

**SANAKO Media Assistant v. 6.0**

# **USER GUIDE**

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# ABOUT THIS GUIDE

## HOW TO USE THIS GUIDE

This guide describes the installation and use of SANAKO Media Assistant software. You will see the issues covered in this guide by browsing the table of contents at the beginning of the guide.

## TYPOGRAPHIC CONVENTIONS

The following conventions are used in this guide:

<b>Notation</b>	<b>Explanation</b>
<b>Special bold</b>	Names of menus, commands, and other items in the application.
<i>Italics</i>	References to related chapters.

# OVERVIEW

## INTRODUCING SANAKO MEDIA ASSISTANT

Learning languages is hard work that demands intensive study and practice. However, the right tools can make learning easier and, perhaps most importantly, an enjoyable experience.

SANAKO Media Assistant is a digital recorder operated with Microsoft Windows 98, ME, 2000 or XP. Media Assistant is the most comprehensive tool for learning languages in a multimedia PC environment. As opposed to most media players on the market, Media Assistant is not only a digital player but a recorder as well, offering unlimited possibilities for language practice. For example, you can practice listening comprehension, pronunciation and speaking drills, and oral presentation.

SANAKO Media Assistant is a purely software solution, with a software platform that is easy to upgrade in the future. Media Assistant supports a wide spectrum of file formats and enables the conversion of analog learning material, both audio and video, to digital format. You can also download RealAudio and RealVideo material from the Internet and edit it as you wish.

### **SANAKO MEDIA ASSISTANT LITE, SOLO AND DUO**

SANAKO Media Assistant is available in three versions designed for multimedia environment. SANAKO Media Assistant Lite and Solo are both stand-alone versions for independent language study – Lite for individual home learners and Solo for classrooms in institutional, educational environment. Duo is a networked version designed for multimedia classrooms. All features described in this guide apply to Solo and Duo, except for the next-to-last chapter, which describes additional language lab features in Duo.

# SANAKO MEDIA ASSISTANT MAIN WINDOW

## COMPONENTS OF THE SANAKO MEDIA ASSISTANT MAIN WINDOW

The SANAKO Media Assistant user interface is a digital representation of a dual-track recorder. If you are familiar with tape-based language laboratories, you will undoubtedly feel comfortable with Media Assistant. However, even first-time language learners will find Media Assistant easy to understand due to its straightforward design. The user interface consists of components grouped together according to their function.



*The SANAKO Media Assistant main window, Standard view*

### STATUS DISPLAY

The status display is the part of the main window right under the name SANAKO. It displays the name of the open file, the recorder status, information for the student on which function the program is performing, and a counter that indicates the time played from the file. In Media Assistant, the status

display also indicates the student's group and communication mode and the student number.

## TRACK DISPLAY

The track display contains two tracks, the Program track and the Student track. The Program track serves for recording the program source, such as authentic foreign language material from the radio, TV, or Internet. The Student track is designed for recording the student's input, for example repeating phrases after the program source for pronunciation practice, translating the program source into the student's mother tongue, or producing open answers to questions.

The progress of the tracks is indicated by the sliders on each track. There are also two smaller tabulators between the tracks. They can be used to select a segment of the media file, which can then be played separately.

The Track display can also be viewed in Graph view, which displays visual representations of both the program and student tracks. For more information about the Graph view, see chapter *Graph view* later in this guide.

## BOOKMARKS

SANAKO Media Assistant contains ten bookmarks that you can use to mark places in the file that you want to return to. You can clear the bookmarks when they are not needed.

## FUNCTION BUTTONS

The SANAKO Media Assistant function buttons are similar to buttons on a tape recorder. In addition to the familiar **Play**, **Stop**, **Rewind**, and **Fast Forward** buttons, Media Assistant also contains **Speak**, **Recap**, and **Repeat** buttons. **Play** and **Speak** are toggle buttons: they also function as **Pause**. The **Speak** button turns into **Record** during digitizing or capturing.

Clicking **Speak** allows you to record your speech into the student track. **Recap** is useful when you are looking for a specific sentence: it searches the program track for pauses and jumps back one sentence at a time. **Repeat** creates a loop that runs the same selected segment over and over again for playback or recording functions.

### The SANAKO Media Assistant function buttons







## HEADSET DISPLAY

The headset display is at the right of the main window. It contains a vertical slider for adjusting the volume and a horizontal slider for adjusting the balance, which means the proportion of program output to student output. If the slider is moved to the far left, only the program track is heard; if it is moved to the far right, only the student track is heard. If the slider is positioned in the middle, both program and student tracks can be heard simultaneously. This is useful, for example, when you want to compare your pronunciation to the program source.

## CONTROLLING THE SIZE AND DISPLAY MODE OF THE MAIN WINDOW

The size of the SANAKO Media Assistant main window can be controlled with the buttons in the upper right corner of the window.

- The **Close** button closes the window and exits Media Assistant.
- The **Minimize** button minimizes the Media Assistant window to the taskbar. Click the window name in the taskbar to restore the window.
- The **Small Display** button reduces the window to banner size. This small display contains all the features you need to use the program: the menu, function buttons, bookmarks, and the volume indicator. You can use the small display to maximize free screen space when you are watching a video in Media Assistant, for example.



*The main window in small display mode*

- The **Normal Display** button restores the reduced window to full size.

You can also use the **View** command in the Media Assistant **Options** menu to control the size and the display mode of the main window.

- Select **Small** to reduce the window to banner size.
- Select **Standard** to bring the window back to normal size and to change the Track display back to the Standard view.
- Select **Graph** to change the Track display mode from Standard view to Graph view. For more information about the Graph view, see *Graph view* below.
- Select **Variable Speed Playback** to open an additional window with controls for playback speed.



*The controls for Variable Speed Playback open below the main window*

To adjust the playback speed of the program, move the slider. Clicking **Normal** returns the playback speed to 1.0.

- Select **Line In** to open a window where you can control the input level of an audio source connected to Media Assistant. Use the sliders to adjust the input level.



*The Line In window*

- Select **Always On Top** to make Media Assistant stay on top of any other application you are using.

## GRAPH VIEW

The Graph view displays visual representations of the vocal tracks of both the program and student tracks.

The Graph view can be enabled and disabled in the Options menu. To switch to the Graph view, go to the Options menu, select **View** and click on **Graph**. To switch back to the Standard view, go to the Options menu, select **View** and click on **Standard**.



*SANAKO Media Assistant main window, Graph view*

The graphs of the voice tracks allow students to view and compare their recorded output with the original or model track. This is especially useful, for example, during pronunciation exercises.

Your position in the file is indicated by a blue slider at the bottom of the screen and a vertical bar advancing from left to right on the Graph view. The size of the slider at the bottom of the screen is relative to the size of the program file segment that is being displayed at the time. The lower half of the vertical bar is green during playback and red during recording.

The right side of the Graph view contains a vertical slider for adjusting the program track volume and a horizontal slider for adjusting the volume balance between the program and student tracks.

Media Assistant Duo automatically remembers whether you have last used Media Assistant in the Standard view or in the Graph view and will automatically start with the display mode that was used last.

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**Note:** Unlike the Standard view, the Graph view does not contain tabs that can be used to mark a repeatable segment of the program file. The AACC and Mark-to-Speak functions are also only available in Standard view.

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**Note:** The Graph view does not support streaming file formats, such as RealMedia or Microsoft streaming formats. Therefore, streamed files can only be played back in the standard view.

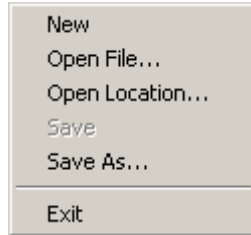
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# SANAKO MEDIA ASSISTANT MENU BAR

The SANAKO Media Assistant menu bar consists of the following drop-down menus: File, Options and Help, that contain all the commands you need to operate the program.

## FILE MENU

To access the File menu, click **File** in the menu bar of Media Assistant.



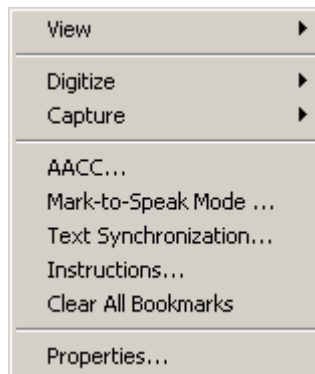
*The SANAKO Media Assistant File menu*

The commands of the File menu are described in the following sections:

- **New** – *Creating files*
- **Open File** – *Opening files*
- **Open Location** – *Opening websites or streams*
- **Save** – *Saving files*
- **Save As** – *Saving files*
- **Exit** – *Exiting SANAKO Media Assistant*

## OPTIONS MENU

To access the Options menu, click **Options** in the menu bar of Media Assistant.



