks overview

Resizing window panes

SayMore overview

Using Localize User Interface dialog box

Using Tools overview

Project tab tasks

On the **Project** tab, the left pane lists three areas you can use.

About this Project

- Enter project metadata
- Change language

Access Protocol

Choose access protocol for this project.

Descriptive Documents

- Add Files
 - Enter file metadata

Other Documents

- Add Files
 - Enter file metadata

Progress

Review progress data

Progress data is calculated by SayMore. Tasks that *affect* progress data calculations include:

- Add a session / Add a session from a device / Delete a session
- Add a person / Delete a person
- Add Files / Delete a file
- Rename a file or Select session stages
- <u>Session status</u> and <u>genre</u> selections.
- Some progress data is based on <u>file metadata</u>, such as recording durations and file sizes.

Copy, Save and Print commands appear at the top of the right pane.

Related Topics

Basic Tasks overview

How SayMore uses file names

Project menu overview

Project

Tabs overview

Using Tools overview

Change Language

Click the Project tab, and then click About This Project.
 The right pane displays project metadata fields (more).

2. Click the **Content Language** link that is associated with the **Content Language** or **Working Language**.

The **Lookup Language Code** dialog box appears.

- 3. In the search box, type the name of the content or working language.
 - If you see the language click it.
 - If you do not see the language, type another name for the language if you know one. Otherwise, click the Can't find your language? link to search <u>Ethnologue.com</u> or to learn more <u>about</u> <u>language codes</u>.
 - If the language is not listed, type a question mark (?) in the search box to display **Unlisted Language** code **qaa**.
- 4. If necessary, edit the language name in the box that is in the lower-right corner of the dialog box, considering ISO-639 standards.

You need to do this to make the **OK** button available if you use an unlisted language.

5. Click OK.

The code and name appear above the associated link. For example **seh: Sena**.

✓ Note

• The **Working Language** is usually a *Language of Wider Communication*. It is used, for example, for Free Translations in <u>annotations</u> and in <u>Written Translations</u>.

Related Topics

Change User Interface Language

Project tab tasks

Choose Access Protocol

The access protocol option you choose determines the available choices in the **Access** list that you use to <u>select session access</u>.

- 1. Click the **Project** tab, and then click **Access Protocol**.
- 2. In the right pane, click the down arrow and then click **None**, <u>AILCA</u>, <u>AILLA</u>, <u>ANLA</u>, <u>ELAR</u>, <u>REAP</u>, <u>TLA</u> or **Custom**.
 - **None** provides *no* choices in the **Access** list and probably should only be used temporarily.
 - Custom type custom access choices that others would understand, separated by commas.

Your custom choices literally appear, just as you typed them, in the **Access** list and *in the archive* as metadata.

Related Topics

Access Protocol

<u>Archiving overview</u>

Localizing Access Protocol Information

Project tab tasks

<u>User Interface terms - Project tab</u>

Copy Save or Print Progress data

• Review the progress data, then do any of the following:

Copy

- 1. Click **Copy** to copy the **Progress** data to the clipboard.
- 2. Paste (Ctrl+V) the data from the clipboard into another program, such as LibreOffice.

Save

- 1. Click **Save** to save the **Progress** data into an HTML file.
- 2. Choose the folder.
- 3. In the **File name** box, type a name for the file.
- 4. In the **Save as type** box, leave the file type as **HTML File (*.html)**. If you change it to see other file types, or manually edit the file name extension, you may not be able to open the file.
- 5. Click **Save**.

Print

- 1. Click **Print** to send the **Progress** data to your printer.
- 2. In the **Print** dialog box select print options, and then click **Print**.

Related Topics

Project tab tasks

Enter project metadata

Do any of the following in the **Project** tab:

- 1. Click About This Project.
 - In each <u>field</u>, type or choose metadata.

Be aware that SayMore *copies* the location metadata to corresponding fields when you <u>add a session</u>. If you change this location metadata SayMore does *not* update the corresponding fields in existing sessions.

- 2. Click **Description Documents**.
 - Add files that describe the project and the corpus.
 - Enter file metadata.
- 3. Click Other Documents.
 - Add files that are not specifically "descriptive documents" nor apply to a specific session or person.
 - Enter file metadata.

■ Note

- The **View** tab preview ability is limited to files that open in Internet Explorer, plus pdf files. **See:** Open in Program Associated with this File and Show in File Explorer.
- When you <u>archive</u> with <u>IMDI</u>:
 - Files in **Descriptive Documents** are exported to a special session named **Project Descriptive Documents**.
 - Files in **Other Documents** are exported to a special session named **Other Project Documents**.

Related Topics

Archive the Project

Archive a session

Project tab description

Project tab tasks

<u>User Interface terms - Project tab</u>

Review progress data

Project tab tasks lists tasks that affect the progress data.

- 1. Click the **Project** tab, and then click **Progress**.
- 2. Click the refresh button (**S**) and then review the progress data:
 - Overview shows the number of <u>sessions</u> and <u>people</u> in the project, and the total durations (times) and sizes of the **Source** Recordings, Careful Speech, and Oral Translation files.
 - By Stages shows progress by stages of completion:

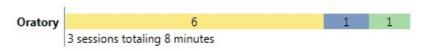
Each stage displays the number of sessions with content or files at that stage, and the total number of minutes (sum of durations) of the audio files in those sessions.

No colored bar means that there are no sessions at that stage.

• By Genre shows progress by genres:

Each displayed genre shows the number of sessions with that genre <u>selected</u> and that have at least one <u>named</u> file, and the total number of minutes (sum of durations) of the audio files in those sessions.

Here a bar can have more than one color. The colors match the <u>selected session status</u> (**Incoming**, **In Progress** or **Finished**); the numbers in them are the total number of minutes (sum of durations) of the audio files in those sessions. The relative lengths of colored segments reflect the number of minutes of audio. Example:



3. Optionally, use <u>Copy, Save or Print</u>.

Related Topics

Project tab description

Project tab User Interface terms overview

Sessions tab tasks

In the **Sessions** tab, the **Sessions** (*left*) pane lists sessions that are stored in the open SayMore project.

Here are tasks you can do in this tab:

- Add/Delete a session:
 - Add an empty session
 - Add a session from a device
 - Add a session from a new recording
 - Delete a session.
- Add/Delete/Play files
 - Add files to a session
 - Enter file metadata
 - Delete a file
 - Play a media file.
- Archive a session (RAMP / IMDI)
- Session tab:
 - Enter session metadata
 - Access, select session
 - Contributors tab, use the
 - Roles list sample.
- Start Annotating tab:
 - Convert Media
 - Create Annotation File
 - Copy an existing **ELAN** file
 - Read an Audacity Label file

- Use auto segmenter
- Use Careful Speech Tool
- <u>Use Manual Segmentation Tool</u>.

