UMASS Language Teaching & Research Lab

GUIDE

Herter 15 (at the basement of Herter Annex)

Lab Hours:

Monday – Friday

9:00 AM – 5:00 PM

For reservations please contact the Lab Facilitator:

Río via ultrlab@umass.edu

Visit the lab website for updates as well as the weekly schedule (on the right sidebar) at:

www.umass.edu/ltrlab

LAB PROTOCOL

Rules while in the Lab:

No Food or Drink is allowed in the lab (except water).

Rules for Lab Use:

In order to reserve the lab for use, please contact the Lab Facilitator (Río) at ultrlab@umass.edu

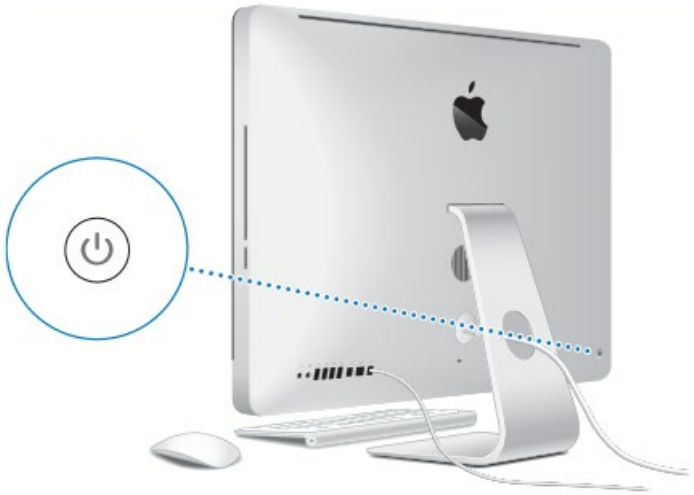
a) A calendar with scheduled classes and appointments for the month may be found on the Lab door; the classes and appointments set for the current week can be found on the right sidebar of our website front page here: http://www.umass.edu/ltrlab

b) Instructors interested in teaching at the lab must submit their requests to the Lab Facilitator as well. Only language-related courses ***with*** a strong technical/computer component that will ensure use of the computers in the lab should be taught there.

c) If you are interested in using software at the lab that is not currently installed, contact the Lab Facilitator at the email address above.

TURNING THE COMPUTER ON

The on button is on the back of the computer:



CHOOSING BETWEEN OPERATING SYSTEMS

The computers on the lab have both Mac OS X and Windows 7 installed. When you turn on the computer, you will see a screen with these choices:

Use the right arrow key to choose Mac or Windows. Press ENTER to confirm your choice. If you do not make a choice, eventually the computer will start up with whatever operating system was used last time around.

LOGGING ONTO ONE OF THE USER ACCOUNTS

Both the Mac side and the Windows side of the computers in the lab have three user accounts:

1) **Lab Administrator** – The user may save his/her work on the computer and download or install programs (password required).
2) **LTR Lab** – The user may save his/her work on the computer, but cannot download or install programs (password required).
3) **Guest (Mac) or Student (Windows) Account** – The user may access all of the programs and work on the computer, but s/he cannot save the work or download or install programs. Any work done while on a Guest User account WILL LIKELY BE DELETED SOON AFTER THE USER LOGS OFF OR TURNS THE COMPUTER OFF (no password required).

SOFTWARE INSTALLED IN EACH UNIT (shaded columns: Mac; unshaded columns: Windows)

Unit No.	Aegisub	Nvu	AviDemux	Audacity	SDL Trados 2011	Any Video Converter	AVI Recomp	AviDemux	Sanako Lab 100	E-Prime 2.0
01				Y						
02				Y						
03	Y	Y		Y						
04				Y						
05										
06				Y						
07				Y						
08				Y		Y	Y			
09			Y	Y						
10			Y							
11	Y									
12										
13	Y	Y	Y	Y	Y	Y	Y	Y		
14	Y	Y	Y	Y	Y	Y	Y	Y		
15	Y	Y		Y			Y			
16				Y			Y	Y		
17	Y	Y		Y			Y	Y		
18	Y	Y		Y			Y	Y		
19										
20	Y	Y		Y		Y	Y	Y		
21	Y	Y		Y			Y	Y		
22	Y	Y		Y						
23	Y	Y		Y						
24	Y	Y		Y			Y			
25				Y		Y	Y	Y		
bst										Y
ins				Y	Y		Y		Y	

TUTORIALS ON USING LAB RESOURCES

Please ask the Lab Facilitator about accessing our tutorials. We currently have tutorials on:

1. Basic Subtitling (with VisualSubSync), Basic PremierePro, Basic Dreamweaver

The following programs can be found on all units (Mac side):

Adobe Creative Suite 6 (see p. 7 for details)
Audacity
PsychoPy
Praat
RStudio
Skype
VLC Player
FileZilla

The following programs can be found on all units (Windows side):

Adobe Creative Cloud (see p. 7 for details)
KompoZer
PsychoPy
Skype
VisualSubSync
VLC Player
FileZilla

SOFTWARE INSTALLED (in alphabetical order)

ADOBE SOFTWARE (MAC SIDE)

Access: Creative Suite 6 (CS6 for short) consists of several programs, with icons in the Mac Applications folder (in the first two rows). See below for Windows. The icons include:

Purpose:

Bridge – A file management systems for photos and files and folders created in other Adobe programs.

Dreamweaver – A web design program with a very useful WYSIWYG editing screen.

Fireworks – An image editor (bitmaps, vector graphics), used mainly as part of web design.

Flash – A multimedia system, frequently used to animate still images and stream online videos.

Illustrator – A vector graphics editor popularly used in the field of graphic design.

InDesign – A desktop publisher.

Photoshop – A graphics editor used for handling photographs and other images in a variety of ways.

More Help: The following page has downloadable **.pdf** help files for all Adobe CS6 software:
http://helpx.adobe.com/x-productkb/global/cs6-help-pdf-available-june.html

ADOBE SOFTWARE (WINDOWS SIDE)

Access: Creative Cloud (CC for short) consists of several programs, all of which may be accessed by clicking on the Start menu button and then selecting "All Programs." Each program is listed in alphabetical order. Aside from Acrobat Pro XI (for Pdf creation and editing), the following software can be found:

Purpose: Aside from Acrobat Pro XI (for Pdf creation and editing), the following software can be found:

Photo & Desktop Publishing
Bridge CC, Illustrator CC, InCopy CC, InDesign CC, Photoshop CC, Photoshop Lightroom 5

The key programs here are Photoshop, Illustrator and InDesign. Here are some good explanations on the uses of each: http://www.printwand.com/blog/when-to-use-adobe-illustrator-vs-photoshop-vs-indesign http://www.companyfolders.com/blog/adobe-illustrator-vs-photoshop-vs-indesign-print-design-guide

Video Production
After Effects CC, Audition CC, Media Encoder, Prelude CC, Premiere Pro CC, Scout, SpeedGrade CC

Premiere Pro is the main video editing software here. Audition is used for sound editing, After Effects is used for compositing and SpeedGrade for color correction.

Web Design & Development
Dreamweaver CC, Edge Animate CC, Edge Code (preview), Edge Reflow (preview), ExtendScript, Extension Manager, Fireworks CS6, Flash Builder, Flash Professional CC, Gaming SDK

Dreamweaver is the core web designing software in this group.

AEGISUB

Access: You should see the following icon in the Start Menu (Windows) or in the Applications folder (Mac):

Purpose: Aegisub is a subtitling program. It works primarily with the **.ass** subtitling format, which allows for a wide range of formatting possibilities (colors, sizes, and other effects) but it can also read simpler formats like **.srt**.

Notes: Aegisub can be a little difficult for beginners. These users may also try other software like VisualSubSync.

More Help: A good starting page is here (check out the rest of the site as well): http://aegisub.cellosoft.com/docs/Editing_Subtitles. To learn about the full range of formatting possibilities this software has, go to: http://docs.aegisub.org/manual/ASS_Tags

ANY VIDEO CONVERTER

Access: You should see the following icon on the Desktop (Windows).

Purpose: Any Video Converter does just what it says: it can convert practically any video format into another. The interface is very simple: just drag and drop the file you need to convert into the center of the program screen, choose your output format on the top right (click on Output Profile, then choose from the options in the dropdown menu) and click on the blue "Convert Now!" button.

Notes: You can further tweak conversion options on the bottom right, for example by converting a portion of the original video, changing the frame size, etc.

More Help: Click on "Help" in the gray menu bar to learn more about the program.

AUDACITY

Access: You should see the following icon on the Desktop (Windows) or in the Applications folder (Mac):

Purpose: Audacity is an audio editor. Audio files can be cut, copied and pasted. Audacity is also capable of adding multiple tracks and exporting them as a single audio file. In addition, Audacity can remove background noise from an audio file.

