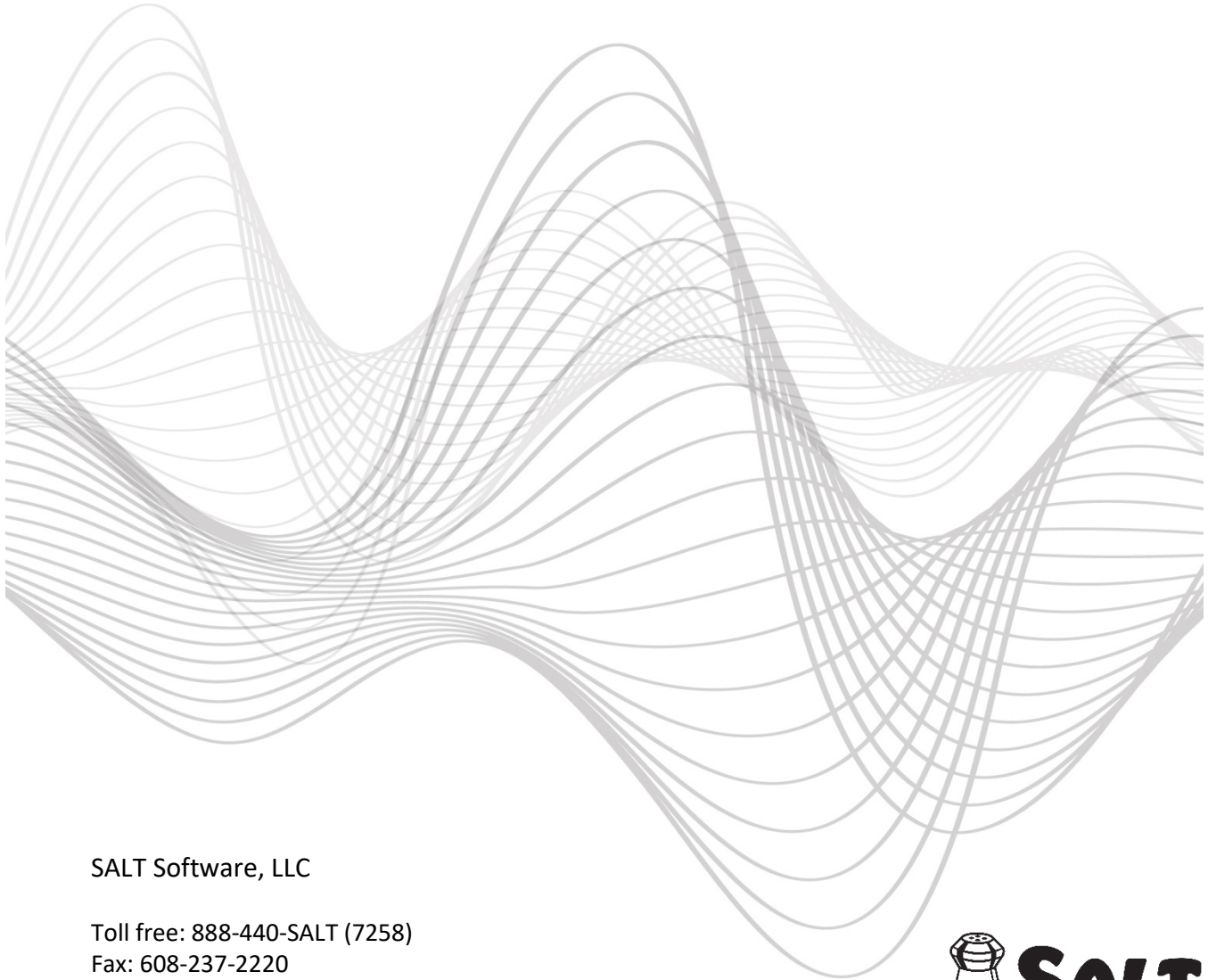


STEP-BY-STEP EXERCISE

Advanced Exploration – Coding & Saving as Transcript



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Advanced Exploration: Coding & Saving as Transcript

In this exercise you will use SALT to explore the transcript “Courtney.slt”. You will use the Explore menu to select and then code all the conjunctions in this transcript. You will then select those utterances which contain at least two conjunctions and save them as a separate transcript for independent analysis. The list of conjunctions can be found in the word list file “Conjunctions.LST” located in the “Lists\Samples” folder located in your *My SALT Data* folder.

