ATLAS.ti 6
The New Features
A-Docs & Transcription
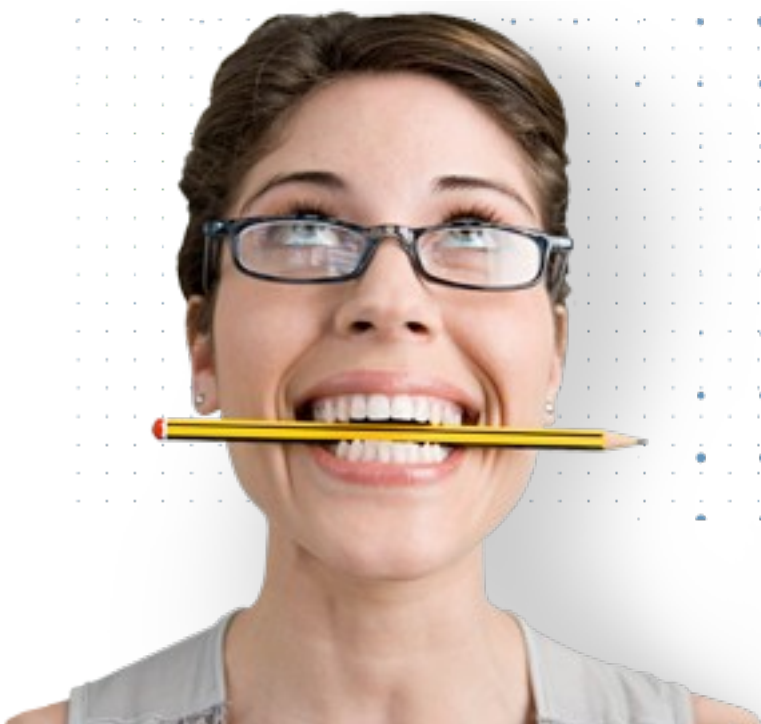
atlas.ti
the knowledge workbench

Software for qualitative data analysis, management, and model building.

Associated Documents: Transcription and Synchronization of Text and Multimedia Files

Synchronization of Text and Multimedia Files

In ATLAS.ti 6, you will find **A-Docs** as new item on the main menu. **A-Docs** stands for "Associated Documents." This means that you can link two documents with one another; for instance your audio or video recording with the transcript at defined points in the two files.

Through links in the transcribed text you can then listen to or view the associated segments in the multimedia file. Or go the opposite way: As you listen to the audio recording or view the video file, watch the associated text being highlighted in the transcript. Associations also make it easy to quickly locate certain positions in the recording.

To start using of this functionality, your first step is to link two files by creating the so-called associations. This can be done manually, or by importing already associated files from the transcription software f4audio or f4media (a free transcription software). When you import f4 files, all time markers created there will automatically be converted.

If you set associations manually, you listen to an audio or video file and view the transcript at the same time. While you listen, you manually set markers at the appropriate points in the transcript. This allows for the two documents to be played and displayed in sync. The closer the distance between two timer markers is, the better will be the synchronization. However, it is not required to set time markers at any particular or prescribed intervals (for instance at the end of every line of text). If you mark longer segments, interpolation is used to synchronize the text with the associated multimedia file.

Transcribe your Data in ATLAS.ti

Along with all the "classic" ATLAS.ti functions that you may already be familiar with it is now possible to transcribe your multimedia data using ATLAS.ti. The procedure will be explained in more detail below. Basically, what you need to to do is to create a memo or an empty RTF file to hold your transcript, use it as a primary document, and transcribe your audio/video data in edit mode, synchronizing it with your multimedia file as you transcribe. It is really that simple, and even easier than it sounds! ATLAS.ti also supports the use of foot switches.

Creating and Working with Associations

The first step in using A-Docs is to associate two documents with each other. All functions needed for this are available from the Association Editor, some can also be accessed via the main menu **A-Docs**.

There are two ways to create associations: You can set synchronization anchors manually, or you can import already associated documents from the transcription software f4audio and f3media.

