

**What you will need on your computer:**

1. Transana MU 2.20
2. The Divx Codec (to see the video files)
3. The T drive mapped to your computer
4. The video files and waveforms (unless you have access to the T: drive)
5. A user name and password.
6. Headphones

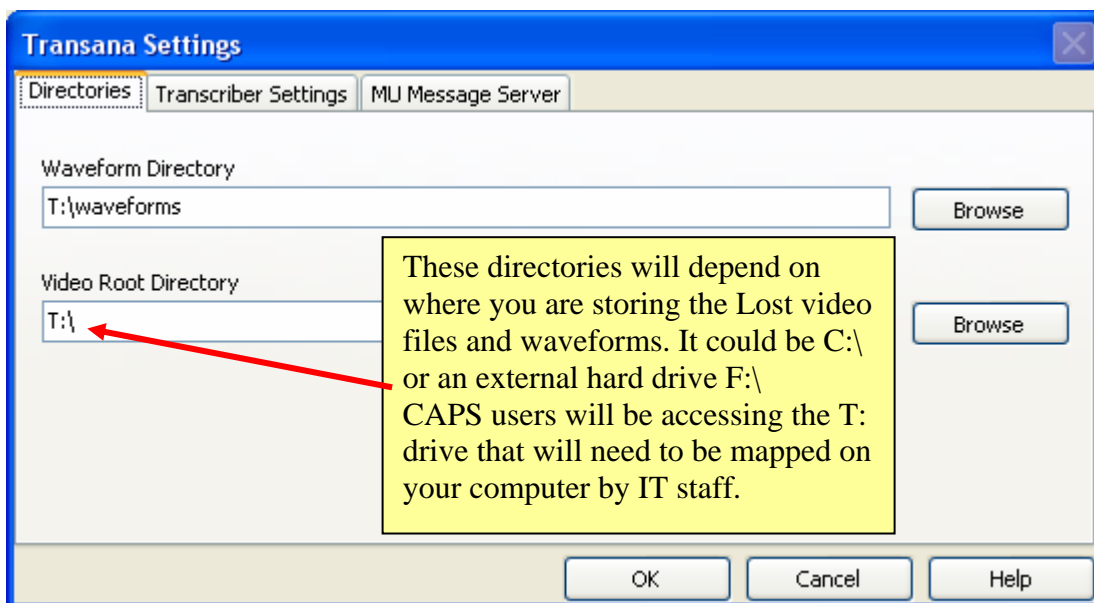
1-3 can be obtained via helpdesk request, 4-6 can be obtained from [Nicolas.Sheon@ucsf.edu](mailto:Nicolas.Sheon@ucsf.edu)

**Logging onto the Transana database:**

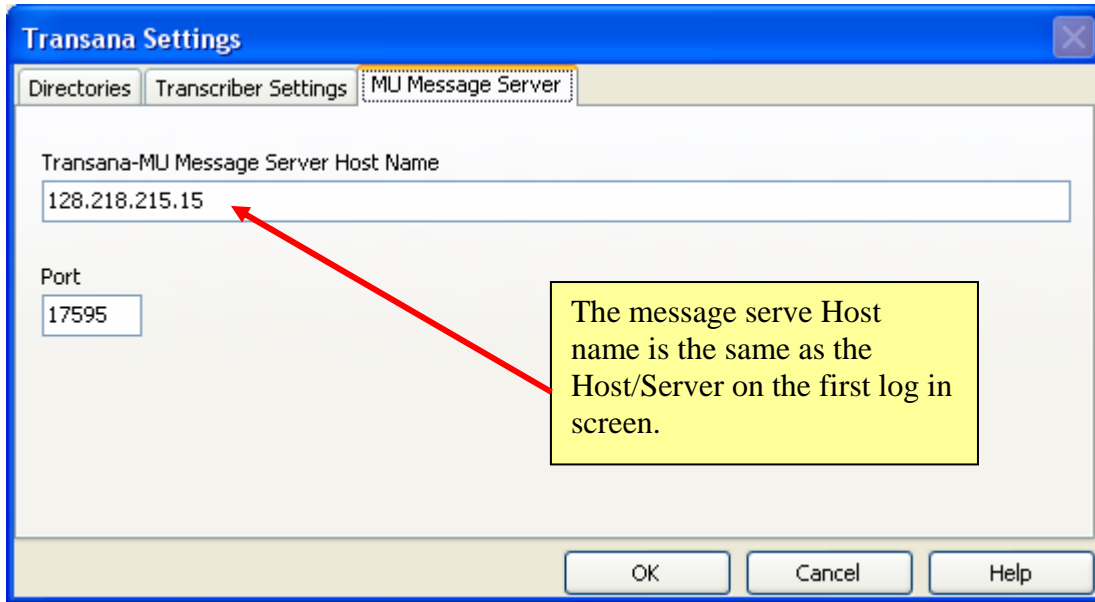
When you launch Transana MU, it asks for the following information:



The first time you use Transana you need to adjust the Options > Program Settings.

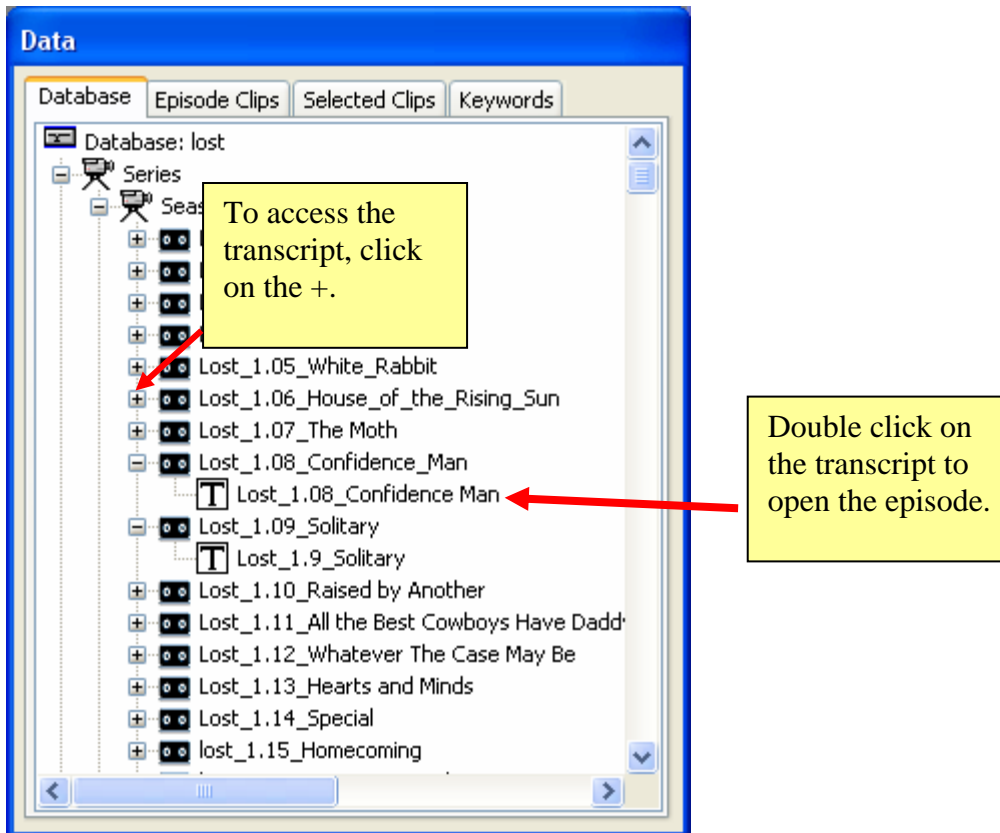


Use these settings for the message server:



