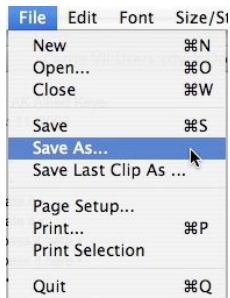
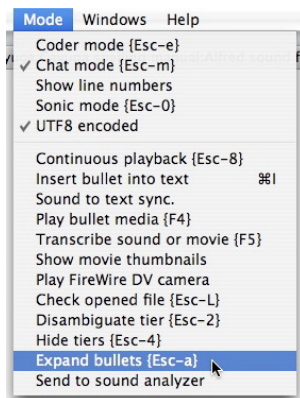


Converting CLAN (.cha) files into MSWord documents

1. Open up a CLAN transcript. CLAN filenames have a .cha extension.
2. As a safeguard, use the 'Save-As' command in CLAN (which is under the 'File' menu), and save a *copy* of the CLAN transcript somewhere else, say on your desktop. Later, you can delete this copy, after you've messed with it.



3. In the copy of the transcript, press ESCAPE-A to expand all bullets (time markers). This command is also under the 'Mode' menu.



4. Under the 'Edit' menu, choose 'Replace and Find Next'.
5. In the dialogue box, click on the 'insert bullet' button. This will insert the 'bullet' symbol into the 'Find' field; however, you will only see a space in the 'Find' field when you do this. (The bullet will only be visible as a space before the cursor in the 'Find' field.)



6. Leave the 'with' field blank.

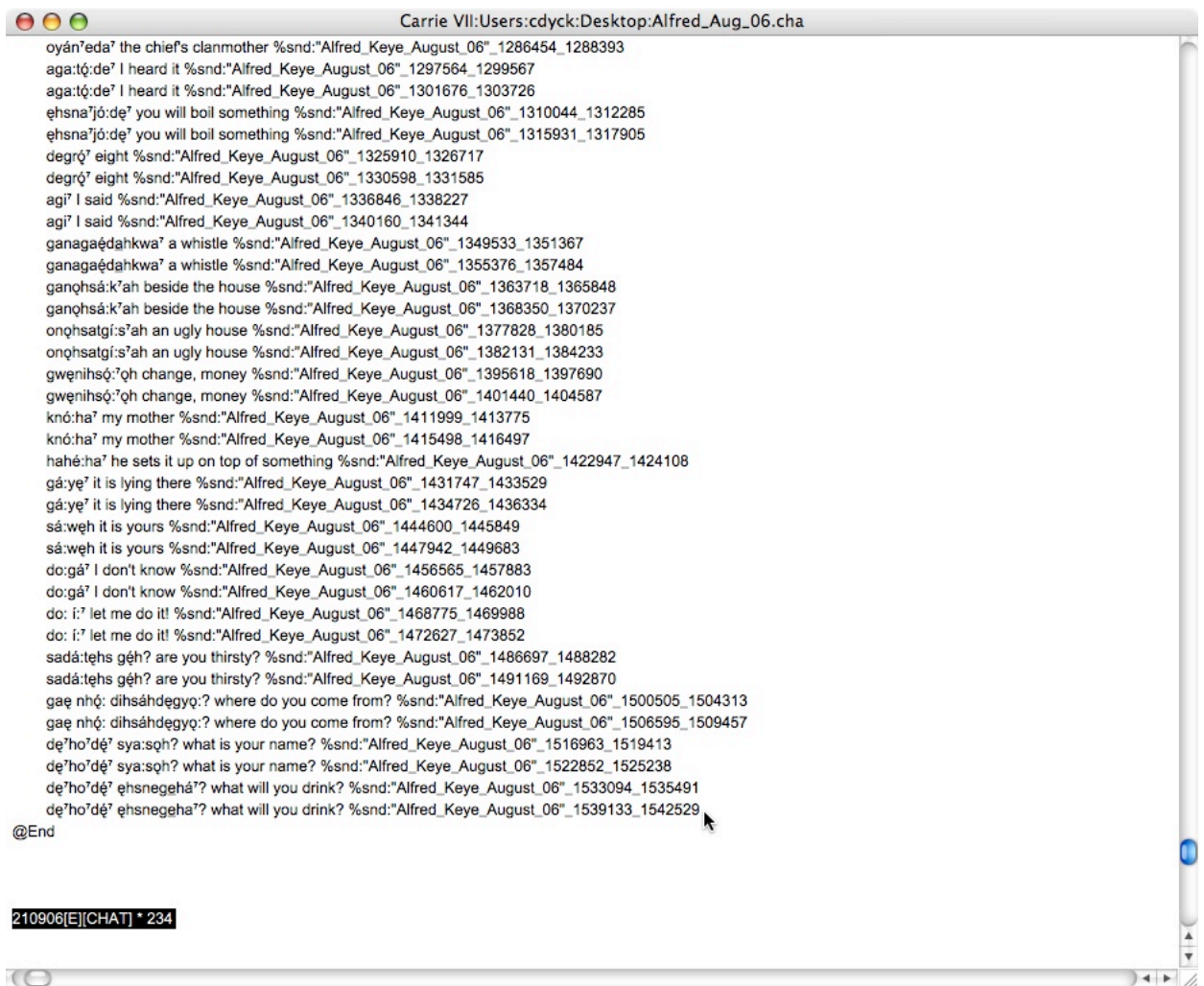
Converting CLAN (.cha) files into MSWord documents

