



Tech Advance Translation Computer Support Training

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What is a Volunteer Technical Missionary to the Nations?

A Tech Advance volunteer technician assists Christians around the world to translate the Bible into their own languages.

1. **We are technicians.** That means that we need to understand the tools we will be using to help.
2. **We are volunteers.** That means that we are not paid for our work. Like the translators, we receive food, lodging, and money for transportation when we are asked to travel for the work.
3. **We are sent to the nations.** That means that we will be serving people who are different than us. They will have different customs and eat different food. We will be humble and respectful of them, since they are also God's children.



Lab 1: Are You a Volunteer Technical Missionary to the Nations?

1. Do you want to be paid for what you do for Bible Translation?

2. Will you be satisfied when your language has the Bible, or do you want to make translation available for others, too?

3. Do you have the technical skills needed to help?

4. If you answered “No” to question 3, are you willing to put in the time and energy to learn those skills?

5. Are you able to put others first, even if you think they are doing something the hard way?



Tech Advance

Tech Advance is part of the Information Technology branch of Wycliffe Associates. Rather than having our own purpose, we exist to serve and support the other parts of Wycliffe Associates that are assisting translation.

Certainly, we have our own goals and policies. We have our own leaders, and our own guidelines. But our overall purpose is to make it easier for those who are doing translation. **We are a team.**

The Tech Advance Team

All of Tech Advance makes one team. There is not a US team and an African team and a Pacific team.

Each of us has different strengths and abilities, and some of us have been working in this kind of work for a very long time, while others have only just begun.

Some of us are also gifted with different languages, while some of us struggle to be understood even in our own language.

All of us live by what God in His grace provides for us. For some, that is a business that runs while we are away. For others, we depend upon family members to pay our bills while we work for the kingdom. Still others ask friends at their churches to help support them in their work.



Lab 2: Who is Tech Advance?

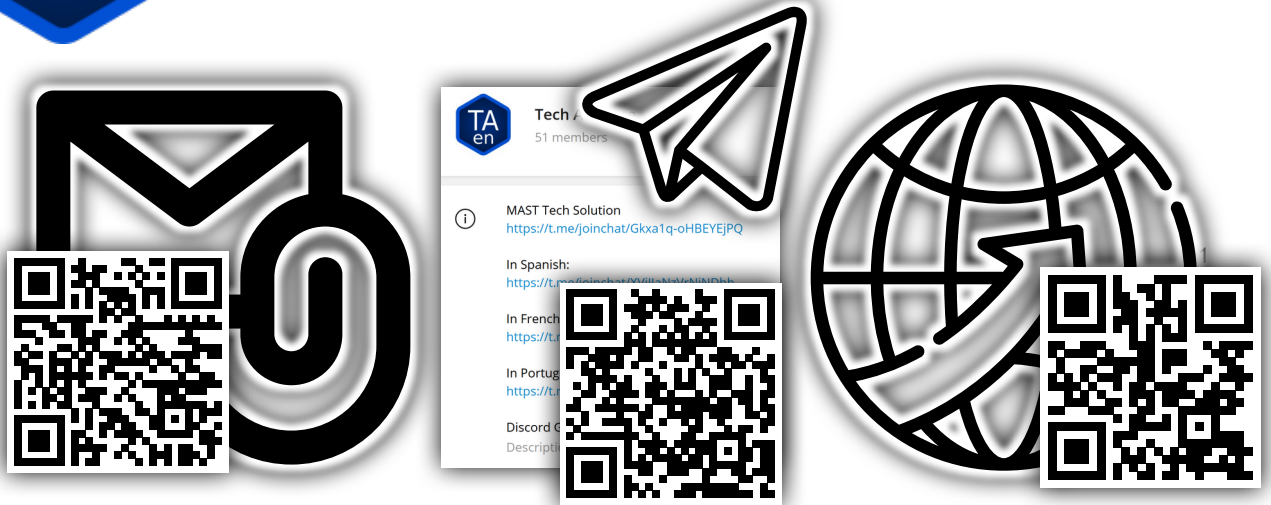
1. If a member of Tech Advance finds a good way to do something, what should that member do?

2. How many different teams are there in Tech Advance?

3. Do all members of Tech Advance have the same skills?



Communication



The best way to communicate with us is by email.

1. You can ask questions and report problems to helpdesk@techadvancement.com
2. If text messaging is more your speed, you can contact us on Telegram. <https://t.me/joinchat/Gkxa1q-oHBEYEjPQ>
3. We have help articles, links, and more at our website: <https://techadvancement.com>

1 Telegram icon by Icons8



Lab 3: How should you communicate with Tech Advance?

1. Where can you find articles and links?

2. What is the *best* way to contact us?

3. What can you do if text messaging works better than email for you?



There are three websites or Internet services used with our translation tools. The acronyms, or short forms, of these sites are PORT, BIEL, and WACS.

PORT

PORT is an online database used by Translation Services to keep track of translation projects. **PORT** automatically reads uploads to **WACS** and checks them for completion status.

Accounts on **PORT** are created by account managers in WA. There is no way to create your own account.

It is not something used by most technicians. When a translation project is created in **PORT**, it is assigned a language code, and the manager is able to track progress on the project.

BIEL

Bible In Every Language (BIEL) is a website where uploaded Bible translations can be read, or downloaded to read or print offline. You can even download an app version of a project to read on your smart phone.

No account is needed or available for BIEL.

Not all projects on **WACS** show on **BIEL**. The manager determines which ones show by making settings changes in **PORT**.

The screenshot shows the 'Translations' page of Wycliffe Associates. At the top, there is a navigation bar with links for Processes, Resources, Translations, Tools, and Support, along with a language dropdown set to 'English' and a search icon. The main heading is 'Translations'. Below this, there are three search prompts with corresponding buttons: 'Looking for available source audio?' with a 'SEE SOURCE AUDIO' button, 'Looking for SUN for Deaf and Deaf/Blind?' with a 'SYMBOLIC UNIVERSAL NOTATION' button, and 'Looking for Sign Language Translations?' with a 'SIGN LANGUAGE BIBLES' button. A 'Languages' section is visible at the bottom, featuring a search box and a list of languages including Abul, Abure, Acholi, and Adang. The 'English' language is selected, showing an 'Unlocked Literal Bible (ULB)' with 'Read on Web' and 'Download' buttons, and expandable sections for 'Old Testament' and 'New Testament'.



Lab: 4 PORT and BIEL

4. Should you have an account for PORT?

5. If you need an account for PORT, who should you speak to?

6. Do you need an account for BIEL?

7. If you need an account for BIEL, who should you speak to?



WACS



WACS: Wycliffe Associates Content Service

The **Wycliffe Associates Content Server** is where translation projects are sent for safe-keeping (and to appear on **BIEL**).

Anyone can open an account on **WACS**, but you do need to have a valid email address, and you will need to be able to check your email while you are creating an account on **WACS**.

If you create a **WACS** account, or help a Translator to create a **WACS** account, send an email to Todd Brain (todd_brain@wycliffeassociates.org) and tell him:

- Name of the User
- Email address of the User
- WACS Username
- Languages and Repos they will be uploading, or Project Manager / Regional Director to whom they report.





Lab 5: WACS Lab 1

1. Whom should you contact if you create a **WACS** account for yourself or a translator?

2. Why do we upload projects to WACS?

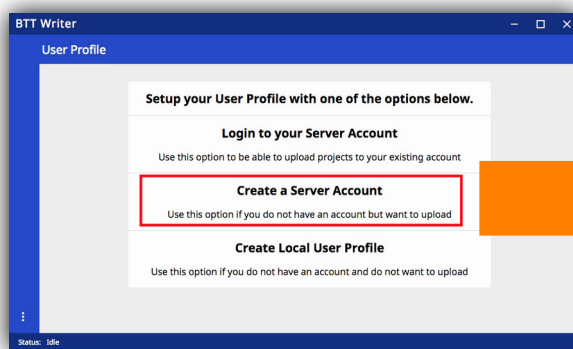
3. Can you have a WACS account if you don't have an email address?

4. Who can have an account on WACS?



WACS

An account for **WACS** can be created by going to <https://content.bibletranslationtools.org>, or by clicking on **Create a Server Account** in BTT-Writer.



This will use your Internet connection. It uses a small amount of data, and connects to bibletranslationtools.org. If it is dangerous for you to connect to a site that says *bible*, please use a VPN before performing this step.

Whether you click on the button in **BTT-Writer**, or go to the website, you will find yourself on the page shown above and to the right.

When you click **Register**, you will be taken to a page where you will need to choose a username and password.



Lab 6: WACS Lab 2

1. What can you do to protect yourself if you want to connect to WACS from a restricted country?

2. What do you do to create an account on WACS?



WACS Username and Password

The Username will be included with anything you upload to **WACS**, and also anything edited in **BTT-Writer** while you are logged in. If you need to hide your name, make sure to use a **pseudonym**². A pseudonym is just a nickname or fake name that will identify you to your team members, but not to people outside.

You do need a valid email address, because you will receive an email to authorize creation of the account. **Only one account can be created on WACS for each email address.**

The password must be a safe one: complex enough to be difficult to guess.

Password complexity:

- 6 characters
- At least one uppercase character (A..Z)
- At least one lowercase character (a..z)
- At least one digit (0..9)
- At least one

special character (!@#\$%^&*)

- If you forget your password, you can change it under the Sign In button (top left).

² A *pseudonym* is a name used in place of a person's real name. The other members of the team should know your pseudonym.



Lab 7: WACS Lab 3

1. When should a translator or technician use a pseudonym?

2. Can you create a WACS account if you don't have email?

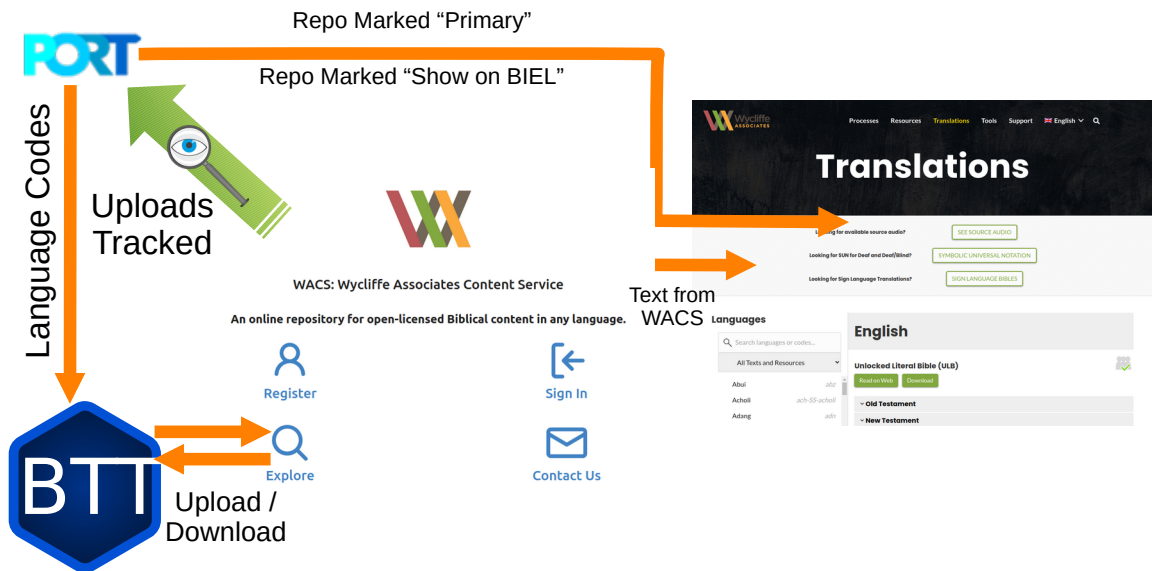
3. Can I use the same thing for my username and password?

4. How can I change my password if I forget it?



WACS ↔ PORT ↔ BIEL

How do these three websites interact?



Language codes come from **PORT**. Project Managers should make sure that a project is correctly configured in **PORT** before starting the project.

BTT-Writer can upload and download projects to and from **WACS**. **PORT** monitors these uploads, and a Manager says which uploads are **active**, meaning they come from the translation project, and which **one upload** is **primary**. **Only the Primary upload is considered** with reference to how complete a project is.

After a Project is marked Primary, it can also be marked to **Show on BIEL**. Without this mark, the project will not show up if someone searches for that language code.

You can still read a project using the read mode on **BIEL** if you locate the project on **WACS** and click the Read button.

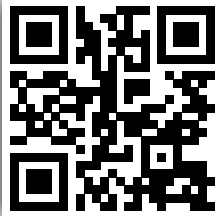


Lab 8: WACS – PORT – BIEL

1. Which website receives uploads from BTT-Writer?
 1. WACS
 2. PORT
 3. BIEL
2. Which website can show a readable version of the translation project?
 1. WACS
 2. PORT
 3. BIEL
3. Which website controls the target language codes?
 1. WACS
 2. PORT
 3. BIEL
4. Which website controls which translations show when searching on BIEL?
 1. WACS
 2. PORT
 3. BIEL
5. Which websites will you probably have an account for? (you may choose more than one)
 1. WACS
 2. PORT
 3. BIEL



Other Websites

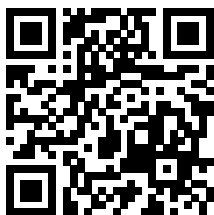
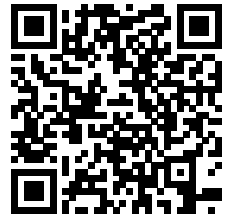


<https://techadvancement.com> is the help site for Tech Advance, where you can find forms, links, and information for getting on our social media.

An account is not needed for TechAdvancement.

<https://github.com> is a site for software developers to share the code for their programs and provide downloadable *binaries* for people to use. All programs developed by Wycliffe Associates are provided on GitHub.

You can download the latest version of, for example, BTT-Writer for Desktop computers by going to <https://github.com/bible-translation-tools/BTT-Writer-Desktop/releases/latest>



If you don't remember where the downloads for our programs are, you can always go to <https://basictranslationtools.org> and find an up-to-date link for the downloads.



Lab 9: Other Websites

1. Which website holds the source code for our programs?

2. Which program will help you find information about our tools and communication channels?

3. Which website has links to download the latest version of our programs?



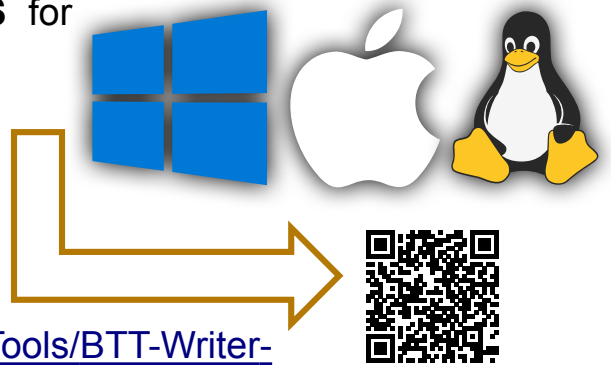
BTT-Writer

In order to complete this section, you will need an email address that you can check while doing this work. (Of course, you will need some kind of Internet connection, too.)

If **BTT-Writer** will only be used off-line, *i.e.* there will not be any uploads or downloads, you don't need an account on **WACS**, and you won't need an email for this section. However, the full power of **BTT-Writer** is only realized when you upload your work to **WACS** for safe-keeping.

BTT-Writer can be downloaded from **GitHub**, at <https://github.com/Bible-Translation-Tools/BTT-Writer-Desktop/releases/latest>

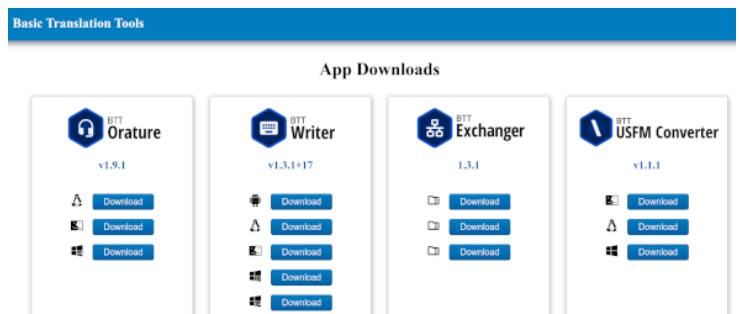
or <https://github.com/Bible-Translation-Tools/BTT-Writer-Android/releases/latest>.



BTT-Writer Desktop and **BTT-Writer Android** work very similarly, but they are completely different programs. Most of this training is oriented towards use of **BTT-Writer Desktop** (which can be used on any computer that runs a recent version of **Windows**, **macOS**, or **Linux**). Where there are differences for **BTT-Writer**

Android, we will try to make note of them.

Every current version of **BTT-Writer** (including for **Android**) is available for download from **Basic Translation Tools** <https://basictranslationtools.org>.





Lab 10: BTT-Writer Lab 1

BTT Writer can be downloaded from many different places.

1. If you want to download BTT-Writer without using the word “Bible” in your browser, which site should you use?

2. If you want to be completely sure you have the newest version, which site should you use?

3. Which site will allow you to download either the Desktop or the Android version of BTT-Writer?

4. Before continuing the training, make sure you have downloaded the latest version of BTT-Writer



Getting BTT-Writer (2)

There are several different versions of BTT-Writer available. BTT-Writer has versions for **Linux**, for **macOS**, and for **Windows**.

In addition, the **Windows** version comes in both 32-bit and 64-bit versions. **Most Windows computers sold in the last 5 years are 64-bit.**



Installing on Linux

<https://youtu.be/8cj7lwwc20c>

Installing on macOS

<https://youtu.be/Z2mv1uIAE6o>



Installing on Windows

<https://youtu.be/UbX-MIRks6c>

▼ Assets

6

- BTT-Writer--[linux-x64.zip](#)
- BTT-Writer--[osx-x64.zip](#)
- BTT-Writer--[win-x32.exe](#)
- BTT-Writer--[win-x64.exe](#)



[Source code \(zip\)](#)

[Source code \(tar.gz\)](#)

Git

The **Windows** installer installs **git** along with **BTT-Writer**. For **Linux** and **macOS**, you will need to install it separately. For **macOS** we recommend the open-source **git-scm** available from <https://sourceforge.net/projects/git-osx-installer/>. You can use Apple's version of **git**, but the download is over 2GB, so unless you have that kind of data, it's better to use **git-scm** if you can.

For versions of BTT-Writer **before 1.4.0**, **macOS** and **Linux** also need a custom `.ssh/config` file. **Updating to the latest version fixes this requirement.**



Lab 11: BTT-Writer Lab 2

1. When installing BTT-Writer for Windows, do you need to install git?

2. When installing BTT-Writer for Windows, should you choose 64-bit or 32-bit?

3. What is a reason not to use Apple's version of git with BTT-Writer?

4. Before continuing the training, make sure you have installed BTT-Writer on your device.



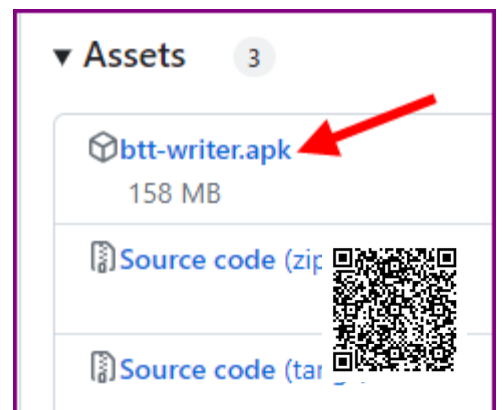
Installing BTT-Writer for Android

<https://github.com/Bible-Translation-Tools/BTT-Writer-Android/releases/latest>

Because of limitations placed by Google on the Play Store, we are unable to have the current version of **BTT-Writer** available there. **Do not use the version that is on the Play Store.** It is out of date.

BTT-Writer for Android is downloaded separately. You have to open the .apk file to install. You can download from github (link above, and in the QR code) or from <https://BasicTranslationTools.org>.

There is no version of **BTT-Writer** for iOS (iPhone or iPad).





Lab 12: BTT-Writer Android

1. I found **BTT-Writer** in the Google Play Store. Should I install it from there?

2. I found **BTT-Writer** in the Apple iTunes Store. Should I install it on my iPad or iPhone?

3. What is a good place to get **BTT-Writer** for Android?

4. If you are going to be using **BTT-Writer** on Android, you should install it before continuing this course.



Updates

If you want to be notified when there is a new version of one of our programs, the easiest way is to “watch” the download site. This way, you will receive an email when there is a new release.

The screenshot shows the GitHub interface for the repository 'BTT-Writer-Desktop'. The 'Watch' button is highlighted with a red box. The 'Watch' dropdown menu is open, showing the 'Custom' notification settings. In the 'Custom' settings, the 'Releases' checkbox is checked, while 'Issues', 'Pull requests', 'Discussions', and 'Security alerts' are unchecked. The 'Discussions' option is disabled with the message 'Discussions are not enabled for this repository'. The repository file list shows folders like '.github', '__mocks__', and '__tests__'.

You **do need** to have an account on **GitHub** in order for them to know where to send the notification, but this account is free.

Please note that if you live in a place where your work is dangerous or illegal it is possible for others to discover which projects you are watching. Be mindful of what is needed for your safety.

We also have a newsletter that you can subscribe to where we mention new releases of **BTT-Writer**, and they are also mentioned in the Telegram channel.



Lab 13: Updates

1. How can you be notified when there is an update to BTT-Writer?

2. What would be a reason not to **watch** a project on GitHub?



Paying for Software

All of the software we make or recommend is free software. Most of it is Open Source software, which means it will always continue to be free.

BTT-Writer is free. **Orature** is free. You pay \$0 (although you may have to pay for Internet to download it, at least once.)

Do not steal software. Do not pirate software. Do not buy software from the guy down in the market who sells it cheap.

Not only will you be breaking God's law, you will make your computer more vulnerable to viruses. Don't say, "Copyright means, if you copy it's all right."

There is software that does what you need that is available for free, without stealing from the programmer(s).

Software we recommend:

- Office Software (like MS Office / MS Word): **LibreOffice**
 - <https://libreoffice.org>
- Image Editing (like Photoshop): **GIMP**
 - <https://gimp.org>
- Text Editor: **VS Codium**
 - <https://vscodium.com>
- VPN: **Proton VPN**
 - <https://protonvpn.com>



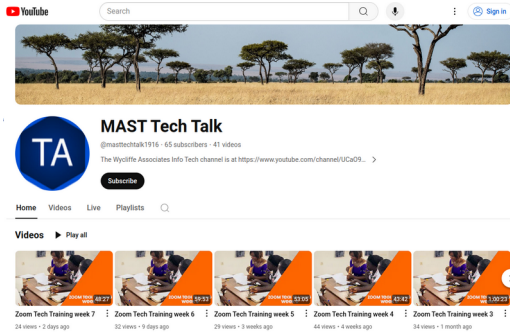
Lab 14: Paying for Software

1. Why should you pay for software you use?

2. If you can't afford to pay for software, what can you do?



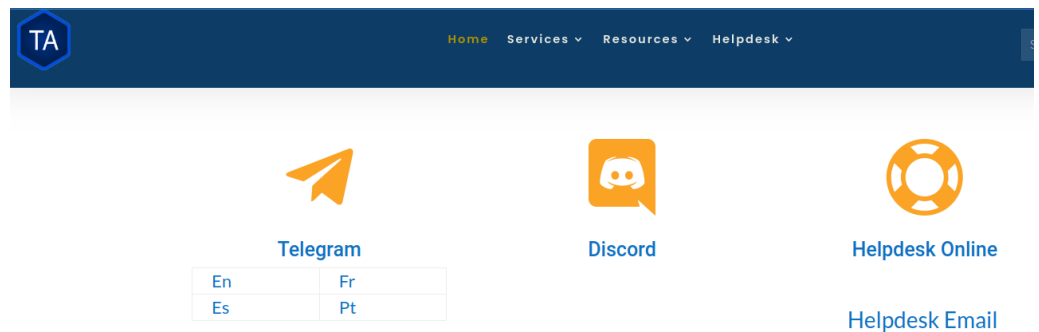
How Do I Use BTT-Writer?



We have many videos to help on the MAST Tech Talk channel on YouTube: <https://www.youtube.com/@masttechtalk1916>



We also have many helps at <https://techadvancement.com>



Telegram

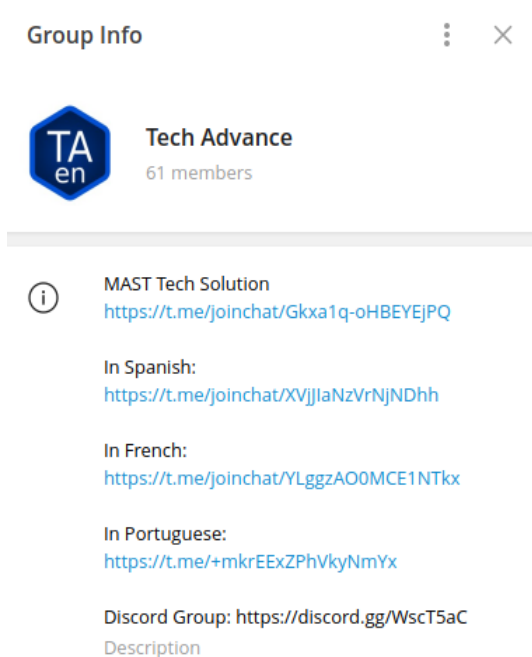


Discord

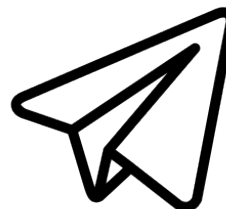


Helpdesk Online

Helpdesk Email



Finally, we have an active help community on Telegram³



³ Telegram icon by Icons8

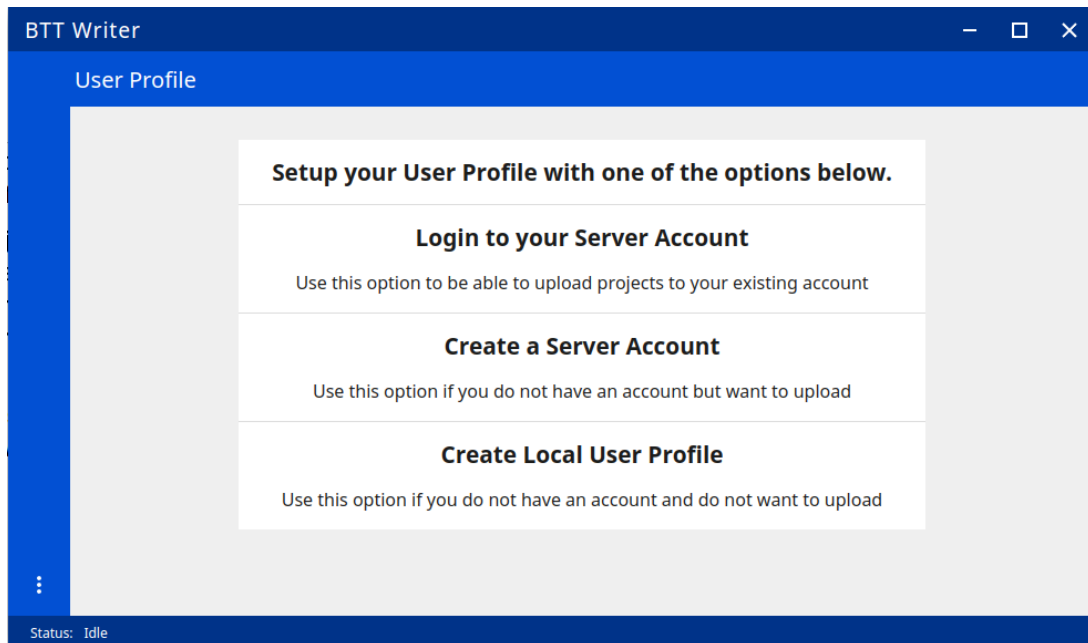


Lab 15: How Do I Get Help?

1. What are the three ways to get help for using BTT-Writer?



“Logging In” to BTT-Writer



- If you have already created an account on **WACS**, use the first option.
- If you have not yet created an account on **WACS**, use the second option.

Creating an account on **WACS** is explained in **Section 2, PORT, BIEL, and WACS**.

Both of these options require an Internet connection, and will connect you to bibletranslationtools.org. If you need to hide this connection, be sure to connect a **VPN** before using one of these options.

The third option can be used if there is no Internet available, but should always be temporary. For example, you can use it for a typist that you will collect the typing from manually, or if you are away from Internet temporarily.

You should always log out before letting someone else use your computer. This allows them to enter their name into the “Contributors” of the project they work on, and keeps it straight where a project will be uploaded. It also protects your account from unauthorized uploads.

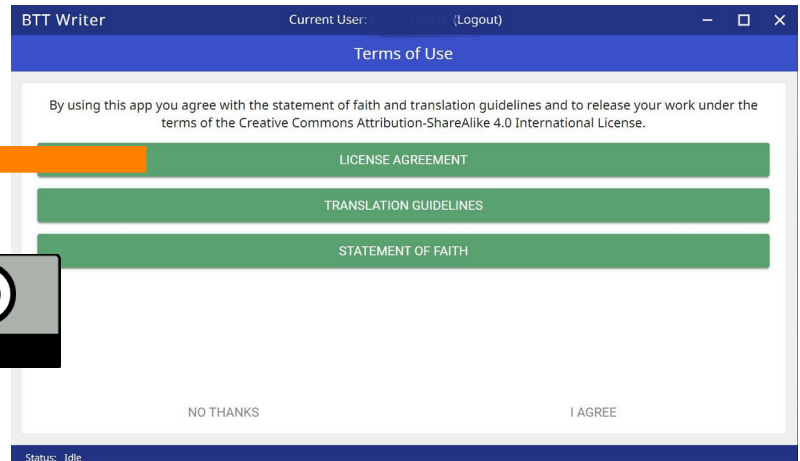
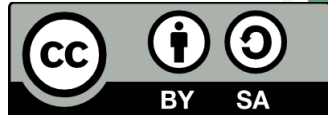


Lab 16: “Logging In” to BTT-Writer

1. If you have not yet created an account on WACS, you should do so before continuing with this training.
2. Practice logging in with a WACS account, logging out, and then logging in with a “local account”.



Important Agreements: CC BY-SA



All of the content of BTT-Writer is either in the **Public Domain** or licensed with the **Creative Commons** license⁴:

<https://creativecommons.org/licenses/by-sa/4.0/>

This means that the translation *does* belong to the people who did the work, but they are making this translation openly available with few limitations. There are three restrictions on this license.

1. **BY**: Someone who uses the translation must say who he got it from. We call this “attribution”.
2. **SA**: Someone who uses the translation must make the end result available under the same license. This is called “share alike”.
3. The licensor cannot take away these freedoms as long as you follow the license terms.

⁴ There are a few exceptions, where we have a special license to use a specific translation resource.



Lab 17: CC BY-SA

3. What is a license?

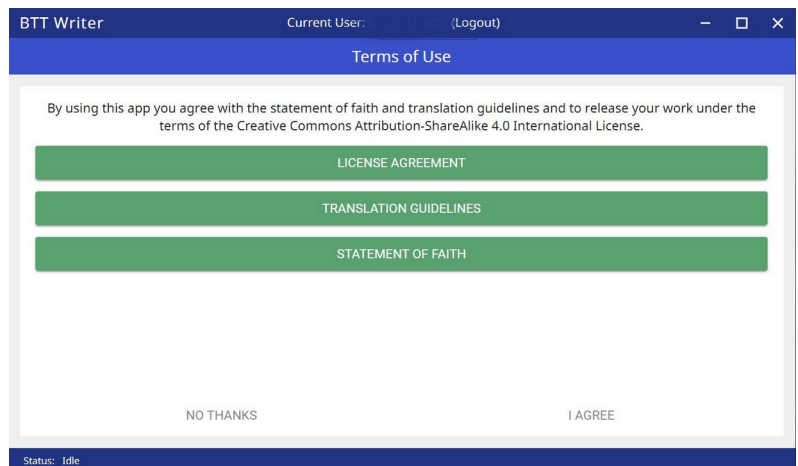
4. What does CC mean in our license?

5. What does BY mean in our license?

6. What does SA mean in our license?



Important Agreements: Translation Guidelines



The Translation Guidelines state that a translation needs to be **Accurate, Clear, and Natural**.

This is not normally something the technician needs to worry about, but it is part of the agreement to use the software.

Accurate

Accurate translations effectively communicate the intended meaning of the original, divinely inspired text. An accurate translation expresses the meaning the author intended for the original audience in the original context.

1. To the extent that is possible, nothing is added, misconstrued, or deleted from the original message.
2. It does not recast the meaning of the original text to make it more relevant to the contemporary audience.
3. An accurate translation does not distort the meaning in order to favor a specific interpretive perspective. It should be free from theological, cultural, or personal biases.
4. An accurate translation communicates historical events and facts accurately.

Clear

Clear translations will use whatever language structures are needed to help readers easily read and understand it.

1. A clear translation may use as many or as few terms as necessary to communicate the original meaning as clearly as possible.
2. Making a clear translation does not mean that the translator clarifies something that is ambiguous in the source text.
3. Making a clear translation does not mean that the translator gives the reader a specific interpretation for every passage where meaning is genuinely debated.

Natural

Natural translations use language forms that reflect the way the target language is used in corresponding contexts.

1. Natural Bible translations sound like they were produced by an adult native speaker who speaks and/or writes well.
2. A natural Bible translation does not use expressions that are particular to their own culture in order to make the translation appear natural.
3. It is more important for a portion of Scripture to be translated accurately than for it to sound perfectly natural to everyone who reads it.

We believe that a translation has the highest likelihood of being good quality when after applying the guidelines above, the following are completed:

1. It is tested and approved by believers of the language community and their church leaders.
2. Ongoing revisions and improvements are made.



Lab 18: Translation Guidelines

1. What are the three goals of the Translation Guidelines?

2. What is the overall goal of the Translation Guidelines?



Important Agreements: Statement of Faith



The Statement of Faith makes sure that we are all working together towards the same goal. While we have seen fruitful work in translation from non-believers, we don't believe it's best.

We insist that certain things are true, and not negotiable.

1. The Bible is divinely inspired by God and has final authority. This means that we cannot impose our opinions or our culture on the content of the Bible.
2. God is one and exists in three persons: God the Father, God the Son, and God the Holy Spirit.
3. Because of the fall of man, all humans are sinful and in need of salvation.
4. The death of Christ is a substitute for sinners and provides for the cleansing of those who believe.
5. By God's grace, through faith, people receive salvation as a free gift because of Jesus' death and resurrection.
6. The resurrection of all at the end of time — the saved to eternal life and the lost to eternal punishment.

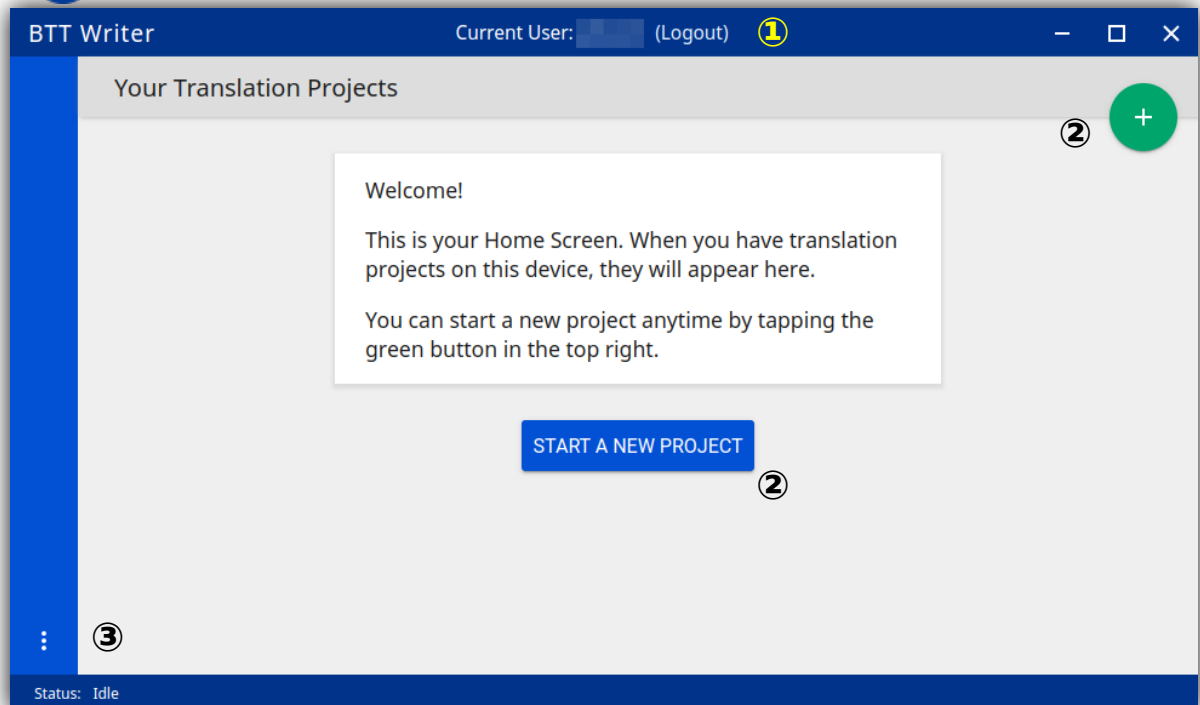


Lab 19: Statement of Faith

3. What is the purpose of the Statement of Faith?



BTT-Writer Home Screen



① **Logout** is only used when a different translator is going to use the program, or to switch between on-line and off-line use. **You do not need to log out to use the program off-line.**

② **Create a new project** by clicking either the green button at the top right, or the **Start a New Project** button.

