## **SP phase info/instructions to insert into app UI**

### **Intructions to make html files:**

* Open in Libreoffice Writer
* Copy paste section into new file
* Export: HTML
* replace this text: style="max-width:8.5in;margin-top:0.7874in; margin-bottom:0.7874in; margin-left:0.7874in; margin-right:0.7874in; " with style="margin-left:0.1in; margin-right:0.1in; "

### **Story Templates**

Tap on any story template to open it and begin (or continue) your translation work.

You can work on multiple templates, but only one at a time. You don’t have to completely finish a story before starting work on another story.  (Although it is recommended that you try to complete your work in a phase before exiting to work on something else.) If you exit one template to work on another one, your work data will be saved automatically.

Any template that you open and close, will open in the same phase (or place) where you stopped before..

**Learn**

**Who**: **One to three translators** will control [“drive” or hold the phone and do the work for] this phase.  At least one of the translators needs to know the gateway language. This same translator(s) will also do the TRANSLATE phase and be available for any revision work recommended from the “drivers” of the COMMUNITY and ACCURACY CHECK phases.

**Purpose**: The purpose of the LEARN phase is to learn well and **integrate** the story into your mind and begin thinking about how to tell the major arc/points/drama of the story in your language.  Part of learning well the story is to **record the story** **all in one go**.  A summary of the story is fine. You do not need to remember all the details.  Hopefully you will capture some natural discourse markers or story connectors.

**Activities**:

1. Play the story as many times as necessary to get it into your mind.
2. Practise retelling the story in your language several times. (You do not need to tell all the details, but try to tell a good summary -- the main points -- of the story.)
3. Tap the mic button and record yourself(s) retelling the story in your language.  If watching the pictures is helpful, let them roll by on their own time (they are not connected timewise to your recording).  If the pictures are distracting to you while you retell and record, don’t look at them or turn off the pictures.
4. Tap the square button to stop your recording.
5. Tap the triangle Playback button to listen to your story summary.  If you think it is OK, just swipe down to the TRANSLATE phase. If you want to record the whole story again, tap the mic button and say “yes” to overwrite / delete your first recording.  Then proceed to retell your story. Tap Stop when you are finished.

**Notes** [about the app interface]:

* This recording is a pre-translation activity, or preparing you to translate.
* Only one recording (your last one) will be saved.
* You will not be allowed to pause this recording.
* The audio recording is saved separate from the progression of the pictures.  It is ok if your story recording does not match/coordinate with the images/pictures.
* Reduce the volume on your phone to stop the sound if you want to only watch the pictures as you practise retelling the story.

**Translate and Revise**

**Who**: **One to three translators** will control [“drive” or hold the phone and do the work for] this phase, the same one(s) who did the LEARN phase.  At least one of the translators needs to know the majority/source language. This same translator(s) will also be available for any revision work recommended from the COMMUNITY and ACCURACY CHECK phases.

**Purpose**:  The purpose of the TRANSLATE phase is to **orally translate (and revise) the story in smaller chunks,** picture by picture. This is also the place where revisions to the translation will be recorded after the checks.

**Activities**:

1. **Translate the story**
   1. Play the audio narration and/or read the text narration for the slide. Put the meaning in your mind.  Repeat as necessary.
   2. At the bottom of the screen, tap the mic button and record naturally in your language the meaning for the slide.  Revise and repeat as necessary.
   3. Tap the triangle playback button to listen to your recording.  Can you hear it clearly? Is the translation natural? If not, record again.
2. **Key term hyperlinks**
   1. Some words in the written text are hyperlinked
3. **Customize the title slide.**
   1. Snap a photo of a design or color, landscape or view to insert as the background
   2. Think of a clever title that will attract people to want to listen to this story.  Type the title words in your language. Re-record the title to match the text.
4. **Add a song to the end of your story.**
   1. Discuss the content and meaning of the story.  Compose a song that will help you and others remember the message for this story.  Record your song.
   2. Snap a photo of the singers or a picture to view while listening to the song.

