Getting Started. CLAN in 10 steps (Mac)
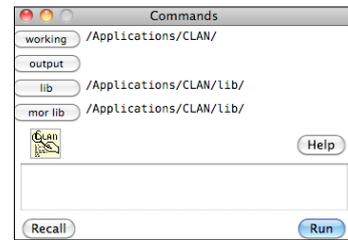
1. Place the video (.mov) or audio (.wav) file to be transcribed in a folder.

2. **Open** CLAN.
   a. A command window will open > close it once you have checked the library is set to CLAN/lib.
   b. Open a new file (File > New)
   c. **Save** the new CLAN file to the folder where you have placed the video/audio file, giving the CLAN file the same name as the video/audio file when you do so (without the .mov/.wav extension).
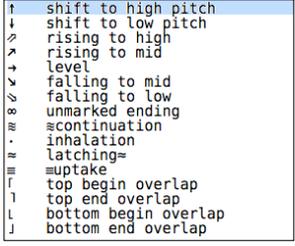
3. **Header lines**: you must now fill out the Header Lines for the CLAN file.
   A **Header Template** is available, from which a selection of useful headers can be copied.

   a. Open the file 'Header Template.cha'
   b. Select all (Edit > Select ALL), **Copy**, and **Paste** into the CLAN file you are working on
   c. Close Header Template
   d. Fill out the required information (Note: except for Begin and End, all others should be followed by a tab, then the required information).

   Mandatory steps

   i. **@Begin**   Do not add anything

   ii. **@Options**:   CA

   iii. **@Media:**   The name of the video/audio file (without extension).
       This is followed by a comma, a space and then either
       'video' or 'audio'

   iv. Go to **Tiers > ID headers** and fill in the fields marked by an asterisk. The data you input will be used to generate values for the following headers: @Languages, @Participants, and @ID, which are also mandatory header lines and will be generated automatically.

       -Note that languages should be given in three letter codes (e.g. 'eng' for 'English'). You can add all participants right away (using the **Create new ID** option) or click **Done** and return and do more participants later.

   v. @End   Nothing follows this. The transcription should be done above this line. It is always the last line of the file.

   e. Run the (**esc+L**) check command to ensure you have filled everything out correctly.

   f. **Save** the file

4. Select **Mode > Transcribe audio or video** (or press **F5**). The audio/video file opens and plays. Click anywhere in the transcript editor window to stop playback.

5. Select Mode > Sonic Mode or press Esc+0. The audio of the data file (whether video or audio) will be displayed as a graph ('waveform') on the screen. When using a video file, the first time you select Sonic Mode, you will see CLAN exports the audio from the video file (exporting video). Wait for the program to finish this process before you move on.
   a. Adjust the amount of audio visible on the screen with +H and –H (horizontal)

b. Adjust the visual amplitude of the audio with +V and –V (vertical)

Should the audio be stereo and you would like to combine both channels (default), select Edit > CLAN options > Show mixed stereo sound wave

6. Start transcribing.

a. Create a line before '@End'

b. Highlight a section of the audio by using the mouse. Listen to it again by selecting ⌘ and clicking on the highlighted area.

c. Adjust the length of the highlighted section by selecting Shift and clicking to the left or right of the highlighted section. Clicking outside the original selection expands the selection, clicking inside the selection shortens it.

d. Link the highlighted section to the transcript: you either click on the button to the left of the waveform display (S), or use the shortcut ⌘+I (Insert bullet), to add a bullet point.

e. Generate a speaker ID in the left margin, either manually or (better) with the following shortcuts: ⌘**1,** ⌘**2,** ⌘**3**, etc.

f. Transcribe the audio

g. Once a bullet has been added to the transcript, you can '⌘ **+ click'** on it to play the linked video/audio section.

h. **Triple-click** a bullet to highlight the corresponding section of the waveform display. This is also what you do when you resume transcription after a break, where you have saved, closed and reopened the file.