Once a project has been created, the project list fills in the space where the **Start a New Project** button is, so you can only use it for the first project.

③ The “**3 dot**”, or “**Hamburger**” 🍔, menu. We will normally refer to the **Hamburger** menu as the **3 dot menu**.

Occasionally, **BTT-Writer** will get confused about whether you’re logged in to **WACS** or not. If this happens (and you can’t upload) you can often fix the problem by clicking **Logout** (①) and logging back in again. You will need to click **I Agree** to the three agreements each time you log in.



Lab 20: BTT-Writer Home Screen

1. Do you need to log out if you are using BTT-Writer without Internet?

2. What's another name for the "3 dot" menu?


3. What might cause you to need to log out?



Hamburger Menu (3 Dots)

 Update

➤ **Update** allows you to check for updates to **Source Texts** and **Target Language Codes**.

 Import

➤ **Import** allows you to import files from **WACS**, an exported **Project File (.tstudio file)**, a **USFM File**, or even a resource container for a new **Source Text**.

 translationAcademy

➤ **TranslationAcademy** is a translation manual that discusses the translation process, and how to evaluate a translation for quality.

 Feedback

➤ **Feedback** allows you to send an anonymous report to **GitHub** about **BTT-Writer**. Please note that because it is anonymous, unless

 Logout

 Settings

you include your contact information in your message, you will not get a reply. These reports are listed here: <https://github.com/Bible-Translation-Tools/BTT-Writer-Desktop/issues>

➤ **Logout** is like the **Logout** option at the top of the screen.

➤ **Settings** gives access to many ways to customize **BTT-Writer**.



Lab 21: Hamburger Menu

1. Which option do you choose to change the user that is logged in?

2. What option do you choose to customize BTT-Writer?

3. What option do you choose to bring in a project from somewhere else?

4. Which option opens a manual that teaches the translation process?

5. Which option would you choose to get a new language code?

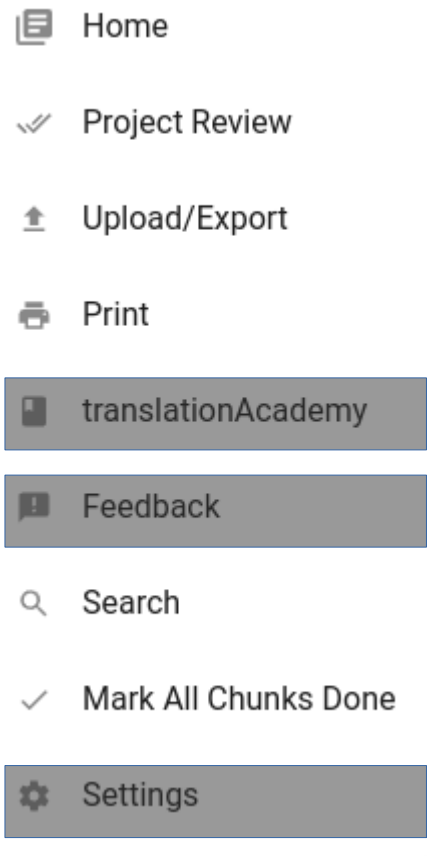


Hamburger Menu, Part 2

The Hamburger menu is *context sensitive*, which means that it shows different things at different times. We've just gone through all of the options it shows on the **Home Screen**.

While working on a project, however, the Hamburger menu has additional options.

- **Home** will return the user to the **Home Screen**.
- **Project Review** will be discussed under **Finishing a Project**.
- **Upload/Export** is the same as what is available under **details** for each project on the **Home Screen**.
- **Print** is just a different version of **Export**.
- **Search** allows searching for a particular group of letters in either the **Source** or **Translation** panes of **BTT-Writer**.
- **Mark All Chunks Done** will mark all chunks done if they contain text.



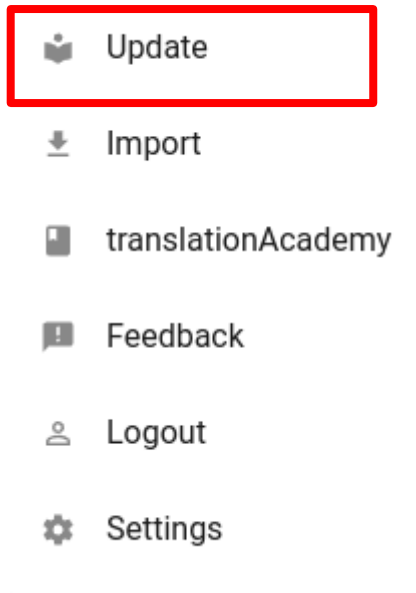


Lab 22: Hamburger Menu 2, the Sequel

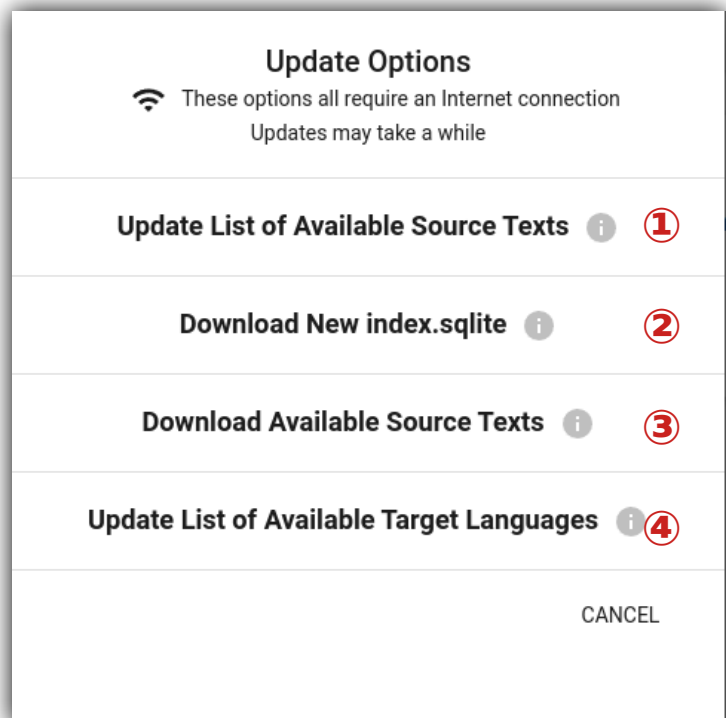
1. The Print option is really just a version of what other option?

2. Which option will allow you to search for a word?

3. If you need to close all chunks in a project, how can you do that?



Update



- ① Check to see if there is a new **GL** in the catalog, or an update to a **GL**.
- ② Download a complete copy of the **database**.
- ③ If there is an updated or new **Source**, this will let you choose what to download
- ④ Check to see if there are any new **language codes**.

BTT-Writer keeps a database of available **Source** (Gateway Language, “GL”) **Texts**. The database also keeps a list of available **Target Language codes**, for translation projects. In addition, **BTT-Writer** stores **Source Texts** on your hard disk drive, ready to be used for a translation project.

- Every time **BTT-Writer** is updated, the new release will include all of the sources available at that time. It will also include all of the **target language codes** currently available. However, over time, new codes will be added, and sometimes language names will be spelled differently, although they keep the same codes.

The process to update the **codes** and **Source Text** versions can take a long time, and because it uses an **Internet** connection, it can time out while you are trying to update. This can be very frustrating, so we have another choice for you.

Each week, a database file with all of the most up-to-date **language codes** and **Source Text** versions is posted online. **Download New index.sqlite** will download this database and simply replace your existing database. It could be out of date for as much as a week, but never more than that.

Every language in the world has a code to identify it as being separate from other languages. For example, we are currently aware of four languages called “**Kamba**”. One of them, in **Kenya**, has the code **kam**. The related language in neighboring **Tanzania** has the code **kam-TZ-kamba**. The languages in **PNG** and **Brazil** have the codes **fad-x-kamba** and **xba**, respectively.

If a minority language does not yet have a code in our system, the translation project managers need to communicate with their supervisors to get the code added in **PORT**. Then, in a week or so, or after running the **Update List of Available Target Languages**, the new code will be available.

It is very important to use the correct code for the language. If you are unsure of what the code is, ask the project manager.

It can be helpful to ask this question before going to the translation event.



Lab 23: Updates

1. Updating the Source Texts is a two step process.

1. What is the first step?

2. What is the second step?

2. Are the source texts or the language codes updated more often?

3. If a new version of BTT-Writer has just come out, and you have installed the new version, will you need to update the source texts?

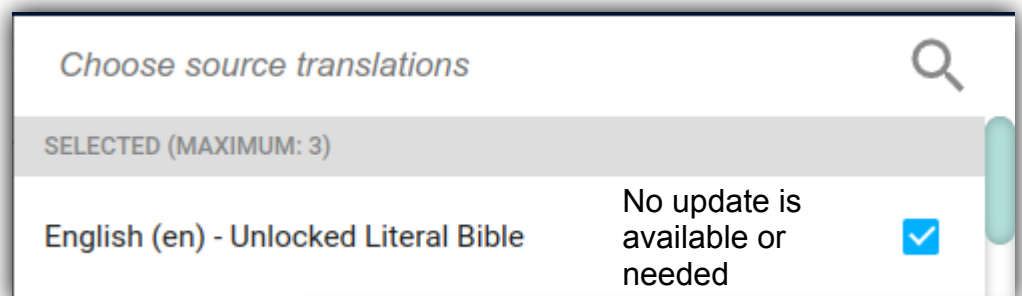
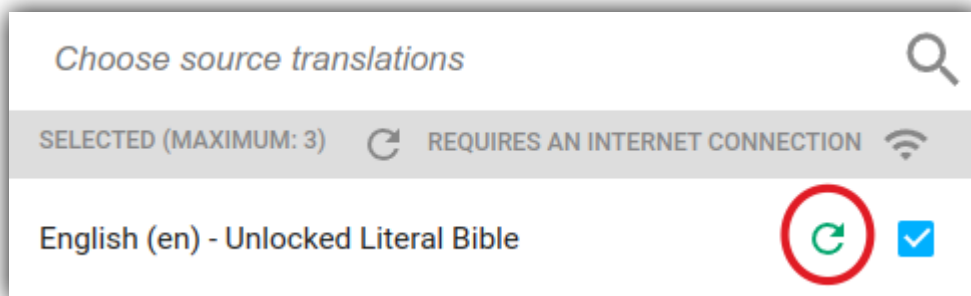
4. If you are unable to run **Update List of Available Source Texts** or **Update List of Available Target Languages**, what can you do?



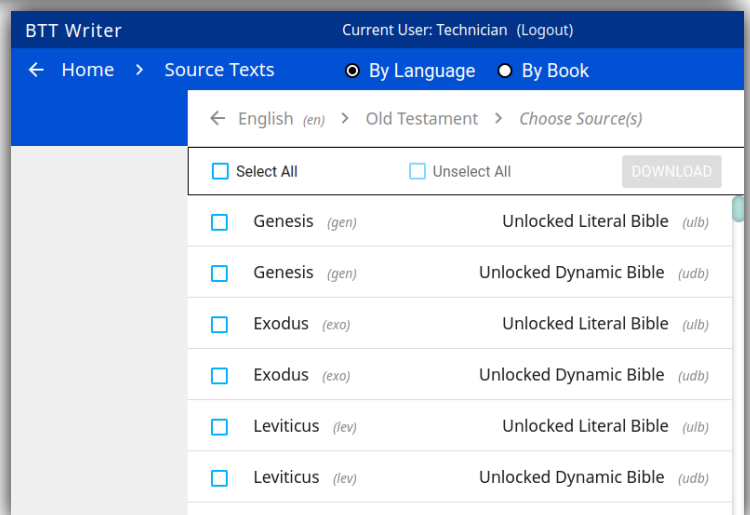
Updating Sources

Updating Source Texts (GL) is a two-step process. It is not usually a good idea to change the content of the source text while translation is happening. (It makes it difficult to check.) Therefore, the first part of the update is to see what updates are available.

Once you have been notified that an update is available, you can see if it's available for your current project when you select sources for that project.



If you choose **Download Available Source Texts** from the **Hamburger Menu**, you can select multiple books for download. However, available updates are not shown by green arrows here.





Lab 24: Updating Sources

1. Does checking for source updates automatically download them?

2. How can you download updates for more than one book at a time?

3. How can you check if an update is available for a particular book



Updating Sources, Part 2

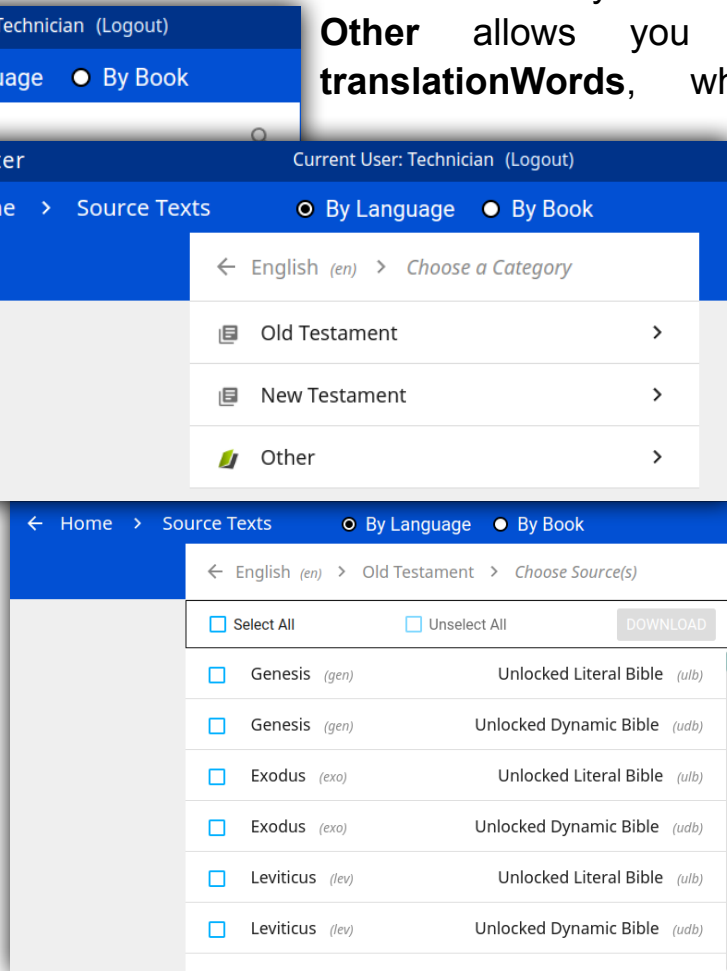
- **New versions of BTT-Writer come with up-to-date sources.**

When updating Sources from the Hamburger Menu, you are first asked to choose a language for the updates. Then, choose the Testament that you want to update.

Other allows you to update **translationWords**, which is a resource for the whole Bible.

Within a Testament, you can individual **this not by you can multiple can see Literal the Bible we have Hayat and**

choose books. **Please note is by language, text.** As a result, choose from sources. Here, you both the **Unlocked Bible (ULB)** and **Unlocked Dynamic (UDB)**. In Arabic, both the Ketab El the Van Dyke translation available.



All updates, whether using the green arrow or the Updates Sources menu, use an **Internet** connection, will use Internet data, and will make a connection to bibletranslationtools.org.

If it's dangerous for you to visit that site, please use a **VPN** before updating the sources in **BTT-Writer**.



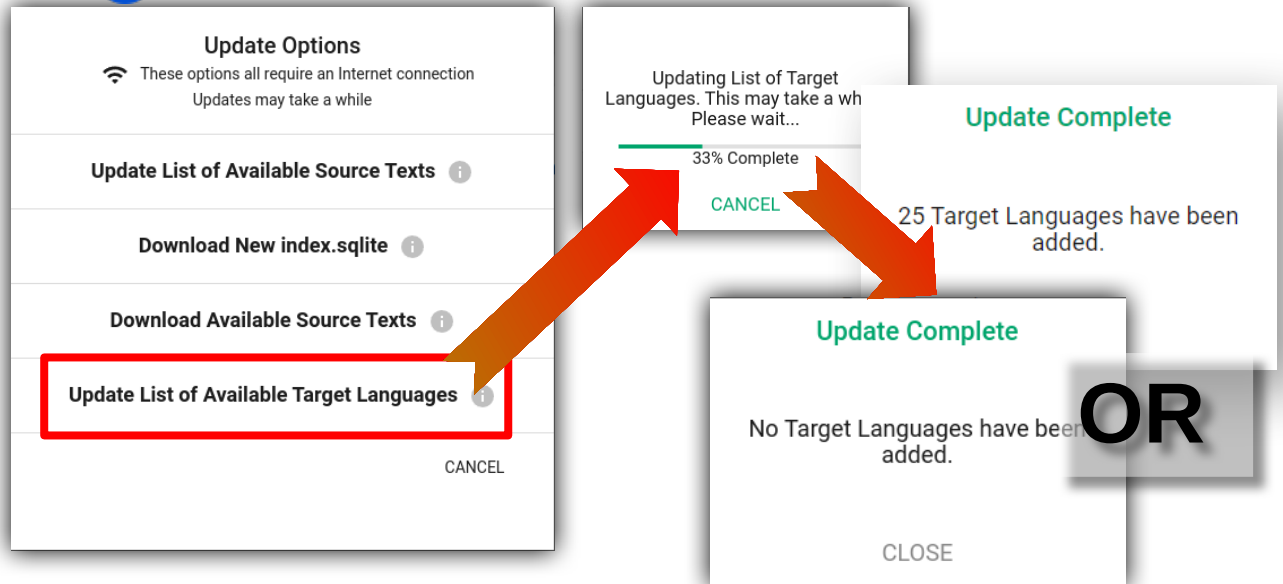
Lab 25: Updating Sources Lab 2

1. If you have just downloaded and installed a new release of BTT-Writer, do you need to update your sources?

2. How many resources can be downloaded at the same time?



Updating Target Languages



When you update the list of **Available Target Languages**, **BTT-Writer** communicates with the server and compares the list of known languages with what is stored in the database in **BTT-Writer**.

This uses an **Internet** connection, will use Internet data, and will make a connection to bibletranslationtools.org.

If it's dangerous for you to visit that site, please use a **VPN** before updating the sources in **BTT-Writer**.

You will be notified whether language codes have been added or not.

Target language codes are updated very often, and it is much more likely that you will need to update target codes than source texts.



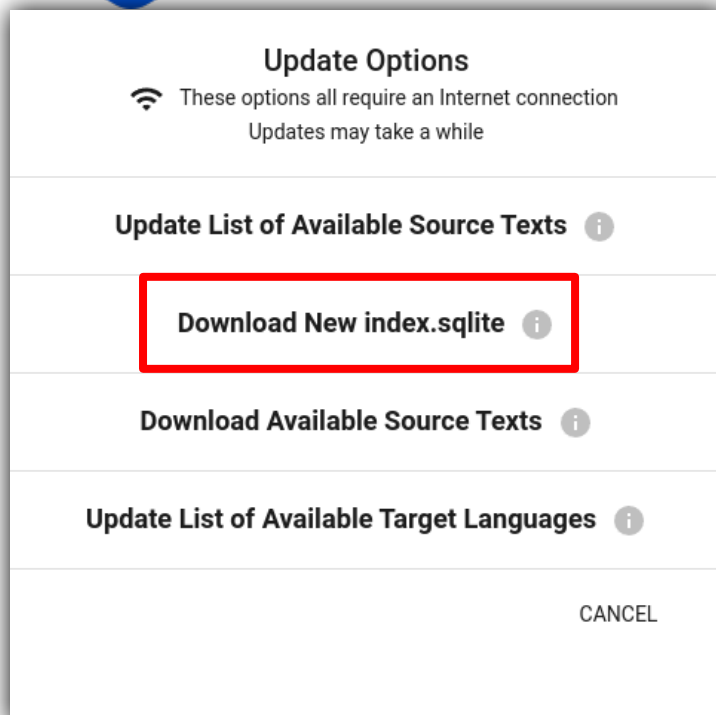
Lab 26: Updating Target Languages

1. When should you use a VPN to update target languages?

2. How often do target languages need to be updated?



Download New index.sqlite



We've mentioned that **BTT-Writer** keeps a database of information about **Source Texts** and **Target Language codes**. Sometimes, because of poor **Internet** performance, it can be painfully slow to update the list of available source texts, or the list of available target languages. If you could just update the database, the download of the actual source files wouldn't be too bad.

Downloading a new `index.sqlite` replaces your existing database with a fresh copy from our servers. It is much faster than the other updates, however there are a couple of reasons to use the other methods.

Specifically, the `index.sqlite` that is downloaded is only updated once per week, or so. Because of this, it may not have the most recent changes.

Also, if you have made updates, the downloaded database may remove them, if the downloaded file is behind your local copy.



Lab 27: index.sqlite

3. When should you download a new index.sqlite file?

4. When should you hesitate to download the index.sqlite file?



BTT-Writer Settings, Part 1

BTT Writer Current User: Technician (Logout) - □

← Home > Settings

General

Interface Language ①
English

Gateway Language Mode ②
Display additional translation options for gateway languages

Blind Edit Mode ③
Display translation mode option that allows for blind drafting (Project will re-load if changed)

The first three options in Settings are for the general operation of **BTT-Writer**.

① Starting in version 1.4.0, **BTT-Writer** is able to work in different languages.

Unfortunately, **BTT-Writer** (or its ancestor, **translationStudio**) was not designed to be multi-lingual. This was very difficult to correct, and we have only recently finished changing the program to allow for different languages.

We are not yet done. Now that the program has been changed, we will need people to create the translations of the interface. For this, we use a site called **Crowdin** (<https://crowdin.com>). If you are interested in helping us to put **BTT-Writer's** menus in your language, contact helpdesk@techadvancement.com.



② **Gateway Language Mode** is only for making resources for **GL** translations. If you don't know that you are working on a GL project, turn this off.

③ **Blind Edit Mode** enables additional features in **BTT-Writer** that support the **MAST** methodology. This should normally be on.



Lab 28: Settings Part 1

1. For most projects, should Gateway Language Mode be *on* or *off*?

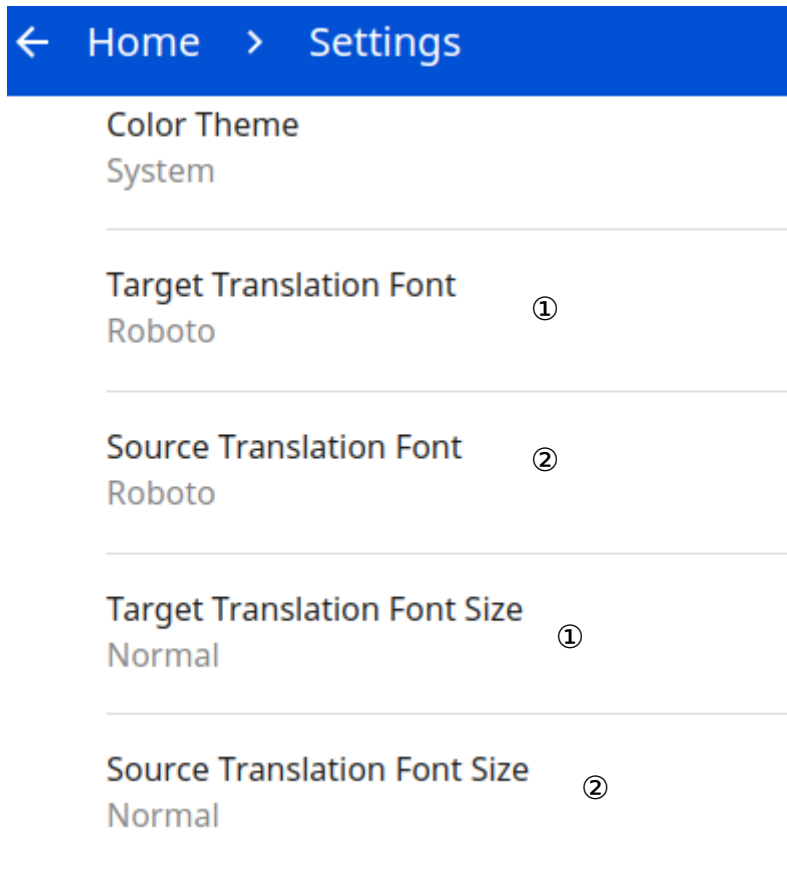
2. For most projects, should Blind Edit Mode be *on* or *off*?
3. How can you change the language that BTT-Writer uses for its interface?

4. What can you do if your language isn't yet available?

5. Make sure that Gateway Language mode is *off* in your copy of BTT-Writer (unless you are working with a Gateway Language project).
6. Make sure that Blind Edit Mode is *on* in your copy of BTT-Writer.
7. If English isn't your preferred language, look to see if BTT-Writer has your language available.



Settings, Part 2



BTT-Writer supports light and dark mode Color Themes. If you select **System**, it will follow the light or dark theme of your operating system.

① You can set the font and font size for the Target Translation and ② have a different font and size for the Source Text.

Some languages use a writing style that has the same letters as another, but is more readable in a different font, or at a different size.

You can download fonts to your computer and use them in **BTT-Writer**, but **Android** requires a special build of the program to use a font that's not part of the **Android** system.

If you need a special font when displaying a translation on **BIEL**, a special change needs to be made to the repository for that book. That's an advanced topic that we'll discuss later.



Lab 29: Settings Part 2

1. What options are available for Color Themes?

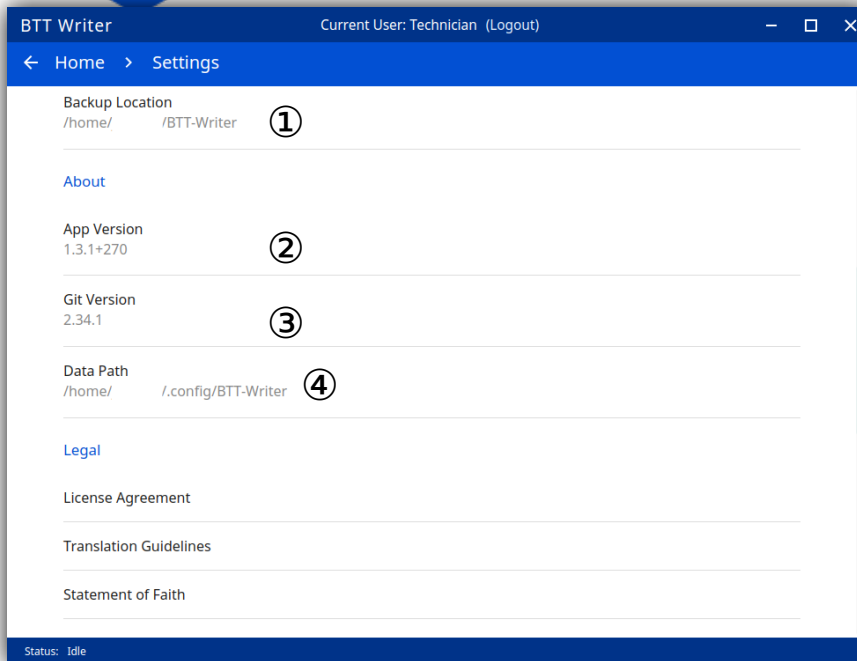
2. What options are available for changing the fonts in BTT-Writer?

3. What needs to be done to have a custom font in BTT-Writer for Android?

4. Experiment in your copy of BTT-Writer with different color themes and font settings.



Settings, Part 3



① **BTT-Writer**

automatically makes a backup every 5 minutes of the active project. It is saved to this location in a subfolder called **automatic_backups**.

Backups are also made of every project when **BTT-Writer** first starts. If a project is broken and can't be normally backed up, a zip file will be made of it and

placed in the **automatic_backups** folder.

When you export a project, it will *default* to this location, sometimes in a **backups** folder here.

② If you have problems with your **BTT-Writer**, we will ask you what version you are using. That information can be found here. (It's also displayed when **BTT-Writer** first starts.) When a new version comes out, you can check to see if you are up to date.

③ The **git** version is also important, but we don't ask for it as often.

④ This may be the most important item. **BTT-Writer** stores its working files in the **Data Path**. This is sometimes called the “**happy path**”.

Under **Legal** are copies of the License Agreement, Translation Guidelines, and Statement of Faith that were agreed to when the user logged in.



Lab 30: Settings Part 3

1. If you save a file or export something, where should you look for it?

2. If you want to find the automatic backup made of your project, where should you look?

3. If you think a project is damaged, where should you look?

4. If you want to see the working files being used by BTT-Writer, where should you look?

5. How can you find the version of BTT-Writer you are using?



A Final Word About Language Codes

Language codes are either set by an International Standards Organization (codes like **zh**, **en**, or **pt-br**) or by language researchers. Once a code is set for a language it will not be changed. The code is needed to uniquely identify the language. It is not intended to be the same as what the people call their language.

In this example, Modern French uses the French name for the language, *français*, including the lower case first letter.

français	<i>fr</i>
Cajun French	<i>frc</i>
Middle French (ca. 1400-1600)	<i>frm</i>
Old French (842-ca. 1400)	<i>fro</i>

For the other versions of French, the English name is used, along

with date information for older versions of French. If the French people decided that they wanted all of these languages to be labeled in French, they could contact Translation Services. The names would then be adjusted in **PORT**. However, the language codes would remain the same.

It is not the Tech's responsibility to change a language name or code.

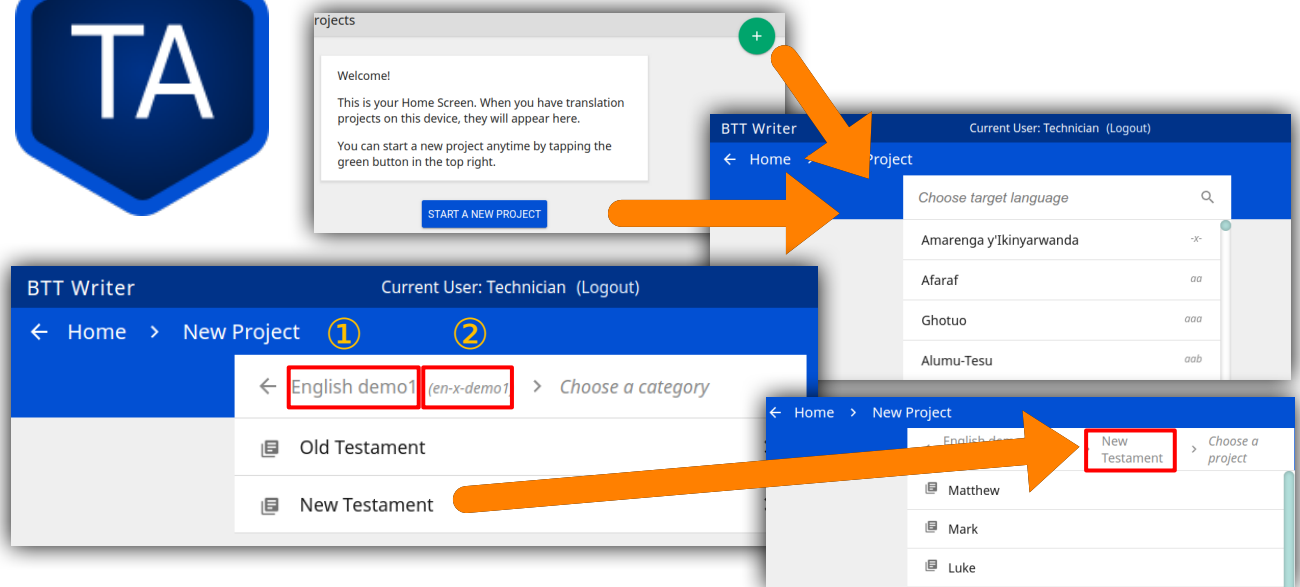


Lab 31: Language Codes

1. Where does BTT-Writer get its language code information from?

2. Who can change the information about a language in BTT-Writer?

3. How can a language group change the code used for their language?



When creating a translation project in BTT-Writer, first you must choose the *target* language. You *can* scroll down and select a language from the list, or you can start typing the name or the code of the language.

The best practice is to type the code. You should always have the code from the Project Manager before the typing begins. There are many languages in the world with the same name, but each language has only one code.

If, for some reason, you are *forced* to begin a project for a language that doesn't have a code, try to pick a code that will be easy to spot and change later on. A sign language code is one suggestion, since sign language translations are done using video instead of BTT-Writer. *Icelandic Sign Language*, for example, uses the code `icl1`.

If you don't use the correct code for a language, you should always make a note. One place you can put a note that will stay with the project is in the **Contributors** field. Say something like, "Using `icl` code for Ugaritic language in Syria". That way, it will be simpler for someone to fix the code later.

① The language name and ② code will be displayed as you are asked to choose a Testament to translate from.

Finally, you will be able to choose a book to translate.



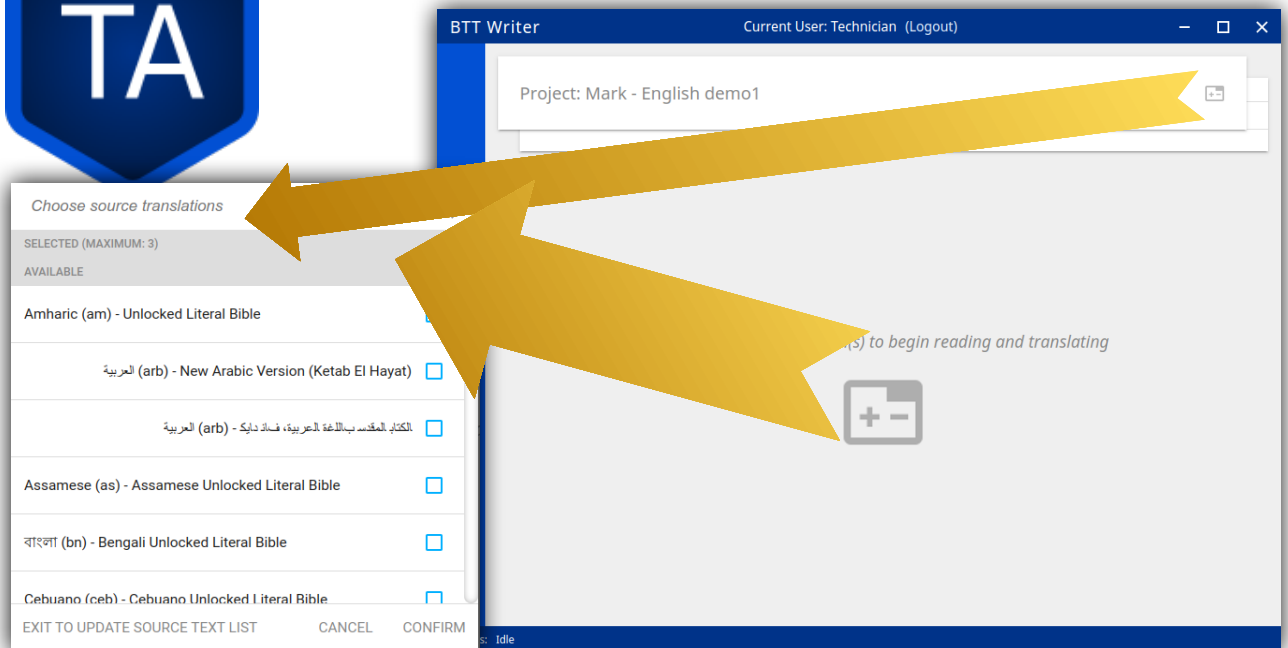
Lab 32: Creating a Project

1. What information do you need to know before you can begin a translation project?

2. What is the best way to search for a language in the list?



Selecting a Source



Before you can begin to type or translate a book of the Bible, you must say which source text you are going to use.