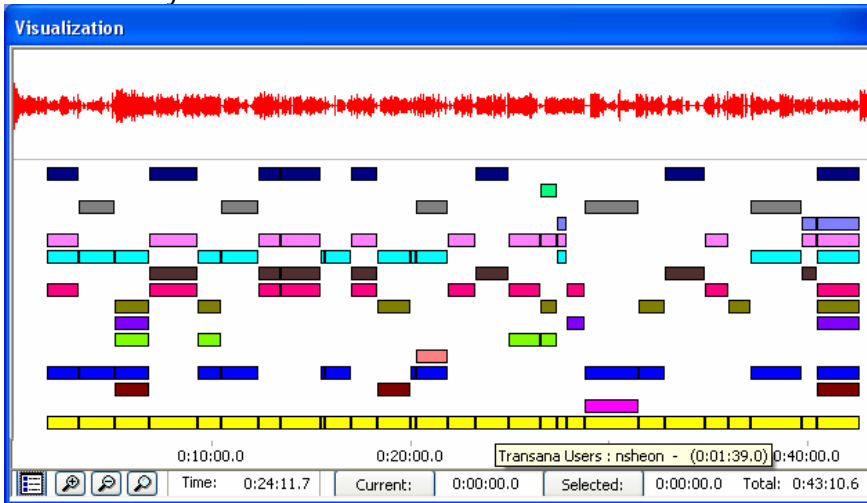
### Creating Clips with Transana MU 2.20 for Lost Project

To open an episode, double click on the transcript attached to it.



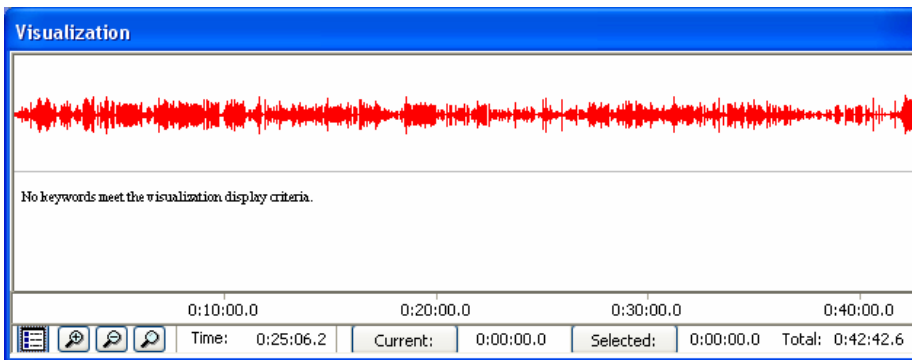
If the episode has already been coded, then you will see the colored bars in the hybrid visualization window. You can change what information appears in the visualization window under Options > Visualization Style >

Waveform/Keyword/Hybrid. Below is the hybrid style that shows both the waveform and the keywords. I recommend hybrid view.



Each bar represents a clip and each color represents a keyword. You can mouse over the bars to reveal the keyword and clip length.

The episode below has not yet been coded, as there are no bars in hybrid view.