• **Annotations** tab:

- Annotations tab overview / Media Annotation overview
 - Annotations, working with
 - Record Careful Speech annotations
 - Record Oral Translation annotations
 - Manually segment an audio file
 - Export annotations.

• Status & Stages tab:

- Status & Stages tab overview
 - <u>Select session stages</u>
 - Select session status.

Related Topics

Basic Tasks overview

Choose columns

Sessions tab description

User Interface terms - Sessions tab

Using Tools overview

Add an empty session

To add a new *empty* <u>session</u> to the current project, do the following steps:

- 1. Click the **Sessions** tab.
- 2. Do one of the following:
 - On the **Session** menu, click **New**.
 - Click the **New** button which is near the bottom of the **Sessions** (*left*) pane.

A new session is added.

- 3. Enter session metadata.
- 4. As necessary, add files to the new session.
 - Enter or edit file metadata.

Related Topics

Add a session from a device

Add a session from a new recording

Tabs overview

Add a session from a device

When you copy media (audio or video) files into SayMore from a recording device, SD card, flash drive, or other device, each file becomes a new <u>session</u> in the open project.

- 1. Make the device available to your computer (connect it with wires, insert the SD card or flash drive, and so on).
- 2. Click the **Sessions** tab.
- 3. Do one of the following:
 - On the Session menu, click New From Device.
 - Click the **New From Device** button which is near the bottom of the **Sessions** (*left*) pane.

The **New Sessions from Device** dialog box appears.

If SayMore cannot access the folder where files were located the last time you used this feature, a warning (\triangle) message appears. In this case, *or* to find files that are stored in a different location, do the following:

- Click the Find Files on Recorder/Card link.
 - The **Browse for Folder** dialog box opens, so you can browse for the folder that has the files you want.
- Click the desired folder, and then click OK.

If you see an error message, see **Note** below.

- In the Incoming Files pane (New Sessions from Device dialog box), select (✓) the file or files that represents the source recording of a session.
 - To select (☑) or clear (□) *all* the files *at the same time*, select or clear the check box that is in the column header.
- 5. If necessary, do any of the following:
 - Play the media file (with the player that is in the dialog box) to

verify that this is the desired file.

 Click a row to highlight the file. Then, click Open, and then click Show in File Explorer, or Open in Program associated with this File.

The **Create** < number of > **Sessions** button displays the number of selected (\square) files.

When all the files you want are selected, click Create <number of> Sessions.

The **Creating Sessions** progress box appears.

7. When the process is finished, click **OK**.

Each selected file is added to the open project as a new session. When there are selected files with the same file name, but different file name extensions, those files are all added to the same new session. Typically, some metadata which is specific to the audio or video file is automatically added to SayMore when you create a new session from a device (or extract the audio from a video file).

- 8. Do any of the following:
 - Enter or edit session metadata.
 - Add files to the new sessions.
 - Enter or edit file metadata.

■ Note

- Media player file name has not been specified error message appears if a default Media Player has not been specified for the file extension type you are trying to bring into SayMore.
 - Click **OK** and continue with your work in SayMore.
 - You will get this message each time SayMore attempts to display/play the media file until you do the following: right-click on the media file and then click Show in File Explorer. In Windows File Explorer, right-click on the media file, hover over Open with, then left-click Choose default program. Select one of the options.

Select the check box: Always use the selected program to open this kind of file. Click OK.

- You will want to do this for each different media file extension (.mpg, .avi, and so on).
- The source device is displayed to the right of the **File Files on Recorder/Card** link.
- See Also: How SayMore uses file names.

Related Topics

Add an empty session

Add a session from a new recording

FFmpeg (utility)

Tabs overview

Add a session from a new recording

You can record a speaker using SayMore features and allow SayMore to add a <u>session</u> to the current project as part of the recording process.

A microphone is required for this task.

- 1. Click the **Sessions** tab.
- 2. Do one of the following:
 - On the Session menu, click New From Recording.
 - Click the **New from Recording** button which is near the bottom of the **Sessions** (*left*) pane.

The **Session Recorder** dialog box appears.

- 3. Do the following:
 - Click **Record**, and speak into the microphone.
 - When you are done, click **Stop**.
 - To listen to the recording, click ▶ Playback Recording.
 - If you are satisfied with the recording, click OK. Otherwise, click Cancel. Then, open this dialog box again, and make a new recording.

A new session is added, and the recording is automatically added to it.

- 4. Enter session metadata.
- 5. As necessary, add files to the new session.
 - Enter or edit file metadata.

Note

• If you click **Stop** and then click **Record** again, the new recording is added to the previous one. That is, it does not record over the previous one.

- The **Session Recorder** has a level indicator. It shows green, yellow and red recording levels, and a line that shows recent peaks. Make sure to not have too many peaks in yellow or red areas.
- Properties of the recording appear at the bottom and are added as metadata. You can see them in the **Properties** tab with that <name>.wav file is selected.

Related Topics

Add an empty session

Add a session from a device

Tabs overview

Create Annotation file

The **Start Annotating** tab lists optional ways you can use to create, copy or read an annotation file for an audio file. <u>Media Annotation overview</u> describes needed files.

- 1. Click the **Sessions** tab.
- 2. In the **Sessions** (*left*) pane, click the session that has the audio file.
 - Add a file or extract an audio file from a video file, if necessary.
- 3. In the *right* pane, click the **!** audio file.
- 4. Rename the audio file to **Source**, if the <u>file name</u> does not include **Source**.
- 5. Click the **Start Annotating** tab.

Be aware that this tab only appears if you have not already started the annotation process.

- 6. If **File Conversion Required** appears, click **Convert** to convert a copy of your file to a different <u>file format</u>.
- 7. Select a segmentation method, and then click **Get Started**.
- 8. Do one of the following:
 - To insert segment boundaries using SayMore features, see <u>Use</u>
 <u>Manual Segmentation Tool</u>, <u>Use Careful Speech Tool</u> or <u>Use auto</u>
 <u>segmenter</u>.
 - If you have ELAN *or* Audacity files with segments already identified, choose **Copy an existing ELAN file** *or* **Read an Audacity Label file**. Click the file, and then click **Open**.

A ***** <name>.<type>.annotations.eaf file is added, and appears subordinate to the parent audio file (example).