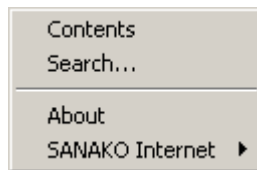
*The SANAKO Media Assistant Options menu*

The commands of the Options menu are described in the following sections:

- **View** – *Controlling the size and display mode of the main window*
- **Digitize** – *Digitizing audio and video*
- **Capture** – *Capturing audio from digital sources*
- **AACC** – *Using the AACC feature*
- **Mark-to-Speak Mode** – *Using the Mark-to-Speak mode*
- **Text Synchronization** – *Using the Text Synchronization feature*
- **Instructions** – *Creating instructions*
- **Clear All Bookmarks** – *Using bookmarks*
- **Properties** – *SANAKO Media Assistant properties*

## HELP MENU

To access the Help menu, click **Help** in the menu bar of Media Assistant.



*The SANAKO Media Assistant Help menu*

The commands of the Help menu are described in the following sections:

- **Contents** – *Requesting help*
- **Search** – *Requesting help*
- **About** – *Requesting help*
- **SANAKO Internet** – *Requesting help*

## REQUESTING HELP

You can get online help at any time by selecting **Help** in the Media Assistant menubar. Select **Contents** to open the Contents tab of the Help window and **Search** to open the Find function. Select **About** to view SANAKO Media Assistant version information. Select **SANAKO Internet** to access SANAKO Web site or SANAKO User Club.

## EXITING SANAKO MEDIA ASSISTANT

You can exit Media Assistant by selecting **Exit** in the Media Assistant File menu. You can also click the **Close** button in the upper right corner of the main window.

# USING SANAKO MEDIA ASSISTANT FEATURES

## PLAYING BACK AND RECORDING

With SANAKO Media Assistant, you can play back audio and video files and record the student track very much in the same way as with a conventional audio or video recorder. The function buttons needed for these functions resemble the buttons on an ordinary recorder.

### ***PLAYING BACK A FILE***

1. Make sure that a file is open in Media Assistant. The name of the open file is displayed in the file name field of the status display.
2. Click **Play**. The slider on the **Program** track starts to move and the file is played.
3. If you want to pause, click **Play** again.
4. Click **Stop** when you want to stop playback.

You can rewind and fast forward the program track by clicking the **Rewind** or **Fast Forward** buttons. If you want to go directly to the beginning or end of the track, click the appropriate button twice.

### ***RECORDING THE STUDENT TRACK***

While the program track is playing, you can record your own speech on the student track. For example, you can repeat phrases from the program track, answer questions, or practice simultaneous interpretation. You can also record your speech without playing a media file, for example if you want to practice reading aloud.

1. Click **Speak** to activate the microphone. The slider on the **Student** track starts to move and your voice is recorded.
2. If you want to pause, click **Speak** again.

3. Click **Stop** when you want to stop recording.

You can rewind and fast forward the student track by clicking the **Rewind** or **Fast Forward** buttons. If you want to go directly to the beginning or end of the track, click the appropriate button twice.

### **USING THE RECAP FUNCTION**

The **Recap** function is designed to let you move quickly to the previous sentence or part of the file. Media Assistant recognizes a half-second gap between sentences, and clicking **Recap** takes you back to the last gap. This is useful when you want to practice the same phrase over and over again.

## **REPEATING A SECTION AUTOMATICALLY**

Sometimes you may want to drill a particularly important phrase or segment repeatedly. You can use the small tabulators between the Program and Student tracks to select a file segment. Then click **Repeat** and **Play** or **Speak** to run the segment continuously. Click **Stop** when you want to stop.

## **USING BOOKMARKS**

When listening to and watching authentic material in a foreign language, you will probably come across passages that you want to return to for additional practice. Media Assistant contains ten bookmarks that you can use to mark selected places in the program track. When you click a set bookmark, the file starts playing from the selected place onward.

### **ADDING AND NAMING BOOKMARKS**

1. While playing the program track, click a bookmark when you hear the place that you want to mark. The bookmark's tooltip automatically shows the timestamp, i.e. the running time of the file that the bookmark marks.
2. You can give the bookmark a descriptive name in order to recognize it more easily. Right-click the bookmark to open the **Bookmark** window and type a name in the field.
3. Click **OK** to close the window. The bookmark name is now displayed in the tooltip.



## **USING THE BOOKMARKS FUNCTION TO ATTACH IMAGES**

You can also use the Bookmarks function to set images to be displayed at desired moments during the playback of a file.

To attach images using the bookmarks function:

1. While playing the program track, click a bookmark when you hear the place that you want to mark. The bookmark's tooltip automatically shows the timestamp, i.e. the running time of the file that the bookmark marks.
2. You can give the bookmark a descriptive name in order to recognize it more easily. Right-click the bookmark to open the **Bookmark** window and type a name in the field.
3. Either type in an address for the image to be displayed or use the **Browse...** button to search for an image.
4. Click **OK** to close the window. The bookmark name is now displayed in the tooltip. The image will be displayed when the program reaches the bookmarked place.

Attached images are displayed until the program track reaches another bookmark where a new image has been defined. If no other images are attached, the image will be displayed throughout the playback of the file. The image window closes when you open a new file.

You can also attach images to media files with the Text synchronization tool. For more information about attaching images using the Text synchronization tool, see *Using the Text Synchronization feature* later in this guide.

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**Note:** The image attachment function supports JPG, GIF and BMP formats. Other image file types can not be displayed as bookmarked image attachments.

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## **CLEARING BOOKMARKS**

You can clear bookmarks that you no longer need.

1. Click **Clear**.
2. Click the bookmark that you want to clear. The bookmark is now ready to be used again.
3. If you want to clear all bookmarks at once, select **Clear All Bookmarks** in the Media Assistant Options menu.

## **SAVING BOOKMARKS**

1. To save set bookmarks, select **Properties** in the Media Assistant Options menu.
2. On the **Solo Settings** tab, select **Save Bookmarks**.

3. Click **OK**.
4. Save your file by selecting **Save** or **Save As** from the File menu. The bookmarks are saved along with the file.

## PLAYING BACK AUDIO CDS

Selecting **Duo automatic media type association at startup** in the Media Assistant Duo Properties makes SANAKO Media Assistant the default media player for the CDs you want to work with.

The controls available for playing an audio CD are **Play**, **Pause**, **Stop** and **Loop**. Additionally, by clicking **Rewind** you can move to the previous track and with **Fast forward** to the next track. When working with audio CDs, the Recap and Speak functions are not necessary, and therefore these controls are disabled.

In the SANAKO Media Assistant Main window, you can view the name and number of the current track, and the number of tracks on the CD.

## USING THE AACC FEATURE

AACC stands for Audio Active Comparative Corrective. This innovative function allows students to correct their output immediately, thus making it easier to learn new phrases efficiently.

There are three types of AACC exercises: Stimulus, Question-Answer, and Self-Corrective.

### Stimulus

In the Stimulus exercise, you typically repeat a phrase after the example on the program track. You have one opportunity to correct your response. The sequence is the following:

1. Listen to the stimulus on the program track.
2. Record your speech.
3. Listen to your own recording.
4. Listen to the program track again.
5. Record your speech again.
6. Listen to your own recording again.
7. Finally, listen to the program track a third time.

### Question-Answer

In the Question-Answer exercise, you listen to a question and answer it. After this, you have two opportunities to

correct your answer, using a model answer for guidance. The sequence is the following:

1. Listen to the question on the program track.
2. Record your answer.
3. Listen to your answer.
4. Listen to the model answer on the program track.
5. Record your own answer again.
6. Listen to your answer again.
7. Listen to the model answer again.
8. Record your answer a third time.
9. Listen to your answer.
10. Finally, listen to the model answer a third time.

