

Hardware

Below is a quick guide of the basics for hardware and some considerations for documentation work.

Type of Documentation	Suggested Hardware Needs	Considerations	Specifications
Written	desktop, laptop, tablet, smartphone	durability, compatibility, availability	keyboards, orthography
Audio	desktop, laptop, tablet, smartphone, audio recorders, microphone, headphones, speakers	durability, audio quality, formats	storage capacity of devices
Video	desktop, laptop, smartphone, camera, monitors, mics, lighting	durability, video quality, formats	storage capacity of devices, processor speed
Images	desktop, laptop, tablet, smartphone, monitor	durability, image quality, formats	storage capacity of devices

Software

Below is a quick guide of general software and some considerations.

General Software	Uses	Platform	Considerations
MS Office	word processing, spreadsheets, slides, etc.	Windows iOS	paid license required
iWork	word processing, spreadsheets, slides, etc.	iOS	platform specific; no additional cost
Google Suite	word processing, spreadsheets, slides, etc.	Cloud hosted; works on Windows, iOS, Linux	Cloud-hosted; security may be a concern
<u>Libre</u>	word processing, spreadsheets, slides, etc.	Windows, iOS, Linux	transferability of files to others may be a concern
Notes++ Notes <u>Obsidian</u>	note taking; jotting down ideas	Notes++ - Windows Notes - iOS Obsidian - all 3	Notes++ - paid license Notes - platform specific

Software to Create Documentation

Below is a quick guide of common software used in language documentation when creating materials. This means the software you might use in word processing to create text where a certain orthography is needed. This also includes software you might need to record audio and video in order to edit it later. Lastly, some software is included that is commonly used when creating images or visual documents.

Documentation Type	Software	Platform	Uses
Written	Keyman Developer Language Geek	Keyman - Windows only Language Geek - all platforms	used to create orthographies
Audio	Praat Audacity	Both work on: Windows, iOS, Linux	used to edit audio files, tag metadata
Video	OBS , iMovie, Adobe Premiere	OBS - Windows, iOS, Linux iMovie - iOS Adobe - Windows, iOS	used to edit video files
Images	GIMP Adobe Suite Canva	GIMP - Windows, iOS, Linux Adobe - Windows, iOS Canva - web based	used to create images, documents,

Software to Transform Documentation

Below is a quick guide of common software used in language documentation when editing or transforming materials. This step is done once your materials (data) have been collected and you are now ready to edit it for use in other formats, or inventory the data, etc.

Type	Software	Platform	Uses	Outputs
Written	FLEX Miromaa	FLEX - Windows only Miromaa - need approval	database for writing & grammar rules; linguistic analysis	dictionaries, pedagogical materials, glossed & analyzed text archival copies
Audio	ELAN	Windows, iOS	annotation tool for audio & video; entering metadata	multi-tiered captions for audio & video, archival copies, pedagogical materials
Video	ELAN Miromaa	ELAN - Windows, iOS Miromaa - need approval	similar as above	Miromaa can also produce materials with geolocations



Evaluating Different Types of Software

When thinking about software, not only are there issues of longevity, but it is also important to understand the different types of software available: commercial, free, and open source. Below is discussion of comparisons and considerations among the 3 different groups.

Commercial Software	Free Software	Open Source Software
Vendor makes money from you directly; you can buy or subscribe to the software.	Vendor makes money from you indirectly; income comes from ads or selling your data, usage or personal information.	There is no vendor; software is developed & maintained by the open source community.
Consider how private your data & user information will be; what level of support is offered?	If support is available, it is crowdsourced; your data & personal information are probably not private	Developer community may be one to thousands of people; limited support; privacy & security may vary
Source Code is proprietary and can't be altered locally	Source Code is proprietary and can't be altered locally	Source Code can be viewed publicly & updated by anyone
Lifespan: typically upgraded every few years; compatibility with older versions or future versions is not guaranteed	Lifespan: similar to commercial but these products may be moved from 'free' to 'commercial' without warning	Lifespan: depends on nature of the project & the developers; requires constant upgrades & expect them frequently
Major corporations expect to offer for foreseeable future; start-ups or smaller companies are likely to be bought or consolidated into larger corps.	Free software is more likely than commercial software to disappear and is more likely to change terms of service	As an Open Source user you have more control & responsibility to manage versions and changes needed
Examples: MS Office, Adobe Creative Cloud, Windows, iOS	Examples: Meta, Bluesky, Chrome, GoogleApps	Examples: FLEx, ELAN, LibreOffice, SQLite, Postgres, GIMP