✓ Note

- After an annotation file (*<name>.<type>.annotations.eaf) is displayed in the session, the **Start Annotating** tab is *not* available.
- If you click that annotations (*) file, the **Annotations** tab is displayed. You can record <u>Careful Speech annotations</u> and <u>Oral Annotations</u>, and work with <u>Transcriptions and Free Translations</u> for the segments.
- Avoid segments with more than one sentence if you will export the data to FLEx.

Related Topics

Audacity

ELAN

Generated Audio tab overview

Sessions tab description

Convert Media

When you <u>create an annotation file</u>, some audio files need to be converted to a different <u>file format</u>, or SayMore needs to extract an audio file from a video file. You can use the **Convert** command on the toolbar or in the **Start Annotating** tab.

Do the following:

- 1. Click the **Sessions** or **People** tab.
- 2. In the *left* pane, click the <u>session</u> or <u>person</u>.
- 3. In the *right* pane, click the audio or video file.
- 4. Do either of the following:
 - At the top of the right pane, click the **Convert** button.
 - Right-click the file and click Convert.

The **Convert Media** dialog box appears. If necessary, click **Download** to download and install **FFmpeg**.

- 5. In the **Available Conversions** box, select the desired conversion. Examples (*not exhaustive*):
 - Convert to H.263/MPEG-4 video with AAC Audio
 - Convert to H.264/MPEG-4 video with AAC Audio
 - Convert to MPEG-1 video with MP2 Audio
 - Convert to MPEG-2 video with MP3 Audio
 - Convert to Xvid/MPEG-4 AVC video with AAC Audio
 - Extract audio to mono mp3 audio file (low quality)
 - Extract audio to standard WAV PCM audio file
- 6. Click Begin Conversion.

Conversion Finished Successfully appears in the dialog box. A **Show Details** button also appears.

7. Optionally, click the **Show Details** button to see details and various metadata.

8. Click Close.

The converted or extracted copy of the file appears in the list of files, with an appropriate <u>file name change</u>.

Related Topics

Basic Tasks overview

File formats in SayMore

People tab tasks

Sessions tab tasks

Related Internet Sites

http://en.wikipedia.org/wiki/H.263

http://en.wikipedia.org/wiki/H.264/MPEG-4_AVC

http://en.wikipedia.org/wiki/MPEG-1

http://en.wikipedia.org/wiki/MPEG-2

http://www.xvid.org/

http://en.wikipedia.org/wiki/Audio file format

Delete a session

- 1. Click the **Sessions** tab.
- 2. In the **Sessions** (*left*) pane, click the session you want to delete.
- 3. Do one of the following:
 - Right-click that session, and then click **Delete**.
 - On the <u>Session</u> menu, click **Delete this Session**.

The **Confirm Delete** message box appears.

4. Click × Delete.

Related Topics

Sessions tab description

Enter session metadata

- 1. Click the **Sessions** tab.
- 2. In the **Sessions** (*left*) pane, click the desired session.
- 3. In the *top-right* pane, click the **<u**
- 4. Click the **Session** tab.
- 5. Type or select content for the fields in this tab (more).

SayMore *copies* existing location <u>project metadata</u> to corresponding fields below **More Fields**. If you change the location metadata in the **Project** tab it is *not* updated in existing sessions.

If needed, enter content in Custom Fields.

6. Optionally, click the Notes tab, and then type notes about the session in prose.

SayMore provides no formatting features, and data you paste here loses any formatting. You can make numbered/bulleted lists with your keyboard.

✓ Note

•	<u>User Interface terms - Session tab</u> describes terms as you work with
	metadata for each session. Metadata you enter here may be included
	as archived metadata.

•	means the tab has existing content.
•	means the tab is empty.
•	Asterisks indicate that SayMore added a Warning to the
	Notes tab, such as for an ambiguous date format in the metadata. In
	this case, follow the instructions given in the <i>Warning</i> message.

Related Topics

Custom Fields

Enter file metadata

Enter Person metadata

Enter Project metadata

More Fields

Project tab description

Sessions tab description

Sessions tab tasks

Work with Custom Fields

Generated Audio tab overview

This tab appears in the bottom part of the right pane of the **Sessions** tab when you click an oralAnnotations file (∮ <name>. <type>.oralAnnotations.wav).

This tab shows three lines with waveforms, if recorded:

Source - shows waveforms from the source file

Careful - shows waveforms for <u>careful</u> <u>speech</u> annotation

Translation - shows waveforms for oral translation annotations

- To refresh the waveforms, click

 Regenerate.
- Click Play to hear the source, careful speech, and oral translation recordings, in that order, one-segment-at-a-time. Notice that the segments are staggered to facilitate this.

☑ Tip

• In the Annotations tab, click • Oral Annotations Tools, and then click Careful Speech or Oral Translation. Then you can record these annotations.

Related Topics

Annotations tab overview

Create Annotation file

Media Annotation File overview

Sessions tab description

Sessions tab tasks

Source Recording

Stages of completion

Media Annotation overview

Here is an overview of how to begin annotating a media file using SayMore. For detailed help with <u>Audacity</u> or <u>ELAN</u>, refer to their respective Help systems.

When you annotate a media stream, you don't do it all at once. You listen to a bit, annotate it, and move on to the next *segment*. You can add segment boundaries in SayMore with the <u>Careful Speech Tool</u> or <u>Manual Segmentation Tool</u>, or you can do this segmenting outside of SayMore with Audacity or ELAN.

Files

SayMore requires two different files:

- a media file (e.g. a *.wav audio or an *.mp4 video from which you can extract a .wav audio file), and
- an ELAN file that contains the time segment data and textual annotations for that media file (*.annotations.eaf).

Of course you must provide the media file. But for the ELAN file, you can either let SayMore create it for you, or you can provide an existing one (but you have to first make it conform to SayMore's <u>expectations</u> for ELAN files.

Forms of Annotations

• If you use **Read an Audacity Label file** or the **Copy an existing ELAN file** option on the <u>Start Annotating</u> tab, you can see those transcriptions and free translations in the <u>Annotations</u> tab.

Then you can record <u>oral translation annotation</u> and <u>careful speech</u> <u>annotations</u>, or edit the transcription and free translation <u>annotations</u>.

Related Topics

Export Annotations for FieldWorks Interlinear

Generated Audio tab overview

Sessions tab description
Sessions tab tasks

Select session access

Selecting session <u>access</u> is part of <u>entering session metadata</u>. But you can change it at any time for a session.

