

NOTE: All information provided in this document is confidential. Any publication, provision, or dissemination of this content is strictly prohibited. Do not share or post the contents on the internet.

Instructions for Speech Collection Project

Important Note:

1. In order to be involved in this data collection task, you must have **the latest version (Chrome 64 or later)** of the **Chrome web browser installed on your** Android or laptop (PC). **Please note that you can only record the session on an Android device or laptop/tablet (PC) (iPhone/iPad will not work).**
2. Please record in a quiet environment. No background noise, including fan noise, TV, music, radio, people speaking in the background, etc. Try to avoid with a lot of reflective surfaces (e.g. bathroom)
3. Hold your phone at arm's length when recording.
4. Do not add any extra noise/fidgeting sounds like mouse clicking or tapping phone with nails, etc.
5. Connect via stable and strong Wi-Fi.
6. You can complete the task in one session or in multiple sessions (no need to do it in one go). However, please make sure all files are uploaded before closing or refreshing the page.
7. You must take screenshots every time you are about to close the recording session, since every time you refresh the recording app, the counter will reset to zero. The screenshot will help to keep track of the number of files and records as well.
8. Please note that only **native speakers** should participate in this project. Foreign accents will not be accepted and thus payment won't be processed in these cases.

Please carefully read instructions before proceeding.

You should not share this document with anyone without authorization.

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Stage I: Set up your device for the task

1. If you don't have the Chrome browser installed on your Android yet, or not the latest version of Chrome please go to <https://www.google.com/intl/en/chrome/browser/> to start the installation process (the link should work from any device).
2. Once clicked, you should see a page similar to this:

Chrome for Android

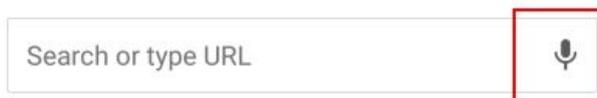
One browser for your laptop, phone
and tablet



Don't let expensive mobile data plans slow you down on the web. With Chrome's Data Saver, you can reduce data usage by up to 50% while browsing the web on Chrome for Android. That means more browsing wherever you are.

