

## **Using SayMore to record and transcribe natural texts**

*David Rowbory rough draft for training video July 2012*

Anyone starting to write their language for the first time needs to record and write down some texts. You as a writer need to do this so that you can look at how your language fits together naturally. That will help you to become a good writer.

- **Write properly:** If you want to learn how to spell, divide words and write clear sentences, you need to **study the grammar** of your language using these texts.
- **Write powerfully:** If you record and write down stories from good story tellers, or wise teachers you can **learn how to write good stories** and write good clear teaching.
- If you **don't** do this, then it can sometimes be hard to know how to write very well.
- **Write naturally:** Even **worse**, if you are **translating** something, you may also be distracted by the English or Hausa source language and start to write your translation in an unnatural way unless you have experience writing down good, clear, natural speech.
- **For consultants:** Finally, a consultant or someone helping you develop your language needs some natural stories and other texts to understand the structure of your language. They also need a quick translation of stories into English.

### **How do I do this?**

However, it is hard to write quickly enough to record everything that someone says, whether on paper or on a computer. If you keep making a speaker stop, then you lose the flow of the story. You can record the person speaking then keep listening to the recording until you have written down everything they say, but that can be very slow and frustrating.

A great new program called **SayMore** is specially made to help. It divides the full recording into short sections that are easy to type. We assume you already have SayMore set up on your computer. You should use a headset with a microphone to get the best recordings, but if you don't have a headset, many computers have a built-in microphone.

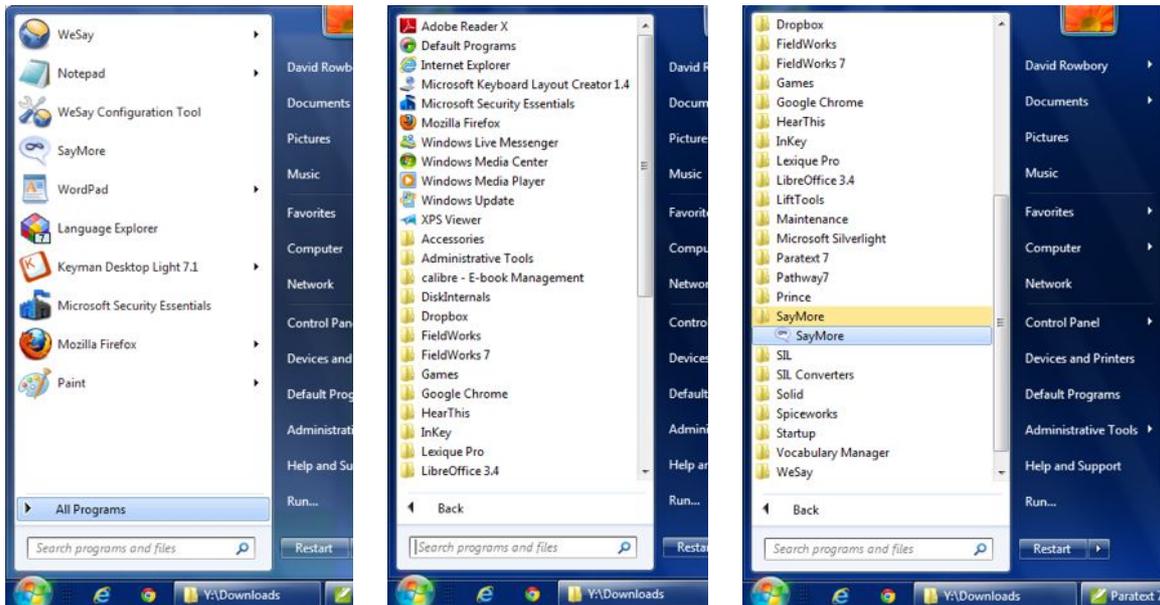
Each time you record a text there are 5 steps:

1. Open SayMore
2. Make a New Recording
3. Divide it into sections
4. Type the sections in your language
5. Type the translation