- 1. Click the **Sessions** tab.
- 2. In the **Sessions** (*left*) pane, click the desired session.
- 3. In the *top-right* pane, click the **<u**
- 4. Click the **Session** tab.
- 5. Click the **Access** field down-arrow, and then click an access choice.
- If necessary, do any of the following in the Project tab:
 - <u>Choose</u> a different **Access Protocol** option.
 - Add additional options in the Custom Access Choices field.

Related Topics

Access Protocol

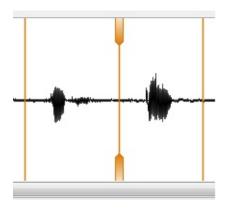
Sessions tab description

Selected Segment Boundary example

In the <u>Manual Segmenter</u> dialog box, you can click a segment boundary to select it. When a segment boundary is selected, you can move it or delete it.

Example

• Here, the middle segment boundary is selected.



Related Topics

Sessions tab description

Use auto segmenter

Use auto segmenter is one of the segmentation methods available on the **Start Annotating** tab.

It programmatically inserts segment boundaries to form intonation groups. Currently, the SayMore user interface has no features you can use to affect where segment boundaries are initially inserted. But, you can add, remove or move boundaries later.

- 1. Click the **Sessions** tab.
- 2. In the **Sessions** (*left*) pane, click the session.
- 3. At the top of the *right* pane, click the file you will annotate.
 - Create an annotation file, if there is not one already.
- 4. In the **Start Annotating** tab, click **Use auto segmenter**.
- 5. Click Get Started.

The resulting ***** *.eaf file is added to the top of the right pane.

The **Annotations** tab appears and displays one row for each segment at the bottom of the pane.

Add, remove or move segment boundaries as needed.

■ Note

 Working with annotations discusses how to add transcriptions and translations to each segment.

Related Topics

Annotations tab overview

Use Careful Speech Tool

On the <u>Start Annotating</u> tab, a segmentation method you can select is **Use Careful Speech Tool**. It opens the file in the **Careful Speech Recorder** dialog box.

You will need a microphone for this task. You can click and drag an edge of the **Careful Speech Recorder** dialog box to resize it.

- 1. Press and hold the SPACEBAR key, or click and hold Listen to begin listening to the recording. As you listen to the audio, do the following:
 - Watch the vertical line move through the waveform. Release the SPACEBAR key or mouse button when the line is at the location where you want a segment boundary.
 - Press and hold the SPACEBAR key again, *or* click and hold the **Speak** button, while you speak the *careful speech annotation* of that portion. Then, release the key or button.

Alternatively, click Ignore a segment that you do not want to use.

- If necessary, click or large or large to remove the most recently added careful speech annotation or to clear Ignore.
- Repeat this step above until all segment boundaries are set and careful speech annotations are recorded.
- 2. To hear a careful speech annotation, hover your mouse pointer over that segment, and then click ▶ in that segment.
 - If the annotation is *not* acceptable, click *and hold* while you speak the careful speech annotation for the segment again.

This records the new annotation *over* the old one.

• If the annotation is acceptable, repeat this step for the next segment.

• If necessary, for a segment that is not usable as an example of speech, click **Ignore**.

3. Click OK.

Related Topics

Careful Speech

Delete annotations

File formats in SayMore

Sessions tab description

Sessions tab tasks

View a text or image file

Use Contributors tab

A **Contributors** tab appears when you click a file that was <u>added</u> to the **Sessions** tab. This tab shows rows and columns you use to collect metadata regarding who contributed to that file and any subordinate files.

Do any of the following:

- Add or edit contributor metadata:
 - 1. In the **Name** column, type the name of a <u>contributor</u>.

If the contributor is also currently in the **People** list, a drop-down list appears as you type. You can select the person in that list.

- 2. In the **Role** column, select the contributor's role from the <u>list</u>.
- 3. In the **Date** column, select the date of the contribution.
- 4. In the **Comments** column, type additional information about the contributor or the contribution made.

This is optional. The comments need to be brief. No scroll bars will appear, and the lines do not wrap. You can <u>change column widths</u>.

- 5. Repeat this step for each person who contributed to the added file.
- Remove a contributor (remove a row):
- Examine the contributions made by a person in the **Contributions** tab (more).

Related Topics

Basic Tasks overview

Enter file metadata

Role list sample

User Interface terms - Contributors tab

Use Manual Segmentation Tool

On the <u>Start Annotating</u> tab, a segmentation method you can select is **Use Manual Segmentation Tool**. It opens the file in the **Manual Segmenter** dialog box. You can zoom in and out with the **Zoom** control or with <u>shortcut keys</u>.

1. Click Listen, or press the SPACEBAR key, to start listening to the file.

Watch the green line move through the waveform, or watch the duration values (lower right corner) to determine where to add segment boundaries:

- At the location where you want a segment boundary, or after a desired duration has played, click Add Segment Boundary or press the ENTER key.
- The file playback continues, so you can click Add Segment
 Boundary, or press the ENTER key, at each location where you
 want a segment break.
- 2. To choose a particular location in the file to begin the playback, click the desired area in the waveform. This moves the green line. Then, click Listen, or press the SPACEBAR key.
- 3. To stop the playback, click **Stop** or press the SPACEBAR key.
- 4. To listen to a particular segment, move your mouse over that segment and then click the button (play segment) that appears.
- 5. Listen carefully to the playback again and carefully observe the positions of the segment boundaries.
 - Move a boundary: click (example) and drag it.
 - Ignore a segment you do not want to use: click Ignore
 - Clear an Ignore: click ☐ Ignore
 - Remove a boundary: click it, and then click > Delete Selected boundary or press the DELETE key.

6. Click **OK**.

Important

- The wave file appears in the upper portion of the dialog box. Below it on the right is a **Segments** count. To the right of that count are file duration values: the duration of the file that is to the *left* of the green line (has been played, typically) *I* the *total* duration of the file.
- If segment is too short, the **Add Segment Boundary** button label changes to inform you.
- After you have set segment boundaries and closed this dialog box again, the **Start Annotating** tab no longer appears.
- From an <u>Annotations</u> tab, click Segment to open the Manual Segmenter dialog box.

Related Topics

File formats in SayMore

Sessions tab description

Sessions tab tasks

View a text or image file

Annotations tab overview

When you click an <u>annotation file</u>, (* <name>.<type>.annotations.eaf), the tab at the bottom portion of the right pane is named **Annotations**.

It displays a grid of rows and columns, and various controls.

