

FOLKER Quick start tutorial

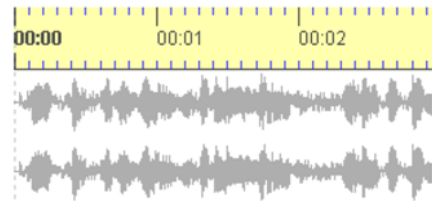
1. Creating a new file



File > New... / select a WAV audio file

⇒ the audio file opens and will be displayed in the waveform view

Note: You can zoom the waveform with Ctrl + scroll wheel



2. Editing speakers



Transcription > Edit speakers... / Add a speaker with **New speaker**

Change the speaker's ID in the field **ID**:

Specify a name in the field **Name**: (optional)

⇒ all speakers are now available for speaker assignment in segments

Note: Further speakers can be added throughout the work process



3. Creating and transcribing segments

First option: Attaching a segment to the end (in monologues and disciplined turn-taking)

A) Button **Append new segment** (second button from the top in the right bar of the segment view)

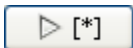


⇒ a new two second long section will be selected in the waveform view

⇒ a corresponding segment will be created in the segment view

⇒ the selection will be played once

B) With the mouse adjust the right border of the selection (red bar) in the waveform. Use the button **Play selection** (F3) to listen to the selection.



⇒ By changing the border of the selection in the waveform the time values in the segment view will also automatically change

C) Input the transcribed text and complete by pressing **<ENTER>**

⇒ the syntax is checked during input

⇒ in the Syntax column either a checkmark or an X will indicate whether the syntax is correct.

D) Assign a speaker from the drop-down list

⇒ after this step the Time column will indicate, with either a checkmark or an X, whether there are any 'self-overlaps'.

| | Start | End | Speaker | Transcription text | Syntax | Time |
|---|----------|----------|---------|--------------------|--------|------|
| 1 | 00:00.0 | 00:02.21 | flea | let us fly | ✓ | ✓ |
| 2 | 00:02.21 | 00:03.80 | fly | let us flea | ✓ | ✓ |

E) Next segment: continue with A)

Second option: Adding a segment at an arbitrary position

A) Make an appropriate selection in the waveform by pressing and dragging the mouse



B) Button **New Segment** (first button from the top in the right bar of the segment view)

⇒ a new segment will appear in the segment view

C) continue as above from C)

Note: A speaker's contribution can be transcribed in many separate segments. These need not coincide with prosodic entities. Segments should not be longer than 5 seconds. Alternatively in option 2 the button **Insert Pause** can be applied. This is advisable if the selection in the waveform only contains a pause.

4. Score and contributions view

By clicking on the tabs **Score** or **Contributions** one can switch from to the score (partition) view or to the contributions view. The score view is especially useful for working with simultaneous passages. The contributions view summarises contiguous segments into contributions. This can be helpful during proofreading.

These functions and further functions (output of transcriptions, operating the player, editing, deleting segments, searching and replacing etc) are described in detail in the FOLKER manual.