

Quickstart – Maintenance Functions

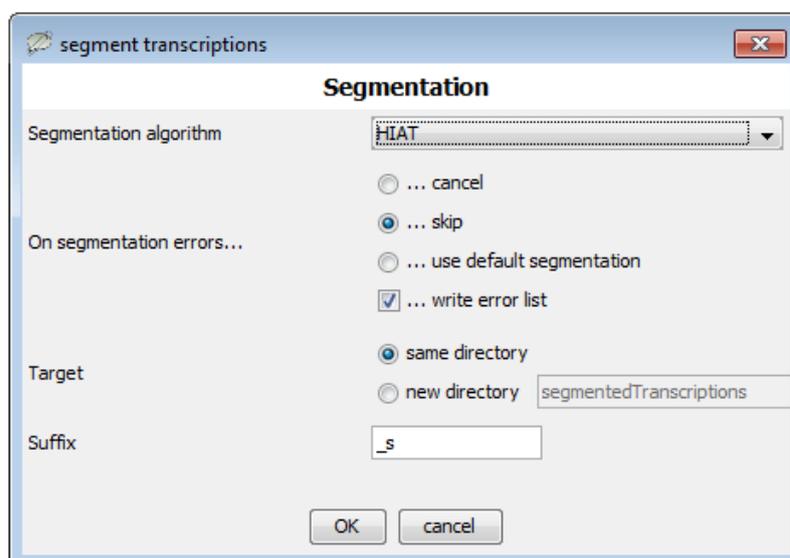
Coma offers some options not only for metadata maintenance, but also some checks for the transcriptions linked to the corpus:

A. Segment transcriptions

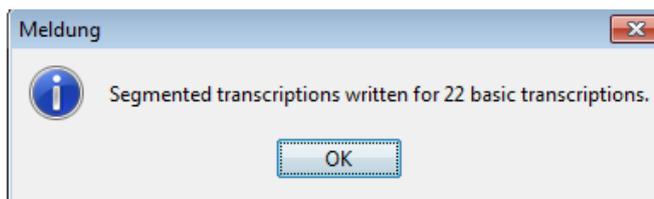
In general, any changes made to transcriptions take place in the Partitur-Editor on the basic transcription (file extension .exb) level. However, the segmented transcription format (.exs) is needed in order to integrate the transcriptions into a corpus in Coma (.coma file) and as base for EXAKT searches¹. Whenever you correct errors and save changes to your .exb file(s), you can update your segmented transcription(s) in Partitur-Editor (via **Transcription > Export segmented transcription...**). You could also correct errors in your .exb files first and then use the following Coma function. For this:

1. Choose **segment transcriptions** from the **Maintenance** menu in Coma and set your preferences (i.e. segmentation algorithm, target directory, suffix² etc.).

2. Click **OK** to confirm – .exs files for all basic transcriptions in your corpus will be created automatically.

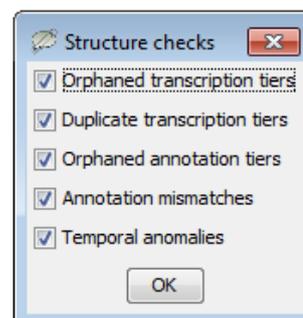


3. As result, a following dialog will be displayed, click **OK** to confirm:



B. Structure errors

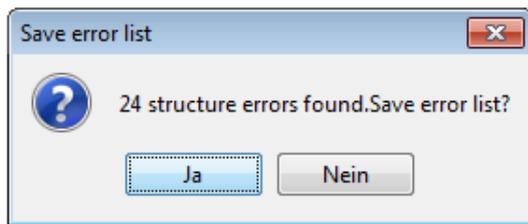
1. Choose **Maintenance > Check for structure errors...** to check the whole corpus. For more information on these kinds of errors and how to deal with them, consult also “Quickstart Correcting structure and segmentation errors” for the Partitur-Editor.



¹ For more information on this topic consult also “Quickstart segmentation”.

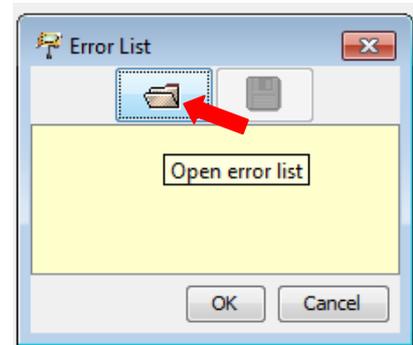
² Note that it is useful to use file suffixes as for instance _s to differentiate between basic and segmented transcriptions at first glance. The ‘s’ stands for ‘segmented’ and it will be used as default.