The icon looks like a battery symbol to some of us, but it represents adding or removing a folder.

You can have up to three texts listed here, but it is important to remember that only one is the source. In order to properly check the translation back to the source, there should not be any confusion about how the passage was worded.

The second and third texts are intended to be references, to help with understanding the meaning of the source.

You are able to search by language code, to find the correct translation. Some languages have more than one text available. Make sure to select the correct one.



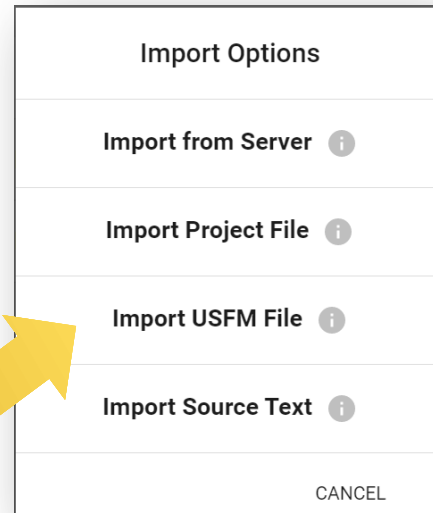
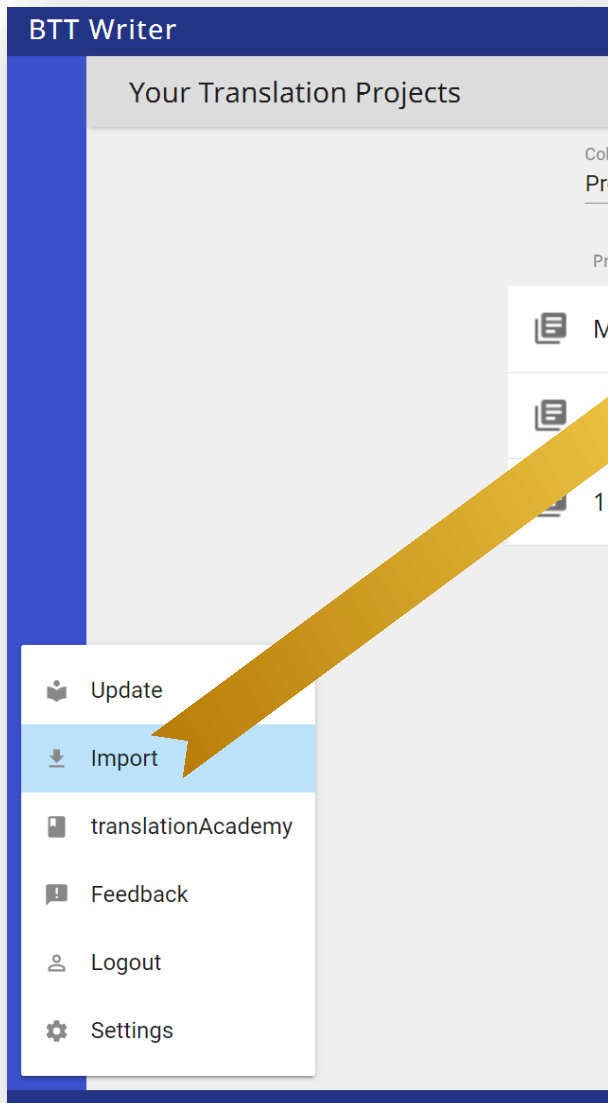
Lab 33: Selecting a Source

1. How many different texts can be added as references?

2. What should you be careful to verify when adding a Source to a project?



Imports



Imports are done from the **Import** menu on the **Home Screen**. This menu is not available while editing a project.

Import from Server allows importing from *any* account on **WACS**.

Import Project File will allow you to import a **.tstudio** project file.

Import USFM File allows you to import a **USFM** file from **BTT-Writer** or another program.

Import Source Text allows importing a **Source Text Resource Container**.

- You do not need to be logged in to WACS to import any of these things, although **Import from Server** will use Internet data and will connect to bibletranslationtools.org.



Lab 34: Imports

1. When you collect or “harvest” a book from another computer, which import option will you use?

2. Do you need an account on WACS to Import from Server?

3. Which option do you use to import from a different translation program?



Import from Server

Import from Server will allow you to search the server for a project by **User Name** and/or by **project name** (here called “Book or Language”).

If you are logged in to **WACS**, your user name will be filled in on the left side, and projects from your **WACS** account will fill in below.

If you have many projects in your account, it will take some time before changes made to user name or book or language will be reflected. This is especially true if you have slow Internet.

Importing from the server and importing a project file are very similar. In both cases, **git** is used to preserve the change history of the project, and the manifest file that indicates which chunks have been closed and who the translators are (Contributors) is included.

Import from Server	
<input type="text" value="User Name"/>	<input type="text" value="Book or Language"/>
User Name	Project Name
CANCEL	



Lab 35: Import from Server

1. What is the effect of being logged in to WACS when you select Import from Server?

2. What can cause the initial search to take a long time?

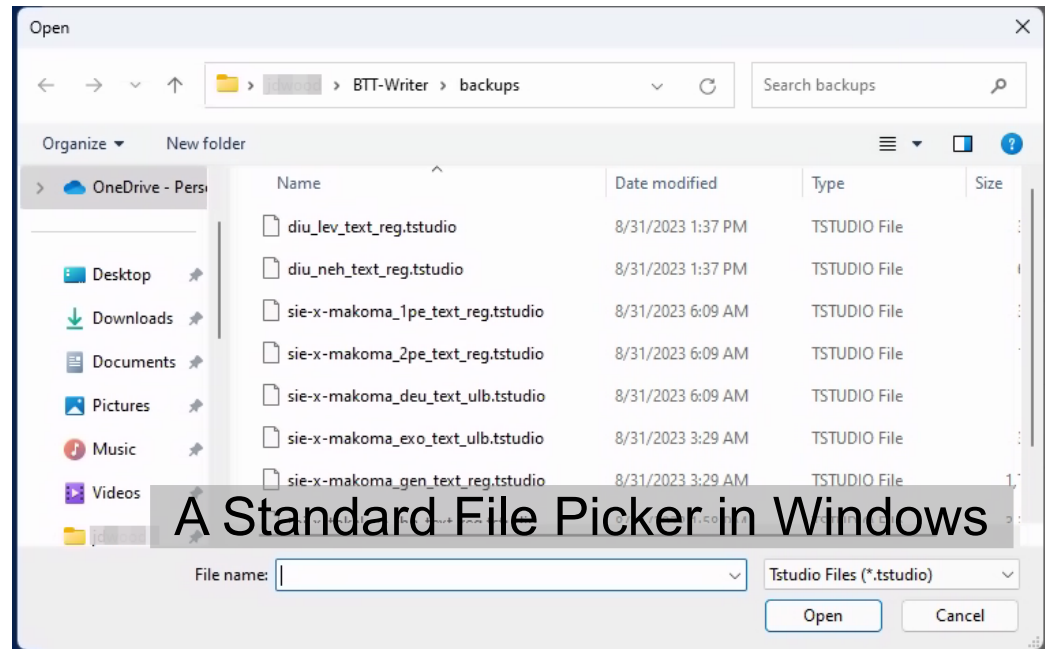


Import Project File

Import Project File will open a **standard file picker**⁵ window that defaults to the **Backups** folder in your **Backup Location** (from the **Settings**).

The only files that can be selected are **.tstudio** project files.

.tstudio files contain the standard



project folder (from the data path) and a second manifest file with information about the project. All of this is zipped (compressed with the zip format) into another folder and given the file extension **.tstudio**.

Import Complete

Your project has been successfully imported.

CLOSE

While project files can be manually changed, it is an advanced technique and should not be attempted casually.

A project can only be imported and exported from or to a project file if the project has a valid **git** history. The import/export process uses **git** to validate the data.

⁵ The “standard file picker” is different for every operating system. It is the window that your computer opens when it wants you to select a file for opening.



Lab 36: Import Project File

1. Where does BTT-Writer look for files when you Import a Project File?

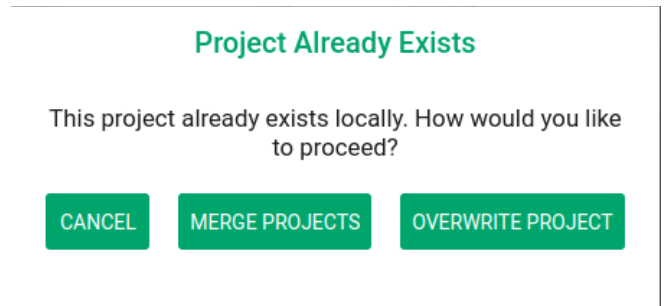
2. What file extension does BTT-Writer look for when importing a Project File?









Project Already Exists

Sometimes you will try to import a project and find that it already exists on the computer.

- There are **three elements** of a project that define it. If only one or two of these elements are the same, the projects are considered different projects. However, **if all three are the same, they are considered the same project**, and you must either **Cancel**, **Merge Projects**, or **Overwrite Project**.



Project	Type	Language	Progress
 Matthew	Text	Kalamsé	 
 Matthew	Text	Rusambiu	 

The three elements are

- ① **the Project Name** (or Book of the Bible),
- ② the **Type** (which should almost always be text),
- ③ and the **Language Code**.

With Bible translation, there are 66 different **Projects** (for the 66 books), 3 **Types** (Regular Text, ULB, & UDB), and many different **language codes**.



Lab 37: Project Already Exists

1. On the previous page, what element(s) of the two projects is/are the same?

2. What element(s) is/are different?



Does the Project Exist?

Sometimes a typist or technician will make a mistake – he will turn on **Gateway Language Mode** and create a **ULB** project instead of a Regular project.

Project	Type	Language	Progress
Exodus	Text ulb	Papantla Totonac	
Exodus	Text	Papantla Totonac	

The **ULB**, or **Unlocked Literal Bible**, is a **source text** used by WA. It is **Unlocked** with the **CC By-SA license** for further use. It is **Literal**, trying to keep the language as close to the original as possible. In **WA** projects, **ULB** means source text or **Gateway Language**. (We have some other public domain or open license sources for some languages.)

Translation for regular use, by regular people (instead of translators) is considered a **Regular Text** project, or simply **text** in this picture. Most of your work should be listed as **Text**.

- If you are importing a project and you already have a version of that project, pay attention! If you don't get the **Project Already Exists** error, you probably have a wrong language or Type code. It's even possible that the typist used the wrong book (Project), although that is harder and rarer.



Lab 38: Project Should Exist

1. What should you look for and expect when importing projects?

2. What does the message **Project Already Exists** indicate?

3. For some of the lab exercises that are coming up, please download <https://techadvance.b-cdn.net/wp-content/uploads/2024/06/Titus-Exports.zip> and unzip the file.





Merge or Overwrite?

If you are **adding** to a project (bringing typing from two typists, for example), you should **merge** the projects.

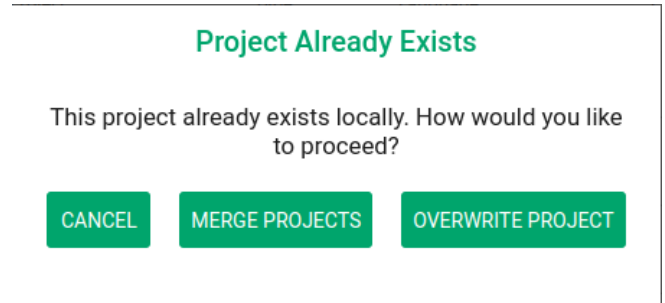
If you aren't sure, ask your project manager, or tech lead. If that's not helpful or available, *make a backup* of the existing project before merging or overwriting.

(To make a backup, click **Cancel** in this dialog box, and then make your backup. Then, try the import again.)

If you are importing a new version, and don't need to save the old version, **Overwrite the Project**. Be very certain, as this is very hard to undo!

Normally, we merge projects. Chapter one from here, chapter two from there, and we put them together.

Sometimes, we just want to start over. The copy we have is bad, the translator has left the project and we can't use his work, that sort of thing. Overwriting the project will bring in the new copy, but **nothing will be left of the old one**.





Lab 39: Merge or Overwrite?

1. When should you overwrite a project?

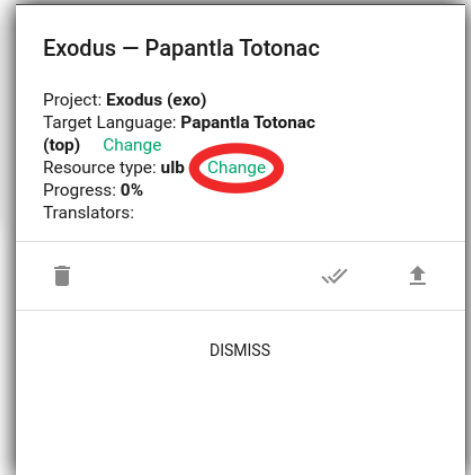
2. What should you do if you're not sure if you should Merge or Overwrite the project?

3. What happens to the existing project when you Overwrite?



Correcting Meta-Data

Project	Type	Language	Progress
Exodus	Text ulb	Papantla Totonac	
Exodus	Text	Papantla Totonac	



To correct the *meta-data*⁶ for a project, click on the **details** button (or **info dot**) to the right of the project on the **Home Screen**.

This will show a screen where you can **Change** the **resource type** (circled here), or the **language code** (just above).

Click on the word **Change** to change the code.

If this would cause a conflict (**Project Already Exists**), you will be prompted just as though you were importing a project file.

If you need to change the **Project** your only option is to delete and start over. Because different books have different numbers of chapters and verses, there is not a way to change from one book to another.

- If you don't discover that the wrong book was selected until a lot of work has already been completed, please contact the help desk for assistance.

⁶ Meta-data refers to information about a project that is not part of the content. So, the book name, the language code, etc., are not part of the translated text, but they are important pieces of information about it.



Lab 40: Correcting Meta-Data

1. What should you click to correct the meta-data of a project?

2. What kinds of information can be changed when you click on that button?

3. What information can not be changed?



Merge Conflicts

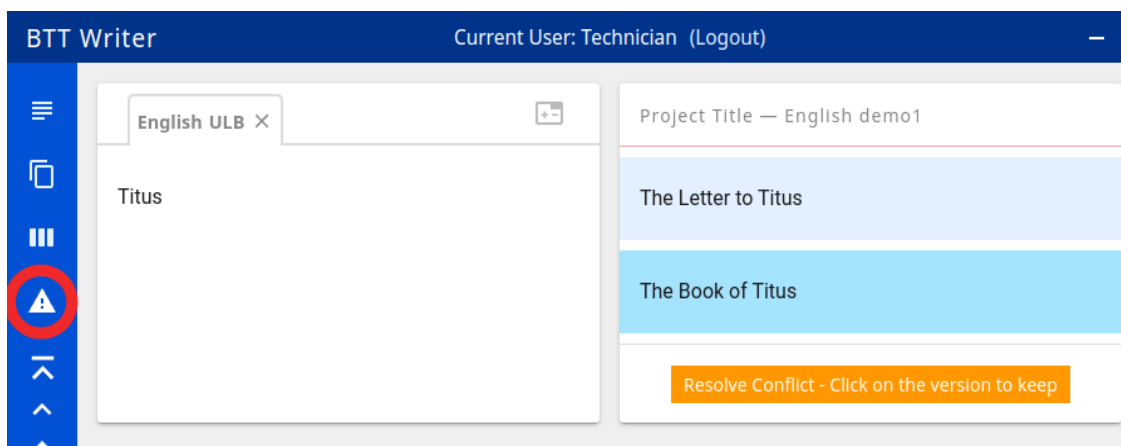
Usually, a merge goes well, and you don't need to do anything more. The text from both versions of the project have been combined. Sometimes, however, the merge has a *conflict*.

A merge conflict happens when both copies of the project contain text for the same chunk. In this example, the project title has two different versions.

Change Complete

Your project has been changed. There are 2 chunks that contain new conflicts that need your attention.

CLOSE

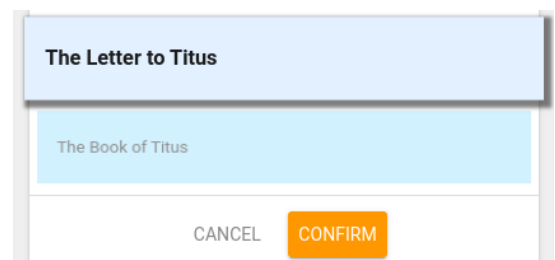


When there is a conflict, **a new icon** will appear on the left side – a warning triangle. Clicking on this button will show only the chunks that have conflicts.

You must resolve all conflicts before importing any more versions of the book! This is very important. When **BTT-Writer** has more than two conflicting versions of the same chunk it does not behave well.

Resolving a chunk conflict is simple, but not always easy. Click on the chunk that is correct (or preferred). Then, click **Confirm**.

Why do we say this is not easy? If you don't know the language, you may have a difficult time choosing which chunk to click. The sooner you can deal with this **with the translators**, the easier it will be.





Lab 41: Merge Conflicts

1. What happens when a merge goes well?

2. What causes a merge conflict?

3. How can you find the conflicts after a merge?

4. When should conflicts be resolved?

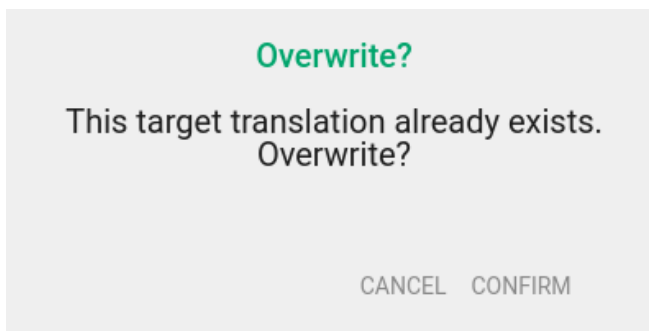
5. What makes resolving merge conflicts difficult?

6. If you have downloaded the Titus Exports, import them into BTT-Writer in order. Assume that they are all part of the same translation project, and that you want to end with one project.



Import USFM File

Importing from **USFM** is slightly simpler than importing from a **Project File** or the server. **There is no merging**. But some information is not available in **USFM**.



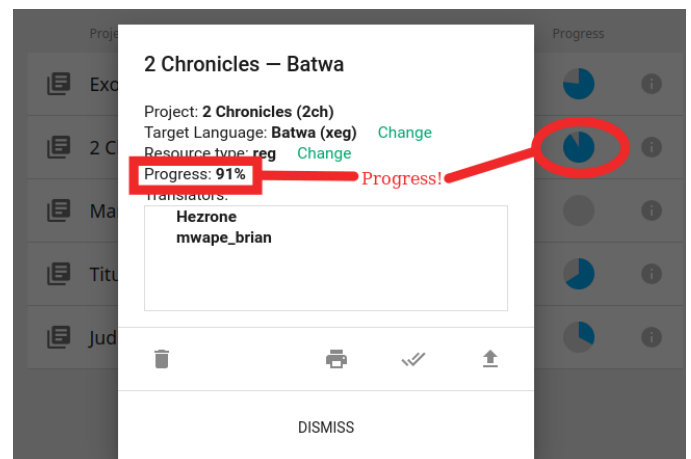
If a project already exists, **BTT-Writer** will ask for permission to overwrite the existing project. Although **USFM** import has improved over the years, some data, like the **language code**, is not preserved. It is not part of USFM.

This data must be re-entered. Some

data, like the translator names, can be tedious to re-enter.

Project files, because they save the manifest file, save the level of completion of the project. **USFM** doesn't know which chunks have been checked all the way.

- **USFM Import and Export** should be done rarely. Most of the time, **Project File export** (or **upload** to the server!) is better.
- **USFM Import and Export** can be helpful when working with other programs, like Paratext or PTXPrint.





Lab 42: USFM Import

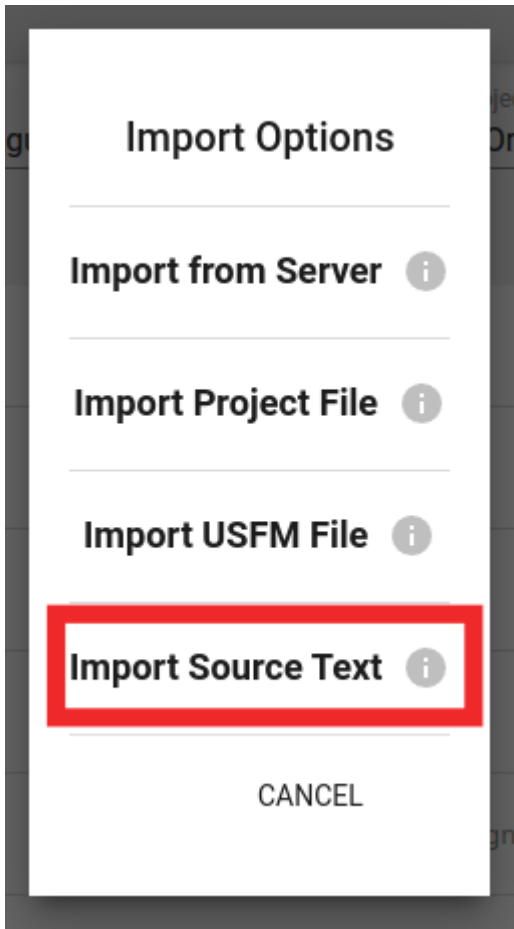
1. Are you able to merge text during a USFM Import?

2. Does USFM keep all of the information about the project?

3. When should you use USFM Import?



Import Source Text



using this option.

The most rare kind of import is the **Source Text**. Almost any time you need a new Source Text, you will get it from **Updating the List of Source Texts**, and then downloading the new text.

So, when do we use the **Source Text Import**?

You may go to an event where there is very poor Internet, and where you know the computers have an outdated version of the source. Then, you can side-load the source text to the computers using this.

Or, you may work on a project for a language that uses a source that is not a **Gateway Language**. Sometimes, we get permission to use a text, but only for a specific country, or for specific work. In that case, you will get the **Source Text** in a resource container from **Tech Advance**, and you will import it

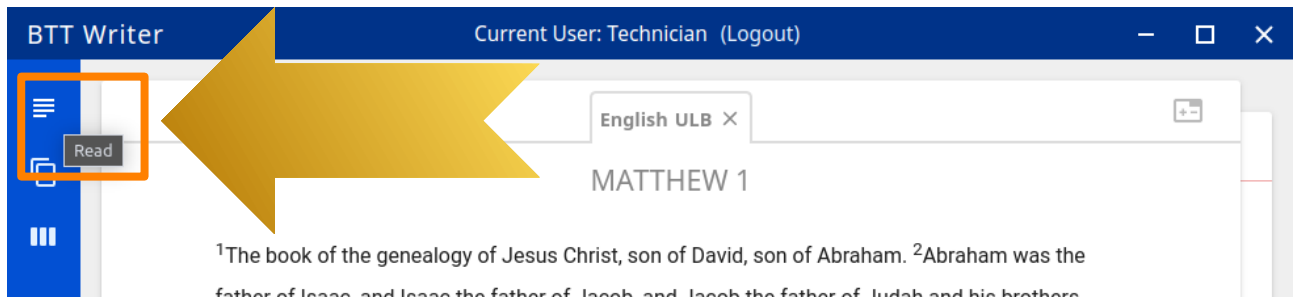


Lab 43: Import Source Text

4. What is the normal way to import a Source Text?



8 MAST Steps



Step 1: Consume

Step 2: Verbalize

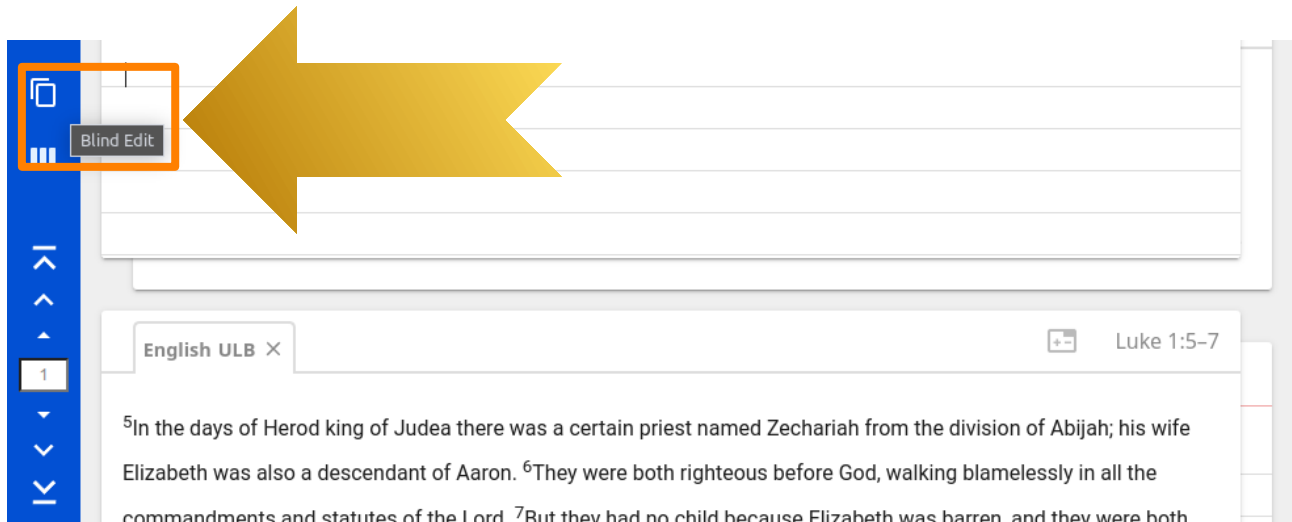
Many translation projects are now done on paper, and the completed work is entered into the computer. If that is the case, you don't need to worry about this feature of BTT-Writer. However, it's important for us to understand the translation process.

BTT Writer can help you in many of the MAST translation steps.

Steps One and Two are done on the screen selected by the “**Read**” icon showing four horizontal lines.

Step 1 – Consume Read the source text in a larger context to get the full discourse. BTT-Writer allows you to read the text in up to three source languages.

Step 2 – Verbalize is done without using the computer. The translator explains the passage to someone else in the target language.



Step 3: Chunk

Step 4: Blind Draft

Steps Three and Four are done on the screen selected by the “**Blind Edit**” icon showing two overlapping pages.

Step 3 – Chunk *BTT-Writer* is not well suited to creating your own chunks. There are default chunks, but translators are encouraged to make their own. The translator should still think about how to divide the passage into easily translated sections. This is an important part of the translation process. The translator may select one or more of the **BTT-Writer** chunks as one chunk

If your starting screen looks different, or if you have only two icons in the upper left, you need to go to the settings and enable **Blind Edit Mode**.

Step 4 – Blind Draft The **MAST** process works because the Blind Draft step causes the translator to translate the passage into an easily understood, natural sounding translation.

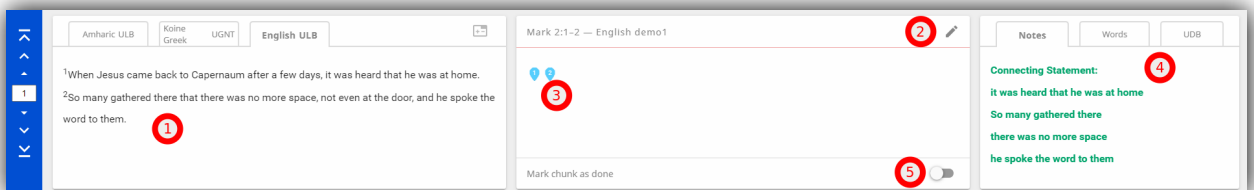
To get to the **blind draft**, the translator clicks on the card behind the **Source** chunk. The card comes forward and covers the **Source** chunk.

Here, the translator is translating Luke 1:1-4. He has read the passage in the **Source Text** and is now typing his translation into the box. He cannot see the source text while he is typing. This means that he will have to rely upon his memory, and what he says will sound more natural.



Checking Steps

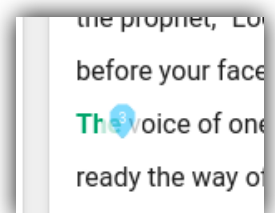
Steps 5-8 of the MAST process are editing steps. They can all be performed on this screen. It is selected by the “**Edit-Review**” icon showing three vertical rectangles, representing the three panes of the checking screen.



① The source text is visible to check the translation against. You can not edit this pane.

② This is the target translation. To edit it (for corrections or additions) click on the pencil icon.

③ The verse markers can be placed at the beginning of each verse by left-clicking on the marker and dragging it to the first word of the verse. You will know that the marker is placed correctly when the word turns green. Placing the markers creates USFM code to show where the verse divisions are.



④ **Notes** on the meaning of the passage, explanations of **words**, and **questions** to help understand the verse are available on the right side. Some sources also have the **UDB**, a dynamic translation that might be easier to understand, but shouldn't be used as a source because it uses interpretation (it may not be completely faithful to the original).

⑤ Click on this tab to close the chunk when the checks are complete.

The chunk shown on the right displays the USFM codes for verse 12 and verse 13. You click on the ✓ tick when you are done typing in this chunk.





Lab 44: MAST Steps Lab

1. What control is selected to do the first two steps of MAST?

2. Which step does not require using a computer?

3. Which control is selected for Step 3 and Step 4 of MAST?

4. Explain why we use a *blind* draft.

5. Which control is selected for MAST Steps 5-8?

6. Are you able to change the content of the Source Text pane?

7. What kind of resources are available in BTT-Writer to help with the checking process?



Steps on BTT-Writer for a translator:

1. **Open BTT-Writer** and Login with internet account or Local account. (Please use Full Name or Pseudonym — always use the same name)
2. Agree with License, Translation Guidelines & Statement of Faith.
3. Click the 3 dots in the lower left, ⋮ then **Settings**. Make sure Blind mode is enabled and Gateway Mode is disabled (unless working on GL).

Gateway Language Mode
Display additional translation options for gateway languages

Blind Edit Mode
Display translation mode option that allows for blind drafting (Project will re-load if changed)

4. **Start a New Project.** (Jump to 6 if you are going to continue on an existing project.)
 1. Select the Target Language.
 2. Select Old Testament or New Testament.
 3. Select the book.
 4. Select the source.
5. **Remember the MAST Steps:**
 1. Use Read ≡ for Steps 1 & 2
 1. Step 1: Consume
 2. Step 2: Verbalize
 2. Use Blind Edit for Steps 3 & 4
 1. Step 3: Chunk
 2. Step 4: Blind Draft
 3. Use Edit and Review Mode for steps 5 to 8:
 1. Step 5: Self-Check
 2. Step 6: Peer-Check
 3. Step 7: Key Word Check
 4. Step 8: Verse-by-Verse Check
6. **Continue a project.**
 1. Select the book and remember to use the Read for Steps 1 and 2, Blind Mode for Steps 3 and 4, and use Edit and Review Mode for steps 5 to 8.
7. **End of the day.**
 1. Make a Backup on USB and WACS if you have an internet account.
 1. Click the 3 dots ⋮ in the lower left, then choose settings.
 2. A Menu will pop up
 3. Select Upload/Export
 4. Upload to Server:
Will connect over the Internet to WACS.
 5. Export Project File: (For USB)
Bundles everything included in the project and zips it up for export. This creates a .studio project file.

Print the previous page out and give it to translators as a reference. You can download this page from TechAdvancement.com, and a copy is on the USB drive you were given.



Finishing a Project

When the typing and checking have been done, it can be hard to think of what needs to be done next. While we encourage uploading as often as possible, when a chapter is finished, there are some additional steps you need to take.

Project Review

Project Review helps you to look at the contents of the project and make sure that it is as complete as possible.

Project Contributors

The translators (and typists and other people who helped with the translation) deserve to be mentioned in connection with the translation work. In fact, our license requires us to *attribute* the work to the workers. (The **BY** in **CC BY-SA**.)

Project Upload

Unless the project is uploaded to **WACS**, it is highly likely that it will be lost, and that no one will ever read this translation.

Project Report

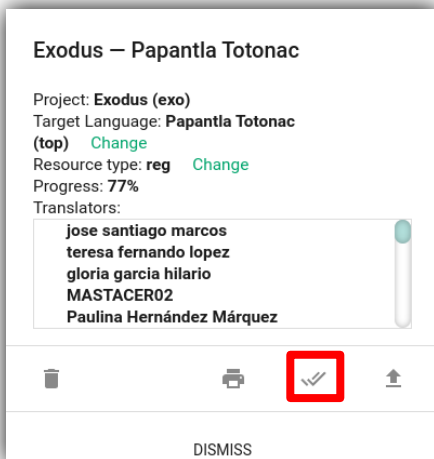
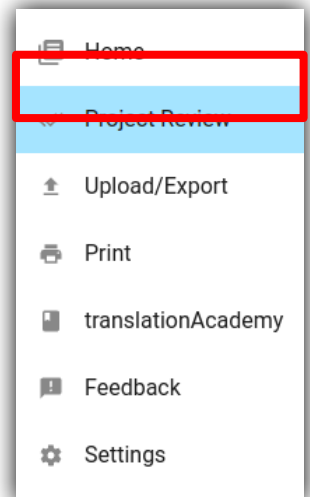
This may be the least fun part of the project, but it is very helpful. The project report tells the managers and directors what has been accomplished, and what still remains to do.

We will address each of these elements in turn, except for **Project Upload**, which was dealt with previously.



Project Review

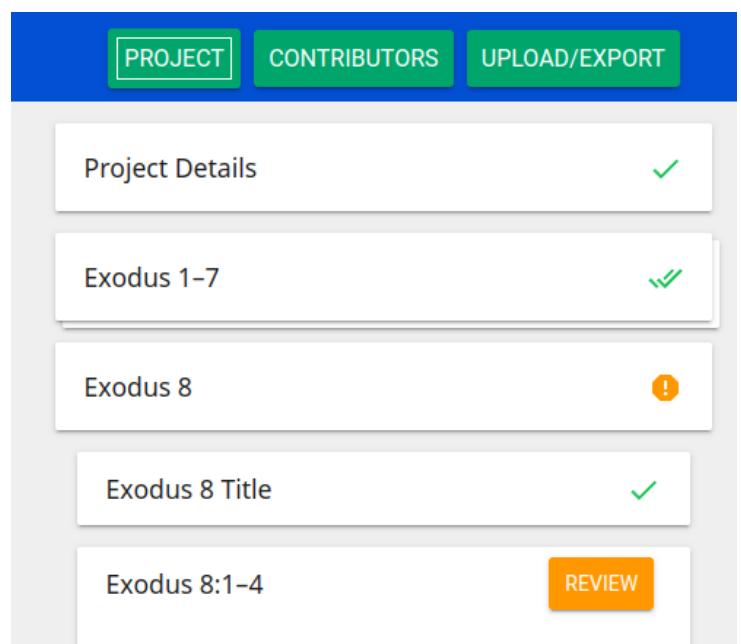
Whenever you finish a section (usually a chapter), you should run the **Project Review**. This will show you many of the problems that might exist in the project.



You can select **Project Review** from the **3 dot menu** while editing a project, or from the **details** view in the **Home Screen**.

The **Project Review** shows a green ✓ for each chunk that is “closed”, and a pair of them for a chapter or group of chapters that is “closed”. In this example, we can see that Exodus 8 is not complete. While the Exodus 8 **Title** is fine, the **chunk for verses 1-4** is not.

If you are reviewing this project and you know that Chapter 8 has not yet been completed, there is no cause for alarm. However, if the typist or translator has said Chapter 8 is finished, it's time to find out why the review lists it as incomplete.





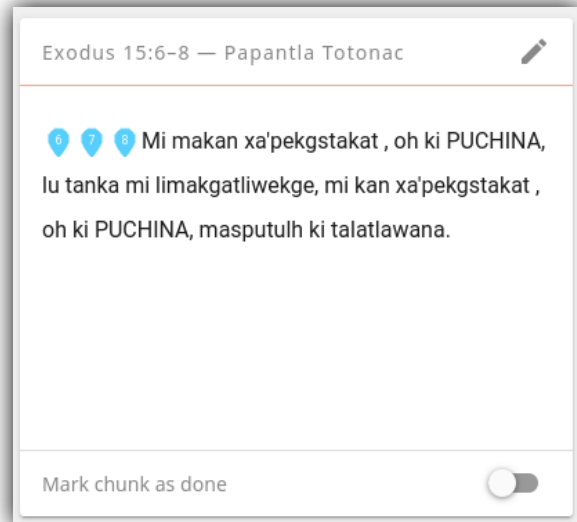
Incomplete translation of a chunk.