Now we are ready to start adding time codes in the Transcript Window

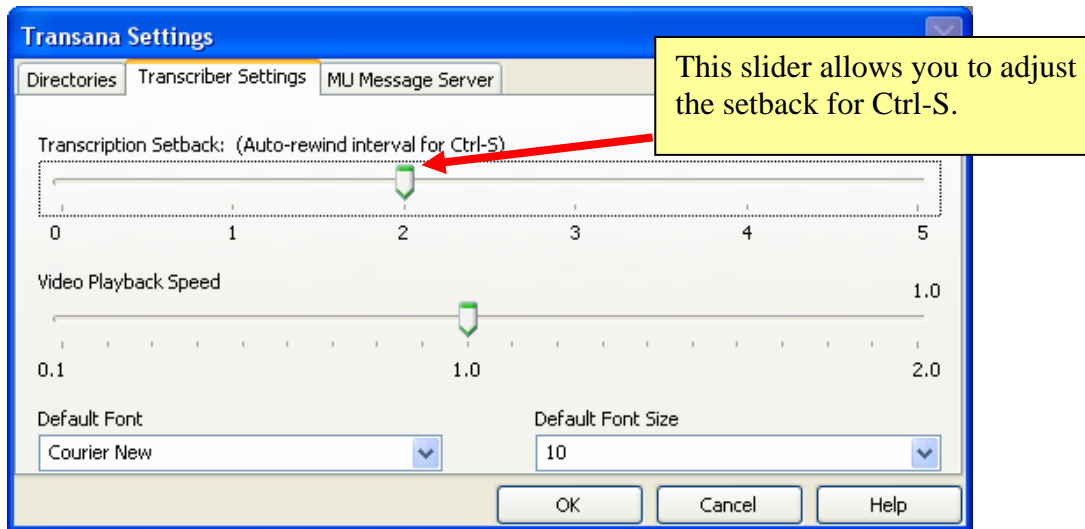
The screenshot shows the 'Transcript "Lost\_1.9\_Solitary" for Series "Season 1", Episode "Lost\_1.09\_Solitary"' window. The transcript text is as follows:  
1 Solitary  
2 Episode 9  
3  
4 Written by David Fury  
5  
6 Directed by Greg Yaitanes  
7  
8  
9 [Shot of Sayid sitting on a beach, looking at his photos. Sound of melancholy strings. Looks at the writing on the back of photo. Looks across the beach and notices something metal sticking out of the sand. Close up Sayid. Shot of metal cable in the


A red arrow points to a button in the toolbar that looks like a document with a pencil. A yellow box with red text says: **IMPORTANT:** Click this button to allow editing of the Transcript.

You will control the starting and stopping of the video playback using the following keystroke combinations for your left hand. This leaves the right hand free to use the mouse. These can only be used when the Transcript window is active. To make the Transcript window active, click somewhere in the transcript window.

Ctrl-D	Toggles Start, Stop
Ctrl-A	Go back 10 seconds and play
Ctrl-F	Go forward 10 seconds and play
Ctrl-S	Toggles Start back 2 seconds, Stop

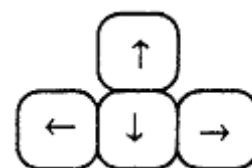
You can change the rewind distance for Stop-S under Options > Program Settings > Transcription Settings tab. The Transcription Setback can be set from 0-5 seconds. This is designed for transcriptionists and works like a pedal on a tape transcription machine.



To insert time codes, I find it is easiest to first locate the next place in the transcript where you will want to insert a time code. In the Lost project, this will usually be indicated by a capitalized scene change notation such as, "CUT TO..." or "CRASH SITE..." Start the playback from a few seconds before the time code insertion spot (use Ctrl-A, or Ctrl-S) and then when you arrive at the time code point, stop the playback with Ctrl-D. You may need to back up a few seconds if you overshoot the mark. One way to do this is to type Ctrl-S, which will start playing from a setback of 0-5 seconds. Stop the playback at the point where you want to insert the time code, then insert the time code with Ctrl-T. A  symbol appears in the transcript. Encoded in this symbol is the number of milliseconds from the start of the episode. Time codes must be inserted sequentially and Transana will tell you if you are trying to insert a time code for 20 seconds before the time code for 15 seconds. These time code symbols can be deleted, but Transana will ask you to confirm the deletion. Always insert time codes to the left of the first line of transcript text, so that you can easily select all the text when making a clip (described in the next section).