Manual Creation of Associations in the Association Editor

When manually creating associations, you set synchronization anchors at those points in the documents that are to be linked. For instance, you listen to an audio recording, stop it at a certain point, locate the matching text in the transcript, and set an anchor at the end of the matching text passage.

All the options you need for this can be found in the Association Editor. Here you can see, set, name, or even delete anchors. change the synchronization mode, create and name new associations, import and export associations, and the like. Thus, it is a good idea to keep the editor open whenever you work with associated documents.

- To open the Association Editor, select **A-Docs / Edit Association** from the main menu..
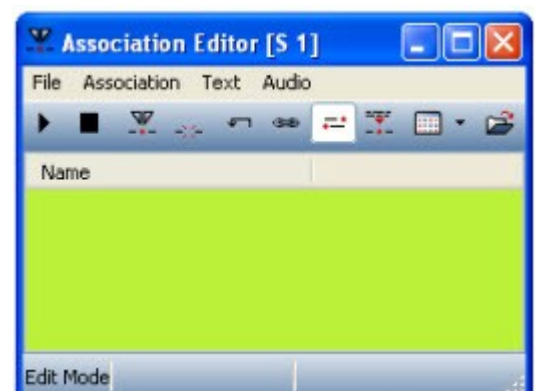
Create and Name a New Association

One Hermeneutic Unit can include as many associations as you like. Currently, one association for each set of associated documents, two documents per set and the following combinations are supported: audio–text and video–text. In order to keep track of your associations, each association has an ID, and a unique name can be given as well.

- To create a new association, select FILE / NEW from the Association Editor's menu.

For each new associations an ID and name is automatically created: S 1, S 2, S 3, etc. For a better overview, it is recommended that you replace the default name with a unique name.

- Select FILE / RENAME from the Association Editor menu and overwrite the default name. Click OK to confirm.

Deleting Associations

The active association that is shown in the editor can be deleted via the menu FILE / DELETE.

Adding Primary Documents to Associations

Before you can manually link documents, you will need to add two primary documents to an association.

Note: Only text, audio and video files are currently allowed to be added to an association. The following combinations are possible: text–audio and text–video. In other words, you cannot associate an audio file with with a video file.

- Select a primary document in the PDoc Manager (typically, a transcript) and then select the menu option ASSOCIATION / INSERT PRIMARY DOCUMENT. If no association is active, a new association is created. The same document can only be inserted once into the same association.

- Now select a second primary document in the Primary Document Manager (typically, the matching audio file) and insert it into the association. The two documents are now associated.

  Alternatively, you can insert Primary Documents by Drag & Drop from the Primary Document Manager into the Association Editor.
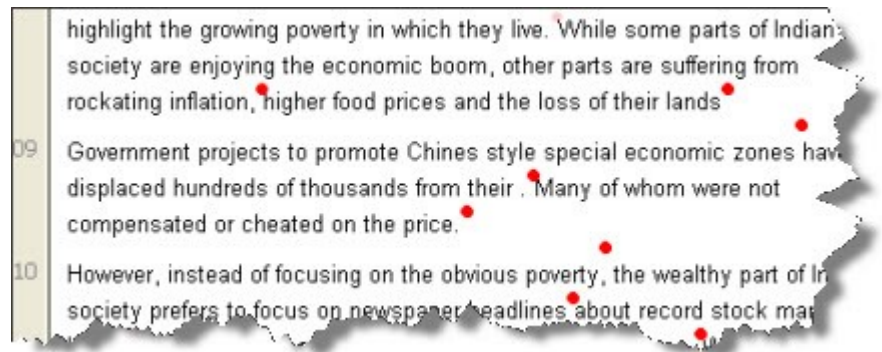
Play and Stop Multimedia Files (F4)

Start and stop the playback of the multimedia files in the active association via the **F4** key.

Set and Delete Association Anchors (F8)

Synchronization anchors link matching parts in the documents. Anchors are set by clicking on the F8 key (alternatively you can use the menu option **Association/ Insert Anchor**). The anchor is set at the current position of the cursor and marked by a red dot in the text.