2. Shall any be found, a following dialog will appear:

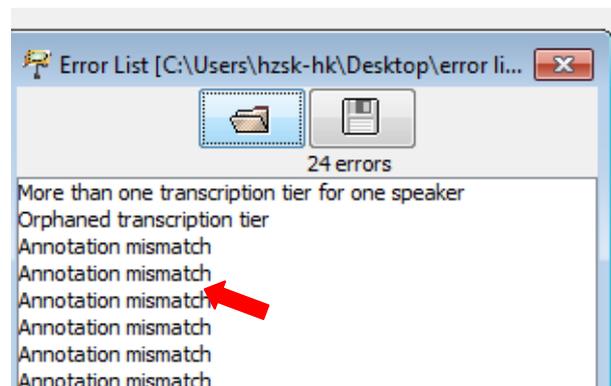


You can now save the list as an .xml file, which can be then opened with any browser, text editor or simply loaded into the Partitur-Editor, where you will have to correct the errors either way.

3. Now, you can switch to the Partitur-Editor and open the list you saved to your computer via **File > Error list...** Click at the file symbol and **OK**, for the list to be loaded.



4. If you double click at any of the errors displayed, the transcription will be opened at the exact position of the error. Correct it and save the changes.

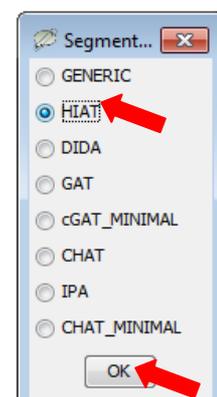


5. Please think of updating your segmented transcriptions (for reasons described in section A)

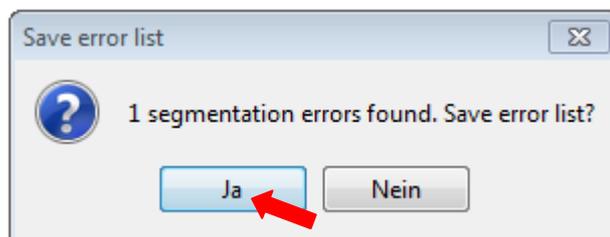
C. Segmentation errors

1. Choose **Maintenance > Check for segmentation errors...**

In the dialogue that will appear, specify the segmentation algorithm, i.e. HIAT and click **OK** to display a list of segmentation errors.



2. You can now save the error list to a file:

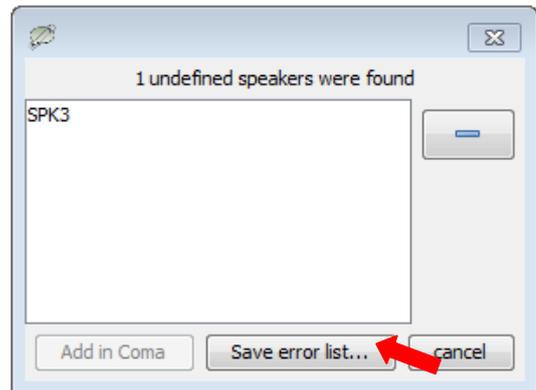


To correct the errors, simply repeat the procedure described in steps 2-5 of section B "Structure errors".

D. Speaker assignment

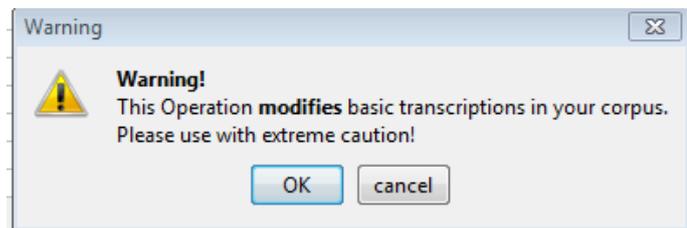
1. Choose **Maintenance > Check speaker assignment...** to look for “undefined speakers” (i.e. speakers with no tiers assigned to them). A new dialog with results will be opened.

2. You can now **Save error list...** to a file, which can be then opened i.e. in Partitur-Editor to correct the errors (for that see Section B, steps 2-5).