**Notes**:

* Swipe right and left to move from slide to slide, from picture to picture.
* You can swipe one more time after the last page/slide to be back to the beginning of the story,.
* Tap the speaker/play button in the corner of the image to listen to the script/narration for that slide.  The audio narration is essentially the same as the written text.
* The written text might have some extra notes, implied information or alternative ways of saying the meaning in square brackets. The translator(s) can choose to translate or not translate the information in square brackets, depending on what is meaningful and helpful in their language.
* You must translate the entire text or meaning for the slide in one recording.  You cannot pause and resume your recording.
* You can record as many translation drafts as you need to.
* The app will automatically save all audio translation drafts. The most recent (the last) translation recording will always be “on top”, unless you manually choose another draft from the play list..
* You can review all drafts by tapping the list icon.  You can play, delete, rename (press and hold) and select drafts (to be “on top”) from the list window.
* You can scroll within the screen by pressing and scrolling simultaneously.  You might need to do this if the text is more than can fit on the screen or if there are many drafts in the list window.

**Community**

**Who**: **Several language speakers who do not know the story** and who were not involved with the translation drafting.

**Purpose**:  The purpose of the Community phase is to check that the story translation draft is very **meaningful** and expressed in the language in a way that is **natural** and **clear**.

**Activities**:

1. For each slide, tap the play button.  The swipe to the next slide. Listen to the entire story slide by slide.
2. Listen again to the story and record a comment (or tell the translator who might be standing nearby) if you hear anything that does not sound quite right.  Suggest how to make that part of the story sound better.
3. Suggest improvements for things like:
   1. Different words used for the same item (inconsistency)
   2. Words used that are from another language (borrowing foreign terms)
   3. Order of words or phrases that sound wierd or foreign (bad grammar)
   4. Something said in a way that could have two different meanings (ambiguity)
   5. “Stiff” or very literal, formal or old language that could be said more naturally with an idiom (unnatural)
4. **Customize the title slide.**
   1. Snap a photo of a design or color, landscape or view to insert as the background
   2. Think of a clever title that will attract people to want to listen to this story.  Type the title words in your language. Re-record the title to match the text.
5. **Add a song to the end of your story.**
   1. Discuss the content and meaning of the story.  Compose a song that will help you and others remember the message for this story.  Record your song.
   2. Snap a photo of the singers or a picture to view while listening to the song.

**Notes**:

* You can record as many comments as you want.  If you want to tell the consultant about an issue, record it in a language the consultant knows.
* If more than four comments are recorded, you will need to scroll down the screen to access them.  To scroll within the phase without swiping to another phase, press and scroll (move your finger up or down) or scroll while pressing your finger.
* You can rename a comment by pressing on the “comment name” to bring up the keyboard.  Type a new name.
* Play or delete any comment as desired.  You can delete a comment once the issue has been resolved or if it was recorded by accident.

**Consultant / Accuracy Check**

**Who**: The **consultant or accuracy checker** will hold the phone and “drive” or facilitate the accuracy check.  The consultant may request to have **one or more previously uninvolved/uninitiated language speakers (ULSs)** to assist with back translations and answering comprehension and inference questions.  One of the original story **translators** should also be available to make any necessary revisions.

**Purpose**:  The purpose of the Consultant phase is to check and approve that the story translation draft is **accurate**.

**Activities**:

1. The accuracy checker/consultant can tap the sandwich button on each slide to bring up a history log of translation activities which have taken place in the process of translating that slide.  This log of activities can be sorted by tapping the heading of each color coded column.
2. For the whole story, the consultant plays and swipes, plays and swipes for the ULSs to listen to the entire story.  Repeat as necessary. If the consultant does not know the language, the ULSs give an oral back translated summary of the story.
3. For each slide, the consultant will play and pause, play and pause to get an oral back translation phrase by phrase.  The consultant can ask any number of comprehension or inference questions until s/he is convinced that the translation for that slide is clear and accurate without any misleading information.
4. If any revisions are needed, the consultant will discuss the issue with the translator.  The translator can then swipe or tap up (use the drop down menu) to the TRANSLATE phase and revise that slide. Then return to the Consultant phase.
5. The consultant can tap the red button to turn it to a green tick mark when s/he feels a slide is ok.
6. When all the slides have been ticked OK green, the consultant will type in the appropriate password to approve the translation draft and unlock the RECORDING STUDIO phase.

**Notes**:

* The consultant should keep the password protected (a secret) from other members of the story translation team.  This helps to ensure good accountability for the translation process.
* If the consultant forgets the password, send a text to the Trainer to get some help.  The Trainer’s contact should be in the registration information. Or send an email request for assistance to [SPapp\_info@sil.org](mailto:SPapp_info@sil.org) .

