



BTT Written 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.



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.



COMMUNICATION



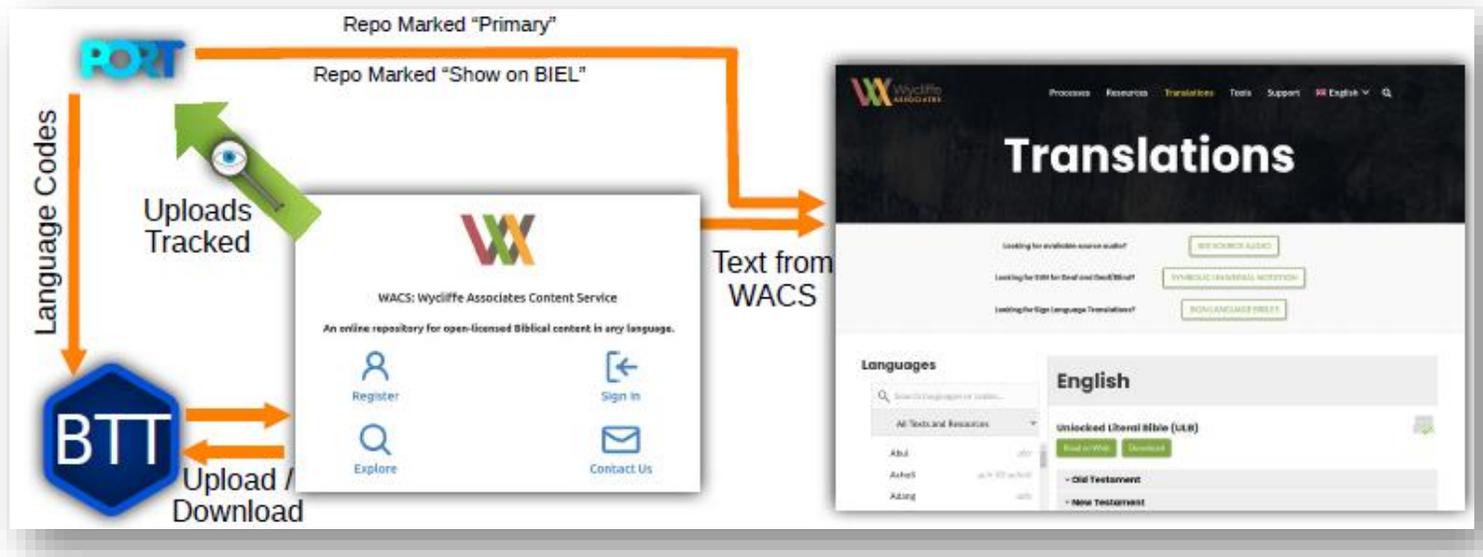
The best way to communicate with us is by email.

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>



WACS ↔ PORT ↔ BIEL

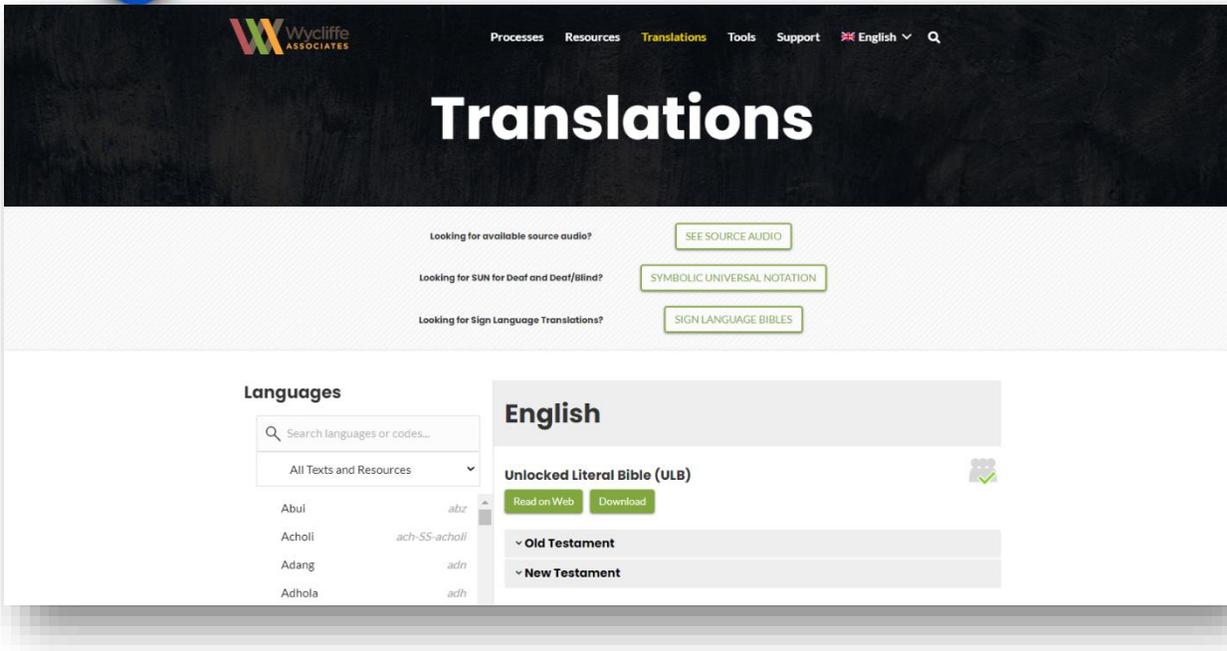
How do these three websites interact?



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.



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**.



WACS



The Wycliffe Associates Content Server is where translation projects are sent for safekeeping (and to appear on **BIEL**). Anyone can open an account on **WACS**.

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:

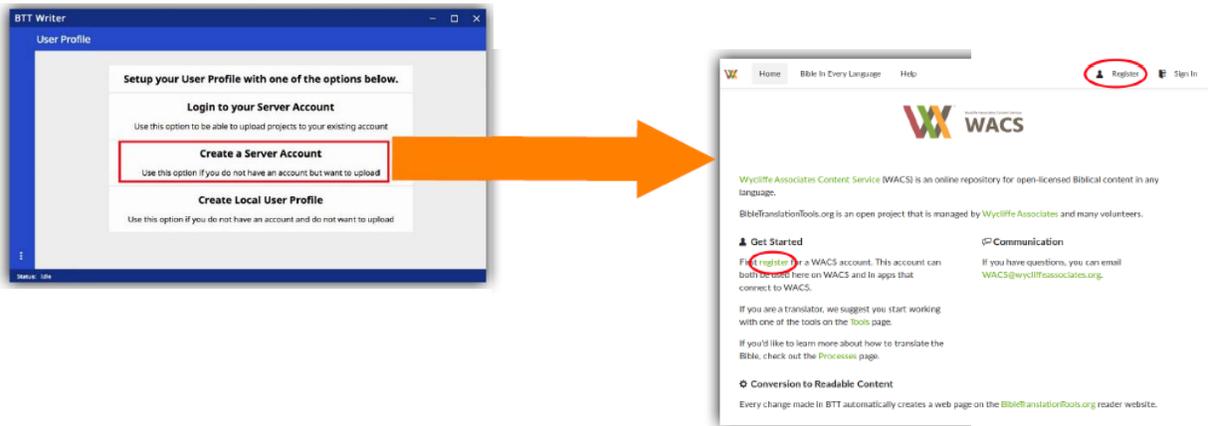
- Name of the User
- Email address of the User
- **WACS** Username
- Languages and Repos they will be uploading, or Project Manager / Regional Director to whom they report.





WACS

An account for **WACS** can be created by going to <https://wacs.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.

To create an account on **WACS**, either go to <https://wacs.bibletranslationtools.org>, or click on **Create a Server Account** in **BTT-Writer**. Either way, you will find yourself on the page shown in the screen shot.

When you click **Register**, you will be taken to a page where you will need to choose a user name, enter your email.



WACS

The Username will be included with anything you upload to WACS, and also anything edited in BTT-Writer while you are logged in.

Only one account per email address! 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 (!@#\$%^&*)

Lost passwords can be recovered under “Sign In” menu.

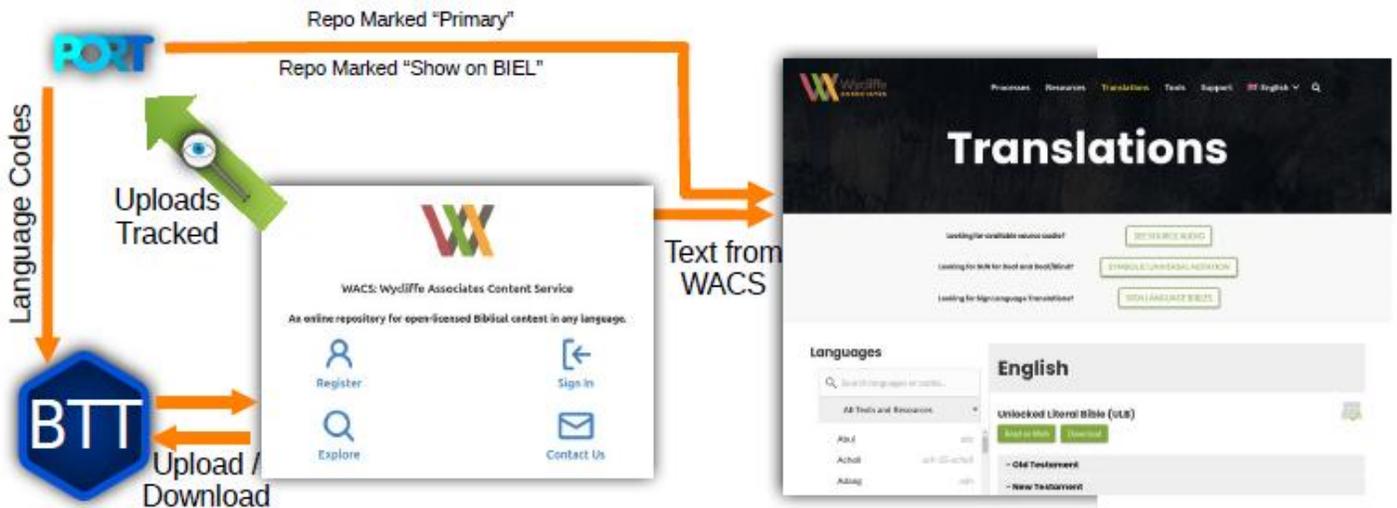
If you need to hide your name, make sure to use a pseudonym. A pseudonym is just a nick-name or fake name that will identify you to your team members, but not to people outside. You do need a valid email address, because you will receive an email to authorize creation of the account. Only one account can be created on **WACS** for each email address.

The password must be a safe one: complex enough to be difficult to guess. If you forget your password, you can change it under.



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 Project 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.



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 offline, 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

BTT-Writer can be downloaded by visiting
<https://bibletranslationtools.org/writer>.



The latest version can also be downloaded from
<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.

These programs can also generally be downloaded from
<https://basictranslationtools.org>.



Basic Translation Tools

Basic Translation Tools

App Downloads

BTT Orature	BTT Writer	BTT Exchanger	BTT USFM Converter
v1.9.1	v1.3.1+17	1.3.1	v1.1.1
Download	Download	Download	Download
Download	Download	Download	Download
Download	Download	Download	Download
	Download		

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



Installing BTT-Writer

Asset	File Name	Installation Instructions	QR Code
BTT-Writer	linux-x64.zip	https://youtu.be/8cj7lwvc20c	Yes
BTT-Writer	osx-x64.zip	https://youtu.be/Z2mv1uIAE6o	Yes
BTT-Writer	win-x32.exe	Installing on macOS	Yes
BTT-Writer	win-x64.exe	https://youtu.be/UbX-MIRks6c	Yes
Source code	(zip)	Installing on Windows	Yes
Source code	(tar.gz)		

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 opensource **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.

Currently, macOS and Linux also need a custom .ssh/config file.

What does BTT-Writer cost? \$0

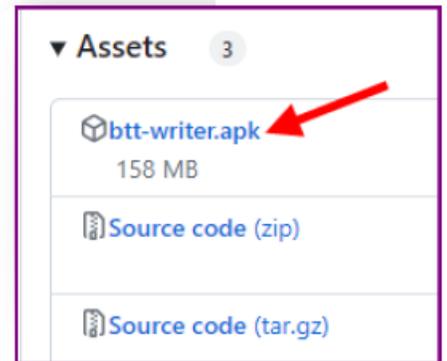
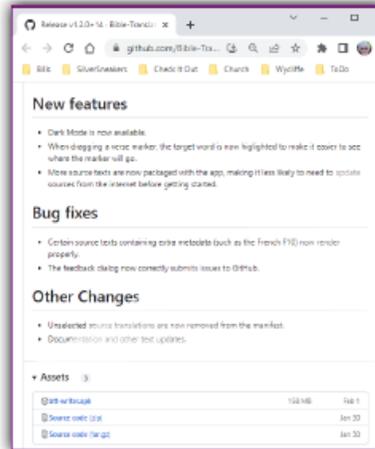
- All of the software we make or recommend is free software. Most of it is **Open-Source** software, which means it will always continue to be free.
- Do not steal software. Do not pirate software. Do not buy software from the guy down in the market who sells it cheap.
- Not only will you be breaking God's law, you will make your computer more vulnerable to viruses.
- There is software that does what you need that is available for free, without stealing from the programmer.



Installing BTT-Writer for Android

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

BTT-Writer for Android is downloaded separately. You have to open the .apk file to install.



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.

Download the .apk from **Github** and install that.

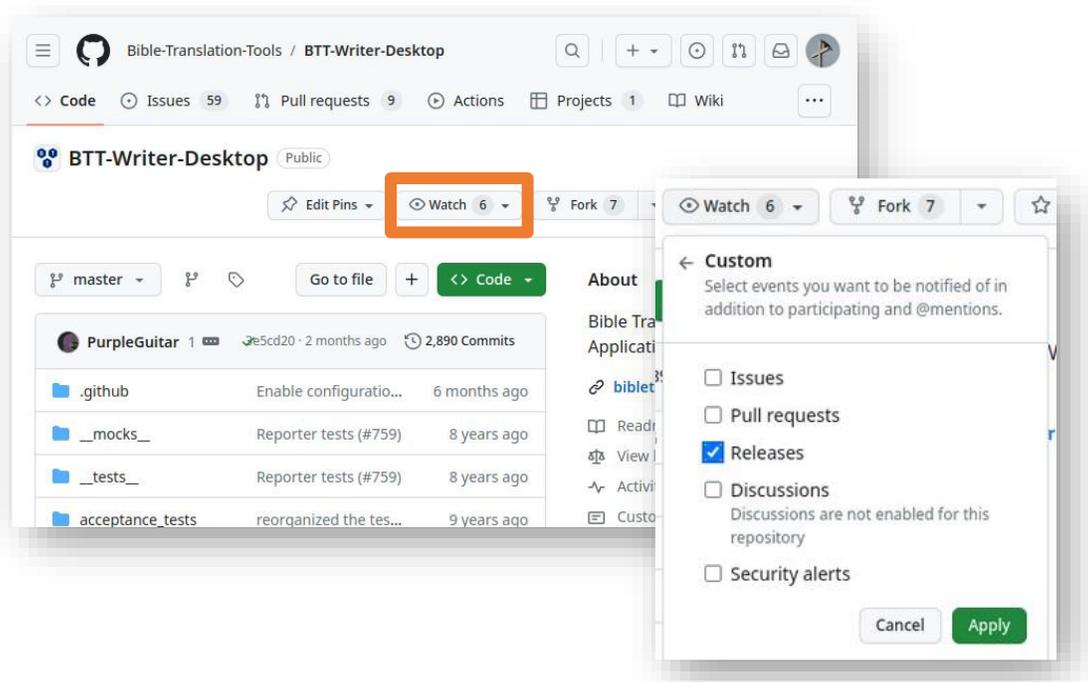
There is no version of **BTT-Writer** for iOS (iPhone or iPad).



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.



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.



How Do I Use BTT-Writer?

Full documentation for using BTT-Writer can be found at

<https://btt-writer.readthedocs.io/>



In addition, we have many videos to help on the MAST Tech Talk channel on YouTube:

<https://www.youtube.com/@masttechtalk1916>

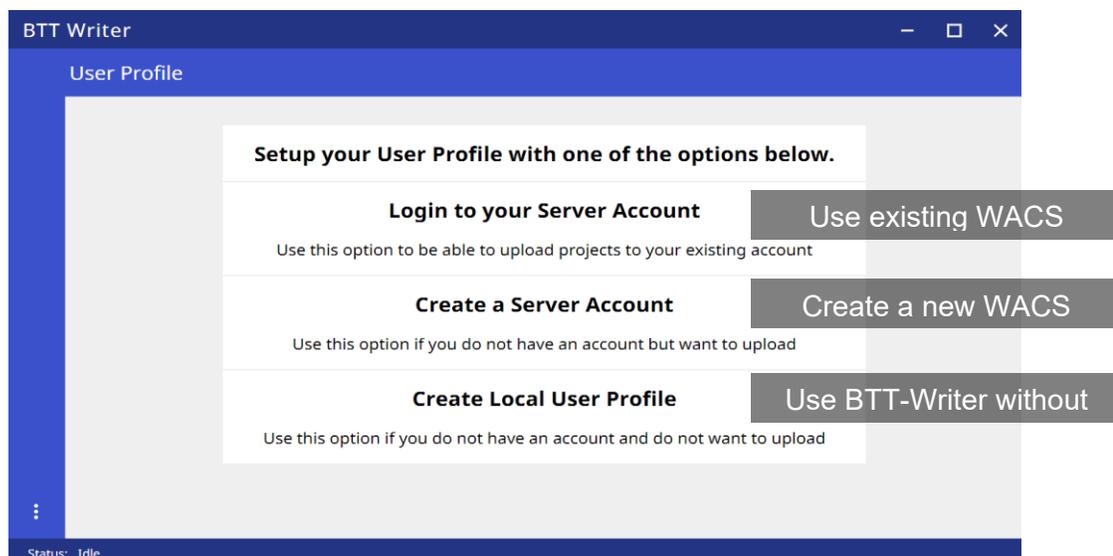
Finally, we have many helps at <https://techadvancement.com>

We also have an active help community on Telegram.





“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.



Important Agreements: CC BY-SA



CC BY-SA License



Video #2 Getting Started in BTT Writer for Desktop

<https://youtu.be/SXsBXM8>

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

<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 available **for free**. There are two 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.
3. The licensor cannot take away these freedoms as long as you follow the license terms.



Important Agreements: Translation Guidelines

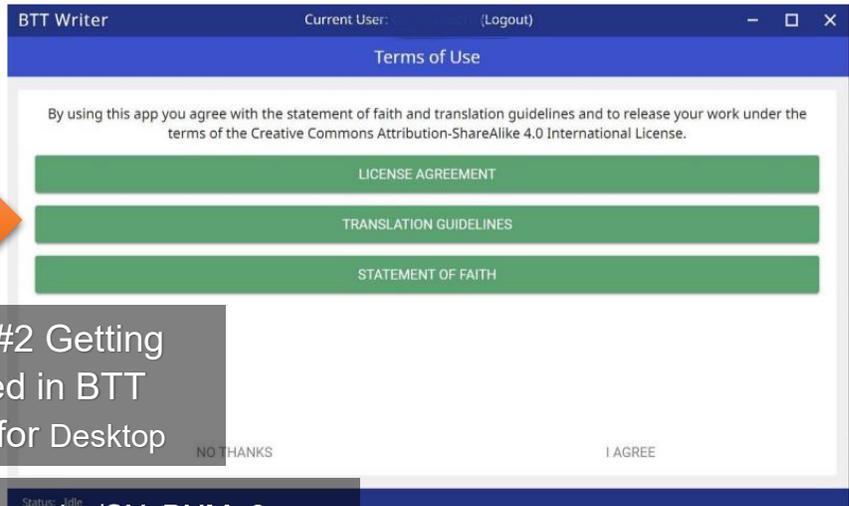


Video #2 Getting
Started in BTT
Writer for Desktop

NO THANKS

I AGREE

<https://youtu.be/SXsBXMa8nvw>



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.