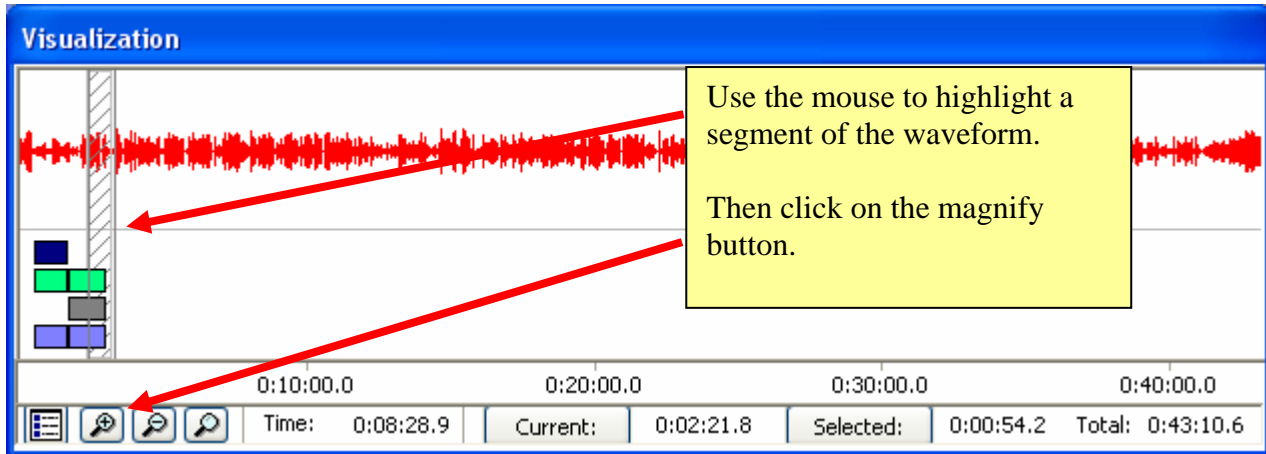
Aside from the above keystroke combinations, there are other ways to control the playback of the video. You can also control the playback with the mouse from either the transcript window or the visualization window. A right – click in the transcript window toggles playback from the previous time code to the next one. If there is no next time code, then it plays to the end. You may find that it selects or highlights all the text from the previous time code to the end. This is usually because the edit button is not on. A nice feature of this setting is that you skip to the next time coded segment in the transcript with Ctrl-N and to the previous segment with Ctrl-P.

If you want even more control and precision when positioning the time codes in relation to the video, you can use the following combination strokes with the cursor keys (see right) to find a precise place in the time line. These only work when the Visualization window is active:

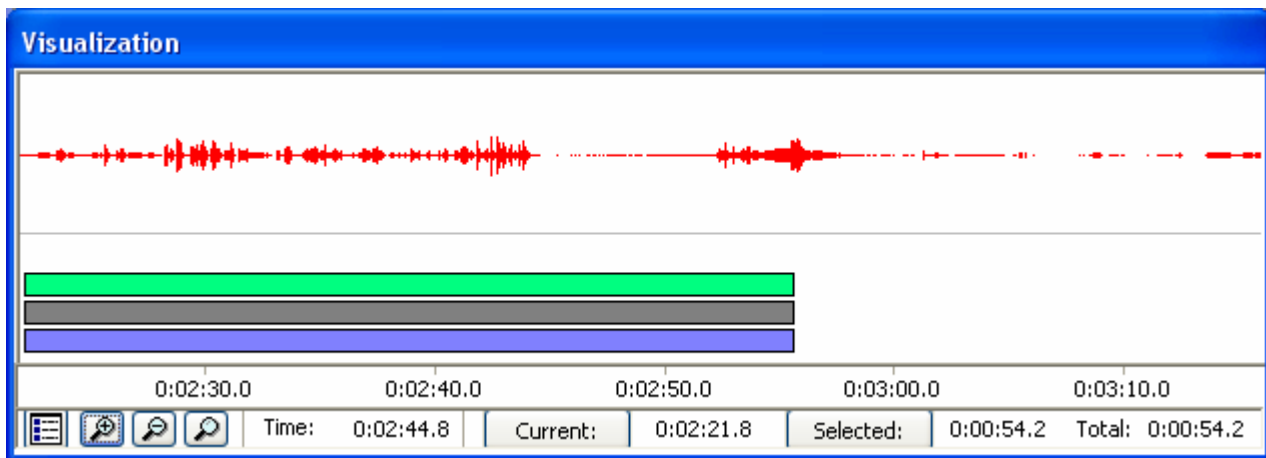


Ctrl- →	Forward .033 seconds or one frame
Alt- →	Forward .5 seconds
Shift- →	Forward 1 second

You can also zoom in on the audio waveform in the visualization window for greater precision in placing the cursor.