### **Self-Corrective**

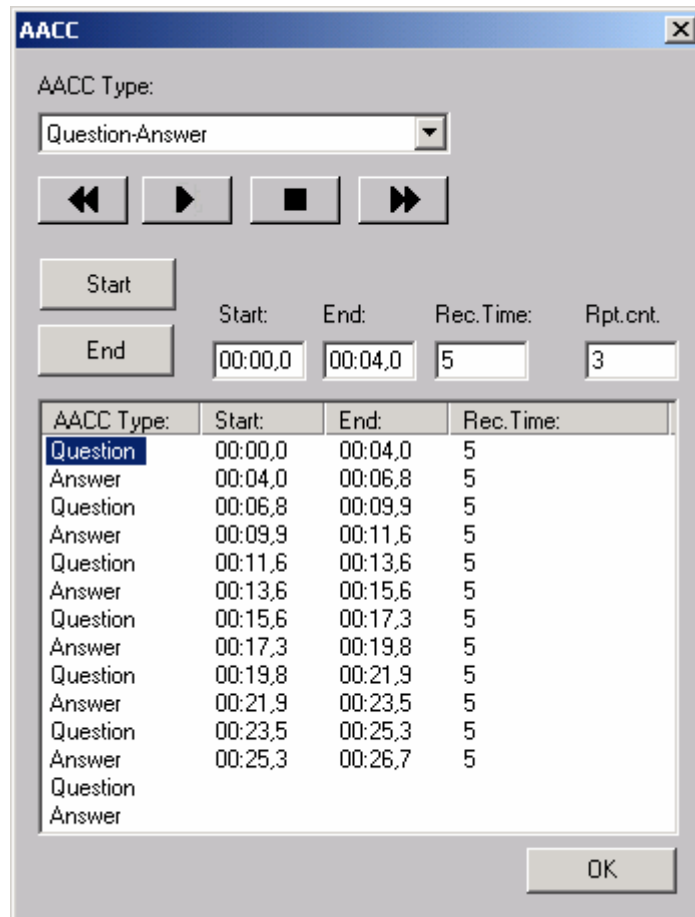
The Self-Corrective exercise resembles the Question-Answer exercise, but the difference is that you hear a question twice and have two opportunities to correct it after the model answer. The sequence is the following:

1. Listen to the question on the program track.
2. Record your answer.
3. Listen to your answer.
4. Listen to the model answer on the program track.
5. Record your own answer again.
6. Listen to your answer again.
7. Listen to the question again.
8. Record your answer a third time.
9. Listen to your answer.
10. Finally, listen to the model answer a second time.

### **SEGMENTING A FILE FOR AACC**

A file needs to be segmented to be used in AACC. This means that you have to divide the file into suitably short stimulus or question-answer segments.

1. Open the file that you want to work with.
2. In the Media Assistant Options menu, select **AACC**. The **AACC** window opens.



The AACC window

3. Select the AACC type: Stimulus, Question-Answer, or Self-Corrective.
4. Click the **Play** button in the **AACC** window to start playing the file. The first segment starts at the beginning of the file. When you come to the place where you want to end the first segment, click **End**. The following segment automatically starts where the previous one ends.
5. The file keeps playing continuously. You can go through the entire file and segment it as it is playing, or click the **Stop** button in the **AACC** window to stop.
6. The default student track recording time for AACC segments is defined on the **View** tab of the **Properties** window. However, you can specify the recording time of each segment individually in the **Rec. Time** field. Additionally, you can specify the number of times a segment should be repeated.
7. The AACC settings are saved as you save the file by selecting **Save** or **Save As** in the File menu.

## PLAYING BACK AND RECORDING WITH AACCC

Once you open a program file that is segmented for the AACCC function, playback and recording are fully automatic.

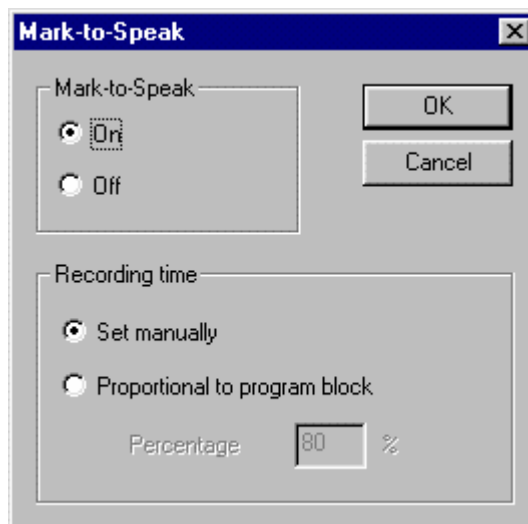
1. Select **Open File** in the Media Assistant File menu and open the correct file.
2. Click **Play**. The function buttons are greyed and the file starts playing.

SANAKO Media Assistant automatically shifts between the Program and Student tracks depending on whether you are listening or recording. The slider on the Student track changes color accordingly: green for listening and red for recording. You do not need to click **Speak** or **Play** again after starting the AACCC function. The AACCC status at each moment is shown in the status display, e.g. "Record student", "Play program", "Play student".

## USING THE MARK-TO-SPEAK MODE

In the Mark-to-Speak mode, you can practice similarly to the AACCC Stimulus exercise, except that in the Mark-to-Speak mode, you do not need to segment the files before using them. You can pick any file, and the pauses for the output will be created during the exercise, either manually or automatically.

1. Open the file you want to work with.
2. In the Media Assistant Options menu, select **Mark-to-Speak Mode**. The **Mark-to-Speak** window opens.



*The Mark-to-Speak window*

3. Under **Mark-to-Speak**, select **On** to activate the mode.
4. Under **Recording time**, you can select the recording time option: **Set manually** or **Proportional to program block**.

## **SET MANUALLY**

Setting the recording time manually means that you yourself define the time the program track is played and your speech recorded.

1. Select the **Set manually** option.
2. Click **Play** to listen to the stimulus on the program track.
3. Click **Speak** to record your speech.
4. Continue playing the program and recording your speech until you want to listen to your output.
5. Click **Stop** when you want to stop playback and recording. Click **Play** to listen to the program track with your output on it.
6. Save your file by selecting **Save** or **Save As** from the File menu.

## **PROPORTIONAL TO PROGRAM BLOCK**

If the recording time is set to be proportional to the program block, it means that you can use a percentage (e.g. 80%) to define the recording time that is given for your output in relation to the length of the stimulus.

For example, if the percentage were set to 80, the recording time for a 10-second track would be 8 seconds.

1. Select the **Proportional to program block** option.
2. Enter a percentage in the field.
3. Click **OK** to close the window.
4. Click the **Play** button to listen to the stimulus on the program track.
5. Click **Speak** to record your speech.

The length of the recording time is now proportional to the length of the stimulus. When the recording time is up, Media Assistant starts to play the track again automatically.

1. Click **Speak** to record your speech.
2. When you want to listen to the recording, click Stop and then Play.
3. Save your file by selecting **Save** or **Save As** from the File menu.

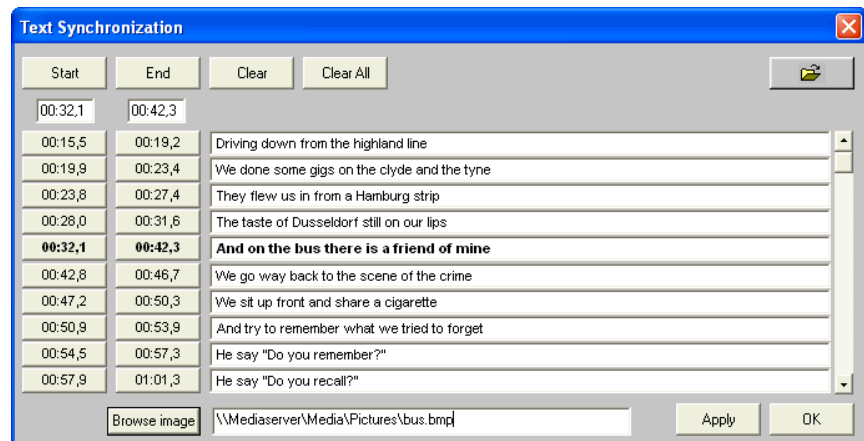
# **USING THE TEXT SYNCHRONIZATION FEATURE**

SANAKO Media Assistant contains a text synchronization feature that you can use, for example, to type a transcript of or to attach images to audio material, to create subtitles for

videos, or to annotate the content of a program file. It is of course possible to synchronize both text and images with the same media file. To synchronize text and images, you need to first divide the audio material into suitably short segments.