Important Agreements: Translation Guidelines

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.

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



Important Agreements: Translation Guidelines

Natural

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

8. Natural Bible translations sound like they were produced by an adult native speaker who speaks and/or writes well.
9. A natural Bible translation does not use expressions that are particular to their own culture in order to make the translation appear natural.
10. 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:
It is tested and approved by believers of the language community and their church leaders.
11. Ongoing revisions and improvements are made.

Important Agreements:



Statement of Faith



Video #2 Getting Started in BTT Writer for Desktop

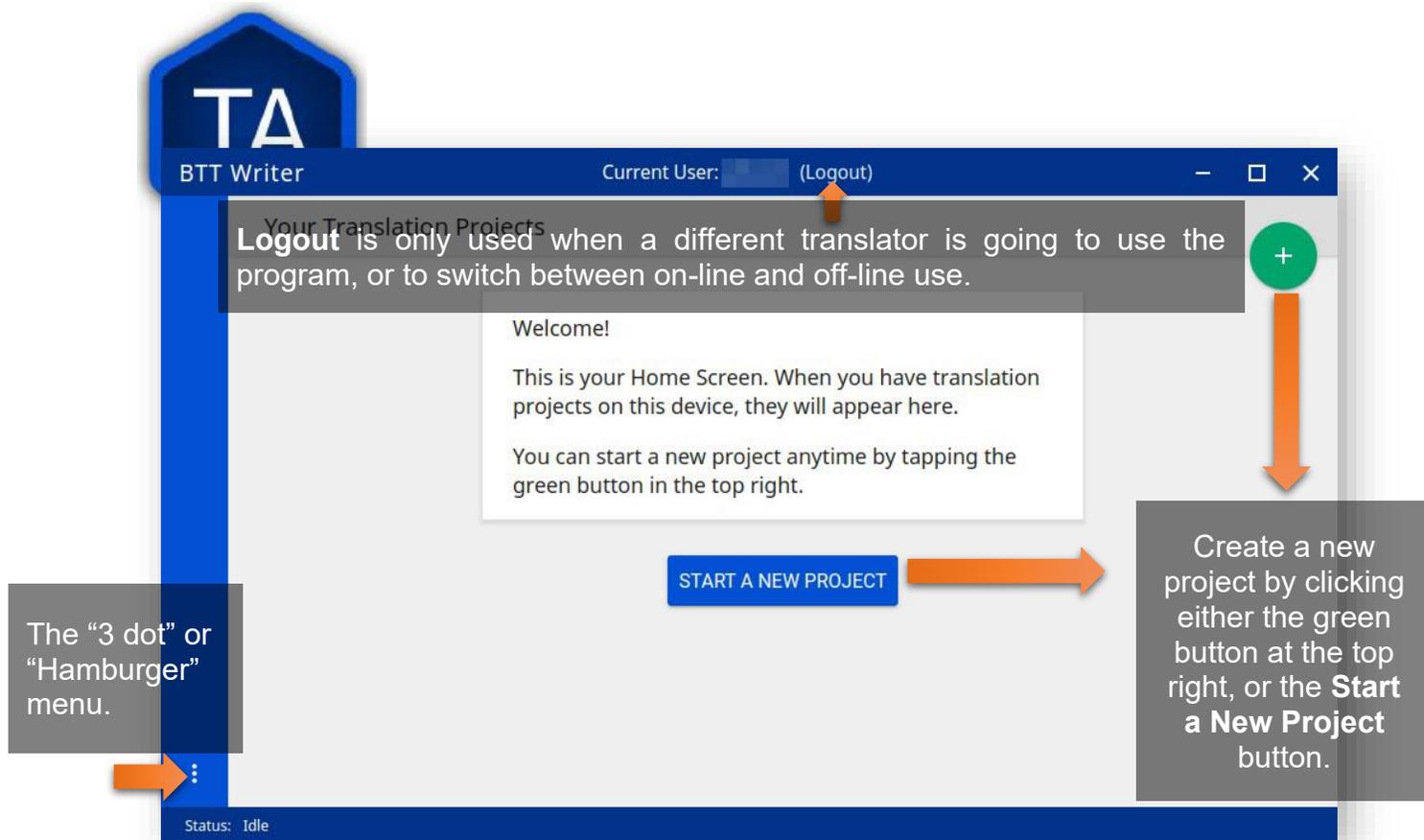
<https://youtu.be/SXsBXMa8nvw>



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.

BTT-Writer Home Screen



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.

We will normally refer to the Hamburger menu as the 3-dot menu.

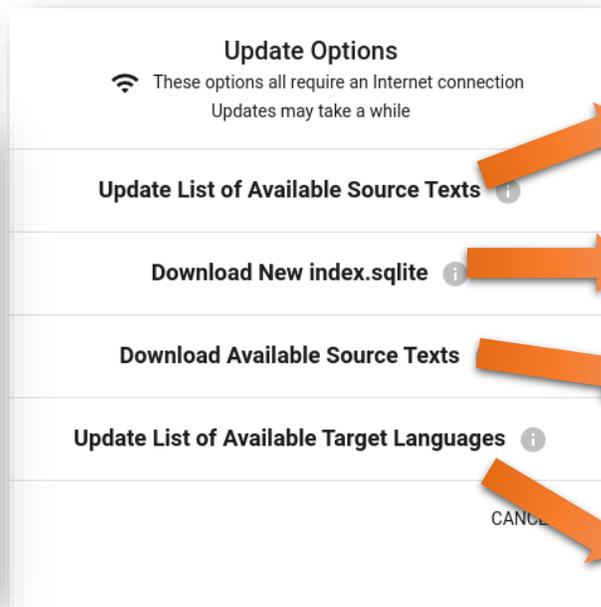
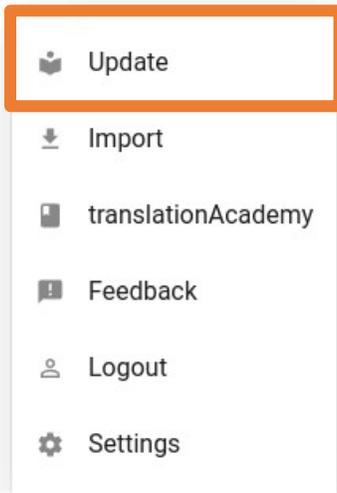
Occasionally, BTT-Writer will get confused about whether you're logged in to WACS or not. If this happens (and you can't upload) you can often fix the problem by clicking **Logout** and logging back in again.

You will need to click **I Agree** to the three agreements each time you log in.

Hamburger Menu



(3 Dots)



Check to see if there is a new GL in the catalog, or an update to a GL.

Download a complete copy of the database.

If there is an updated or new Source, this will let you choose what to download.

Check to see if there are any new language codes.

BTT-Writer keeps a database of available Source Texts, or 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.

Hamburger Menu



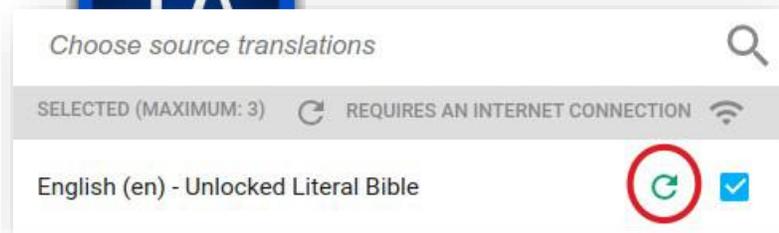
(3 Dots)

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.

Updating Sources



The circular green arrow indicates that there's an update for this source. Click on the arrow to update.



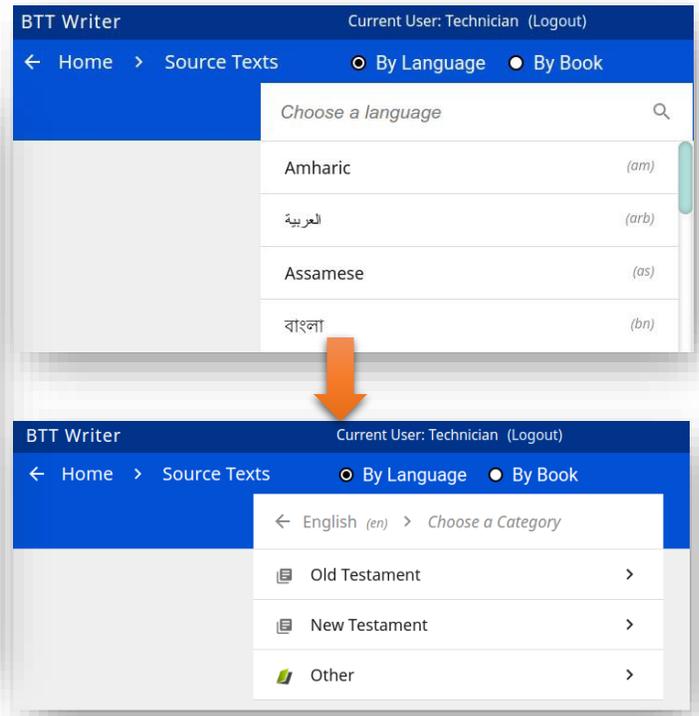
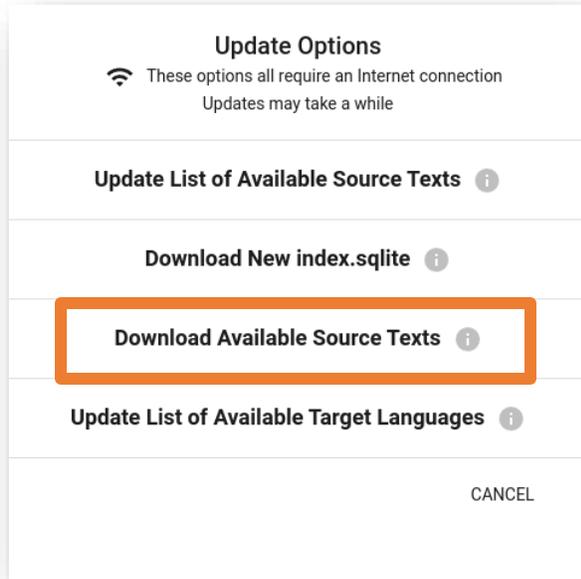
However, don't update unless either the Project Manager asks you to do so, or you haven't yet begun translating that particular book. Otherwise, there may be changes that will make checking difficult.

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. A circular green arrow appears by sources that have updates available.



Download Available Source Texts



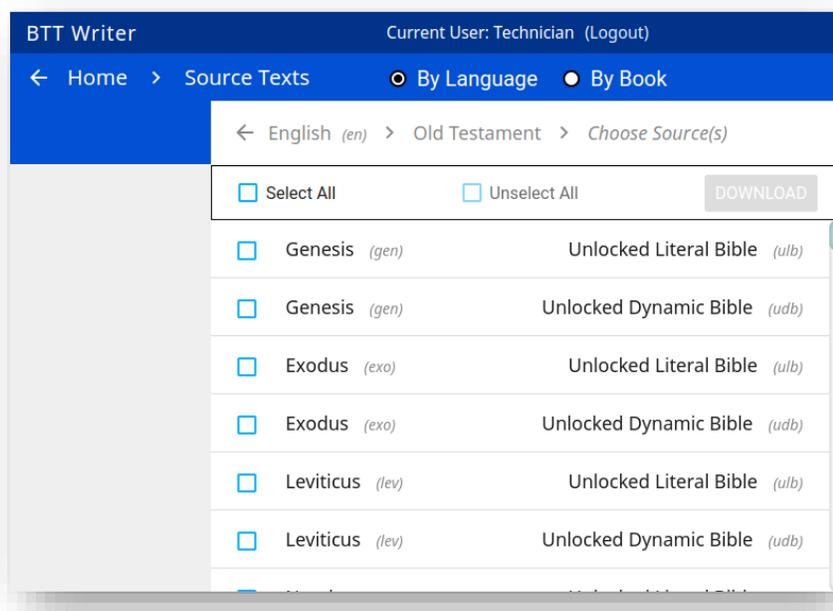
You can also update source texts more than one at a time by going to the **Update** menu and choosing **Download Available Source Texts**.

You will need to choose the language you want to update, and then the Testament you want.

(**Other** allows updating **translationWords**, which are not specific to a book or Testament.)



Download Available Source Texts



Here, you can select multiple books, and even multiple formats. For English, I can update both the ULB and the UDB. In Arabic, I can update both the Ketab El Hayat and the Van Dyke translation.

You can select individual books, versions, or the whole Testament (**Select All**) to download.

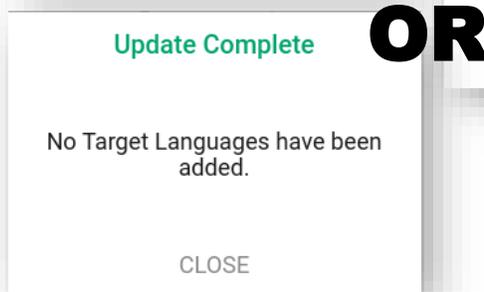
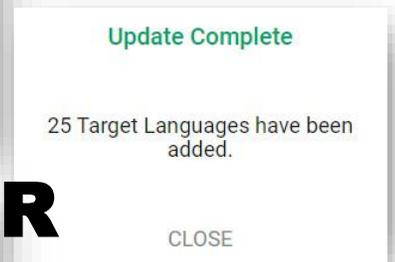
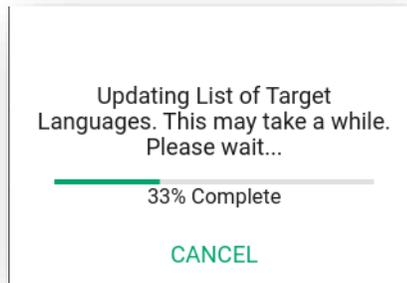
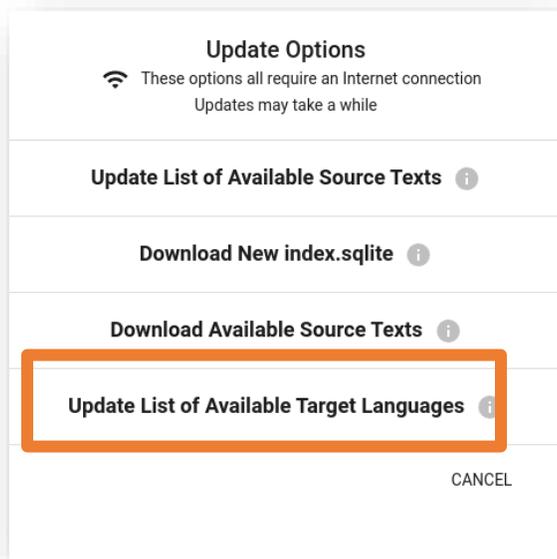
Please note that this screen doesn't tell you which books have updates available, and any book selected will be downloaded, even if it's the same as what you already have.

All updates (whether using the green circular arrow or using the Update Sources menu) require 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**.



Update List of Available Target Languages

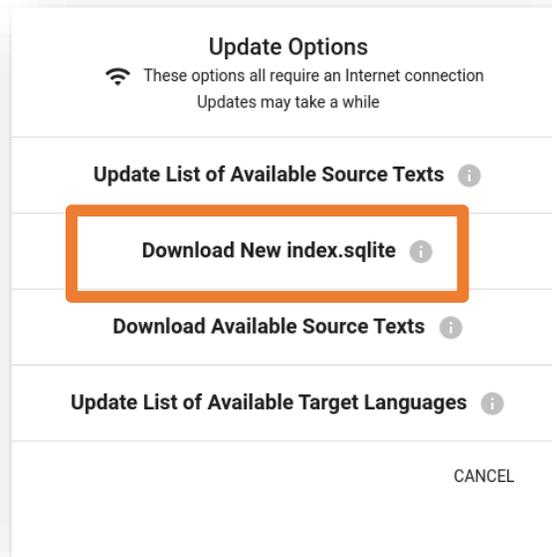


When you update the list of Available Target Languages, BTT-Writer communicates with the server and compares the list of known languages with what is stored in the database in BTT-Writer.

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



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.

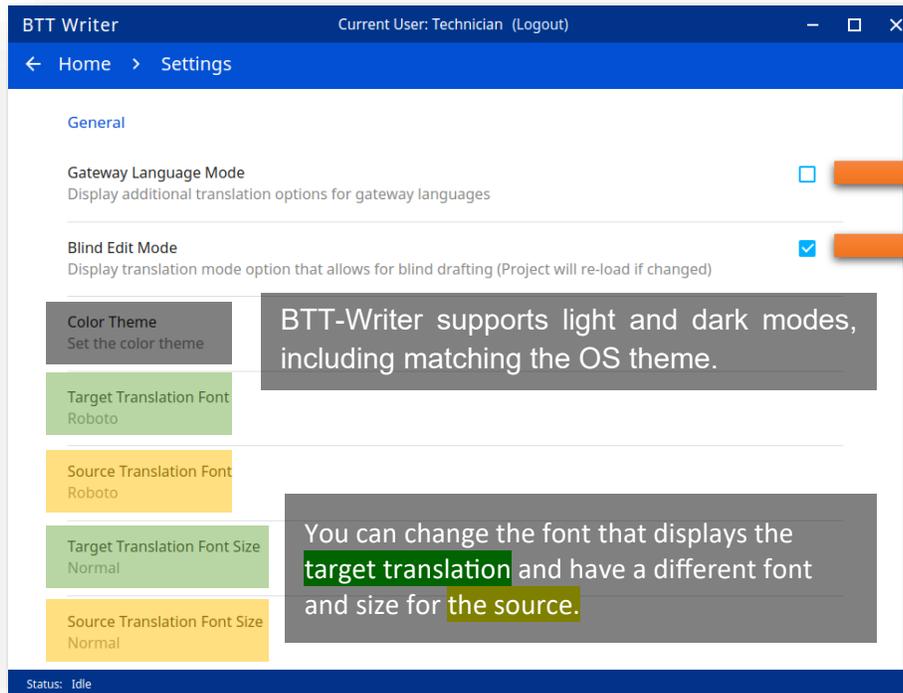
Downloading a new **index.sqlite** replaces your existing database with a fresh copy from our servers. It is a much faster than the other updates, however there are a couple of reasons to use the other methods.

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.



BTT-Writer Settings



Select this option when translating a gateway language. This will enable more resources for each source text. *Leave this unchecked unless you need it.*

Blind edit mode should be enabled and is part of the MAST translation process.

BTT-Writer supports light and dark modes, including matching the OS theme.

