
Bible Translation Tools

Recorder

Manual

Version 1.4.14



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Introduction to BTT Recorder

BTT Recorder consists of several user interface screens to enable you to record and edit oral translations of the Bible or Open Bible stories. Recordings are organized into projects that consist of:

- A target language – the language you are translating into.
- The project type - a book of the Bible or an Open Bible story.

A project can optionally use source audio, so that the translator can listen to the source and then record its translation in the target language.

Before you can start recording, there are some steps you need to take:

- 1) [Install BTT Recorder.](#)
- 2) [Open the program.](#)
- 3) [Create a new user.](#)
- 4) [Create a new project.](#)

The main screens in BTT Recorder are:

- Home page.
- [Project Management pages.](#)
- [The Recording screen.](#)
- [Edit screen.](#)

After completing your recording, you should:

- [Create chapter recordings.](#)
- [Share your recordings.](#)

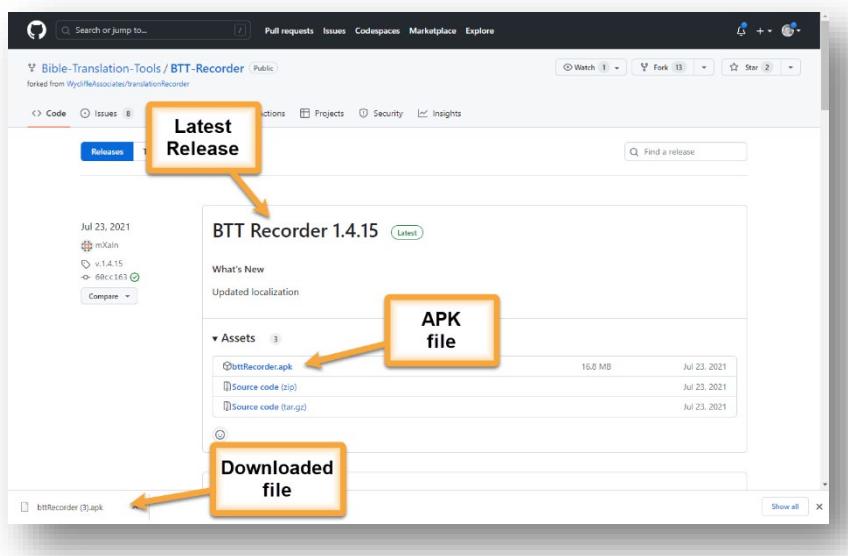
All these topics are presented in subsequent pages. You can go to a specific subject by using the links above or in the Table of Contents (TOC). To help your navigating this document there is a link to the TOC at the bottom of every page.

CHAPTER 1 – Install BTT Recorder

Install the BTT Recording Program

To download the program onto the Android tablet: go to: WA BTT Recorder Releases webpage.

1. Go to this URL: <https://github.com/Bible-Translation-Tools/BTT-Recorder/releases>.
2. The latest release is listed first. The list of files that can be downloaded are in the same box under the Assets title.
3. Tap the **bttRecorder.apk** link.
4. The APK file downloads.
5. Navigate to the download folder.
6. Tap the **bttRecorder.apk** file and allow the program to install. (You may need to give permission for an APK to install on the device.)



There are benefits to using the downloaded APK:

- If you download the APK file to a USB drive, you can easily transfer the application to multiple devices without internet.
- You can pick a specific version of BTT Recorder, including the most up-to-date version of the program.

CHAPTER 2 – Open BTT Recorder

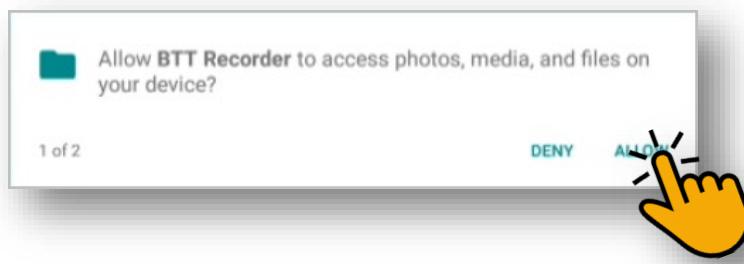
Open the Program

1. Tap the **BTT Recorder icon** on the tablet screen.

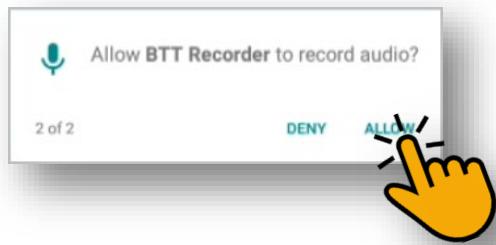


NOTE: This icon may not be on the main screen. You may need to scroll to a different screen to find it or open your apps. You can then tap-hold-and-drag the icon to the main screen if desired.

2. The first time you open the program, tap **ALLOW** to grant BTT Recorder access to media files.



3. Then tap **ALLOW** to give the program permission to record audio.

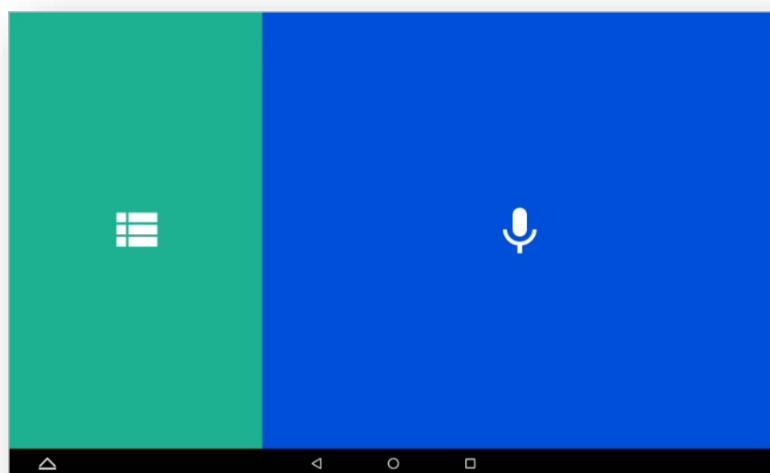


CHAPTER 3 – Screens

This chapter describes the different screens that you will see while using the BTT Recorder program. You may want to use this chapter as a reference when following the instructions in chapters 4-9.

Home Screen

The Home Screen is divided into two sections that appear differently depending on if you have



existing projects.

On a Fresh Install

If you have just installed BTT Recorder, you have no existing projects. The left section of the home screen shows a list icon depicted as 3 horizontal lines, while the right section shows a microphone icon.

To start a new project, you can do either of these two actions:

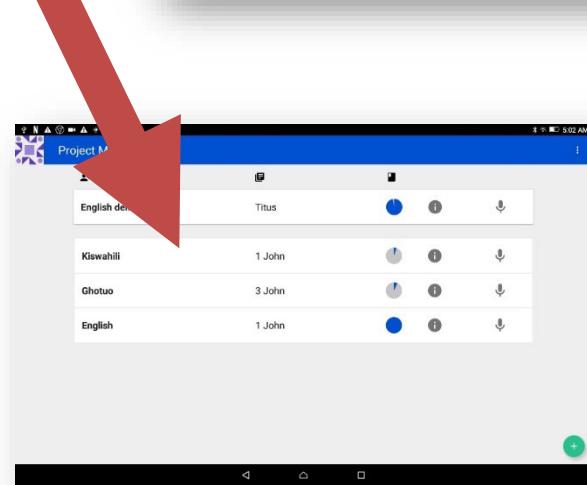
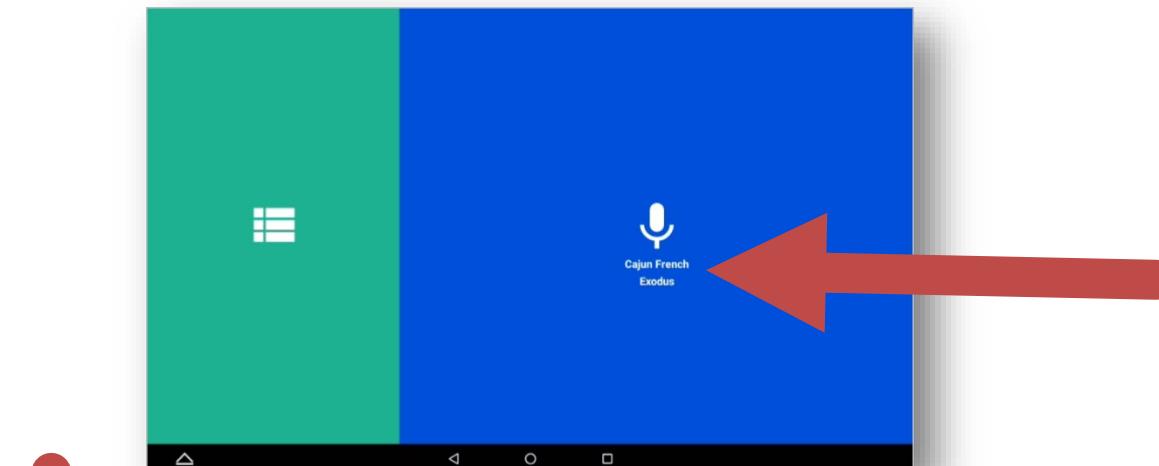
- Tap in the right section of the home screen,
- Tap in the left section to open the Project Management page, and start a new project there.

See the [Create Project](#) chapter for more information.

With Existing Projects

Continue work on active project.

If you have existing projects, the name of the last project you last worked on is displayed in the right section. You can tap into this section to continue working on that project.



Create a New Project

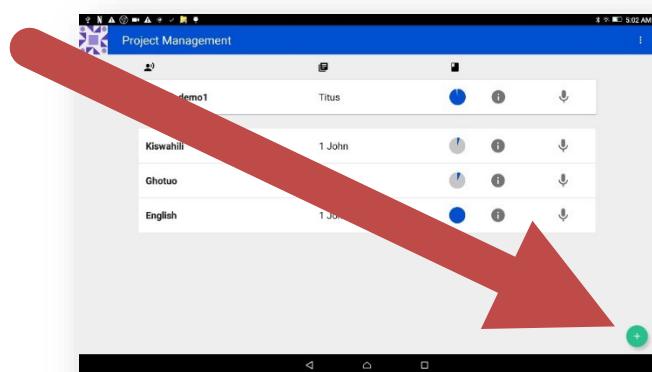
Tap in the left section of the home screen, the project management screen is displayed. This page lists all your projects.

Tap the **Plus icon** to start a new project.

Open Another Project

Tap in the left section of the home screen, the project management screen is displayed. This page lists all your projects.

You can tap one of them to work on it.

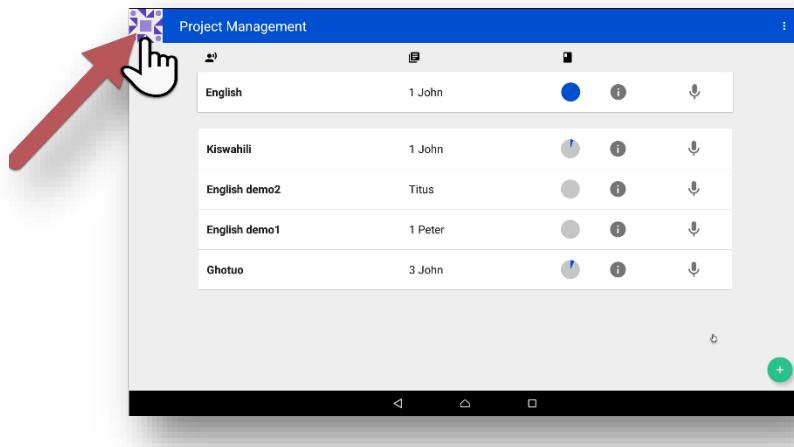


Project Management Screen

From the Project Management screen, you can identify the logged-in user, see a quick summary of the current projects, use the Options Menu, or create a new project, or open a current project.

User Information

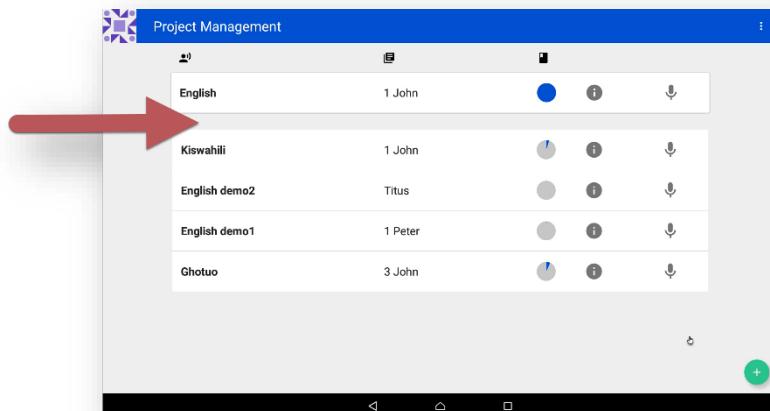
You can identify the logged-in user by tapping on the User Identicon in the top left corner to hear the recorded name of the User.