A. Start SALT with Courtney’s Transcript



1. The SALT program begins with the Getting Started window. In this exercise you will be opening one of the sample transcripts so click the **Open** button and you are presented with the Open dialogue box.
2. Unless you changed the default transcript folder, the *My SALT Data\Transcripts* folder located within your *Documents* folder is displayed. Open the **Samples** folder and then the **Lesson Samples** folder.
3. Select the transcript **Courtney** from the “Lesson Samples” folder and then click the **Open** button. You should have the transcript “Courtney” displayed on the screen. The analysis set should be “C&I Verbal Utts” and the transcript cut should be “Entire Transcript”. Use the cursor keys or the scroll bar to look through the transcript. Courtney is a 7-year-old girl. The transcript is a narrative with Courtney telling the story of Goldilocks and the Three Bears.

B. Coding Utterances and Words

This section deals with adding and deleting codes from the transcript.

1. Look for the conjunctions in the transcript.
 - Select **Explore menu** → **List**.
 - On the left-hand side of the dialogue box, make sure the **1st speaker** is checked and the Utterance Base is **Analysis set**.
 - Click the **Word and Code List** button.
 - Click **Reset** to reset the word and code list and the settings.
2. Get the conjunction list from a file located in the “Sample Word Lists” folder within the SALT program folder. Click **Open**. Unless you changed the default word list folder, the *My SALT Data\Lists* folder located within your *Documents* folder is displayed.

Note: if the default word and code list folder has been changed, follow these steps to reset the folder to the default setting:

- Click the **Cancel** button three times to close all the dialogue boxes and return to the transcript.
- Select **Setup menu** → **File locations** → **Word and Code Lists**. The current word and code list folder is displayed.
- Click the **Reset** button to reset the word and code list folder to the default setting.
- Click **OK**.
- You are asked if you want to save the folder setting as the program default. If you select **Yes**, the previous folder setting is lost. If you select **No**, the change is only in effect until you exit the SALT program. Select **Yes** or **No**.
- Go back to step 1 (above).

- Open the **Samples** folder. Select the **Conjunctions.LST** file by clicking it once to select it and then clicking the **Open** button or by double clicking the filename. The following list of conjunctions is displayed in the edit window:

after
and
as
because
but
if
or
since
so
then
until
while

- Click **OK** to close the word and code list dialogue box. There should be 31 selected utterances and 48 matched conjunctions.
- Click **List** to generate the list of conjunctions and the utterances they were found in.

3. Insert the code [CONJ] at the end of the selected utterances.

- Select **Explore menu → Insert Code**.
- You are prompted with the “Insert Code” dialogue box. In the “Utterance or Word” setting be sure that the “**Insert code at end of the selected utterances**” option is selected.
- In the “Enter code to be inserted” field, type the following code:
[CONJ]
- Click **Insert** to insert the code at the end of the 31 selected utterances.
- The screen scrolls upward as the [CONJ] code is inserted at the end of each of the selected utterances. The “31 utterances coded” notice appears after the codes have been inserted. Press **OK**.

If you look through the transcript you will notice that the utterances containing conjunctions have been coded.

4. Suppose you had wanted to code the words instead of the utterances. Specifically, you wanted to insert the code [CONJ] at the end of each conjunction instead of at the end of each utterance. To do this, you would first have to delete the 31 utterance codes you just inserted and then re-insert the [CONJ] code at the end of the 48 matching words.