You can change the font that displays the **target translation** and have a different font and size for **the source**.

Some languages use a writing style that isn't a different alphabet (or writing system) but is best illustrated with a different font.

You can download fonts to your computer and use them in BTT-Writer, but Android requires a special build of the program to be able to use a user-supplied font.

For the translation to show using that font on Bible in Every Language, a special change needs to be made to the repository for that book.

That's an advanced topic that we'll discuss later.



BTT-Writer Settings: Version and Data Path

BTT Writer Current User: Technician (Logout)

← Home > Settings

Backup Location
/home/ /BTT-Writer

About

App Version
1.3.1+270

Git Version
2.34.1

Data Path
/home/ /.config/BTT-Writer

Legal

License Agreement

Translation Guidelines

Statement of Faith

Status: Idle

BTT-Writer automatically makes a backup every 5 minutes and saves it to this location. The backup contains all data associated with a project.

Occasionally new releases of BTT-Writer are released. If you have problems, please include the version number you are using when you ask your question.

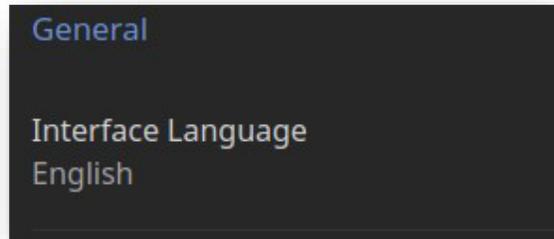
BTT-Writer stores its working files in the **Data Path**. This is sometimes called the “**happy path**”.

If you want to read the License Agreement, Translation Guidelines, and Statement of Faith again without logging out, they are available here.

There are additional items in the Settings screen. Some of these, like Git Version, are only important for advanced issues.



Interface Language



Soon, you will be able to change the language that the program uses to communicate with the users.

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>).



Where do Language Codes come From?

Language Codes are either set by an International Standards Organization (codes like zh, en, or ptbr) or by language researchers. It is *not* the Tech's responsibility to create or request a language code.

All codes should be entered in **PORT** before translation begins. Codes in **PORT** will be available in **BTT-Writer** (through Update List of Available Target Languages) in a day or two. If the Project Manager does not know the process for requesting a language code, he or she should contact the Regional Manager or Regional Director for assistance. There are protocols to help prevent creating duplicate language codes, or multiple codes for a single language.



Creating a Project

rojects

Welcome!

This is your Home Screen. When you have translation projects on this device, they will appear here.

You can start a new project anytime by tapping the green button in the top right.

START A NEW PROJECT

BTT Writer Current User: Technician (Logout)

← Home > New Project

Choose target language

Amarenga y'lkinyarwanda

Afaraf

Ghotuo

Alumu-Tesu

Language Name

Language Code

BTT Writer Current User: Technician (Logout)

← Home > New Project

← English demo1 (en-x-demo1) Choose a category

Old Testament >

New Testament >

Video #3: Setting Up Your Work in BTT Writer for the Desktop

<https://youtu.be/Jlra2ltbWhY>

← Home > New Project

← English demo1 (en-x-demo1) > New Testament > Choose a project

Matthew

Mark

Luke

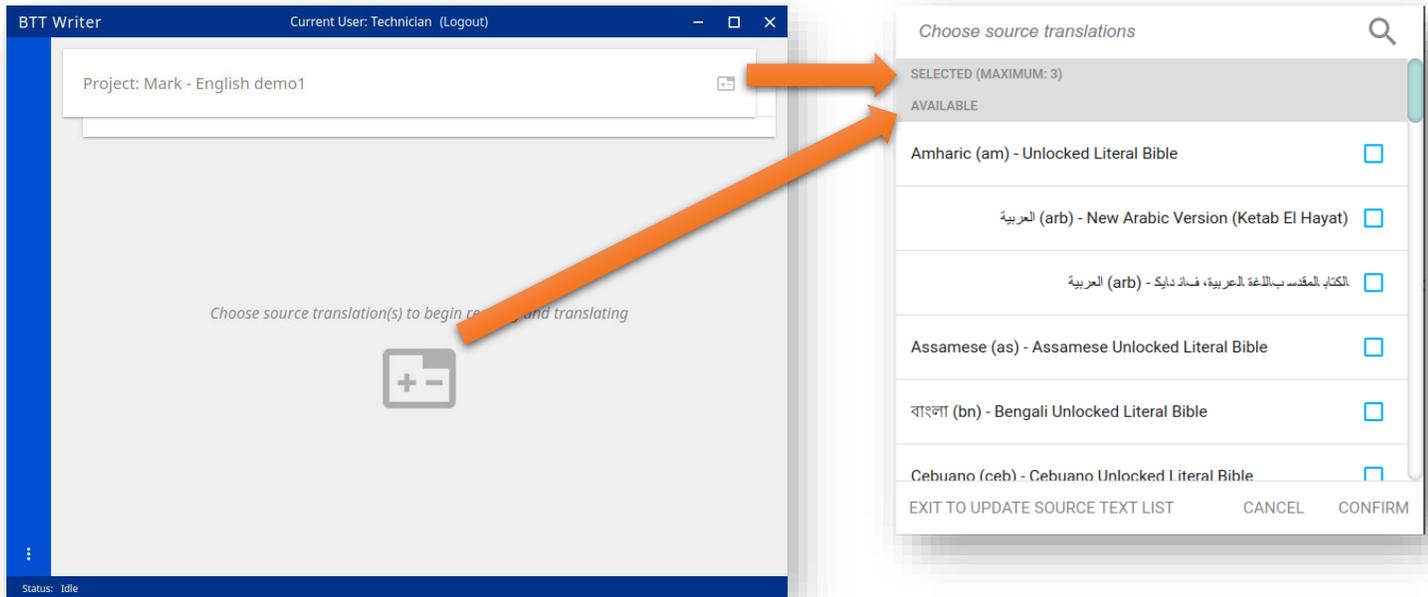
You can either scroll down and select a language from the list, or you can start typing the name or the code of the language.

Best practice is to type the code. You should always have a code from the Project Manager before typing begins. There are many languages in the world with the same name, but each language has its own code.

If, for some reason, you are forced to begin a project for a language whose code you don't know, try to pick a code that will be easy to spot and change later.



Selecting a Source



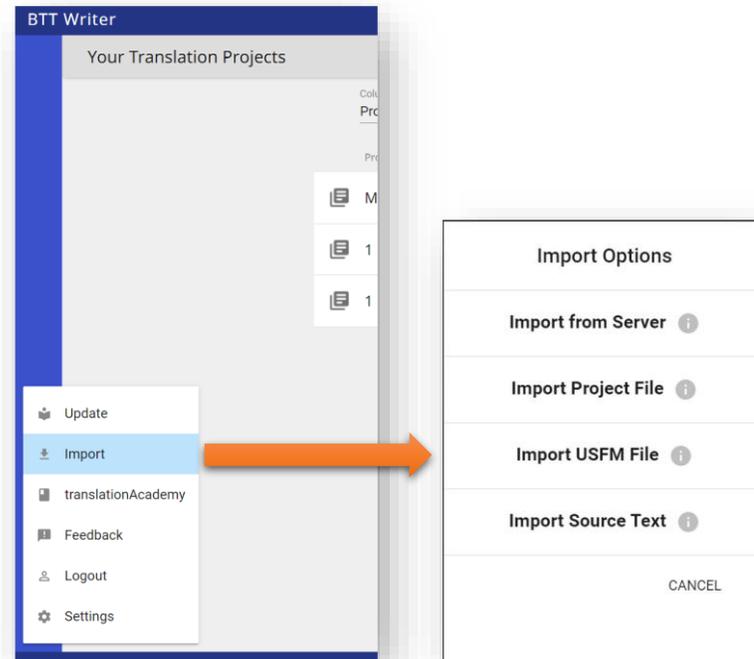
Before you can begin to type or translate a book of the Bible, you must specify which source text you are going to use.

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

You can add up to three texts here, but it is important to remember that only one is the source. Very few languages have a one-to-one relationship between their words and expressions, and so it is necessary to check a translation against one source. The other texts are references, to help with understanding the source, if needed. 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.



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. You do not need to be logged in to WACS to import a project.

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.



Import from Server

Import from Server

User Name	Project Name

CANCEL

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’s 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 is included. We will discuss this more when we look at merging and overwriting projects.



Import Project File

Import Complete

Your project has been successfully imported.

CLOSE

Import Project File will open a **standard file picker** 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.

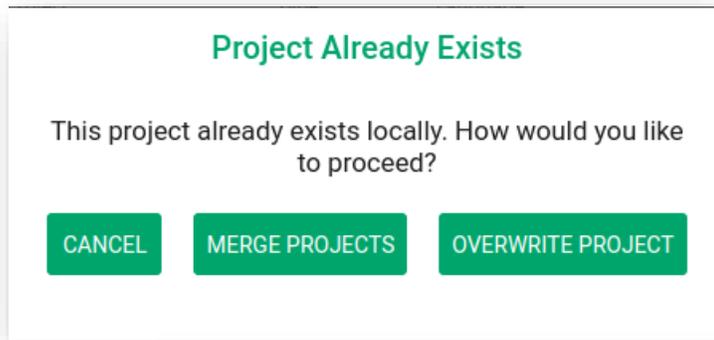
.tstudio files contain the standard **project folder** (from the data path) and a second manifest file with information about the project. All of this is zipped (compressed with the zip format) into another folder and given the file extension **.tstudio**.

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.



Project Already Exists



Project	Type	Language	Progress
 Exodus	Text	Papantla Totonac	

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**.

The three elements are the **Project Name** (or Book of the Bible), the **Type** (which should almost always be *text*), 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.



Does the Project Exist?

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

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.

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. (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.



Correcting Meta-Data

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

Exodus — Papantla Totonac

Project: **Exodus (exo)**
Target Language: **Papantla Totonac (top)** [Change](#)
Resource type: **ulb** [Change](#)
Progress: 0%
Translators:

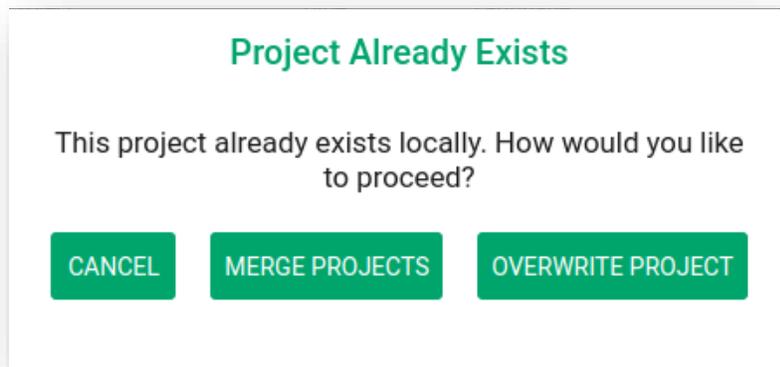
DISMISS

If you need to change the project type or language code, you can do that from the Home screen in BTT-Writer.

1. Click on the *details* button for the project to show a screen where you can **Change** the resource type (circled here), or the language code (just above).
2. Click on the word **Change** to change the code.
3. If this would cause a conflict (**Project Already Exists**), you will be prompted just as though you were importing a project 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.

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

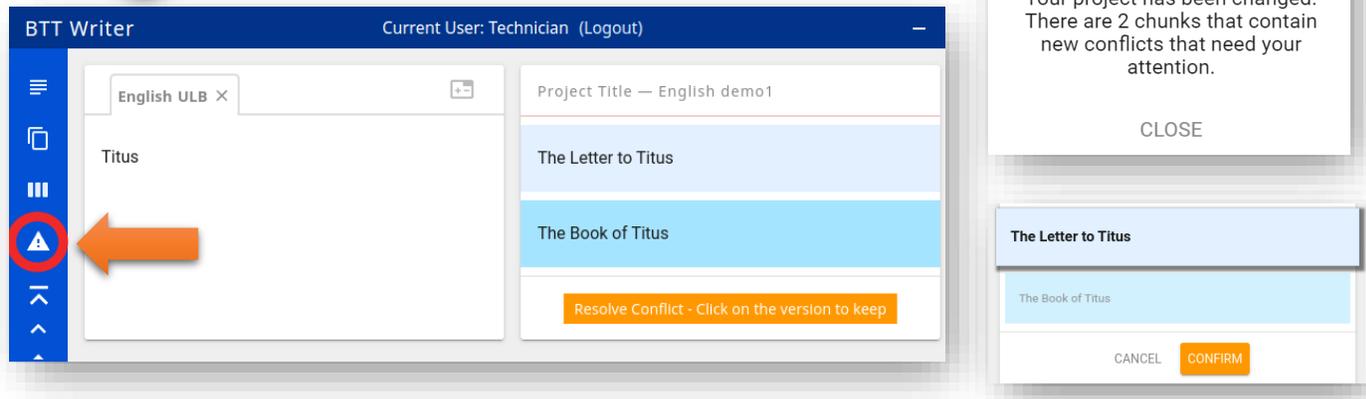
Normally, we merge projects. Chapter one from here, chapter two from there, and we put them together.

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.

If you want to make a backup of the project, click **Cancel** here. Then, make the backup and try the import again.



Merge Conflicts



Usually, a merge goes well, and you don't need to do anything more. 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.

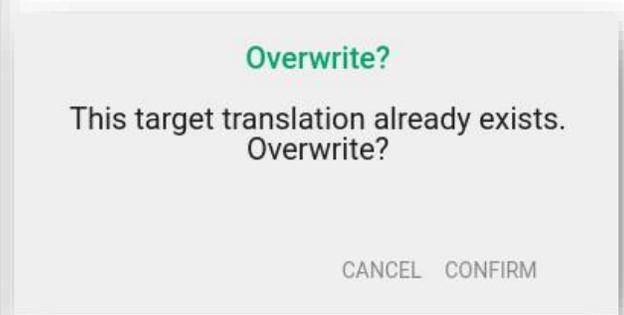
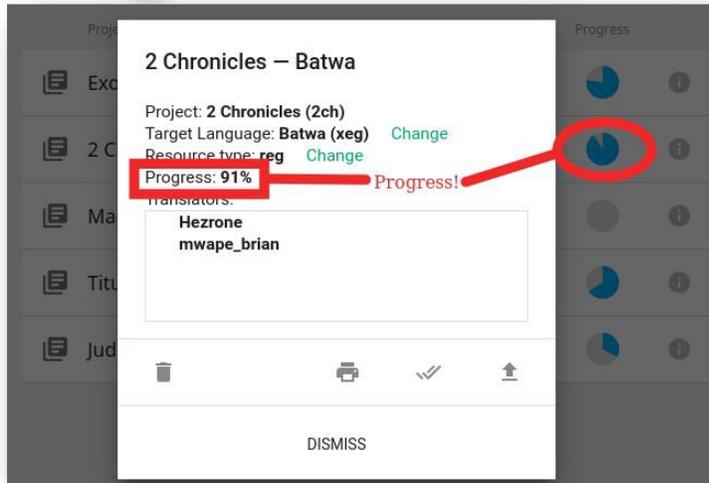
When there is a conflict, a **new icon** will appear on the left side – a warning triangle. Clicking on this button will show only the chunks that have conflicts.

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 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.



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 lost.

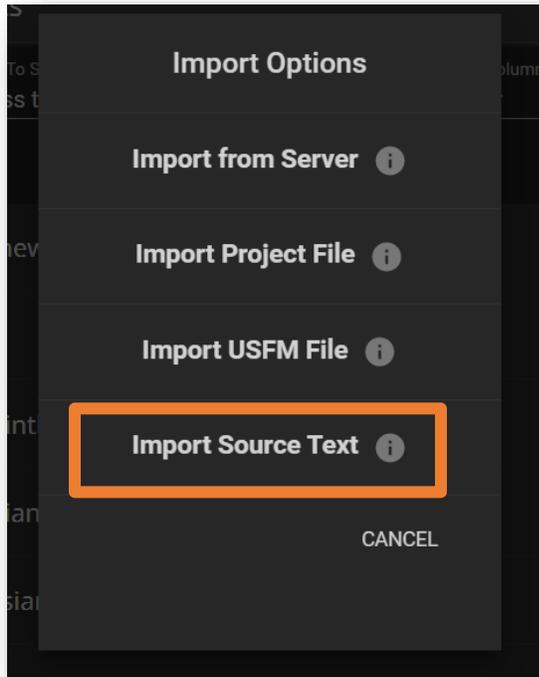
If a project already exists, **BTT-Writer** will ask for permission to overwrite the existing project. Although **USFM** import has improved over the years, some data, like the language code, is not preserved. This data must be re-entered. Some data, like the translator names, can be tedious to re-enter.

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.



Import Source Text



The rarest 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 sideload the source text to the computers using this.

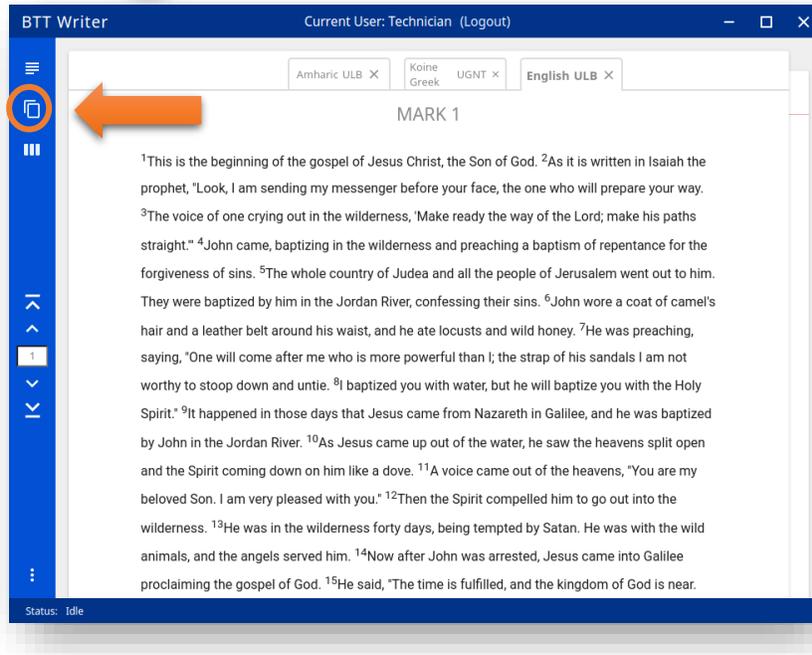
Or, you may work on a project for a language that uses a source that is not a Gateway Language.

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 using this option.



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.