Sometimes, the problem will be obvious. Here, the **verse markers** have not been placed. Also, if we compare with the **source text**, this seems like not enough text.

In a situation like this, there is nothing for the **technician** to do.

First, the **typist** should be sure that there is not translated text that was not entered.

If the hand-written translation is also incomplete, the **translation team** needs to look at this chunk and **go through all 8 steps again** to make sure it is translated well.



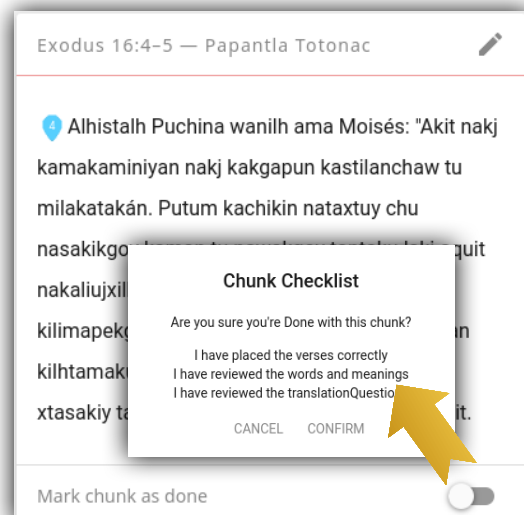
Chunk not closed

You might also see a chunk like this. All the text seems to be present, and the verse markers are present. In this case it is probable that the typist just forgot to “close” the chunk.

When the toggle is clicked to close a chunk, the technician is asked three questions:

- Are the verse markers placed correctly?
- Have the words and meanings been reviewed?
- Have the Questions been reviewed?

Of course, if you are not part of the translation process, you can not answer these questions. However, if the verse markers are in place, and there doesn't seem to be any text missing, you can close the chunk.





Lab 45: Project Review

1. Project Review will show you places where the project needs attention. What kinds of problems can be resolved by the technician?

2. What kinds of problems require the translation team to look at the work again?

3. If the translation team did not finish a chunk, do they need to do all 8 MAST Steps again for that chunk?

4. Sometimes, this is a chunk that needs to be closed. How can you close all of the available chunks at once (assuming that you believe them to be complete)?

5. If you're not able to resolve the problems with a chunk in Project Review, what should you do?

6. Should you upload the project even if you weren't able to complete the Project Review?



Project Contributors

Once you have reviewed the project, spend a moment reviewing the **Contributors**.

The contributors are people who have contributed to the translation. The translator's name should be here, and also the names of those who have helped to check their work. Your name will be here if you have done any work to change the translation (like closing a chunk).

If someone's name is not present, take the time to add it, by typing the name where it says **Name or Pseudonym**, clicking the check box to say that they have agreed to the Statement of Faith, Translation Guidelines, and license. Then, click **Add Contributor**.

Remember, if the translator is using a Pseudonym, don't put their real name here! We all must work together to keep one another safe.

Be careful, as there is no easy way to *remove* a contributor.

You can also enter other information here that needs to stay with the project. For example, if the language is known by more than one name, or if you had to use a temporary code, you can enter the language name here.

PROJECT CONTRIBUTORS UPLOAD/EXPORT

jose santiago marcos
teresa fernando lopez
gloria garcia hilario
MASTACER02
Paulina Hernández Márquez
Ana Claudia Hernandez Marquez
Manuel Garcia Hernandez

Name or Pseudonym

This person has agreed with the Statement of Faith and Translation Guidelines and agrees to release his/her work on this project under the terms of the Creative Commons Attribution-ShareAlike 4.0 International License

[License Agreement](#) [Statement of Faith](#) [Translation Guidelines](#)

ADD CONTRIBUTOR NEXT



Lab 46: Contributors

1. Why do we want to list all of the contributors to a project?

2. Should you always put a translator's real name here?

3. When would you put a Pseudonym here?

4. How can we remove a contributor from the list?

5. What other information could be added here, if needed?



Project Report

Use the **MAST Tracking Template** to create a report for the project. Make sure to include the **Upload Path** that was returned when you uploaded to **WACS**.

Book, Draft Grp	Previous Chapters	Current Chapters	Chapters Complete	Verses Complete	Book Complt %	Level 1	Level 2	Level 3	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	Upload Path
Matthew	0	19	19	648	68%				1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	https://content.bibletranslationtool.com		
Mark	0	0	0	0	0%																																	
Luke	0	0	0	0	0%																																	

You can download a copy of the current tracking template from <https://techadvance.b-cdn.net/wp-content/uploads/2024/03/MAST-Tracking-Template-v3.ots> .zip



We have more complete training for this template elsewhere, and a later version of this manual may contain that training.

It is very important that this report be communicated to the correct people. Send a copy to the person you report to (like the project manager, or your tech lead). Send a copy to Todd Brain. If you like, send a copy to Tech Advance. This will help us to verify that you have done the work.

Notice in the example above that Matthew is only 68% complete. That is valuable information. Don't feel that you can't report if the book isn't finished. The completed chapters should be based upon what you saw in the **Project Review**.

The sooner a report is made, the sooner we can move ahead towards completing the Bible for this language.

You should upload the project every time you have new content. Upload when you have merged in a new chapter. Upload at least once per day when you have added content to the project.

Update the tracking spreadsheet every time you upload. Then, communicate this information to the correct people.



Lab 47: Project Report


1. When should you update the Project Report / Tracking Spreadsheet?

2. How often should you upload a project?



Footnotes

English ULB

28But if someone says to you, "This has been offered in sacrifice," then do not eat it, both for the sake of the one who informed you, and for the sake of conscience—  29the conscience of the man, I mean, and not yours. For why should my freedom be judged by another's conscience? ...

Footnote

10:28: Some ancient copies of the Greek text add "For the earth and everything in it belong to the Lord" But the best ancient copies of the Greek text do not have this. Many scholars see this addition as a duplication of verse 26.

DISMISS

Some Source Texts have footnotes, and **BTT-Writer** can help you to translate the footnotes.

Also, sometimes a translator will want to add a footnote to explain something that is difficult to translate.

A Quick Short-cut

If making footnotes is too complicated, but the translators want to have them, we suggest using `[[]]` to set the footnote off from the rest of the text.

In this case, that would be `\v 28 But if someone says to you, "This has been offered in sacrifice," then do not eat it, both for the sake of the one who informed you, and for the sake of conscience— [[Some ancient copies of the Greek text add, For the earth and everything in it belong to the Lord. But the best ancient copies of the Greek text do not have this. Many scholars see this addition as a duplication of verse 26.]]`



Footnotes in USFM

We have mentioned before that **BTT-Writer** (and several other programs) use **USFM** to format the text.

USFM is not concerned with **Bold**, *Italic*, Underline, and other formats like that. Instead, it deals with what the content of the text is.

`\v 1` means that the content following is the first verse of a chapter.

`\f` means that the following text is a footnote. The footnote continues until it reaches `\f*`.

`\ft` begins the text of the footnote. `\fqa` and `\fqa*` bracket a quotation in the footnote.

With this knowledge, we can format the passage like this:

`\v 28` But if someone says to you, "This has been offered in sacrifice," then do not eat it, both for the sake of the one who informed you, and for the sake of conscience— `\f + \ft` **Some ancient copies of the Greek text add, `\fqa` For the earth and everything in it belong to the Lord `\fqa*` . But the best ancient copies of the Greek text do not have this. Many scholars see this addition as a duplication of verse 26. `\f*`**

Once a footnote has been added to the text, it will look strange in **BTT-Writer**, unless it is re-imported as a source text. (This almost never happens.) However, you can display the footnote when the translation is printed.

The screenshot shows two windows side-by-side. The left window is titled 'English ULB' and contains the following text: `28`But if someone says to you, "This has been offered in sacrifice," then do not eat it, both for the sake of the one who informed you, and for the sake of conscience— `\f` `29`the conscience of the other man, I mean, and not yours. For why should my freedom be judged by another's conscience? `30`If I partake of the meal with gratitude, why am I being insulted for that for which I gave thanks? The right window is titled '1 Corinthians 10:28-30 — Rusambiu' and shows the rendered text: `28` But if someone says to you, "This has been offered in sacrifice," then do not eat it, both for the sake of the one who informed you, and for the sake of conscience— `\f + \ft` Some ancient copies of the Greek text add, `\fqa` For the earth and everything in it belong to the Lord `\fqa*` . But the best ancient copies of the Greek text do not have this. Many scholars see this addition as a duplication of verse 26. `\f*` `29` the conscience of the other man, I mean, and not yours. For why should my freedom be judged by another's conscience? `30` If I partake of the meal with gratitude, why am I being insulted for that for which I gave thanks?



Footnotes in Printing

We have a tool called **USFM Converter** that can create **MS Word** compatible files for printing. **LibreOffice** is a free office software suite that is compatible with files for **MS Word**.

If you use USFM Converter to convert this document, you can get output like in the picture:

that he does not fall. ¹³No temptation has overtaken you that is not common to all humanity. Instead, God is faithful. He will not let you be tempted beyond your ability. With the temptation he will also provide the way of escape, so that you may be able to endure it.

¹⁴Therefore, my beloved ones, run away from idolatry. ¹⁵I speak to you as people who have understanding, so you may

go, eat whatever is set before you without asking questions of conscience. ²⁸But if someone says to you, "This has been offered in sacrifice," then do not eat it, both for the sake of the one who informed you, and for the sake of conscience—^{F4}
²⁹the conscience of the other man, not your own, and not yours. For why should my freedom be judged by another's conscience? ³⁰If I partake of the meal with gratitude, why am I being insulted for that for which I gave thanks?

^{F4} Some ancient copies of the Greek text add, *For the earth and everything in it belong to the Lord*. But the best ancient copies of the Greek text do not have this. Many scholars see this addition as a duplication of verse 26.

Other tools that do this kind of work are **PTXprint** and **Paratext**, both from **SIL**.



Lab 48: Footnotes

1. What is a quick shortcut for making footnotes?

2. When should a footnote be added to the text?



3. What is the “correct” way to add footnotes?

4. How will the footnote appear in BTT-Writer if you use USFM to format it?

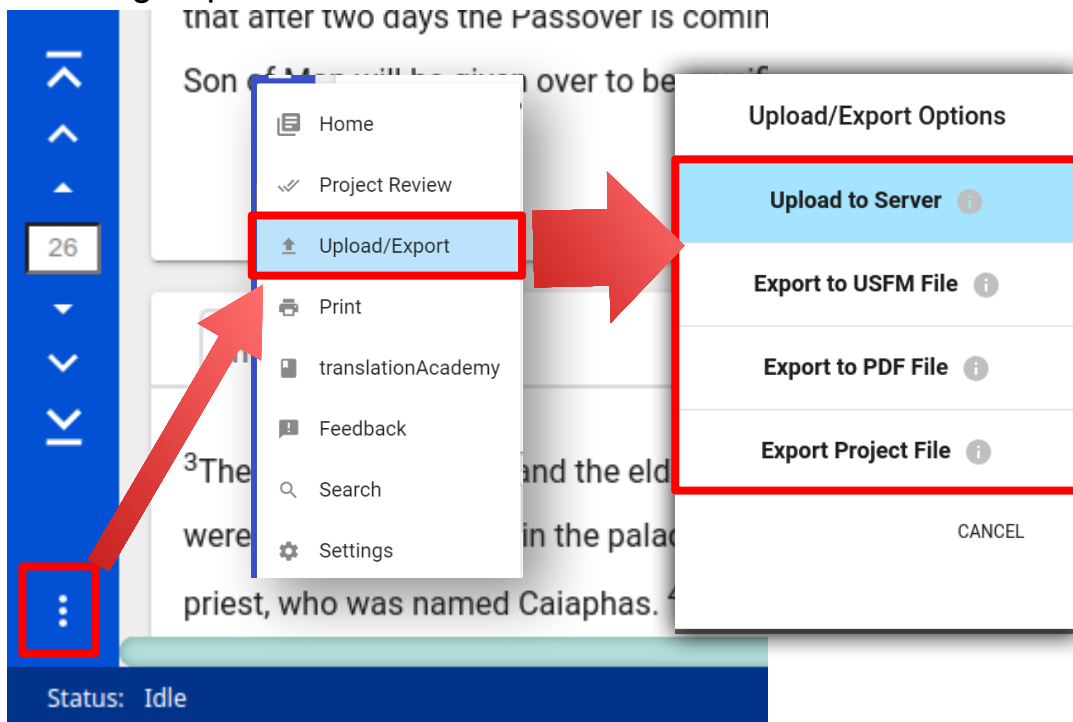
5. What is a tool you can use to print text with footnotes so that it looks nice?



Exports

We discussed Exports briefly when describing the menu. You should remember that you can export from the Home Screen by using the details control (info dot) and clicking on either the Export arrow  or the printer icon .

You can also export from within a project by using the 3 Dot Menu and choosing Export.





Upload to Server

In order to **Upload to Server**, you must

- Have a **WACS** account.
- Be logged in to your **WACS** account in **BTT-Writer**.
- Have an Internet connection.

Upload/Export Options

- Upload to Server ⓘ
- Export to USFM File ⓘ
- Export to PDF File ⓘ
- Export Project File ⓘ

This will make a connection to bibletranslationtools.org. If it is not safe for you to connect to that site, please use a **VPN**.

If the project (same target language, same book, same project type) already exists on **WACS** in your account, it will be updated with the changes from your project.

If the project in your account has been updated by a different computer since your last upload, **BTT-Writer** will offer to merge the changes from **WACS** to the project on your computer. After you do this, you will need to upload again.

Project Change Detected

There are changes to your translation of Philemon in Icelandic Sign Language on your account. Would you like to import those changes now?

NO YES

Import Complete

Your project has been successfully imported. There is 1 chunk that contains a new conflict that needs your attention.

CLOSE

If the merging of the two versions introduces any conflicts, you will need to correct those. The section of this manual on Merge Conflicts

will give you more information.

You should never give your username and password to another person, and you should not log in your account to BTT-Writer on a computer while someone else is using.

Uploading to the same account from several different computers can cause lots of problems. Each **BTT-Writer** user who uploads to **WACS** should have his or her own account on **WACS**. This problem, of needing to merge every time you upload, is only one of the problems caused by multiple people using the same account.



Uploading to Server is the best way to keep translation data safe.



Lab 49: Upload to Server

1. To upload to the server, you must have a WACS account.
T F
2. To upload to the server, you must be logged in to WACS in BTT-Writer.
T F
3. To upload to the server, you don't need an Internet connection.
T F
4. Sharing a WACS account is the best way to work together on a project.
T F
5. What happens if the project already exists in your WACS account when you upload?



Export to Project File

Upload/Export Options

Upload to Server ⓘ

Export to USFM File ⓘ

Export to PDF File ⓘ

Export Project File ⓘ

You can **Export a Project File**, even **without**

- a **WACS** account
- Being logged in to your **WACS** account in **BTT-Writer**
- Having an Internet connection

If the project file (same **target language**, same **book**, same **project type**) already exists in the location you choose to save the file, you will be prompted whether you want to overwrite the old file. **BTT-Writer** will **not** merge during this export process. **You can also choose a different name for the export to avoid overwriting the old copy.**

The default location for the export is the **backups** folder located inside the **Backup Location** listed in the Settings.

A Project file has the extension `.tstudio`, and contains the entire project folder from the **data path**. It also contains another manifest file, and unlike the project folder, **it can be renamed** without harming the ability of **BTT-Writer** to import.

The file takes some time to write, especially for a big project. Everything is compressed using the Zip protocol, and that takes time. **You should always write to internal storage (your internal drive)** and copy from there to a USB or Pen Drive. Don't write directly to a USB drive.

When working with multiple translators and machines, a good practice is to name the file with meaning. For example, instead of

- `en-x-demo_1co_text_reg.tstudio`, USE
- `en-x-demo_1co_text_reg-adam-ch4.tstudio`.

This way, you will know whose computer the file came from (adam) and which chapter was just finished (ch4).



Lab 50: Export to Project File

1. To export a project file, you must have a WACS account.
T F
2. To export a project file, you must be logged in to WACS in BTT-Writer.
T F
3. To export a project file, you must have an Internet connection.
T F
4. What happens if a project file already exists in the folder when you export?

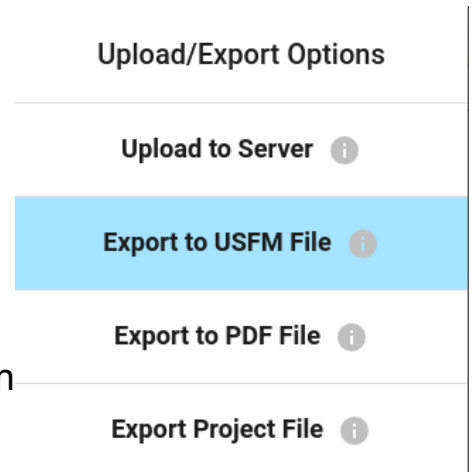
5. How often should you collect or upload data?



Export to USFM

You can **Export a USFM File**, even *without*

- a **WACS** account
- Being logged in to your **WACS** account in **BTT-Writer**
- Having an Internet connection



USFM preserves everything that is important *in* the translation, i.e. verse and chapter breaks, as well as the text.

USFM *does not* preserve other metadata, like the names of the translators, the source used for translation, and so on.

USFM should not be your normal export. Most of the time, you should be **uploading to the server**, or **exporting a project file**. There are only a few times when **USFM export** is needed.

- **USFM Export** is used when we want to use the translation with another program (like **BTT USFM Converter** or **PTX Print**)
- As an extreme last resort, **USFM Export** can be used to save data from a translation project. You should not be using **USFM Export** to harvest data unless you have already spoken with the **Help Desk**.



Lab 51: Export to USFM

1. To export USFM, you must have a WACS account.
T F
2. To export to USFM, you must be logged in to WACS in BTT-Writer.
T F
3. To export to USFM, you must have an Internet connection.
T F
4. What is the normal use for an exported USFM file?



Export to PDF

Upload/Export Options

Upload to Server i

Export to USFM File i

Export to PDF File i

Export Project File i

You can **Export a PDF File**, even *without*

- a **WACS** account
- Being logged in to your **WACS** account in **BTT-Writer**
- Having an Internet connection

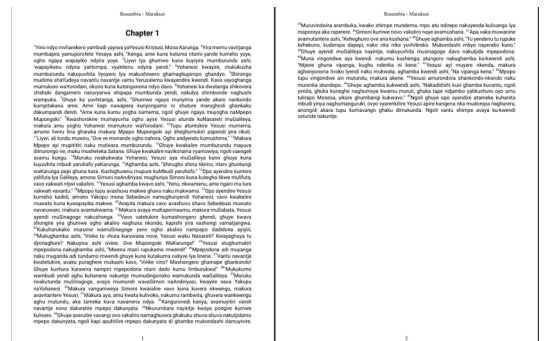
A **PDF**, or **Portable Document Format** file⁷, is intended to preserve the look of a page or document. As such, it is not intended to be changed or edited.

This is the same as the **Print** option in **BTT-Writer**.

Normally, the **PDF Export** is used to distribute readable translation materials after a translation event, or to help translators in checking the work.

Some people are satisfied to print the output of **BTT-Writer** without any modification, and new features have been added to **BTT-Writer** to give more options while printing.

However, many people prefer to have even *more* options when printing. For these people, we recommend using **BTT-USFM Converter** to export in **Word** document format (and then making format changes to the word document), or **PTXprint**, which has many, many print options related to printing Scripture.



7 As with many things in computers, the acronym is used for both *Portable Document Format* and *Portable Document File*. A *Portable Document Format File* would, of course, be a *PDF*.



Lab 52: Export to PDF

1. To export PDF, you must have a WACS account.
T F
2. To export to PDF, you must be logged in to WACS in BTT-Writer.
T F
3. To export to PDF, you must have an Internet connection.
T F
4. What is the normal use for an exported PDF file?

5. What can you do if you want even more options when printing a project?



Backups

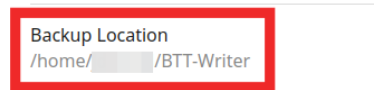
A backup is a second (or third, fourth) copy of data. It is **essential** to be sure we don't lose information.

Computers crash, are stolen, are damaged by water, insects, heat, and dust. Sometimes they are infected by viruses. **Android tablets will sometimes start to delete information in order to make more room.**

When any of these things happen, translation data can be lost. This represents a lot of work for the translators, and delays presentation of Scripture to the people.

The **best** way to back up is to upload to **WACS**.

You may remember from the settings that **BTT-Writer** has a **Backup Location**.



BTT-Writer will automatically back up your active project to this location every 5 minutes.

[About](#)

App Version
1.4.0+543

BTT-Writer also scans the **targetTranslations** folder (the **data path** or “**happy**” **path**) for translations when it first starts. A project folder that is copied into **targetTranslations** will be added to the list of available projects *the next time **BTT-Writer** starts*. **BTT-Writer** also makes a backup of each project present at startup.

These backups are put in the **automatic_backups** folder in the **Backup Location** from Settings

If a project is damaged, and can't be backed up normally, BTT-Writer will instead make a zip of the project, put *that* in the **automatic_backups** folder, and the end of the file name will show the date that the file was saved. This file can be sent to technicians elsewhere to try to save the data.

en-x-demo1_mrk_text_reg.tstudio

tes-t-language_jud_text_reg_20240105100105.zip

tes-t-language_jud_text_reg_20240105094044.zip



Lab 53: Backups

1. Why are backups necessary?

2. How does BTT-Writer help us with backups?

3. Are the automatic backups in BTT-Writer all we need to keep a project safe?

4. If a project is damaged, how can I make a backup of it?

5. What is the best way to back up a project?



VPN

Several times in this manual we have mentioned using a VPN.

When you connect to the Internet, you make *requests* for documents (to get or put them), and other computers look for the document (or location) to allow you to *receive* or *upload* the file you want.

When you ask for a location like <https://google.com> the computers that are between you and Google have the chance to know that you are asking about that site. If the site is one that is banned in your country, this can cause trouble.

A **VPN** is a **Virtual Private Network**. That means, while you're still using a "public" network, you have a private connection to a place "outside" of your network.

VPNs (or some **VPNs**) are illegal in some countries.

Sometimes you will access the Internet using a connection that doesn't want to allow the kind of activity we use (uploading using port 22, for example).

Other times, you may need to disguise what you are doing (connecting to bibletranslationtools.org) in order to protect your safety.

There are many good **VPN** programs. Some of them cost money, **Proton VPN** is free. Some of our Techs pay for **ExpressVPN** or **NordVPN**. Some other **VPN** services are dangerous and should not be used. Especially with free services, you should ask yourself how they are paying for what they are offering.

If you need a **VPN** to safely connect for the translation work, please speak with your manager. Together, you can determine what **VPN** would be best, and whether there is funding available to buy it if necessary.



Lab 54: VPN

1. What does a VPN do?

2. Should you pay for a VPN?

3. If you need a VPN for the work, who should make that decision?



Keyboards and Fonts

A **keyboard** is a tool for entering text. It is composed of a **hardware** part and a **software** part.

A **font** is **software** to make text appear a certain way.

The **hardware** part of a keyboard can be **part of the computer**①, it can be **plugged in to the computer**②, or it can be the **glass screen of a tablet**③.



An important detail to remember is that the images on the keys of the keyboard don't necessarily show what will be typed by those keys. That is determined by the software.



Lab 55: Keyboards and Fonts

1. What are some of the differences between a Keyboard and a Font?

2. Can you be certain that the letter printed on a keyboard key is what you will see if you type that key?

3. What are three kinds of hardware that can be part of a keyboard?



Keyboards and Unicode

When a **key** is **pressed** (or a **part of the glass screen** on a tablet is **tapped**), software tells the computer what character to make. Modern software does this using **Unicode**.

Unicode is an attempt to allow all languages on earth to be represented with characters on a computer. Each character is assigned a number, and the **keyboard software** sends that number to the typing program. Sometimes a character is made using a combination of **Unicode** characters.

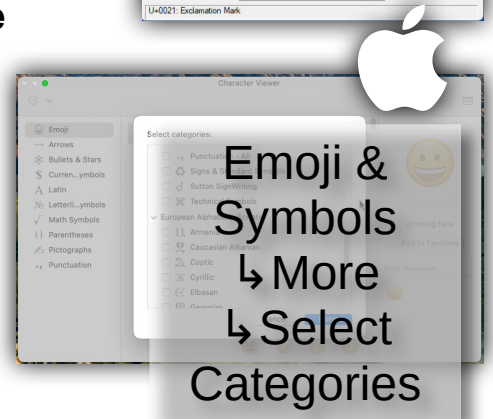
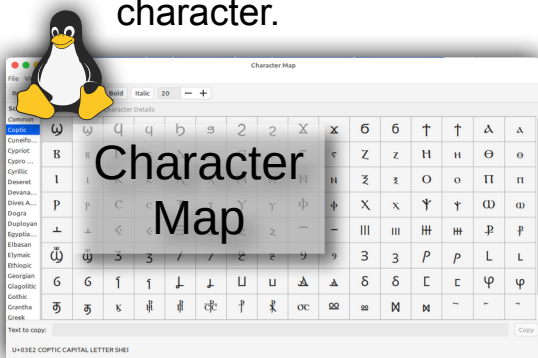
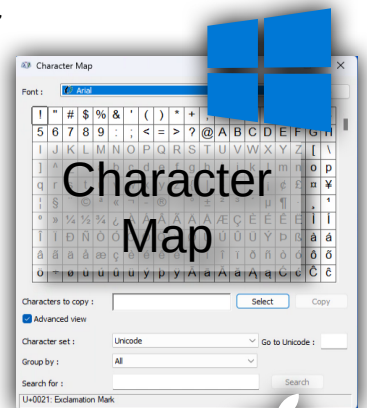
é can be represented in **Unicode** as **U+0065** (LATIN SMALL LETTER E) followed by **U+0301** (COMBINING ACUTE ACCENT), but it can also be represented as the precomposed character **U+00E9** (LATIN SMALL LETTER E WITH ACUTE)

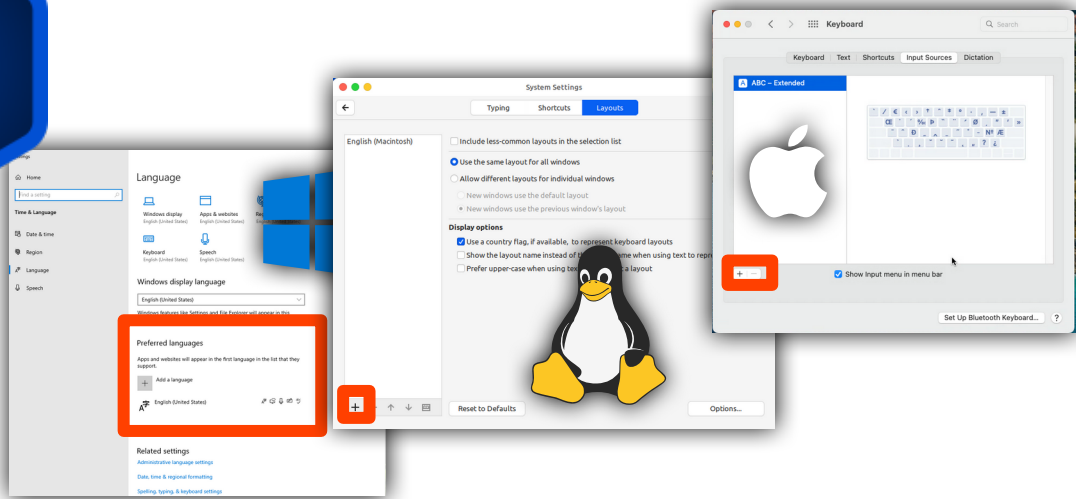
In the example above, 0065, 0301, and 00E9 are all numbers of characters.

Unicode is not complete. There are still languages with symbols that are not represented. However, it is the best way for us to share typed data.

Older documents may use a code system that uses different numbers than **Unicode** uses. We should avoid using these older code systems as they can cause problems with compatibility.

Each modern Operating System has a tool for finding what the code is for a particular **Unicode** character.





Each **Operating System** has its own way of setting up the software for a keyboard.

- On **Windows**, different keyboards are selected by enabling different languages.
- On **macOS** and **Linux**, different keyboard layouts are selected under the **Keyboard settings**.
- Different versions of **Android** put the settings in different places.

Windows 11 and **macOS** each come with around **200 keyboard** layouts. **Linux** makes nearly **1000 layouts** available. However, **many of these are very similar to each other**, and many of the differing layouts still produce the same characters, but in different places.

We keep using the word “character” instead of “letter” because different writing systems can be very different indeed.

European languages and Korean use an **alphabetic** system, where each consonant or vowel has a shape to represent it.

East Asian languages often use **logographic** or **syllabic** systems, where a shape represents a syllable or an idea.

Languages in India frequently use an **abugida**, where consonants have shapes, and vowels are added onto the consonant.

Hebrew and Arabic use **abjads**, where only consonants have proper shapes. (Vowel additions can be optional.)



Selecting a Keyboard

Before we can select a keyboard, we need to know what characters that keyboard needs.



If you can, ask the Project Manager to provide a written copy of the alphabet before the translation project starts. If they can supply a typed version, that's even better!

The first two letters were hand-drawn, and we were able to find something to work with them.

The right-hand image is from a **PDF** that had been made for the people group. We were able to easily select the letters that were used and paste them into our search software to help us find how to type them.



Lab 56: Selecting a Keyboard

1. Selecting a keyboard depends on several things. What are they?

2. What is the best way to find out what keyboard you will need for a project?

3. When is the best time to find the correct keyboard?



How Can I Search for a Character?

Experience is the best teacher. When you are more familiar with the writing systems, you will be more able to search:

- Latin Small Letter I with Stroke : ï
- Latin Small Letter S with Caron : š
- Latin Small Letter A with Tilde: ã
- Ethiopic Syllable Ddu : ድድ

Unicode characters are described in detail, and by searching for things like **strokes**, **macrons**, **circumflexes**, and other things like that, you can often find the character you're looking for.



You can use a website like [ShapeCatcher.com](https://www.shapecatcher.com) to search for a character by drawing it.



<https://www.unicode.org/standard/where/> gives more information about how Unicode is organized, to help you search.

There are many places online to search for characters. **Omniplot.org** lists many different writing systems for many different languages. Your program manager or regional director may have access to the **SIL**

Ethnologue, which has information on many languages around the world. Sometimes, **searching for the name of the language** will give you the help you need.

Be Careful! Sometimes a language will have the same name as a very different language!



Lab 57: Searching for Characters

1. If you're unable to find a character in your Operating System's tools, where can you go to look for it?

2. If I find a website that says it has my language's alphabet, can I immediately use it?



Typing Unicode Characters

If you want to type a character in Unicode, it is possible to do it directly if you know the code number.

On **Windows**, you hold the **alt key** and type **+** and the **code number on the numeric keypad**. Typing the number using the keys at the top of the keyboard will not work. This doesn't work for computers with no numeric keypad. Also, sometimes Windows requires **decimal numbers** instead of **hexidecimal** for the code.

On **macOS** there is a special keyboard called **Unicode Hex Input** (under **Input Sources** in the **Keyboard** settings module). With this active, hold **option** and type the **code** for the character. You can also type "normal" characters with this input.

On **Linux** you can either hold **ctrl** and **shift** and type **u + the number** (very complicated) or you can hold the **Compose** key and various combinations. For instance, typeing **Compose** followed by **~** and **n** will produce **ñ**.

Copy-Pasting Characters

Each of the Operating Systems allows copying and pasting of Unicode. Therefore, if you have a digital copy of some text in the language, you can copy and paste the necessary characters.

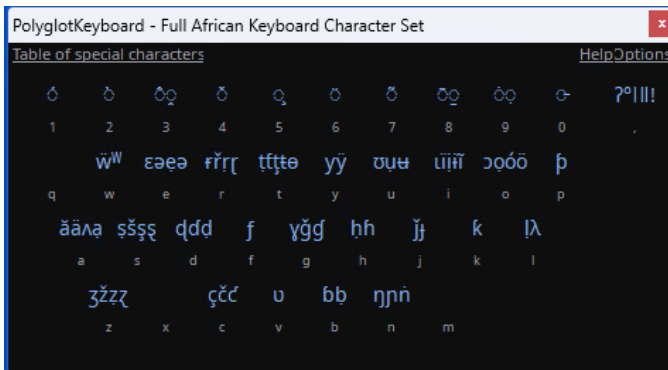
This isn't helpful if you need to paste type something often.



Polyglot Keyboard

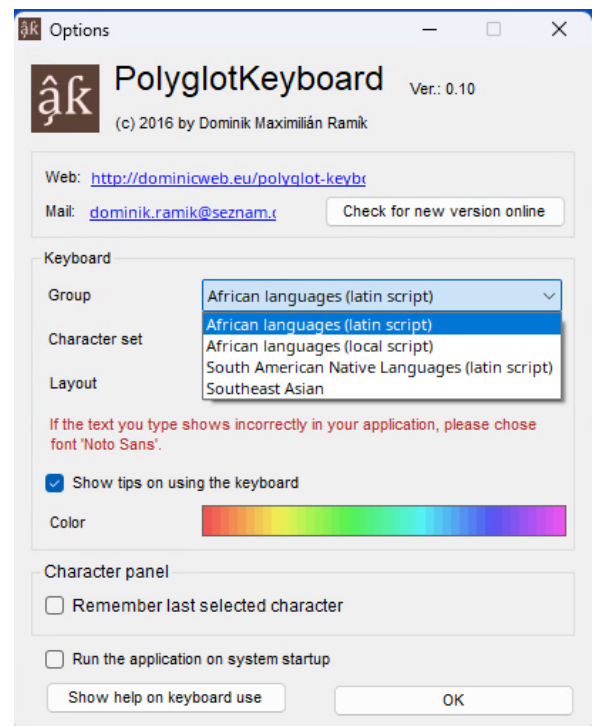


The PolyglotKeyboard is a good way to type languages from sub-Saharan Africa and much of South America. It is quite easy to use, once you learn how, and it allows a wide range of characters.



Because it allows using the combining characters quite simply, it is a good choice for many people.

Please Note that this software is for **Windows** only, although there are two apps for **Android**: **African Keyboard**, and **South American Keyboard**. These two apps are the same product, but for **Android**.



In the Windows version, you can switch between **African Languages**, **South American Native Languages**, and **Southeast Asian Languages**.