Note: The default setting is for anchors to be always displayed. You can deactivate this option via the main menu **A-Docs / Text / Show Anchors** or in the Association Editor via the menu **Text / Show Anchors**.

highlight the growing poverty in which they live. While some parts of Indian society are enjoying the economic boom, other parts are suffering from rockating inflation, higher food prices and the loss of their lands

09 Government projects to promote Chines style special economic zones have displaced hundreds of thousands from their . Many of whom were not compensated or cheated on the price.

10 However, instead of focusing on the obvious poverty, the wealthy part of In society prefers to focus on newspaper headlines about record stock mar

If you set an anchor accidentally, you can correct this by clicking **F8** a second time. Provided you have not moved the cursor yet, clicking the key **F8** again will remove the newly created anchor.

Another way to delete anchors is via the Association Editor: Select an anchor in the editor and then either press the **Del** key on your keyboard or select the menu option **Association / Delete Anchor**.

Undo

Setting or deleting an anchor can be reversed via the undo option (**Association / Undo**).

Naming Anchors (F9)

You can use the list of anchors in the Association Editor to navigate through the associated documents. For this purpose, anchors can be named.

- To name an anchor, select it, click on the name field and enter a name. You can also use the currently highlighted text as name. In order to do this, select the menu option **Text / Grab Text as Name** or click **F9**.
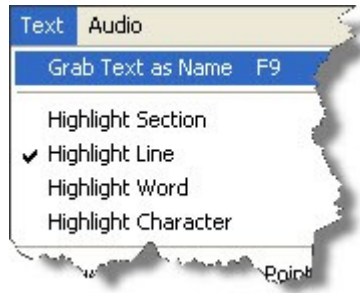
Importing f4-Documents

f4audio

Transcripts produced with the help of the freely available program f4audio v3.0.3 (manufactured by dr.dresing & pehl GmbH, http://www.audiotranskription.de/f4.htm), can be directly imported. Time markers from the transcript are automatically converted to association anchors. Time markers are then removed and a new association is created. Connected audio files are also imported.

To import an f4audio document, select menu item **FILE / IMPORT F4 DOCUMENT**. A file browser opens up from which you can the desired document. Once you confirm the selection, the import starts and ATLAS.ti creates a new memo. The memo contains the content of the f4audio file (minus the time markers) and assigns it as a primary document. Also, ATLAS.ti creates a new association with the PD and the anchors that were generated from the time markers. The audio document is located and also assigned as a PD.

NOTE: In order for the audio document to be assigned successfully, it must be located on your computer either in the location referenced in the transcript or in the same directory as your HU. This will also work if the file is already assigned as a PD and is accessible via the already mentioned paths.

f4media

Just like with f4audio, ATLAS.ti also imports f4media directly. f4media's export formats are not supported, however. Unlike f4audio, f4media does not contain references to the original audio or video document. Hence, another browser window is opened after the import which lets you select the pertinent multimedia document. This is then added to the association and assigned as a PD.

ATLAS.ti determines automatically if it is dealing with f4audio or f4media documents.

NOTE: Importing f4media can occasionally produce errors since f4media has not been official released and all tests so far could only be conducted using its beta version.

Working with associated Documents

A-Doc functions can be called either via the **A-Docs** menu or from the Associations Editor.
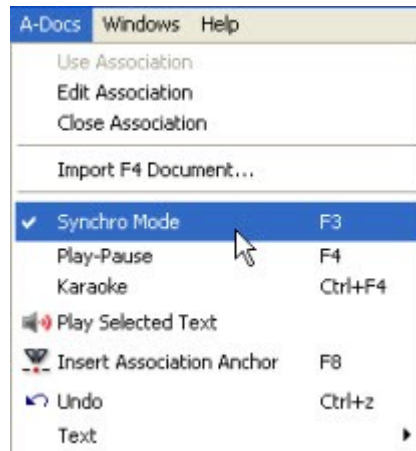
A Hermeneutic Unit can contain unlimited numbers of associations, but only one can be active at any given time. The active association is selected via menu **A-Docs / Use Association** and closed via **A-Docs / Close Association**. In the Associations Editor, you find these options under the **File** menu.