## SYNCHRONIZING TEXT AND IMAGES

1. Open the media file that you want to work with.
2. In the Media Assistant Options menu, select **Text Synchronization**. The **Text Synchronization** window opens. During synchronization, it is useful to have both the Media Assistant window and the Text Synchronization window visible.



*The Text Synchronization window*

3. To segment the file either click the **Play** button on the Track display and then the **Start** and **End** buttons in the Text synchronization window to mark the start and end of each segment or alternatively move the slider on the Track display to the appropriate places and click the **Start** and **End** buttons to mark either the start or the end of a segment. The start and end times of each segment are displayed in the grey boxes next to the text field.
4. When you have segmented the whole file, you can rewind it and listen to it one segment at a time. Click **Play** to begin the first segment.
5. To attach a text, select a segment during which you want the text to be displayed. Click on the text field next to the segment's start and end times and type in the text to be displayed.
6. You can also type in text directly while listening to the program file, as well as edit sentences imported from a text file. If you want to work with an existing text file, click the **Open** button at the top right corner of the **Text Synchronization** window and select the text file that you want to work with.

7. To attach an image, select a segment during which you want the image to be displayed. You can then either click the **Browse image** button to browse for an image file or enter directly the image file path into the field at the bottom of the screen.



8. You can at any point preview the synchronizations you have made thus far by clicking the **Apply** button and then clicking **Play** in the Track display.
9. If you want to clear a segment, click its grey start button and then click **Clear**. Click **Clear All** to clear all segments.
10. To exit the synchronization window, click **OK**. Your changes will be active for the current session. If you want to permanently save the text and image synchronizations onto the media file, open the File menu and select **Save** or **Save as...**

The grey buttons next to the segment fields also function as bookmarks. You can start playback from the beginning of each segment by clicking its grey start button.

You can also attach images to media files with the Bookmarks function. For more information on how to attach images with the Bookmarks function, see *Using the bookmarks function to attach images* earlier in this guide.

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**Note:** The image attachment function supports JPG, GIF and BMP formats. Other image file types can not be displayed as synchronized image attachments.

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### ***PLAYING BACK A TEXT OR IMAGE -SYNCHRONIZED FILE***

1. Open the file that you want to play by selecting **Open File** in the Media Assistant File menu.
2. Click **Play**. The file starts to play and the video screen opens, displaying the synchronized text corresponding to each segment played.

## **DIGITIZING AUDIO AND VIDEO**

You may already have language learning material in analog format, such as audio and video cassettes. With SANAKO Media Assistant, you can easily convert it to digital format, provided your computer has the suitable hardware. You need a multimedia computer with a sound card, microphone, and headphones for audio digitization, and, additionally, a video capturing card for video conversion.



## ***DIGITIZING AUDIO CASSETTES***

1. Create a new file in Media Assistant by selecting **New** in the File menu.
2. Connect the cassette recorder to the **Line In** socket on the PC sound card (in Media Assistant Duo, to the Media Assistant adapter) with a 3.5 mm jack cable.
3. Plug the other end of the cable into the **Line Out** or **Audio Out** on the recorder.
4. In the Media Assistant Options menu, select **Digitize Audio**.
5. Press **Play** on the cassette recorder, and click **Record** in Media Assistant. Adjust the volume level as desired.
6. When you have digitized the desired audio clip, click **Stop** in Media Assistant.

You can name and save the digitized recording in .wav format.

## ***DIGITIZING VIDEO CASSETTES***

If you want to convert analog video from your VCR or camcorder into digital format, your computer has to have a video capturing card for .avi files or a card with a MPEG encoder for .mpg format (whether the digitized files are in .mpg or .avi format depends on the type of your video capturing card). The video digitizing settings can be changed from the Properties dialog.

1. Create a new file in Media Assistant by selecting **New** in the File menu.
2. Link the VCR or camcorder cable to **Video Out** on the device and **Video In** on the video capturing card.
3. Connect **Audio Out** on the VCR or camcorder to **Line In** on the sound card (in Media Assistant Duo, to the Media Assistant adapter).
4. In the Media Assistant Options menu, select **Digitize Video**.
5. Adjust the volume level, press **Play** on the VCR or camcorder, and click **Record** in Media Assistant.
6. When you have digitized the desired video clip, click **Stop** in Media Assistant.
7. You can name and save the digitized video clip in .avi or .mpg format.
8. In some cases, you may want to digitize only the soundtrack of a video clip. Proceed as above, but select **Digitize Audio** in the Media Assistant Options menu.

## **CONVERTING DIGITAL MATERIAL TO ANALOG FORMAT**

Sometimes it may be necessary to convert digital files to analog format. This is also easy in SANAKO Media Assistant.

1. Reverse the cabling connections used for digitizing analog material, i.e. plug the cable from **Line Out** on the sound card to **Line In** on the cassette or video recorder.
2. Click **Play** in Media Assistant and **Record** on the recorder.
3. Click **Stop** on the recorder when you want to stop recording.

## **CAPTURING AUDIO FROM DIGITAL SOURCES**

You can capture audio learning material from other digital sources and convert it to a format that can be used in SANAKO Media Assistant.

### **CAPTURING AUDIO FROM CD**

1. Insert the audio CD into the CD-ROM drive. Start the CD player, if it does not start automatically.
2. Create a new file in Media Assistant by selecting **New** in the File menu.
3. In the Media Assistant Options menu, select **Capture From CD-ROM**.
4. Click **Play** on the CD player and **Record** in Media Assistant to start capturing.
5. Click **Stop** in both applications to stop capturing.

You can name and save the new file in .wav format.

### **CAPTURING AUDIO FROM A MEDIA FILE**

1. Create a new file in Media Assistant by selecting **New** in the File menu.
2. Start the Windows Media Player and open the media file to be captured.
3. In the Media Assistant Options menu, select **Capture From Media File**.
4. Click **Play** on the Windows Media Player and **Record** in Media Assistant to start capturing.
5. Click **Stop** in both applications to stop capturing.

You can name and save the new file in .wav format.

# MANAGING FILES

## OPENING FILES

In SANAKO Media Assistant, you can select from a wide variety of file formats for files played on the program track. This gives you the freedom to compile your learning material from various sources without being limited to one or two file formats. SANAKO Media Assistant supports the following file formats:

.avi (Microsoft video format)	.mpa (MPEG audio file)
.mov (QuickTime for Windows movie)	.mp2 (MPEG audio layer 2)
.wav (Microsoft Wave)	.mpe (MPEG animation)
.snd (NeXT/Sun audio)	.mpeg (MPEG animation)
.aif (Macintosh Audio Interchange)	.mp3 (MPEG audio layer 3)
.au (NeXT/Sun audio)	.smi (SMIL file)
.aifc (as .aif, but compressed)	.ra (RealAudio)
.aiff (Macintosh Audio Interchange)	.rm (RealMedia video + audio)
.mid (MIDI music)	.ram (RealAudio metafile)
.rmi (MIDI music)	.rmm (RealMedia metafile)
.qt (QuickTime file)	.swf (Shockwave Flash)
.wma (Windows Media Audio)	.asx (Advanced Stream Redirector)

### **OPENING A FILE**

1. In the Media Assistant File menu, select **Open File**. The **Open** window opens, displaying the directory path specified as the default open path.
2. Select the file that you want to open.

3. Click **Open**. The file name is shown in the status display. The file is now ready for playing.

## OPENING WEBSITES OR STREAMS

You can open audio and video streams on the Internet directly from SANAKO Media Assistant. To open a stream:

1. In the Media Assistant **File** menu, select **Open Location**. The **Location** window opens.
2. Type the WWW location path (e.g. <http://www.sanako.com/sample1.ram>) in the field, or click the arrow button and select a previously used path.
3. Click **OK**.

## CREATING FILES

You can create new media files in SANAKO Media Assistant for storing digitized or captured learning material.

### **CREATING A NEW FILE**

1. In the Media Assistant File menu, select **New**.
2. Click **Digitize** or **Capture** in the Media Assistant Options menu to start recording a new file. For more information, see *Digitizing audio and video* and *Capturing audio from digital sources*.

## SAVING FILES

You do not need to understand the file structure in order to be able to save a file in SANAKO Media Assistant. Simply use the **Save** or **Save As** options in the File menu, and the right components are saved in the right places automatically.

Three file types are used when saving edited files in Media Assistant: **Master file (.dim)**, **Student file (.dis)** and **Package file (.maa)**. These are explained below. Naturally, if you only want to save the original program track, you can use the other media file types that are available.

