

Transana in a Nut Shell!

“THE BASICS”

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Downloading/Installing Transana

- Visit the Transana website at <http://www.transana.org>
- Click on the “Download” link at the top of the page. This will open up the download page where you will have the option of purchasing the full version of the program or downloading a Demonstration version. Click to purchase or download the free demo.
- Choose the version that is right for your computer, click this and follow the instructions on the screen to install the program. (Make sure to click the button to add an icon to your desktop)

Uploading Video and Audio Data to Transana

- Create a folder on your hard drive and save your media files there. ((It works better to run from the computer than from a CD or DVD.))
- Open Transana
- When you first open Transana you will need to create a database. Keep this name simple and do not include spaces or punctuation. If you are using the demonstration version you will not be select a name for the demonstration database.
- Locate the “Data” window on the right hand side and right click on “Series” and click on “Add Series”
- A dialogue box will appear and will ask for a “Series ID”. Name this series and click “OK”. The series should be named after the teacher, site, event or type of data.
- Right click on the name of the series and choose “Add Episode”. A dialogue box will appear asking for an Episode ID. Click “Browse” on the right side of this box and locate the media file in the folder on your hard drive. When you click on the data, the “Episode ID” field will be filled with the file name

and the “Media Filename” field will reflect the name and location of the data. Click on “OK”

- A dialogue box will appear and will ask you for a “Transcript ID”. Type “transcript” into this field, or use the name of the file you are referencing. Add your name to the “transcriber” field and click “OK”.
- A dialogue box will appear that will ask you to create a “wave file”. Click “YES” in this box. Transana will extract an audio file from the video file and will make this accessible in the “visualization” screen.
- YOUR DATA IS IN!!!

Transcribing Data in Transana

- To begin transcription, open the transcript for editing by locating the tool bar at the top of the transcript and clicking on the “Edit/Read-Only” button, which is denoted by the hand picture. The tools in the bar will light up, telling you that you are in edit mode.
- Type in any identifying information that you would like to add to the transcript at the top of the page.
- Make sure that the time is set to the beginning of the video in the “visualization” screen and that there is less than one second on the clock denoted as “current”.
- Press “ctrl” and “T” together to add a “timecode” to the location. This will mark where your video begins. A red circle will appear in the transcript. You will do this at the beginning of each speaker’s turn. ((NOTE: The timecode is of the utmost IMPORTANCE!!! You will need to ensure that you timecode directly at the beginning of each speaker’s turn. You will also need to ensure that when you timecode it directly coincides with the speaker’s speech in the video/audio.))
- Begin each speaker’s turn with a time code followed by his/her name and a semicolon (*Jackie:). Type the speaker’s words as you would in a word document.
- You will control the video using the transcript. When clicked in the transcript screen, the following controls will control the video. These controls will also work in the “visualization” screen.
 - o “ctrl” & “S” – stops and starts the video with a 2 second rewind
 - o “ctrl” & “A” – provides a 10 second rewind

- “ctrl” & “D” – starts and stops in the exact place
- “ctrl” & “F” – provides a 10 second fast forward
- To jump ahead or go back in the video a significant amount, place your mouse on the time in the “visualization” screen and click on it to place the cursor there. Control the video with the control functions above.
- While transcribing remember to click on the “disc” on the transcription toolbar periodically to save.

Saving a Transana Transcript as a Word Document

- To save a transcript as a word document locate the “File” tab at the top of the screen and scroll down to “Save Transcript As”. Save the file to your computer. The transcript is saved in “Rich Text Format”
- Make sure to save as a Word Document each time you finish for the day. You will replace the older version each time.
- This Word document will allow portability between programs/computers and will allow you to re-upload your transcription if you re-purpose your video or audio data.

Returning to a Transcript in Transana

- Open Transana and select the appropriate database from the drop-down menu. Click “OK”.
- Click on the “+” next to Series and again next to the series name. Repeat this process for the data file and then double click on the transcript.
- BEFORE opening the transcript for editing, scroll down to where you left off and click the mouse behind the last timecode. The bar denoting time in the visualization screen will move to the position of this last time code and will allow you to play the video from this position.
- NOW unlock the transcript by clicking on the “hand”. You can now pick up right where you left off.