- Click on the 'replace' button.
- Type a '!' (shift-1). (Notice that this is one of the options you see at the bottom of the CLAN transcript after you do step (7). It looks like this:)



The result is that all bullets (•) will be replaced by 'nothing'; (in other words, they will be deleted).

Congratulations: you've just deleted all those pesky bullets, and this is the only way to do it easily! Here is an example of a CLAN transcript with all of the bullets deleted.



Converting CLAN (.cha) files into MSWord documents

9. Next, under the 'Edit' menu, choose 'Select All' in order to select all the text in the CLAN transcript. Then choose 'copy' to copy all the text into the cut/copy-and-paste buffer.
10. Open a blank MSWord document.
11. Under the 'Edit' menu in MSWord, choose "Paste". This will paste all the text from the CLAN transcript into the MSWord document.
12. Under the 'File' menu in MSWord, choose "Save" and save your new document. MSWord wrecks documents on a regular basis, so you will want to save frequently, and make a back-up copy every once in a while.
13. Under the 'Edit' menu in MSWord, choose "Select All" and then change the font in the entire document to Gentium or Doulos SIL. This will make sure that all your unicode characters are displayed correctly (if you used a unicode keyboard).
14. You can now close CLAN and delete the file or copy that you created in step (2).
15. Now that you have created an MSWord document, you probably want to get rid of all the "junk" that was useful in CLAN, but not pretty in an MSWord document. First of all, delete any headers at the beginning of the MSWord document, and the '@End' footer at the end of the document. (CLAN headers and footers all begin with the @ symbol). Or else, transform the information in the headers into an introductory paragraph.