Clicking on the magnify button, zooms the visualization window to the selected portion of the waveform.



**Making Clips and Assigning Keywords**

Inserting time codes is a crucial first step for creating clips. Clips are segments of episodes that are placed into collections. We don't have to worry about collections on this project as Transana will assign clips into a collection automatically. The time codes we insert represent the boundaries between clips. I find it's easier to insert time codes and then go back and assign clips to keywords, but when you create the clips is up to you so long as the time codes are already inserted.

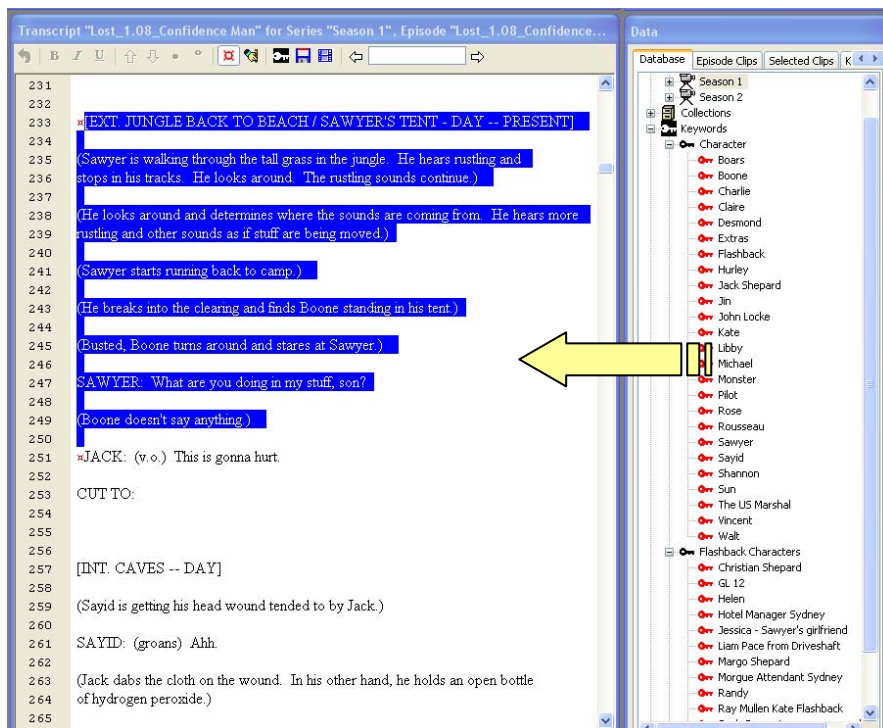
Keywords are labels that identify similarities across several clips. In the Lost project, we have a keyword for every character and a special keyword to mark certain clips as Flashbacks, i.e. they take place prior to the crash on the Island.

**Flashbacks are an important feature of character development in Lost. It is through the flashbacks that we discover over time that there is a web of connections between all the survivors from their lives prior to the crash. These connections, based on the theory of six degrees of separation, is a major theme of the show and one can't help wondering whether the Island or some mysterious force has brought these specific people together for some purpose. As Locke says in Episode 1.05:**