**Master file (\*.dim)** – When you select Master file (\*.dim) in the **Save As** window, two different files are created: a Master file (\*.dim) and a data file (\*.did). The Master file contains a link to the original program file, i.e. the original media file used as learning material, and a link to the data file (\*.did), which contains the student track, your bookmarks, and all your editing data (such as AACCC and text synchronization data).

**Student file (\*.dis)** – If students want to edit an open Master file and save their changes, they need to save the file as a new student file. Student files (\*.dis) contain a link to the program file, bookmarks, all editing data, and the material recorded on the Student track.

**Package file (\*.maa)** – Package files (\*.maa) include the original program file, as well as the student track and all editing data in a single package. Users can either open maa files directly with Media Assistant, or, if they want to access the individual files in the package, with a packaging program. The Package files are very useful, for example when publishing Media Assistant files on the Web, on CD, or when sending files to users who do not have access to the original program file.

### ***SAVING A FILE***

1. In the SANAKO Media Assistant File menu, select **Save As**, if you are saving the file for the first time. The **Save As** window opens.
2. Enter a file name and select a file format (.wav, .dis, .dim, .avi or .maa).
3. Click **Save**.
4. If you are working with a previously saved version of the file, select **Save** in the File menu. The file is saved under the old name.

# SETTING SANAKO MEDIA ASSISTANT PROPERTIES

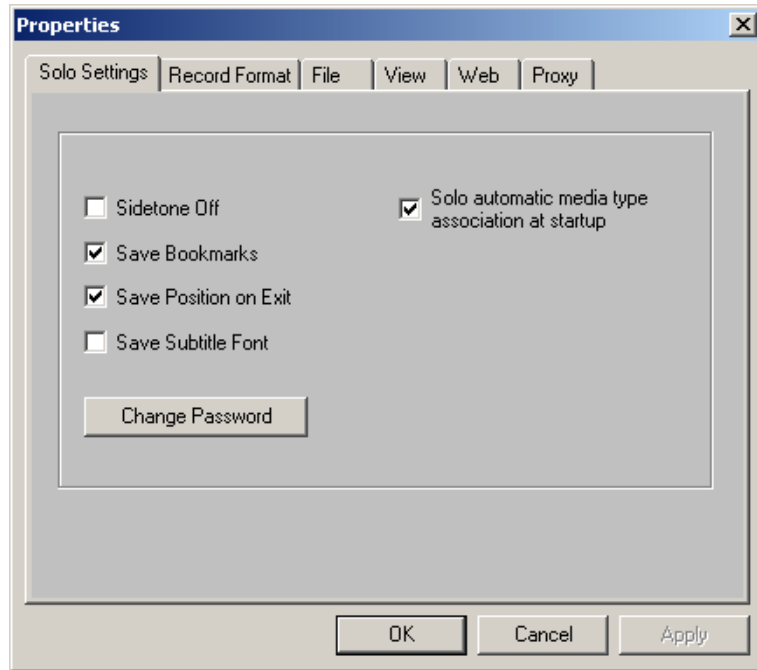
## SANAKO MEDIA ASSISTANT PROPERTIES

To change SANAKO Media Assistant properties, select **Properties** in the Media Assistant Options menu. The **Properties** window opens. The window contains six tabs: **Solo Settings**, **Record Format**, **File**, **View**, **Web** and **Proxy**. Click the tab that contains the options you want to change.

Changed properties are applied immediately and saved in the register when you exit Media Assistant. The only exception is the **Record Format** tab: changes are saved only when you click **Set As Default**.

### SANAKO MEDIA ASSISTANT SETTINGS TAB

On the **Settings** tab, you can change settings that affect the functioning of the program. You can also change your password, which is needed for editing the Master file. Click the check box next to the setting that you want to enable or click **Change Password**.



The Settings tab

### **SIDETONE OFF**

Select **Sidetone Off**, if you don't want to hear yourself as you speak.

### **SAVE BOOKMARKS**

Select **Save Bookmarks** to save the bookmark settings you have made to a file. The settings are saved the next time you save the file. The next time you open the file, the same bookmarks are automatically available.

### **SAVE POSITION ON EXIT**

Select **Save Position on Exit** to save the position of the Media Assistant user interface on your computer screen before you exit Media Assistant. The next time you start Media Assistant, the user interface is displayed in the same position. This option is selected by default.

### **SAVE SUBTITLE FONT**

Select **Save Subtitle Font** to save the font setting you have made to a file. The settings are saved for the next time you save the file. The next time you open the file, the same font is automatically available.

### **DUO AUTOMATIC MEDIA TYPE ASSOCIATION AT STARTUP**

If you select **Duo automatic media type association at startup**, Media Assistant checks the media type association

at startup and becomes the default media player for all media files.

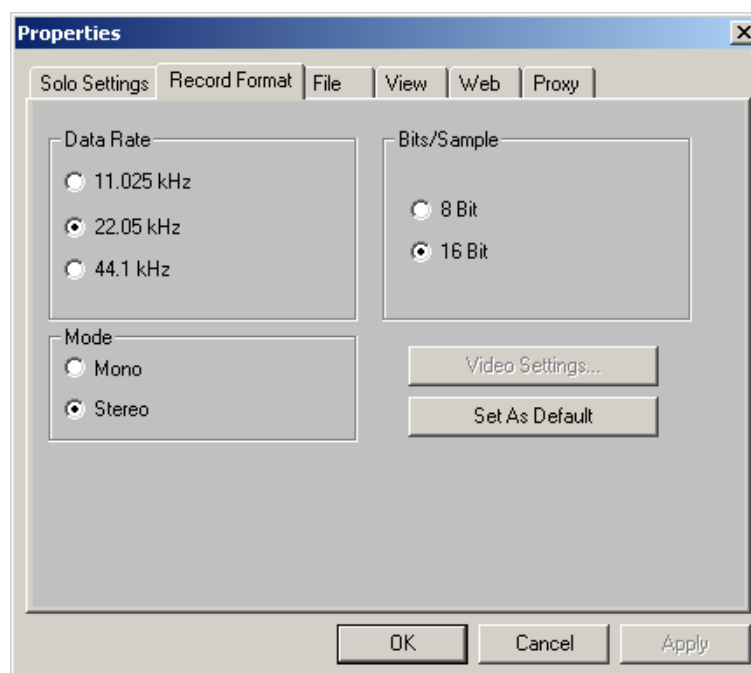
### **CHANGE PASSWORD**

You need a password to edit the Master file.

1. Click **Change Password**. The **Password for Full Access** window opens.
2. Type your old password in the **Old Password** field. The first time you use SANAKO Media Assistant, type the default password SANAKO.
3. Type your new password in the **New Password** field. There is no limit to the number of characters.
4. Retype your new password in the **Confirm New Password** field.
5. Click **OK**. The new password is applied immediately.

### **RECORD FORMAT TAB**

On the **Record Format** tab, you can configure the digital set-up for file recording.



*The Record Format tab*

### **DATA RATE**

Under **Data Rate**, you can select the sampling rate for digitizing, i.e. the number of times the original audio material is sampled during one second. The higher the rate, the better the sound quality. However, doubling the data rate usually doubles disk storage requirements.



Valid sampling rate values are 11.025 kHz (radio quality), 22.05 kHz (cassette quality) and 44.1 kHz (CD quality).

### ***BITS/SAMPLE***

Under **Bits/Sample**, you can choose the sample size (8 Bit or 16 Bit). The larger the sample size selected, the better the sound quality. Doubling sample size usually also doubles the disk space required for digitizing.

### ***MODE***

Under **Mode**, you can select the digitizing mode: **Mono** or **Stereo**. Digitizing audio material in stereo requires twice as much disk space as recording in mono. Mono recording uses only the master track while stereo recording uses both tracks.

### ***VIDEO SETTINGS***

Click **Video Settings** to set the Video Digitizing options. The sequence of three or four dialogs appear (the number of dialogs depends on which digitizing card you are using). The Video Settings are available only when you have selected the **Digitize Video** option from the Options menu.

### ***SET AS DEFAULT***

Click **Set As Default** to set the selected options as default. These settings will be used for all digitizing. Changes you have made to file format settings are saved only if you click this button.

### **Recommended settings for digitizing**

For digitizing speech, 16 bits, 22 kHz and mono are often considered the ideal combination in terms of disk utilization and sound quality.