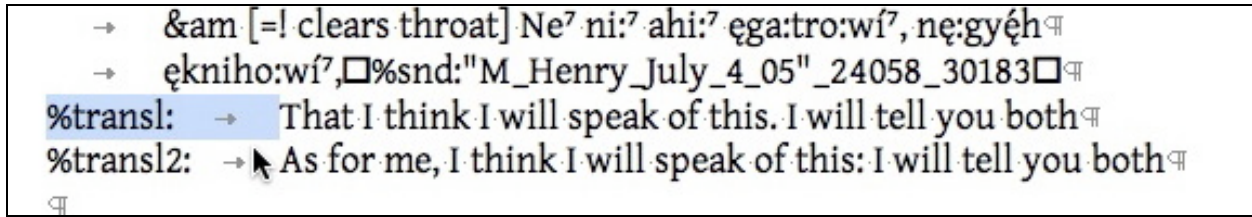
```
@Begin
@Language: cay
@Participants: MH Marge Henry Speaker, K Kehte Transcriber, skip Skip This
@Dependent: transl, transl2
@Transcriber: Roronhiakehte Deer
@Date: July 4, 2004
@Location: Woodland Cultural Centre Meseum
@Situation: A man is talking in the background and there are a couple of
people milling about and opening and closing doors. Hayendaje
Longboat is also present. Carrie Dyck joins towards the end.
@Warning: The beginning male voice is not a fluent speaker and the utterance
may not be correct Cayuga. As well, this document was transcribed by
the same person and may contain errors.
@Comments: The Cayuga in this transcription was written using words as
they are acceptedly written (for the most part), not necessarily how
they were said. To hear this speaker's particular dialect and
pronunciation, refer to the sound file. English punctuation was also
used, and these indicators (for example, a period to mean the end
of a sentence) should be taken as approximate. Any difference
in dialect between use of dy and gy was noted. Any occurrence of non-
dialogue sounds (such as 'hems' and 'haws'), as well as
explanations, are in square brackets.
```

To carry out the next steps, you'll want to know what the CLAN 'junk' is. First, click on the 'show/hide ¶' button, which is on the 'Standard' toolbar. (To see the 'Standard' toolbar, choose it from the 'Toolbars' menu, which is under the 'View' menu.) Clicking on the 'show/hide ¶' button reveals special characters like the tab and the return characters.

Converting CLAN (.cha) files into MSWord documents

Look at the MSWord version of the CLAN transcript, and you will see lines beginning like this:

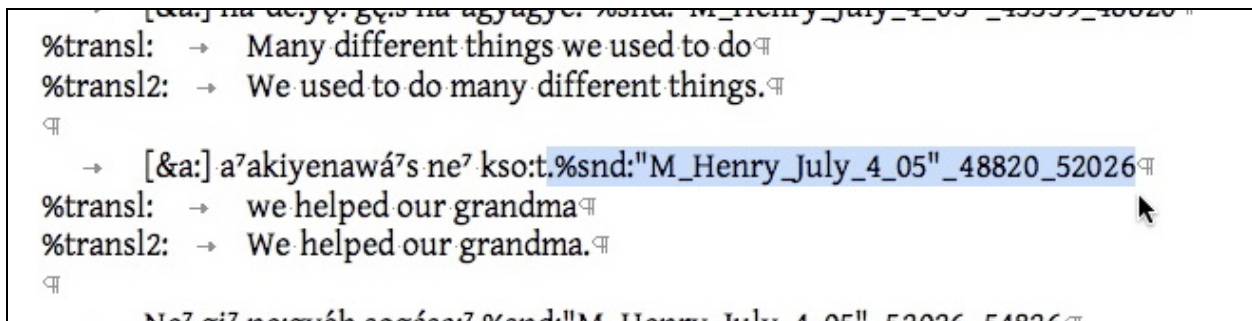
`%transl:→`



`%transl:` is an example of a CLAN tier name. The arrow represents a tab marker.

Next, look at the MSWord version of the CLAN transcript, and you will see lines ending like this:

`%snd:"M_Henry_July_4_05"_24058_30183`



`%snd:` is a CLAN command, which tells the CLAN program to look for part of an audio file.

`"M_Henry_July_4_05"` is an example of a file name (an audio file).

`_24058_30183` is an example of a time code; this part tells the CLAN program which part of the audio file to play: in this case, the section from 24058 milliseconds to 30183 milliseconds.

For later reference, I will refer to sections of this CLAN command as follows; the bolded parts are just generic names: "filename" stands for a file name like "M_Henry_July_4_05"; etc.