Delete the [CONJ] code which was previously inserted. *Note that if you select “Edit menu → Undo”, only the last code inserted would be removed. You could, of course, close the transcript without saving the changes and then reopen it, but it’s easy to just delete the codes.*

- Select **Explore menu → Delete Code**.

- You are prompted with the “Delete Code” dialogue box. In the “Utterance or Word” field be sure that the “**Delete code from the selected utterances**” option is selected.
- In the “Enter the code to be deleted” field, type the following code:
[conj] *Note that the code may be entered in either upper or lower case.*

Note also that wildcard characters may be used at this point to select multiple codes or all codes.

- Click **Delete** to delete the codes.
- The “31 codes deleted from selected utterances” notice appears. Click **OK**.

Insert the [CONJ] code at the end of the matched words.

- Select **Explore menu → Insert Code**.
- In the “Utterance or Word” setting, click the **Insert code at end of the matched words or phrases**.
- In the “Enter code to be inserted” field, type the following code (*if it’s not already there*):
[CONJ]
- Click **Insert** to insert the code.
- The “48 words coded” notice appears after the codes have been inserted. Press **OK**.

If you scan the transcript you will notice that the conjunction words have all been coded.


C. Locating and Coding Phrases

You may have noticed that there were many instances where two conjunctions occurred together (e.g., “and then”, “and so”, “so then”). Currently both conjunctions are coded. But suppose you only wanted to code the first conjunction in these pairs, e.g., only code “and” in the phrase “and then”.

1. First, locate the conjunction pairs.
 - Select **Explore menu → List**.
 - Click the **Word and Code List** button.
 - Click **Reset** to start over with a new specification and, if asked, do not save the current list.

The colon “:” is used to match words next to other words, i.e., a phrase. For more information on specifying word and code lists, click the **Help** button and look for the link labeled [Specifying Word and Code Lists](#).

- You could enter all the conjunction pairs but it would be simpler to just select pairs of conjunctions identified by the [conj] code. Enter the following specification which selects all phrases that consist of a conjunction next to another conjunction:
[conj]:[conj]

- Click **OK** and notice that there are 11 selected utterances and 11 matched phrases.
 - Click **List**.
2. List the conjunction pairs.
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- Check the **Expand words and codes** option.
 - Click **List**. This table lists the 11 conjunction pairs (4 instances of “and so” and 7 instances of “and then”) and the utterances they were found in.
3. Remember we only want to code the first conjunction in the pair, not both. Unfortunately, you can’t do this in one step. If you use the delete code option in the Explore menu to delete the [conj] code from all matched words, you would delete the code from both words in each pair. It will take two steps to accomplish this objective.

Step 1: Insert a temporary code on the second conjunction in each pair.

- Select **Explore menu** → **Insert Code**.
- In the “Utterance or Word” field, click the **Insert code at end of the matched words or phrases**. Notice that the “When coding phrases” option becomes available.
- In the “Enter code to be inserted” field enter the following code:
[temp]
- Under “When coding phrases,” select **Only code the last word in the phrase**. This will insert 11 codes – the [temp] code will be inserted at the end of the second conjunction in each matched pair.
- Click **Insert**.
- The “11 words coded” notice is displayed. Click **OK**.

The cursor is automatically placed after the first conjunction pair “And so...” in the transcript (entry 16). Notice that the second conjunction “so” contains both the [conj] and the [temp] code. The first conjunction “And” only contains the [conj] code.

Step 2: Delete the [conj] and [temp] codes from the second conjunction in each pair.