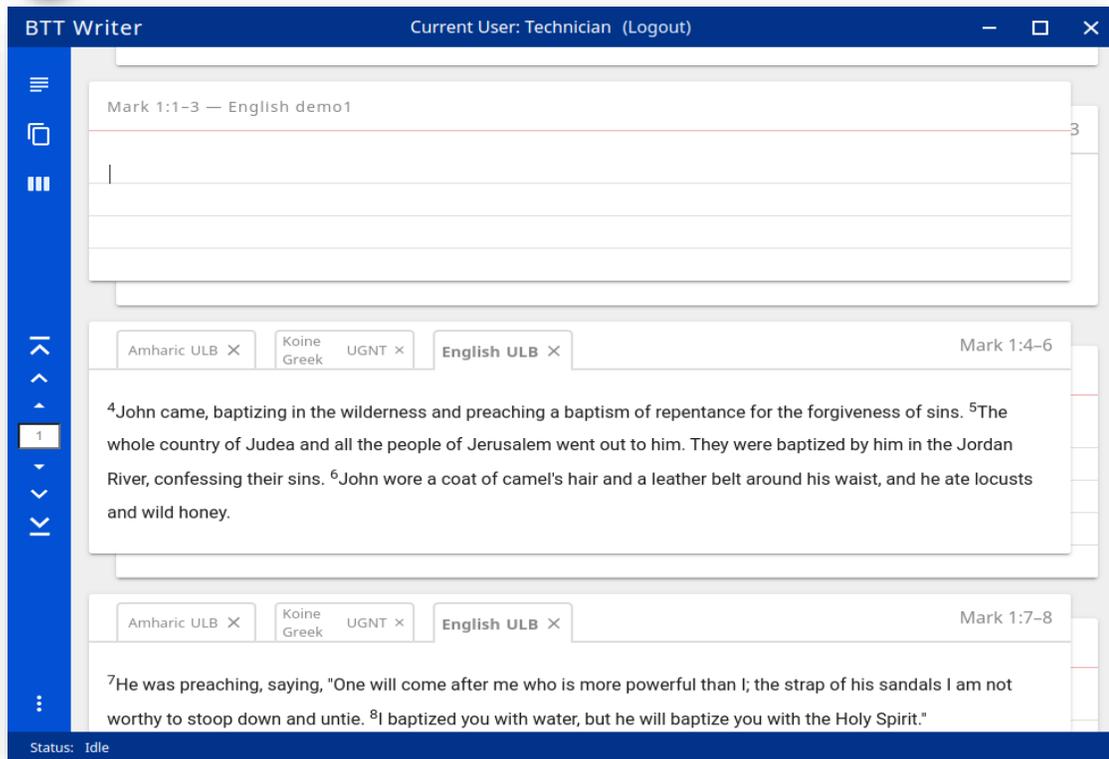
BTT Writer can help you in many of the MAST translation steps. Steps One and Two are done on the screen selected by the icon showing four horizontal lines.

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.



Chunking and Blind Draft



Step 3: Chunk

Step 4: Blind Draft

Steps Three and Four are done on the screen selected by the 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.



Chunking and Blind Draft

This is an important part of the translation process. The translator may select two 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 Mark 1:1-3. 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



BTT-Writer Video #4 Navigating in BTT Writer for the Desktop
<https://youtu.be/GM3Z48eVOsw>

The screenshot shows the BTT Writer interface with the following components and annotations:

- Source Text Pane (1):** Displays the original text: "1When Jesus came back to Capernaum after a few days, it was heard that he was at home. 2So many gathered there that there was no more space, not even at the door, and he spoke the word to them."
- Target Translation Pane (2, 3, 5):** Displays the translated text: "it was heard that he was at home. So many gathered there there was no more space he spoke the word to them". A pencil icon (2) is used for editing, and a tick icon (3) is used to mark the chunk as done. A toggle switch (5) is located at the bottom right of this pane.
- Connecting Statement Pane (4):** Displays a connecting statement: "Connecting Statement: it was heard that he was at home So many gathered there there was no more space he spoke the word to them". A tick icon (4) is used to confirm the statement.

Callouts and annotations:

- Placing a marker:** A callout box pointing to the tick icon in the connecting statement pane.
- Click the tick v when you have finished typing the chunk.** A callout box pointing to the tick icon in the target translation pane.

Steps 5-8 of the MAST process are editing steps. They can all be performed on this screen. It is selected by the 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.



Checking Steps

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. 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.



Steps on BTT-Writer for a translator Page

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.**
8. 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**
 1. Upload to Server:
Will connect over the Internet to WACS.
 2. Export Project File: (For USB)
Bundles everything included in the project and zips it up for export. This creates a .studio project file.

Print this 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.



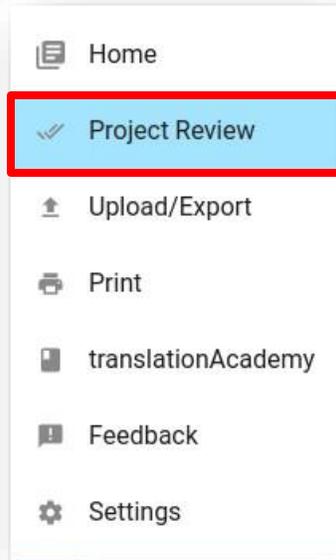
Finishing a Project

When the typing and checking have been done, it can be hard to think of what needs to be done next.

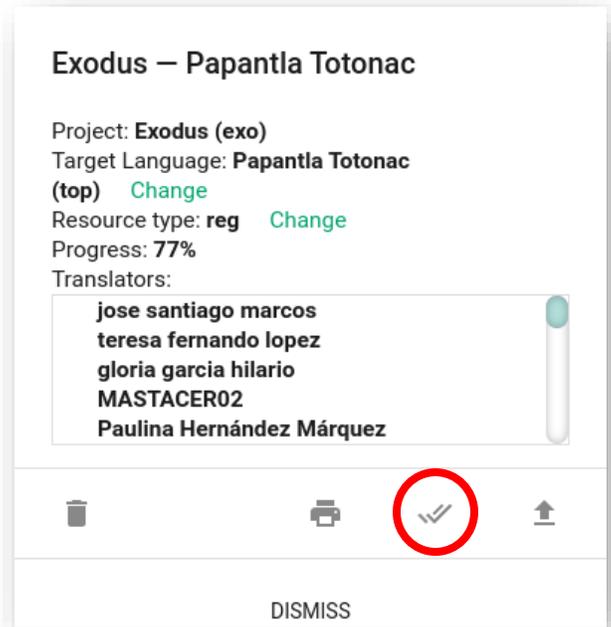
While we encourage uploading as often as possible, when a chapter is finished, there are some additional steps you need to take.



Project Review



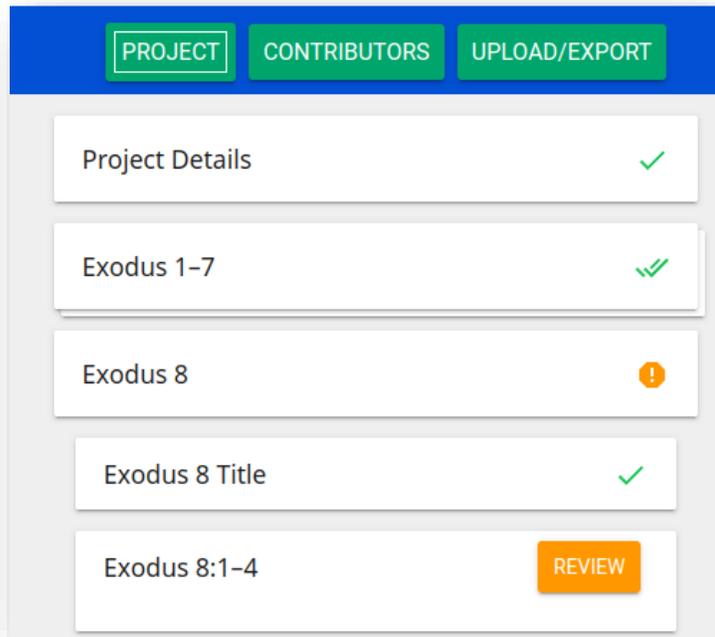
OR



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.



Project Review



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”.

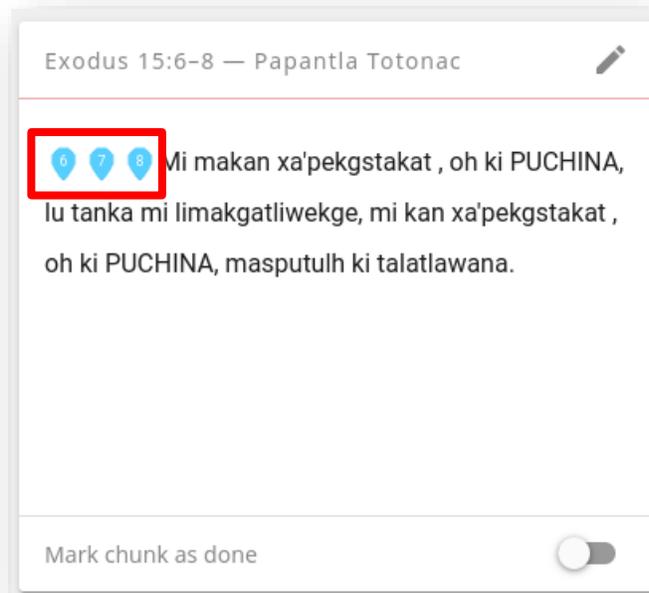
In this example, we can see that Exodus 8 is not complete. While the Exodus 8 Title is fine, the chunk for verses 1-4 is not.

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.



Project Review



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.

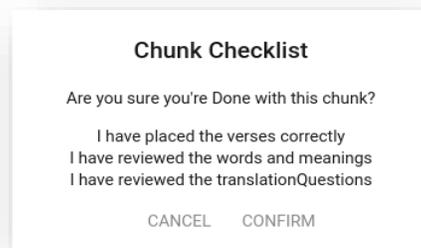
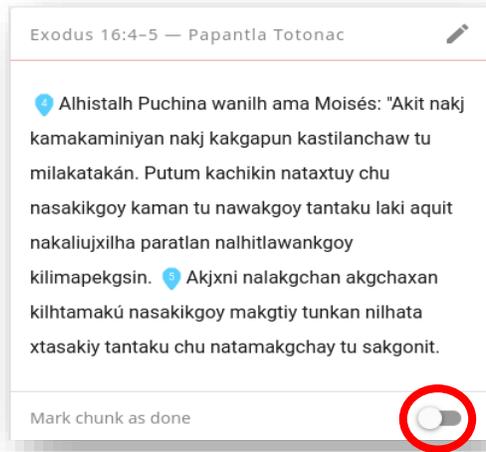
In a situation like this, there is nothing for the technician to do.

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.



Project Review



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 probably just that the typist forgot to “close” the chunk.

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

1. Are the verse markers placed correctly?
2. Have the words and meanings been reviewed?
3. Have the Questions been reviewed?

Of course, you must be part of the translation process to 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.



Project Contributors

Once the text has been reviewed, 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**.

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



Project Report

Book, Draft Grp	Previous Chapters	Current Chapters	Chapters Complete	Verses Complete	Book Compit. %	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										https://content.bibletranslationtool		
Mark	0	0	0	0	0%																																	
Luke	0	0	0	0	0%																																	

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

We have more complete training for this template elsewhere. 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). Send a copy to Todd Brain. If you want, send a copy to Tech Advance. This will help us to verify that you have done the work.

Notice that in this example, Matthew is only 68% complete. That is valuable information. Don't feel that you can't report if the book isn't finished.

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



Footnotes

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.

The diagram illustrates the process of handling footnotes in BTT-Writer. It starts with a source text window titled "English ULB" containing a passage with a footnote marker. An orange arrow points from the footnote marker to a "Footnote" window. A second orange arrow points from the "Footnote" window to a "USFM" window, which shows the source text with the footnote content inserted and formatted with USFM tags.

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 other man, I mean, 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?

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

IN USFM

\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***

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.



Footnotes

10 ¹ I do not want you to be uninformed, brothers, that our fathers were all under the cloud and all passed through the sea, ² All were baptized into Moses in the cloud and in the sea, ³ and all ate the same spiritual food, ⁴ All drank the same spiritual drink, For they drank from the spiritual rock that followed them and that rock was Christ, ⁵ But God was not well pleased with most of them, and their corpses were scattered about in the wilderness, ⁶ Now these things happened to them as examples for us, They were written for our instruction—for us on whom the end of the ages has come. ⁷ Do not be idolaters, as some of them were. This is as it is written, ⁸ The people sat down to eat and drink, and rose up to play, ⁹ Let us not commit sexual immorality, as many of them did. In one day, twenty-three thousand people died because of it, ¹⁰ Neither let us put Christ to the test, as many of them tested him and were destroyed by snakes, ¹¹ Also do not grumble, as many of them did and were destroyed by an angel of death, ¹² Now these things happened to them as examples for us. They were written for our instruction—for us on whom the end of the ages has come. ¹³ Therefore let anyone who thinks he stands be careful that he does not fall, ¹⁴ No 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.

11 Therefore, my beloved ones, run away from idolatry, ¹² I speak to you as people who have understanding, so you may judge what I say, ¹³ The cup of blessing that we bless, is it not a sharing in the blood of Christ? The bread that we break, is it not a sharing in the body of Christ? ¹⁴ Because there is one loaf of bread, we who are many are one body. We all take of one loaf of bread together. ¹⁵ Look at the Israel that is according to the flesh. Are not those who eat the sacrifices participants in the altar? ¹⁶ What am I saying then? That an idol is anything? Or that food sacrificed to an idol is anything? ¹⁷ But I say about the things they sacrifice, that they offer these things to demons and not to God. I do not want you to be participants with demons! ¹⁸ You cannot drink the cup of the Lord and the cup of demons. You cannot participate at the table of the Lord and the table of demons. ¹⁹ Or do we provoke the Lord to jealousy? Are we stronger than he is?

²⁰ Everything is lawful, but not everything is profitable. Everything is lawful, but not everything builds people up. ²¹ No one should seek his own good. Instead, each one should seek the good of his neighbor. ²² Eat everything sold in the market without asking questions of conscience. ²³ For "the earth is the Lord's, and the fullness of it." ²⁴ If an unbeliever invites you to eat a meal, and you wish to go, eat whatever is set before you without asking questions of conscience. ²⁵ 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. ²⁶ I am speaking of the conscience of the other man, I mean, and not yours. For why should my freedom be judged by another's conscience? ²⁷ If I partake of the meal with gratitude, why am I being criticized for which I gave thanks? ²⁸ Therefore, whether you eat or drink, or whatever you do, do all to the glory of God. ²⁹ Be blameless both to Jews and to Greeks, as to all people, as to the Lord, ³⁰ In the same way I try to please all people in all things. I do not seek my benefit, but that of the many. I do this so that they may be saved.

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.

 Video #5 – Performing Translation in BTT Writer for the Desktop
https://youtu.be/2iR_ZyWyD5c

USFM Converter can be downloaded from
<http://github.com/Bible-Translation-Tools/USFMConverter/releases/latest>



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.

We have a tool called USFM Converter that can create MS Word compatible files for printing. Other tools that do this kind of work are PTXprint and Paratext, both from SIL.

LibreOffice is a free office software suite that is compatible with files for MS Word. 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.



Footnotes

10 ¹ I do not want you to be uninformed, brothers, that our fathers were all under the cloud and all passed through the sea, ² All were baptized into Moses in the cloud and in the sea, ³ and all ate the same spiritual food, ⁴ All drank the same spiritual drink. For they drank from that spiritual rock that followed them, and that rock was Christ. ⁵ But God was not well pleased with most of them, and their corpses were scattered about in the wilderness. ⁶ Now these things happened to them as examples for us. They were written for our instruction—for us on whom the end of the ages has come. ⁷ Therefore let anyone who thinks he stands be careful that he does not fall. ⁸ No 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.

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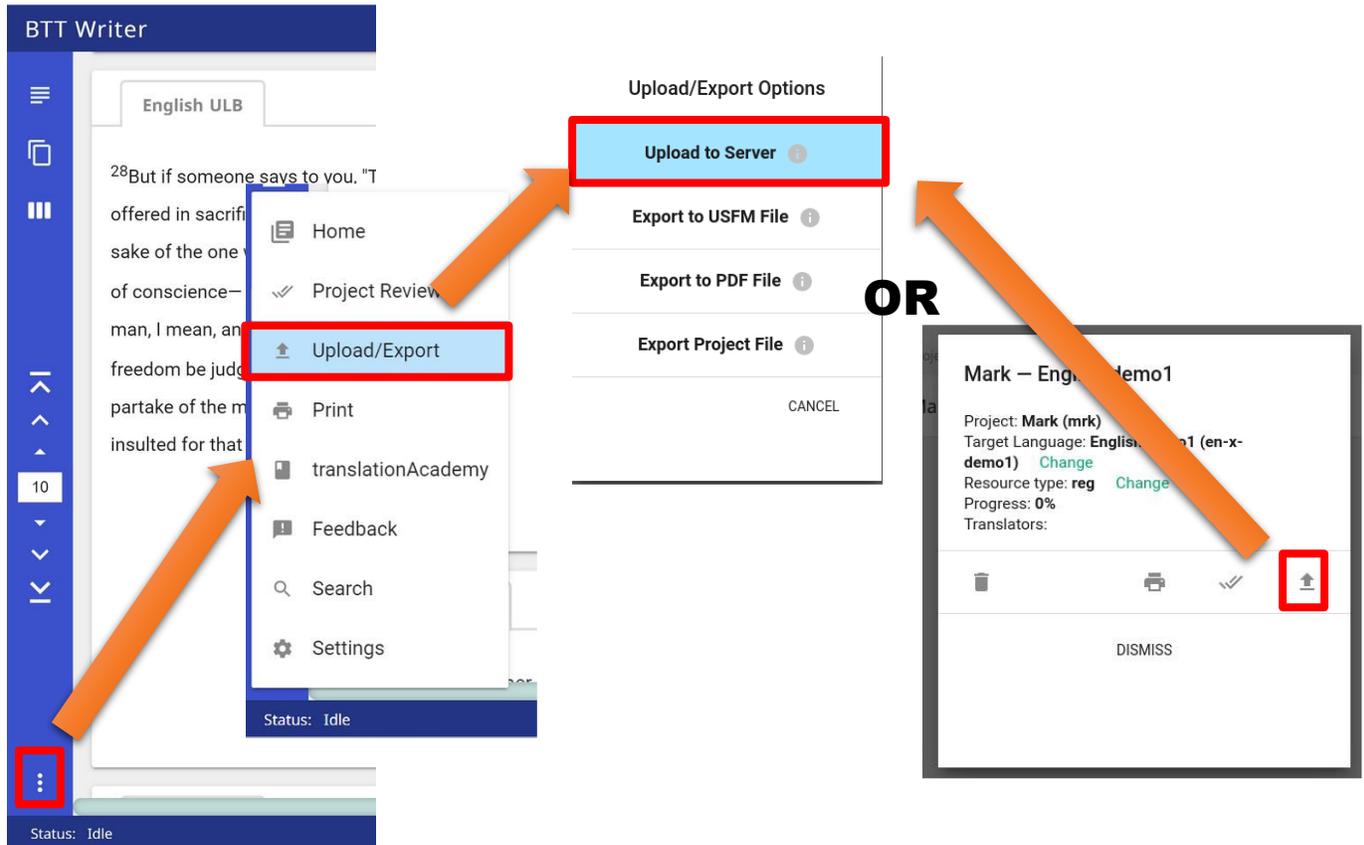


In this case, that would be **\v 28 But if someone says to you, "This has been offered in sacrifice," then do not eat it, both for the sake of the one who informed you, and for the sake of conscience—** [[Some ancient copies of the Greek text add, For the earth and everything in it belong to the Lord.

But the best ancient copies of the Greek text do not have this. Many scholars see this addition as a duplication of verse 26.]]