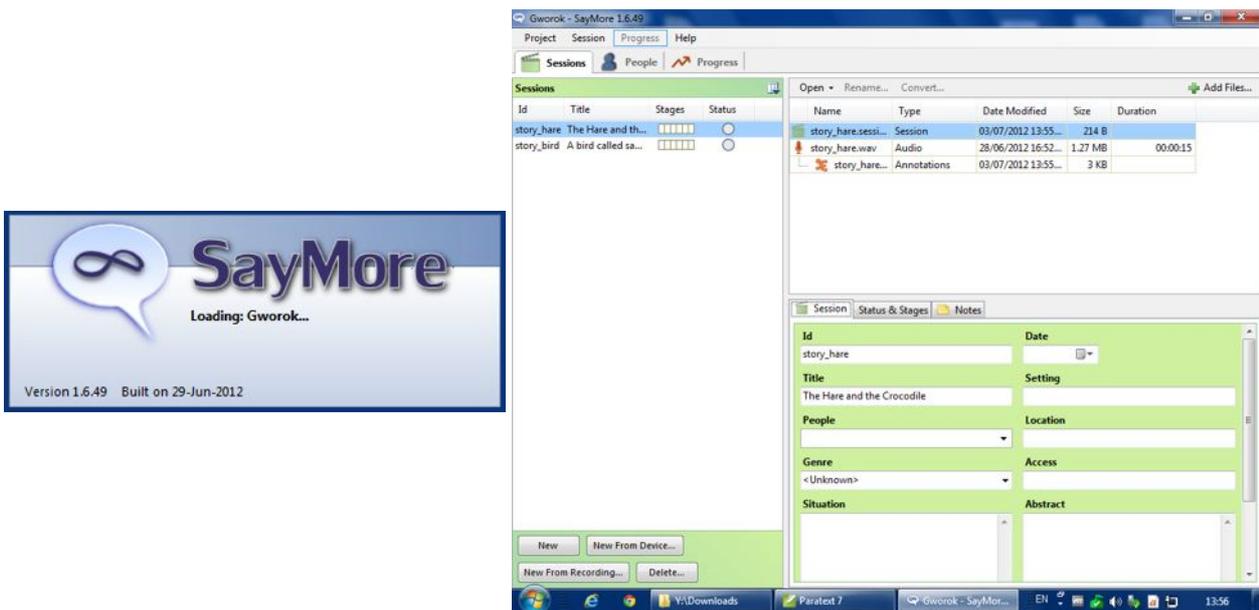
(Disclaimer: SayMore can do much more than we describe here, but this is one workflow that we expect to use in Nigeria.)

## 1. Open Saymore

Find SayMore in the Start menu.



As SayMore opens you see a title appear and then it will open your current project. (If it asks you what project to open, then you need to create a new project. Ask an advisor for help with that.)



## 2. Make a New Recording

Find a quiet place for recording which doesn't have much echo. Bring the person who will talk close to the computer and if possible give them a headset with microphone to wear. Make sure the microphone is close to their mouth, just slightly to the side.

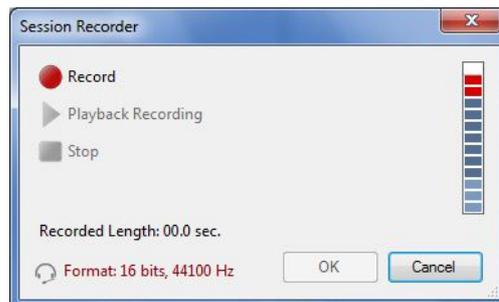
Explain to the person talking that they just need to tell a story as they normally would in a story-story time. (You might want to bring several other people along to listen quietly if that will help the story-teller.)



Then click **New From Recording...** at the bottom of the left column.

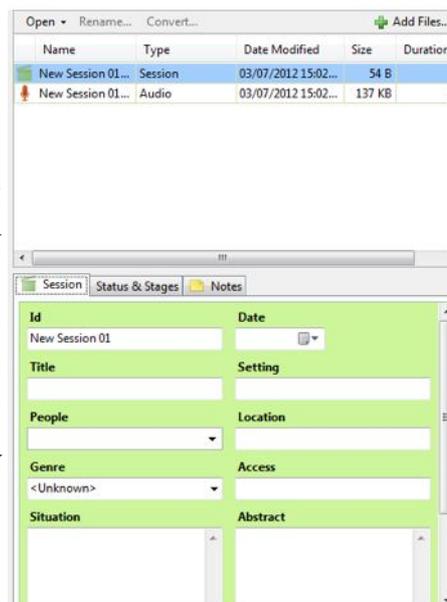
You will see the recording window.

- Ask the speaker to talk normally and watch the loudness bar on the right.
  - If you see the boxes rise up to red, then the speaker is talking **too loudly**. They should move away from the microphone or talk more quietly.
  - If only a few blue boxes light up at the bottom, then it is too quiet; the speaker should come closer to the microphone or talk louder.
- When everyone is ready, press **Record** and the speaker can start speaking.
- When the text is finished press the **Stop** button.
- When you finish the recording you can press **Playback Recording** to listen to it.
- If you are happy with the recording, then press **OK**. If you press **Cancel** or the close box then you will throw away the whole recording.