Project Summary

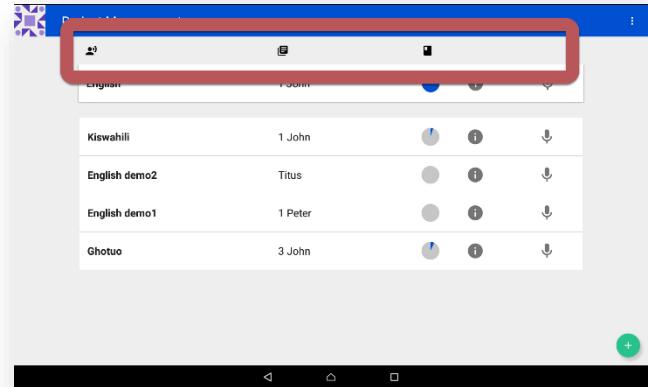
The projects shown on the screen are organized by the most recently viewed. Each project is on a separate bar.

NOTE: The most recently viewed project – the one that was worked on last – is separate from all projects.



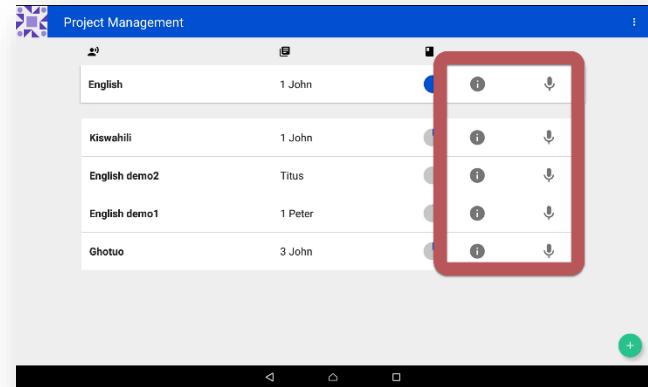
The column headings show the order of information on the project bars:

-  Language – This is the Target Language of the project.
-  Book – This is the book that is being translated or recorded.
-  Completeness – The circle fills with blue as the project progresses.



There are two icons on each of the project bars:

-  Information icon – See further information below.
-  Microphone icon – Tap to open the recording screen.



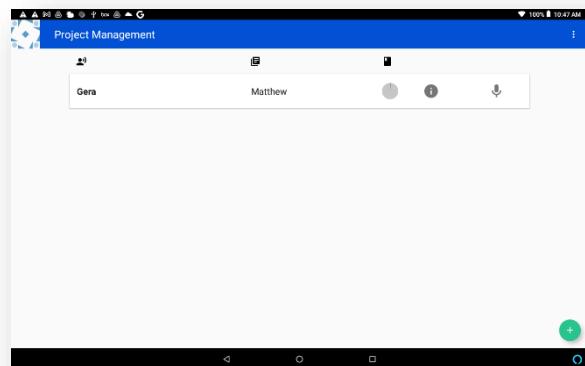
Project Management Summary Screens

There are 3 different screens for each project.

The Book Project Management Screen

This view has the same column headers and icons as on the main Project Management screen.

Click on the book bar to open the Chapter Project Management screen.



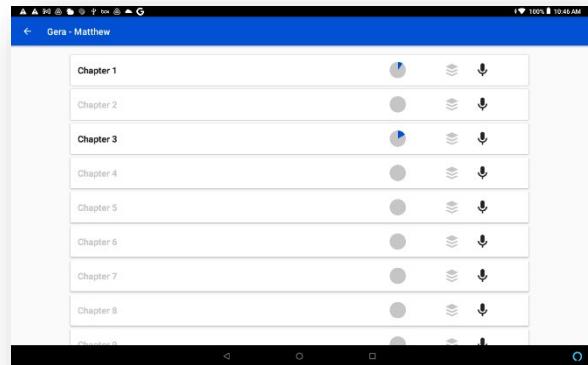
The Chapter Project Management Screen

This view has the progress icon, the microphone icon as on the main Project Management screen.



The compile icon is here. (See [Complete the Recording of the Chapter](#) on page xx for more information.)

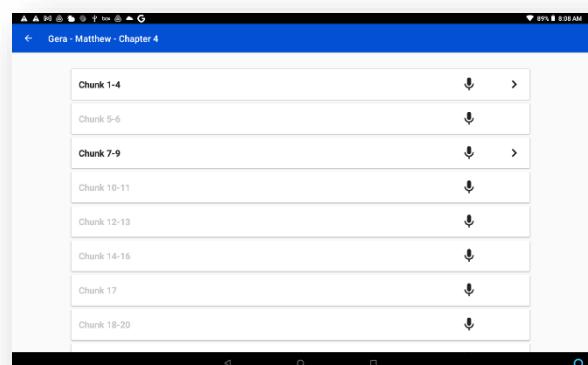
Click on a chapter bar to open the Verse/Chunk Project Management screen.



The Verse/Chunk Project Management Screen

This view has the microphone icon as on the main Project Management screen.

The right arrow on the bar opens an editing area. (See [Rate the Recording](#) on page xx for more information.)

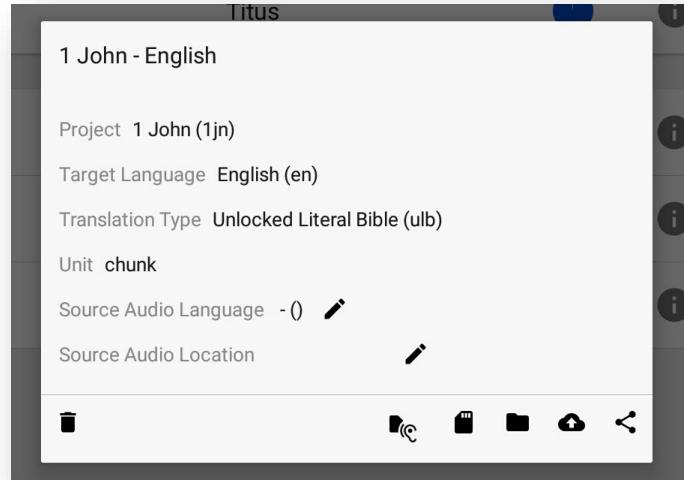


Information Icon

Tap the **Information icon** ⓘ on a project bar to open a popup window with further details about the project.

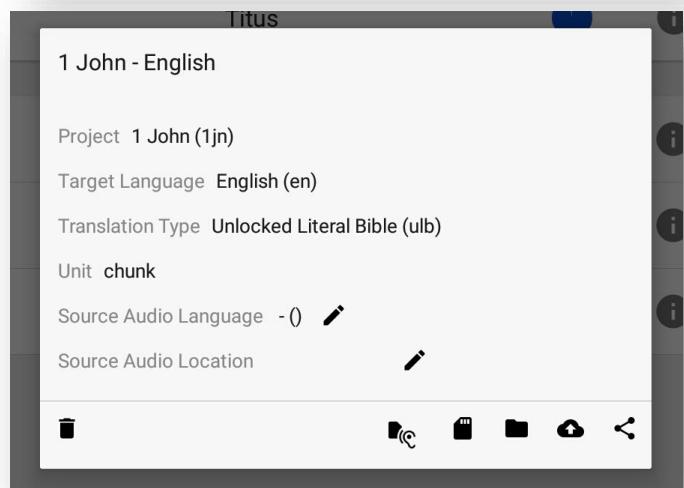
The Book and Target Language are in the title.

- **Project** – The name of the book. This includes the book's 3-character code in parentheses.
- **Target Language** – The common name followed by the language code in parentheses.
- **Translation Type** – The choice made for the project. (Regular, UDB, or ULB)
- **Unit** – Either 'chunk' or 'verse.'



- **Source Audio Language** – If a source is chosen it is displayed here. Tap the **Pencil icon** to change the Source Audio language.
- **Source Audio Location** – If a source is chosen it is displayed here. Tap the **Pencil icon** to change the Source Audio location.

See the instructions on choosing the Source Audio Language and location in [Step 4](#) of Chapter 4 – Creating a New Project.

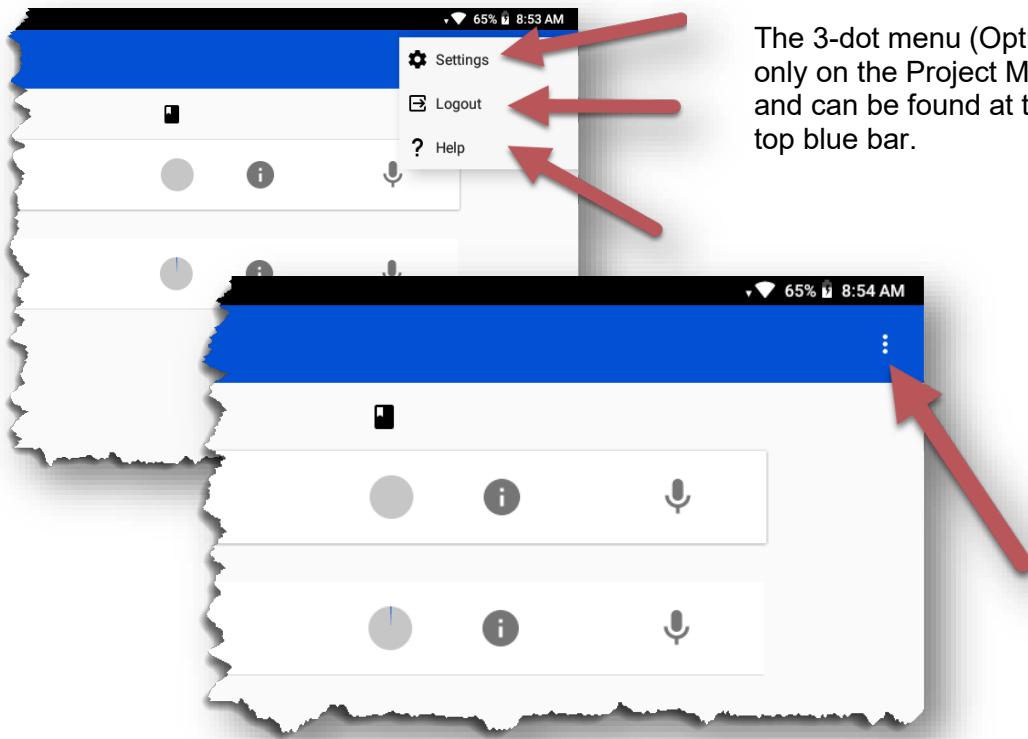


Tap the **Trashcan icon** 🗑 at the lower left to delete the project.

The other icons along the bottom right are for sharing your project; the chapter entitled [Sharing Your Recordings](#) explains these.

Tap anywhere outside of the white area to close the Information popup.

The 3-dot (Options) Menu



The 3-dot menu (Options menu) appears only on the Project Management screen and can be found at the far right on the top blue bar.

Tap one of the following menu options:

- **Settings** – View or change the settings of the program.
- **Logout** – Sign out of the program. The program restarts at the User Account screen.
- **Help** – View the documentation on how to use the BTT Recorder program. An internet connection is necessary to view the documentation.

Settings Menu

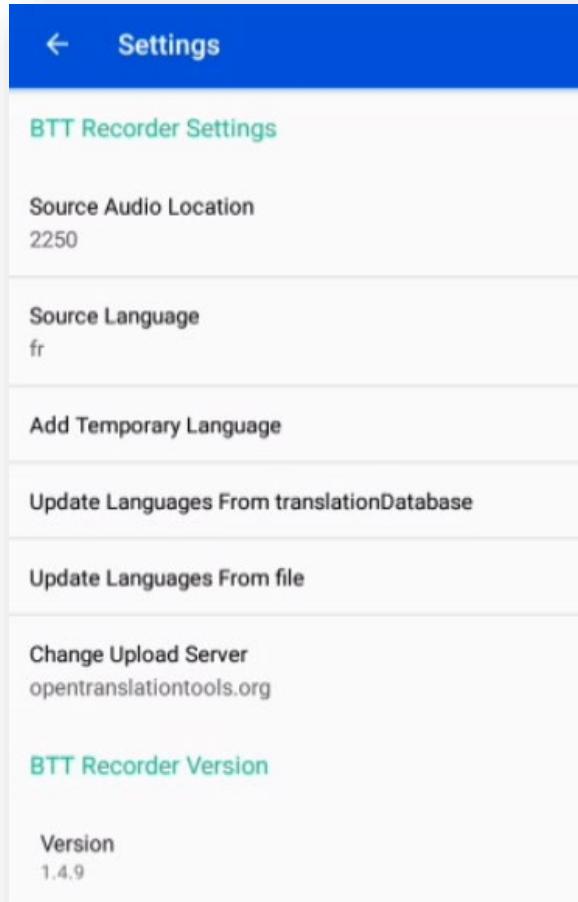
The Settings menu enables you to view and/or change the following settings:

- **Source Audio Location** – This is the default folder that opens when you select a source audio location for a project.