Associations between documents are automatically activated when a document is loaded in the HU Editor. In cases where several associations exist, the first available is automatically selected.

Play Selected Text

Simple selections in the text or quotations can be played via the menu item **A-Docs / Play selected Text**. The associated video or audio recording will be played back from the correct position. Playback stops at the end of the selection. The accuracy of selected text playback depends on the precision and the number of the available anchors..

Synchronization-Mode (F3)

In non-synchronous mode, the documents are independent from each another. "Moving around" in either one of the documents does not affect the other. When you switch to synchronization mode, associated documents are display *synchronously*, i.e., they are positioned next to each other. Since synchronous playback is not useful or desired in all situations, synchronization mode can be switched on and off.

The non-synchronous mode is particularly important for setting anchor points: In synchronous mode, associated multimedia documents follow the movements of the mouse cursor. This makes positioning anchors accurately fairly difficult. Selecting an anchor in the Association Editor, however, causes the cursor a jump to the selected point even when in non-synchronous mode.

Activating and Deactivation Synchronous Mode

• Synchronous mode can be enabled and disabled via the main menu entry **A-Docs / Synchro Mode** and via the **F3** key.

• In the Association Editor, synchronous mode can be selected via the menu item **Association** or the pertinent button..

Working with Synchronous Mode

Moving the mouse cursors in the text or clicking a text passage causes associated multimedia documents to be repositioned to the the correct location. Click F4 to start playback at this position.

The opposite case—i.e., moving the cursor in the multimedia document—causes no cursor change in the text document by default as this would hamper your text work. However, synchronous display is still possible if you select „Karaoke mode" (see below).

Tip: When creating associations, it can be helpful to switch to synchronous mode via the **F3** key. Provided you have already set a few anchors, you can then click in the text or move through the text via the arrow keys (left/right, up/down). Your multimedia document will follow along. To set the next anchor via **F8,** now simply switch synchronous mode off (**F3**) and start playback via **F4**.

Karaoke Mode (**Ctrl-F4**)

"Karaoke" mode lets you follow multimedia content and text documents at the same time. The multimedia document sets the pace while the current passage is highlighted in the text document. Because of the moving text selection, normal text-work tasks such as creating quotations are not possible in this mode.

There are several types of text highlighting in Karaoke mode. You can set these various highlighting options from the text menu of the Associations Editor and/or via the main menu **A-Docs / Text**:

Highlight Section: Highlights the section between two anchors.

Highlight Line: Highlights the entire line of text that corresponds to the position of the "lead" document.

Highlight Word: Highlights the word that corresponds to the position of the "lead" document.

Highlight Character: Highlights the character that corresponds to the position of the "lead" document.

Importing and Exporting Associations

Associations are saved together with the HU and remain affiliated. For exchange between ATLAS.ti projects, they can also be exported and imported as files:

- In the Associations Editor, select menu items **FILE / EXPORT…** and save the file. The active association is saved as a file. This file is in XML format and has the extension ".syn".