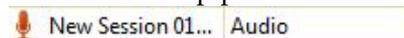
After pressing **OK** you find new writing on the right of the SayMore screen. It will say something like **New Session**. You need to add descriptions about this recording. Look at the green area at the bottom:

- Click in the white box under **Id** and type something like **story\_1** or **story\_2** etc. This is a very short identity card for the recording. It must only contain normal English letters (not  $\epsilon$  or  $\text{æ}$  etc).
- In the box under **Title** give the title of the recording in either your language or English.
- Enter other information if you want to. It would be good to describe the location and who was speaking.



### 3. Divide it into sections

Then in the top part of the window you click on the microphone picture where it says **Audio**:



Then you should see the bottom area change to this:

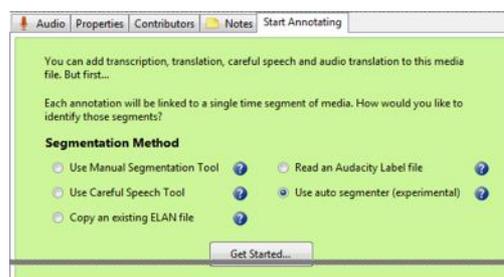


Click **Start Annotating**. You now have a choice: divide the recording manually or automatically? Automatic is easier and is all we describe at the moment.

### Automatic Dividing

On the **Start Annotating** card you should click the dot beside **Use auto segmenter** and then click **Get Started...**

After this you will see a grid or table with times on the left and two columns: transcription and free translation. Now go to section 4. **Type the sections in your language.**



## Manual Dividing

To Be Completed Later

### 4. Type the sections in your language

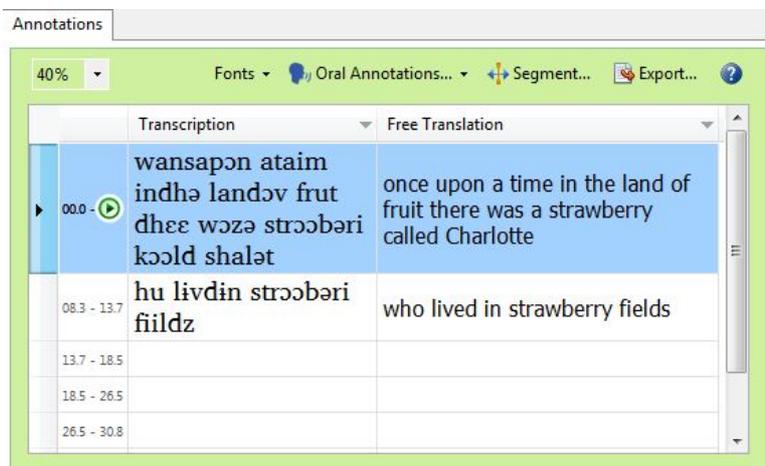
Make sure you have the correct KeyMan or InKey keyboard set up for typing your language.

Click in the first box underneath the **Transcription** label.

SayMore plays this section to you about 4 times so you can type it. Type what you hear.

If the recording stops playing before you have finished typing, click on the green play button  to start it again.

When you have finished one box, then press the **Enter** key to go to the next part of the recording.



### 5. Type the free translation in English

Use the scroll bar on the right to move back to the first section.

Click in the box under the **Free translation** heading. You will hear the recording for that section again. You can also see the transcription. Type the free translation in English.

When you have finished one box, then press the **Enter** key to go to the next part of the recording.

### What next?

Ask an advisor to help move the text into **Fieldworks** and also into a document that you can edit. You will probably need to tidy the text.

You can move on to make another recording whenever you like, even before you finish transcribing one recording. To return to transcribing a recording then first choose the recording on the left side. Then click on the **Annotations** line underneath **Audio**:



The screenshot shows a table with the following data:

 story_hare_lizar...	Audio	03/07/2012 14:26...	3.98 MB
 story_hare...	Annotations	03/07/2012 14:33...	4 KB