NOTE: Although you can set the value here, it is recommended to not make any changes here unless directed otherwise by a technical support person.

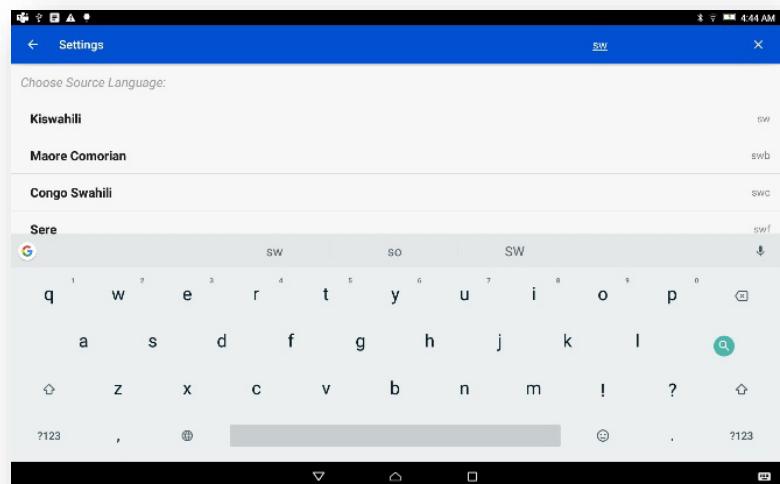
The default location changes if you select a different location when defining a project. So, the default value changes to the most recent location specified when defining a project.

The steps for the technical support person are a file manager window opens so that they can navigate to the location of the file to use as source audio. Tap the file. The window closes. The next time you define a project's source audio, the file manager opens to this location.



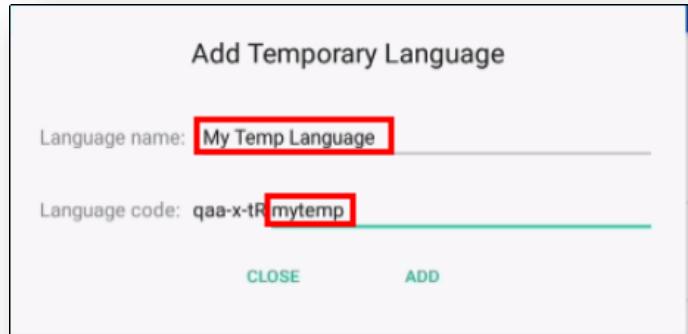
Source Language – It is not necessary to set a source language, because even if it is set you still need to define it each time you create a project.

- Tap to open.
 - Search for the language from the list of languages.
 - Tap the language name.
 - The window closes.



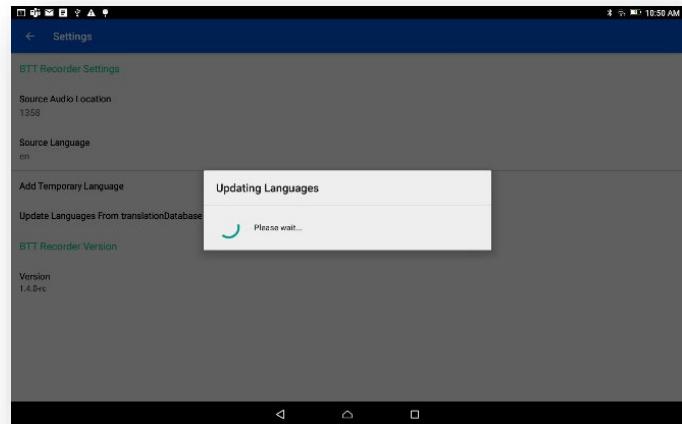
Add Temporary Language – Adds a language to the target language list that displays in BTT Recorder. You may need to do this if your target language does not appear in the target language list.

- Tap to open.
- Enter the language name.
- Enter a code of exactly 6 characters.
- Tap **ADD** to add the language and close the window.



Update Languages From translationDatabase – updates the list of target languages that displays in BTT Recorder.

- Tap to run the update.
- The update processes.
- The pop-up message window closes when the update is complete, and a success message briefly displays.



Update Languages From file – Most likely this is a process that is done by a technical support person.

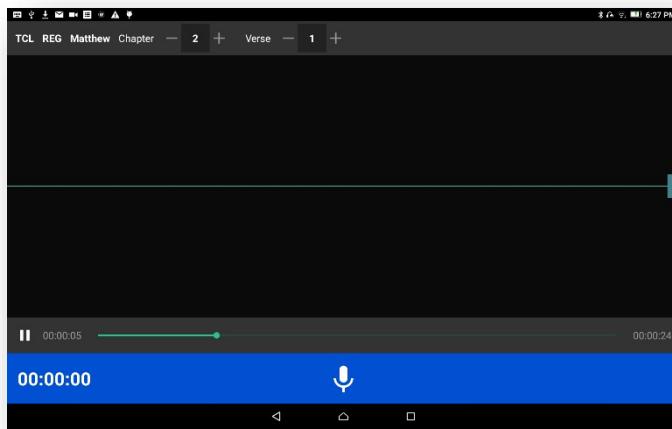
Change Upload Server – Tap to change the server to which recording projects get uploaded. The default is opentranslationtools.org. Currently this process is not available in BTT Recorder.

The **BTT Recorder Version** cannot be changed. It is displayed for information only.

Tap the **back arrow** at the top left to return to the Project Management screen.

Recording Screen

The recording screen enables you to record a take of a single verse or chunk.



The Recording screen contains several components to perform this functionality as shown on the [Components of the Recording Screen page in the Appendix](#).

Opening the Recording Screen

There are multiple ways to reach the recording screen:

- **New Project** - If you are still in the Source Audio screen after creating a new project, tap **CONTINUE** in the lower right of the window.
- **Home Screen** - If you are on the Home screen and the name of the project on which you want to work is displayed under the microphone icon on the right side of the window; tap in the blue recording area. If a different project is shown, or no project is shown, you need to record from the Project Management screen as explained below.
- **Project Management Screen** - If you are on the Project Management screen, tap the Microphone icon on the desired Project bar.

The Recording screen is set to verse or chunk depending on the choices made when creating a new project. (See: [What kind of project?](#) on [page 16](#) for more information.)

The Recording screen is initially set to open on a certain verse/chunk, depending on how you opened the Recording Screen:

- From the **Home screen** it opens to a new recording screen of the last verse/chunk that was recorded.
- From the Project Bar on the **Project Management** screen, the Recording screen initially shows Chapter 1 and verse/chunk 1 of the project.
- From the **Chapter Project Management** screen, the Recording screen is initially set to verse/chunk 1 of the chapter's microphone you clicked.
- From the **Verse/Chunk Project Management** screen, the recording screen shows that verse or chunk.

Note: This is the preferred method because the Verse/chunk list shows if that item has been

recorded already, so that work is not unintentionally duplicated. It is also the easiest way to navigate to the specific item that you want to record.

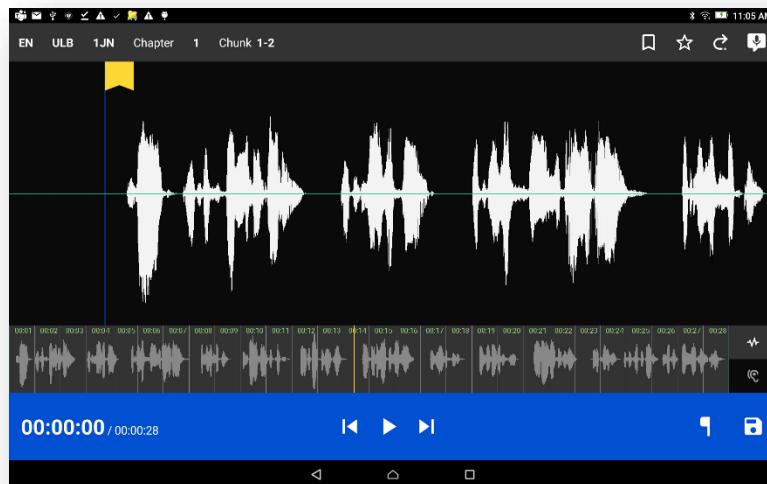
See [Chapter 6 - Recording](#) for instructions on how make the recordings.

Edit Screen

The edit screen enables you to edit the take of a verse or chunk in the following ways:

- [Compare](#) the recording to the source audio.
- [Remove](#) sections of a recording.
- [Insert](#) new sections into a recording.
- [Place](#) verse markers.
- [Rate](#) the recording.

The Edit screen contains several icons to perform this functionality, as shown on the [Icons on the Edit Screen page in the Appendix](#).



A take is a recording of a verse or chunk; a verse/chunk can have multiple takes. Immediately after recording a take, the program automatically advances to the Edit screen. You can also navigate to the Edit screen for a completed take by tapping the Waveform icon on the Take Bar of the Verse or Chunk list.

See [CHAPTER 7 – Editing](#) for instructions on how to edit the recordings.

CHAPTER 4 – Create a New User

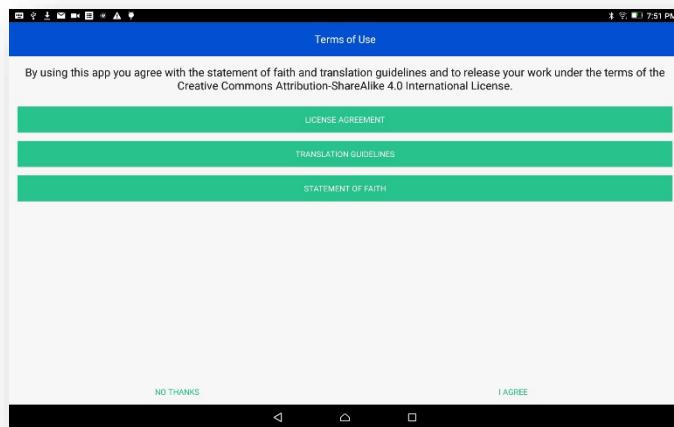
When BTT Recorder first opens, it displays the Available Users. If you have already created a user, tap the card that shows your identicon.

To create a new User profile

1. Tap the **New User** card.



The Terms of Use page opens.

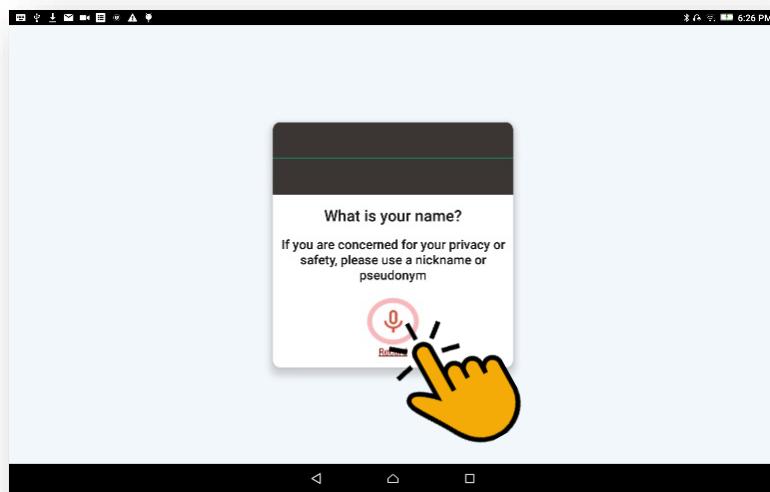


Read, or have someone read to you, the three Terms of Use.

1. Tap each of the **green bars**.
2. Read the content. You may need to scroll to see the entire contents of the 'Translation Guidelines'.
3. Tap **Close** at the bottom of each of the windows.