Notes: When the user saves an Audacity file, the software produces an .aup project file. This file is only a shortcut to the actual audio, and only works on the computer the project is being worked on. When your project is completed, you need to "Export" your project (see under File menu). We recommend exporting as an mp3 file, which takes less space than a wma file. If program gives an error message (LAME encoder missing) there are instructions to resolve the issue here (contact a lab administrator to set up the necessary file): http://wiki.audacityteam.org/wiki/Lame_Installation

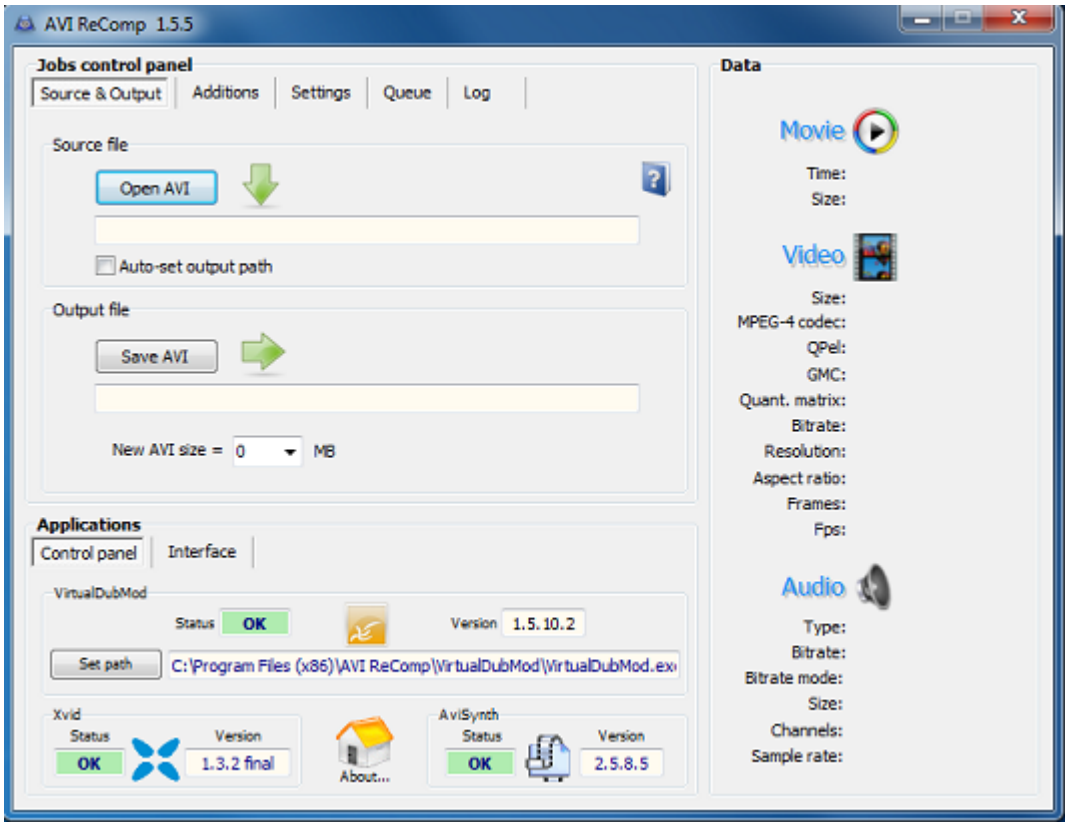
More Help: The Audacity manual is online here: http://manual.audacityteam.org/o/