African



S. American

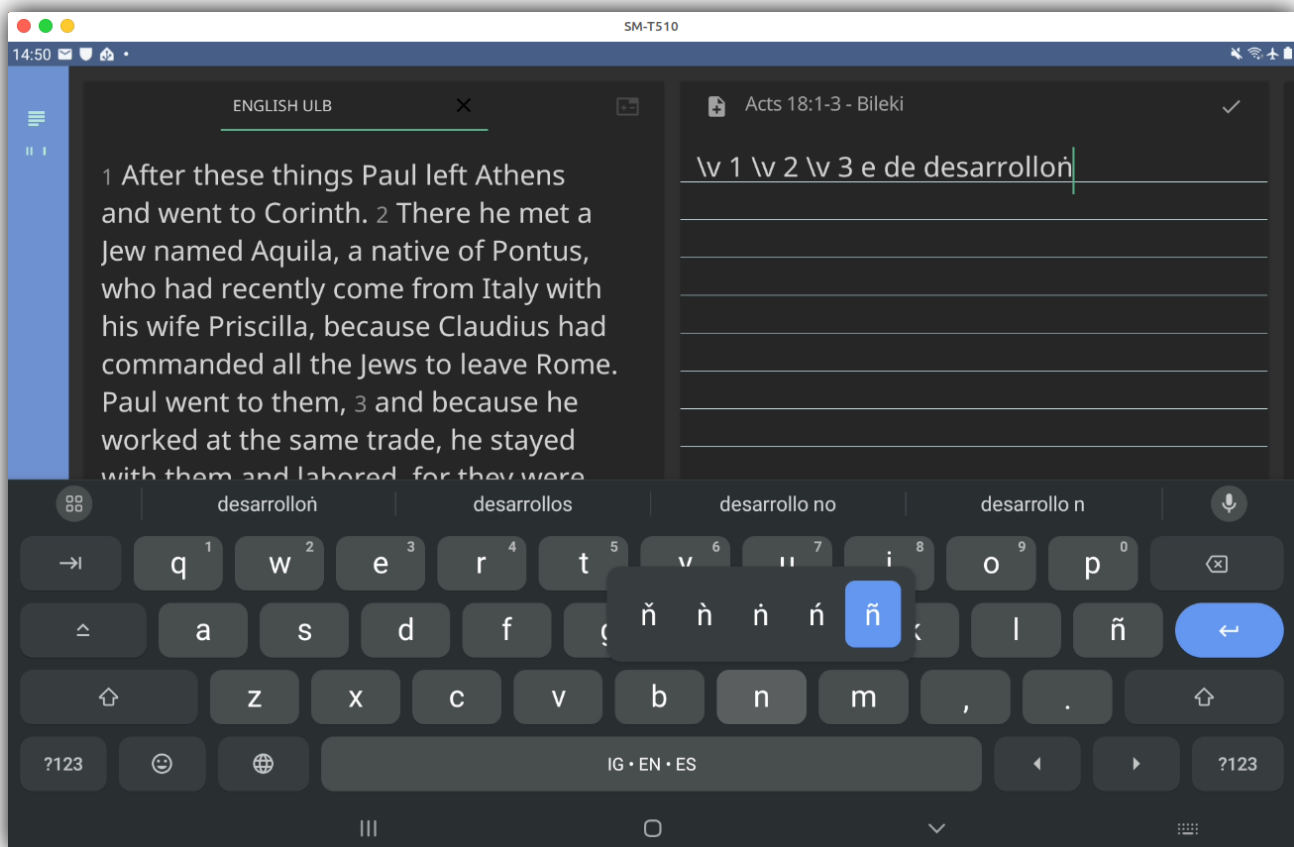




Other Android Keyboards

Android comes with many keyboards, but not as many as the desktop systems. You can use the **African Keyboard** or **South American Keyboard**, or you can see if **Gboard** will do what you need.

Gboard, like most Android keyboards, supports different characters using a



It also comes with many layouts for many languages.

Now, **Gboard** also supports written input, though we have not tested this with minority languages.

Keyman



Keyboards ▾

(2000+ languages)

Enter language Search

Featured keyboards

- Amharic and Ethiopic keyboards
- Tigrigna keyboards
- Eurolatin keyboard
- IPA keyboards
- Khmer Angkor keyboard
- Burmese keyboards
- Cameroon keyboards
- Tamil keyboards
- Sinhala keyboards
- Greek (Ancient) keyboards
- Tibetan keyboards
- Urdu keyboard

000 lang
tablets and

Finally, if you need a complete keyboard for a specific language, Keyman software runs on **Windows, macOS, Linux and Android** devices, and has long lists of keyboards.

Keyman not only has thousands of languages supported by its keyboards, it also has tools to create new keyboards. These keyboards can generally be used on any of the platforms that can use **Keyman**.

Creating a keyboard for **Keyman** is *not* a simple process.



Lab 58: Finding a Keyboard

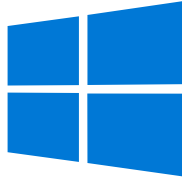
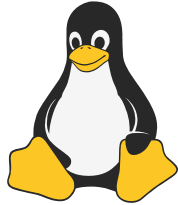
This lab is a bit different. There are so many solutions to the keyboard problem, but many of them are not adequate. **African Keyboard** was suggested by one of our field technicians who had used it. In fact, we have found that many of our solutions have been discovered by people in the field.

One thing that should be remembered about any solution: it must be freely usable. This **does not** include software with a free trial period, or that was included for someone as part of their job or education. Using software like that for our translation work would be a violation of the license, and would be stealing.

Solutions that are cross-platform are better than solutions that only work on one type of device. Solutions that are not ad-supported are good for protecting the data usage of our partners.

In this, as in many other things, if a team member has an idea or makes a discovery, please share it with the rest of the team. It may not be adopted broadly, but you may help some people.

Espanso



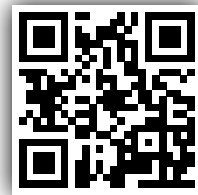
Sometimes you don't need a **whole keyboard**. If you only need a few different letters, it can be easier to make a

shortcut for the character(s) you need.

<https://espanso.org/install/>

An example of using **Espanso** is like this:

```
- trigger: ":nj"  
  replace: "η"  
  
- trigger: ":vT"  
  replace: "ř"
```



So, now I can easily type η and ř.

We like **Espanso** for the following reasons:

- It is **free**
- It is available for **macOS, Linux, and Windows**
- It can be **configured very simply** using a text file.
- It can be **easily turned on and off**.

The configuration is done using YAML. The most important thing to know about YAML is that the spacing is important. For the simple replacements we will be using, the format is:

```
<space><space>-<space>trigger: "<trigger text>"
```

```
<space><space><space><space>replace: "<replacement character>"
```

Espanso takes a little bit to learn, but is very powerful. I have found myself using it for many things, including typing numbers like ⑤ for this manual!



Lab 59: Espanso

1. What is Espanso used for?

2. Is Espanso available for Android?

3. How is Espanso configured?



Fonts

After you have determined how to type the language, you will still think about how the language is displayed.

۱ 1- یہ خُدا کے بیٹے یَسوعَ مَسیح کی خوشخبری کا شروع ہے۔
خُوشخبری کا شروع ہے۔ 2 2- جیسا یسعیاہ
2 2- جیسا یسعیاہ نبی کے صحیفہ میں لکھا ہے کہ، "دیکھ، میں
اپنا پیغمبر تمہارے آگے بھیجتا ہوں جو تمہاری
راہ تیار کرے گا۔ 3 3- بیابان میں پُکرنے والے
کی آواز آتی ہے کہ 'خُداوند کی راہ تیار کرو۔
4 4- اُس کے راستے سیدھے بناؤ'۔ 4

The text in the two text boxes is the same, but the font is different. Sometimes, this can mean the difference between being able to read a text, and not.

You can set fonts within **BTT-Writer**, but to have them display on **BIEL** takes an additional step.

The first step is to find a copy of the font that is

1. freely available, and
2. on the web in an accessible format.

Google's Noto fonts fit both of those categories, but there are others. If you find the perfect font that fits (1) but not (2), we may be able to make it work.



Lab 60: Fonts

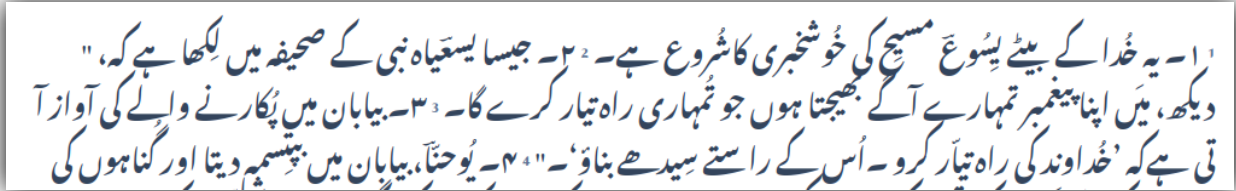
4. What two things are needed to be able to use a custom font on **BIEL**?

5. What's an example of a font maker that makes fonts like this?



Web Fonts and Translation

The correct font for this text is called **Nastaliq** or **Nastaleeq**. Google has a version called **Noto Nastaliq Urdu**.



In order to make this font available for the project on **BIEL** (or **WACS**) we need to add something to the project.

In the project folder (found via the data path) we will create a directory called **.apps** It must start with a dot, or period.

In the **.apps** directory we create a directory called **scripture-rendering-pipeline**

In the **scripture-rendering-pipeline** directory, we create a text file called **meta.json**

The contents of the text file are very specific:

```
{  
  "fontUrl" : "https://fonts.googleapis.com/css?family=Noto+Nastaliq+Urdu:wght@400;700&display=swap",  
  "fontFamily" : "'Noto Nastaliq Urdu', serif;"  
}
```

Here, we point to the place where the web browser will get the font (fonts.googleapis.com) and give specific information about the name of the font and what display characteristics it will have.

This particular font comes from <https://fonts.google.com/>. You can find more information about the different fonts available there, as well as the ways in which you will specify how to display them.

This is an advanced topic. Most of our translation work will display correctly with our default fonts.



Lab 61: Web Fonts

1. What needs to be added to a translation project folder to have a special font appear on WACS / BIEL?

2. How often will you need to do this?



Scripture Accessibility

The Scripture Access team exists to help provide scripture products in the formats that best serve the language group. Our work can be described as “going from cloud storage to publication.”

Our focus is on completed New Testaments, Old Testaments or full Bibles. We provide Accessibility support throughout the project process in these ways:

- Help resolve accessibility problems with repositories on WACS and <https://bibleineverylanguage.org>. (Repositories, or repos, are created on WACS when a project is uploaded from BTT-Writer.)
- Assist in producing print and digital versions of translated portions following events. These will be used for team review and community engagement.
- Consider of funding needs for publication and distribution.
- Hands-on involvement with publication of completed projects including:
 - conversion of repos to USFM files
 - review of USFM files for formatting and typographical issues
 - preparation of text and cover PDFs for print shops
 - guidance on Creative Commons Attribution Share-Alike License usage and compliance.

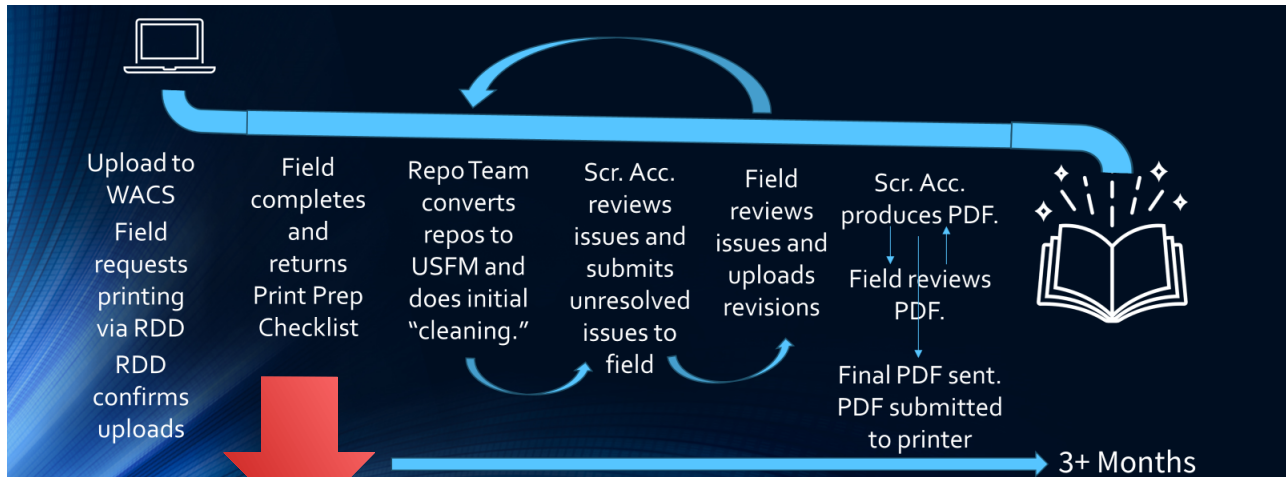
We encourage translation teams to “begin with the end in mind.” Determine why the translation is being done and how it will be used after completion. This helps teams assess accessibility needs in a thoughtful and timely way.

We work in collaboration with WA Regional Directors and field staff in planning for publication and providing the appropriate support of those plans.




Scripture Accessibility: Written Translation Workflow

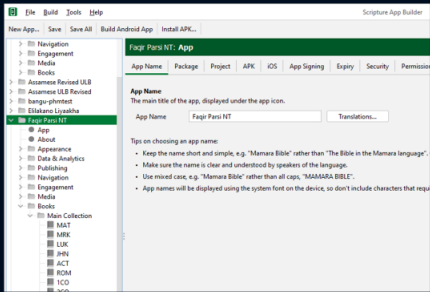
Written translation to printed Bible




Written translation to Scripture app



Clean USFM
(refinement defined by project scope)



Scripture App Builder
We can build app per specs or provide real-time training



Android App



Scripture Accessibility: Oral Translation Workflow

Oral translation file handling process

- Upload completed book files to Box
- Verify content
- Compile verse files into chapters if needed (Field or WA)
- Convert files to Mp3 format if needed (Field or WA)

Oral translation audio output options

- Micro SD cards
- Mp3 players (Kulumi players or local devices)
- Audio App created in Scripture App Builder
 - Audio with HL text (if available) and/or GL text
 - Audio only



Scripture Accessibility Creative Commons License

WA requires that all translation work be released under the Creative Commons Attribution-ShareAlike 4.0 International License (CC BY-SA 4.0).

This is an Open or Public Copyright License.

- It does not do away with copyright.
- Creators retain ownership of the material.

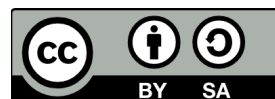
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- Others may distribute, remix, adapt, and build upon the material in any medium or format, so long as attribution is given to the creator.
- New material must be released under the same license (“locked open”).
- One must provide a link to the license.
 - <https://creativecommons.org/licenses/by-sa/4.0/>



CC BY-SA 4.0 in practice

- Name the work
- State copyright © yyyy group
- Identify license being applied
- Provide location of the work if applicable (e.g. BIEL)
- Include attribution of source material
- Supply a link to the license
- Optional
 - add license summary
 - insert the icon





Scripture Accessibility CC BY-SA 4.0 sample

Cik Manyen

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The Creative Commons Attribution-Share Alike 4.0 International License is available at <https://creativecommons.org/licenses/by-sa/4.0/>.

The following overview covers some of the key features and terms of the actual license.

You are free to:

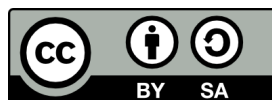
- **Share** – copy and redistribute the material in any medium or format.
- **Adapt** – remix, transform, and build upon the material for any purpose, even commercially.
- The licensor cannot revoke these freedoms as long as you follow the license terms.

Under the following terms:

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- You do not have to comply with the license for elements of the material in the public domain or where your use is permitted by an applicable exception or limitation.
- No warranties are given. The license may not give you all of the permissions necessary for your intended use. For example, other rights such as publicity, privacy, or moral rights may limit how you use the material.





Lab 62: Scripture Accessibility

- 3. Download a copy of the Print Preparation Checklist
- 4. What is the minimum amount of time between submitting a print request and releasing a printed New Testament?

- 5. Choose a language you are working on. Write a simple CC BY-SA 4.0 License statement.
Title: _____
Copyright Notice: _____
License notice: _____

Attribution statement: _____



PTXprint

A program that allows one to create high quality PDFs for publication of scripture—from trial editions to finished works.

It has many easily configurable options allowing for a wide range of outputs.

PTXprint is available at <https://software.sil.org/ptxprint/download>.



PTXprint uses USFM files to produce the PDF.

```
\mt Mathayo
\c 1
\cl Sheni 1
\p
\v 1 Shitabu sha ukuru wa Yesu Kristo mwana gwa Da
\v 2 Ibrahimu kaweriti tati gwa Isaya, na Isaka tat
\v 3 Yuda kaweriti tati gwa Peresi na Sera kwa Tame
\v 4 Ramu kaweliti tati gwa Aminadabu, Aminadabu, t
\v 5 Salimoni kaweriti tati gwa Boazi kwa Rahabu, f
\v 6 Yese kaweriti tati gwa mfalme Daudi. Daudi kav
\v 7 Sulemani kaweliti tati gwa Rehoboamu, Rehoboam
\v 8 Asa kaweliti tati gwa Yohoshafati, Yohafati t
\v 9 Uzia kaweliti tati gwa Yothamu, Yothamu tati g
\v 10 Hezekia kaweliti tati gwa manase, manase tati
\v 11 Yosia kawelitibtati gwa Yekoni na kaka zakuyi
\p
\v 12 Na baada ya kutorwa kugenda Babeli, Yekonia t
\v 13 Zerubabeli kaweliti tati gwa Abiudi tti gwa f
\v 14 Azori kaweliti tati gwa Zadoki tati gwa Akimu
\v 15 Elihudi kaweliti tati gwa Elieza, Elieza tati
\v 16 Ykobo kaweliti tati tati gwa yusufu mparu gw
\p
\v 17 Vizazi vyoseli tangu Ibrahimu hadi Daudi viwe
\p
\v 18 Kazalika kwa Ysu Kristo kuweliti kwa ntambu a
\v 19 Mpalu gwa kuyi Yusufu, kaweliti muntu gwa hak
\v 20 Paka weliti kamu kulihola kumpindi mwa mambu
\v 21 Aka lifunguli mwana mpalu na agu mshemi litau
\v 22 Goseli aga agalawili kutumizwa shili sha shit
\v 23 Guloli, shigori akatori yinda kulela mwana m
\v 24 Yusufu kimu kiti kulawa u mbonta kutenda gamt
\v 25 Hata hangu, kagonjiti ndili na yomberi mpaka
```

PTXprint



Mathayo

Sheni 1

¹Shitabu sha ukuru wa Yesu Kristo mwana gwa Daudi, mwana gwa Ibrahimu. ²Ibrahimu kaweriti tati gwa Isaya, na Isaka tati gwa Yakobo na Yakobo tati gwa Yuda na warongu wakuyi. ³Yuda kaweriti tati gwa Peresi na Sera kwa Tamari, Peresi tati gwa Herezoni, na Herezoni tati gwa Ramu. ⁴Ramu kaweliti tati gwa Aminadabu, Aminadabu, tati gwa Noshini, tati gwa Salimoni. ⁵Salimoni kaweriti tati gwa Boazi kwa Rahabu, Boazi tati na gwa Obedi kwa Ruthu, Obedi tati gwa Yesu. ⁶Yese kaweriti tati gwa mfalme Daudi. Daudi kaweriti tati gwa Sulemani kwa mdara gwa Uria. ⁷Sulemani kaweliti tati gwa Rehoboamu, Rehoboamu tati gwa Abiya, Abiya tati gwa Asa. ⁸Asa kaweliti tati gwa Yohoshafati, Yohafati tati ga Yoromu, na Yoromu tati gwa Uzia. ⁹Uzia kaweliti tati gwa Yothamu, Yothamu tati gwa Ahazi, hazi tati gwa Hezekia. ¹⁰Hezekia kaweliti tati gwa manase, manase tati gwa Amon tati gwa Yosia. ¹¹Yosia kawelitibtati gwa Yekoni na kaka zakuyi lishaka la kutorwa kugenda Babeli. ¹²Na baada ya kutorwa kugenda Babeli, Yekonia kaweliti tati gwa S hatieli, Shatieli kaweliti tati gwa na Zebubali. ¹³Zerubabeli kaweliti tati gwa Abiudi tti gwa Eliakimu na Eliakimu gwa Azori. ¹⁴Azori kaweliti tati gwa Zadoki tati gwa Akimu, na Akimu tati gwa Elhudi.

¹⁵Elihudi kaweliti tati gwa Elieza, Elieza tati gwa matani na matani tati gwa Yakobo. ¹⁶Ykobo kaweliti tati tati gwa yusufu mparu gwa Mariamu, ambayi kwa yomberi Yesu kazalika, yawa mshema Kristo. ¹⁷Vizazi vyoseli tangu Ibrahimu hadi Daudi viweriti vizazi kumi na vinne kulawa Daudi hadi kutorwa kugenda Babeli vizazi kumi na vinne na kulawa kutirwa hadi Babeli Kristo vizazi kumi na vinne. ¹⁸Kazalika kwa Ysu Kristo kuweliti kwa ntambu ayi. Mau gwakuyi Mariamu, kachumbiwiwi na Yusufu, viraa kabla ya aweniliwoni, kawanikiti kuwela na yinda kwa wakakala ga lohu mnana gala. ¹⁹Mpalu gwa kuyi Yusufu, kaweliti muntu gwa haki kafiriti ndiri kumwaibisha hadhalani. Kaamuiti kuleka uchumba wakuyi na yomberi kwa siri. ²⁰Paka weliti kamu kulihola kumpindi mwa mambu gambila aga, Rihoka la Mtua kamlawiriti mu ndotu, pakazumba." Yusufu mwana gwa Daudi, nagutira kumtara Mariamu gambira mdara gwaku, kwa kuwela yinda yaguwela nayi ni kwa makakala ga Rohu mnana gala. ²¹Aka lifunguli mwana mpalu na agu mshemi litau lakuyi Yesu, kwa mana aka waropori wantu wakuyi na dhambi zau." ²²Goseli aga agalawili kutumizwa shili sha shitakulitiwi na Mtua kwa njira ya nabii, pakazumba, ²³Guloli, shigori akatori yinda kulela mwana mpalu, na aka mshemi litau lakuyi



PTXprint: Folders

PTXprint looks for projects that are stored in **C:\My Paratext 9 Projects**. PTXprint is available for **Windows** and **Linux**. It is not currently available for macOS. The location for projects on **Linux** is **~/Paratext8Projects**

You do **not** need Paratext to use PTXprint, only the above folder.

You create folders within C:\My Paratext 9 Projects to hold the USFM files for each project.

The recommended practice is to name the subfolders by the language name.

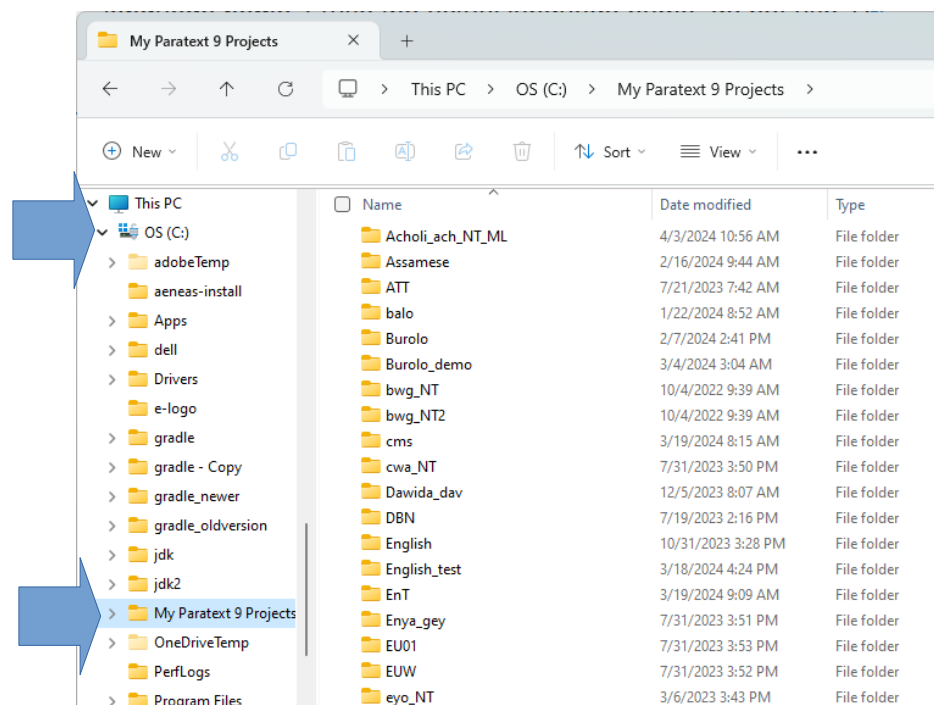
For example:

C:\My Paratext 9 Projects

language name 1 (use the actual language name, do not use 1)

language name 2 (use the actual language name, do not use 2)

Here is a screenshot of a sample directory.





Lab 63: PTXprint - Installation and Setup

- 1. Download and install PTXprint
- 2. Create My Paratext 9 Projects folder in C:
- 3. Create language subfolder



PTXprint: USFM Files

```
41-MAT.usfm X
C: > WACS > Babango_bbm > babango_240529 > bbm_reg > 41-MAT.usfm
1 \id MAT
2 \ide UTF-8
3 \h Mateo
4 \toc1 Mateo
5 \toc2 Mateo
6 \toc3 mat
7 \mt Mateo
8 \c 1
9 \cl ESUKI 1
10 \p
11 \v 1 Ehele edjei litoto e Yesu kilisito, mana o Davidi, mana o Abalama.
12 \v 2 Abalama amowotali Yisaka; Yisaka amowotali Yakobo, Yakobo amowotali Yuda la wamaanango.
13 \v 3 Yuda amowotali Peleze la zela, ngbau edjali Tamala; Peleze awotali Ezelona, Ezelona awotali Lama;
14 \v 4 Lama awotali Aminadaba, Aminadaba awotali Nayasona, Nayasona awotali Salemoni.
15 \v 5 Salemoni awotali Boazi nango edjali Lahaba, Boazi awotali Obede iwo la Luta.
16 \v 6 Obede amowotali Isayi, Isayi amowotali Davidi. Likumu Davidi amowotali Salomo la moli omoki mo wat
17 \v 7 Salomo amowotali Loboama, Loboama amowotali Abidja, Abidja awotali Asa.
18 \v 8 Asa amowotali Yozafata, Yozafata awotali Yolama, Yolama awotali Oziyasi.
19 \v 9 Oziyasi amowotali Yotama; Yotama awotali Azaka; Azaka awotali Ezekiasii;
20 \v 10 Ezekiasii awotali Manase; Manase awotali Amona; Amona awotali Yoziyasi;
21 \v 11 Yoziyasi amowotali Yekoniasii la wamanango, engele ekpalemate iwo la Babilona.
22 \p
23 \v 12 Mbuse ewototami owu la Babilona, Yekoniasii amowotali Silitieli; Silitieli awotali Zolobabeli;
24 \v 13 Zolobabeli amowotali Ahiudi; Ahiudi awotali Eliakimi; Eliakimi awotali Azala;
```

Sample USFM file with identifying information and chapter, paragraph and verse markers.

There are various options for obtaining USFM files of a translation project. The desired printed output is a factor in which method you choose.

Here are two recommended options.

Option 1: Request USFM files from WA Scripture Accessibility

- Better for complete NT or OT book printing in a final form
- Request made in collaboration with Project Manager and Regional Director.
- Contact marv_lucas@wycliffeassociates.org
- Advantages
 - Paragraph marks added
 - Chapter labeling and verse numbering issues found
 - Punctuation and other typographical issues found
 - Some potential content issues may be found
 - PDF production available



PTXprint: USFM Files

Option 2: Export USFM files from BTT-Writer 1.4+

- Better for quick output for checking or trial edition form
- Considerations
 - Need to export each book (BTT-Writer project) separately
 - Minimal formatting
 - Files will be in “as-is” condition
- Method
 - See Export section in this manual
 - Saving the exported file
 1. Do not save in the default location.
 2. Save in the previously created language folder in C:\My Paratext 9 Projects OR create a language folder at this time in C:\My Paratext 9 Projects in which to save the USFM file.
 3. Rename the file *##-XXX.usfm* where *##* is a two-number code and *XXX* is a three-letter abbreviation according to the chart on the next page.



PTXprint: USFM file name codes

OLD TESTAMENT			NEW TESTAMENT		
Book number	Book Name	Book code	Book number	Book Name	Book code
01	Genesis	01-GEN	41	Matthew	41-MAT
02	Exodus	02-EXO	42	Mark	42-MRK
03	Leviticus	03-LEV	43	Luke	43-LUK
04	Numbers	04-NUM	44	John	44-JHN
05	Deuteronomy	05-DEU	45	Acts	45-ACT
06	Joshua	06-JOS	46	Romans	46-ROM
07	Judges	07-JUD	47	1 Corinthians	47-1CO
08	Ruth	08-RUT	48	2 Corinthians	48-2CO
09	1 Samuel	09-1SA	49	Galatians	49-GAL
10	2 Samuel	10-2SA	50	Ephesians	50-EPH
11	1 Kings	11-1KI	51	Philippians	51-PHP
12	2 Kings	12-2KI	52	Colossians	52-COL
13	1 Chronicles	13-1CH	53	1 Thessalonians	53-1TH
14	2 Chronicles	14-2CH	54	2 Thessalonians	54-2TH
15	Ezra	15-EZR	55	1 Timothy	55-1TI
16	Nehemiah	16-NEH	56	2 Timothy	56-2TI
17	Esther	17-EST	57	Titus	57-TIT
18	Job	18-JOB	58	Philemon	58-PHM
19	Psalms	19-PSA	59	Hebrews	59-HEB
20	Proverbs	20-PRO	60	James	60-JAS
21	Ecclesiastes	21-ECC	61	1 Peter	61-1PE
22	Song of Solomon	22-SNG	62	2 Peter	62-2PE
23	Isaiah	23-ISA	63	1 John	63-1JN
24	Jeremiah	24-JER	64	2 John	64-2JN
25	Lamentations	25-LAM	65	3 John	65-3JN
26	Ezekiel	26-EZK	66	Jude	66-JUD
27	Daniel	27-DAN	67	Revelation	67-REV
28	Hosea	28-HOS			
29	Joel	29-JOL			
30	Amos	30-AMO			
31	Obadiah	31-OBA			
32	Jonah	32-JON			
33	Micah	33-MIC			
34	Nahum	34-NAM			
35	Habakkuk	35-HAB			
36	Zephaniah	36-ZEP			
37	Haggai	37-HAG			
38	Zechariah	38-ZEC			
39	Malachi	39-MAL			

Also see chart at <https://techadvancement.com/bible-sequence-numbers>.

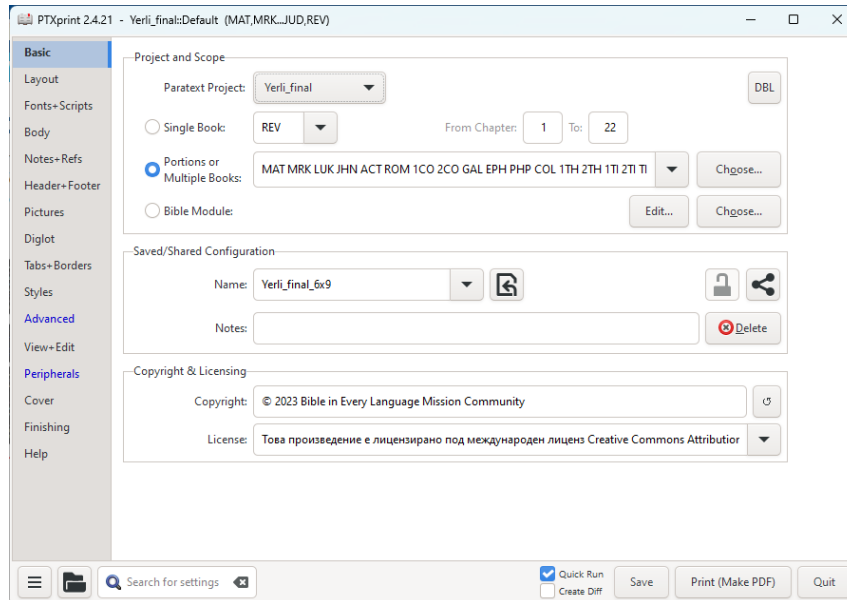


Lab 64: PTXprint - Save USFM File

1. Choose language project in BTT-Writer to use in PTXprint
2. Export USFM file to appropriate subfolder in C:My Paratext 9 Projects
3. Rename the file to this format **##-XXX.usfm** using the appropriate code from the chart



PTXprint: PDF production



Basic steps

- Use hamburger (3 lines) button to choose view (full view showing)
- Basic: choose layout, name configuration, add copyright and license; save
- Layout: choose page size, font size, columns, margins (start with defaults)
- Fonts & scripts: choose font
- Body: start with defaults
- Header+Footer: select from options
- Peripherals: select Table of contents; toc1; fill in Variables and Values
- Peripherals: select Local Front Matter; click Edit (takes you to View+Edit)
- View+Edit: click Generate; choose Basic when printing a quick draft
 - contact Scripture Access for assistance with Advanced FRT matter



PTXprint: Text Editing

PTXprint is not an editor. One needs to edit the underlying USFM files in order to make changes in the printed PDF.

If you are using USFM exported from BTT-Writer make edits in **Writer**. Then export the project again and save it in the appropriate My Paratext 9 Projects folder, replacing the original file that is there.

If PTXprint was open, close it and reopen it to make use of the updated file.

If you obtained USFM files from another source such as WA Scripture Accessibility, editing is done in a text editor. Windows Notepad is not recommended as it does not support searching with regular expressions (regex).

There are several text editors to choose from. One recommendation is Microsoft VS Code available at <https://code.visualstudio.com/Download>

To edit USFM using a text editor:

- Close PTXprint.
- Open the appropriate USFM file from the My Paratext 9 Projects folder in VS Code.
- Make edits and save the updated file.
- Open PTXprint. The project will now use the updated file.



PTXprint: PDF reader

The output from **PTXprint** is viewed in a PDF reader. The file opens automatically when compiling is completed.

Windows typically uses Adobe Acrobat as the default PDF reader. A disadvantage of Acrobat is that open PDFs cannot be updated. In other words, the file needs to be closed before printing from **PTXprint** again. **PTXprint** will give a warning and halt printing until the PDF is closed.

SumatraPDF allows PDFs to be updated while they are open. It is available at <https://www.sumatrapdfreader.org/download-free-pdf-viewer>.

For this to take effect, you will need to make SumatraPDF the default app for the .pdf file type, at least while you are using PTXprint. This is done in Windows settings. **SumatraPDF** can be used freely. It is **Windows** only, so if you are using **Linux** you will need to use something like **Okular** or **Evince**. Both of these support this feature in **SumatraPDF**.