Tap **I AGREE** at the bottom of the window if you agree with all three statements.

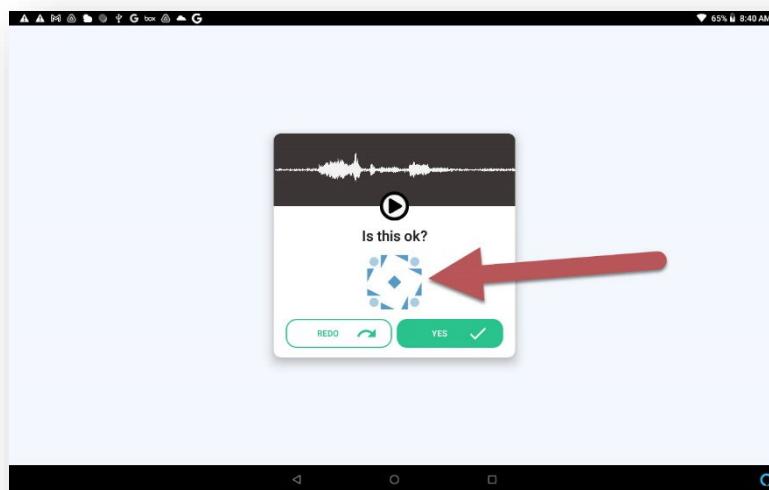
Tap the **Record icon** (microphone) and record your name or pseudonym. A pseudonym is a false name that you can use if you are concerned that being associated with Bible translation will compromise your safety or that of your family.



Record your name while the red circle is going around. You are given 3 seconds for the recording.

Note the image in the center of the window. This is your identicon. Each user has a unique identicon.

Press the play button  to listen to the recording.



NOTE: if there are problems with the tablet recording or playing the audio, please contact a local technician to help you.

If you can hear your voice and understand your words, then tap **Yes**.

YES



If your voice is too soft or you cannot understand your words, then tap **Redo** to make another recording.

REDO



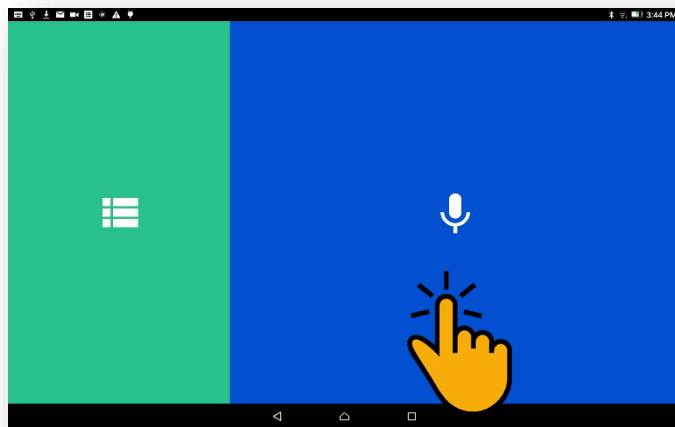
When you accept the recording, the initial screen (home screen) opens, and you are ready to get started.

See [Users and User's Identicon](#) in the Appendix for more information about the User identicon.

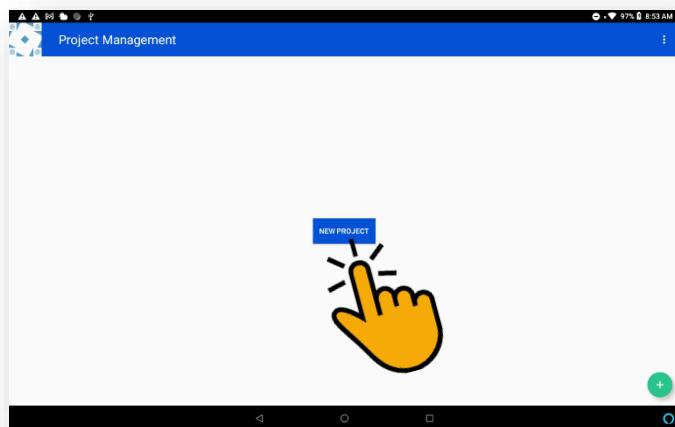
CHAPTER 5 – Create a New Project

You can start creating a new project by one of the following methods:

- Only on a new install, by tapping the right area (recording section) on the home screen.



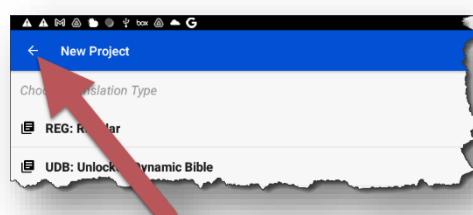
- From the Project Management screen, by tapping the **New Project** button (seen only on a new install) or the **Plus icon**.



Once you have initiated the project, the steps to define it are the same:

1. [Select a target language](#). Page 20
2. [Select the project type](#). Page 20
3. [Select a source language](#). Page 22
4. [Select a source audio](#) (optional.) Page 23

NOTE: During these next steps, you may tap the **back arrow** in the top blue bar to go back to the previous screen at any time. You may want to go to the previous screen to make a different choice.



Step 1: Select a Target Language

The Target Language is the language into which you will translate.

- You can search for your desired language by one of the following methods:
 - Swiping from the bottom of the screen up to scroll through the languages.
 - Tapping the **magnifying glass** . The keyboard appears. Type in the language or language code.
 - Close the keyboard by tapping the **down arrow** icon, or **back arrow** tablet icon found under the BTT Recorder program window.
 - You may need to scroll to see the entire list of languages.
- Tap the name of the desired Target Language. The program advances to the next step.



Step 2: Select a Project Type

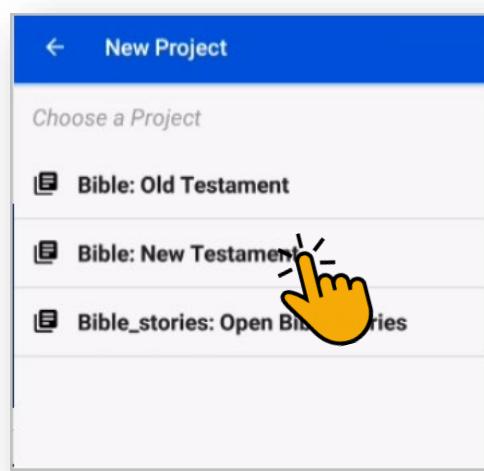
The Project type defines what you will be translating from and consists of

- A. What kind of project?
- B. Which book or story?
- C. If you are translating the Bible, which translation type?
- D. What recording mode?

A) What kind of project?

Tap to select from the choices of:

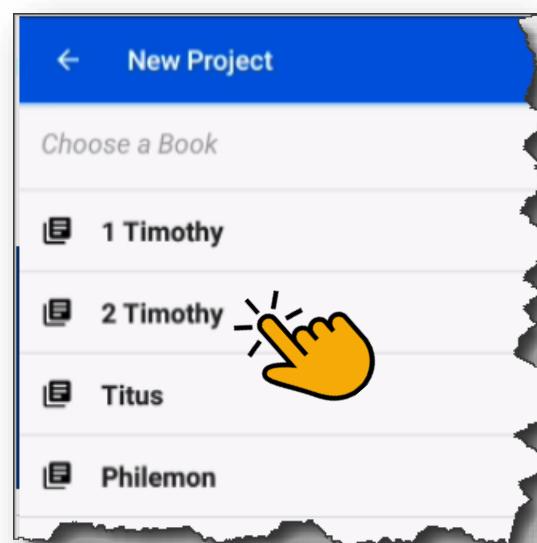
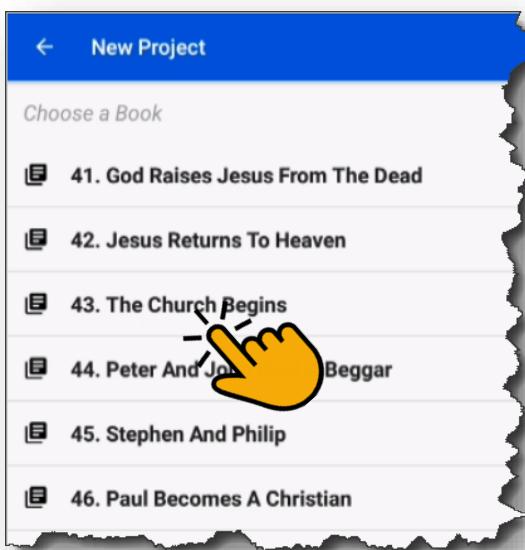
- Bible: Old Testament**
- Bible: New Testament**
- Open Bible Stories.**



B) What book or story?

Tap a **book** in the **Bible** or a **Bible story** to translate.

Swipe up to see more book or story names.

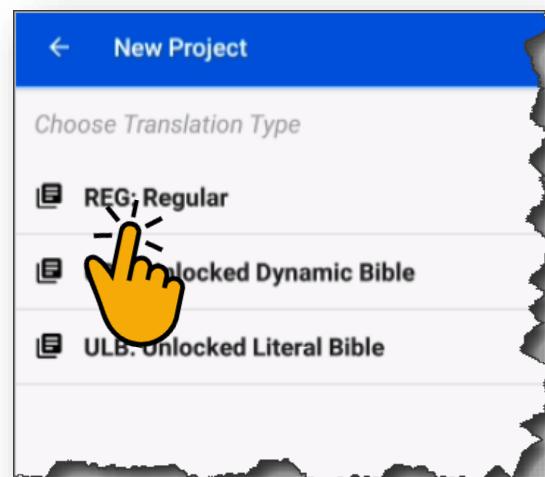


C) Which translation type?

NOTE: This choice does not apply to Open Bible Stories.

Most likely you will choose the **REG: Regular** type. This is the most chosen type.

If you are translating for the **UDB: Unlocked Dynamic Bible** or **ULB: Unlocked Literal Bible**, tap one of those choices.



D) Select the Recording Mode

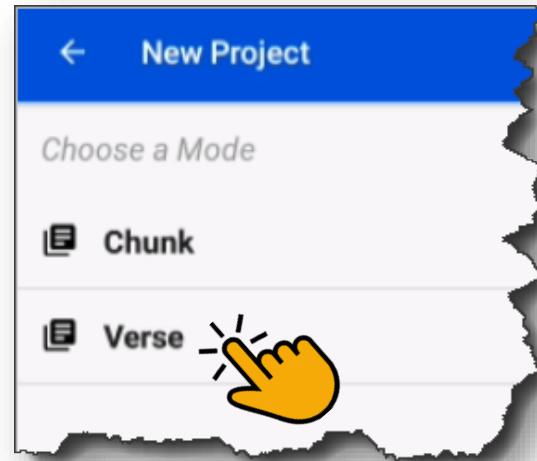
NOTE: This choice does not apply to Open Bible Stories.

This defines whether you will record a verse at a time or a chunk at a time. In most cases, you should record in verse mode.

- **Verse** mode has each recording separated like a regular Bible, one verse at a time.
- **Chunk** mode has each recording separated according to groups of verses.

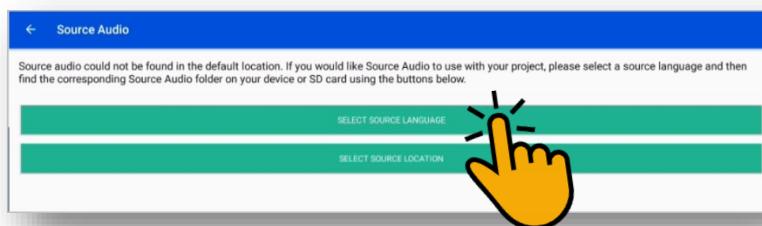
If you are using source audio, the mode that you select should match that of the source audio.

Check with the language's Translation Team Lead or Technical Support person to learn which should be chosen.

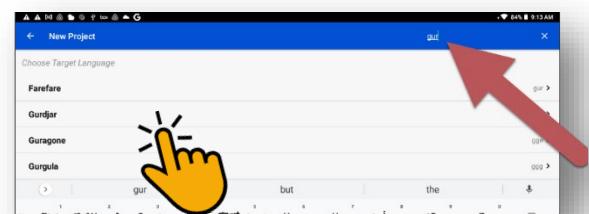


Step 3: Select the Source Language

The Source Language is the language *from* which you will translate.



1. Tap the top green bar (**SELECT SOURCE LANGUAGE**) to select the language.
2. Search for the desired source language by either:
 - Swiping from the bottom of the screen up to scroll through the languages.
 - Tapping the magnifying glass . The keyboard appears.
 - Type in the language or language code.
 - You may need to scroll to see the entire list of languages.