AVI RECOMP

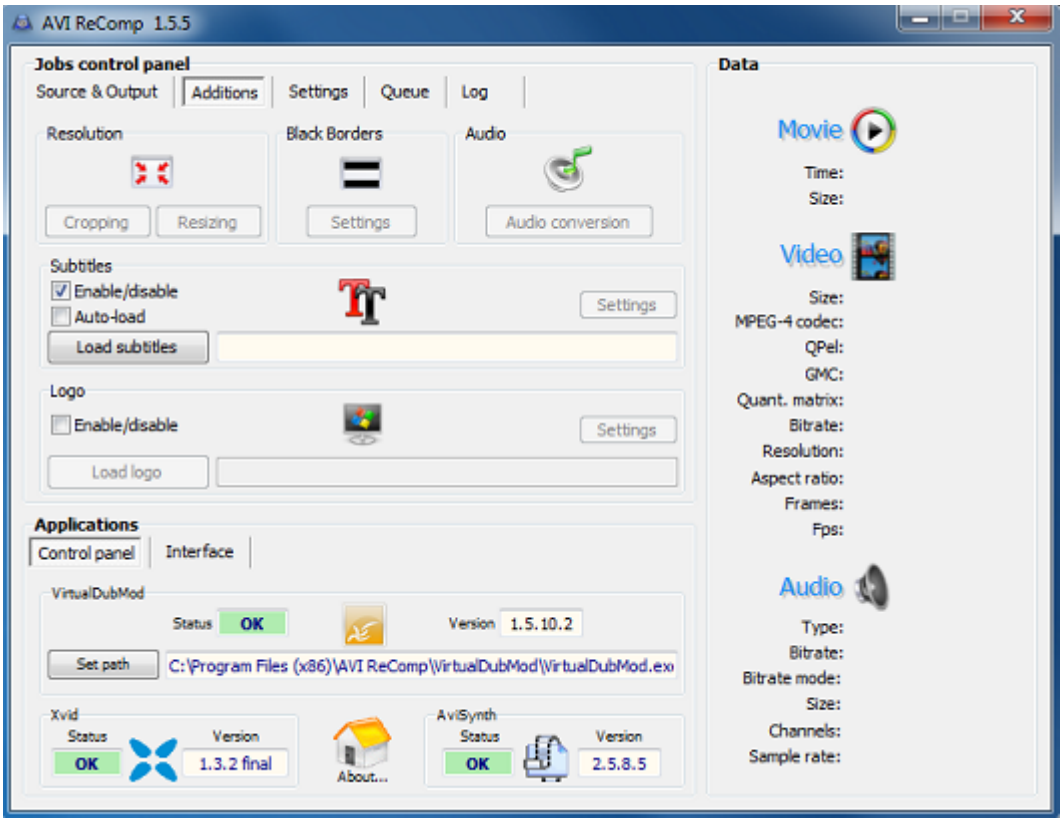
Access: Avi ReComp is only available for Windows. The Desktop icon looks like this:

Purpose: The program recompresses Avi files, to make them compatible with DVD players or to make them smaller for easy use. The program also does an excellent job of hardcoding subtitles into an Avi file. The process of hardcoding subtitles with Avi ReComp is very smooth, and if your original video file is not in Avi format you may consider converting it via Any Video Converter just so that you can use this software to do so.

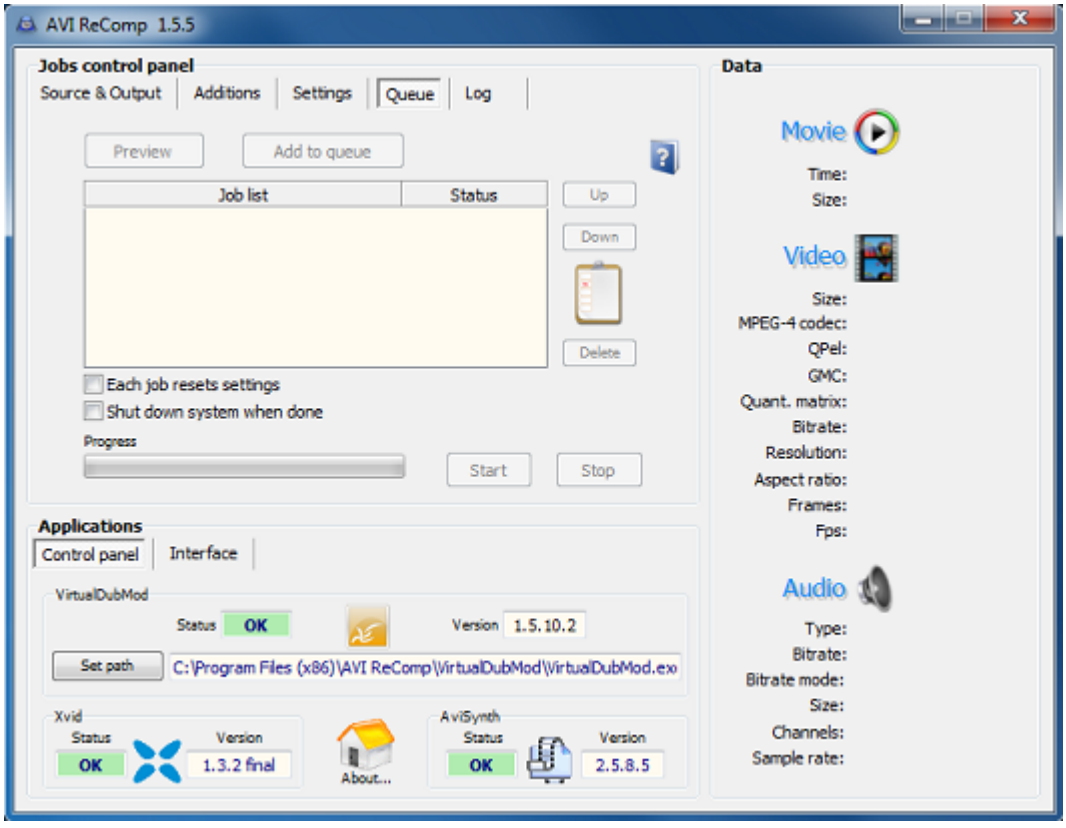
Notes: Here is the process of hardcoding subtitles to an Avi file, step by step. First, click on the program icon to start the program.