- Select **Explore menu** → **List**.
- Click the **Word and Code List** button.
- Click **Reset** to start over and do not save the current list.
- Select the second conjunction in each pair by entering the following specification:
[temp]

- Click **OK**. Notice that there are 11 selected utterances and 11 matched words.
- Click **List** to view them.
- Select **Explore menu** → **Delete Code**.
- You are prompted with the “Delete Code” dialogue box. Change the “Utterance or Word” setting to **“Delete code from the matched words or phrases”** since we only want to delete the [conj] code from the matched conjunctions (*those containing the [temp] code*).
- In the “Enter the code to be deleted” field, enter the following code (*if it’s not already there*):
[conj]
- Click **Delete**.
- The “11 word codes deleted” notice is displayed. Click **OK**.

Next we’ll repeat the delete process to delete the temporary code, [temp], from the matched words. You could have deleted them both at the same time by specifying the delete code [=], which would delete all codes. But there may have been some other codes, perhaps error codes, that you would not want deleted. It is safer to delete them one at a time.

- Select **Explore menu** → **Delete Code**.
- In the “Enter the code to be deleted” field, enter the following code:
[temp]
- Click **Delete**.
- The “11 word codes deleted” notice is displayed. Click **OK**. Notice that, when “and then” and “and so” occurs in the transcript, only the “and” is coded as a conjunction.
- Select **Window menu** → **Close All Reports**.

D. Find Utterances in the Transcript

Suppose you have coded the conjunctions because you are interested in determining which utterances contain two or more conjunctions. In this section, we will locate the selected utterances in the transcript.

1. Locate the utterances containing at least two conjunctions.
 - Select **Explore menu** → **Find**.
 - Click the **Word and Code List** button.
 - Click **Reset** to start over and do not save the current list.
 - Select the utterances with two or more conjunctions by entering the following specification:
[conj] & [conj]

- Click **OK**. Notice that there are 4 selected utterances.
 - Click **Find**.
2. Edit the selected utterances.
 - Look at each of the selected utterances. Notice that the last one contains three [conj] codes but the second instance of the word “SO” is not used as a conjunction. Click anywhere on the second [conj] code in the transcript and type **<Ctrl+D>** (hold down the <Ctrl> key and type “d”). The code is deleted.
 - Click **Close** to close the dialogue box.

E. Save as a Separate Transcript

This part of the exercise shows you how to save selections as separate transcripts. Suppose you would like to analyze just those utterances which contain at least two conjunctions. Perhaps you would like to calculate the MLU or look at the mazes. To do this is easy. Just select those utterances containing at least two conjunctions and then save them as a separate transcript.

1. Save the selected utterances as a transcript.
 - Select **Explore menu → Save as Separate Transcript**. The “Save as Separate Transcript” dialogue box is displayed. The four utterances with at least 2 conjunctions are still selected.
 - Make sure that the “Utterance or Words” option is set to **Save selected utterances as transcript**. Also make sure the “Include” options has **header (all + lines preceding first utterance)** checked.
 - Click **OK**.

The resulting transcript consists of the header plus lines from the original transcript and the four utterances which contain at least two conjunctions. The speaker label line at the beginning of the transcript reflects the first speaker (Child). All of the menu options are available for editing and analyzing this new transcript. To determine the MLU of the utterances with at least 2 conjunctions, just select the “Analyze menu → Standard Measures Report”.

- Close the new transcript without saving it. Close any reports you may have generated.
2. Save the selected words as a transcript.
 - Courtney’s transcript should be the current window.
 - Select **Explore menu → Save as Separate Transcript**. The “Save as Separate Transcript” dialogue box is displayed. The four utterances with at least 2 conjunctions are still selected.
 - Change the “Utterance or Words” setting to **Save matched words and codes as transcript**.
 - Make sure the “Include” options has **header (all + lines preceding first utterance)** checked. Click **OK**.

The resulting transcript consists of the header plus lines from the original transcript and the matching words from the four utterances.

F. Close All Windows

- Select **Window menu** → **Close All**.
 - Do not save the changes to the Courtney transcript. Click **No**.
 - Do not save the new transcript. Click **No**. Should you want the newly created transcript to be available for future use, you would click **Yes** and be prompted with the “Save As” dialogue box.
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