Tap the name of the Source Language. This must match the language of the source audio file.

- You can close the keyboard by tapping your tablet's **down arrow** icon or **back arrow** icon.

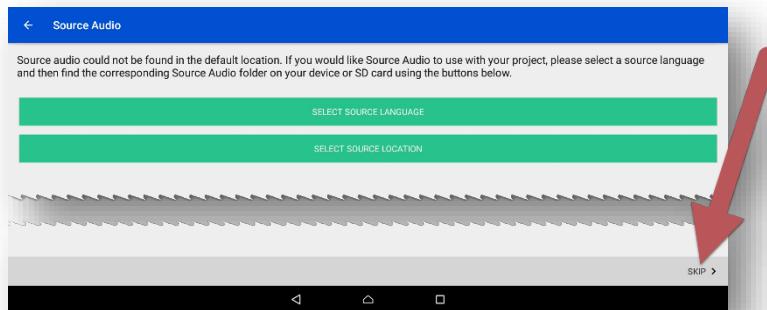
The program goes back to the Source Audio window. The top green bar now shows:

SOURCE LANGUAGE: the language code of the selected language

Step 4: Select the Source Audio

Skip Selecting the Source Audio Language

If you do not have source audio available, tap **SKIP** in the lower right corner of the screen.



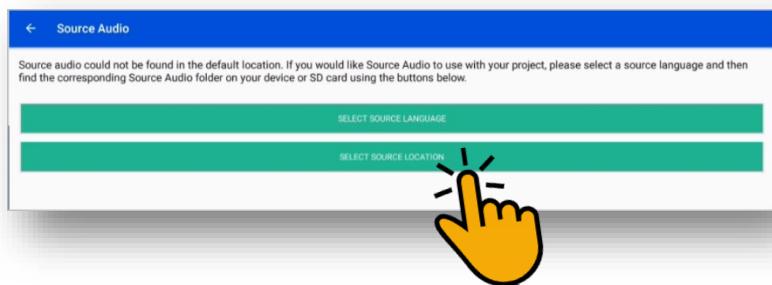
Select the Source Audio File

If you are going to use a Source Language with audio, you must specify the language and the location of the audio file.

You will need to have the source audio files on the tablet before following these steps. The files

can be either shared by a team lead or downloaded from the Bible In Every Language Audio website. See [Download Source Audio Files](#) starting on page 76 for instructions.

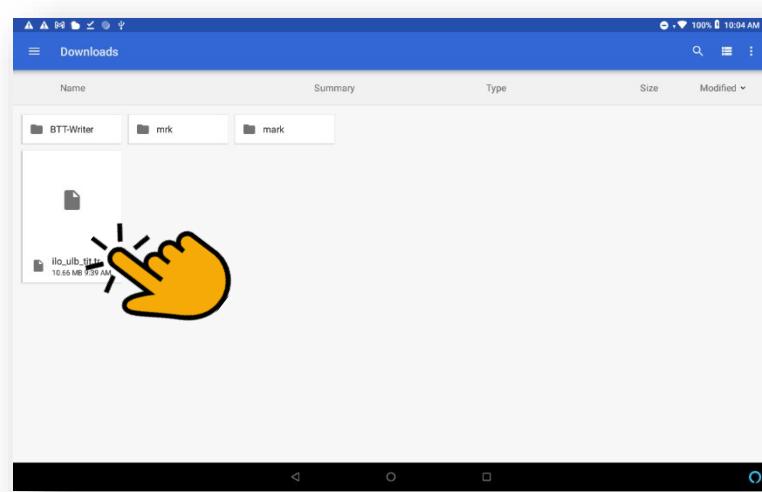
NOTE: The audio files are named as follows: [Language]_[type]_[3-letterbookcode].tr. So, for the ULB audio of the book of Titus in English the file would be named en_ulb_tit.tr.



Tap the bottom green bar (**SELECT SOURCE LOCATION**) to load the source audio.

- The file manager should open the directory that is set as the default location for source audio.
- If your source audio is not in that directory, you can navigate to the folder where the audio files are located.

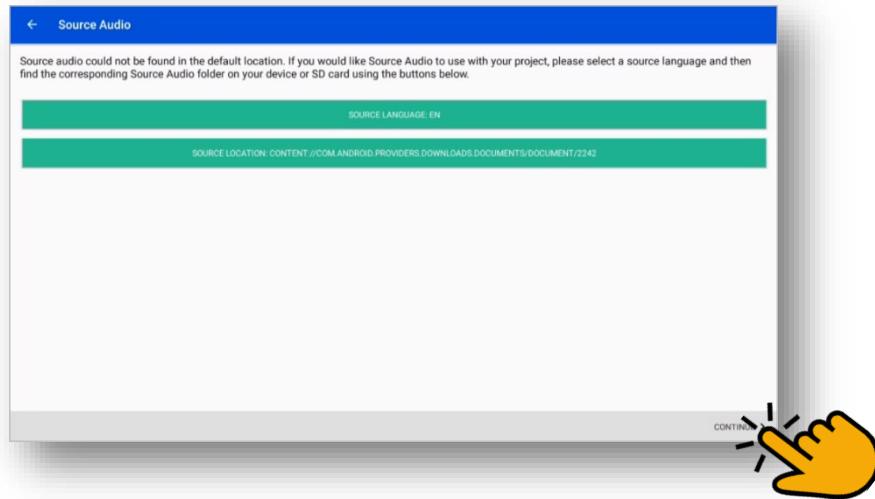
HINT: You may need to search in the Internal Storage for *.tr files.



Tap the desired Source Language audio file.

The program returns to the Source Audio window and displays the location of the source audio file on the lower green bar.

Tap **CONTINUE** at the bottom right of the screen.



The recording window opens.

Go to chapter 6 for instructions on how to record.

CHAPTER 6 – Record the Translation

Remember that there is a section in Chapter 3 that describes the parts of the [Recording Screen](#). There is also the [Components of the Recording Screen](#) information in the Appendix. You may want to refer to this information while learning how to make a recording.

There are two main purposes for making a recording:

- Audio recording - when a recording is created by reading a written translation of the Bible.
- Oral translation - when a new translation of the Bible is created in an oral Heart Language.

Definition of Audio Recordings and Oral Translations

Audio Recordings

Audio recordings are when a recording is created by reading a written translation of the Bible.

There are reasons to choose to do an audio recording:

1. A translator translates from a written text that they can read into their Heart Language that is not a written language.
2. A language group would like to have an audio recording of their written Bible to be used by those that cannot read the language.
3. Create a **Source Audio** recording for another language to use in their translation work. Source Audio recordings are done by someone that can read and record a source text.

Although it is tempting to read an entire chapter at once, BTT Recorder requires that you read a verse or chunk at a time so that you can have proper verse markers. Because of this, you must follow the same process as that for recording oral translations as explained below **except that you do not need to include the source audio steps.**

Oral Translations

Oral Translation recordings are when a new translation of the Bible is created in an oral (unwritten) Heart Language.

NOTE: These instructions will describe how to create an oral translation using Source Audio.

Please disregard references to Source Audio in the instructions, if the Source Audio has not been included in the Project setup.

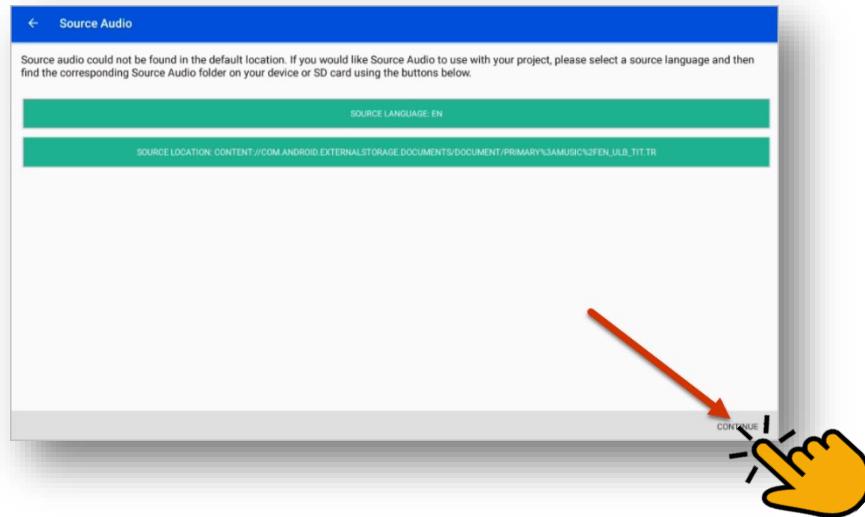
After you have defined one or more projects, you can start recording.

Open the Recording Screen

There are multiple ways to reach the recording screen:

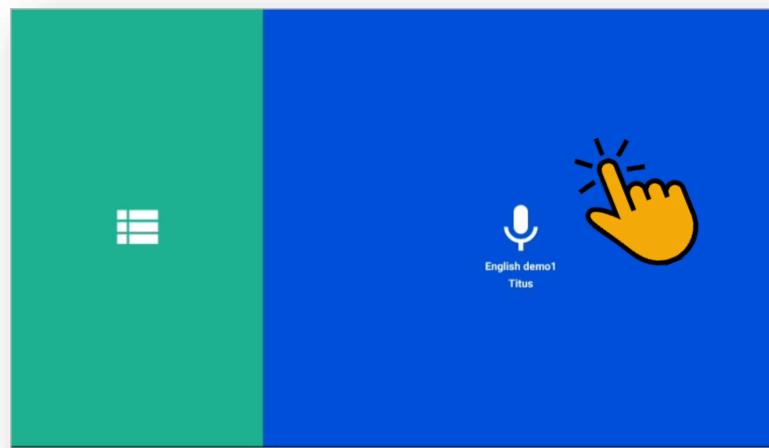
From the **New Project creation** screen:

Tap **CONTINUE** in the lower right of the window.



From the **Home Screen** and the name of the project on which you want to work is displayed:

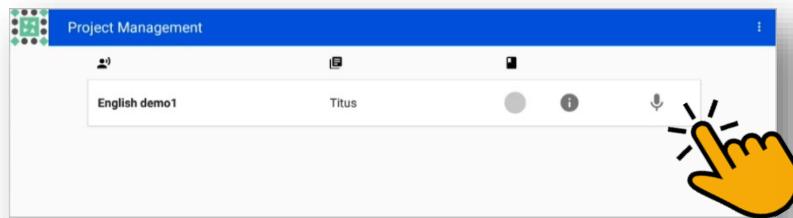
Tap in the **blue recording area**.



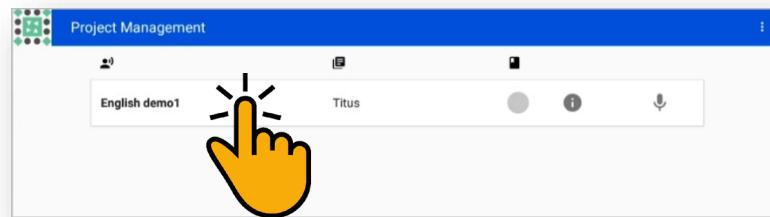
If the project that you want to work on is NOT written under the microphone icon, then click on the green area to access the Project Management screen.

From the **Project Management** screen, there are 2 different ways to get to the recording screen. Tap on the microphone icon or tap on the bar to open that Project Management screen. See the steps below.

1. Tap the **Microphone icon**  on the **project bar** on which you want to work. This takes you to Chapter 1 Verse 1.



2. Tap elsewhere on the **project bar** to open the Chapter Project Management screen with the list of chapters.



On the Chapter Project Management screen, you can open the recording screen 2 different ways:

1. Tap the **Microphone icon**  on a chapter bar on which you want to work. The recording screen will open to verse 1 of the chapter.
2. Tap on the Chapter bar to open the Verse/Chunk Project Management screen with the list of verses or chunks.



NOTE: Chapters that have recordings are dark black. Chapters that have no recordings are gray.

On the Verse/Chunk Project Management screen, you can open the recording at a specific verse or chunk by tapping its **Microphone icon**.



NOTE: Verses or Chunks that have recordings are dark black. Verses or Chunks that have no recordings are gray.

HINT: Opening the recording screen from the verse/chunk listing is an easy way to keep track of which verses/chunks have recordings already so that you don't unnecessarily record the same item over and over. It is also an easy way to navigate to the specific item you want to record.