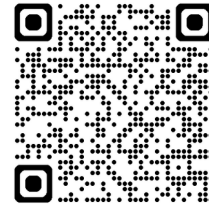


Scripture App Builder (SAB)

Creates an Android App without Programming

Reasons to build apps:

- Early release of portions
- Review and feedback
- Free distribution
- Scripture engagement
- Other



Scripture App Builder is available at

<https://software.sil.org/scriptureappbuilder/download>

From USFM and other files to Android App

```

\id MAT
\ide UTF-8
\h مثنی دی انجیل
\toc1 مثنی دی انجیل
\toc2 مثنی دی انجیل
\toc3 MAT
\mt مثنی دی انجیل

\ss
\c 1
\cl 1 باب
\p
\1 1 1 - ہمسوع مسیح داؤڈ دے لورے ابرائیم دے لورے دی پھیراں مثنی۔
\1 2 1 بانے افعال تون جھٹوں جھٹیا تے جھٹوں تون یسودا تے بونے پراہ جھٹیا۔
\1 3 1 تھمڑ تون جھٹیا تے فعاتر تون حصرون جھٹیا تے حصرون تون راجہ جھٹیا۔
\ss
\1 4 1 نہ اٹ جھٹیا تے مہیند اٹ تون لخصون جھٹیا تے لخصون تون سلعون جھٹیا۔
\1 5 1 وں مثنی جھٹیا تے مثنی تون عکون جھٹیا تے عکون تون یوسیا جھٹیا۔
\1 6 1 مینا تے داؤڈ تون مثنی تون یوسیا جھٹیا جھٹیا اورینا دی عیل سی۔
\ss
\1 7 1 پعاہ جھٹیا تے بونے مثنی تون اپناہ جھٹیا تے اپناہ تون آما جھٹیا۔
\1 8 1 آ تون پھیراں تے پھیراں تون پوراہ جھٹیا تے پوراہ تون کزیا جھٹیا۔
\ss
\1 9 1 تون پوراہ جھٹیا تے پوراہ تون آما جھٹیا تے آما تون مثنی جھٹیا۔
\1 10 1 وں مثنی جھٹیا تے مثنی تون عکون جھٹیا تے عکون تون یوسیا جھٹیا۔
\1 11 1 تے پعاہ تون دے دھور چہ یوسیا تے پھیراں تے پھیراں تے پھیراں جھٹیا۔
\ss
\1 12 1 پعاہ روکن دے پعاہ چھکے مثنی تے پھیراں تون پھیراں تون پھیراں جھٹیا۔
\1 13 1 مثنی تے اپس پھیراں تون پھیراں جھٹیا تے پھیراں تون پھیراں جھٹیا۔
\1 14 1 وں مثنی جھٹیا تے مثنی تون پھیراں تے پھیراں تون پھیراں جھٹیا۔
\ss
\1 15 1 پھیراں جھٹیا تے پھیراں تون پھیراں جھٹیا تے پھیراں تون پھیراں جھٹیا۔
\1 16 1 تے پھیراں تے پھیراں تون پھیراں جھٹیا تے پھیراں تون پھیراں جھٹیا۔
\1 17 1 پھیراں تون پھیراں تون پھیراں جھٹیا تے پھیراں تون پھیراں جھٹیا۔
\ss
\1 18 1 پھیراں تون پھیراں تون پھیراں جھٹیا تے پھیراں تون پھیراں جھٹیا۔
\1 19 1 پھیراں تون پھیراں تون پھیراں جھٹیا تے پھیراں تون پھیراں جھٹیا۔

```

SAB



There are many options for customization including fonts, colors, icons and more

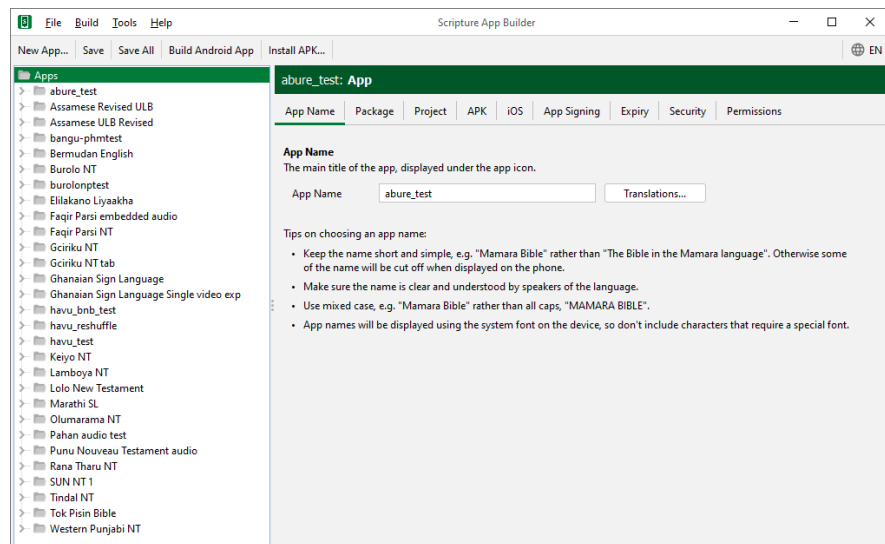


Lab 65: SAB Installation

- 1. Download and install SAB
- 2. Confirm installation of jdk and sdk



SAB: App creation



Basic steps

- Open SAB
- Click New App and follow prompts.
 - For Scripture, use USFM files exported from BTTWriter or obtained from WA Scripture Accessibility.
 - See CC BY-SA section for guidance on filling in the About page.
- Consult Help files as needed.
- Click Build Android App
- Install and preview app
 - Install apk on a connected Android device
 - OR install apk file in an emulator on your laptop⁸
- Review the result; save before closing SAB

Share the apk file to distribute the app. Consult with Scripture Accessibility regarding possible placement on the **Google Play Store**.

It is also possible to make apps for **iOS** if you are working on a **Mac**.

⁸ Default apk location: Documents>App Builder>Scripture Apps >Apk Output



SAB: Audio Apps

Items to consider when creating oral translation audio apps.

- Navigation
 - audio and text—sync audio to included HL or GL text or
 - audio only—create a menu file with Book and Chapter names or images
- Location of audio files
 - Embedded in app (consider app size) or
 - Stored in external folder distributed on Micro SD card with app or
 - Link to Hosting/Streaming URL
 - files can be downloaded as desired for offline use



Box

Box is an online server available for saving audio and video translation work.

New User Creation

To create a new user in **Box**, follow these steps.

- Create a **Box** account using your personal email address.
- Have a **WA Staff member** fill out the *New Box User* form on the WA Landing page. (An internal site.)
- The **Box Admin team** will create the permissions for the new user as requested on the *New Box User* form.

New User Creates a Box Account

1. Go to the Box login page: <https://account.box.com/login>

box English (US) Box Blog Sign Up

Sign In to Your Account

Email Address

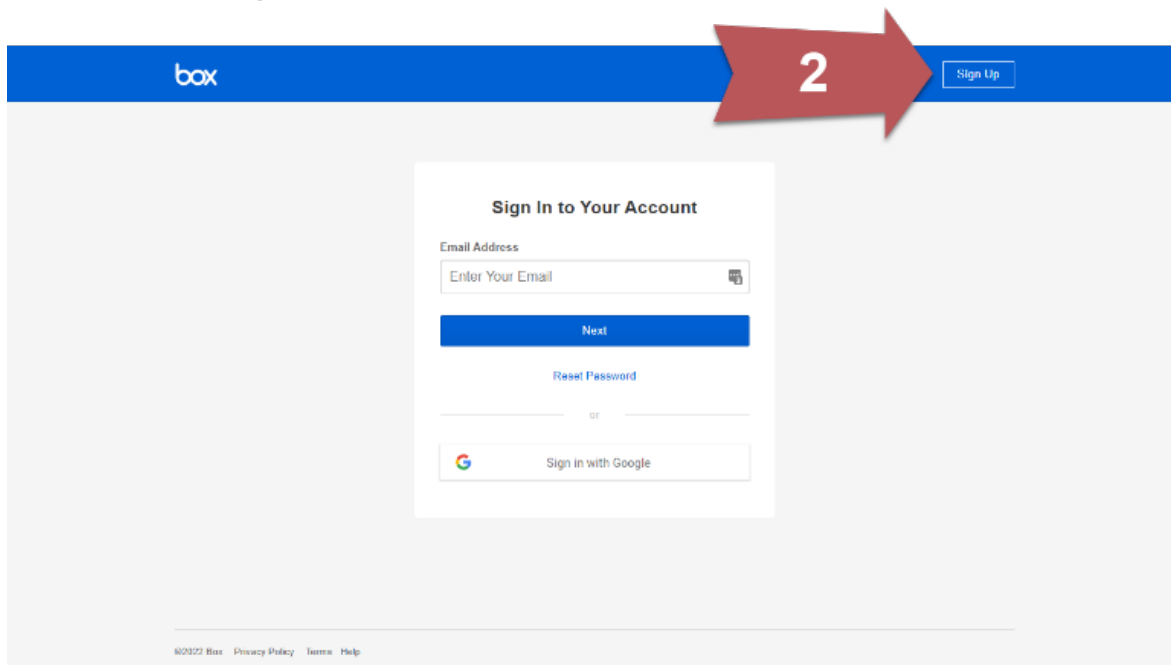
Enter Your Email

Next

Reset Password

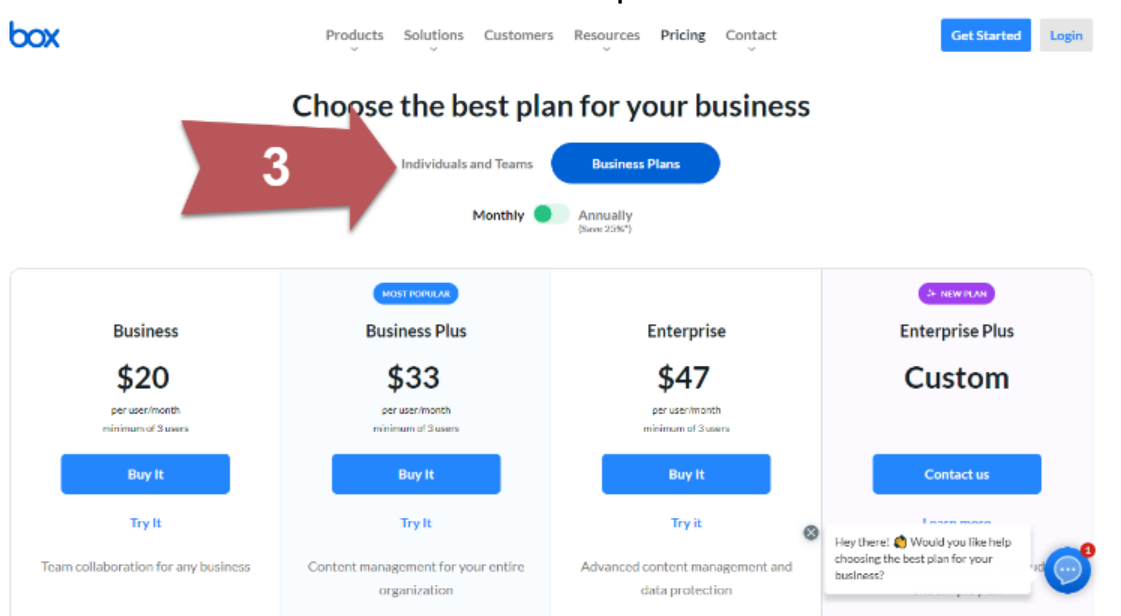
or

2. Click on the **Sign Up** button

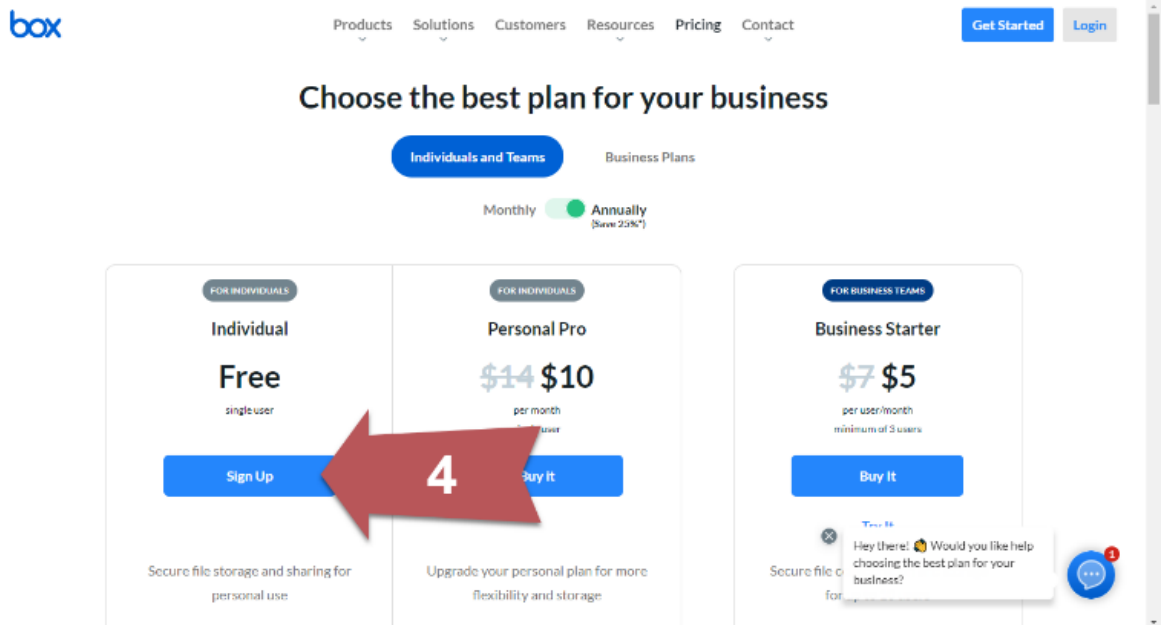


The **Box** pricing web page opens.

3. Click on the **Individuals and Teams** option.

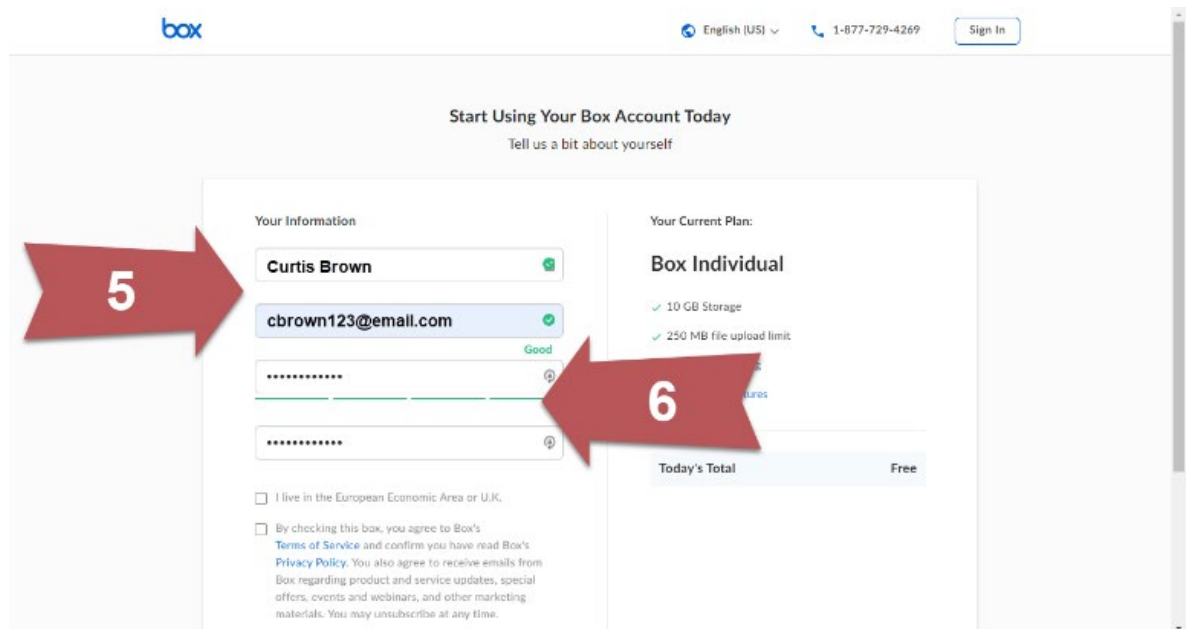


4. Click the **Sign Up** button to choose the **Free** option.



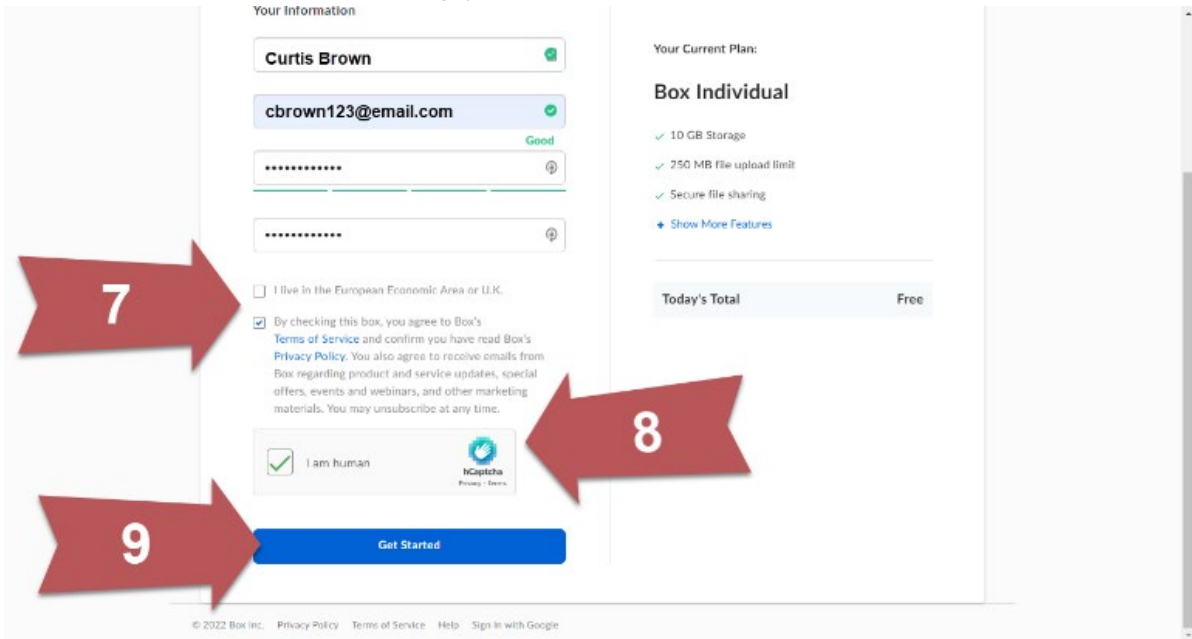
The **Start Using Your Box Account Today** window opens.

5. Fill in your name and personal email address. **Remember, don't use a WA email address here.**



6. Fill in a password, and confirm the password.
 1. The password must contain 8 or more characters, 2 or more numbers, < or >, and no spaces.
 2. Don't use a password you have used somewhere else, *i.e.* don't use your email password.

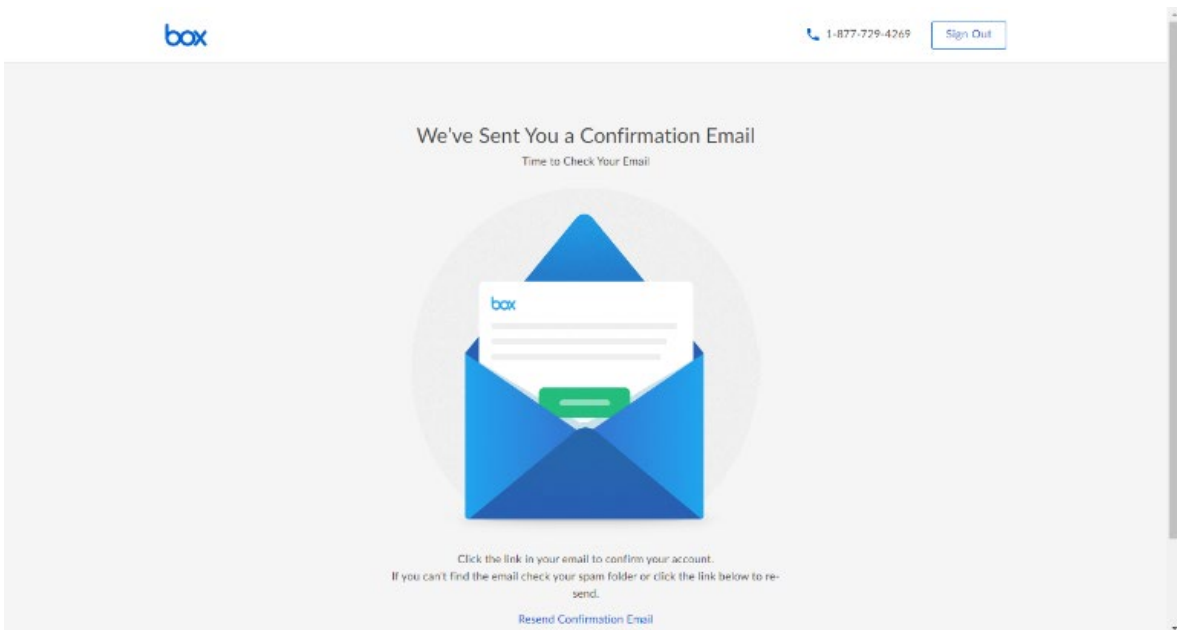
7. Check the boxes accordingly



The screenshot shows the Box account creation interface. On the left, under "Your Information", there are fields for name (Curtis Brown), email (cbrown123@email.com), and two password fields. A red arrow labeled "7" points to the checkboxes for "I live in the European Economic Area or U.K." and the "I am human" checkbox. A red arrow labeled "8" points to the "I am human" checkbox. A red arrow labeled "9" points to the "Get Started" button. On the right, under "Your Current Plan", the "Box Individual" plan is shown with features like 10 GB Storage, 250 MB file upload limit, and secure file sharing. A "Today's Total" section shows "Free".

8. Check the **I am human** box for the Captcha.

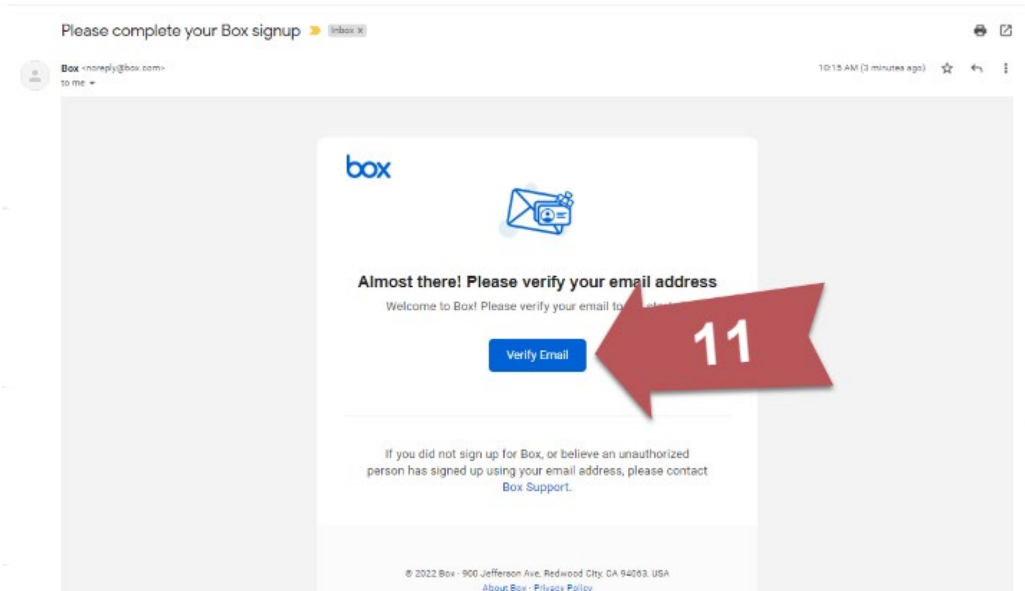
9. Click the **Get Started** button.



The **We've Sent You a Confirmation Email** message window appears.

10. Open your email account and open the confirmation email.

11. In the confirmation email, click the **Verify Email button or link.**



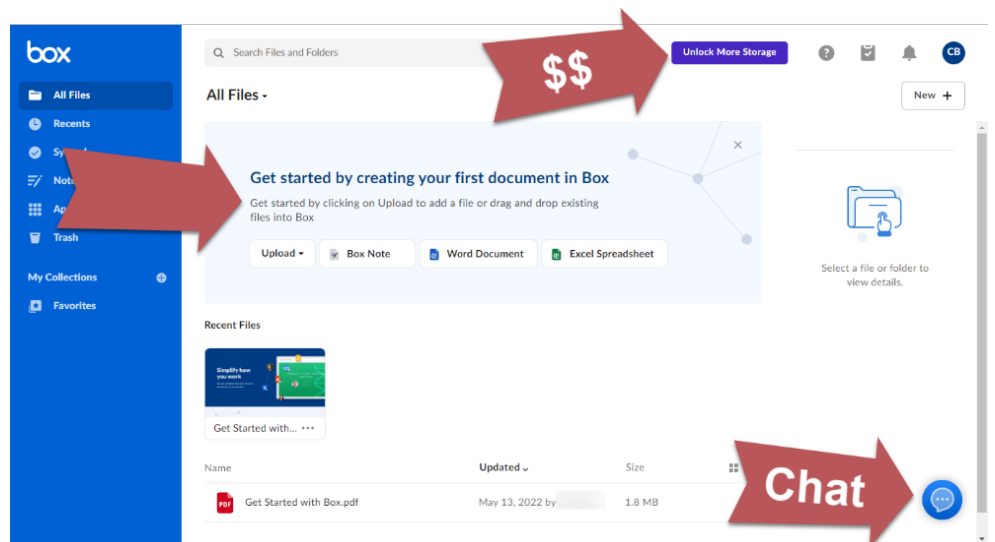
The **Box** login page will open.

1. Log in to **Box** to confirm that your account is active.
2. Let a WA Staff member know that your account is now active. They will submit a request for your permissions to access the WA Box server.

Feel free to go through the welcome instructions and setup or navigate around in **Box** and create your own user space in your free **Box** account.

This **Box** account is yours. You can create or save files for your personal use.

Files that are uploaded to the WA folders won't use your storage quota on **Box**. However, don't use the WA folders for personal use.



If you need more space for your own files, you can pay money for that.

The **Chat** feature is to talk with **Box** support, not WA help desk. Contact helpdesk@techadvancement.com for help.



BTT-Orature

Currently, **BTT-Orature** doesn't have the ability to upload projects. As a result, if you have the installation files and source materials, you won't need Internet for this section of the training. However, to update **Orature**, or to get more source materials, you will need Internet, and of course we encourage you to back up the translations online. Currently, we are using the **Box** cloud storage system for audio translations.



Orature can be downloaded from **GitHub**, at



<https://github.com/Bible-Translation-Tools/Orature/releases/latest>. It is available for



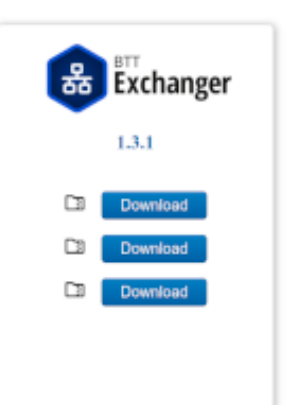

Windows, **macOS**, and **Linux**. There is no **Android** or **iOS** version available, and currently none is planned.



You can also download the most recent version of BTT-Orature from <https://basictranslationtools.org>.

Basic Translation Tools

App Downloads

 <p>BTT Orature v1.9.1</p> <p>Download (Linux) Download (macOS) Download (Windows)</p>	 <p>BTT Writer v1.3.1+17</p> <p>Download (Linux) Download (macOS) Download (Windows)</p>	 <p>BTT Exchanger 1.3.1</p> <p>Download (Linux) Download (macOS) Download (Windows)</p>	 <p>BTT USFM Converter v1.1.1</p> <p>Download (Linux) Download (macOS) Download (Windows)</p>
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The **Linux** version of BTT-Orature is packaged for Debian-based **Linux** distributions like Ubuntu and Mint. **There is no 32-bit version for Windows.**



Updates

You can be notified of new versions of BTT-Orature in the same way as for BTT-Writer, but Orature also has a method for checking for updates within the program.

Home

Information

About Orature

Orature is an oral translation application that is developed by Wycliffe Associates.

Current Version
3.1.18-qa+9434

[Check for Updates](#)

Application Logs

[View Logs](#)

Error Report

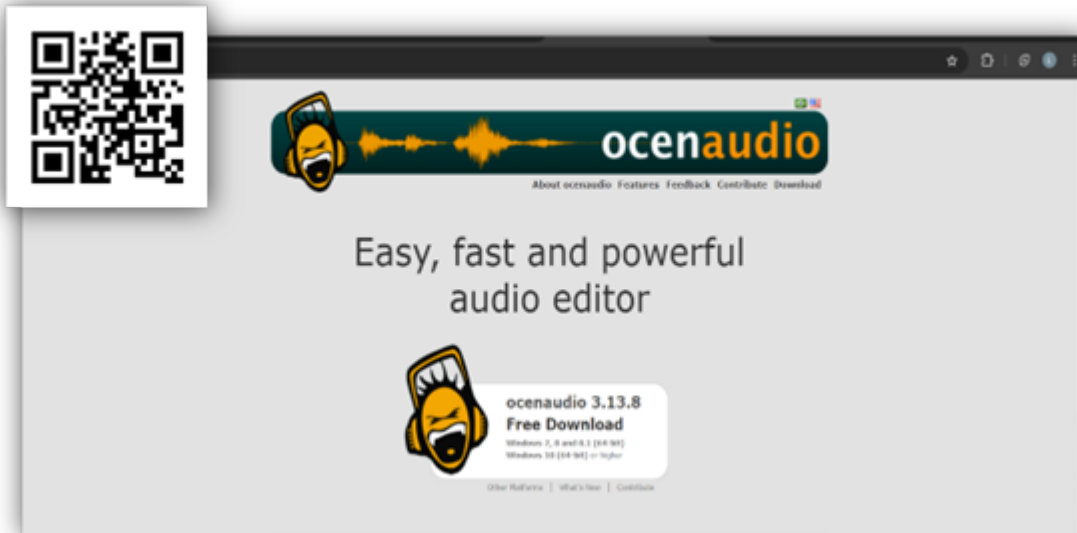
Use the form below to report any error or unusual behavior.

Description



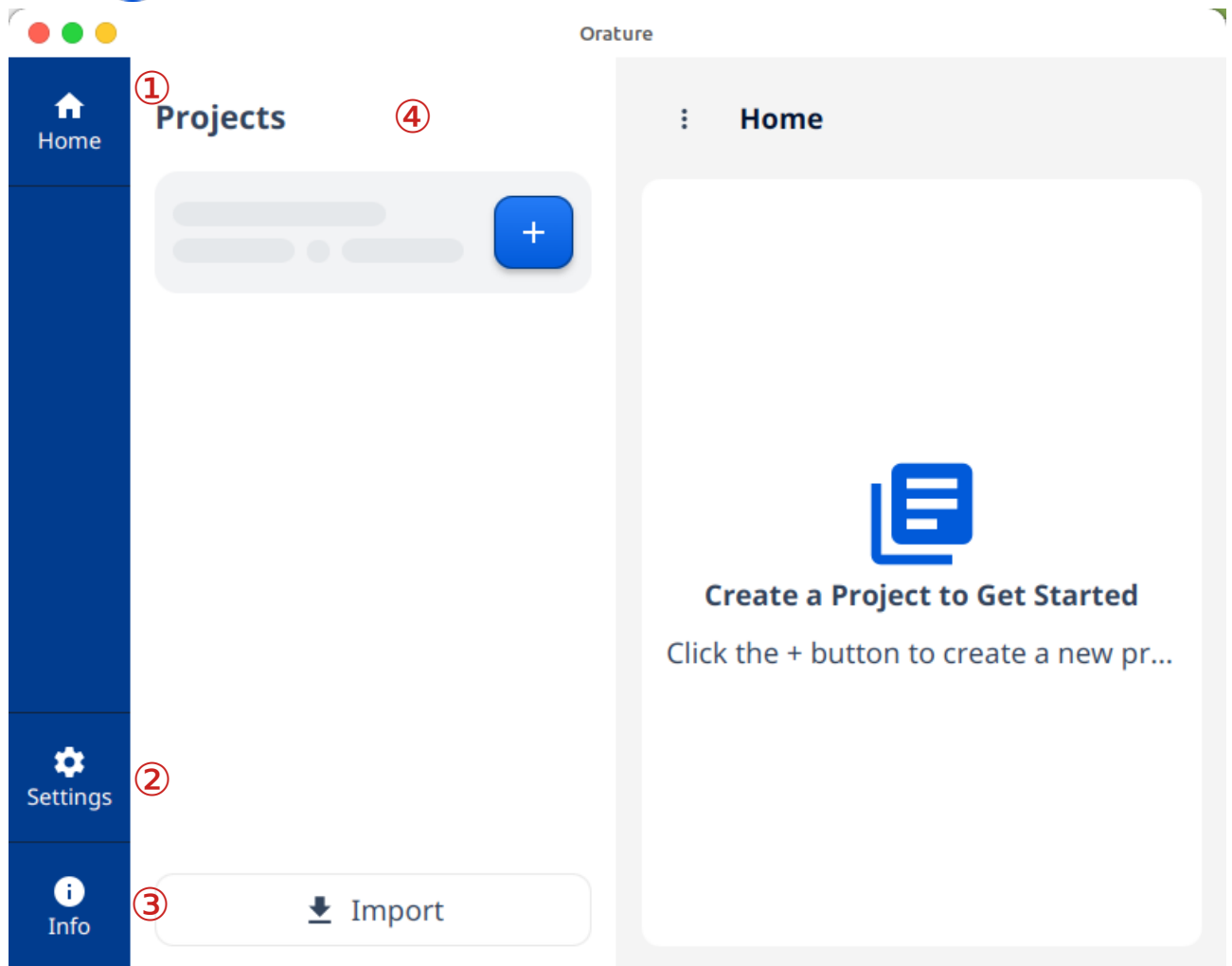
Ocenaudio

A program that we use with **Orature** is **Ocenaudio**. It is freely usable, and has some audio editing abilities that **Orature** doesn't have. You can find the latest version at <https://ocenaudio.com>





Orature Home Screen

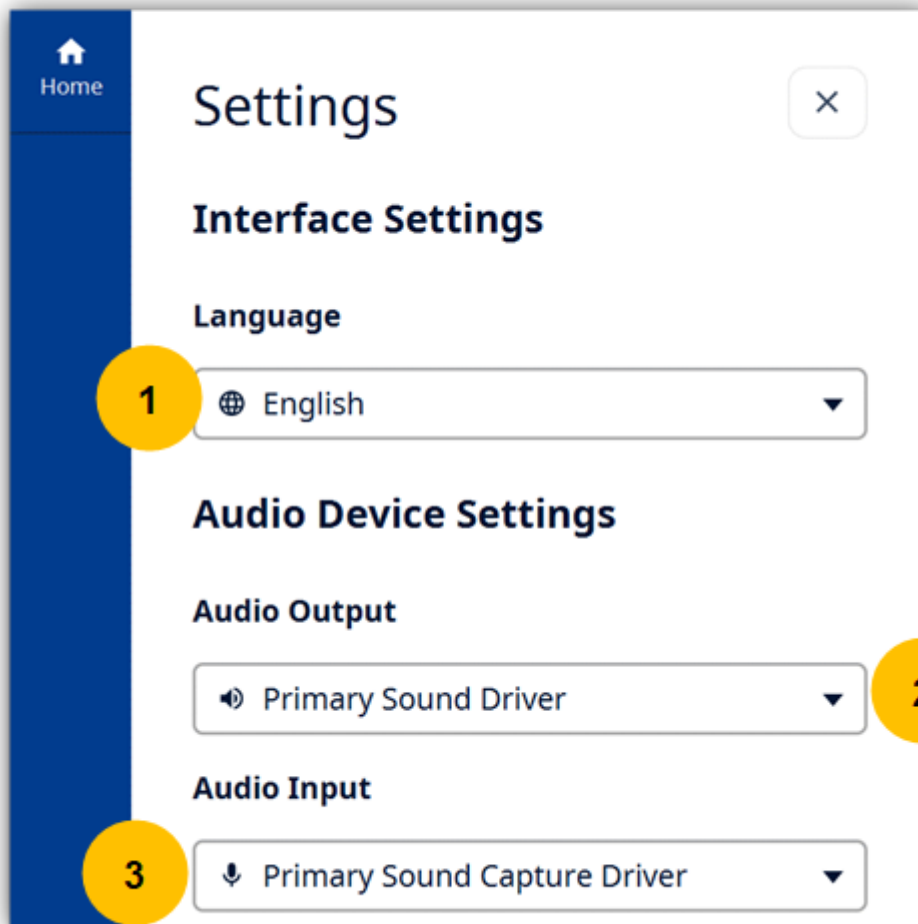


Orature's Home Screen is a bit different than **BTT-Writer's**.

- ① The **Home** button is always visible, to take you back to the start.
- ② The **Settings** are behind a **gear** icon.
- ③ Version information, etc., is behind the **info** menu.
- ④ The list of Projects is present, even if it is empty. There is only one button to add projects.



Settings: Interface Language and Audio Devices



1. **Language:** By default, **Orature** will attempt to use the system language, but this option allows you to change the text of the program interface to another language, if it is available.
2. **Audio Output:** If your computer has more than one way to play audio (speakers, headphones, etc.) this will let you choose which one is used.
3. **Audio Input:** Like with output, you may be able to record through a web cam, headset, etc. This option lets you choose which one to use.