- Rows: Each row is a segment. Each one can display a play/pause button (①/①). If you hover your mouse pointer over the button you see pop-up tool-tip with information about that segment.
- Columns: There is a **Transcription** column and **Free Translation** column. You type the <u>transcription</u> and <u>translation</u> for the segment in them. Each column has an **Options** down arrow (-) so you can choose which recording you want to hear, or to change the <u>font</u> for the column.
- Controls allow you to do the following:
 - Work with annotations listen to individual audio segments in SayMore, and then type or edit a transcription or translation (of the transcription) for each segment.
 - Record Careful Speech annotations
 - Record Oral Translation annotations
 - Add, Remove or Move Segment Boundaries
 - Delete annotations
 - Export the annotations in various file formats.

✓ Note

- Playback Speed allows you to reduce the rate that the audio file is played. You can select a percentage of the normal speed, which is 100%.
- You can open the file again in ELAN, and work with the annotations there.
- To listen to the entire audio file, you can click the file, and then play it in the **Audio** tab.

Related Topics

Generated Audio tab overview

Media Annotation File overview

Sessions tab description

Sessions tab tasks

Shortcut Keys overview

Stages of completion

Add, Remove, or Move Segment Boundaries

After you have an annotations file (*****<name>.<type>.annotations.eaf) with segment boundaries (**I**), you can use the **Manual Segmenter** dialog box again to add, remove, or move them. This is likely after you use the <u>auto segmenter</u>.

To open this dialog box:

- 1. Click the annotations file that you want to change.
- 2. Click **Segment** in the **Annotations** tab.
- 3. Use the Manual Segmenter dialog box.

Related Topics

Annotations tab overview

Selected Segment Boundary example

Use the Manual Segmentation Tool

Delete annotations

Delete an annotation for one segment:

• The Oral Translation Recorder and Careful Speech Recorder tools each have a button that you can use to erase and record a new annotation for a segment.

That button looks like this:



See: Record Oral Translation annotations or Use Careful Speech Tool.

Delete all existing annotations:

• To remove only the recorded annotation files you would need to work in the file system.

If you need to do this, get more help (recommended).

Alternatively, you could delete the
 <name>.annotations.eaf file.

However, be aware that deleting the .eaf file will also delete all subordinate files:

- <name>.oralAnnotations.wav file
- any segmentation information
- any written transcriptions and translations.

If the session is almost complete, this alternative is *not recommended*.

Related Topics

Annotations tab overview

Delete a file

Export Annotations overview

After you <u>create an annotation file</u> that has segment boundaries, and <u>work with annotations</u>, you can export the transcription and free translations to a file of various formats.

- 1. Click the **Sessions** tab.
- 2. In the **Sessions** (*left*) pane, click the session that has the media (**■** or **●**) file.
- 3. In the *right* pane, click the annotation file (* <name>. <type>.annotation.eaf), and then click the **Annotations** tab.
- Click Export (near + Segment), and then click one of the export options below.
 - The **Save As** dialog box opens. Choose where to save the file, and review the file name. Leave the **Save as type** set to the default selection. Click **Save**.

Export option	Result
Audacity Label File (Free Translation)	SayMore stores the free translation information in a Text File (*.txt) file.
Audacity Label File (Transcription)	SayMore stores the transcription information in a Text File (*.txt) file.
ELAN File	SayMore already has stored the information in an ELAN format (*.eaf). So, just double click the <name>.annotations.eaf file to open it in ELAN.</name>
FLEx Interlinear Text	See: Export Annotations for FieldWorks Interlinear.
Plain Text	SayMore stores the transcription information in a Text File (*.txt) file.

Subtitles File SayMore stores the free translation subtitle

(Free information in a SRT Subtitle (*.srt) file.

Translation)

Subtitles File SayMore stores the transcription information

(Transcription) in a SRT Subtitle (*.srt) file.

Spreadsheet SayMore stores the information in a **Comma**

(CSV) File Separated Values (*.csv) file.

Toolbox File SayMore stores the information in a **Toolbox**

Standard Format File (*.txt) file.

Related Topics

Annotations tab overview

Related Internet Sites

http://www.fileinfo.com/extension/srt

Export Annotations for FieldWorks Interlinear

After you <u>create an annotation file</u> with segment boundaries and <u>work</u> <u>with annotations</u>, you can export the transcriptions and free translations to a file. You can import that file into the FieldWorks Language Explorer (FLEx).

- 1. Click the **Sessions** tab.
- 2. In the **Sessions** (*left*) pane, click the session.
- 3. In the *right* pane, click the annotation file (**≤** <name>. <type>.annotation.eaf).

In the **Annotations** tab, review your transcriptions and free translations.

Click
 Export (it is near the
 Segment button), and then click
 FLEx Interlinear Text.

The **Export Annotations for FieldWorks Interlinear** dialog box appears.

• Select the writing system of the <u>transcriptions</u>.

It must match the *vernacular* writing system used in the FLEx **Baseline** tab.

Select the writing system of the <u>free translations</u>.

It must match the *analysis* writing system used in the FLEx **Free** line.

• Click **Export**. Click the desired folder. Click **Save**.

Important

 If a segment contains more than one sentence, the Free Translation content may not appear in the correct Free lines in FLEx.

In this case, you can <u>change segment boundaries</u> *or* just manually move the **Free** line contents in FLEx.

- If you changed segment boundaries:
 - 1. In FLEx, delete the text.

- 2. Export the SayMore annotations file again.
- 3. Import the new file into FLEx.

Some files may require multiple iterations of these steps.

• A SayMore-FLEx-ELAN workflow is discussed here:

https://www.academia.edu/6474779/Producing_time-aligned_interlinear_texts_Towards_a_SayMore-FLEx-ELAN_workflow

Related Topics

Annotations tab overview

Related Internet Sites

http://software.sil.org/fieldworks/

Record Careful Speech annotations

If you did *not* already add careful speech annotations when you <u>created</u> <u>an annotation file</u>, you can record a careful speech annotation for each segment.

- 1. Click the **Sessions** tab.
- 2. In the **Sessions** (*left*) pane, click the session that has the media (**■** or **●**) file.
- 3. In the *right* pane, click the annotation file (***** <name>. <type>.annotations.eaf), and then click the **Annotations** tab.
 - The individual segments appear in rows. Any transcriptions or translations you added in <u>ELAN</u> or in <u>Audacity</u> appear in columns.
- 4. Click Oral Annotations Tools, and then click Careful Speech.
- 5. Use the Careful Speech Tool.

Related Topics

Annotations tab overview

Generated Audio tab overview

Media Annotation File overview

Sessions tab description

Sessions tab tasks

Work with annotations

Record Oral Translation annotations

After you <u>create an annotation file</u>, you can record an oral translation annotation for each segment. You need a microphone and speakers connected to the computer. Try to keep the microphone at the same distance from your mouth for all segments to help make sure the volume level is consistent.