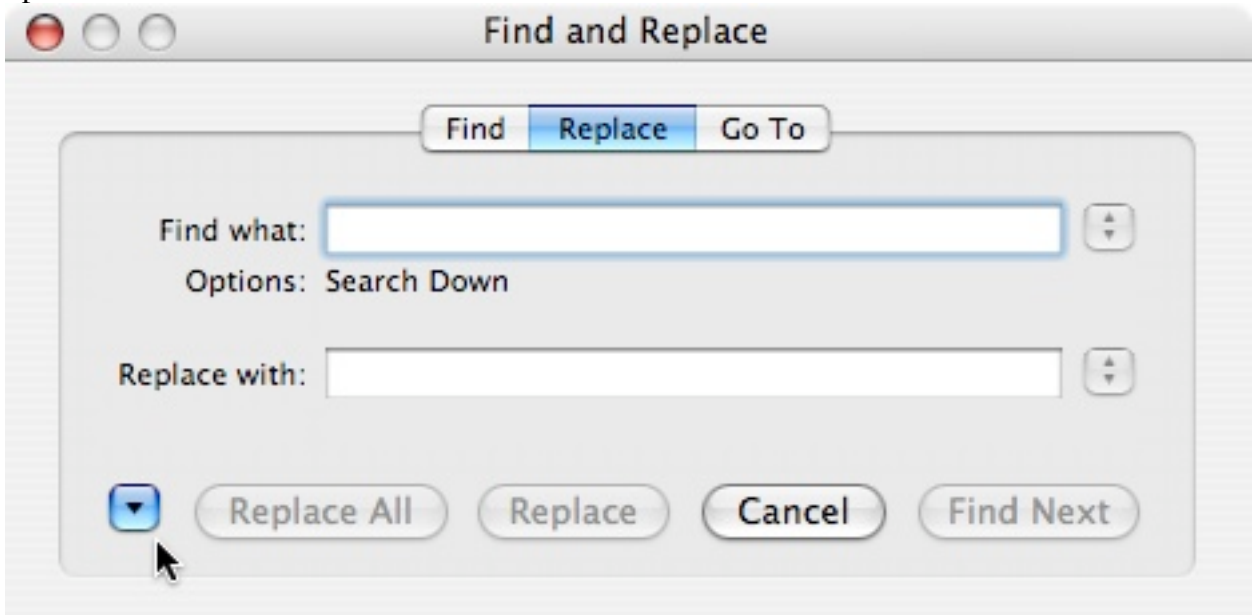
`%snd:"filename"_startnumber_endnumber`

You will want to have an easy way to delete all this now-useless information quickly, and the 'Replace' command in MSWord can do this for you.

16. In MSWord, under the 'Edit' menu, choose 'Replace'. Then perform the 'find and replace' operations shown below.

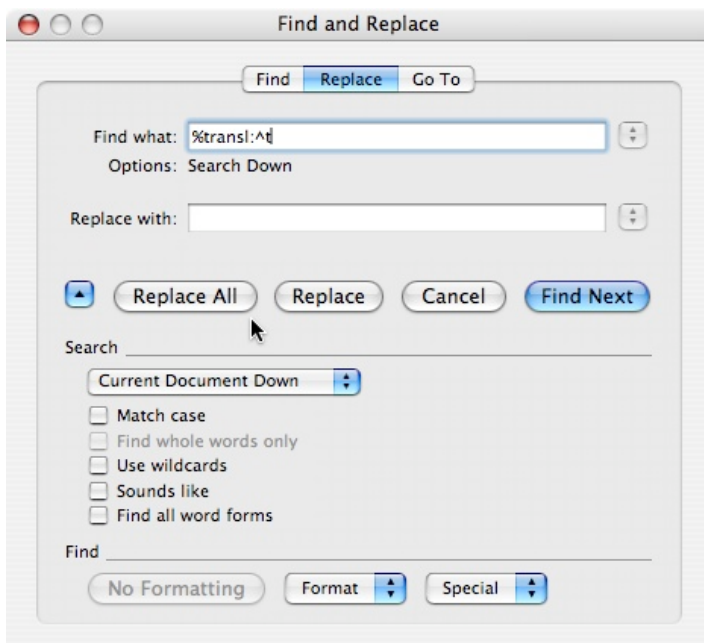
Converting CLAN (.cha) files into MSWord documents