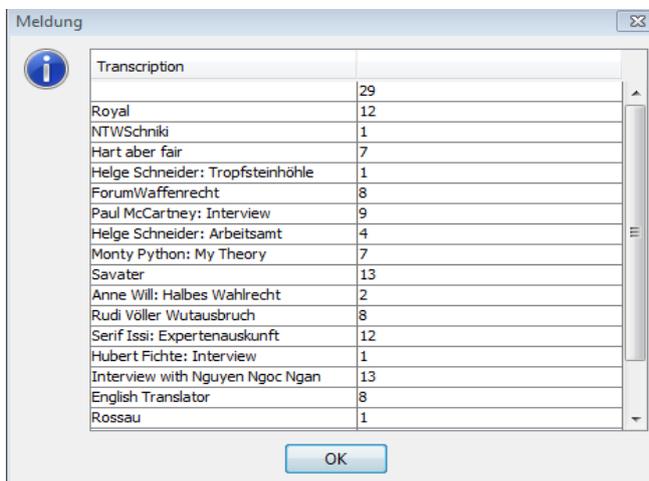
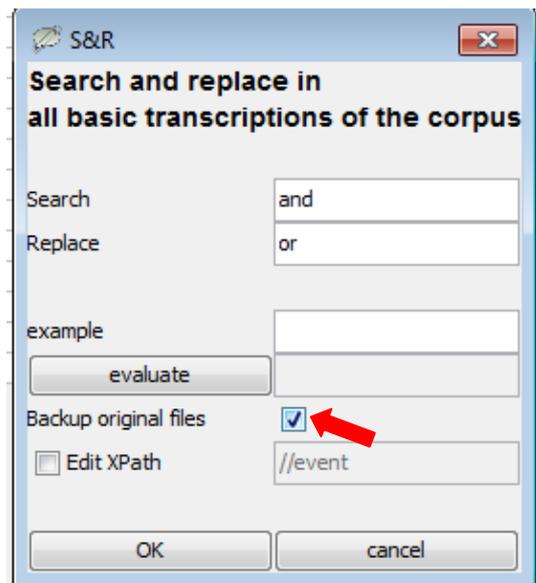
E. Search and Replace

1. Choose **Maintenance > Search and Replace in the Corpus...** and following warning will be displayed:



2. Click **OK** to proceed

3. A following dialog will appear. Now, you can search for & replace items in all basic transcriptions of the corpus. Note that you can also check the box **Backup original files** in case you want to save your original files. Confirm with **OK**.



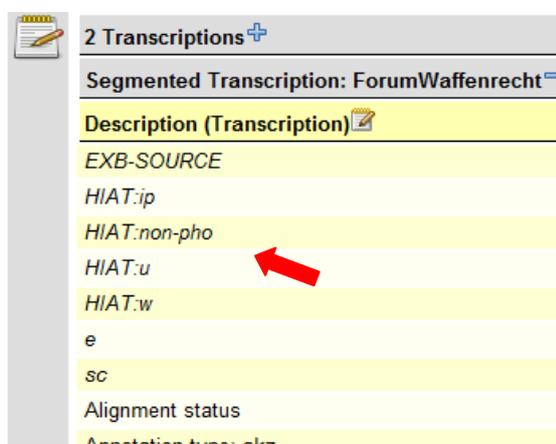
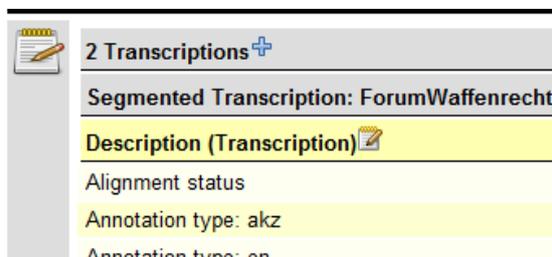
Transcription	
Royal	29
NTWSchniki	12
Hart aber fair	1
Helge Schneider: Tropfsteinhöhle	7
ForumWaffenrecht	1
Paul McCartney: Interview	8
Helge Schneider: Arbeitsamt	9
Monty Python: My Theory	4
Savater	7
Anne Will: Halbes Wahlrecht	13
Rudi Völler Wutausbruch	2
Serif Issi: Expertenankunft	8
Hubert Fichte: Interview	12
Interview with Nguyen Ngoc Ngan	1
English Translator	13
Rossau	8
	1

4. At the end, you will receive a summary of all changes made. If needed, you can select and copy the results and paste them into text editor or word processor.