7. New lines. Speaker change should always occasion a new line. Hit 'enter' to start a new line. Generate a new speaker ID in the same way as above. Pauses between speakers should always have their own line.

8. Special Characters. Occasionally you may need to use certain characters that have been designated to represent certain aspects of the data (e.g. overlap, cut off) or of the transcription process (e.g. inability to hear what is said). The Special Characters menu can be opened in **Windows > Special Characters**. To add a special character, simply double click on it.

↑	shift to high pitch
↓	shift to low pitch
⇗	rising to high
↗	rising to mid
→	level
↘	falling to mid
↓	falling to low
∞	unmarked ending
≋	≋continuation
·	inhalation
≈	latching≈
≡	≡uptake
⌐	top begin overlap
⌐	top end overlap
∟	bottom begin overlap
⌐	bottom end overlap

9. Overlapping speech is marked by the special characters provided for this. It is no problem that bullets overlap because of two or more speakers speaking simultaneously. You can 'open' bullets by typing **Esc+A**, which will show the beginning and end of a bullet in milliseconds from the start of the recording. You can fine-tune bullets by editing them manually.

10. Dependent Tiers. Between the transcription lines, you may insert comments or descriptions of embodied actions by adding Dependent Tiers. These are generated as **%com:** or **%ges:** in the left margin, or some other three letter code following a %-sign.

NOTE: It is advisable to set CLAN to periodically auto-save your work. Select Edit > CLAN Options. In the top box, set the checkpoint to, for example 100. This will automatically save your work after every 100 characters.

Finally: Remember to get frequent updates of CLAN from http://childes.psy.cmu.edu/clan/ and perform frequent checks of you file (see 3e. above)

Appendix 1: List of a selection of special characters for transcription (Mac).

You can find these in Windows>Special Characters

	Character	Function	Shortcut (F1+)
1	⌐	top begin overlap	[
2	¬	top end overlap	]
3	∟	bottom begin overlap	{
4	⌐	bottom end overlap	}
5	≈	≈turn continuation	+
6	≈	≈latching	=
7	°	°softly°	0
8	⁇	⁇unsure⁇	/
9	†	Anonymised names	Alt–0134
10	‰	Name to be anonymised	Alt–0137

Appendix 2: Function key commands for transcription

- F4: play bullet where cursor is placed (or ⌘–leftclick)
- F5: play continuously from bullet where cursor is placed
- ⌘–leftclick on highlighted area of sonic waveform display: play highlighted segment
- triple click on bullet: highlight corresponding section of waveform display. If you have difficulties, leave Sonic Mode (Esc+0) and re-enter (Esc+0)
- F6 (or esc+8): this will play through the transcribed section of the data, highlighting each line as it played in the audio. Place the cursor at the bullet from which one would lie to play the clip.

Appendix 3: Optional Header lines
(Note: these go above the @End line, cf. the order in the header template)

i.	@Situation:	Type of interaction (e.g. Interview, Focus group)
ii.	@Date:	Date of recording. Use this format: 04-FEB-2010
iii.	@Location:	Place of recording
iv.	@Tape Location:	The name of the log file, with .log extension.
v.	@Transcriber:	Name of transcriber and date of transcription work. Each time a transcriber continues working on the file, he or she should add this information again, separated by a comma.
vi.	@Transcription:	Status: 'Partial', 'Full' or 'Checked'
vii.	@Comment:	The checker/proof reader must fill in his/her full name, the date of the check and initials (DD-month-YYYY, INI).

This Quick Start Sheet was produced in conjunction with the CALPIU CLAN transcription manual, written by Anne Fabricius, Hartmut Haberland, Spencer Hazel, Julie de Molade, Janus Mortensen and Bent Preisler.

Quickstep guides to e.g. creating collections, adding images to the transcript, inserting thumbnail movie files (for gesture annotation), automatically aligning overlap markers, and exporting sections to PRAAT have been included in the workshop folder.