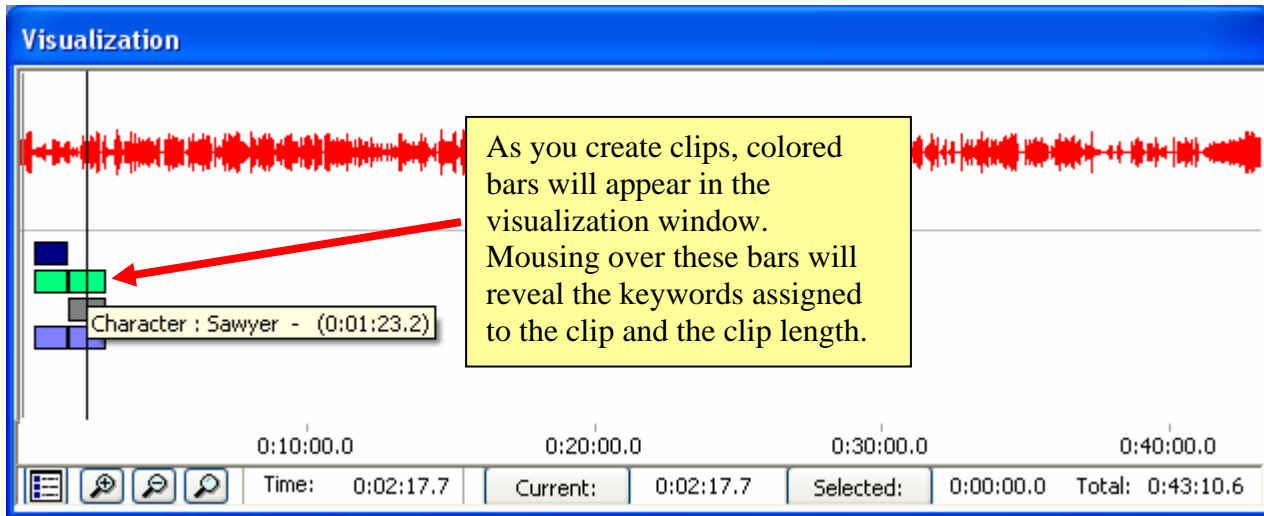
*I'm an ordinary man, Jack. Meat and potatoes. I live in the real world. I'm not a big believer in ... magic. But this place is different. It's special. The others don't want to talk about it because it scares them. But we all know it, and we all feel it. Is your White Rabbit a hallucination? Probably. But what if everything that happened here happened for a reason?*

There are several ways to make a clip in Transana. The easiest way is to use Quick Clips. Make sure that this option is enabled in Options > Quick Clip Mode.

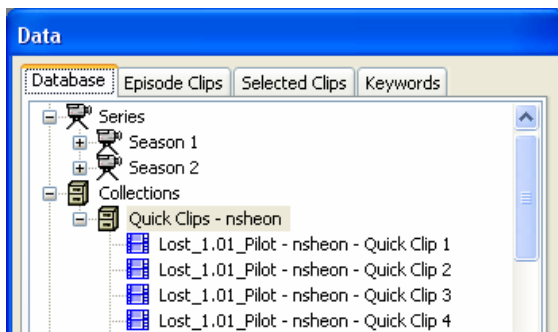
Highlight a segment of the transcript that comprises one scene, i.e. all the text between two time codes. Then from the database window, drag the relevant keywords onto the transcript window.