In the initial screen, click on the "Open AVI" button to choose your video. Then, click on the "Save AVI" file to choose a name for your Output file. The program uses as a default name the original file name plus "_arc". Next, click on the "Additions" button in the control panel.



Find the "Subtitles" section in the middle of the screen, and click "Enable/disable." Next, click on the "Load subtitles" button and choose your subtitle file (AVI ReComp supports most subtitle formats, including the .srt used by **VisualSubSync** and the .ass used by **Aegisub**). Next, click on the "Queue" button in the control panel.



Click on the “Add to queue” button. The title of your video file should appear. Click on it so that it is highlighted and then click on the “Start” button, which will become clickable.

More Help: More information on how you can reconfigure your Avi files with this program can be found here: http://www.digital-digest.com/articles/AVI_Recomp_AVI_to_XviD_Guide_page3.html

AVIDEMUX

Access: You should see the following icon on the Desktop (Windows).

Purpose: AviDemux is a video editor. The interface is not the easiest to learn, but the program is quite powerful.

Notes: Despite the name, this program can work with several file formats, not only Avi. It allows the user to manipulate sections of a video, to convert it from one format to another, resize, crop the video or add borders to it, and even append one video (or several) to another.

More Help: Here are two guides to some of the program's features:

http://www.wikihow.com/Edit-Video-With-Avidemux

http://www.howtogeek.com/108584/how-to-quickly-edit-combine-transcode-apply-filters-to-videos-with-avidemux/

E-PRIME 2.0

Access: E-Prime 2.0 is only available on the Windows side of the **bst** computer (in the back of the room). You should see the following icon on the Desktop:

Purpose: E-Prime is a program for the creation of behavioral experiments. E-Studio is the main component of E-Prime, and is based on a simple drag-and-drop interface. PsychoPy is a freeware equivalent of this software program.

Notes: The program comes with a hardware key that attaches to one of the USB ports behind the computer. You may not be able to save your work on E-Prime without the hardware key attached. For the key, please talk to the Lab Administrator.

More Help: A number of Pdf texts to help you create experiments come with the program. They can be found by clicking on the Start Menu, going to All Programs, finding the E-Prime folder and then the Documentation folder.

FILEZILLA

Access: You should see the following icon for the FileZilla Client on the Desktop (Windows).

Purpose: FileZilla is a file transfer program for websites, to be used for transferring files from the local computer to the network folder for the site.

Notes: FileZilla is an open-source program and is also available for Mac.

More Help: The main FileZilla page has a Quickconnect button (top-right) to allow for transfer between the Local site (your computer, left side of the screen) and the Remote site (the server in which your website files are housed, right side of the screen). If your site is hosted by UMASS, then the information to be inputted before clicking on the Quickconnect button is as follows:

Host: **webadmin.oit.umass.edu**

Username: <same as your UMASS **NetID**>

Password: <same as the **password** for your UMASS **NetID**>

Port: **22**

KOMPOZER

Access: Go to the Start Menu, click on All Programs, click on the KompoZer folder and then on the following icon:

Purpose: KompoZer is a web design program, the successor to Nvu.

Notes: The look and feel of this program is very similar to Nvu. You can switch between a WYSIWYG screen and an HTML code screen via tabs. The program is designed to be user-friendly.

More Help: Here is the first page of a series of tutorials on KompoZer (the other pages are accessible through links at the bottom of the page): http://www.thesitewizard.com/gettingstarted/kompozer-tutorial-1.shtml

NVU

Access: You should see the following icon in the Applications folder (Mac):

Purpose: Nvu is a web design program, open-sourced and with easy-to-use WYSIWYG capabilities.

Notes: This program has been discontinued. It is recommended that the user consider other software like Adobe Dreamweaver (if you are on the Mac side) or KompoZer (if you are on the Windows side).