17. Once you see the 'Find and Replace' menu, click on the 'down arrow' button to see more options.



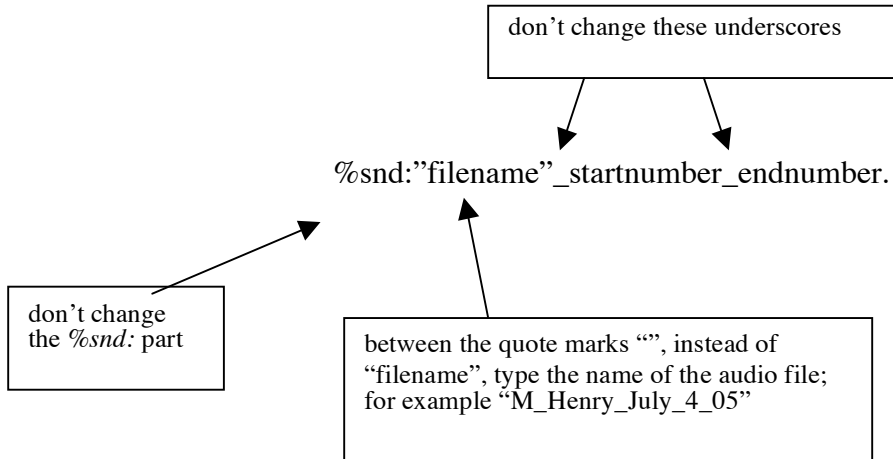
In the 'find what' field, type *%trans:* (this is an example of a CLAN tier name; substitute whatever name is in your transcript.) Then from the 'special' pull-down menu, choose 'tab character'. Notice that the 'find what' field now say *%trans:^\t* (*^\t* is the special code for finding a tab character in MSWord.)

Leave the 'Replace' field blank. Then click the 'Replace All' button. This command will erase all the *%trans:* CLAN tier names, and also the tab that follows them.



Converting CLAN (.cha) files into MSWord documents

18. Repeat step (17) to get rid of any CLAN tier names. Just type in the appropriate tier name in the 'Replace' field.
19. Now you'll want to get rid of the CLAN commands which tell the CLAN program to look for part of an audio file. First, under the 'Edit' menu in MSWord, choose 'Replace'. Once you see the 'Find and Replace' menu, click on the 'down arrow' button to see more options. In the 'find what' field, type the following complicated command:



Remember that 'startnumber' and 'endnumber' stand for numbers. You want to replace, for example, every 5-digit number with 'nothing' (in other words, you want to delete all the 5-digit numbers). You will also want to delete all 6-, 7-, 8-, 9-digit, and higher numbers.

To replace any 5-digit number, under the 'Special' menu in the 'find and replace' dialogue box, choose 'any digit'. The symbols ^# will show up in the 'find' field. (^# stands for 'any digit' in the find command.) Do this five times. To replace a 9-digit number, do this 9 times. (Etc.)

In the end, the 'find what' field in the 'find and replace' dialogue box should look something like this:

```
%snd:"M_Henry_July_4_05" _^#^#^#^#^#_ ^#^#^#^#^#
```

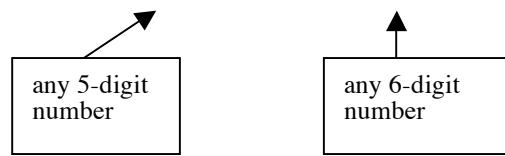
Leave the 'replace with' field blank. Then click on the 'replace all' button.