The import function (**FILE / IMPORT…**) lets you open files that were created in the above fashion and activates them as new associations.
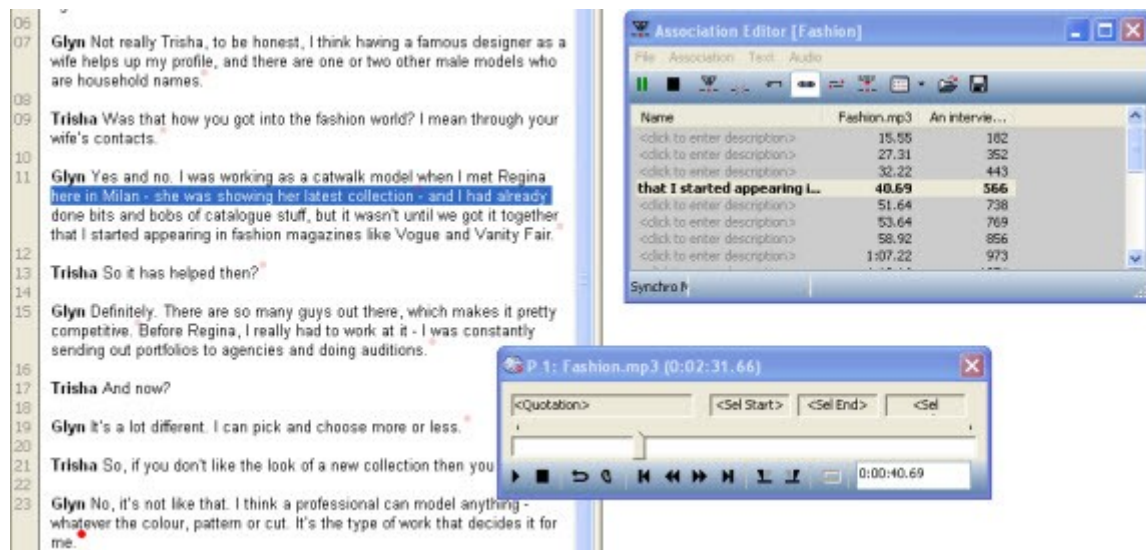
How to use ATLAS.ti for Transcribing your Data

In connection with the primary document edit mode and the A-Docs, you can now do your transcription work right inside ATLAS.ti.

You can use the functions keys to start and stop the recordings and to set anchors, but ATLAS.ti also supports the use of a footswitch. It saves about 30% of transcription time (see for example: http://www.audiotranskription.de/english/)

For the purpose of the following instructions, we use memos that have been assigned as primary documents to hold the transcript. But you can just as well use an external empty RTF document as the primary document for the transcript.

Step 1: Create a new memo from the Memo Manager. Give it a title and select the desired type (e.g., transcript). Save and close the memo.

Step 2: Select the new memo and, in the **MISCELLANEOUS** menu of the Memo Manager the option **USE AS PRIMARY DOC**.

Step 3: Assign the multimedia document that you wish to transcribe in the HU (**DOCUMENTS / ASSIGN**).

Step 4: Open the Association Editor (**A-Docs / Edit Association**) and create a new association. Add both primary documents to the association (see Manual Creation of Associations in the Association Editor)


Step 5: Load the transcript (i.e. the still empty document) and switch to edit mode (**Edit / Document Access / Enter Edit Mode**) or select the button from toolbar.

Now you're all set to start transcribing.

Step 6: By pressing **F4,** you start and stop playback of the multimedia document. Press **F8** to set the synchronization points (anchors). An anchor that was set erroneously can be erased by pressing **F8** again. For easy navigation in the multimedia document, switch to synchronous mode by pressing **F3.** If you move the mouse pointer in the text document, the multimedia document will follow.

Automatic insertion of anchors: If you activate the option **Auto insert anchor with return** from the **Text** menu, then with each hard return an anchor is set automatically.
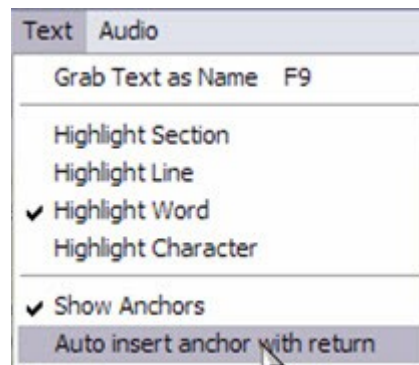
You also have the option to listen the last 1-5 seconds of the recently transcribed text. Simply select the desired rewind time from the **Audio** menu of the Association Editors and activate the "rewind" button in the toolbar.

Step 7: It is a very good idea to save your growing transcript somewhat frequently (**Edit / Document Access / Save only,** or select the option via the button). When your transcript is finished, or you just want to take a break, select **Save and** Leave **Edit Mode.** You can set new anchors or delete existing anchors at any time. And of course you can continue your work on the text**.**