Confirm the Information in the Top Bar

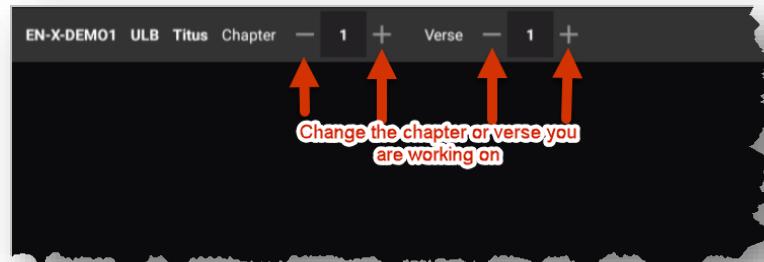
When the recording screen opens, it is good practice to check the information on the top gray bar.

Confirm that the following is correct before creating a recording:

- Target Language
- Project Type
- Book
- Chapter
- Verse or Chunk



The various ways to open the recording window enable you to change the chapter and/or verse that opens. However, regardless of how you open the recording window, you can tap the + and – signs to change the chapter or verse/chunk number.

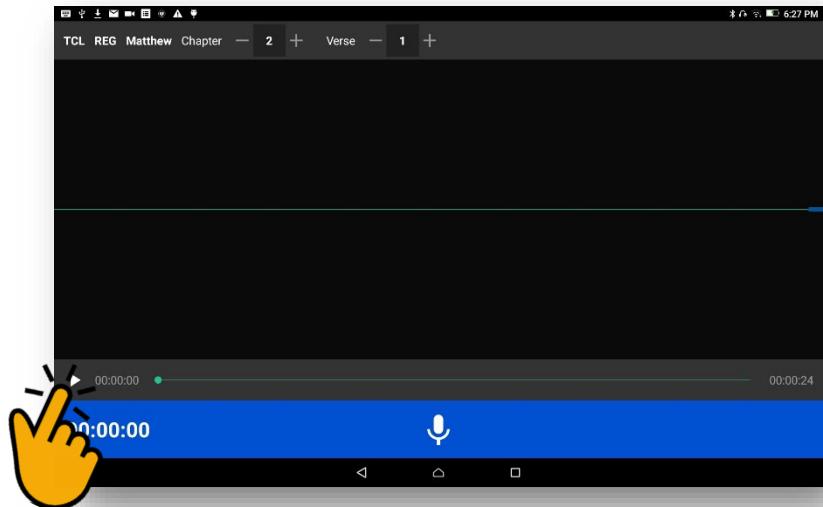


Listen to the Source Audio

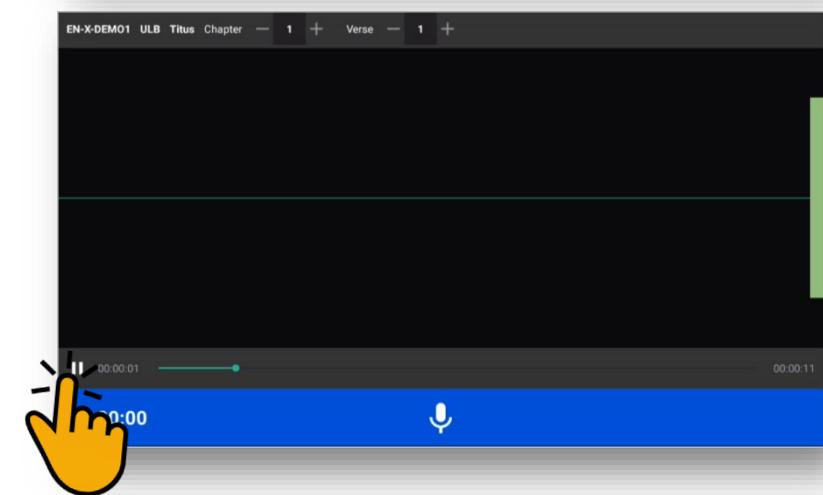
NOTE: Skip this step if you do not have a source audio available.

If there is source audio, you can listen to it as needed to consume the ideas. You may need to replay the source audio more than once before you are ready to record the translation.

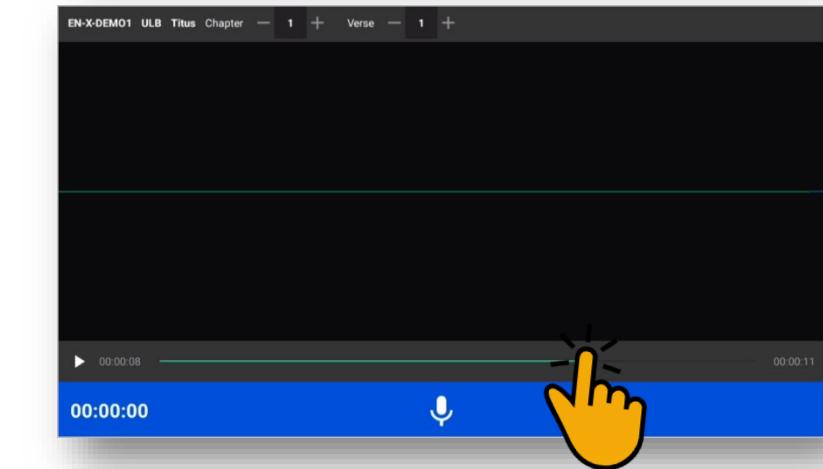
1. Tap the **Play icon**  to listen to the source audio.



2. Tap the **Pause icon**  to pause the source audio.



Optional - Tap and hold the **green dot** and drag it to move to a different position in the source audio.



Create a Recording

Volume Check

NOTE: You may want to do a volume check before recording.

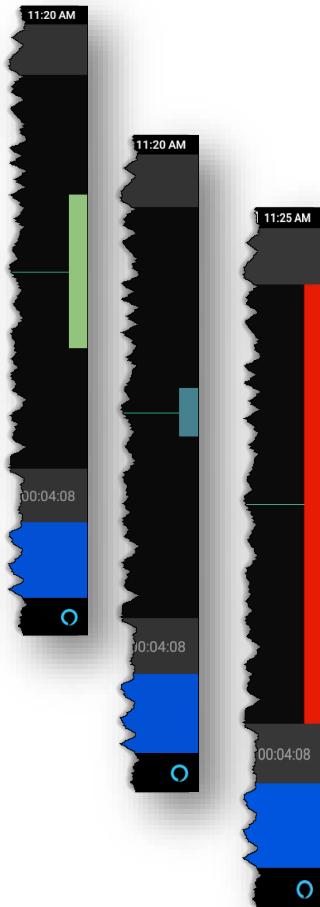
Notice that there is a box on the far right side of the horizontal line across the black area. This box changes size and color depending on the level of volume.

Test the volume level by speaking.

- Does the box become large and green? This is a good volume.

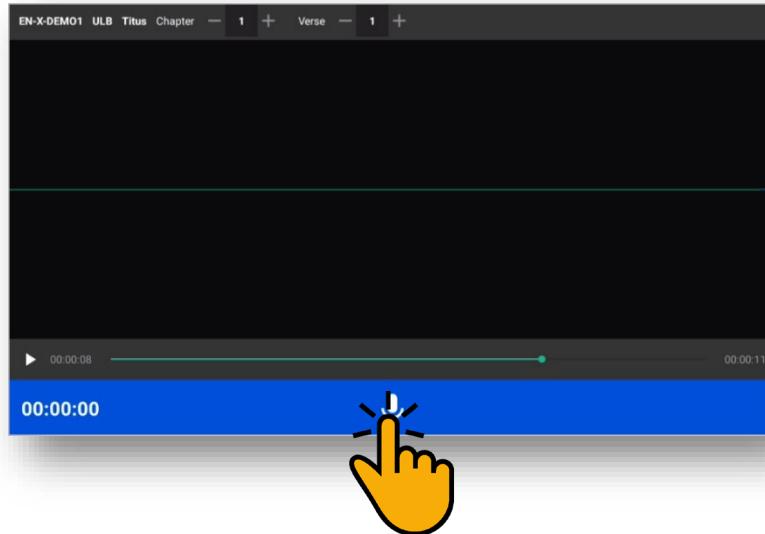
The goal is to make recordings with the volume in the green range.

- Does the box stay small and stay blue? This volume is too low.
- Does the box become very large and turns red? This volume is too loud.

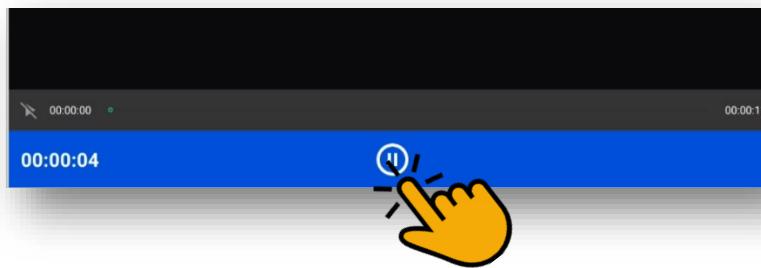


Record

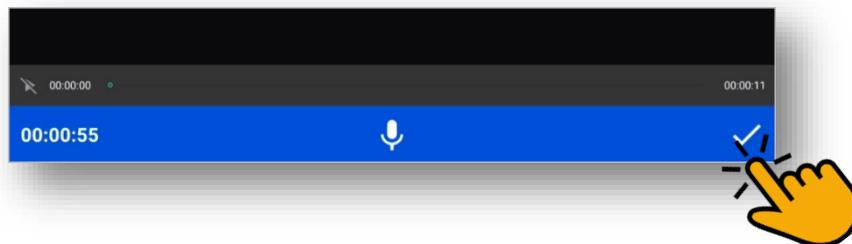
- When ready to record the translation, tap the **Microphone icon** .



- As you begin to speak you will see white vertical lines appear on the screen, which is the result of the sound of your voice. These lines are known as waves.
- Tap the **Pause icon**  when done saying the verse/chunk.
Or you can pause the recording and then tap the **Microphone icon** to continue recording.



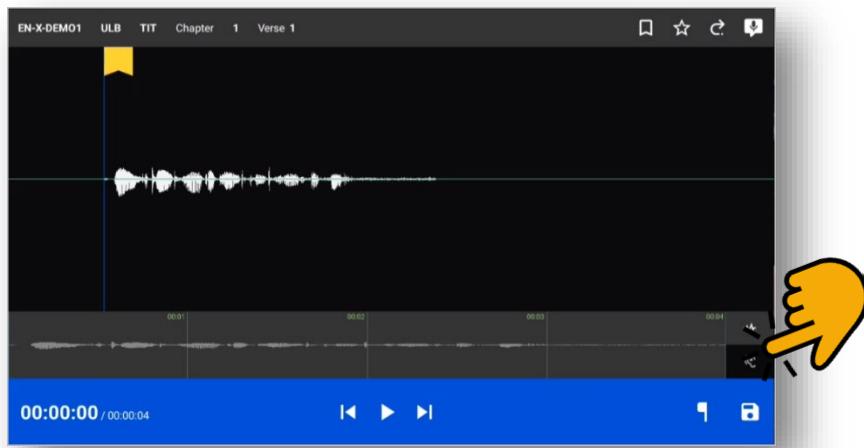
- Tap the **Check icon**  in the bottom blue bar when you are finished recording the verse/chunk.



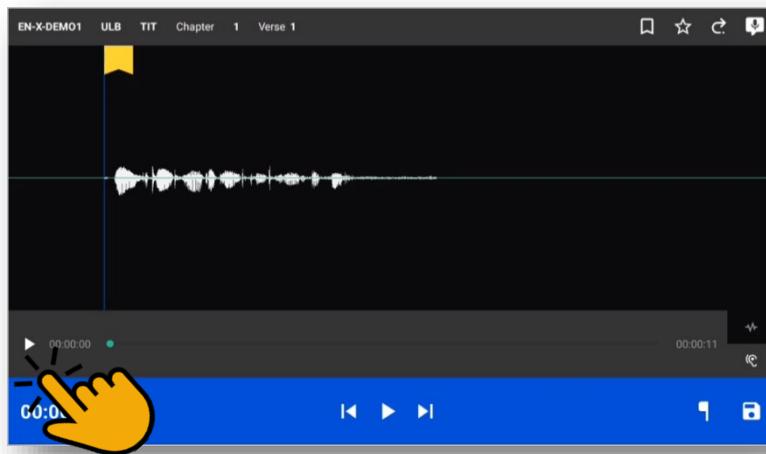
Save the Recording

Skip step 1 if you do not have Source Audio available.