## SayMore: Setup guide for advisors

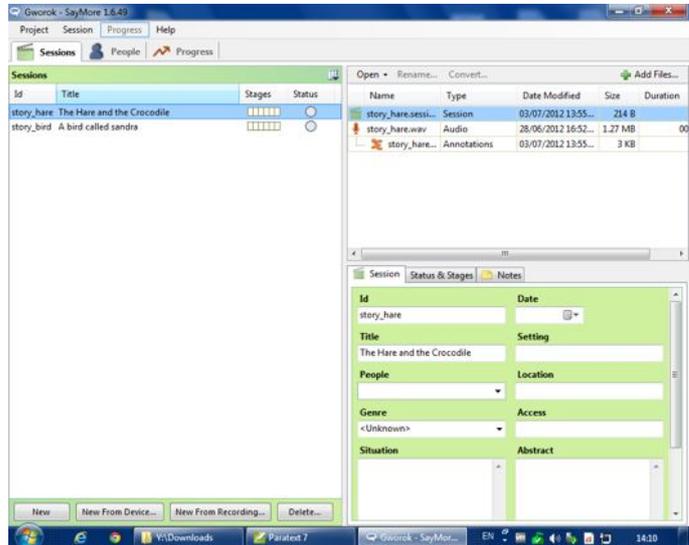
Check requirements:

- Needs Windows Vista or 7 or later. Doesn't work on Windows XP.

Create a new project if required

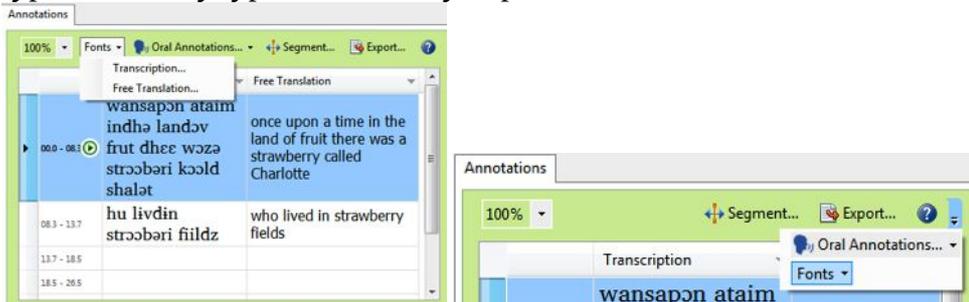
Adjust the window proportions

- Move pointer to the division between the titles on the **Sessions** table, then drag to make the Id column wide enough to be useful.
- Do the same for the Title.
- Move to the centre dividing line between the left and right sides and drag to resize it so there's space to see the titles etc on the left side.



Set up fonts

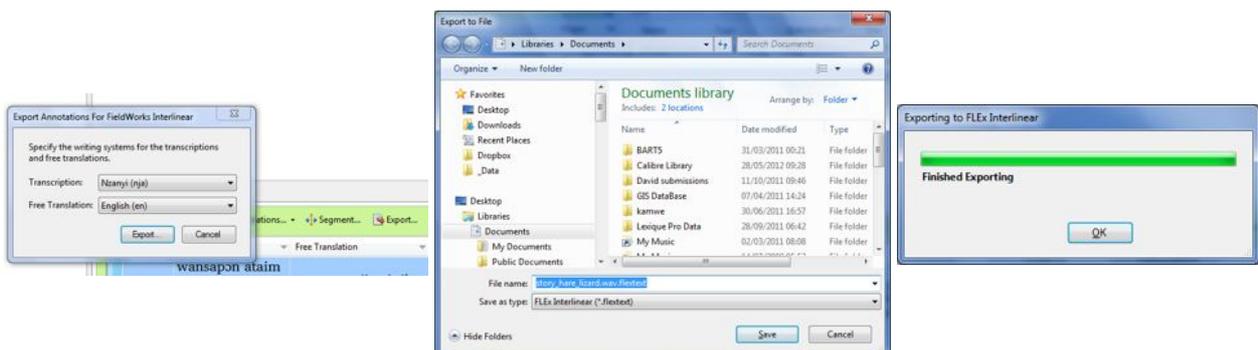
- For the first recording and transcription, choose appropriate fonts and resize the table so that the typist can easily type as accurately as possible.



- If you don't see the **Fonts** menu it may be that the window isn't wide enough, but you'll find it in the overflow marker on the right.