Examples:

16-bit stereo at 44 kHz uses 176 kB/second (10.5 MB/minute)

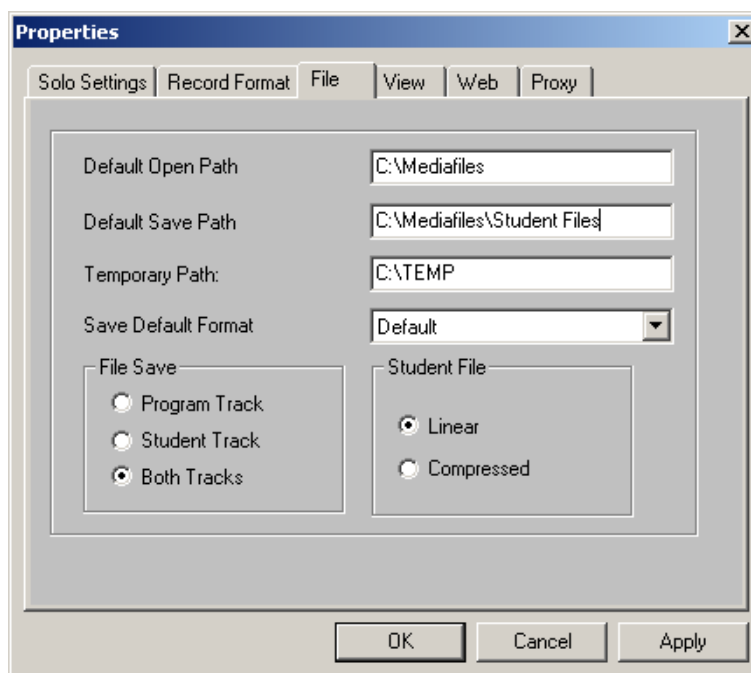
8-bit stereo at 22 kHz uses 44 kB/second (2.6 MB/minute)

16-bit mono at 22 kHz uses 44 kB/second (2.6 MB/minute)

8-bit mono at 11 kHz uses 11 kB/second (660 kB/minute)

### **FILE TAB**

On the **File** tab, you can control settings that affect the files opened in Media Assistant.



The File tab

### **DEFAULT OPEN PATH**

In the **Default Open Path** field, type the directory path that you want to use as the default path for files opened in Media Assistant. This is the path used when you select **Open File** in the Media Assistant File menu. The default option is the path where Media Assistant is installed.

### **DEFAULT SAVE PATH**

In the **Default Save Path** field, type the directory path that you want to use as the default path for the files saved in Media Assistant. This is the path used when you select **Save As** in the Media Assistant File menu. The default option is the path where Media Assistant is installed.

### **TEMPORARY PATH**

In the **Temporary Path** field, type a temporary path you want to use for the files opened in Media Assistant.

### **FILE SAVE**

Under **File Save**, you can specify which tracks are saved in the file: the program track, the student track, or both tracks. **Program Track** saves only the sound from the program track, and **Student Track** saves only the student track input. If you select **Both Tracks**, which is the default option, both program output and student input are saved.

## STUDENT FILE

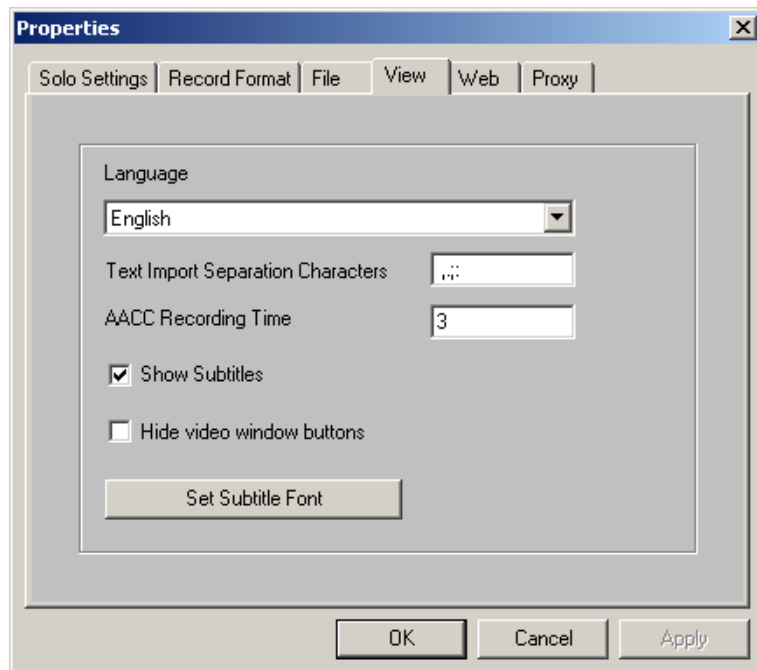
Under **Student File**, you can define whether the student file (.dis) is saved in **Linear** or **Compressed** format.

**Linear** means that the entire student file is saved as it is, including empty spaces between sections of student input. A file saved in linear format requires more disk space and can be played with any program, e.g. Windows Media Player.

**Compressed** means that empty spaces (e.g. sections where the student is listening to a question to be answered) are removed and only sections of student input are saved. A file saved in compressed format requires less disk space and can be played only in Media Assistant.

## VIEW TAB

On the **View** tab, you can define properties that affect the appearance and functioning of the Media Assistant user interface.



*The View tab*

## LANGUAGE

In the **Language** box, you can select the desired language for the Media Assistant user interface.

## TEXT IMPORT SEPARATION CHARACTERS

In the **Text Import Separation Characters** field, type the characters that you want to use to separate segments in the **Text Synchronization** function. For example, if you want

each segment to consist of one sentence, type a period (.) in the field. You can enter more than one separation character at a time: for example, the characters , . ; : are used by default.

### **SHOW SUBTITLES**

Select **Show Subtitles**, if you want to display subtitles under the video screen. This option is selected by default. For information about entering subtitle text, see *Using the Text Synchronization feature*.

### **HIDE VIDEO WINDOW BUTTONS**

Select **Hide video window buttons**, if you want to hide the video window buttons (**Normal/Small Display** and **Close**) of the video display.

### **AACC RECORDING TIME**

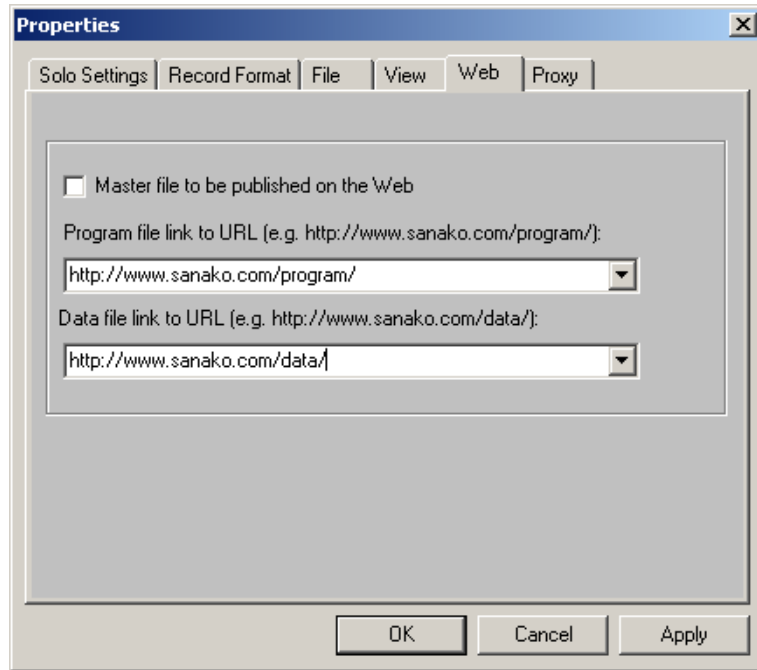
The **AACC Recording Time** field displays the recording time in seconds of the student input segment (e.g. repeating a stimulus or answering a question) in AACC. The time entered here is used as the default value for all student input segments. However, you can change the time of each segment separately in the AACC function. For information on using AACC, see *Using the AACC feature*.

### **SET SUBTITLE FONT**

Click the **Set Subtitle Font** button if you want to change the subtitle font. For information about entering subtitle text, see *Using the Text Synchronization feature*.

### **WEB TAB**

On the **Web** tab, you can define properties related to Web connections.