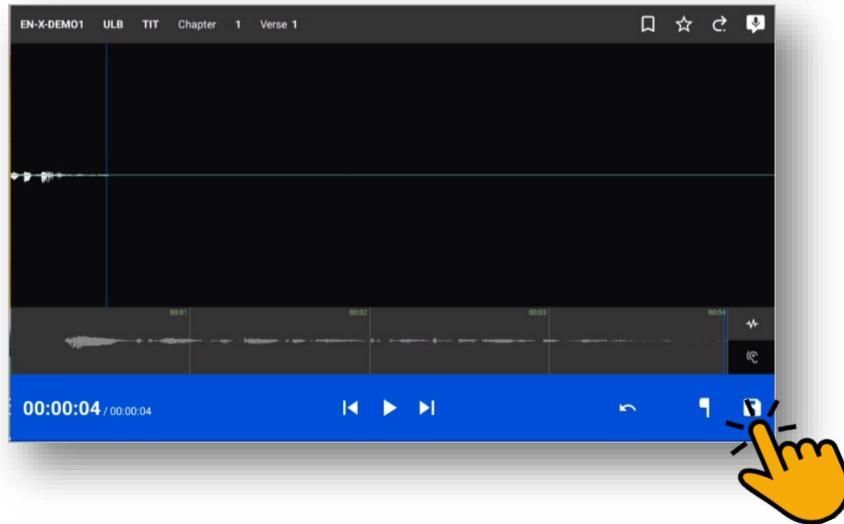
1. If you want to listen to the source audio again before saving the recording, you can switch from displaying the recording you just made by:



- Tapping the **Ear icon**  to display the source audio,
- and then tapping **Play**  on the source audio bar.



2. At this point, you can edit the recording if you wish. (See [Chapter 7](#) for instructions on editing the recording.)
3. Tap the **Save icon**  when you are ready to save your recording.



The recording window closes, and the program returns to the screen from which you opened the recording window.

For example:

- Opening the recording from the Home screen will return to Home Screen.
- Opening the recording from the Project Management screen (list of books) will return to the Project Management screen.
- Opening from a Book Project Management screen (list of chapters) will return to the Book Project screen.
- Opening from a Chapter Project Management screen (list of verses/chunks) will return to the Chapter Project screen.

HINT: If you are going to record all the verses/chunks in a chapter, you may find it easier to open the recording screen from the Chapter Project Management screen.

CHAPTER 7 – Edit the Translation Work

You might find the information on the [Edit Screen Icons](#) page useful.

There are several steps to follow to edit an existing recording:

- [Find the recording](#).
- [Edit the recording](#) – you can remove a section of the recording or add a new section.
 - [Open the Edit Screen](#)
 - [Compare to the Source Language](#)
 - [Remove a Section](#)
 - [Insert a New Section](#)
- [Rate the recording](#). (Optional)
- [Place the verse markers](#).

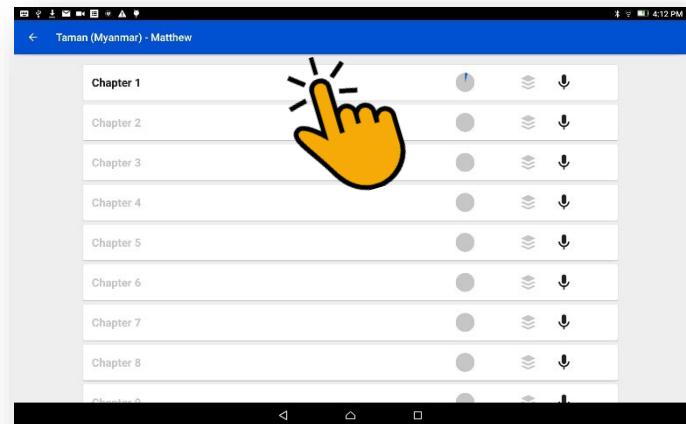
Find the Recording

1. Start at the Project Management screen. Tap a **Project bar** to edit.

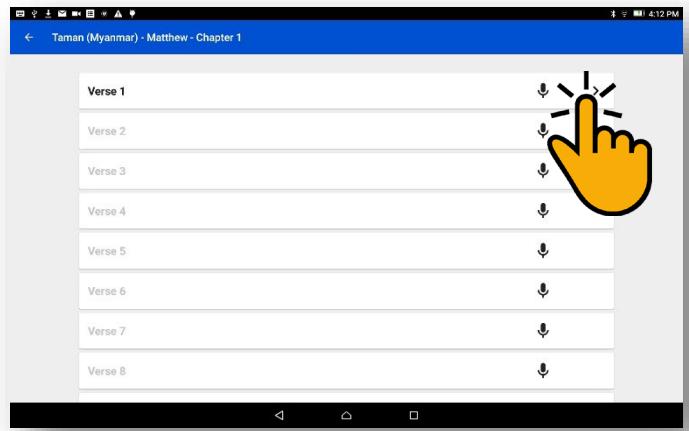


The Book Management screen opens.

2. Tap the **Chapter bar**.

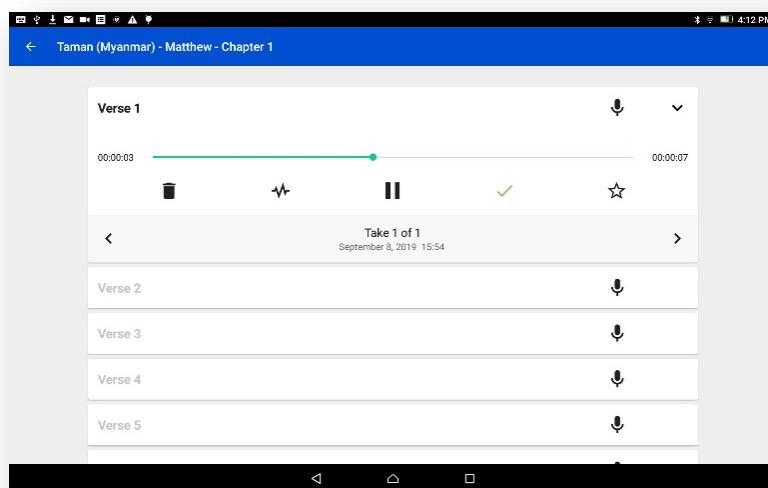


The Chapter Management screen opens.



3. Tap the **right arrow** at the end of the verse bar.

4. The Verse/Chunk Take Management bar expands.

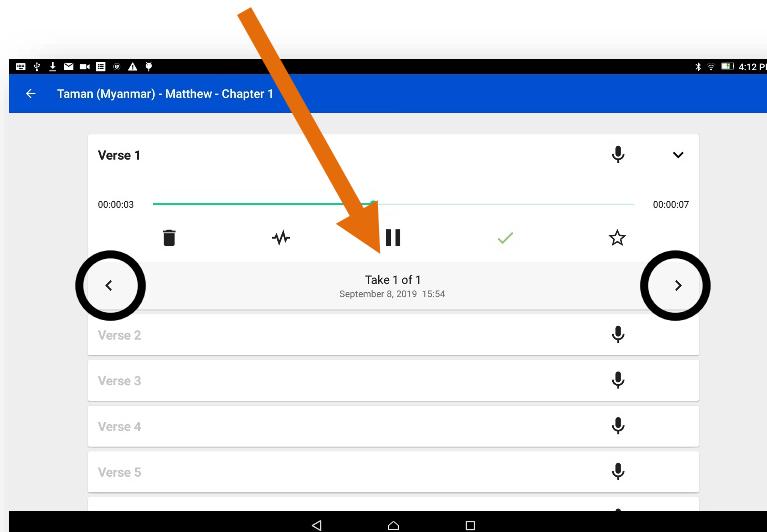


A 'take' is the recording of a verse or chunk; there can be any number of takes for each verse/chunk.

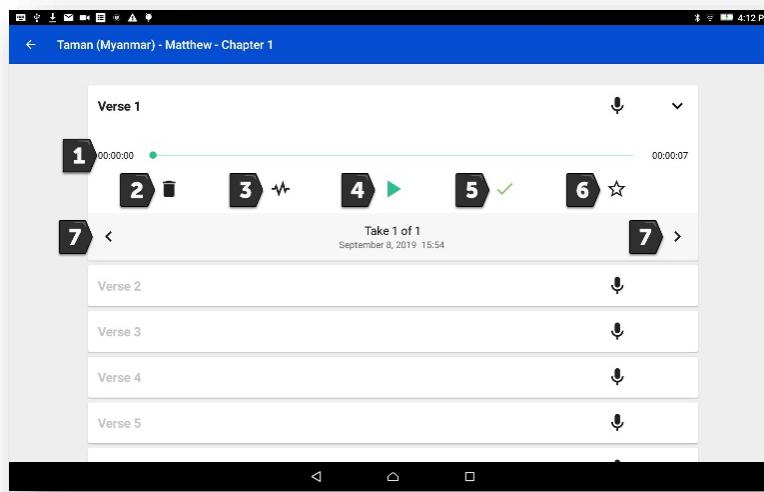
It is now possible to work with the recording(s) from this verse/chunk.

If there is more than one take for that item, tap the **right or left arrow** (< or >) to go from one take to another for the verse/chunk.

Notice that the take number changes.



Verse/Chunk Take Bar Icons



The items in the verse take bar are:

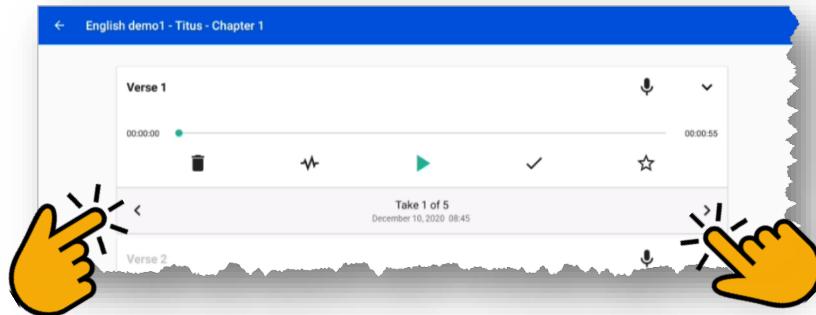
1	00:00:00	The timeline of the length of the audio take. The dot moves left to right as the audio take plays.
2		Garbage can icon – Delete a selected take. NOTE: The numbering of the takes will change to reflect the lower number of takes now available.
3		Waveform icon – Opens the editing screen of BTT Recorder.
4		Play icon – Play the recording. Tap the Pause icon (replaces the Play icon) to stop the recording.
5		Checkmark – Tap to turn green, or if green, tap to turn black. The green color means that the take is approved to use. When the take is rated 3 stars, this checkmark is green, or you can just tap it to turn it green. NOTE: Only one take per verse or chunk can be marked with a green checkmark.
6		Star icon – Tap the star icon to rate the recording. See Rate the Recording starting on page xx for more information.
7		Navigating among takes – Navigate through the takes for a different take. Notice that the take number changes.

Edit the Recording

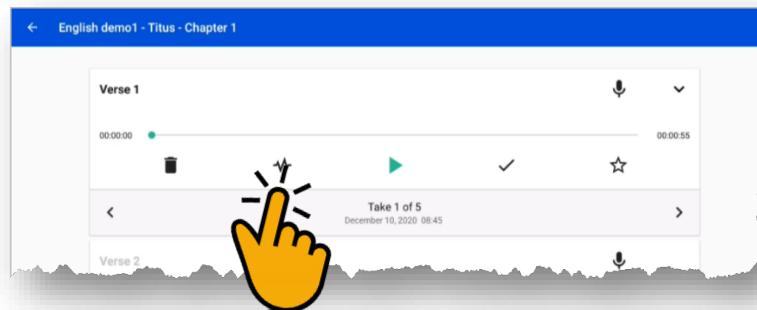
The edit screen enables you to make changes to the recording, rate the recording, and place verse markers on the chunk recordings.

Open the Edit Screen

1. On the Verse/Chunk Take Management bar, tap the **left or right arrows** to navigate to the take you want to edit.



2. Tap the **Waveform icon**  on the Verse/Chunk Take bar to open the edit screen.



Terms to know:

Rewind - go towards the beginning of the recording.

Fast forward - go towards the end of the recording.

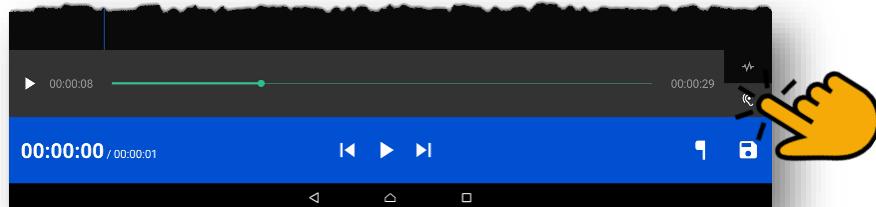
Compare the Recording to the Source Language Recording

NOTE: Skip this step if you do not have a source audio available.