- 1. Click the **Sessions** tab.
- 2. In the **Sessions** (*left*) pane, click the session that has the media (**■** or **●**) file.
- 3. In the *right* pane, click the annotation file (**₹** <name>. <type>.annotations.eaf).

The individual segments appear in rows in the **Annotations** tab. Any transcriptions or translations you added in <u>ELAN</u> or in <u>Audacity</u> appear in columns.

4. Click • Oral Annotations Tools, and then click Oral Translation.

The **Oral Translation Recorder** dialog box opens. There is the **Source Audio** track and the **Oral Annotation** track.

 Click the segment you want to hear, and then do one of the following:

Press and hold the SPACEBAR key, click **Listen to this segment** (

), or click and hold

.

When the segment as fully played, the focus moves to the **Speak** button and the **Oral Translation** track.

• To record an Oral Translation annotation for that segment, click

Speak, or press and hold the SPACEBAR key, while you carefully speak it into the microphone.

The focus moves to the **Listen to this segment** (____) button in the

next segment, so you can repeat the steps above for that segment.

- For any segment, click and hold the button and speak again to record an new oral translation annotation for that segment.
- 5. When all the segments have a quality oral translation annotation, click **OK**.
- 6. In the right pane, click the <name>.<type>.oralAnnotations.wav file.

 The Generated Audio tab appears.
 - Click Play to hear the Source and Careful recordings (if recorded), and the Translation recording, one segment at a time.
- 7. Click the original source file, and then enter <u>metadata</u> about the oral annotations file in the **Contributors** tab, and if necessary in the **Note** tab.

☑ Tip

- You can select (☑) Ignored to ignore a segment or Undo to stop ignoring it.
- Press the **b** key on your keyboard to listen again to a source audio segment that does not yet have an oral translation.

Related Topics

Annotations tab overview

Delete annotations

Generated Audio tab overview

Media Annotation File overview

Sessions tab description

Sessions tab tasks

Work with annotations

Working with fonts for Transcriptions or Free Translations

In the **Sessions** tab, when you have an annotations file with segment boundaries (***** <name>.<type>.annotations.eaf), the <u>Annotations</u> tab shows a **Transcription** column and a **Free Transcription** column.

Do the following, as necessary:

1. Click **Options** in the heading of a column (**Transcription Options** • or **Free Translation Options** •), and then click **Fonts**.

The **Font** dialog box opens.

- 2. In the dialog box, select
 - a different font, font style, or font size
 - an effect or script, if necessary.
- 3. Click OK.
- 4. If necessary, repeat the steps above for the other column.

Related Topics

Annotations tab overview

Working with annotations

After you <u>create an annotation file</u>, you use the **Annotations** tab. On this tab you listen to segments, one at a time, and type <u>transcriptions</u> and <u>translations</u> for them. <u>Annotations tab overview</u> for more tasks you can do from this tab.

- 1. Click the **Sessions** tab.
- 2. In the **Sessions** (*left*) pane, click the session that has the media (**■** or **●**) file.
- 3. In the *right* pane, click the annotation file (***** <name>. <type>.annotations.eaf), and then click the **Annotations** tab.

The individual segments appear in rows. Any existing transcriptions or translations appear in columns. If you ignored a segment, the **Transcription** column contains "**Ignored**".

4. Click the row for the segment you want to hear.

Do any of the following:

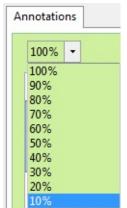
- Click Options in the Transcription column header, and select which available recordings you what to hear: <u>Source</u>, <u>Careful</u> <u>Speech</u>, or both.
- Click **Options** in the **Free Translation** column header, and select which available recordings you what to hear: <u>Source</u>, <u>Oral Translation</u>, or both.
- To play the segment, click D.
 - This plays the segment *five* times. Press the **F2** on your keyboard or click again, if you need to hear the current segment again.
- To pause the playback, click •.
- To change the playback speed, click [100%] (playback speed control), and select a percentage of the normal speed.
- Click the cell in the **Transcription** column. If necessary, manually

turn on a different keyboard. Type or edit the transcription.

- Click a cell in the Free Translation column. Type or edit the translation of the transcription.
- Press **Tab**, or click the next row to continue.
- 5. Enter <u>metadata</u> about the annotation file in the **Contributors** tab, and in the **Note** tab (optional).

☑ Tip

- The text you type in the columns will wrap when it is wider than the column. The row height will adjust when you click another row. Then you can see all that you typed.
- You can change <u>fonts</u>, <u>font styles and font sizes</u> for the **Transcription** and **Free Translation** columns individually.
- In the **Annotations** tab, use this control to choose the rate (speed) of the audio file playback:



(Drop-down list displayed; Normal speed is 100%.)

- You can <u>listen to</u> the <u>•</u> source audio file in the **Audio** tab.
- You can open the file in ELAN, and work with the annotations there.

Related Topics

Annotations tab overview

Audacity

Delete annotations

ELAN

Generated Audio tab overview

Media Annotation File overview

Sessions tab description

Sessions tab tasks

Shortcut Keys overview

Stages of completion

Status & Stages tab overview

In the **Sessions** tab, you can use the **Status & Stages** tab to select the status and the current stage of completion for the session currently selected in the **Sessions** (*left*) pane.

- Select session status
- <u>Select session stages</u>

Related Topics

Sessions tab tasks

Select session stages

In the **Sessions** tab, use the **Status & Stages** tab to control the <u>stages of completion</u>. Each check box below **Stages** has three states: completed, not completed, and automatic (the *default* state).

In the automatic state, SayMore selects the appropriate stage to indicate that the stage is completed based on <u>renamed files</u> or <u>annotation work</u>. If you manually select or clear a check box, you *turn off* the automatic feature for that stage.

- 1. Click a check box for any of these reasons:
 - Manually select a stage that has been completed.
 Click it until you see a check mark (☑).
 - Manually clear a check box for a stage that is *not* completed.
 Click it until the check box is empty (
 - Let SayMore automatically keep track of the particular stage for you.

Click it until you see a gray check mark (V).

The **Stages** column is updated.

The label for the stage may darken or lighten to indicate whether it is set to automatic or manual control.

2. Optionally, <u>review the progress data</u>.

Related Topics

Status & Stages tab overview

Select session status

In the **Sessions** tab, use the **Status & Stages** tab to select the status of the current session. This is a high-level status.

- Click the status level of the current session:
 - Incoming (O)

Select this status when you are collecting the recording and its metadata, even if you may not do any additional work with it.

• In Progress (1)

Select this status when you are working on this session.