More Help: Here is the first page of a series of tutorials on Nvu (the other pages are accessible through links at the bottom of the page): http://www.thesitewizard.com/gettingstarted/nvu1.shtml

PRAAT

Access: You should see the following icon in the Applications folder (Mac):

Purpose: Praat is a linguistic program, used for the analysis of speech and the study of phonetics.

Notes: The program is free. It goes beyond the simple analysis of speech, allowing you to manipulate speech and even synthesize it. It also produces visuals and graphics that can be inserted into your linguistic writings etc.

More Help: There is a comprehensive manual written by a third-party here: http://savethevowels.org/praat/UsingPraatforLinguisticResearchLatest.pdf

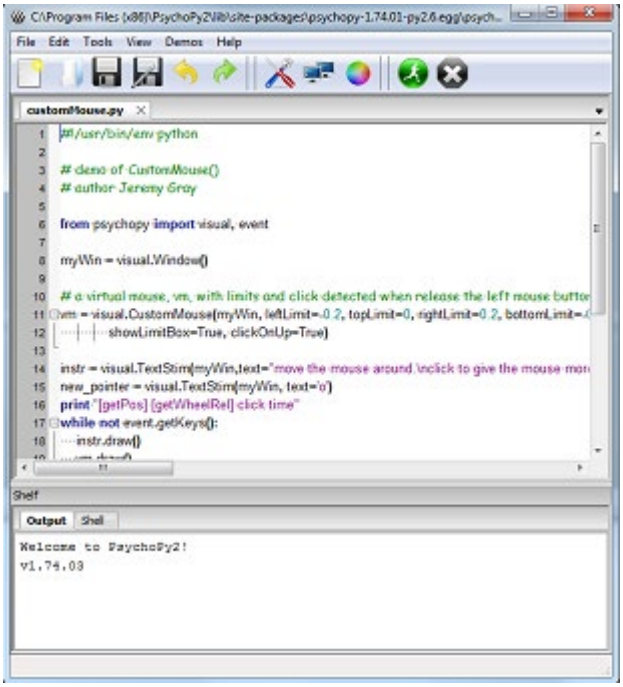
PSYCHOPY

Access: On the Mac side, go to the Applications folder and look for the icon below. On the Windows side, go to the Start Menu, click on All Programs, click on the PsychoPy2 folder and then on the following icon:

Purpose: PsychoPy is a program for developing and testing stimuli for the psychology and neurology fields. It is an open-source alternative to costly programs such as E-Prime. All the programming in PsychoPy is done in the Python language.

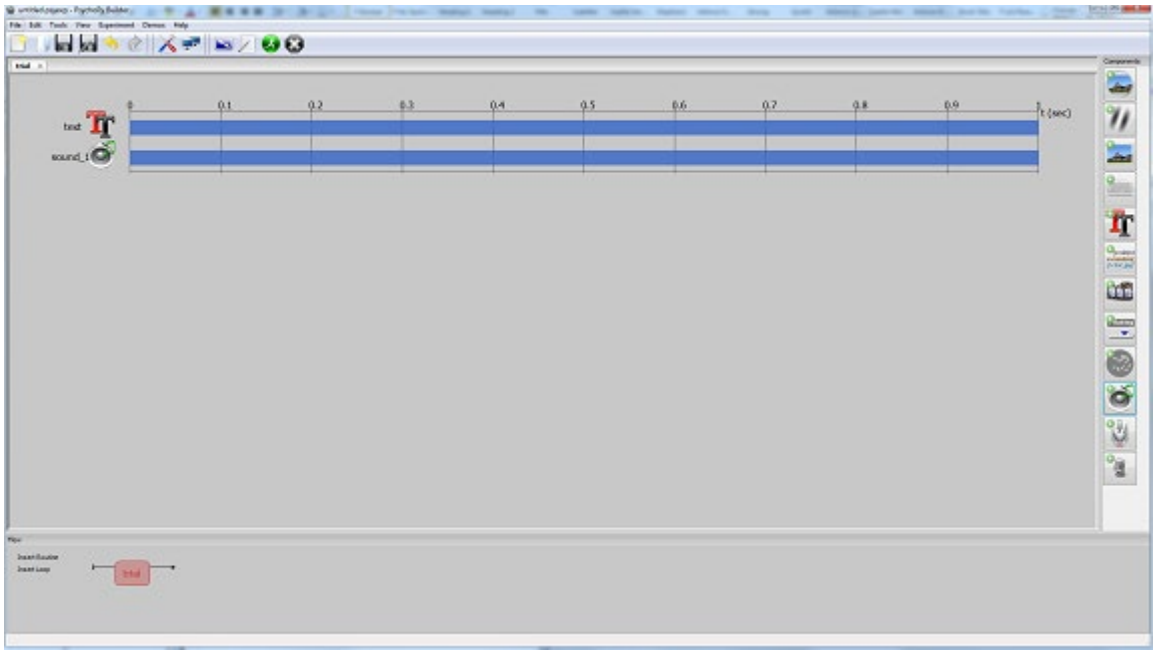
Notes: The software comes with two views: Coder and Builder. Toggle between the views by clicking on "View" in the top menu. With Coder, the user can create the experiment directly by programming it in Python. The "Demos" menu option has several readily modifiable basic experiment programs.