Settings: Codes and Application Settings

Home

Language Settings

Updating the language list requires an internet connection

Location

Application Settings

Application Name

[+ Add Helper Application](#)

1. This button does not check for updates to **Orature**. Rather, it checks for updates to the list of **language codes**.
2. The application settings are blank when we first start **Orature**. However, the icons to the right show what we will be doing here. The first column (on the left) will be checked for an application (program) that allows us to **record** audio. The second column will be checked for an application that allows us to **edit** the audio. **Normally, we record in Orature, and edit in Ocenaudio.**

Application Name	<input type="checkbox"/>	<input type="checkbox"/>
OratureRecorder	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ocenaudio	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Settings: Keyboard Shortcuts

Keyboard Shortcuts

Action	Shortcut
Focus	tab
Select	space enter
Navigation	↑ ↓ ← →
Scroll Down	PgDn ↓
Scroll Up	PgUp ↑
Go Back	Ctrl + [
Add Verse Marker	Ctrl + D
Record/Stop Recording	Ctrl + R
Play/Pause (Source)	Ctrl + Space
Play/Pause (Target)	Ctrl + Shift + Space

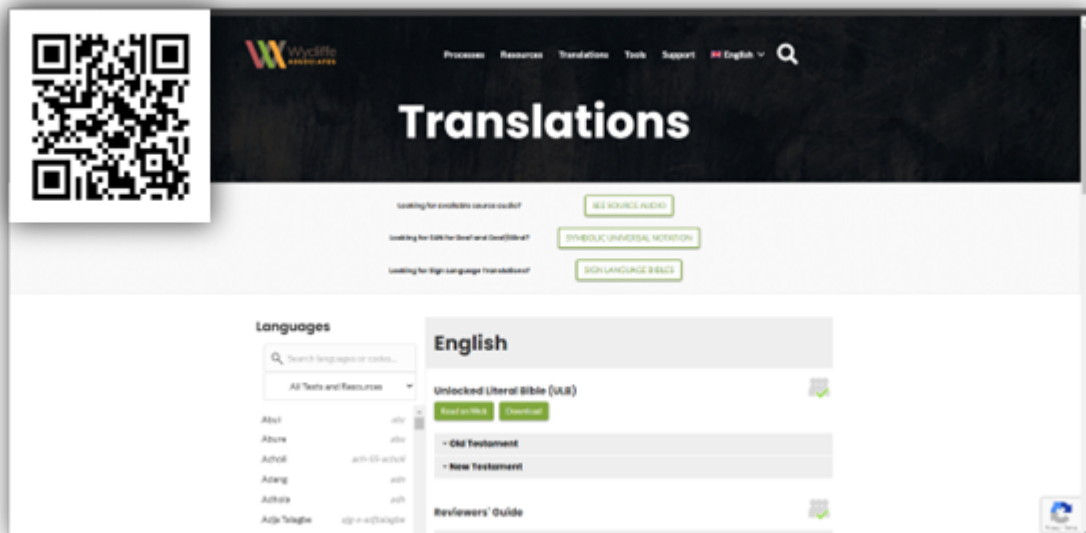
The final section of the settings shows us the available **Keyboard Shortcuts**. These can make using Orature faster, but they can not be changed.



Web Resources

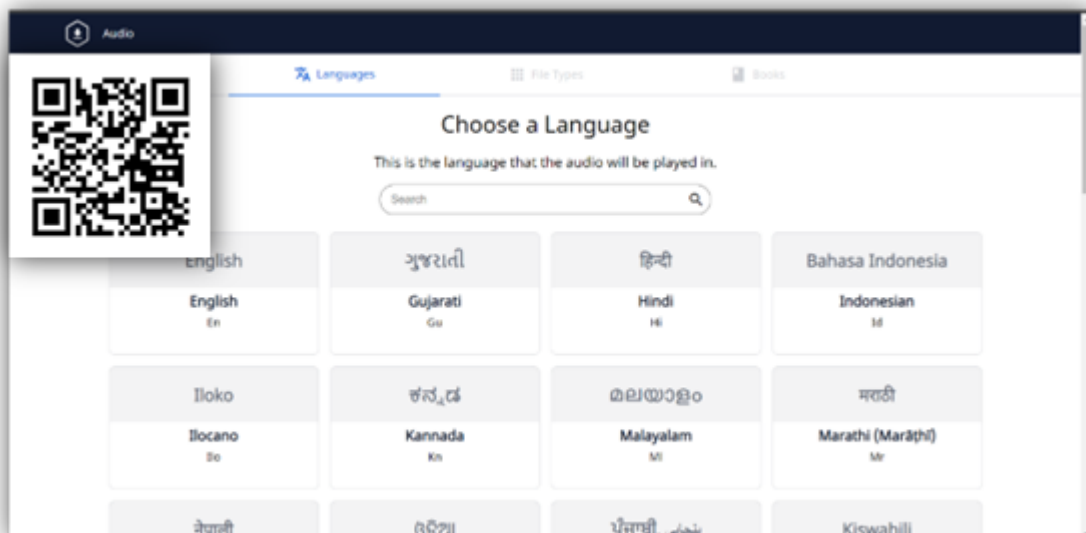
You can get **source text** for **Orature** at **Bible in Every Language**

<https://bibleineverylanguage.org/translations/>



You can get **source audio** for **Orature** at **Bible In Every Language**, too

<https://audio.bibleineverylanguage.org/gl>





Lab 66: Orature

4. Where can you get a download of Orature?

5. What programs do we use for audio recording and editing?

6. What is audio input and audio output?

7. Where can you get written and audio sources for Orature?



Recording Instruments

For proper recording of audio, we need to have tools or instruments. We mentioned the software tools at the beginning of this section of the manual.

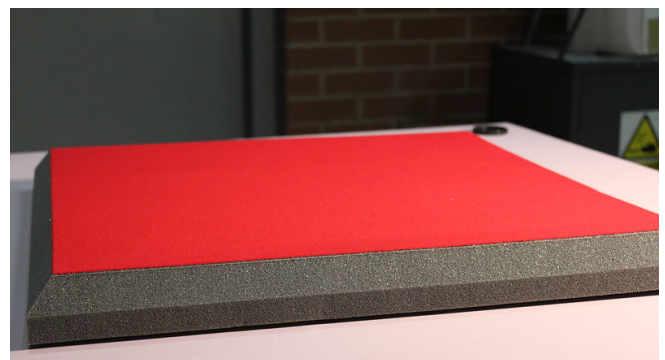
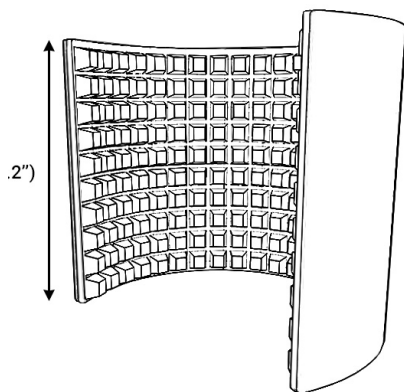
Hardware Tools



1. Computer with a microphone⁹
2. A good microphone. Can be attached by USB, and can be analog or digital.



3. 3. Some way to reduce noise.¹⁰



⁹ Laptop image from [Andri Koolme](#) under Attribution license

¹⁰ Creator: UA Acoustics | Credit: Image from [ua-acoustics.com](#) Copyright: Copyright 2021 UA Acoustics - [ua-acoustics.com](#)



Voice Advice

¹¹When creating a translation or audio narration project, we must be careful with the quality of the audio. Follow the tips below:

1. Choose the person who you wish to be your speaker
 - someone who speaks the language well and clearly.
2. You may also separately choose someone to operate the software to help streamline the recording.
3. Practice before you record to avoid errors.
4. If the speaker's voice is tired, take a break.
5. Standing is the best position to record speech in, allowing the throat to open completely, and the entire diaphragm to move.
6. Keep the microphone the correct distance from the speaker's mouth.



Microphone Distance

The recommended distance for an inexperienced speaker is between 5 and 8 cm. This helps prevent both oversaturation and lack of comprehension. You can make this measurement by holding your hand between your mouth and the microphone.

Experienced speakers can shorten the distance, if they pay attention to their tone of voice.

¹¹"[Font Awesome 5 solid microphone-alt](#)" by Font Awesome is licensed under [CC BY 4.0](#).



Cable Management

This may seem like a strange topic, but it's very important. Keeping the cables to our equipment in good condition is essential to prolonging their useful life, and to avoiding accidents.

1. Cables contain copper wires. If you twist or bend them, the wires are damaged, affecting their performance.
2. When you are not using them, store them carefully. To keep them rolled up, you can use a piece of Velcro, wire, or a rubber band.
3. Do not step on or press a cable
4. Do not pull on a cord.
5. Unplug very carefully
6. Watch where you leave your cords.
7. Never immerse the cables in water or use abrasive substances for cleaning.

If you don't take care of your cords, eventually they will cause problems. With audio recording, these problems show up as static in the recording.



Lab 67: Recording

1. List three recording tools needed to perform an audio translation project in Orature.

2. List three recommendations for proper use and storage of cables.

3. What is the correct distance to record if I am inexperienced?

4. What should you look for in someone who wants to help record audio? List at least three characteristics.



Orature Recording Modes

Orature has three recording modes: **Oral Translation**, **Narration**, and **Dialect**.

Oral Translation Mode is for recording the audio of a **Heart Language** from a **Gateway Language** by following the **MAST** steps.

Narration Mode is for recording the audio of an **existing written translation** in the same language.

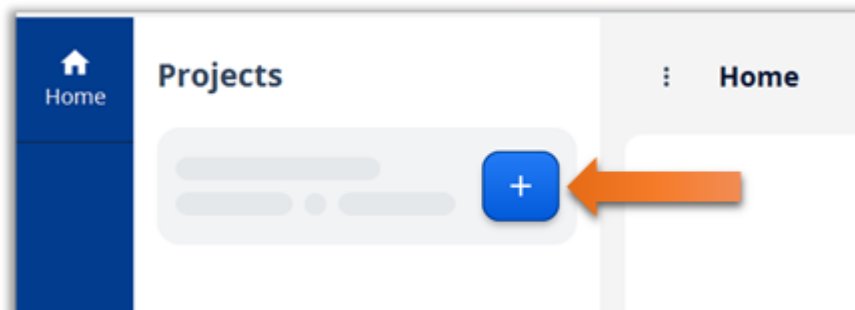
Dialect Mode is for recording the audio of an **existing written translation** in a **different language or dialect**. This process does not require users to follow the **MAST** steps.



Oral Translation Mode

Oral Translation Mode is for recording the audio of a Heart Language from a Gateway Language by following the MAST steps.

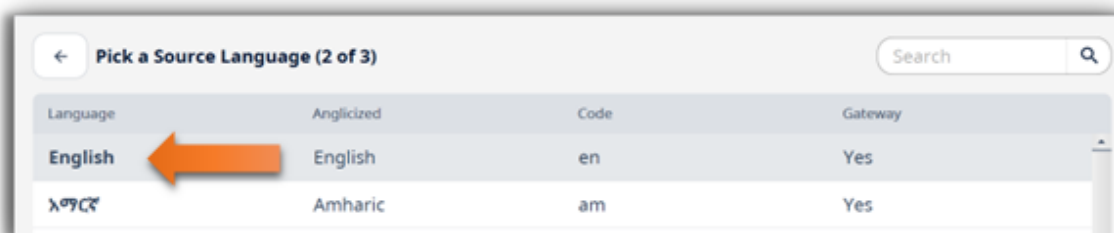
1. Click on the plus sign in the blue box to add a new project.



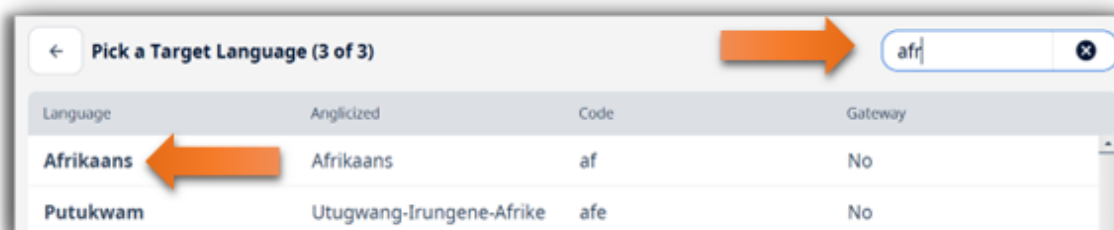
2. We select **Oral Translation** by clicking **Select** in that section. **Orature** calls this **Step 1**.



3. On the next screen, you need to choose the language that you will be reading *from*, that will be the **source text** for translating into a mother tongue, or heart language. **Orature** calls this **Step 2**.

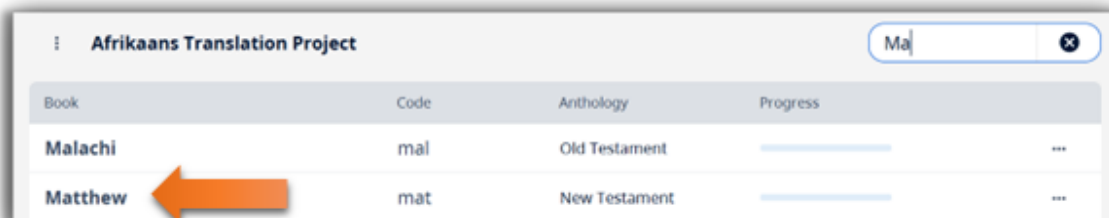


4. In **Step 3**, we select the language *into which* we will do the oral translation. This is using the same kind of **language code** that we use for **BTT-Writer**. The Project Manager should give you all of this information *before* the project starts. Although you can search by language *name*, remember that many languages could have the same name. It's best to use the language code.



After completing **Step 3** (our number 4, above) **Orature** will create a **Project** for this combination of settings. In BTT-Writer, a language project was a combination of **language code**, **book** (of the bible), and **type** (regular or ulb). In **Orature**, a project is a combination of **Translation Mode**, **Source Language**, and **Target Language**. *In Orature, a project can contain many books.*

5. So, now select the book you are going to start with. You can use the search box at the upper right to narrow down the list.



Book	Code	Anthology	Progress	
Malachi	mal	Old Testament	<div style="width: 50%;"></div>	...
Matthew	mat	New Testament	<div style="width: 50%;"></div>	...

6. When you're just beginning, you will usually now find that you're missing source audio for the project.

Source Audio Missing for Chapter 1

Orature uses source audio to complete several steps of the MAST process. Please import audio to continue.

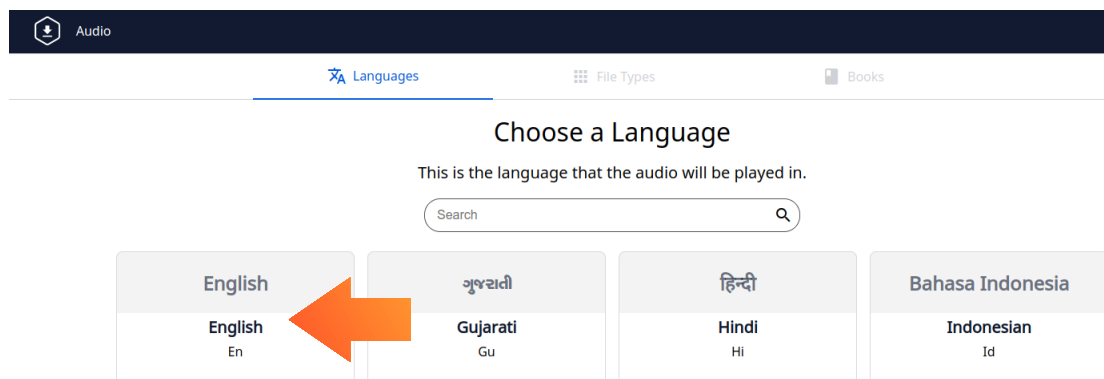
Orature will give you the option of going to **BIEL** to search for the source audio you need.

Need Source Audio?

Source audio for this project may be found online at audio.bibleineverylanguage.org. Source audio may not always be available online but can be created by starting a new narration project.

↪ Check Online→ Begin Narrating Matthew

7. Click on **Check Online** to go to BIEL and see what languages are available.



Audio

Languages File Types Books

Choose a Language

This is the language that the audio will be played in.

Search

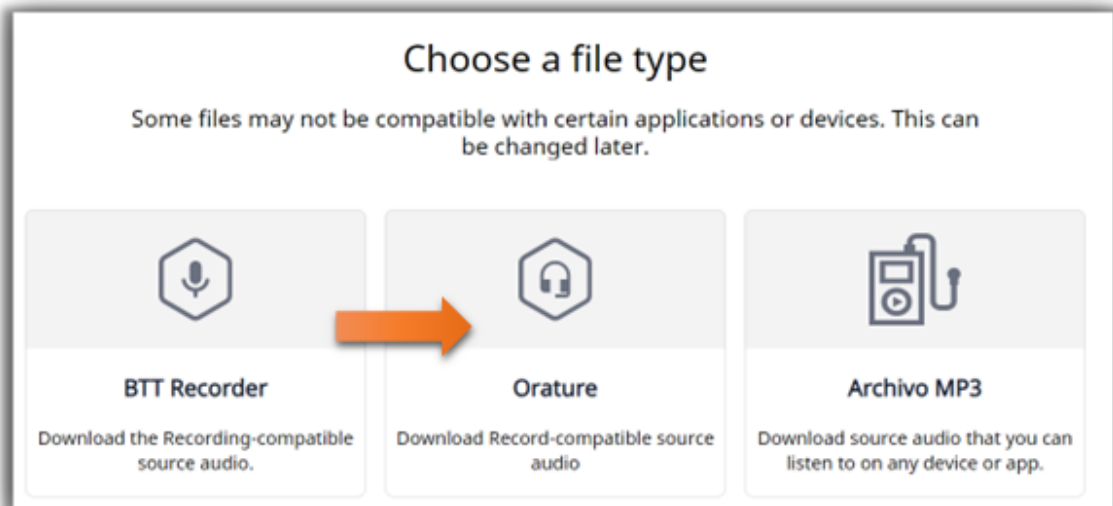
English
English
En

ગુજરાતી
Gujarati
Gu

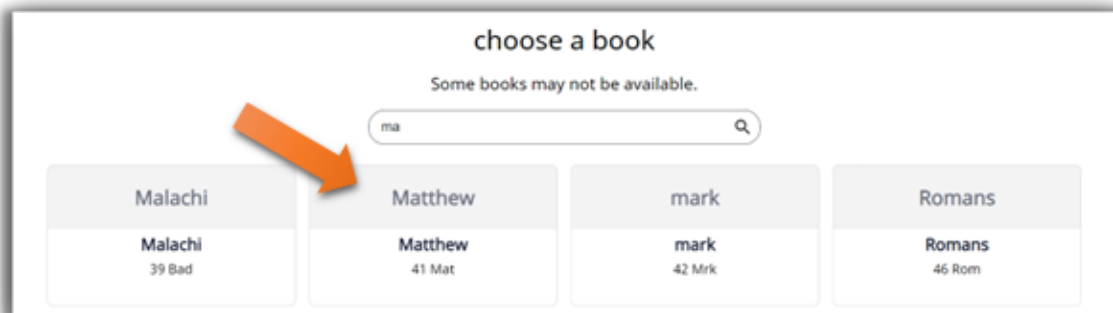
हिन्दी
Hindi
Hi

Bahasa Indonesia
Indonesian
Id

8. Then, choose the **Orature** format:



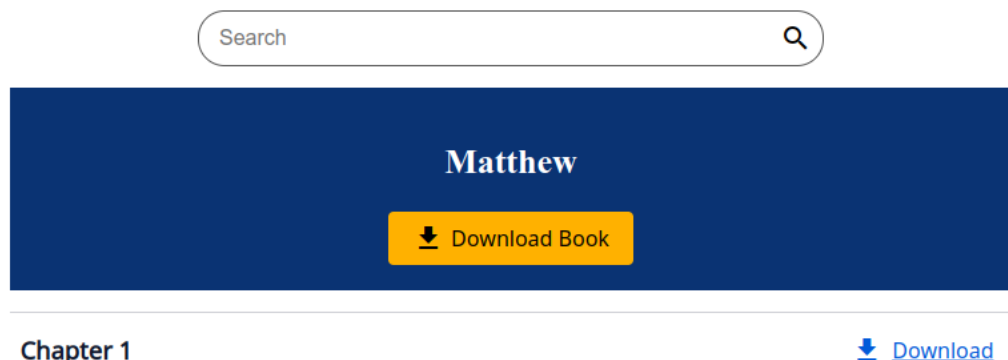
9. Next, we choose the book we want:



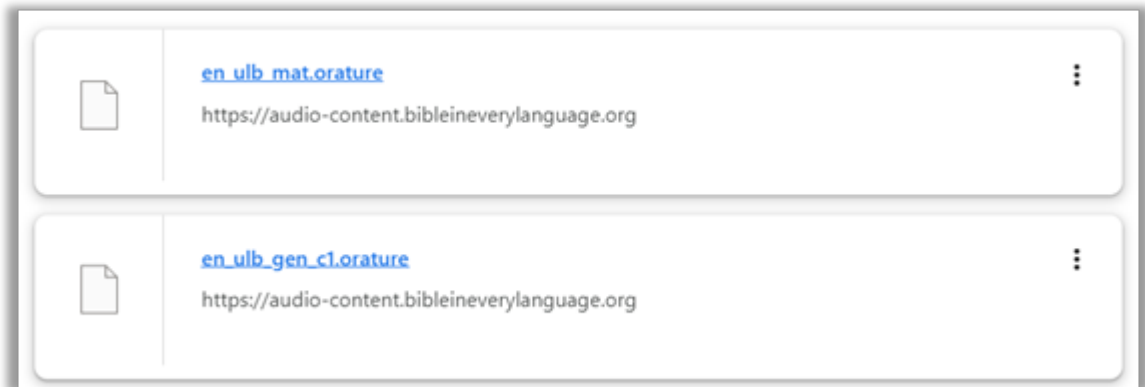
10. Finally, we need to decide whether to download the whole book, or just one chapter. This choice will depend upon the speed of the translation work, the speed of the Internet connection, and so on.

Download Source Audio

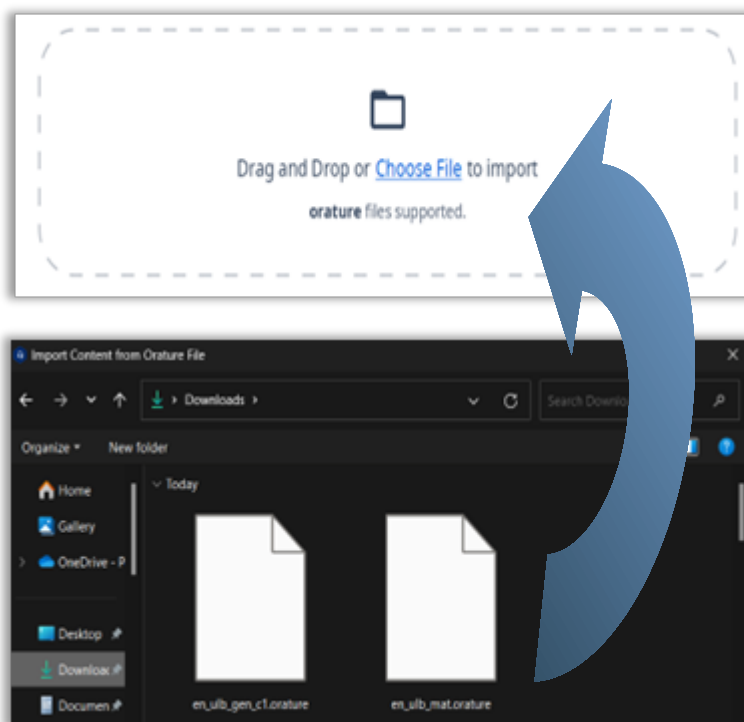
You may download source audio one chapter at a time or you can download the entire book at once. Some chapters may be missing.



11. When you click on **Download Book** or the **Download** link for a chapter, the file will begin to download. You will have to wait and then look for it in your **Downloads** folder.



12. Back in the **Orature** program you can either click on **Choose File** to open a **Standard File Picker**, or you can drag the downloaded file into the **Orature** window.



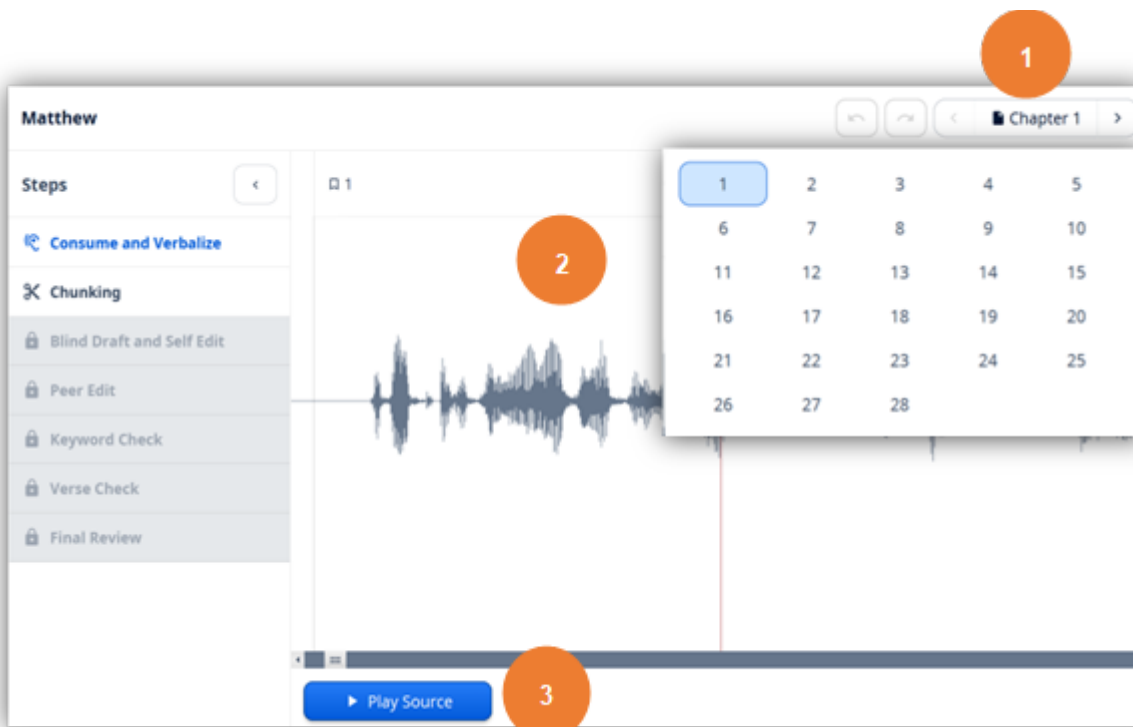
13. After loading the audio resource, we will be able to start the translation process, applying the 8 steps of the **MAST** method.



MAST 8 Steps in Orature

Step 1 and 2 Consume and Verbalize

In the first step of the process, the person should listen to the entire chapter or verses assigned to be translated and try to understand the meaning and main point of the chapter.



1. An option that allows us to display the *chapter selection panel* or to advance between chapters.
2. **Chapter Selection Panel:** This allows us to select the assigned chapter for translation.
3. **Play Source:** After selecting a chapter, this option allows us to play the audio in the source language.

Step 3 Chunking

In the third **MAST** step, the source audio from the Scriptures is divided into small parts. In each unit, the translator should include as much of the audio as they can remember while ensuring that their breathing, tone of voice, and speaking ability are not affected.



1. **Add Chunk:** This option allows us to add a marker above the timeline and audio to define the amount of sound that makes up a chunk.
2. **Scroll Panel:** Allows us to move between the created chunks and replay the source audio.
3. **Chunk Mark:** Each time we press **Add Chunk**, a mark like this will be added with a related number indicating the number of chunks.
4. **Guide Line:** It indicates where the audio is currently playing and where the chunk mark would be added. (Red Line)
5. **Source Audio:** Shows a wave form for the source audio.
6. **Chunk Handle:** This option allows us to move a created chunk to the left or right if we want to increase or decrease its range.

Steps 4 and 5 Blind Draft and Self Edit

In this step, we start by recording the translation in the target language. For each Chunk, you can do several takes, and after reviewing, we can select the best one. You should check clarity, accuracy, fluency, key terms, and whether the verse is complete according to the source audio.

The image illustrates the 'Blind Draft and Self Edit' process through three sequential screenshots of a software interface, with orange circles and arrows highlighting key UI elements:

- 1:** A list of steps (1-11) on the left sidebar, with step 1 highlighted.
- 2:** A blue button labeled 'New Recording' at the bottom of the interface.
- 3:** A dark button labeled 'Pause' at the bottom of the interface.
- 4:** A blue button labeled 'Resume' at the bottom of the interface.
- 5:** A large audio waveform visualization in the center of the interface.
- 6:** A play button icon for 'Source Audio' at the top right.
- 7:** A play button icon for 'Take 2' in the 'Best Take' section.
- 8:** A play button icon for 'Take 1' in the 'Available Takes' section.

1. **Chunks Created Panel:** Allows us to visualize how many chunks we have created per chapter. Remember that the number of chunks depends on the translator's capacity; there is no specific number.
2. **New Recording:** Allows us to start recording the selected chunk and sends us to the recording screen.
3. **Recording Panel:** Allows us to observe the amount of recorded information in time.
4. **Bottom Panel:** When we click on *New Recording* (Step 2, above) the bottom panel changes to a *Pause* button (as seen near ③). Once we click on *Pause* it changes again. **Resume** will continue the recording in the same file, **Save** will save and end the take where we have paused, and **Cancel** will stop recording without saving the take.
5. **dB Meter:** Shows how loudly we are speaking. **Green** is an acceptable volume, **Orange** is dangerous, and **Red** will record distorted audio.
6. **Play Chunk with Variable Speed:** This allows us to listen to the source audio; if the source audio is hard to understand because it is too fast or too slow, we can change it with this option.
7. **Favorite Marker:** The most recent take will automatically be labeled as favorite. If you prefer a different take, you can mark it by clicking here.
8. **Delete Take:** With this option, we can delete the recording. We must do this with great care because a recording cannot be recovered if it is deleted.



MAST Steps – Checking

Step 6: Peer Edit

With the help of someone else, another team member will listen to our draft, ask us questions about it, compare it to the **source text**, and offer suggestions for edits and ways to improve it. The peer reviewer should look at things like these: is there anything missing in the translation? Is the translation natural? Is it clear and understandable? Is it accurate? Is everything communicated in the source text present in the translation? Is there consistent use of important terms?



1. **Source Text:** This option allows us to read the text while listening to the translation to verify that nothing is missing.
2. **Play:** Allows us to play the recorded translation.
3. **Confirm:** This allows us to confirm that the recording is correct.
4. **Record:** This allows us to re-record in case we have found an error or something is missing in the translation.

Step 7: Keyword Check

In this step, after the previous verification, we look for the **key terms** in the translation resources we have. We must check in more detail that none of them are missing in our recording, that all the important concepts are there, and that the words are adequate to convey the meaning.

Remember that the key terms should be checked in **Step 5: Self Edit** and **Step 6: Peer Edit** before coming to this step.

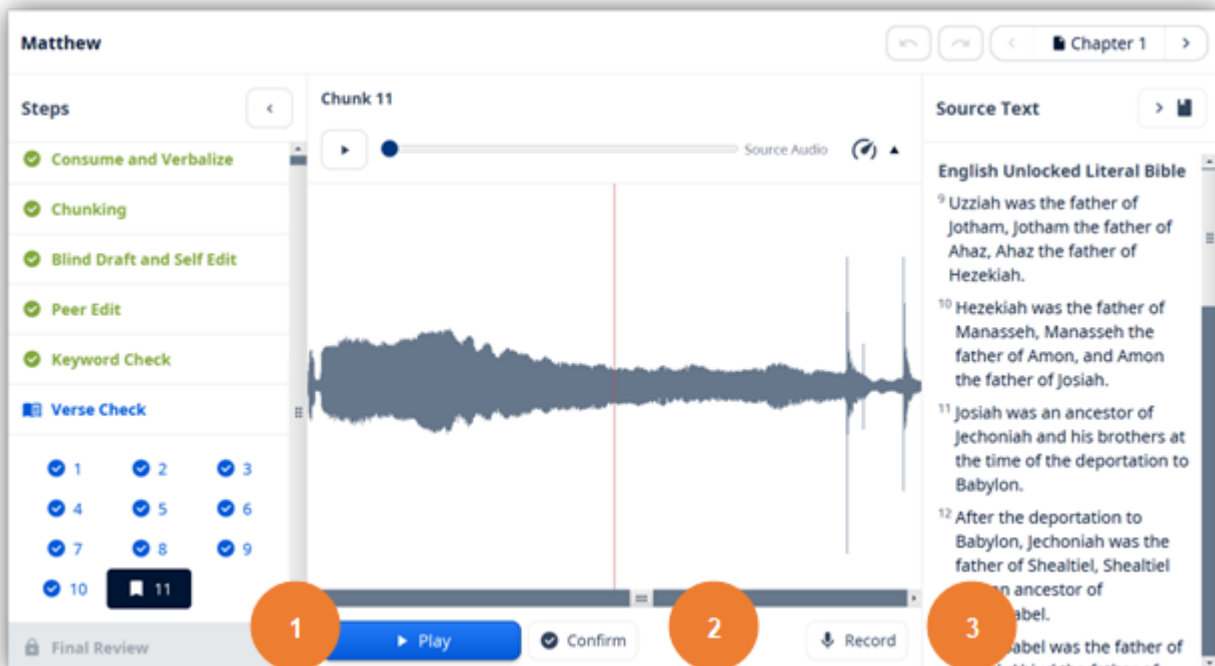


1. **Source Text:** This option allows us to read the text while listening to the translation to verify that nothing is missing.
2. **Play:** Allows us to play the recorded translation.
3. **Confirm:** This allows us to confirm that the recording is correct.
4. **Record:** This allows us to re-record in case we need to find an error or something is missing in the translation.

Step 8: Verse-by-Verse Check

This step requires three people: the translator and two partners. One of the partners can translate the passage from the native language into the source text language. The second person must have good knowledge of the source text language. The translator will reproduce the translation chunk by chunk.

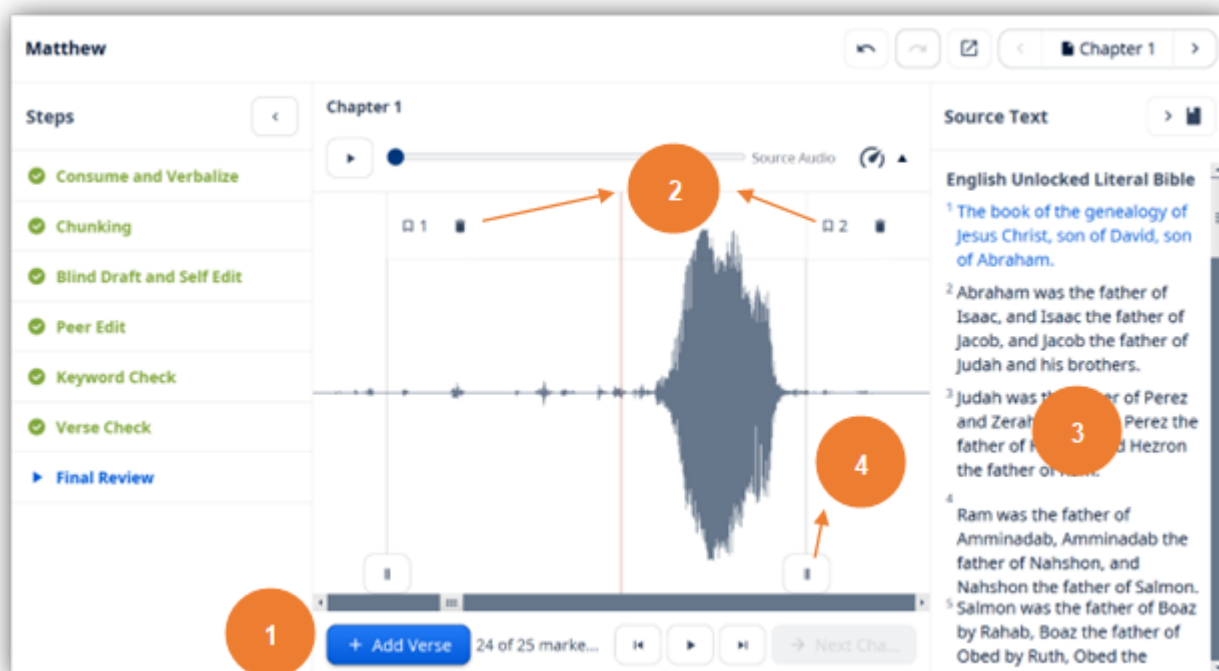
Without using other resources, one partner must listen to the translation in the mother tongue and, chunk by chunk, verbally translate from the mother tongue to the source text language. The third partner will listen to the verbal translation (back translation) and compare it to the source text. The two partners can suggest edits where appropriate.



1. **Play:** Allows us to play the recorded translation.
2. **Confirm:** This allows us to confirm that the recording is correct.
3. **Record:** This allows us to re-record in case we find an error or something is missing in the translation.

Final Review

At this last step, we must be sure and have verified in the previous step that the recording is correct. In this step, we will only place the marks where each verse that appears in the source text begins. We must verify in the translation if all the verses are there. When all the marks are correctly placed, we will have the option to move on to the next chapter.