See Also: Select session stages.

• Finished (
)

Select this status when you are done with this session.

• Skipped (®)

Select this status if you have decided to not develop this session at this time.

2. Optionally, review the progress data.

Related Topics

Status & Stages tab overview

People tab tasks

Here are things you can do in the **People** tab:

- Add a person
 - Add/change a person's picture
 - Enter person metadata
 - Delete a person
- Add files to a session
- Use Contributions tab
 - Role list sample

Related Topics

Basic Tasks overview

People tab description

User Interface terms - People tab

Using Tools overview

Add a person

- 1. Click the **People** tab.
- 2. Do one of the following:
 - On the **Person** menu, click **New**.
 - Click the **New** button which is near the bottom of the **People** (*left*) pane.

A new person is added and is available for selection in the \square Session tab.

3. Enter person metadata.

✓ Note

• You cannot have more than one person with the same full name. In this case, a warning (a) box will appear. You may need to include a middle initial or some other distinguishing addition.

Related Topics

People tab tasks

Add/change person's picture

- 1. Click the **People** tab.
- 2. In the **People** (*left*) pane, click the <u>person</u>.
- 3. In the *right* pane, click the aperson file, and then click the **Person** tab, if it is not already selected.
- 4. Do one of the following:
 - *Drag-and-drop* a picture of the person on the picture placeholder.
 - Click the picture placeholder *or* current picture to open the **Change Picture** dialog box. Click the desired picture, and then click **Open**.

The picture replaces the placeholder or the existing picture. It also appears as an image *file* at the top of the right pane.

Picture placeholder

Related Topics

Delete a file

Enter person metadata

People tab tasks

Delete a person

- 1. Click the **People** tab.
- 2. In the **People** (*left*) pane, click the <u>person</u> you want to delete, and then do one of the following:
 - On the **Person** menu, click **Delete Person**.
 - Right-click the person, and then click **Delete Person**.

The **Confirm Delete** warning box appears.

3. Click X Delete.

Related Topics

People tab tasks

Enter person metadata

- 1. Click the **People** tab, and then click the person in the **People** (*left*) pane.
 - Add a person if necessary.
- 2. In the *right* pane, click the person file (\triangle), if it is not already selected.
- 3. Click the **Person** tab.
- 4. Type or select content for each of the fields in this tab (more). If needed, enter content in **Custom Fields**.
- 5. Add a picture of the person.
- 6. Optionally, click the **Notes** tab, and then type notes about the person in prose.

There are no formatting features for you to use, but you can manually make a number or bulleted list with your keyboard. You can also paste data you copied from another source.

✓ Note

- <u>User Interface terms People tab</u> describes terms for <u>person</u> metadata.
- You cannot have more than one person with the same full name. A warning (a) box will appear. You may need to include a middle initial or some other distinguishing addition.

•	means the tab has existing content.
•	means the tab is empty.
•	Asterisks indicate that SayMore added a Warning to the
	Notes tab, such as for an ambiguous date format in the metadata. Ir
	this case, follow the instructions given in the <i>Warning</i> message.

Related Topics

Informed Consent

Enter file metadata

Enter Project metadata

Enter Session metadata

People tab description

People tab tasks

Using the Contributors tab

Work with Custom Fields

Use Contributions tab

A **Contributions** tab shows rows and columns. They display metadata (*not* editable here) that was added in a **Contributors** tab.

- 1. Click the **People** tab, and then click a person in the **People** (*left*) pane.
- 2. In the *right* pane, click the $\frac{1}{2}$ person file.
- 3. Click the Contributions tab, and examine the contributions currently attributed to that person:
 - The **Name** columns displays sessions in which the person was a contributor.
 - The **Role** column displays the role of the person's contribution to that session.
 - The Date is the Date Modified date for the file to which the contribution was made.
 - The **Comments** column shows any comments that were added.
- 4. Use the **Contributors** tab in a session to make changes (more).

Related Topics

Basic Tasks overview

Contributor

Enter file metadata

Role list sample

Use Contributors tab

Using Tools overview

Task topics for each tab are listed in these topics:

- Project tab tasks
- Sessions tab tasks
- People tab tasks

✓ Note

• <u>Basic Tasks overview</u> lists additional tasks that are done frequently or can be done more than one <u>tab</u>.

Related Topics

SayMore overview

Shortcut Keys overview

User Interface overview

Glossary of Terms

User Interface Terms overview and associated topics (in **Tabs** Help sub-book) gives definitions of UI terms. See also: **Concepts overview**. So this Glossary of Terms is not exhaustive.

To find a term in the glossary, click the letter that is the first letter in the word or phrase you want to look up. **Symbols** shows icons and buttons (*not* exhaustive) you see in the SayMore User Interface (UI).

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Symbols

В

BOLD - Basic Oral Language Documentation (http://www.boldpng.info/bold).

C

Careful speech - "Respeaking" the words in the source recording carefully at a location that is free from background noise and interruptions. The <u>Source Recording</u> is spoken in a more naturally, less controlled, way.

 For a session, if a <u>careful speech</u> recording was produced outside of SayMore, you can add that file to the session and then rename it to include *Careful*. Then, the **Careful Speech** <u>stage</u> is marked as completed.

To complete this stage *in* SayMore, use the **Careful Speech Recorder**. When a <name>.annotations.eaf file is selected, the **Annotations** tab is displayed. It has controls that open this oral annotation tool.

See Also: Oral Translation.

Ε

Event - See: Session.

Free Translation (column)- When a <name>.annotations.eaf file is selected, the Annotations tab is displayed. One of the columns is called Free Translation. When this column has content in all rows, the Written Translation stage is marked as completed. See Also: Written Translation.

IMDI - (ISLE Meta Data Initiative) is a metadata standard to describe multi-media and multi-modal language resources. The standard provides interoperability for browsable and searchable corpus structures and resource descriptions. **See:** http://tla.mpi.nl/.

Informed Consent - the permission given by a participant (speaker) to use his or her intellectual property, such as spoken words. Informed consent may be in the form of an audio or video file, photographs, signed forms, a photograph of a signed form, and so on. Providing documentation of this permission is one of the <u>stages</u>.

L

Language of Wider Communication (LWC) - a language used by people as a medium of communication across language or cultural barriers. The LWC may or may not be the vernacular ("mother-tongue") of any of these people.

M

Metadata - data about data. For information management and other purposes, these data describe the key data. Metadata assist with discoverability of that data. They provide classifications, rights (Informed Consent, and so on), who was involved, what equipment was used, format, and much more. Of course, the name of a file is metadata.