This is the Coder view:



The Builder view allows the user to create the experiment without coding it. Instead, the user drags and drops elements from the right side of the screen into the main work area (the program automatically converts everything into Python for you).

This is the Builder View:



More Help: PsychoPy's creator has an intro tutorial (using the Builder view) here: http://www.youtube.com/watch?v=VV6qhuQgsiI

Also, PsychoPy comes with a variety of "demo" experiments that can be used to practice with the software and even to create new experiments (simply by tweaking the demo closest to what you would like in your experiment). These demos can be found under "Demos" in the menu bar.

SANAKO LAB 100 [***currently not in use***]

Access: The program can only be accessed via the instructor's computer. You should see the following icon on the Desktop (Windows):

Purpose: Sanako Lab serves as a digital language lab, where the instructor uses a single computer to set up and monitor language learning assignments to students. The lab has several digital recorder units, for students to listen to and engage with the assignments (through headphones and microphone). The student units look like this:

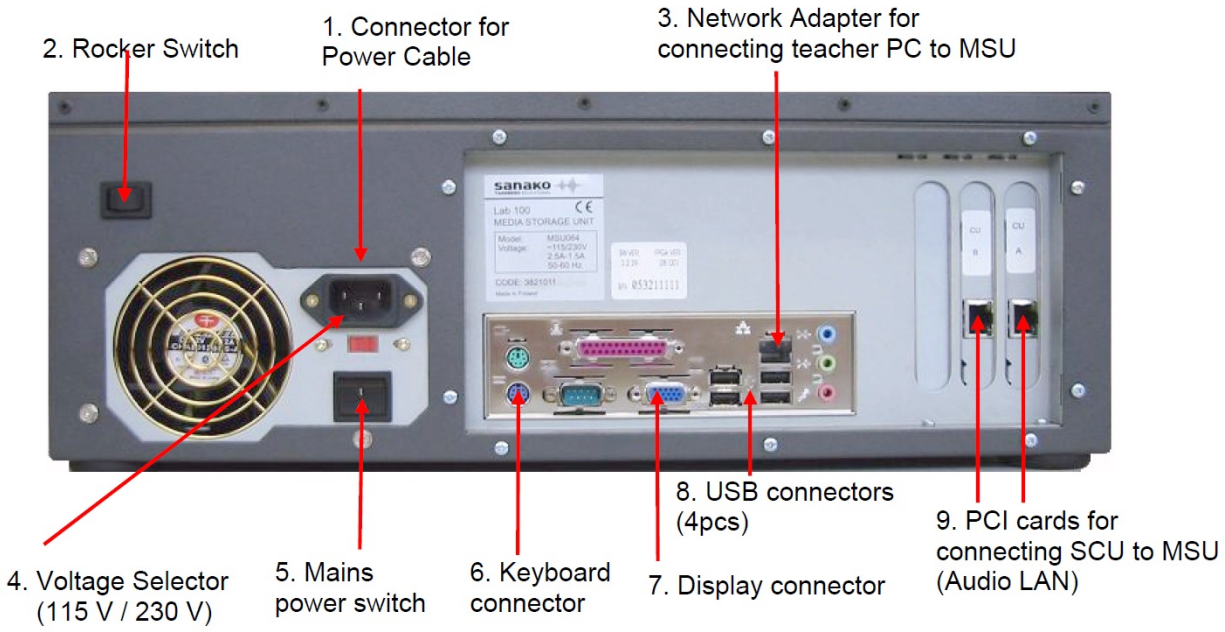
Notes: Sanako stores all of the teacher's assignments as well as student's work in a Media Storage Unit, to be found under the instructor's computer, in the drawer desk. This unit must be turned on for the program to work.