Exports



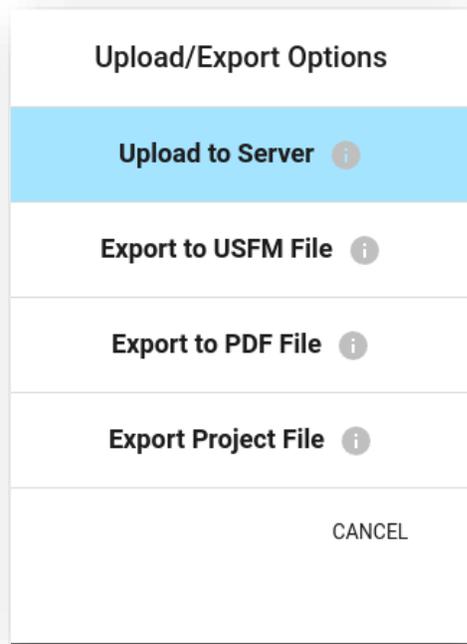
You can export directly from the project, or from the home screen.

To export from the project, click the 3-Dot menu, then **Upload/Export**, and then choose the type of export you want.

To export from the home screen, click the **Info Dot**, then on the upward pointing **export** arrow, and then choose the type of export you want.



Upload to Server



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

1. Have a WACS account
2. Be logged in to your WACS account in BTT-Writer.

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.

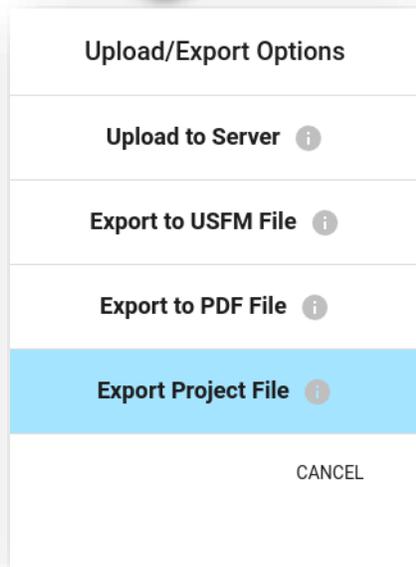
If the project in your account has been updated by a different computer since your last upload, BTT-Writer will offer to merge the changes from WACS to the project on your computer, and then try again to upload.

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 that 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.



Export to Project File



You can Export a Project File, even without

1. a WACS account.
2. Being logged in to your WACS account in BTT-Writer.

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.

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.



Export to Project File

You should always write to internal storage (your internal drive) and copy from there to a USB or Pen 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 they had just worked on (ch4).

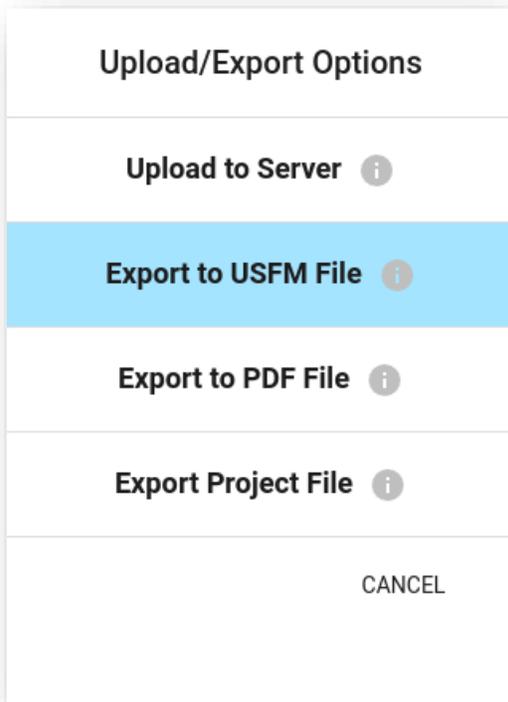
You will lose less work if you *harvest* work after each assigned section, or at least at the end of each day.

You should **Upload to Server** as often as possible. The more copies you have, and the more often you back up, the more options you'll have if data becomes corrupt.

Some errors will prevent a Project file from being exported.



Export to USFM



You can Export a USFM File, even without

1. a WACS account.
2. Being logged in to your WACS account in BTT-Writer.

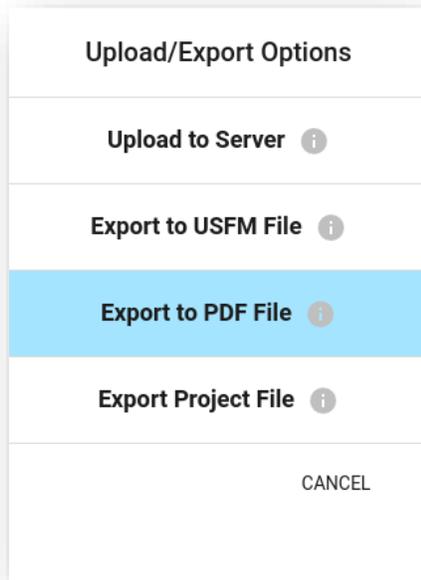
USFM preserves everything that is important *in* the translation, i.e. verse and chapter breaks, as well as the text.

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

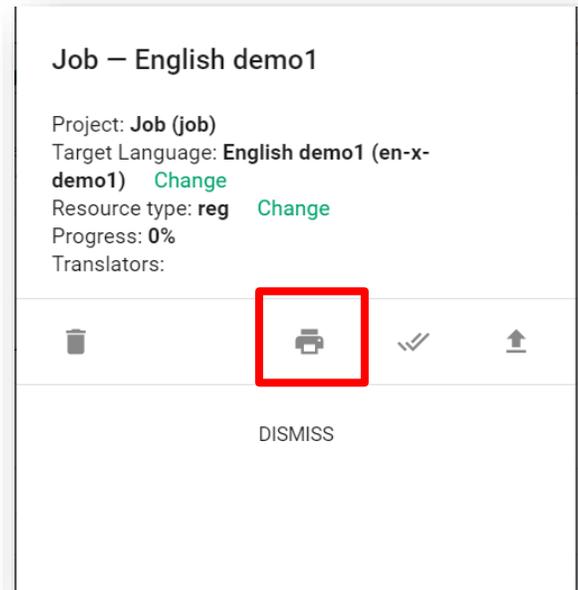
There are only a few times when USFM export is needed.



Export to PDF



OR



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

1. a WACS account.
2. Being logged in to your WACS account in BTT-Writer.

A PDF, or Portable Document Format, 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.

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 *more* options when printing. For these people, we recommend using BTT-USFM Converter to export in Word document format, or PTXprint, which has many, many print options related to printing Scripture.



Backups

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

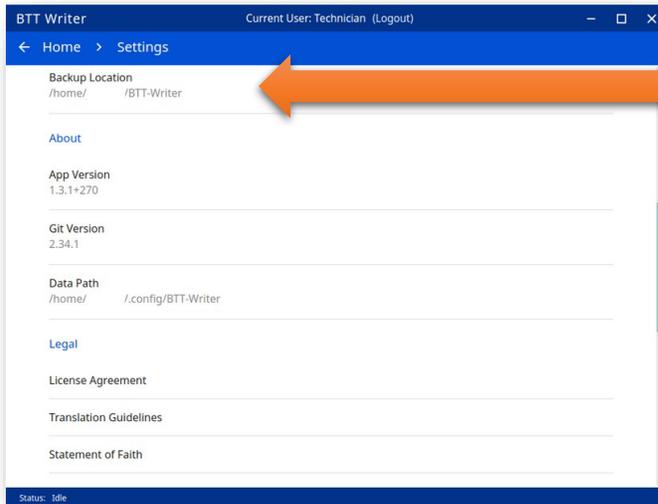
Computers crash, are stolen, are damaged by water, insects, and dust. Sometimes they are infected by viruses. Android tablets will sometimes start to delete information in order to make more room.

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.



Backups



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.

- en-x-demo1_mrk_text_reg.tstudio
- tes-t-language_jud_text_reg_20240105100105.zip
- tes-t-language_jud_text_reg_20240105094044.zip

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.



VPN

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, but Atlas VPN and Proton VPN are both free. Some of our Techs pay for ExpressVPN or NordVPN. Some other VPN services are dangerous and should not be used.



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.

Keyboards – Hardware

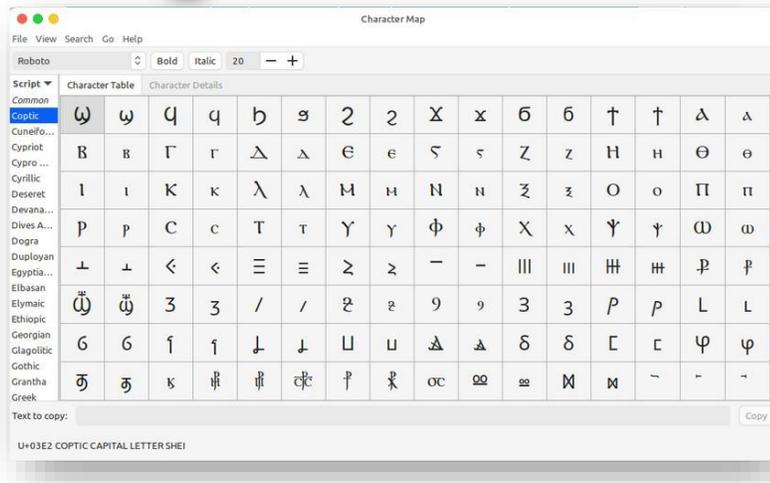


The hardware part of a keyboard can be part of the computer①, it can be plugged in to the computer②, or it can be the glass screen of a tablet③.

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.



Keyboards - Software



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**.

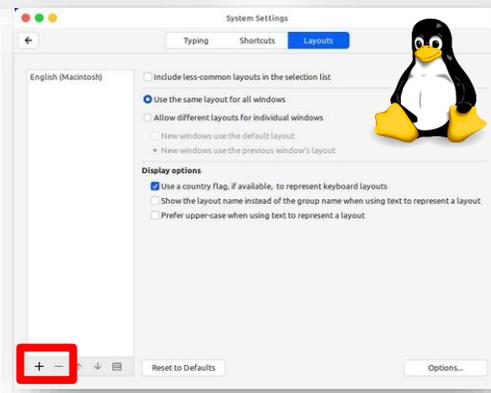
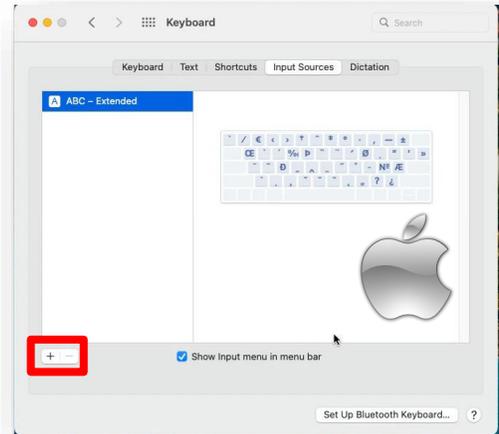
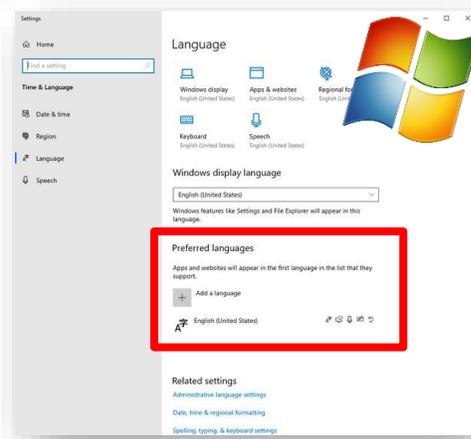
é can be represented in Unicode as U+0065 (LATIN SMALL LETTER E) followed by U+0301 (COMBINING ACUTE ACCENT), but it can also be represented as the precomposed character U+00E9 (LATIN SMALL LETTER E WITH ACUTE).

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. 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.



Keyboards - Software



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.



Included Keyboards



Windows 11 and macOS ship with around 200 keyboard layouts.
Linux makes nearly 1000 layouts available.

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.

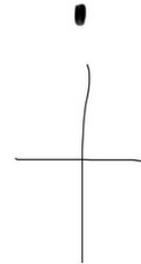
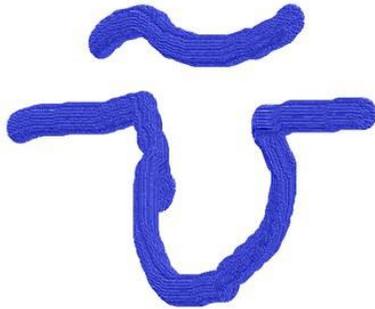
East Asian languages often use **logographic** or **syllabic** systems, where a shape represents a syllable or an idea.

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, have the Project Manager provide a written copy of the alphabet. If they can supply a typed version, that's even better!

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

The center 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.



Where's my Character?



Windows and Linux have apps called **Character Map**. These apps will allow you to search for a character.

[Optional] On macOS it's more complicated. First, **Show Emoji & Symbols** from the Keyboard Menu.

Then, click on **Settings** or **More**, depending upon your version. Finally, choose **Customize List**, then scroll down to the group you want to enable. **Unicode** is near the bottom, under **Code Tables**.



How can I Search?

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 : ĩ

Latin Small Letter S with Caron : š

Latin Small Letter A with Tilde: ã

Ethiopic Syllable Ddu : ጵ

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.



Other ways to Search

shapecatcher.com
Unicode Character Recognition

Drawbox About News Unicode list

drawbox

Draw

Fill Erase Clear Recognize

i
Latin small letter i with stroke
Unicode hexadecimal: 0x268
In block: [IPA Extensions](#)
Rate this suggestion: [good](#) | [bad](#)
[More Info](#) | [Copy to clipboard](#)
score: 0.86511

You can use ShapeCatcher.com



OR

<https://www.unicode.org/standard/where>

UN General Information / Tech Site | Site Map | Search

Contents

- Location
- Variation Shapes
- Duplicates
- Submissions

Related Links

- FAQ on Combining Marks
- FAQ on Chinese, Japanese & Korean
- FAQ on Indic Scripts & Languages
- Roadmaps
- About the Unicode Standard
- Code Charts
- Unicode Character Database
- Unicode Character Name Index
- Unihan Database
- As Yet Unsupported Scripts
- Supported Scripts
- Proposed New Characters (Pipeline Table)
- Submitting New Characters or Scripts
- Last Resort Font

Where is my Character?

If you are trying to find a specific character in the Unicode Standard, the first place to go is the [code charts](#). The code charts are organized into blocks, which are groupings of related characters.

For each character defined in Unicode you will find an assigned *code point*: a hexadecimal number that is used to represent that character in computer data.

The very term *character* is rather ambiguous, and may be interpreted broadly or narrowly. In this document, we'll use a very broad sense. For more details, see [UTR #17: Character Encoding Model](#).

Location

You may not find the character in what you think is the obvious spot. While the characters in Unicode are grouped into blocks, this is only a rough grouping because characters can be categorized many different ways. In particular, punctuation and symbols are applicable across a very wide range of usages and scripts (writing systems). Even the notion of a *script* itself is not well-defined; text in a given language may make use of characters from multiple scripts. For example, the digits 0-9 are in widespread use; the Devanagari *danda* is used across many Indic scripts.

Thus you may need to look in several locations to find your character. If you are using the book, you may find the printed character index in the back of the standard helpful. The same data



There are many places online to search for characters. Omniglot.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.



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.

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.



Copy-Pasting Characters

Each of the OS tools for looking up a character also gives you the ability to copy that character to paste in to your document. This isn't helpful if you need to paste type something often.

Windows Keyboards



Once you know what your characters are, how can you type them? Which Windows keyboard will type the character I want? <https://kbdlayout.info/features/unicode>

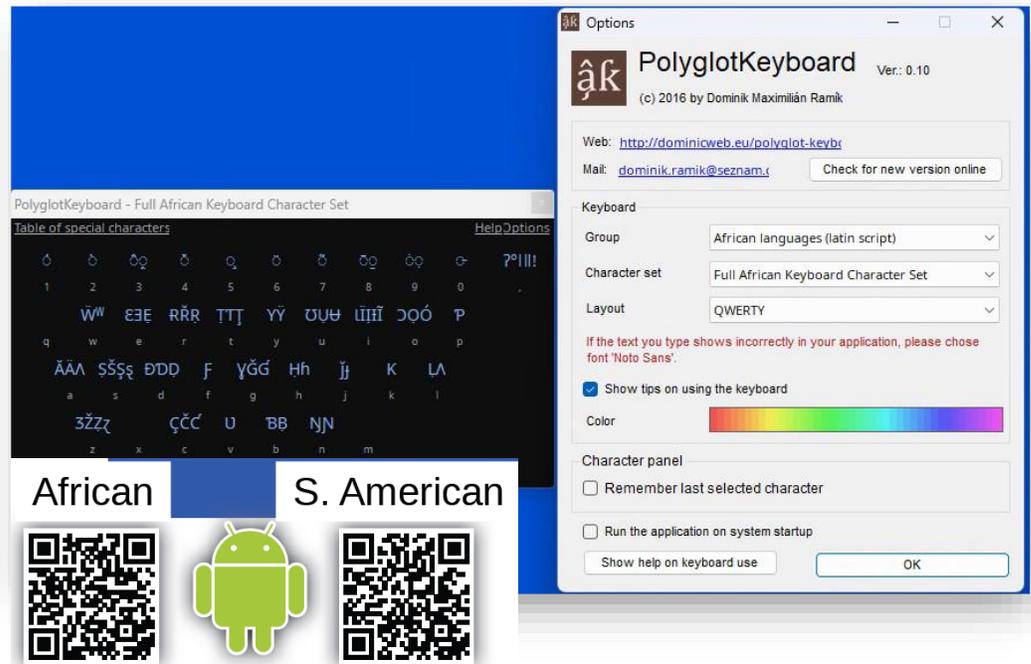
Usually, the best way to type on Windows is to use one of the built-in keyboards. This is guaranteed to be compatible with the OS, and is often an easy way to find what you need.



However, finding which keyboard produces what character can be tricky. This website lists all of the Windows's keyboards by their Unicode character sets.



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.

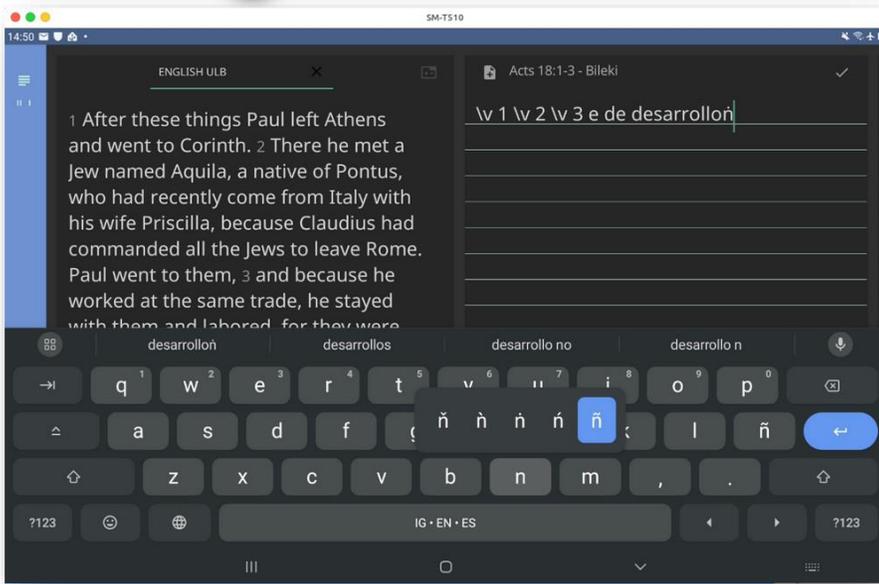
Because it allows using the combining characters quite simply, it is a good choice for many people.