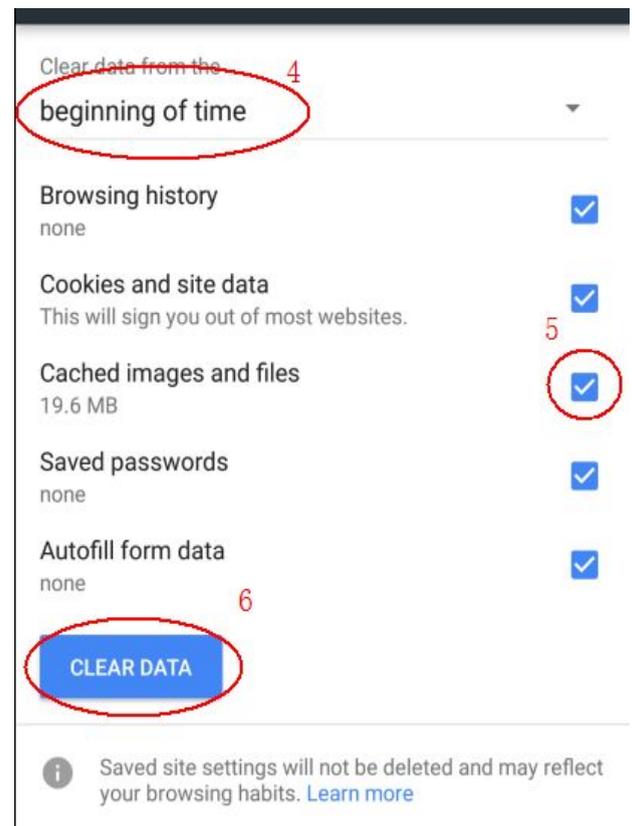
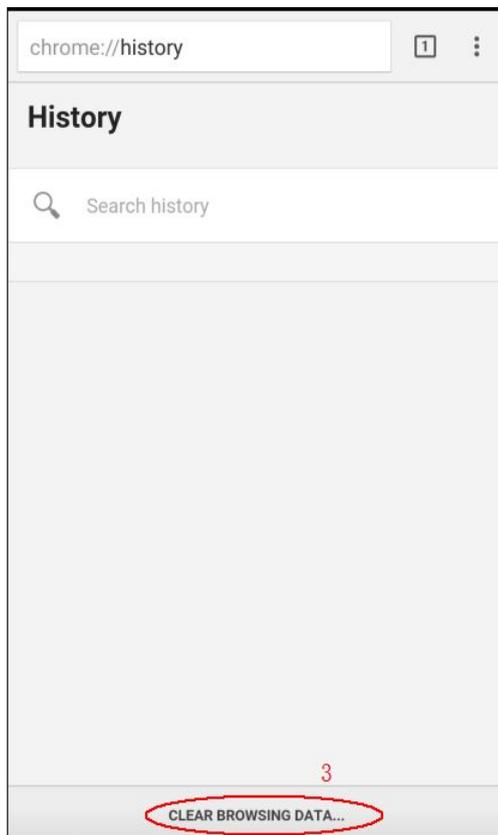
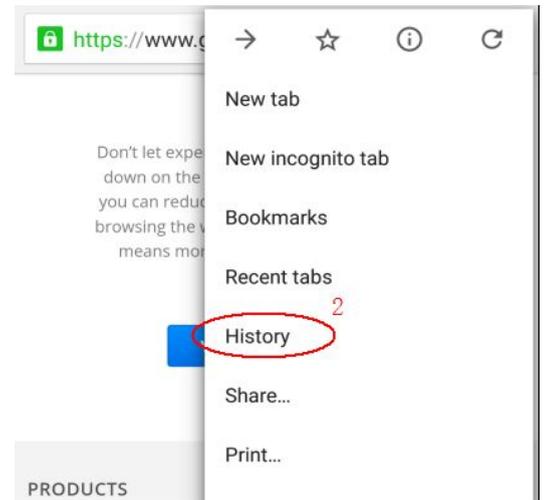
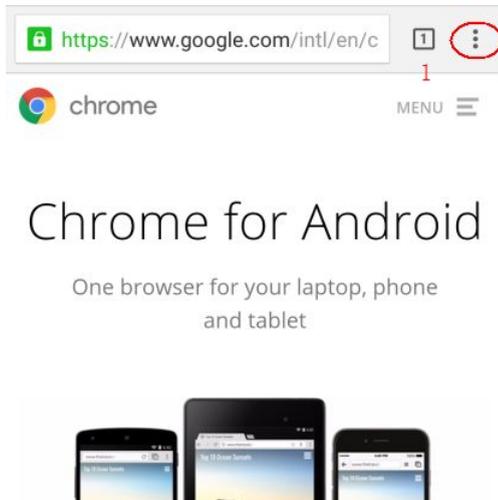
[View on Play Store](#)

3. Download/update your Chrome browser and go through the installation process.
4. To test your microphone, go to [Google.com](https://www.google.com) on Chrome and click the “Search by voice” icon (this will look different on different devices):



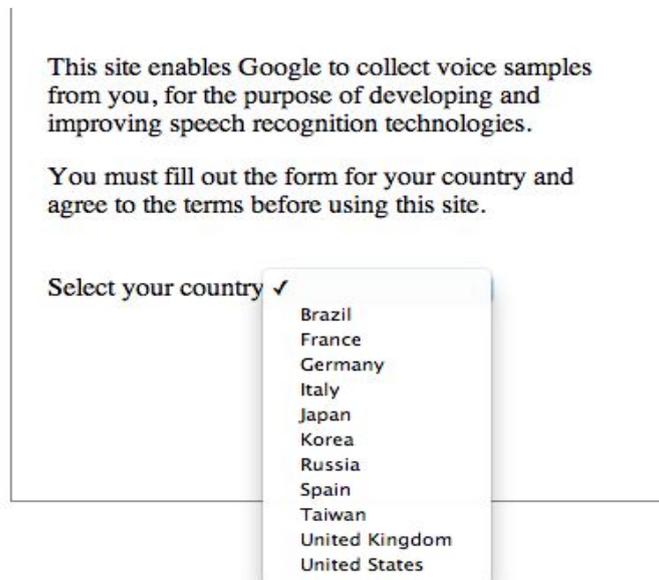
5. Speak a simple phrase to start a search. If your microphone does not pick up your voice, you will need to adjust your microphone settings.