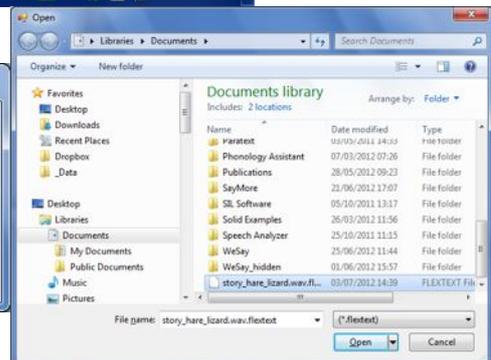
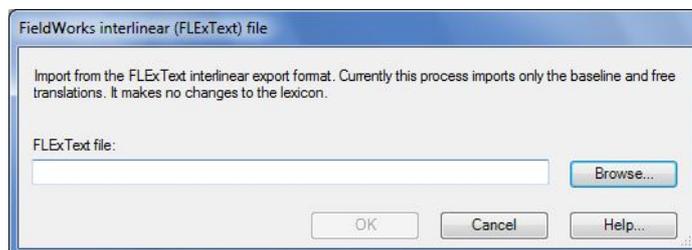
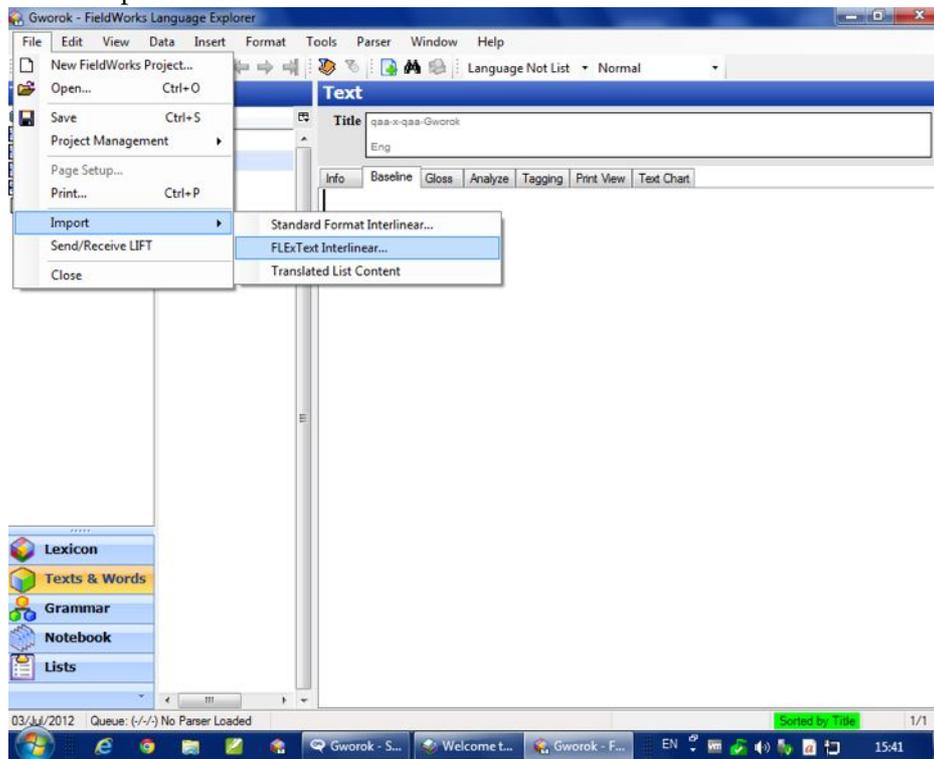
## Going further: Export text

Once the text is entered with Free translation you can click the **Export** button to move it into a Fieldworks project. You should already have set up the Fieldworks project for the language you're working on, since SayMore uses that to give you the list of languages to choose from.

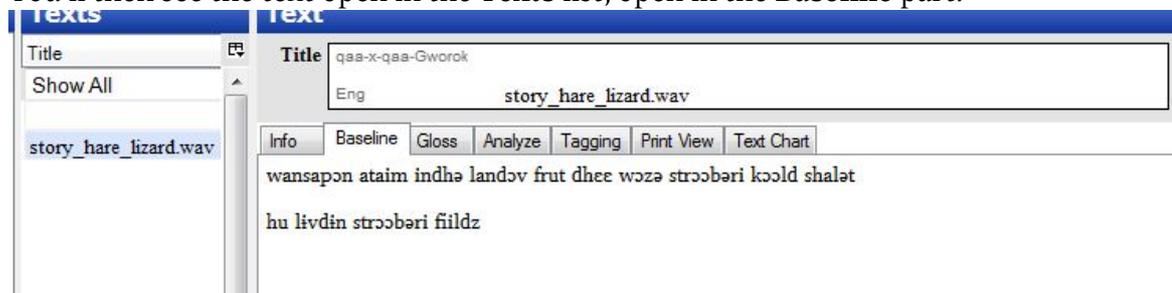


Then import that file into Fieldworks.

- Open FLEx
- Open **Texts & Words** section
- File > Import > FlexText Interlinear...



- Identify the file you just saved earlier from SayMore.
- You'll then see the text open in the **Texts** list, open in the **Baseline** part.



- From here you can do some basic editing, such as entering punctuation and capitalisation.
- To take it out to another program like **Word** you can select all and **Copy** it from the **Baseline**.