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.



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 long-press of the key that is most similar. It also comes with many layouts for many languages.



Espanso



Sometimes you don't need a whole keyboard. If you only need a few different characters, it can be easier to make a *shortcut* for the character(s) you need.

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

```
- trigger: ":nj"  
  replace: "ñ"
```

```
- trigger: ":vT"  
  replace: "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:

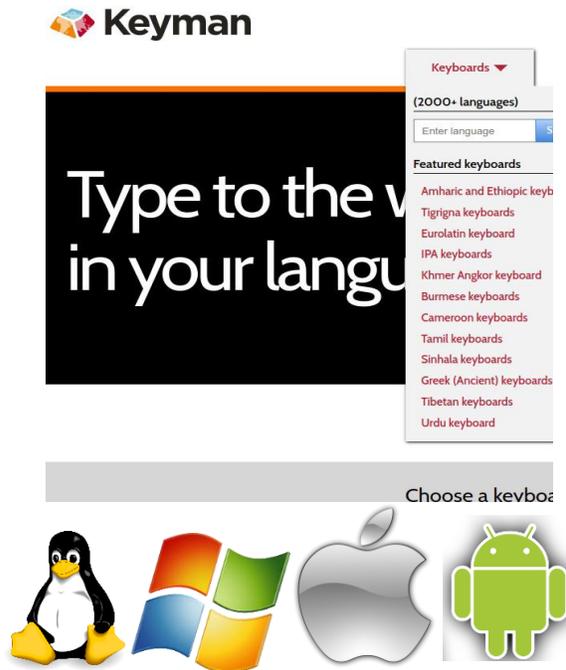
```
<space><space>-<space>trigger: "<trigger text>"
```

```
<space><space><space><space>replace:
```

```
"<replacement character>"
```



Keyman



Finally, if you need a complete keyboard, 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. Normally, an existing keyboard or Espanso is a simpler choice.



Fonts

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

۱ ۱۔ یہ خُدا کے بیٹے یسوع مسیح کی خوشخبری کا شروع ہے۔ ۲ ۲۔ جیسا یسعیاہ نبی کے صحیفہ میں لکھا ہے کہ، "دیکھ میں اپنا پیغمبر تمہارے آگے بھیجتا ہوں جو تمہاری راہ تیار کرے گا۔ ۳ ۳۔ بیابان میں پُکڑنے والے کی آواز آتی ہے کہ 'خداوند کی راہ تیار کرو۔ اس کے راستے سیدھے بناؤ۔' " 4

۱ ۱۔ یہ خُدا کے بیٹے یسوع مسیح کی خوشخبری کا شروع ہے۔ ۲ ۲۔ جیسا یسعیاہ نبی کے صحیفہ میں لکھا ہے کہ، "دیکھ، میں اپنا پیغمبر تمہارے آگے بھیجتا ہوں جو تمہاری راہ تیار کرے گا۔ ۳ ۳۔ بیابان میں پکڑنے والے کی آواز آتی ہے کہ 'خداوند کی راہ تیار کرو۔ اس 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.

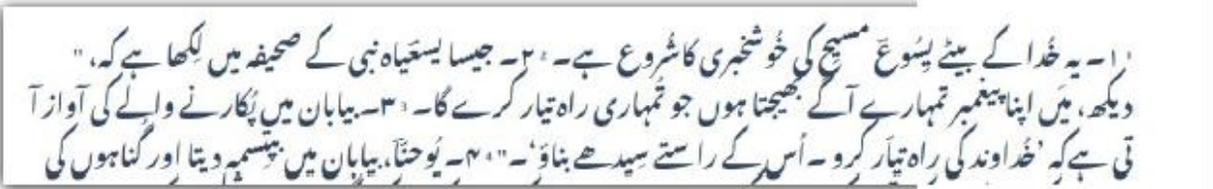
(The first step is to find a copy of the font that is a freely available, and b) on the web in an accessible format.

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



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**



.apps/scripture-rendering -pipeline/meta.json