### **Recording Studio**

**Who**: **Anybody** who speaks the language well and has a good voice can be involved in the this phase.  Probably the **primary translator** or phone owner will want to organize and facilitate the people doing the dramatized recording for this phase.

**Purpose**:  The purpose of the Studio phase is to re-record the approved translation draft with better audio quality and more expressive voices.  If desired, use different voices for the different characters and add sound effects in the background while re-recording the story.

**Activities**:

1. Get in a place that is quiet and where you will not be interrupted by people or distracting noises. Use a blanket under the phone and over the head of those recording.
2. For each slide, tap the play/speaker button in the corner of the picture.  Listen to the approved translation as it plays.
3. Listen to and memorize and practise saying as much of the translation as you can.  Then tap the corner of the picture to pause.
4. At the bottom of the screen, tap the white mic button and re-record the translation with a clear voice and dramatic expression.  (Others can add sound effects at the same time). Tap pause when you are finished.
5. Again tap the play button in the middle of the picture to resume listening and memorizing the next part of the draft.
6. To resume dramatic re-recording, tap the black mic + button at the bottom of the screen.
7. To end the dramatic re-recording, tap the white square stop button at the bottom right of the screen.
8. Tap the triangle play button at the bottom of the screen to listen to your dramatic re-recording.  If you are satisfied with the quality, swipe to the next slide. If you are not satisfied with the quality of the recording, repeat the listening and dramatic re-recording process.
9. Before moving to the Finalize phase, double check that you are satisfied with the dramatic audio volume and quality by replaying all the slides one after the other.

**Notes**:

* To stop a recording, you must tap the square stop button.
* When a recording is paused, it will resume recording when the black+ mic button is tapped.
* To start a new recording, the mic button must be white.
* To resume a recording the mic button must be black+.
* Sound effects (e.g. crowd noises, chicken crowing) can only be added simultaneously with recording the dramatized narration.
* If you find that your newly created video has dubbing mistakes or it does not have good audio quality, you can always return to this phase and re-dramatize any or all of the slides.

### **Preview**

### **Finalize**

**Who**: The **primary translator** or phone owner along with anybody else interested in video production.

**Purpose**: The purpose of the Finalize phase is to **make final decisions** about the new video you will create, and to **insert local acknowledgments/credits** (to list those who were involved in producing this video).

**Activities**:

1. Indicate by tapping to select or unselect what features you want to include in your video
2. Tap to indicate what type of phone you want to share your video with.
3. Tap to choose a different quality of resolution than the default.
4. Type a short new name (in your language) for the video file name.  (You might want to leave the number for the story so it will show in order as you share it with others.)
5. Create your new video.  (Wait. This will take a minute or two).
6. Create another video with different features.  (Wait. This will take a minute or two).

**Notes**:

* Some features are mutually exclusive, such as picture movement and including text, so the software will not always allow you to include some features.
* You can override the default resolution by tapping on the dropdown menu arrow and tapping your preference.
  + A low resolution video will take up less space (it will be smaller), but it will be very “grainy” or “pixelated” on a smartphone.
  + A medium or high resolution video for a dumb/feature phone will be too large to transfer.
  + A high resolution video will have a sharper/clearer display on a smartphone than a lower resolution.
  + A high resolution video is necessary to be able to read text captions / transcriptions on the screen.
  + High resolution should be chosen if you want to share and project the video on a larger screen

### **Share**

**Who**: The **primary translator** or phone owner along with anybody else interested in distributing the videos.

**Purpose**: The purpose of the Share phase is to **view** and **distribute** the videos to others in your language community.

**Activities**:

1. Tap the triangle play button on the line with a video file name to view that video.
2. View a video all the way through before you share it to make sure that it looks and sounds the way it is supposed to.
3. If a video has mistakes in it, delete that video.  Make revisions in the dramatize and finalize phases, and create a new video.
4. Tap the arrow button to share it.  You will have several offline and online options for sharing:
   1. Connecting your phone to another phone via **bluetooth** is the safest way to share offline
   2. If you have an email account and ability to connect to the internet, you can share by uploading your video to Youtube or FB or attaching it to an email.
5. Another way to share your video is through swapping SD cards
   1. Give instructions

**Notes**:

* Update this: It seems that if you tap gmail, for example, to attach the video to an email, the video does NOT automatically attach.  It just opens an email for which you have to then tap the paperclip icon and browse to go find your video. This is a bug.