This command will erase all references to the file "M_Henry_July_4_05", and will replace all 5-digit 'startnumber' and 'endnumber' designations.

Converting CLAN (.cha) files into MSWord documents

Next, you'll want to do another find and replace command:

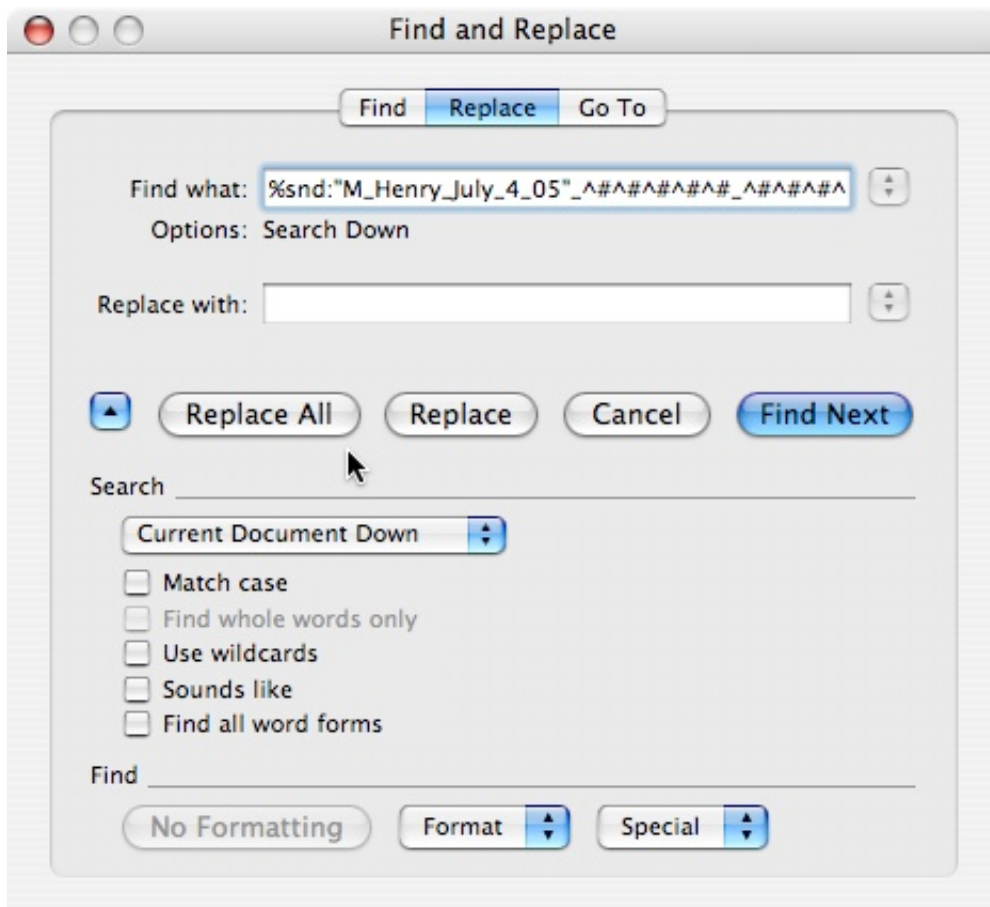
```
%snd:"M_Henry_July_4_05"_^#^#^#^#^#_^#^#^#^#^#^#
```



And then:

```
%snd:"M_Henry_July_4_05"_^#^#^#^#^#^#_^#^#^#^#^#^#
```

The 'Find and Replace' dialogue box will look something like this in the end. (In this picture, some of the command at the end of the 'Find what' field doesn't show up because the text of the command is longer than the find field. But it's there!)



And you'll want to do this until you've erased all file references, adding ^# to the 'startnumber' and 'endnumber' references as appropriate.

By now, you will have erased most of the CLAN junk. You can do the rest by hand!