```
{  
  "fontUrl" :  
    "https://fonts.googleapis.com/css2?family=Noto+Nastaliq+Urdu:wght@400;700&display=swap",  
  "fontFamily" : "Noto Nastaliq Urdu, serif;"  
}
```

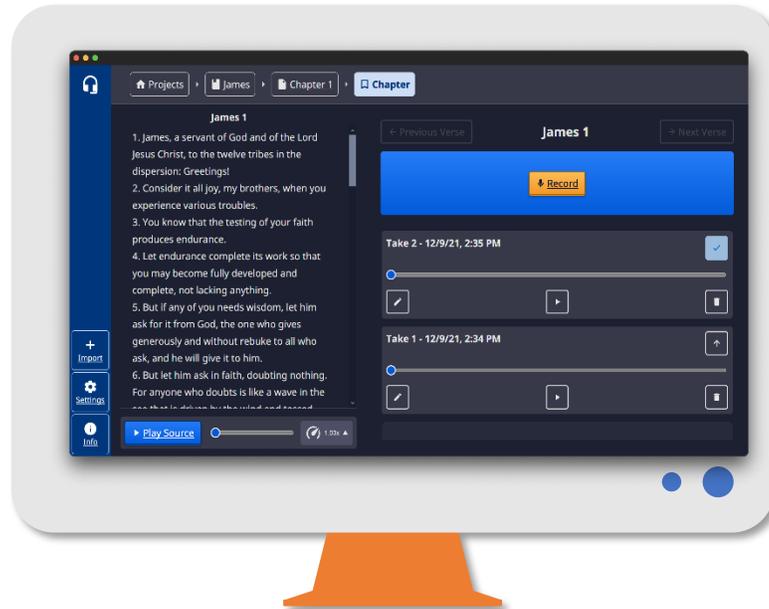
Here, we point to the place where the web browser will get the font (fonts.googleapis.com) and give specific information about the name of the font and what display characteristics it will have.

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.



BTT-Orature



“An Oral Translation Tool built for the Oral Community”.

Orature provides an accessible way for the Global Church to engage in church-owned translations. Many features aim to streamline the translation process for translators and make it easier to learn.



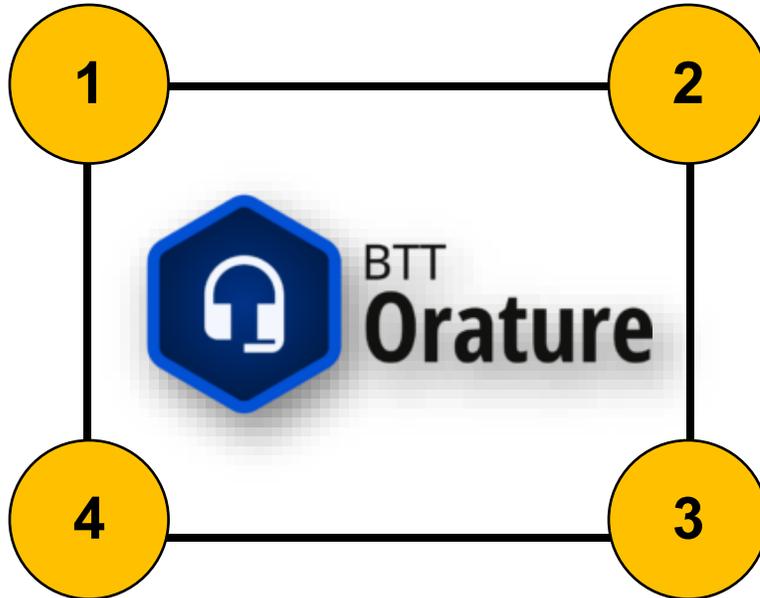
Web Resources

1. Bible in Every Language Tools
 - <https://bibleineverylanguage.org/tools>
2. OCEN AUDIO
 - <https://ocenaudio.com>
3. Bible in Every Language – Reading Source
 - <https://bibleineverylanguage.org/translations/?lang=en>
4. Bible in Every Language - Audio Source
 - <https://audio.bibleineverylanguage.org/gl>



How to download Orature?

Open your browser
and go to:
<https://bibletranslationtools.org/orature/>



Search your
operative system

Install

Click on
Download





How to download Ocenaudio?

Open your browser
and go to:
<https://www.ocenaudio.com>

1

2

Select your
operating system
versión



4

3

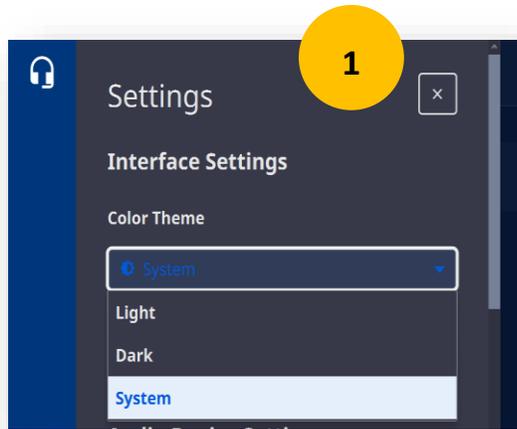
Click on
Free Download

Install





Interface Settings: Theme and Language

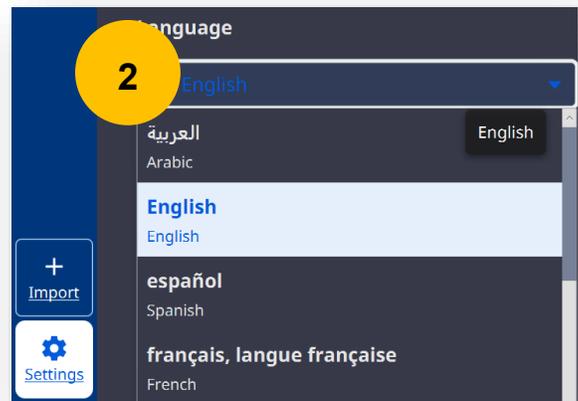


Color theme:

1. Light
2. Dark
3. System

Language:

1. By default, Orature will attempt to use the system language.
2. But you can Select your language if it is available.





Interface Settings: Audio, Record and Edit

Audio Device Settings 1

Audio Output

Primary Sound Driver ▼

Audio Input

Primary Sound Capture Driver ▼

1. By default, Orature will use the system defaults.
2. Audio Output
3. Audio Input

Record

Edit



Application Settings 2

Application Name

OratureRecorder	<input checked="" type="radio"/>	<input type="radio"/>
ocenaudio	<input type="radio"/>	<input checked="" type="radio"/>



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

Keyboard shortcuts help us to edit our audio projects faster.



Environment And Recording Tool

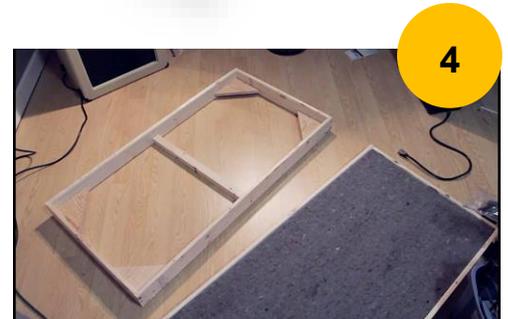


Recording Instruments

To record audio in the right way, you need some tools or instruments, for example:



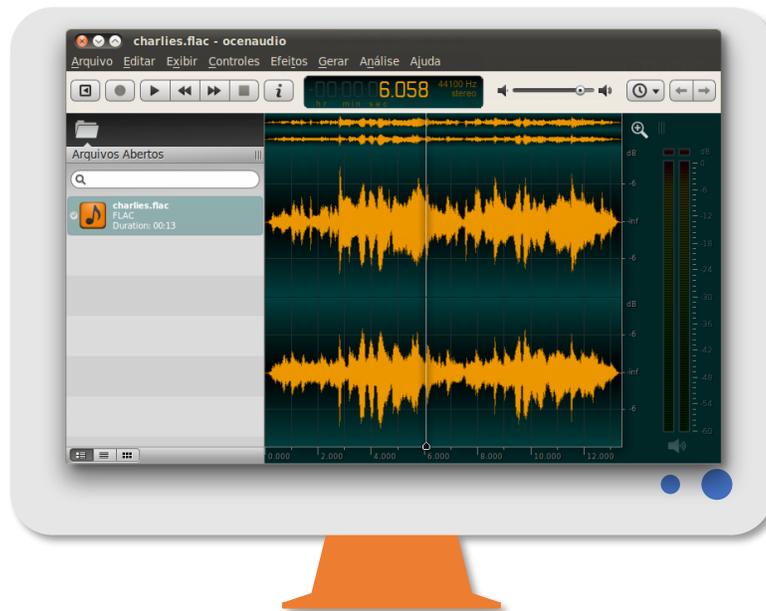
1. Computer with audio input.
2. Recording software.
3. Appropriate Microphone for recording, USB, Analog, Digital.
4. Noise reduction tool.





Voice

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



1. Find a collaborator with an appropriate tone of voice and vocalizes correctly.
2. Practice before you record to avoid errors in your recording.
3. If your voice is tired, take a break.
4. Standing is the best position to record vocals in, allowing the entire opening of the throat and the entire diaphragm movement.

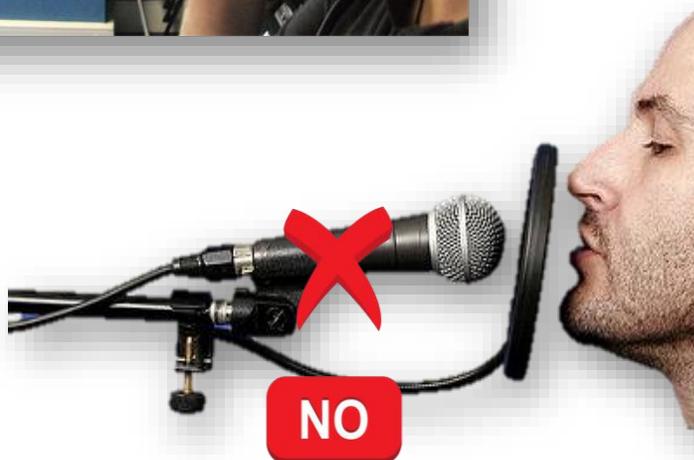


Microphone Distance

To avoid incorrect recording, follow the recommendations below with the distance between you and the microphone.



The recommended distance for a correct recording is between 5 and 8 CM. Our recording may sound saturated and incomprehensible if we do not follow this recommendation.





Cable Management

Keeping the cables of our electrical appliances in good condition is essential to prolong their useful life and avoid accidents.



1. Cables have copper wires inside them. If you twist or bend them, these 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 on 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.



Getting Started

Narration Mode



Translation Mode



Narration Mode



Working on a Project: Narration Mode

To start a project in Narration Mode, we follow the steps below:

1. Create Translation.
2. Source Language
3. Target Language
4. Confirm Source and Target Language are the same.
5. Create Project
6. Select Book to Work with

The screenshots show the following steps:

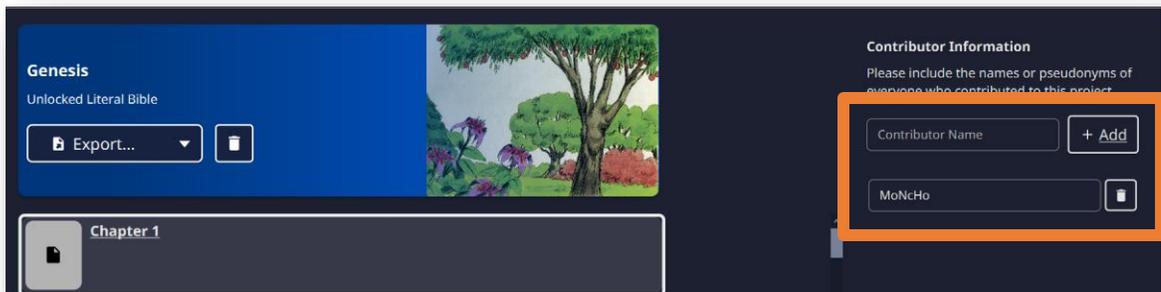
- Step 1:** The 'Projects' screen with a '+ Create Translation' button.
- Step 2:** The 'Select a Source Language' screen with 'Engl' entered in the search field and 'English en' as a suggestion.
- Step 3:** The 'Select a Target Language' screen with 'english' entered in the search field and 'English en' as a suggestion.
- Step 4:** The language selection screen showing 'English' as the source and target language, with a confirmation arrow.
- Step 5:** The '+ Create Project' button on the project creation screen.
- Step 6:** The project selection screen showing the 'Genesis' book (GEN • ULB) with a book cover image.



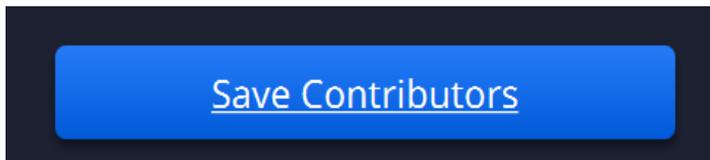
Working on a Project: Narration Mode

Add the contributors.

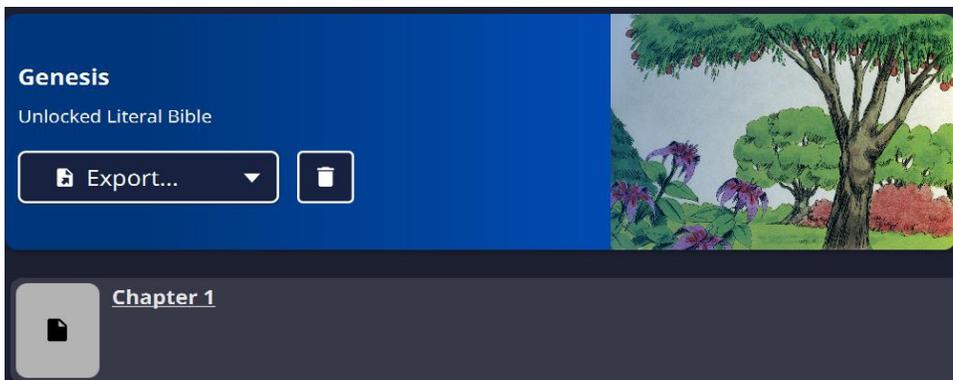
1. Contributor (For **security reasons**, this must be a nickname; it **CANNOT BE** personal).



2. Save Contributors



3. Now, to start, we select the chapter to work on.





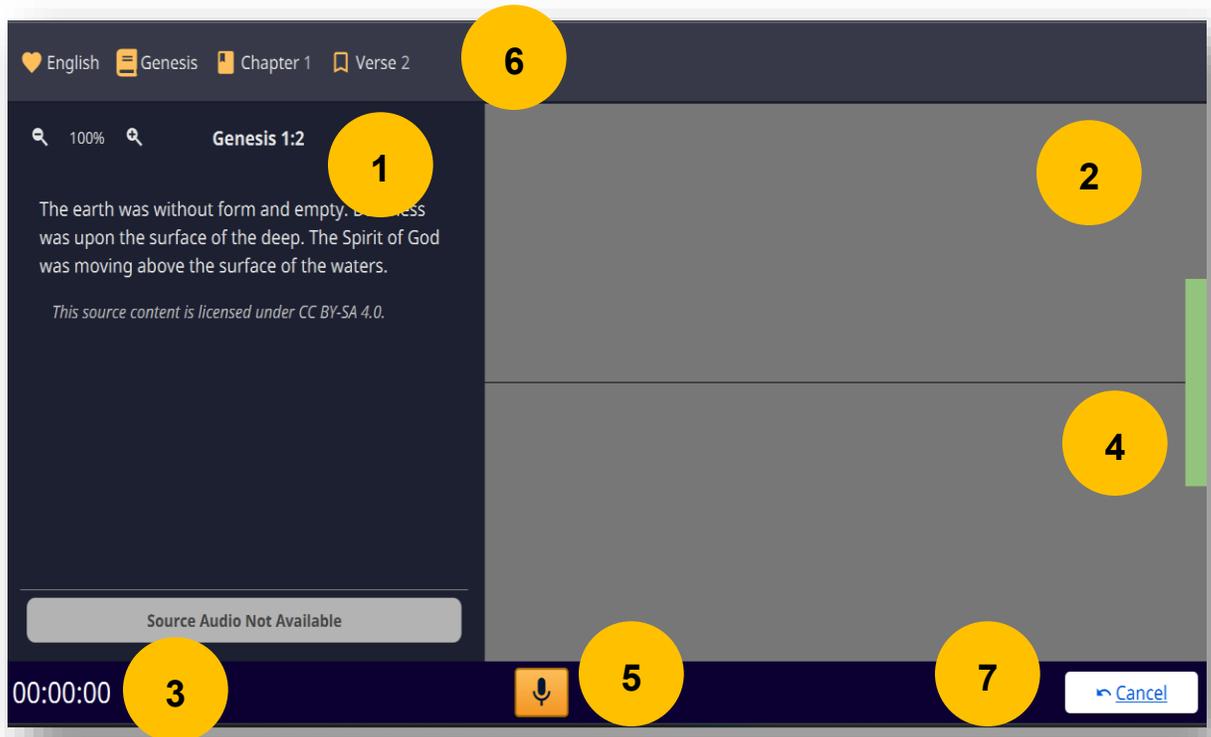
Working on a Project: Narration Mode



1. Record (Narration) the entire chapter.
2. Record (Narration) verse by verse.
3. Save the project or backup
4. Edit the chapter
5. Add Verse Markers
6. View all recordings of a chapter
7. Compile



Working on a Project: Narration Mode



1. Panel displaying the verses.
2. Recording panel
3. Recording Time
4. dB Meter
5. Start recording button
6. Project information panel
7. Option to cancel recording



Translation Mode



Working on a Project: Translation Mode

The screenshots illustrate the following steps:

1. Clicking the '+ Create Translation' button.
2. Selecting 'ar' as the source language.
3. Selecting 'english' as the target language.
4. Confirming the source and target languages.
5. Clicking the '+ Create Project' button.
6. Selecting a book titled 'التكوين'.

To start a project in Translation Mode, follow these steps:

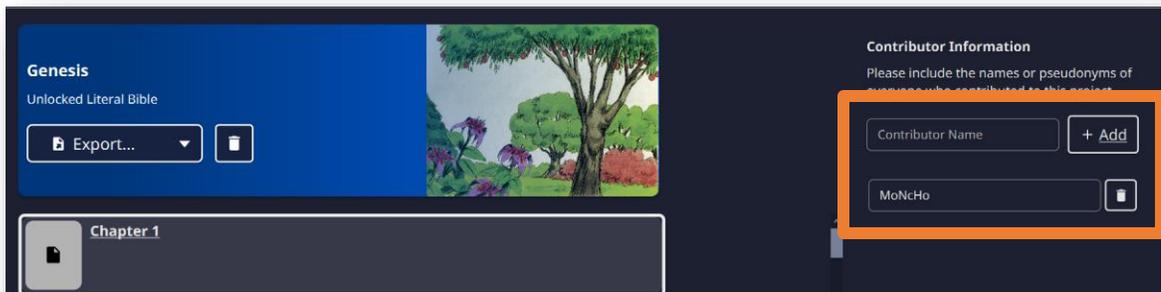
1. Create Translation.
2. Source Language
3. Target Language
4. Confirm Source and Target Language are different.
5. Create Project
6. Select book to Work with



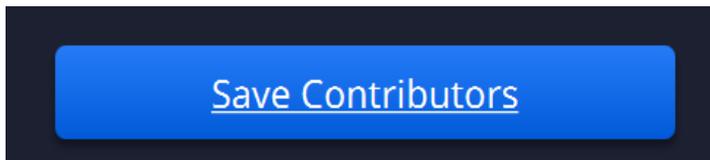
Working on a Project: Translation Mode

Add the contributors.

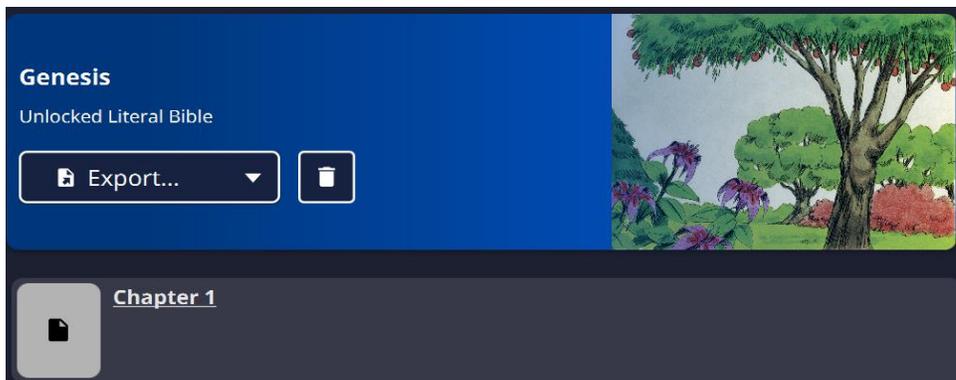
1. Contributor (For **security reasons**, this must be a nickname; it **CANNOT BE** personal).



2. Save Contributors



3. Now, to start, we select the chapter to work on.





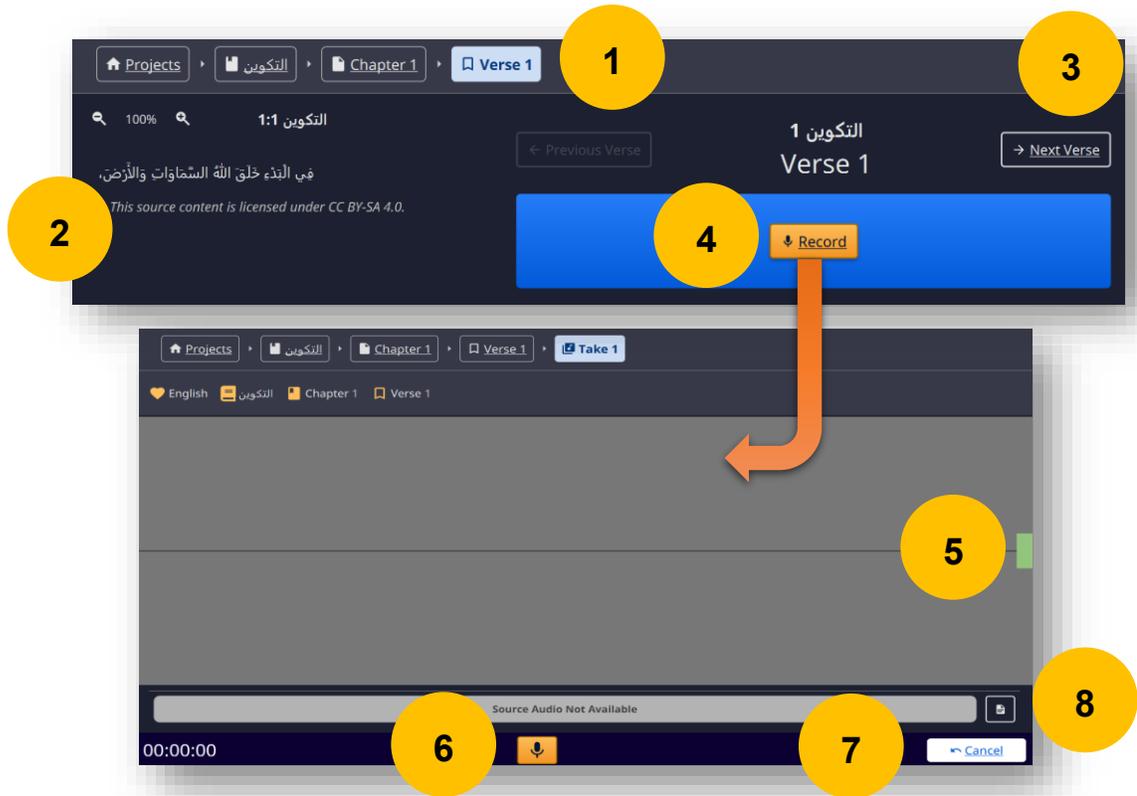
Working on a Project: Translation Mode



1. Record (Translation) the entire chapter.
2. Record (Translation) verse by verse.
3. Save the project or backup
4. Edit the chapter
5. Add Verse Markers
6. View all recordings of a chapter
7. Compile



Working on a Project: Translation Mode



1. Project information panel
2. Panel displaying the verses
3. Verse change button
4. Button to start translation
5. dB Meter
6. Start recording button
7. Option to cancel recording
8. Button to view verse while recording



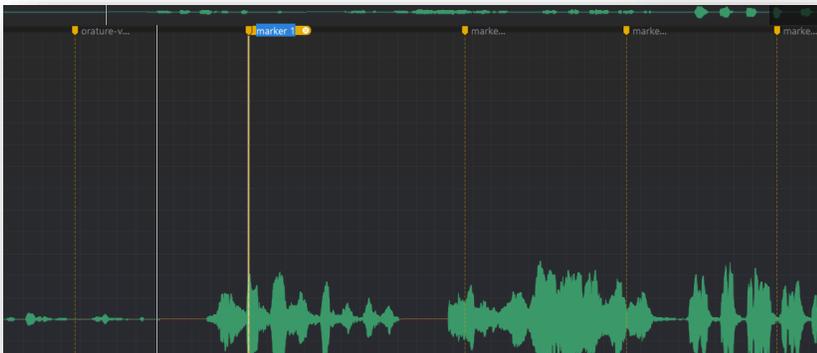
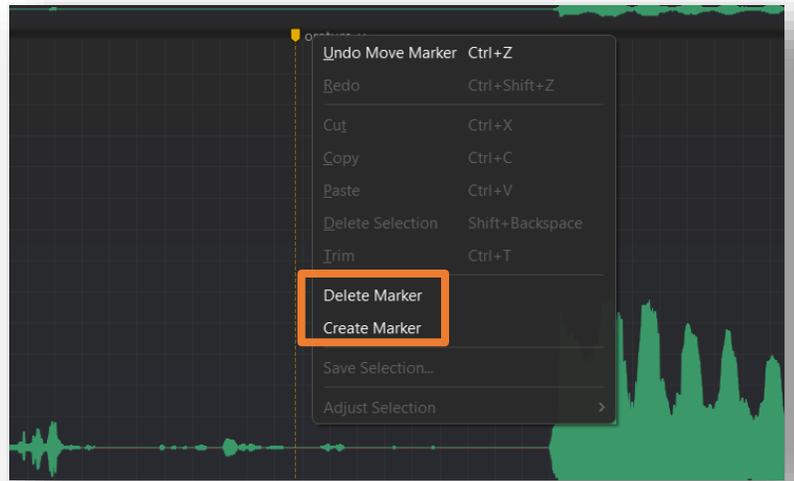
Record And Edit Audio



AUDIO EDITING AT OCENAAUDIO

Markers

1. In OCENAAUDIO, You can create or delete a verse separation marker by right-clicking and clicking Create or Delete Marker.