6. Please clear cache and cookie on your browser. This will release memories on your device to allow the app to run smoother.
1. Select Setting
 2. Select History
 3. Select Clear Browsing Data
 4. Clear the cache

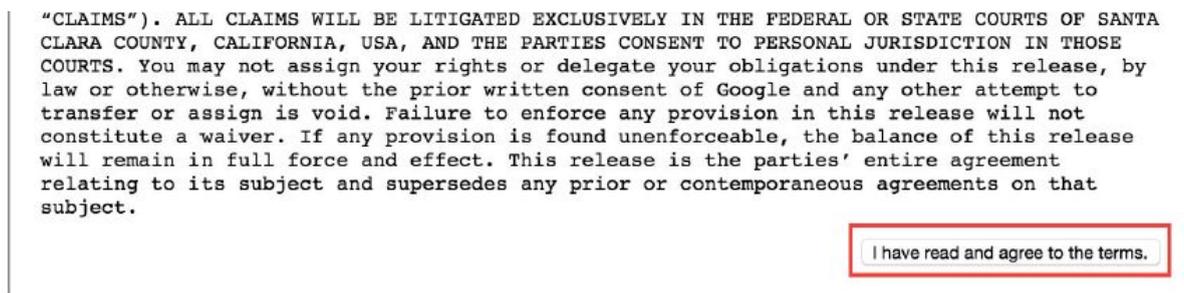


Stage II: Set up Webhound App

1. Start the Chrome browser, go to *[insert WebHound link here]*
2. Select relevant country from the pulldown menu (in this case, United States):



3. After selecting your country, you should read & click the “I have read and agreed to the terms.” link to proceed.



4. At the top of the screen you should now see a field asking for your “user identifier”. **Here you should input the PIN (identifier) sent to you in the invitational email.** In addition, please also include **your child’s gender and your child’s age** via the drop down menus. The app will not allow you to start recording until you have entered a user identifier. Please make sure you enter the correct identifier – **payments are made on the basis of the user identifier, and so you will not receive payment if you enter it incorrectly.**

Your recordings will be tagged with user identifier: (REQUIRED) and vendor identifier: Vendor Alpha and gender: and age:

User identifier required to retrieve prompt. Fill id and press enter.

Stage III: Start recording

1. You will see a large microphone icon, and above it you will see the phrase to be recorded
2. Click on the large microphone icon to start recording (it will turn red), and read the phrase that you see. Make sure to have your child read the whole phrase. A lot of the phrases will begin with repetitive phrase openers such as “Ok Google” – make sure that your child do not leave off the “Ok Google”. Sometimes the phrase will contain punctuation marks, such as “Ok Google, YouTube” – in this case, please do not say the comma (that is, you should say “okay google youtube”, NOT “okay google comma youtube”. Please leave 2-3 seconds after you fully completed reading each prompt before stop the recording by clicking the microphone.

Note that:

- a. If your child cannot read or has trouble reading a prompt, you can speak the prompt, tap the microphone to begin recording, and then have your child repeat what you say.
- b. If you see a comma (,) pause briefly
- c. If you see an ellipsis (...) pause for 1-3 seconds (a longer pause than a comma (,))
- d. Please keep the phone at about arm’s length while reading the prompts.