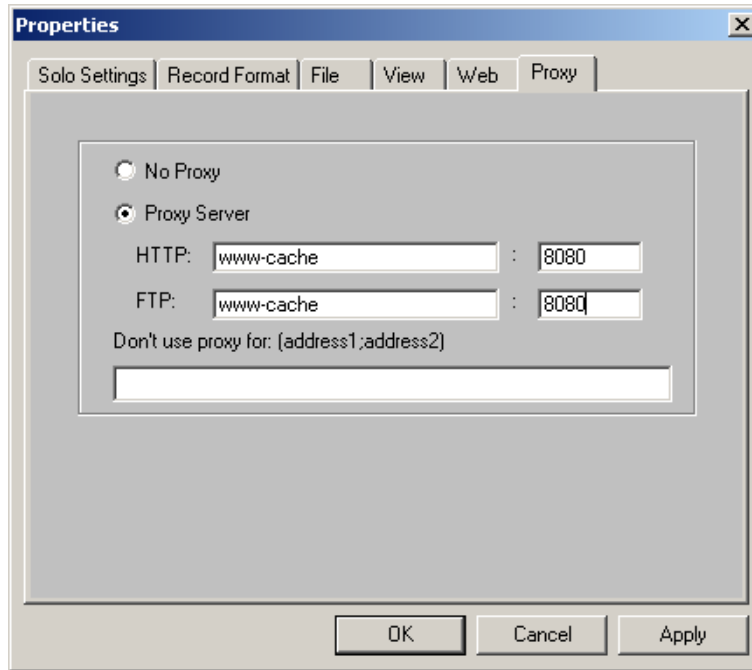
*The Web tab*

The two fields on the **Web** tab display the websites for program and data file links. Enter the name of the desired website for each link (e.g. <http://www.sanako.com/program/> or <http://www.sanako.com/data/>) or select the website from the list box.

Select the **Master file to be published on the Web** check box, if you want the website addresses in the fields to be registered in the Master file as the link names. This means that the program and data files are accessed from the Web. When you want to publish your material on the Web, just fill the program file link and data file link fields and then save your material on the Web server. The program file should be located on the Web server before you start creating text synchronization or AACC exercises.

## **PROXY TAB**

On the **Proxy** tab, you can define properties related to the Proxy Server.



*The Proxy tab*

Select **Proxy Server**, if you use a proxy server to connect to the Internet. Then define the **HTTP** and **FTP** proxy servers in the relevant fields. In the last field, type the addresses (separated by semicolons) that should not be accessed through the proxy server. If you don't want to specify a proxy server, select **No Proxy**.

## **SAVING CHANGED PROPERTIES**

Click **OK** at the bottom of the **Properties** window to save your changes and exit the window. Click **Apply** to apply changed properties immediately but stay in the window. Changes are saved permanently when you exit SANAKO Media Assistant.

# SANAKO MEDIA ASSISTANT DUO

## INTRODUCING SANAKO MEDIA ASSISTANT DUO

SANAKO Media Assistant Duo is the language lab version of the SANAKO Media Assistant application. It contains all the independent language learning features of SANAKO Media Assistant Solo, plus several innovative features that enable students to practice language skills in pairs or groups.

In a language lab environment, Media Assistant needs a specifically designed headset adapter, an AudioHub unit networking all the Media Assistant units in the lab, and, for the teacher, the SANAKO Lab 300 software classroom management application. For more information on SANAKO Media Assistant Duo requirements, see *System requirements and Installing and configuring software*.

## STUDENT

The SANAKO Media Assistant Duo student interface is used much in the same way as the SANAKO Media Assistant Solo interface. Additional features are grouping and communication information and the **Call** button for calling the teacher.

### GROUPING, COMMUNICATION, AND STUDENT NUMBER INFORMATION

The teacher can set up pairs or groups of students for language practice. The available communication modes for students are group conference, pair discussion, and phone conversation mode. Grouping and communication information and your student number are displayed in the upper right corner of the status display.

## Student information



Group conference mode



Pair discussion mode



Phone conversation mode

## USING PHONE MODE

In group and pair mode your communication links are made by the teacher, but in phone mode you can choose the student that you want to communicate with.

1. In phone mode, the numbered bookmark buttons in the Media Assistant main window function as dialing keys. Click the number corresponding to the computer of the student you want to call. Give numbers below 10 in the format 01...09.
2. The **Pair** symbol is displayed on the screen of the student you have called and PHONE is shown on the status display. You can now start talking.
3. If the number you are calling is busy, i.e. the student is talking with someone else, click **Clear** and try another number.

## CALLING THE TEACHER

If you want to talk to the teacher without disturbing others in

the lab, click the **Call** button



. This sends a message to the teacher, who can answer your call and communicate with you individually.

## PROGRAM TRANSFER

The teacher can transfer audio program to your computer. Program transfer mode is visible on your status display: TEACHER CONTROL is active and the counter is running. During program transfer, all function buttons except **Call** are disabled.

You can listen to the program transferred by the teacher on your headset. The same program is also recorded on your hard disk. Your own speech is also recorded on the Student track, unless your microphone is muted. Both sliders, the Program track and the Student track, are red during recording.



When the teacher has ended program transfer, you can listen to the audio material and use the **Speak** button to record your own speech on the Student track.

## TAKING MULTIPLE-CHOICE TESTS

Taking multiple-choice listening comprehension tests is easy with SANAKO Media Assistant. The numbered bookmark buttons function as answer numbers. When the teacher has started the test, listen and click the appropriate button. Your answers are shown in the status display and transferred to the teacher.

## WEB BROWSER

The SANAKO Media Assistant Duo web browser is used in much the same way as any standard web browser, except that in Media Assistant Duo, the teacher can control students' Internet use. By selecting a browsing policy, the teacher is able to freeze the student's browser completely or disable single control buttons on it.

When the teacher launches the Web browser in your workstation, you can work with as many navigation tools as are available.



*Student's Web browser view*

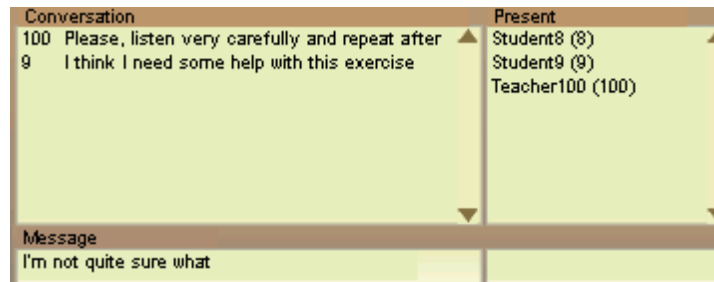
In the lower right corner, you can view whether a strict or open policy is being applied.

The basic idea in the **strict** navigation policy is that all the Web addresses are initially denied. If needed, certain addresses can be allowed.

The main idea in **open** navigation policy is that all the Web addresses are initially allowed. If necessary, certain addresses can be denied.

## CHAT

The teacher can initiate a chat session with a selected group of students. When the teacher initiates a chat session, the chat window opens on your screen. At the end of the session, the teacher closes the chat window.



*Student's Chat window*

## USING THE CHAT

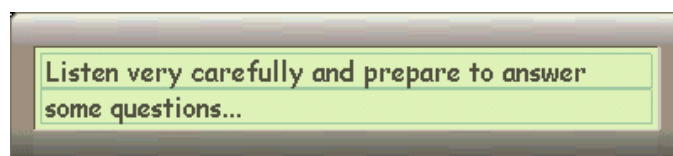
When the chat window opens, on the right-hand side of the window, under **Present**, you can view the members of the current chat session as well as their workstation numbers. You can select whom you send your message to by clicking on a chat member's name. The teacher always receives all messages, even if his or her name wasn't selected.

On the left-hand side of the window, under **Conversation**, you can view the messages sent by the members of the chat session, including your own.

To send a message, type it in the **Message** edit box and press enter. Your message is sent to the teacher and the selected members of the current chat session.

## INSTRUCTION WINDOW

A Master file (.dim) can contain instructions, for example, on how to proceed with different exercises. If the teacher has added instructions to the file, an Instruction window under your Media Assistant user interface is also opened when the file is opened.



*Student's Instruction window*

# TEACHER

The teacher can control the students' recorders and SANAKO Media Assistant interfaces through the SANAKO Lab 300 software classroom management application. For more information on using SANAKO Lab 300 functions, see relevant Lab 300 documentation.