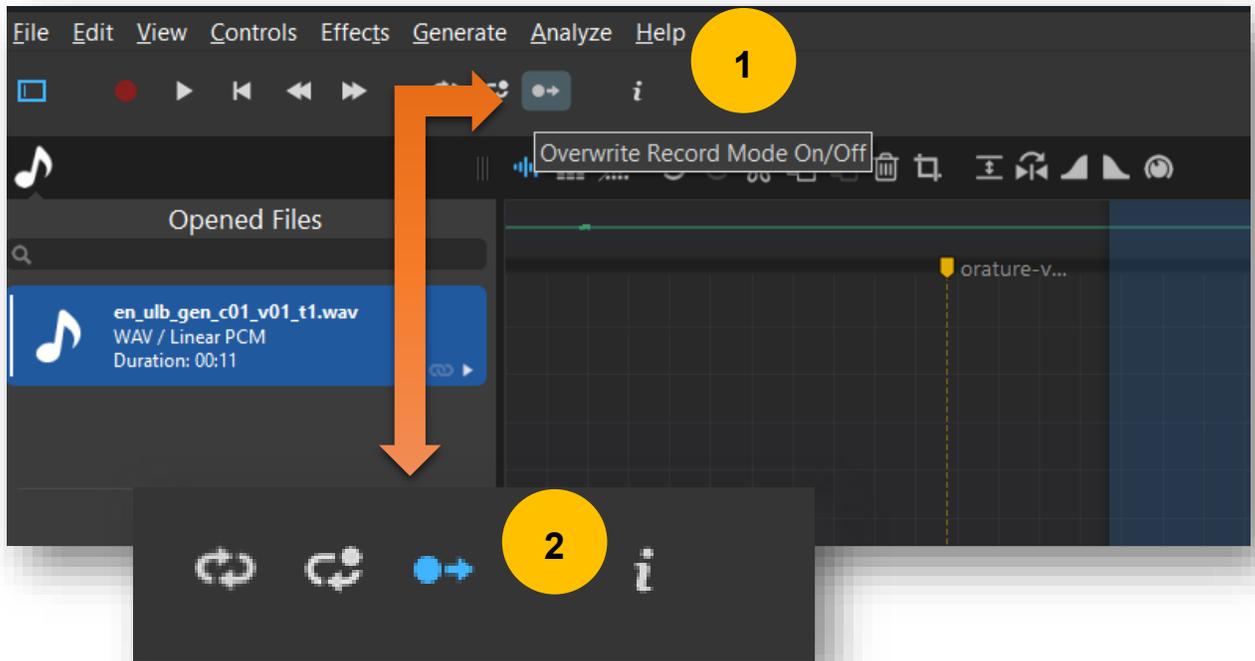


2. You can also rename bookmarks to identify verses, delete bookmarks in case you no longer need them.



Audio Editing At Ocenaudio

Overwrite On/Off

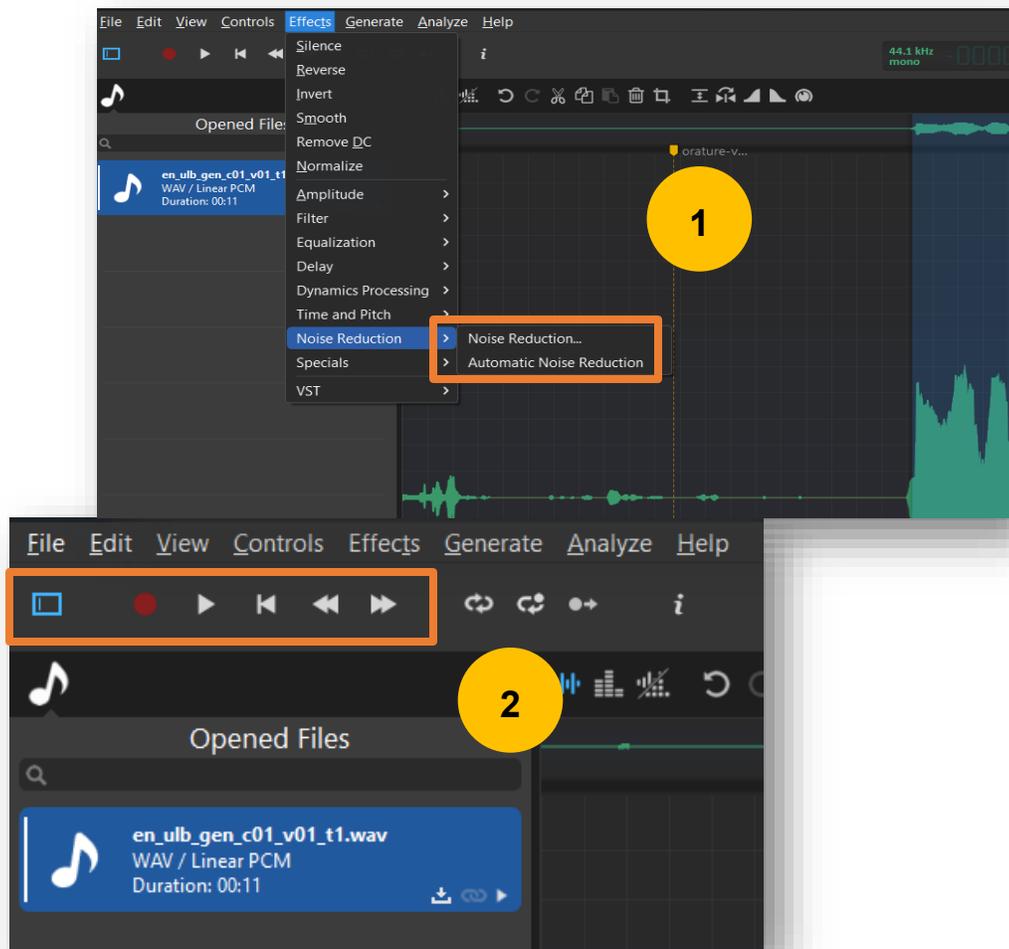


1. The overwrite option allows us to decide whether to record by erasing the old while recording the new or adding to what has already been registered.
2. When the Overwrite option is active, the button will light up blue, indicating that everything we record from now on will erase the previous one.



Audio Editing At Ocenaudio

Noise and Playback Panel

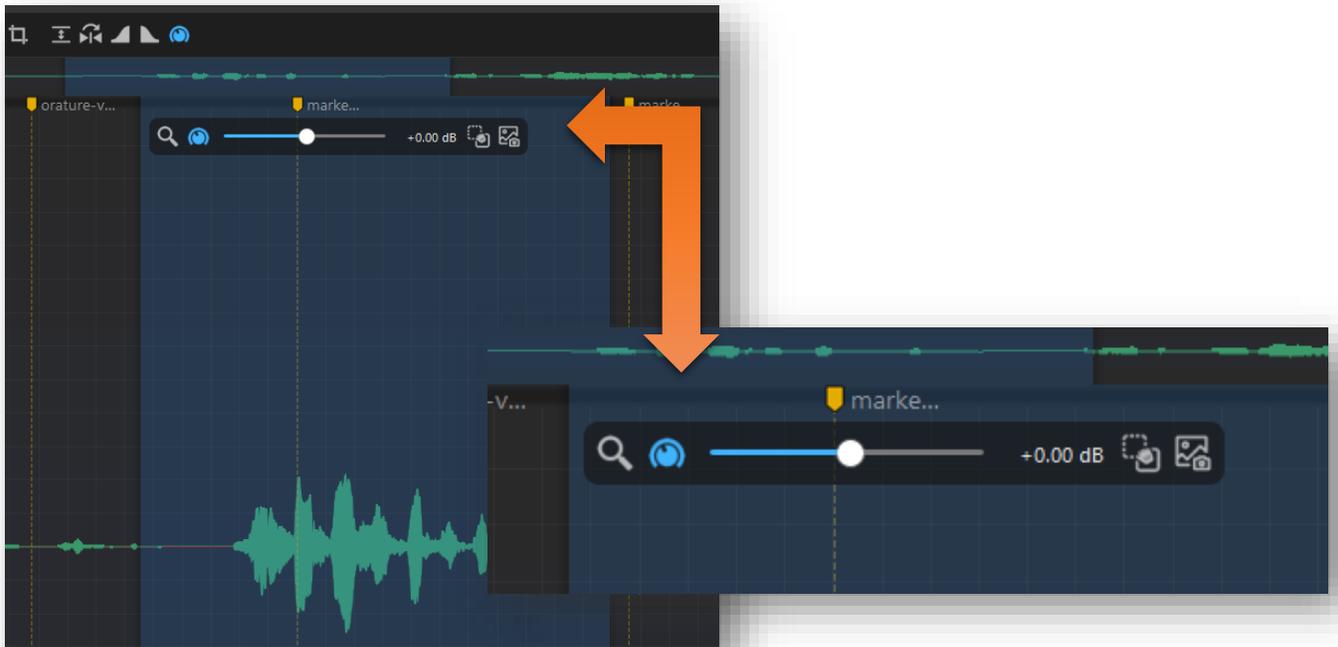


1. In **OCENAUDIO**, if there is much environmental noise in your translation, you can reduce this noise either manually or automatically. In the menu bar, look for Effects, Noise Reduction, and select Automatic or Manual.
2. In **OCENAUDIO**, the menu bar also has a **playback panel** that allows you to interact with your audio project for better editing.



Audio Editing At Ocenaudio

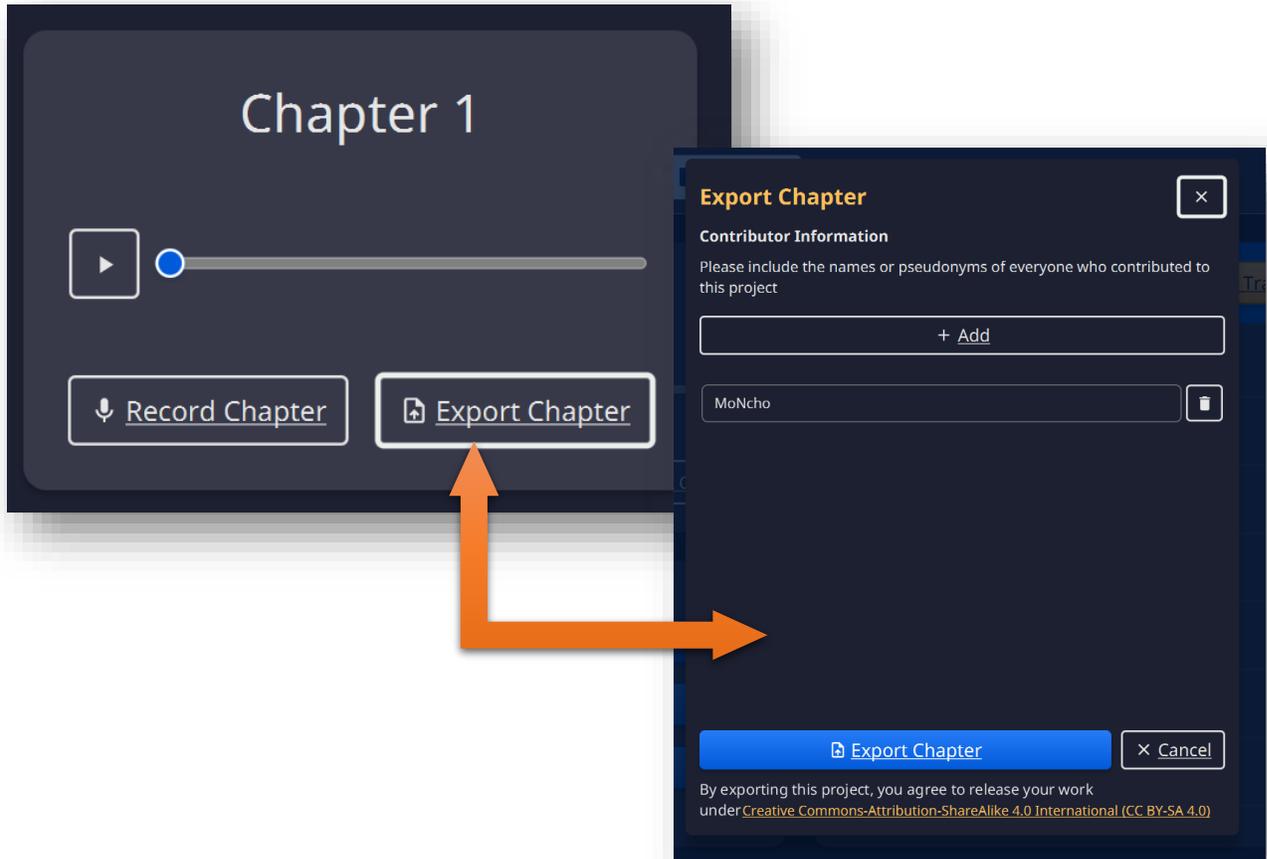
Gain Volume Option



1. The Gain Volume option allows us to increase or decrease the audio volume, depending on the case. It is a practical tool we should use carefully to avoid damaging the audio.
2. When you click on it, a small menu will appear where you can increase or decrease the volume of the audio section you previously selected to be modified.



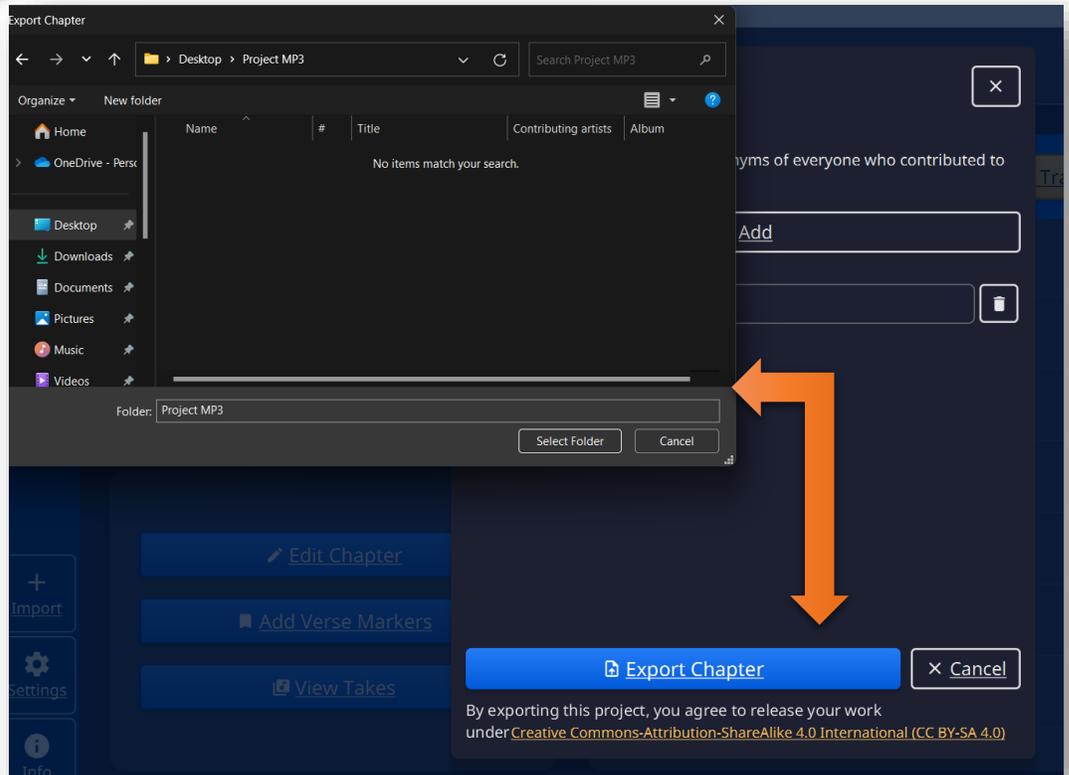
Audio Export Options



1. In the project panel, we can export in mp3 the work done; we click on Export Chapter (it is essential to mention that you cannot export verses, but only a complete chapter).
2. In the next panel, we can add the nicknames of the people who have worked as translators or narrators in the project. After adding them, we click on Export Project.



Audio Export Options



Select the folder where we will save the projects and create a backup. The backup should be on our computers or an external storage unit. (USB, ETC)

Important: Before exporting your audio project, remember to edit your audio and review all the details and recommendations.



MP3 AUDIO PLAYER





Orature Beta



“Orature has a number of features under development that are available to users in beta. Features can change during the beta period. You may experience bugs or performance issues during this time”.

macOS
Orature Beta 3.1.2
Compatible with macOS 12: Monterey and newer.
Download

Windows
Orature Beta 3.1.2
Compatible with Windows 10 and newer.
Download

Linux
Orature Beta 3.1.2
Compatible with Debian and Ubuntu based distros.
Download

View releases for all platforms and version on:

<https://github.com/Bible-Translation-Tools/Orature/releases>



View our Orature official release download on:

<https://bibletranslationtools.org/orature/>





Resource Pages

The image shows two screenshots of web pages. The top screenshot is the Wycliffe Associates Translations website. It features a dark header with the Wycliffe Associates logo, navigation links (Processes, Resources, Translations, Tools, Support), and a language dropdown set to English. The main heading is "Translations". Below this are three links: "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 QR code is in the top right. The "Languages" section shows a search bar and a list of languages including Abul, Acholi, Adang, and Adhola. The "English" section highlights the "Unlocked Literal Bible (ULB)" with "Read on Web" and "Download" buttons, and lists "Old Testament" and "New Testament".

The bottom screenshot is a website with a dark header and a QR code on the left. The header contains "Lenguajes", "Tipos de Archivo", and "Libros". The main content area has a search bar with the text "Busca" and a magnifying glass icon. Below the search bar is a grid of language options, each in a box with the language name in its native script and its ISO code:

English English En	ગુજરાતી Gujarati Gu	हिन्दी, हिंदी Hindi Hi	Iloko Ilocano Ilo
ಕನ್ನಡ Kannada Kn	മലയാളം Malayalam Ml	नेपाली Nepali Ne	ଓଡ଼ିଆ Oriya Or



Key Features

Improved Chapter Narration
Chapter narration has been improved for more natural takes and easier recording.

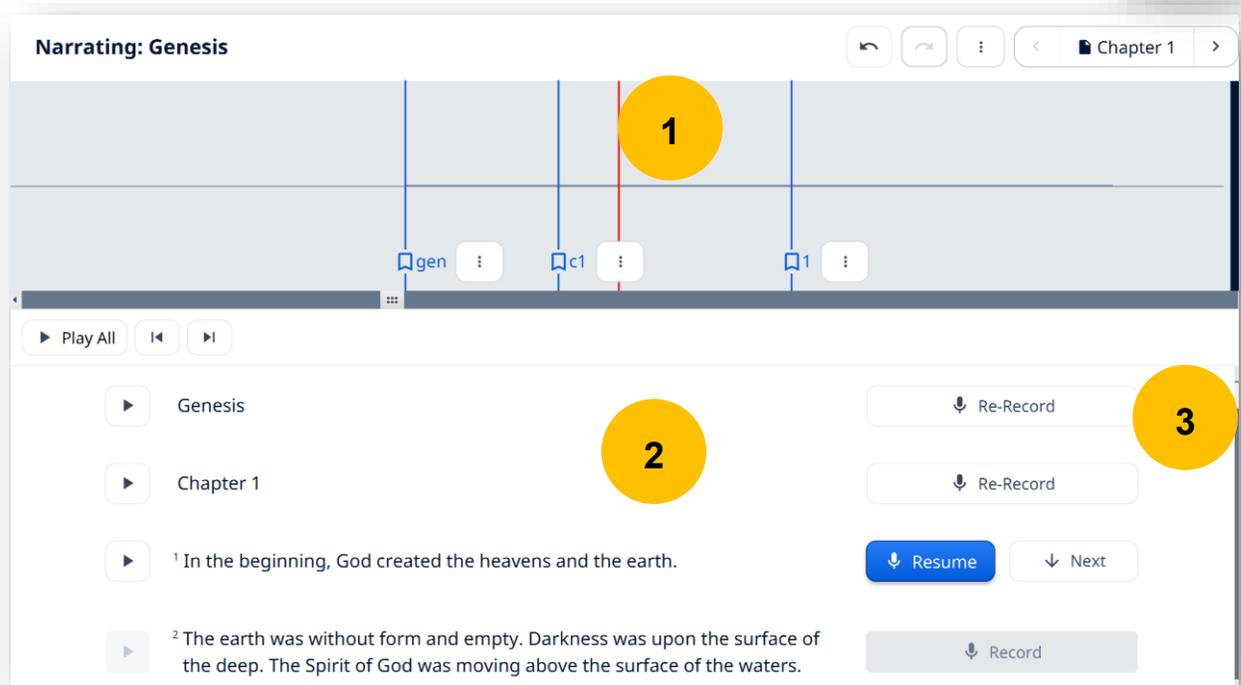
Improved Content Export
With the improved content export, users will have an easier experience exporting files and recordings.

Enhanced Progress Visualization
Enhance progress visualization gives users improved visual context of their progress while recording.

Added Support For Dialects
Added support for dialects gives users the ability to translate existing written language in a variety of different dialect languages.



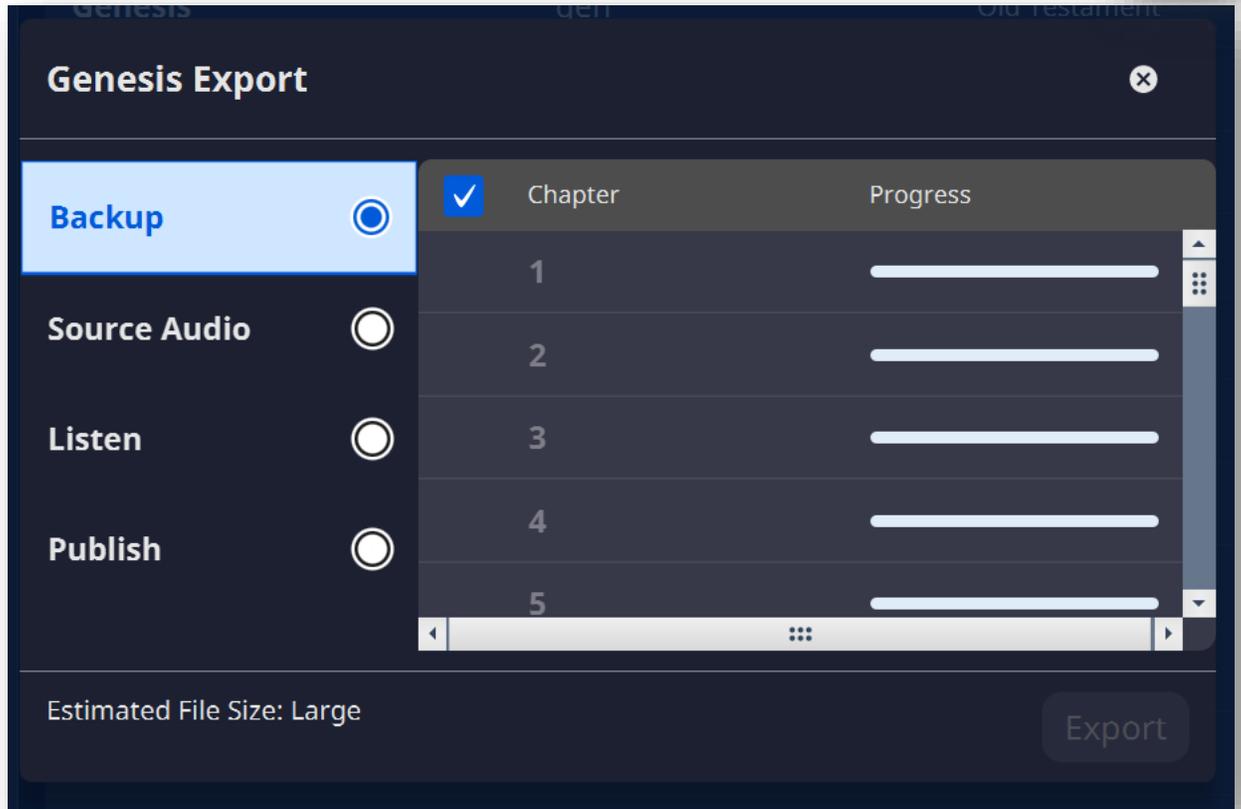
Improved Chapter Narration



1. The new Narrator Mode recording interface shows us a panel where we visualize the marks during the recording.
2. We can preview the verses at the bottom as we narrate each verse.
3. A new recording panel allows us to record, re-record in case of error, and move to the next verse to continue the recording in narration mode.



Improved Content Export



1. ORATURE BETA gives us a new interface to export our audio projects, depending on the purpose or need. Each option offers a different quality, size, and usage for each audio project file we export.



Enhanced Progress Visualization



The screenshot shows a dark-themed interface for the 'English Narration Project'. At the top, there is a search bar and a menu icon. Below is a table with columns for Book, Code, Anthology, and Progress. The Progress column contains horizontal bars representing the progress of each book. An orange box highlights the progress bars for Genesis, Exodus, Leviticus, Numbers, and Deuteronomy.

Book	Code	Anthology	Progress
Genesis	gen	Old Testament	[Progress bar]
Exodus	exo	Old Testament	[Progress bar]
Leviticus	lev	Old Testament	[Progress bar]
Numbers	num	Old Testament	[Progress bar]
Deuteronomy	deu	Old Testament	[Progress bar]

1. ORATURE BETA gives us a new interface to observe the progress of each book we are narrating or translating to have better control of progress.



Added Support For Dialects



The screenshot shows the TA app interface. At the top, there is a 'Projects' tab and a 'Home' button. A blue button with a plus sign is highlighted with an orange box. Below it, a 'Dialect' section is shown with a description: '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.' A blue button with a right arrow and the text 'Select' is also highlighted with an orange box. Below this, there are two screens for language selection. The first screen is titled 'Pick a Source Language (2 of 3)' and shows a table with columns: Language, Anglized, Code, and Gateway. The second screen is titled 'Pick a Target Language (3 of 3)' and shows a table with columns: Language, Anglized, Code, and Gateway. The search bar in the second screen contains the text 'indone'.

Language	Anglized	Code	Gateway
Español Latin America	Latin American Spanish	es-419	Yes
English	English	en	Yes

Language	Anglized	Code	Gateway
Bajo	Bajau, Indonesian	bdl	No
Bada (Indonesia)	Bada	bhz	No
Banda (Indonesia)	Banda	bnd	No
Buli (Indonesia)	Buli	bzq	No

1. On the home screen, click on the blue button.
2. Select Dialect option.
3. Select your Source language.
4. Select the Target Language you will translate to.