- For example, consider possible metadata for a video file: "Duration 01:25:10"; "Bit Rate 48000 Hz"; "Frame Resolution 176x144" these describe the video, but to see the actual data, you need to watch the video.
- In SayMore, you enter metadata in the **Properties** tab, **Contributors** tab, **Notes** tab, file names and so on. Some is added automatically, other metadata is added manually.

Oral Translation - a spoken translation from the vernacular language to another language (usually English) given by speakers of the vernacular language.

• For a session, if an <u>oral translation</u> recording was produced outside of SayMore, you can add that file to the session and then rename it to include *OralTranslation*. Then, the **Oral Translation** <u>stage</u> is marked as completed.

To complete this stage *in* SayMore, use the **Oral Translation Recorder**. When a <name>.annotations.eaf file is selected, the **Annotations** tab is displayed. It has controls that open this oral annotation tool.

Original Recording - See: Source Recording.

P

Participants - now referred to as *people*, in the SayMore user interface (not to be confused with *contributors*).

Presets - in **Properties** tabs, **■ Presets** lists any devices or microphones that have been previously used with this project. You can select one again and do not need to reenter properties metadata for it.

Session - all the files and metadata associated for *one* language recording session. A session includes files which are comments on and annotations of the source recording.

Source Recording - The audio recording of one or more speakers as some genre of spoken words. This may be the original recording or a copy of it that has been "cleaned-up" in an audio program. Having this file is one of the <u>stages</u>. **See Also:** http://www.boldpng.info/bold.

Stage - in general, a stage is a single step in a process. In SayMore, a stage (or <u>stage of completion</u>) is a task that must be completed towards the completion of each session in a language documentation project.

Each session has a **Stages** column and <u>tab</u> that indicates **Incomplete** or **Complete** for these stages:

- Source Recording
- Informed Consent
- Careful Speech
- Oral Translation
- <u>Transcription</u>
- Written Translation.

These indicate a more detailed view of progress than the **Status** options.

Status - For each session, you can choose these status indicators: **Incoming**, **In Progress**, **Finished** or **Skipped**. Typically, you would not choose **Finished** until all the <u>stages</u> of completion are complete for that session.

T

Transcription - a carefully written record of spoken words in the vernacular language. (This is different than a <u>written translation</u>.)

• For a session, if a <u>transcription</u> was produced outside of SayMore, you can add that file to the session and then rename it to include *Transcription*. Then, the **Transcription** <u>stage</u> is marked as completed.

To complete this stage *in* SayMore, enter transcription in the **Transcription** column. This column is displayed in the **Annotations** tab when you select the <name>.annotations.eaf file.

V

Vernacular Language - in SayMore and these Helps, the term used is **Working Language**. It is the language used for transcriptions, unless IPA in contrast to free translations.

W

Windows Explorer - a feature in Microsoft Windows operating systems that shows the hierarchial structure of the files and fonder on a computer. It is different, and not to be confused with Internet Explorer.

Written Translation - a careful written record of spoken words, but translated into a *different* language. (This is different than a <u>transcription</u>.)

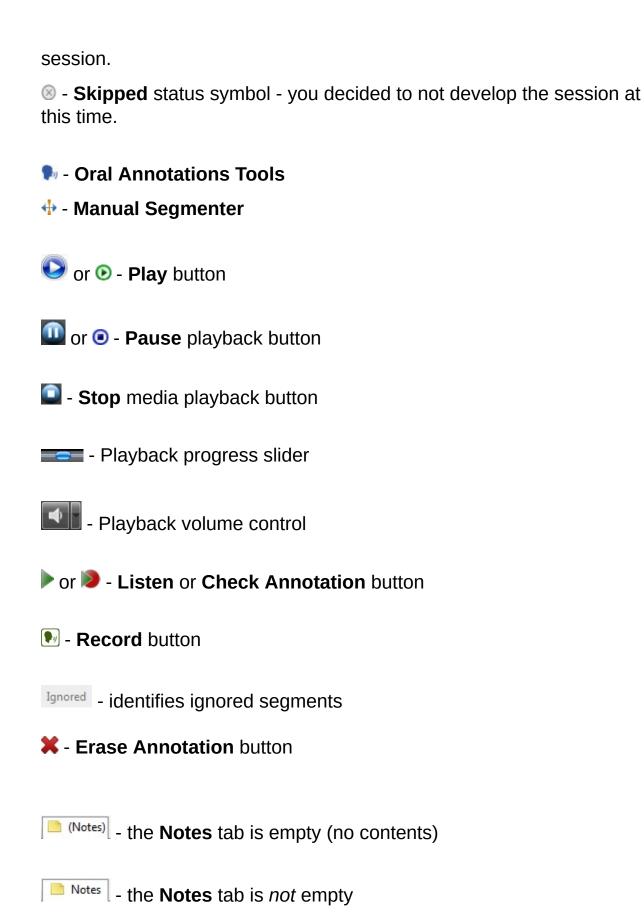
• For a session, if a <u>written translation</u> was produced outside of SayMore, you can add that file to the session and then rename it to include *Written Translation*. Then, the **Written Translation** stage is marked as completed.

To complete this stage *in* SayMore, enter written translations in the **Free Translation** column.

See Also: Free Translation.

Symbols - not exhaustive

- **Projec**t tab icon
 - Add Files button
 - Video file icon
 - Image (picture) file icons
 - Audio file icon
- **Sessions** tab icon
 - **= Session** file, and **Session** tab icon
 - Add Files button
 - Audio and OralAnnotation files, and Audio tab icon
 - Video file, and Video tab icon
 - Image (picture) file, and Image tab icon
 - Annotations file (ELAN file)
 - Audacity Project file
 - Microsoft Word file icon
 - Microsoft Excel file icon
 - HTLM file (Internet Explorer associated)
 - Choose columns button
 - 3 Refresh button
 - 2 Regenerate (generated audio)
 - Archive with RAMP (SIL)
 - Incoming status symbol no work has started yet on the session.
 - In Progress status symbol work has started on the session.
 - Finished status symbol all needed work is finished for the



- the **Notes** tab contains a warning. Action is needed.
- calls attention to information provided when an input error or other problem is apparent to SayMore. For example, your microphone may have become disconnected from your computer.
- People tab icon
 - Add Files button
 - **Person** file, and **Person** tab icon
 - △ no informed consent for person warning icon

 - Informed consent is in an audio file icon
 - **8 Refresh** button
 - place holder for picture (of person)
 - the **Notes** tab is empty (no contents)
 - Notes the **Notes** tab is *not* empty
 - the **Notes** tab contains a warning. Action is needed.