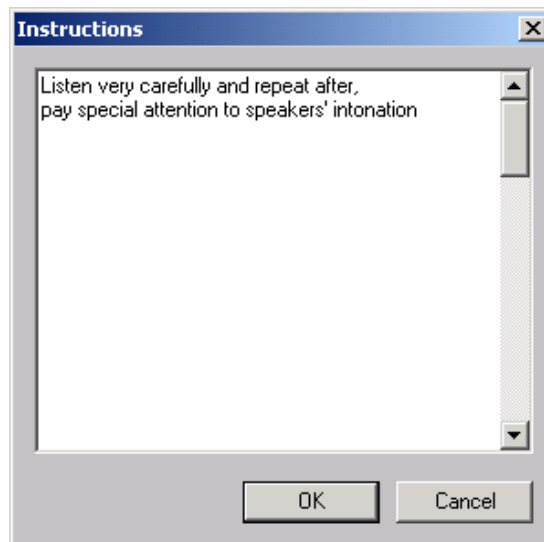
## SELECTING THE COMMUNICATION MODE

The teacher can select the students' communication mode: pair, group, or phone. The mode set by the teacher is displayed on each student's Media Assistant user interface.

## CREATING INSTRUCTIONS

The teacher can provide the students with instructions, for example, on how to proceed with an exercise. The instructions are included in the Master (.dim) file and are displayed for students when the file is opened.

1. In the Media Assistant Options menu, select **Instructions...**
2. In the dialog window that opens, type your password. The Instructions window opens.
3. In the Instructions window, type the instructions that you want to be included to the Master file.



*The Instruction window*

4. Click **OK**.
5. Save the file.

# INSTALLING SANAKO MEDIA ASSISTANT

## SYSTEM REQUIREMENTS

The basic requirements for a computer using SANAKO Media Assistant are the following:

- Windows® XP, 2000, (variable speed playback disabled in 2000)
- Pentium® 200 MHz
- 64 MB RAM (128 or more recommended)
- 40 MB free hard disk space
- SVGA video adapter 800 x 600, high Color
- Sound Card, AC '97 compliant
- PCI audio

### Optional accessories

- Video capture card (with Video-for-Windows/DirectX support)
- MPEG encoder card

## SANAKO MEDIA ASSISTANT DUO

SANAKO Media Assistant Duo has the same basic system requirements as SANAKO Media Assistant Solo. There are additional requirements for use in a language lab.

### Requirements in a lab environment

- Network Interface Card and TCP/IP protocol to connect with the master computer

# INSTALLING AND CONFIGURING SOFTWARE

## INSTALLING SANAKO MEDIA ASSISTANT SOLO

Installing SANAKO Media Assistant Solo is easy. The setup program starts automatically and guides you through the installation process. You can cancel the installation at any point by clicking **Cancel**.

1. Insert the SANAKO Media Assistant CD into the CD drive of your computer. The **Welcome** window is displayed. Click **Next** to continue.
2. In the **Select Destination Directory** window, you need to select the directory where SANAKO Media Assistant Solo files are installed and the default file open path. If you accept the default options, click **Next** to continue. If you want to install Media Assistant in another directory, click **Browse** and select the desired directory from the tree.
3. In the **Ready to Install** window, click **Back** if you want to change installation information or click **Next** to continue.
4. The installation is performed. In the **Installation Completed** window, click **Finish** to exit the installation.
5. You need to restart your system to complete the installation. Click **OK** in the next window to restart or **Cancel** to return to Windows without restarting. It is recommended to restart the system immediately after installation.

## INSTALLING SANAKO MEDIA ASSISTANT DUO

SANAKO Media Assistant Duo installation proceeds in the same way as SANAKO Media Assistant Solo, except for one additional window, the **SANAKO Client** window. This window defines the connections from the student workstations to the teacher's computer.

Give the Audiohub name and workstation number for each computer linked to the same central component. Each workstation must have a unique workstation number. Enter the Crossroad address or DNS host name to the last field.

## UNINSTALLING SANAKO MEDIA ASSISTANT

You can uninstall SANAKO Media Assistant like any other program in Windows.

1. Close the SANAKO Client by typing "RCLNT.EXE -close" to the Run dialog (in Media Assistant Duo only).
2. In the **Start** menu, select **Settings** and **Control Panel**.

3. Open the **Add/Remove Programs** window and select SANAKO Media Assistant.
4. Click **Remove**.
5. Select SANAKO Client (in Media Assistant Duo only).
6. Click **Remove**.

## **WEB SERVER CONFIGURATION (FOR CONTENT PROVIDERS)**

These instructions are meant for users who want to provide SANAKO Media Assistant objects (.dim files) on their Web pages. To add the SANAKO Media Assistant MIME type to your web server, do the following:

### ***NETSCAPE ENTERPRISE SERVER***

1. Choose **Server Preferences** and then **Mime Types**.
2. Select the category and enter the content type “application/divace” and the file suffix “dim”.
3. Click **New Type**.

### ***LINUX APACHE***

1. Change directory to /etc and open file mime.types in the text editor.
2. Add the content type “application/divace” to the list and then add the suffix “dim”.

### ***WINDOWS NT APACHE***

1. Change directory to the \Conf directory (in the Apache program directory) and open the file mime.types in the text editor.
2. Add the content type “application/divace” to the list and then add the suffix “dim”.

### ***MICROSOFT INFORMATION INTERNET SERVER (IIS)***

1. Check that Internet Service Manager is running.
2. Select your web site from the list, right-click to display the pop-up menu and select the **Properties** command.
3. Click the **HTTP Headers** tab.
4. Click the **File Types** button and then click **New Type**.
5. Add the suffix “.dim” and the MIME type “application/divace” to the list.
6. Click **OK**.

# TROUBLESHOOTING

## SOLVING PROBLEMS IN SANAKO MEDIA ASSISTANT

This section provides help for the most common problems in SANAKO Media Assistant.

### ***STARTING SANAKO MEDIA ASSISTANT GIVES THE ERROR MESSAGE "NOT IMPLEMENTED".***

- Make sure your sound card is AC '97 compatible.
- The DirectX components have not been installed correctly. Reinstall DirectX from the \Redist directory of the installation CD.

### ***CLICKING SPEAK DOES NOT RECORD ANYTHING***

- Make sure that **Mic In** for the microphone is automatically selected from Mixer when **Speak** is clicked.
- Make sure that your microphone is connected correctly.
- Make sure your sound card is AC '97 compatible.
- Make sure that the **Mic Mute** option is not selected in the **Properties** window.

### ***CLICKING SPEAK GIVES AN ERROR MESSAGE SAYING THAT THERE IS NO DISK SPACE***

The default directory for temporary files is C:\Temp. Free disk space on your C drive or change the default directory in the **Properties** window.

### ***THE ERROR MESSAGE "THE CALL FAILED BECAUSE RESOURCES (SUCH AS A PRIORITY LEVEL) WERE ALREADY BEING USED BY ANOTHER CALLER" IS DISPLAYED***

- Make sure your sound card is AC '97 compatible.

- The DirectX components have not been installed correctly. Reinstall DirectX from the \Redist directory of the installation CD.

### ***VIDEO CASSETTES CANNOT BE DIGITIZED***

Make sure that your digitizing card supports the Video-for-Windows interface or that it includes a WDM driver. DirectX supports both options.



# GLOSSARY OF TERMS

## **AACC**

Audio Active Comparative Corrective. This function creates a segmented file that automatically alternates between the Program and Student tracks, allowing the student to listen and record by turns.

## **BOOKMARK**

SANAKO Media Assistant contains ten numbered bookmark buttons that you can use to mark places that you want to return to in the file.

## **DIGITIZE**

Digitizing means converting analog material, such as audio and video cassettes, into digital format.

## **MASTER FILE**

The Master file is the format of the saved file that contains bookmarks, a link to the program file and a link to the data file.

## **MPEG**

Moving Picture Experts Group. MPEG files are digital video and audio files.

## **STATUS DISPLAY**

The upper part of the SANAKO Media Assistant main window. The status display contains information on the status of the program and the student.

## **STUDENT FILE**

The Student file is the format of the saved file that contains bookmarks, a link to the program file, a link to the data file, and the student's recordings.

## **TEXT SYNCHRONIZATION**

With this function, you can create subtitles and other synchronized texts for audio and video files.

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