More Help: There is a binder with the Sanako Lab manual in the premises. For those preferring to read online, here is a user guide from the company:
http://www.sanako.com/partnerzone/files/Sanako_Lab_100_v._9.0_User_Guide_-_English_1870123-13029.pdf

Here is a useful list of suggested "typical" assignments, with step-by-step instructions on how to prepare them and run them (the necessary files are already in our Lab MSU):
http://www.teseducatief.nl/sanako/pdf/lab_100_resource_book.pdf

GENERAL SANAKO SETUP AND USE INFORMATION FOR TEACHERS/T.A.S

Sanako Cable Setup (see image below)



The #3 connection and the #9 connection in the image above are critical. The #3 crossover cable must connect to one of the blue Trendnet firewall routers sitting on top of the Connection Unit. This firewall router must also have a cable running to the network card port behind the teacher's computer. If the setup is correct, a yellow and an orange light should light up in the #3 connection if the MSU and the Teacher's PC are both on (it might take a minute for them to light up). The #9 crossover cable is white, labeled "cross over" in black, and goes over the MSU and out of sight, eventually connecting at the back of the CU (connection unit). If the MSU and the CU are both on, then both a yellow and a green light should light up at the connection (once again, this might take close to a minute).

Sanako Network Configuration

For Sanako to run properly the Teacher's Computer's IP address must be static: 172.24.1.1, with Subnet Mask 255.255.255.248. Leave the default gateway blank. This will render the Internet LAN connection offline, so the only way to connect to the Internet via the Teacher's PC will be through the wireless.

Sanako Usage

1. The correct sequence if everything is turned off is a) turn on MSU via the #5 switch, then hit the #2 rocker switch, b) turn on the CU (single button, on the right side), c) turn on the teacher's computer. Allow at least a minute between steps.
2. Ideally, the MSU never gets turned off. When not in use, put in on standby via the rocker switch top left (#2 in the picture). Then when you need to use it again hit the same switch. The CU and the computer can be turned off without a problem (but make sure to wake up the MSU via the rocker switch before turning on the CU, and to turn on the CU before the computer).

SDL TRADOS STUDIO 2017

Access: Only accessible from the Lab Administrator account (ask for help). You should see the following icons on the Desktop (Windows):

The icon on the left is for the "core" SDL Trados Studio software, the one on the right is for the MultiTerm program.

Purpose: SDL Trados Studio 2017 is a translation program that speeds up translation work, especially when there is significant amount of repeated text. It relies on the storage of a "translation memory" of often used terms, phrases and sentences. The software can then analyze a previously unseen document and substitute or translate the sections matching the memory. SDL MultiTerm is a terminology program, whereby the user can create or generate termbases, databases of terminology (in as many languages as needed) often used in the texts being handled. Termbases can then be used on SDL Trados Studio.

Help: The main documentation hub for the software is here: https://docs.rws.com/791864/386356/sdl-trados-studio-2017/welcome-to-the----------sdl-trados-studio-2017-documentation

VISUALSUBSYNC

Access: VisualSubSync is only available for Windows. Go to the Start Menu, click on All Programs, click on the VisualSubSync folder and then on the following icon:

Purpose: VisualSubSync is a subtitling program. It works primarily with the **.srt** subtitling format, and it allows for little to no formatting of the text. On the other hand, the interface is extremely user-friendly and one can subtitle long videos quite rapidly.

Notes: VisualSubSync is extremely easy to use. The **.srt** file produced by this software can then be opened in a more powerful subtitler like Aegisub, and formatted to add effects etc. (after the formatting, the subtitles would be saved as an **.ass** file).

If the video seems to lag when subtitling, the computer might be missing a codec. Read this page: http://www.visualsubsync.org/tutorials/codecs and contact a lab administrator to have the necessary file downloaded.

More Help: Here is a helpful page with screenshots: http://www.addictivetips.com/windows-tips/sync-subtitles-with-video-detect-subtitle-errors-with-visualsubsync/

VLC MEDIA PLAYER

Access: You should see the following icon on the Desktop (Windows) or in the Applications folder (Mac):

Purpose: This media player can play an extremely large number of audio and video formats. It also has the ability of playing files with corrupted sectors or even unfinished sectors (if, for example, the file download was interrupted before completion).

Notes: When playing a video file for which you have subtitles (that have not been hardcoded into the video), do not use the standard "Open File…" option under the Media menu. Instead, use "Open (advanced)…", which is further down the Media menu. You will then have the power to "Add…" the video file and then, by ticking the "Use a subtitles file" box, browse for your subtitle file (**.srt**, .**ass**, etc). When you hit the Play button, the subtitles will show up on the video screen.

More Help: The VLC wiki covers everything the program can do. Most questions will be answered by checking out the links on the following page: http://wiki.videolan.org/Documentation:Play_HowTo