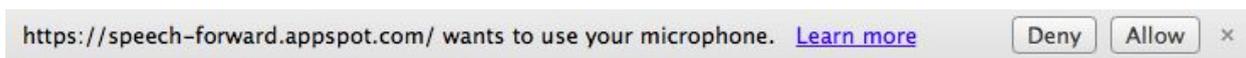
Ok Google, YouTube



Ok Google, YouTube



3. If prompted, you may need to give the app permission to use your microphone by clicking “allow” in the bar at the top of your browser:



4. Click the microphone button again to end the recording. It will turn back to white.
 - a. When each recording is completed, a filename will appear below. Next to it is a “playback” ► button, which allows you to listen to the recording. You should use this button to check audio quality. If the first part of your utterance has been cut off - this means that you are speaking too soon after pressing to start the recording.

► **File #1 (118784 bytes) Upload succeeded.**

5. Repeat steps 2-4, clicking on the microphone icon, speaking prompt, and then clicking on the microphone icon again to end the recording.
 - a. Note that you do not need to use the playback button for all files – just do it for your first 10

to make sure that everything is working.

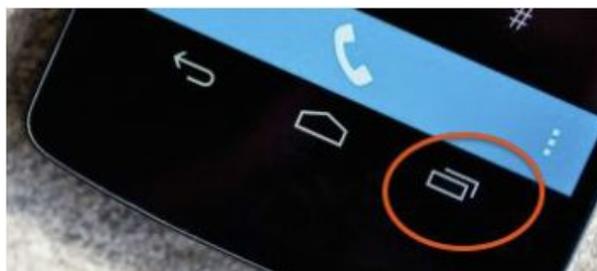
- b. The “playback” function is available to the latest file only. Therefore, you will need to listen to the first 10 immediately after each file is done.
- c. Once you see the message “Enqueued” you do not have to wait until it says “Upload succeeded.” You can just click the microphone icon again and record the next prompt.

However, accumulating too many files uploading together might cause the browser to crash.

6. If you receive the following error message after uploading a recording:
“Possible problems detected in your recording: X% of samples were hard zeros”
Listen to the audio. If your recording sounds fine on playback, this error message can safely be ignored. Otherwise, X% of the utterance is completely silent, and may mean there are issues with your recording. **Please check your microphone configuration.**
7. If you complete the task in one go, the page will show “There is no more work in your session.” around 500 prompts. If files are still uploading while the message pop up, the files might not be uploaded successfully. **Please wait for files to complete upload when you are approaching 500.**
8. It is possible that during your work you will see the following error: “Error while retrieving prompts”. This means that the server is overloaded at the moment. Please, wait for a couple of hours to continue recording.
9. Take screenshot showing the final number of recording. Also do that whenever you need to refresh or restart the app. The screenshots are for your own record. Sending the screenshots to us is not required. However we may ask for it when necessary.

Troubleshooting

It is possible that the application may freeze or stop working. If this happens to you, the way to get around this, click on the right bottom icon (see here):



And then simply swipe the Webhound page to the left. Then restart the app and record the next utterance.

Restarting or refreshing the app will cause the recording counter to reset to zero. You will need to remember how many utterances you have completed, so that you can work out how many you still have to complete! In this project you should record not less than 500 prompts.

If you experience repeated issues, try reinstalling Google Chrome.

Failed uploads

Failed uploads indicate a connectivity problem. To resolve general performance and connectivity issues, please:

- make sure you have a stable internet connection;
- make sure the Wi-Fi is not being used by others to stream videos or downloading files;
- turn off firewall;
- clear cache and browsing history;
- refresh the recording page. If the problem is still there;
- restart the phone and restart Chrome. If the problem is still there;
- reinstall Chrome and repeat the above steps.

If none of above works, try accessing the page in incognito mode. If it still fails, please try another device. Just remember that you need a new User Identifier for every device you use in this project so please contact us if you need to use a new one and we'll provide a new User ID.

Stage IV: How to get Paid

1. When you complete the task, go to <https://appen.formstack.com/forms/cf2018q1> and fill out the form with the requested details correctly. If you do not fill out the form or the form is submitted with incorrect information, we will not be able to process your payment.
2. You will not get paid if the number of files is less than what's required.
3. You will not get paid if over 40% of files received from you are silent. Please remember to play back the first 10 recordings.

Payments will be made via the method you have nominated when you submitted your application. It can take up to 15 business days for the payment to be received.