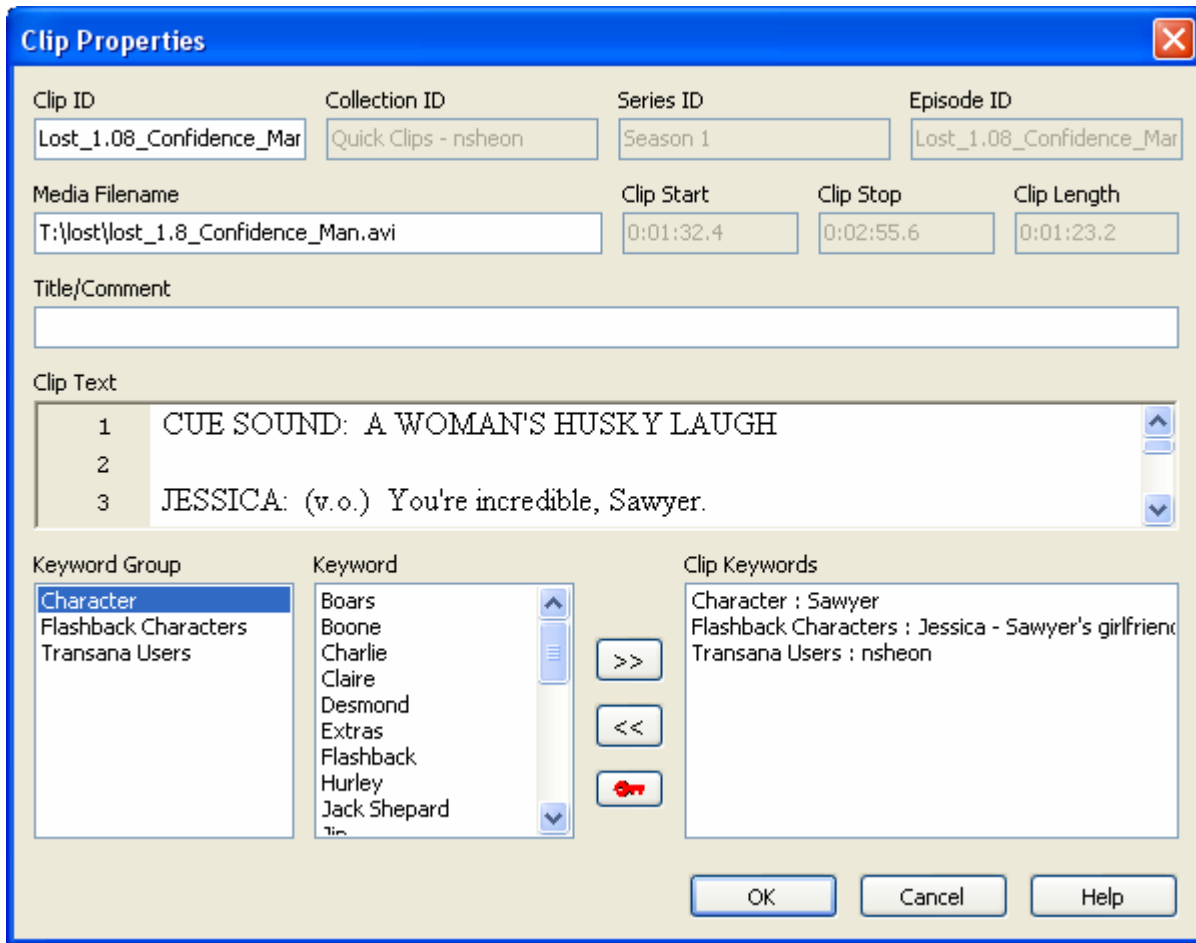
This will automatically create a clip labeled with the episode name, who made it and a number, e.g. "Lost\_1.08\_Confidence\_Man - nsheon - Quick Clip 2" Transana will also link it to the Keyword you dragged over. Since there is usually more than one character in each scene, simply drag more keywords into the transcript window and these will also be linked to the current clip. Transana will ask you if you want to add these keywords to the same clip, just click OK.



To check whether you assigned keywords for all the characters in a particular clip, you can look in the collection with your name on it, e.g. Quick Clips – nsheon. The last one in the list will be the one you just created.



Right click on the last clip in the list and select Clip Properties. A Clip Properties box opens which shows you the text included in the clip and all the keywords that have been linked to it.



This dialogue box provides a quick way to add and remove keywords from this clip. You can add more keywords by double clicking on them in the Keyword list (bottom middle). To remove clips, simply double click on it in the Clip Keywords list (on the right.) This is the easiest way to keyword a scene that has a lot of characters in it. If it's just two or three characters, the drag and drop method is fine.

Can you tell what keyword is missing from the above clip? You got it! The "Flashback" keyword needs to be added. All flashback scenes must be noted as such.

Have fun and give me a call if you have any questions:

Nicolas Sheon

415 597-9109