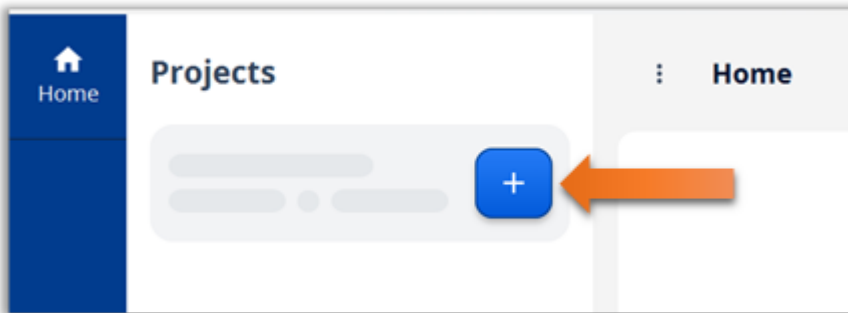
1. **Add Verse:** This option allows us to add a mark to indicate the beginning of a verse. Verse marks should be placed according to where they are in the source.
2. **Verse Marks:** Indicate where a verse starts and is numbered sequentially.
3. **Source Text:** Serves as a guide to identify where each verse begins and ends and should be the same as the translation.
4. **Chunk Handle:** This allows us to modify the start or end of a chunk; we can move it to the left or right.



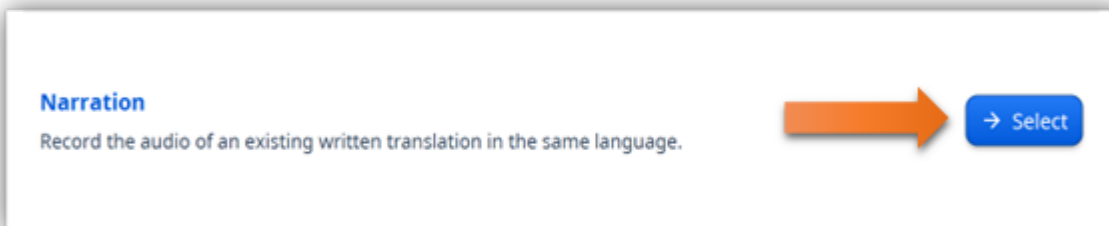
Orature Recording Modes - Narration

For recording the audio of an **existing written translation** in the same language. The translators perform the 8 MAST steps during the translation process, but the recording takes place after the translation has been approved.

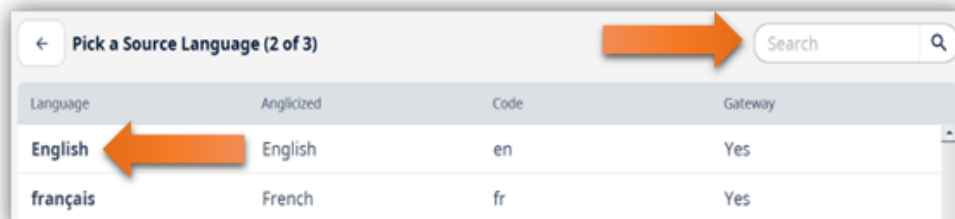
1. Click on the plus sign on the Orature home page in the blue box in the upper left corner.



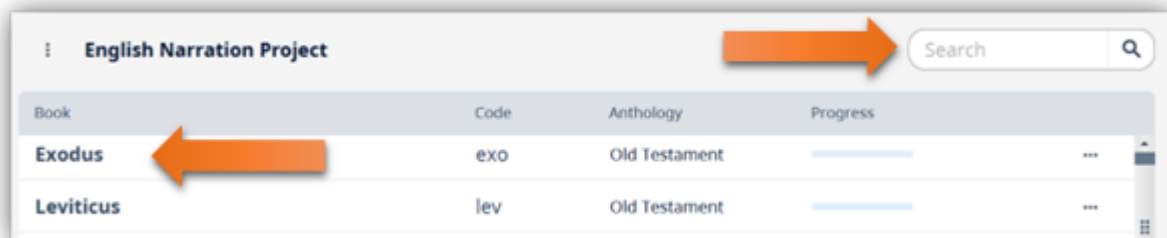
2. Find the Narration Mode and click on Select.



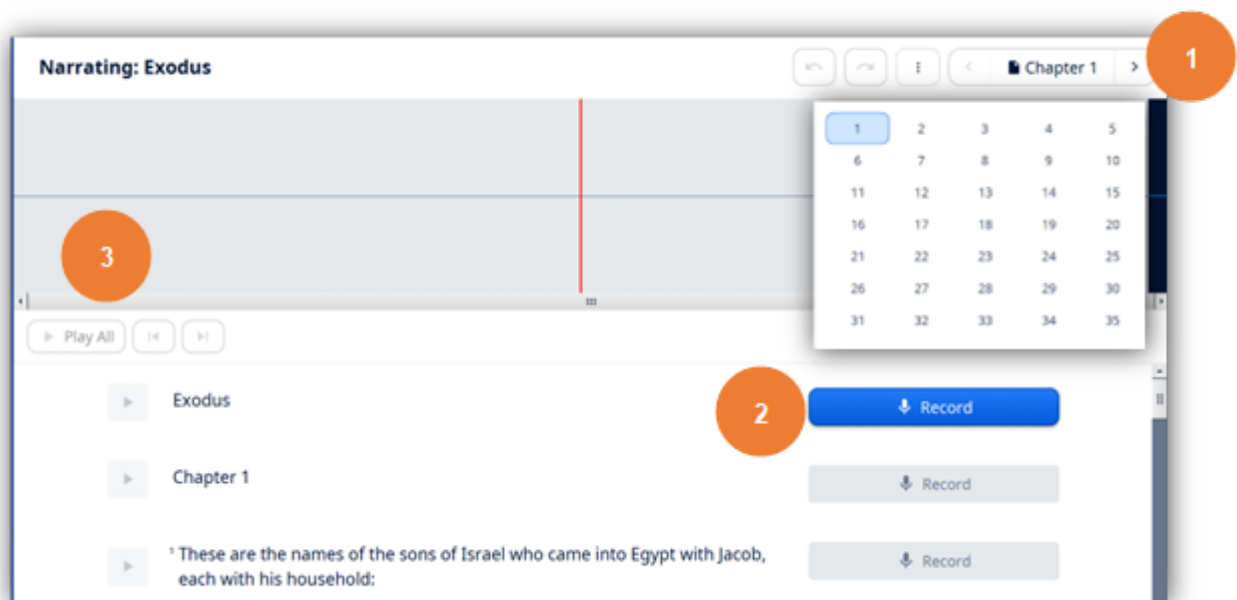
3. Select the language. This will serve as a reading resource to develop the narration correctly. You can search for it in the list or type the code of the language in the search box.



- Now, you must select the book to work on; the project manager will provide this information. You can search for it in the list or type the name of the book in the search box.

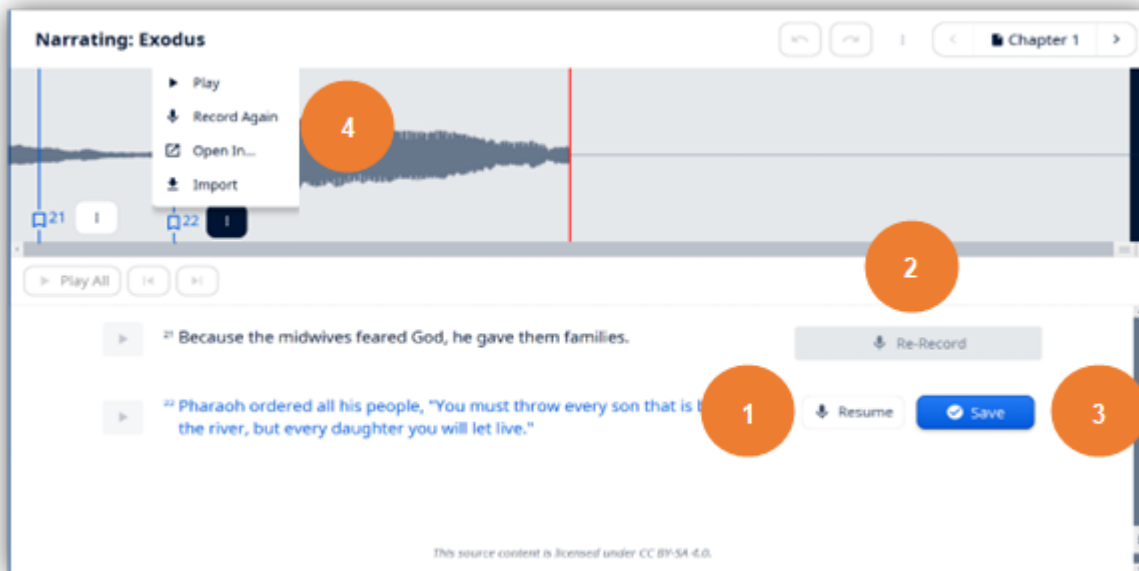


- In the narration screen we have different options to record correctly:



- Chapter selection panel:** This panel allows us to select the chapter we will start working on or continue working on.
- Record** allows us to start recording.
- Playback panel.

6. When you press Record, different options will appear that you should be aware of:



1. **Resume:** When we pause while recording, this option allows us to continue recording.
2. **Re-record:** This option allows us to re-record but overwrite the previous recording.
3. **Save:** This option saves the recording we have made.
4. **Options Menu:**
 1. **Play:** Plays audio of the selected verse.
 2. **Record Again:** Gives us the option to re-record the audio of the selected verse.
 3. **Open in:** Opens the Ocenaudio¹² editing program to edit the recorded audio.
 4. **Import:** This option imports an audio file to the selected verse. The file can be in *WAV, *MP3, or *PCM format, and it will replace the current one.

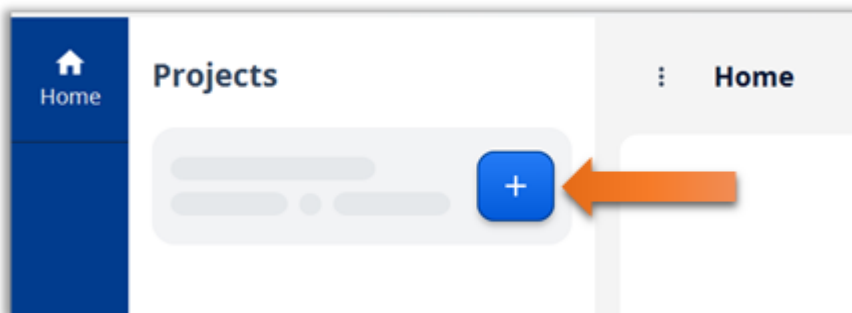
¹² Or the audio editing program you have selected in the settings



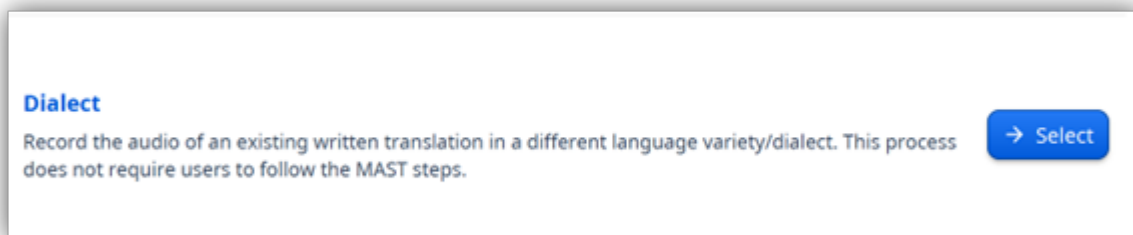
Orature Recording Modes - Dialect

Record the audio of an existing written translation in a different language variety/dialect. This process **does not** require users to follow the MAST steps.

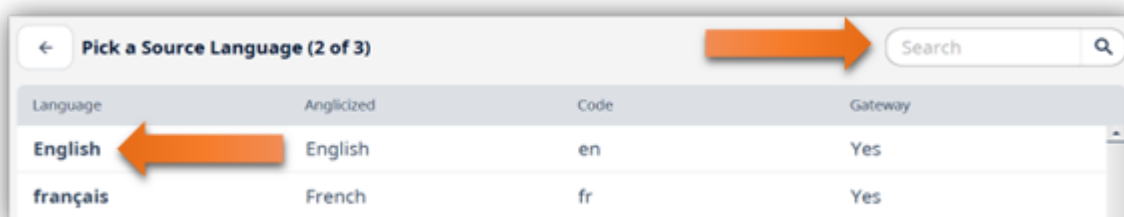
1. Click on the plus sign on the Orature home page in the blue box in the upper left corner.



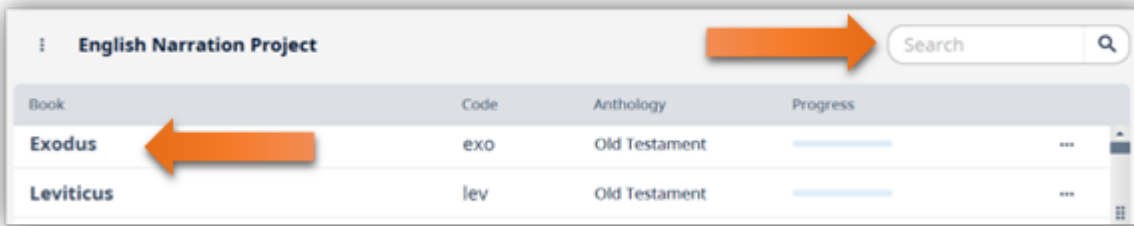
2. In our three recording options, we select Dialect by left-clicking on "Select."



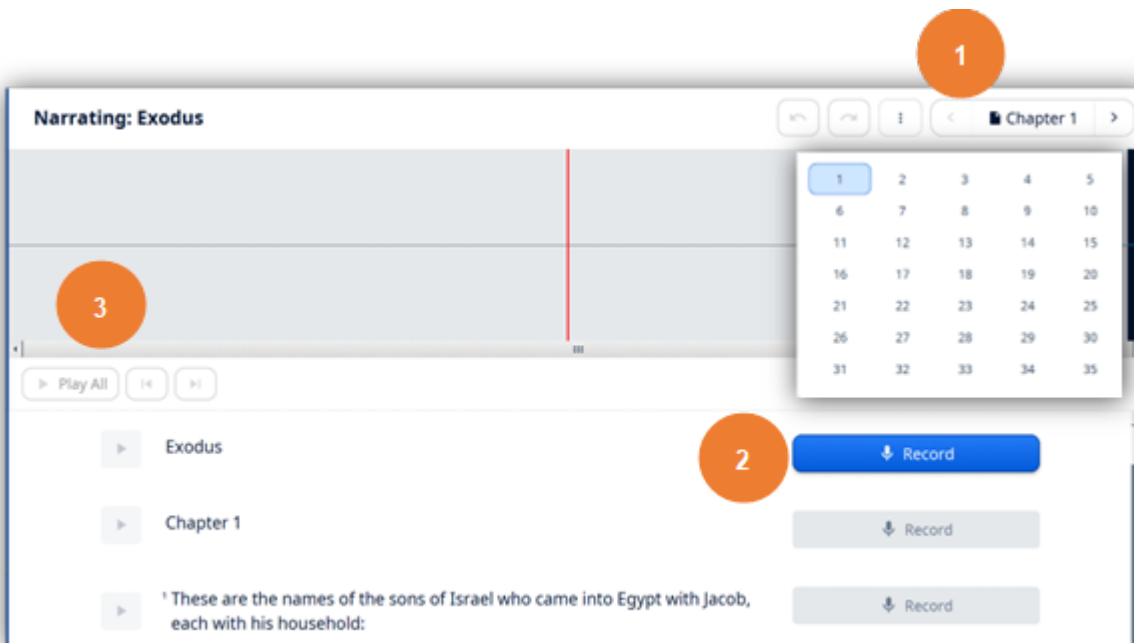
3. Select the language. This will serve as a reading resource to develop the narration correctly. You can search for it in the list or type the code of the language in the search box.



4. Now, select the book to work on. The **project manager** will provide this information. You can search for the book in the list or type the name in the search box.

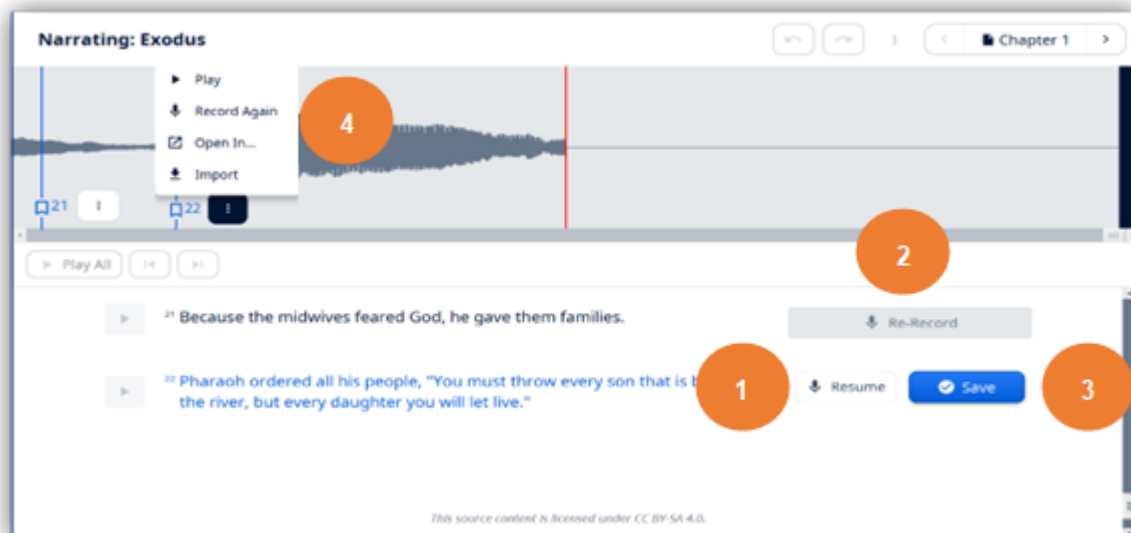


5. On the narration screen, we have different options to develop the narration correctly:



1. Chapter selection panel that allows us to select the chapter we will start working on or continue working with.
2. Record allows us to start recording.
3. Playback panel.

5. When you press Record, you will see different options that you should know about:



1. **Resume**: when we pause while recording, this option allows us to continue recording.
2. **Re-record**: this option allows us to re-record but overwrite the previous recording.
3. **Save**: this option saves the recording we have made.
4. **Options** menu:
 1. **Play**: Plays audio of the selected verse.
 2. **Record Again**: Gives us the option to re-record the audio of the selected verse.
 3. **Open in**: Opens the Ocenaudio¹³ editing program to edit the recorded audio.
 4. **Import**: This option imports to the selected verse an audio file in *WAV, *MP3, *PCM format, which will replace the current one.

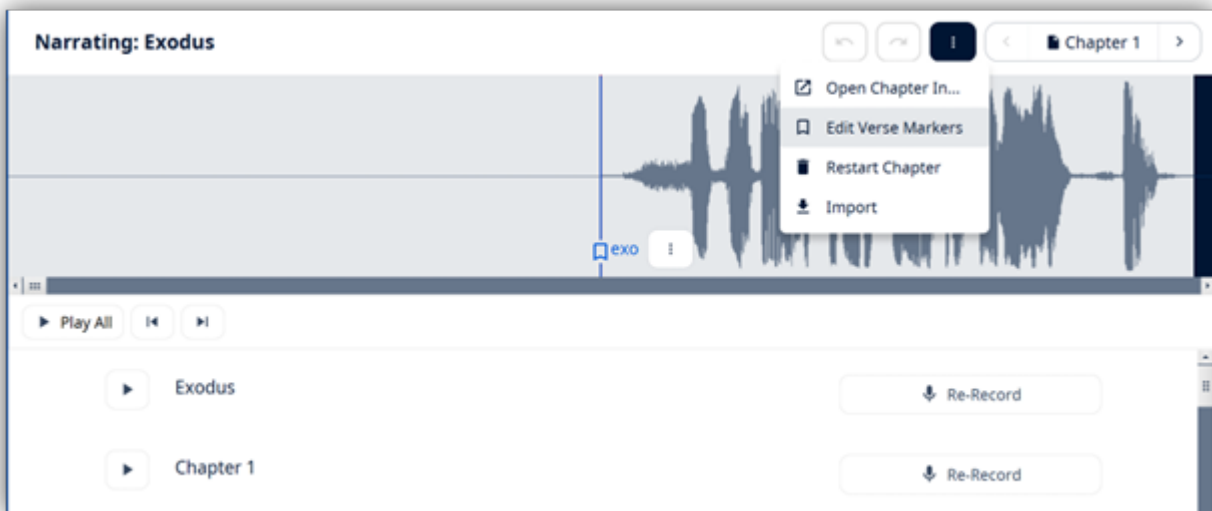
13 Or the audio editing program you have selected in the settings



Edit Verse Markers

Orature provides a user-friendly interface for editing verse markers in **Narration Mode**.

1. Click on the three dots next to the chapter selection box and select Edit Verse Markers.



2. The screen that appears gives us multiple options:

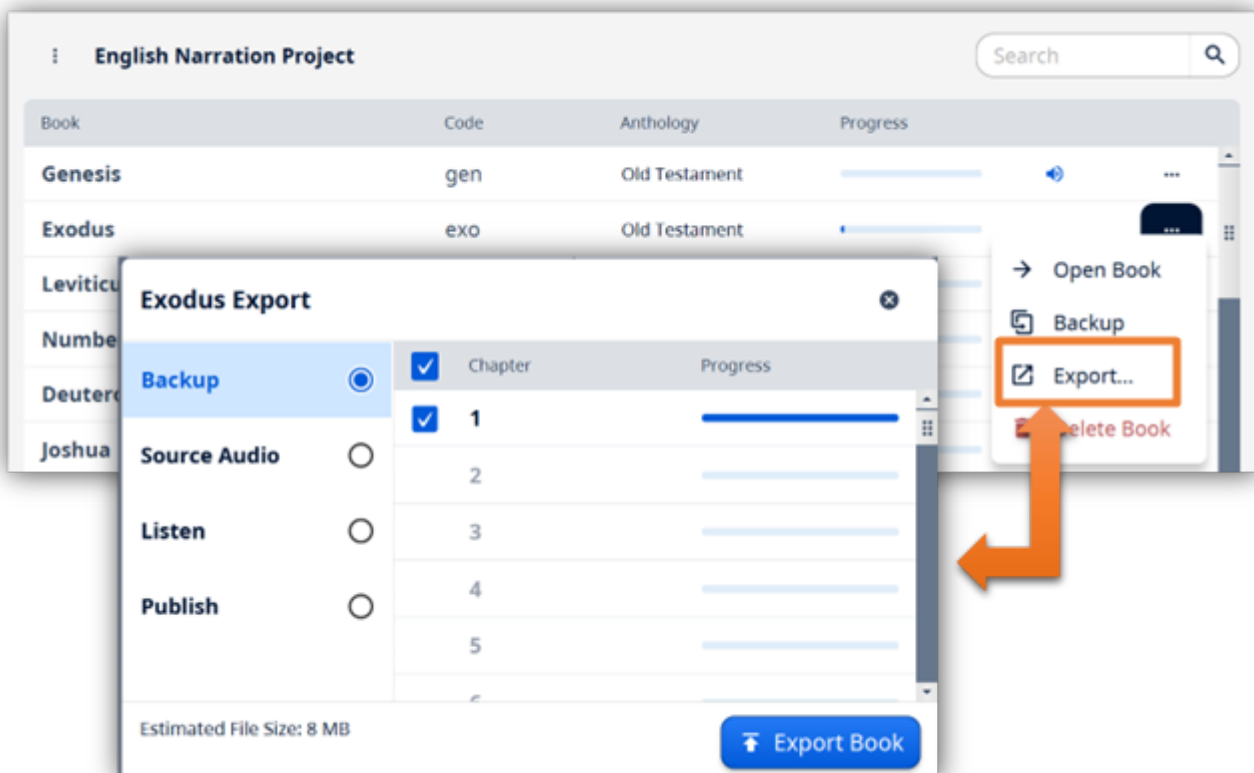


1. **Source Language:** We can read the resource to know precisely where the verse begins and where it ends.
2. **Playback Panel:** With these options, we can play the audio while reading the resource and fast-forward between verse marks.
3. **Undo and Redo:** It allows us to redo or undo an action to correct actions in case of mistakes in the edition of marks.
4. **Mark Identifier:** This identifies the number of marks we have in the chapter we are working on. By moving it, we can edit the beginning or end of the recording according to the resource. By clicking on continue, we confirm that all the work has been done and that the narration is correctly marked with the verses.



Export Options

Orature allows us to export the information of our translation project to make a backup and not lose the information in case of damage, loss, or any other reason.



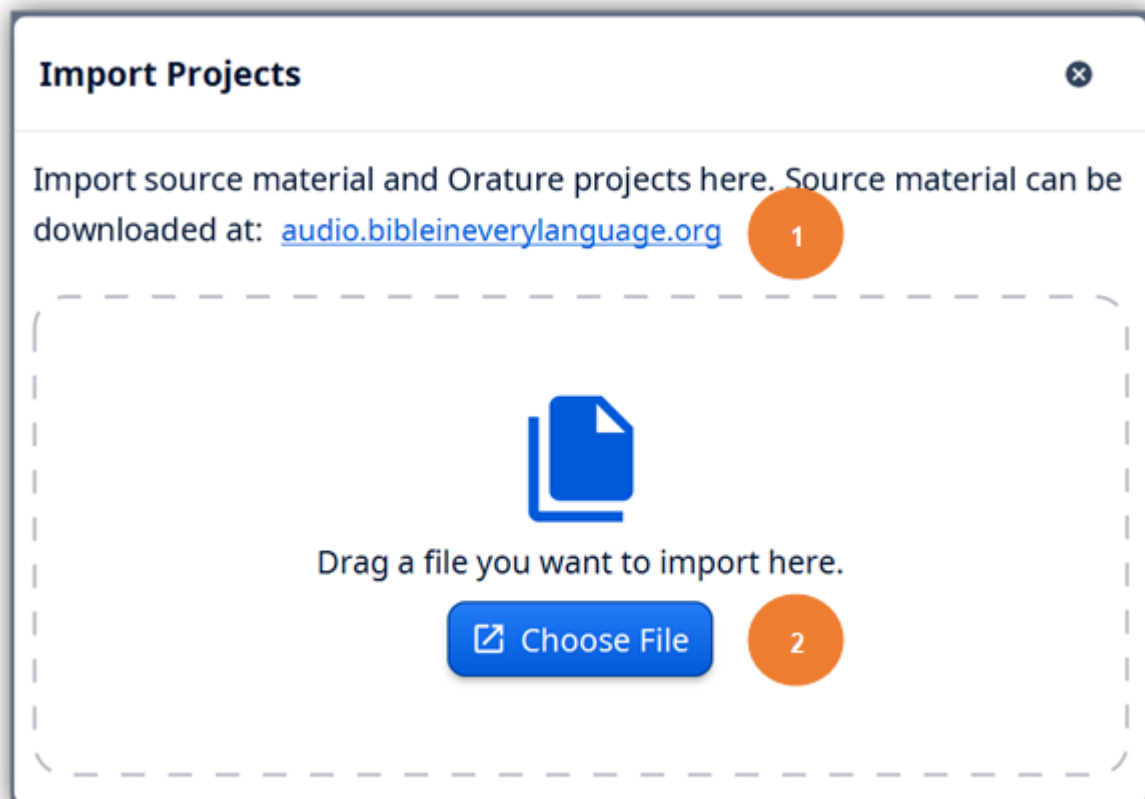
1. **Backup**: Creates an **.orature** file to save locally, USB or any storage device.
2. **Source Audio**: Creates an **.orature** file that serves as **Source Audio** for other collaborators on a laptop upon import.
3. **Listen***: Creates an **.MP3** file to play on your laptop or audio devices.
4. **Publish***: Creates a file designed to be published.

*Note: At this moment both Listen and Publish create an MP3 File.



Import Options

This option allows us to import resources from the web as audio projects from audio.bibleineverylanguage.org



1. The link allows us to download resources from the web. These serve as Audio Sources in the oral translation process (See oral translation process).
2. **Choose File:** This opens a window that allows us to search in our laptop or external storage unit files for the work of translation and narration. This means that you can download a source file once and share it locally with a team.



Lab 68: Orature Overview

1. What are the three Translation Modes in Orature?

2. What is the main difference between Dialect Mode and Oral Translation Mode?

3. What is the function of the Import and Export options in Orature?

4. What is the function of Narration Mode?

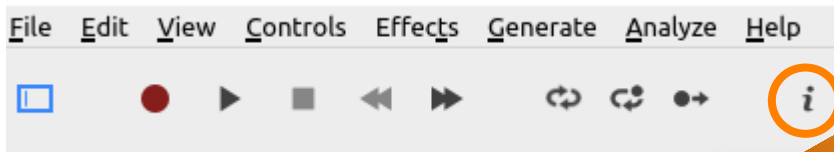
5. What information should I have before I start a Translation or Narration project, and where should I get it from?



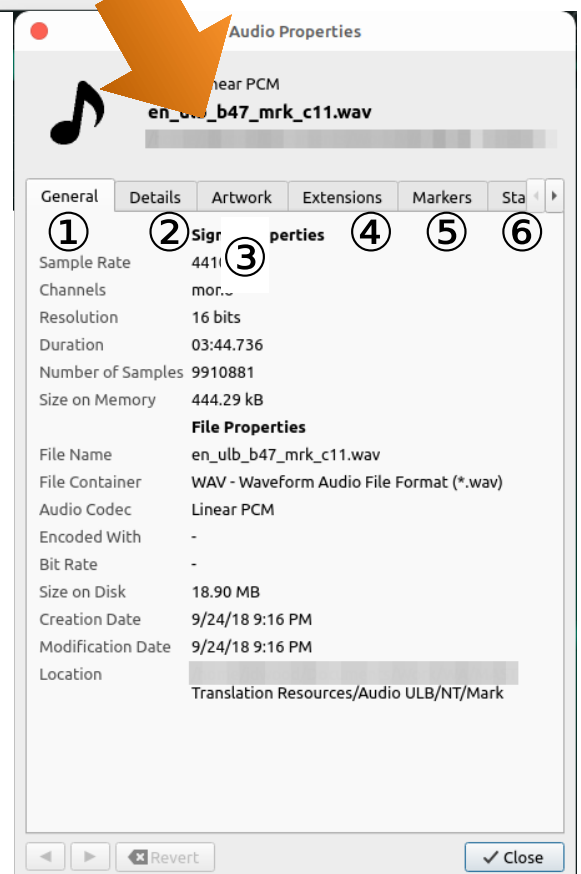
Recording and Editing Audio

Info Button

In Ocenaudio, we have different resources to edit our recordings. An essential resource is the **Info** button. This provides us with important information about the recorded audio, but it is recommended not to make any changes if you do not have previous knowledge of audio editing.



1. **General:** This section shows data that is important to consider for good-quality audio. It cannot be changed.
2. **Details:** Allows us to add tag information to our audio. (Artist, composer...)
3. **Artwork:** Allows us to add a cover image for the audio.
4. **Extensions:** This option shows whether the audio uses meta-data chunks with the BEXT or CART standards.
5. **Markers:** Shows any markers in the file. In our case, these would be chunk or verse markers.

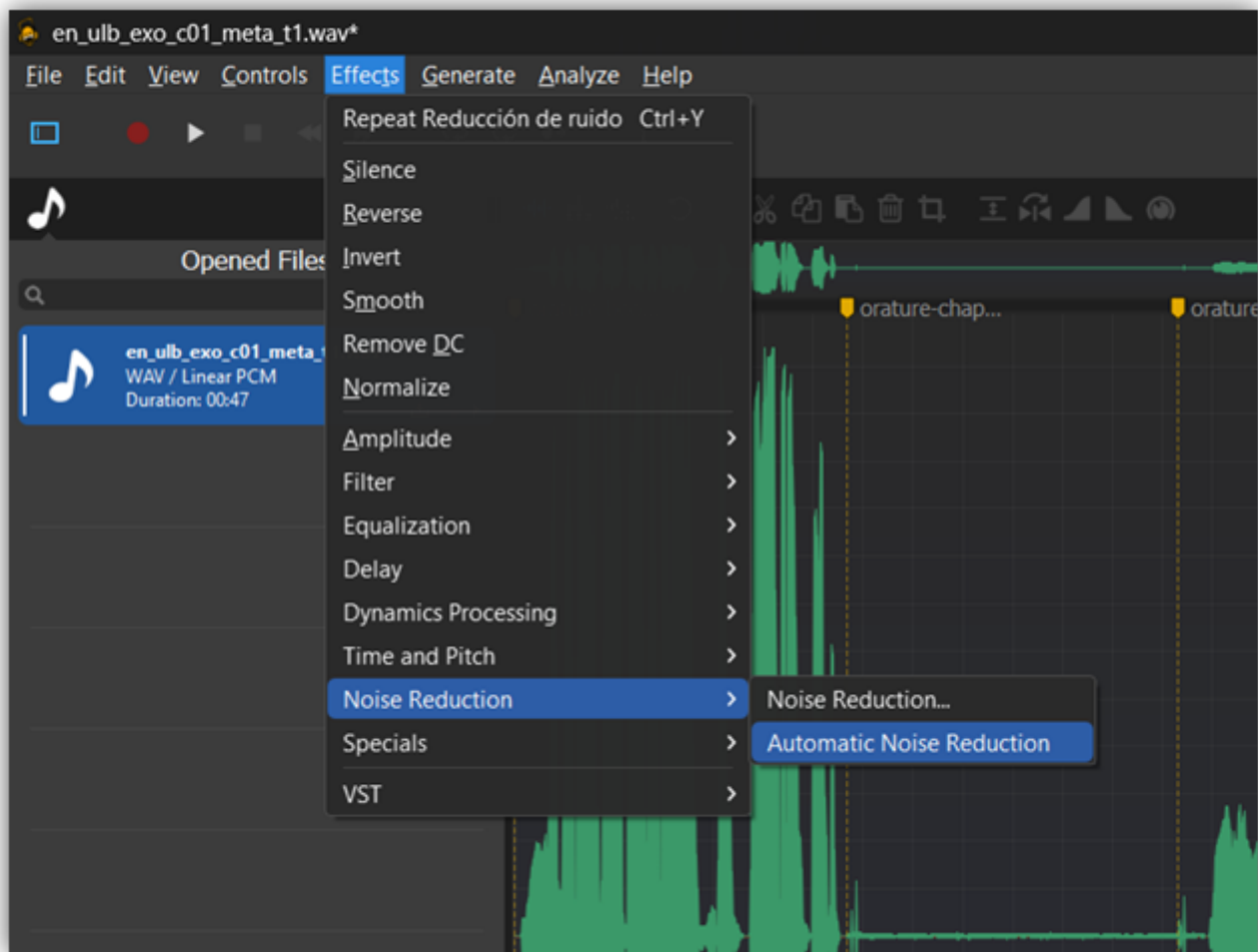


6. **Statistics:** This shows us technical content about the audio; it is recommended only to make changes if you know the functions.



Noise Reduction

Another tool that **Ocenaudio** offers us and that we should use every time we record is automatic noise reduction. This allows our audio to be cleaner and not be as affected by the noise of the environment where we record.





Recommendations for Recording and Editing Audio in Ocenaudio

1. Basic knowledge of audio editing is necessary; if you do not have it, avoid making changes that may damage all the work done.
2. **WAV** is always the recommended format for exporting or saving locally since it stores more information about the audio file.
3. At this moment, the only program linked to the editing of our audio project is Ocenaudio. Many others programs offer editing options, but Orature works well with this one.¹⁴
4. When exporting an audio file that has already been edited, it is always essential to make an extra backup in Box, Google Drive, or any other cloud storage to avoid losing the information.
5. We don't need to edit the audio as much if we follow the recommendations for recording distance, tone, place, and other tips for a quality recording.
6. We recommend leaving a space between the verses when recording. The recommended time is 1 to 2 seconds to allow for editing markers, audio, and other details.

¹⁴ Note especially that Audacity has a save format that complicates the process.



Playback

Mp3 Audio Player



There are many options for playing back audio. In some places, phones (even if they aren't "smart" phones) can be used for playback and distribution. In other areas, a special-purpose MP3 players can be helpful. The players from MEGAVOICE and KULUMI support switching from chapter to chapter, book to book, volume adjustment, etc., and some models can be charged by solar energy.

If your team has the knowledge and resources, you can also make a website to play the audio, make videos for YouTube, etc.

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