F. Update segment counts

1. Choose **Maintenance > Update segment counts...** and Coma will perform an automatic segment count based on all (segmented) transcriptions already linked to the corpus. The numbers of segments will be then written as secured metadata into transcriptions' descriptions.

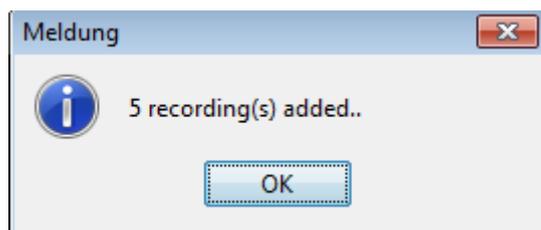
2. Although nothing has happened on the surface, but if you select the option **read-only-metadata** from the **View** menu, then the numbers of segments will be displayed. Compared to a default view on the right, the option with the activated view of segment counts will look somewhat like this:



In general, this option might be useful if transcriptions (and number of segments) have been changed.

G. Update recordings from transcriptions

1. Choose **Maintenance > Update recordings from transcriptions** in order to check the transcription headings in the corpus for linked media files and to add them as recordings in the .coma file (already existing recordings will be not changed or removed). A notification like this will then appear.



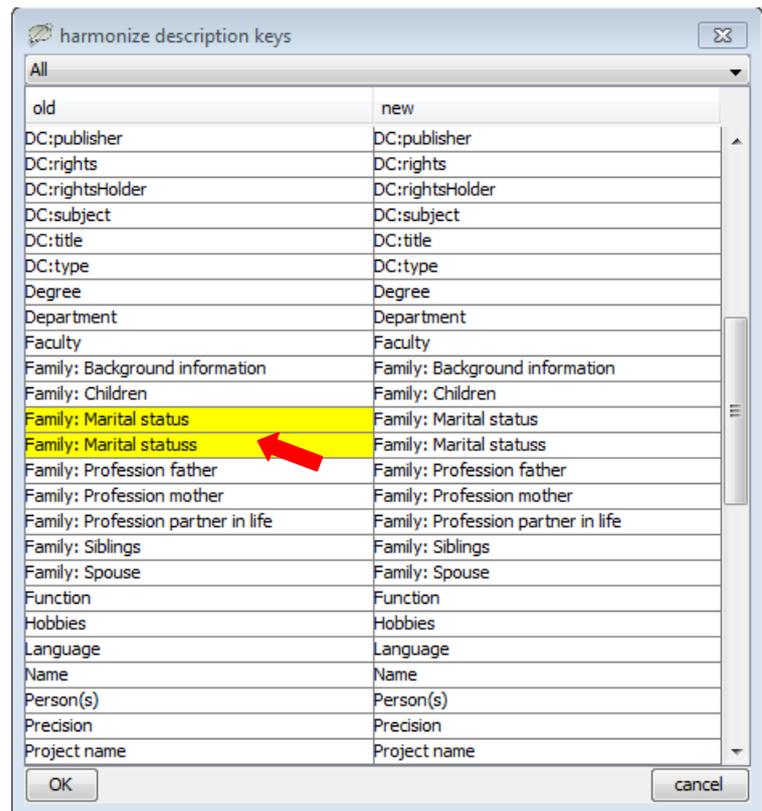
In general, you might find this function particularly useful if you added new media files to already linked transcriptions (i.e. audio/video files in different formats).

H. Harmonize description keys

1. Choose **Maintenance > Harmonize description keys...** to check and/or standardize the description keys, as oversights happen quite often while typing. A table like this will be then displayed:

2. Description keys that are similar (and thus an indication for a possible error) are marked in yellow. You can edit them in the right column

3. Click **OK** to confirm and the key will be replaced for the whole corpus.



old	new
DC:publisher	DC:publisher
DC:rights	DC:rights
DC:rightsHolder	DC:rightsHolder
DC:subject	DC:subject
DC:title	DC:title
DC:type	DC:type
Degree	Degree
Department	Department
Faculty	Faculty
Family: Background information	Family: Background information
Family: Children	Family: Children
Family: Marital status	Family: Marital status
Family: Marital statuss	Family: Marital statuss
Family: Profession father	Family: Profession father
Family: Profession mother	Family: Profession mother
Family: Profession partner in life	Family: Profession partner in life
Family: Siblings	Family: Siblings
Family: Spouse	Family: Spouse
Function	Function
Hobbies	Hobbies
Language	Language
Name	Name
Person(s)	Person(s)
Precision	Precision
Project name	Project name