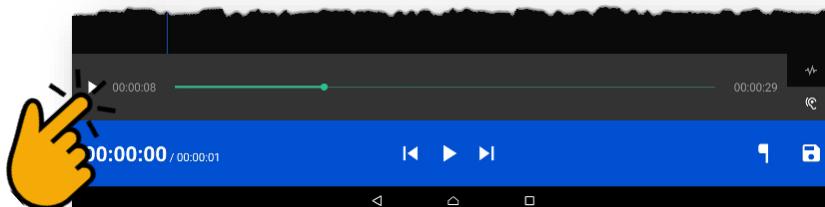
Follow these steps to compare your recording to the Source Language recording.

First: Listen to the Source Audio.

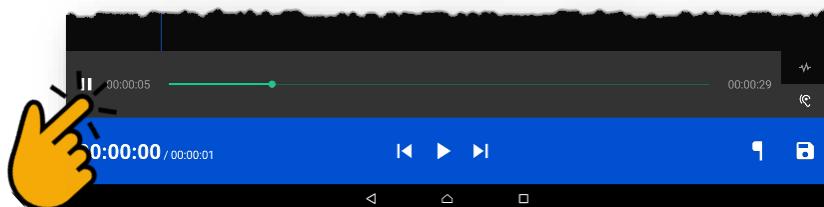
1. Tap the **Ear icon**  to switch to Source Audio player.



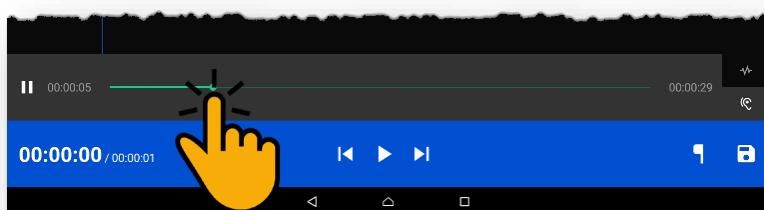
2. Tap the **Play icon**  on the gray bar.



To pause the recording tap the **Pause icon**  on the gray bar. (The Pause icon replaces the Play icon when the audio is playing.)



Press-and-hold the **green dot** and slide your finger to the left for rewind or to the right to fast forward.



Then, listen to the recording:

1. To playback your recording, tap the white **Play** icon  on the blue bar.

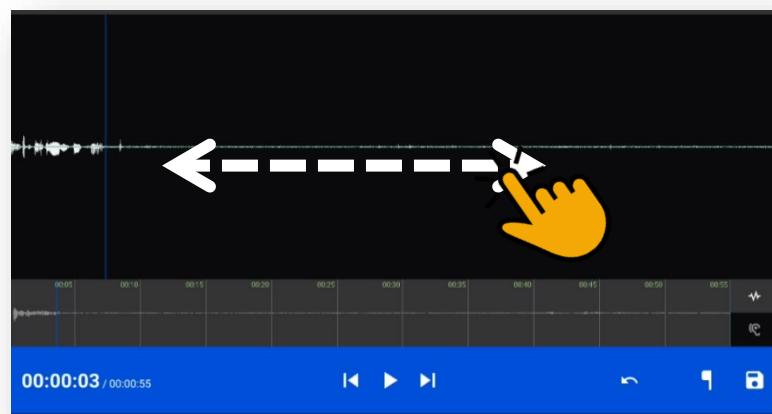


2. To pause the playback of the recording, tap the **Pause icon**  on the blue bar. (The Pause icon replaces the Play icon.)

Tap the rewind icon to go to the beginning of the recording or tap the fast forward icon to go end of the recording.



Optional - Pause the playback and then press-and-hold in the black area of the recording screen to drag the playback spot for rewind or fast forward.



You may go between listening to the source audio and listening to your recording.

Remove a section of the recording

The action of removing a section of a recording is known as a 'cut.'

Mark a section for deletion.

You position the recording on the blue line. **The blue line does not move.**

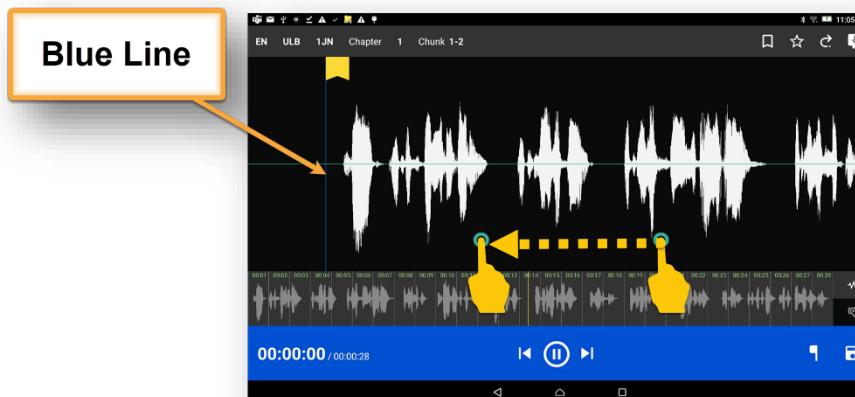
There are 2 places to mark a section for deletion - the upper or the lower waveform window.

1. In the **upper waveform window**:

- Position the audio at the thin blue line for the beginning of the section to be removed.

NOTE: The blue line does not move. You will need to do move the recording so that the blue line is where the cut should begin.

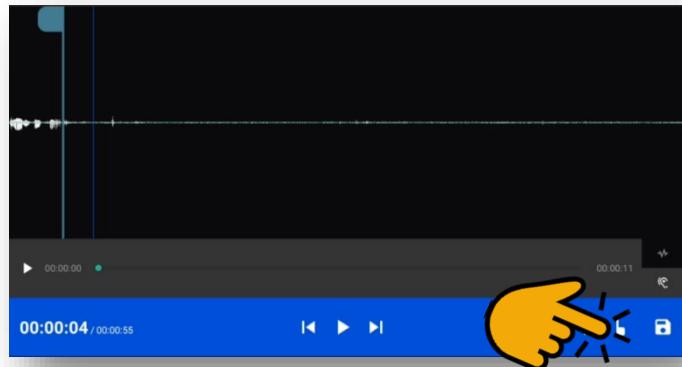
- Use the press-hold-drag action in the waveform window to move the recording so that the blue line is at the beginning of the section to cut.
- Or tap **Pause** while listening to the recording when you reach the beginning of the section to cut.



- Tap the flag icon . This inserts a marker where the cut will start.

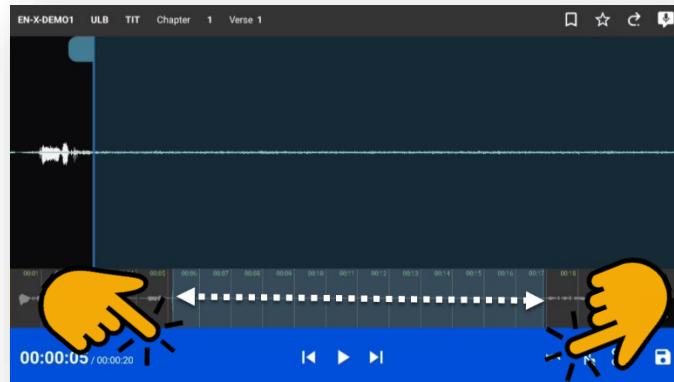
- In the upper waveform window, drag the recording by holding your finger on the screen and sliding to the left until the end of the part to be removed is at the blue line. Or tap the **Pause icon** while listening to the recording when you reach the end of the section to cut.

- Tap the upside-down flag to mark the end of the section for deletion.

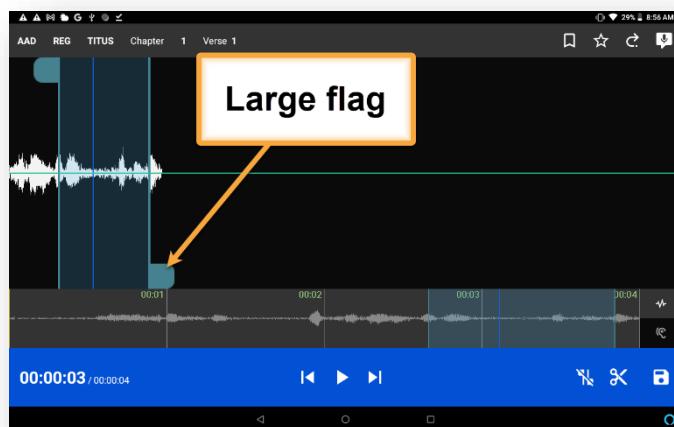


2. In the **lower waveform window**.

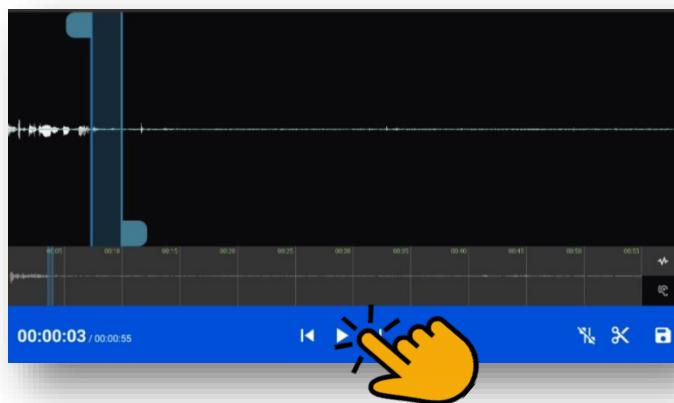
- a) Tap and hold where you want the deletion to begin and then drag to where the end of the deletion should be. As you do so, the marked area is shown in both the upper and lower waveform areas and the flags are inserted automatically.



- b) Resize the section marked by dragging the large flags on the large waveform window.



HINT: You may want to check the selection by tapping the **Play icon** to listen to the section that will be removed. Move the flags to select the desired recording to be deleted.



Make the Deletion (Cut)

Now that you have the section marked that you want to delete, it's time to make the cut.

HINT: You may want to check the selection by tapping the **Play icon** to listen to the section that will be removed. Move the flags to select the desired recording to be deleted.

Question: Do you want to change the amount of recording that is selected?

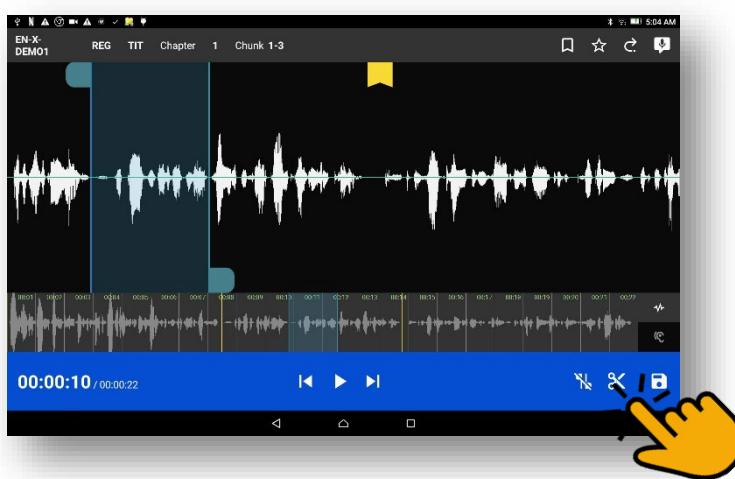
Answer: Press-hold-drag either large flag by its rounded part to increase or decrease the amount of the selected recording.

Question: Need to start again?

Answer: Tap the crossed-off flags icon  to remove the flags and start over.

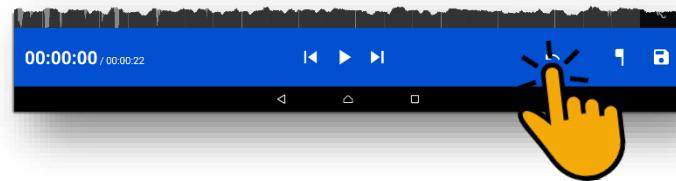


1. Delete the selected recording by tapping the scissors icon .



Question: Did you make a mistake?

Answer: Tap the undo  icon (visible only after making a cut) to undo the last cut.



Continue selecting sections for deletion as necessary.

2. Tap the Save icon  to save the edit.



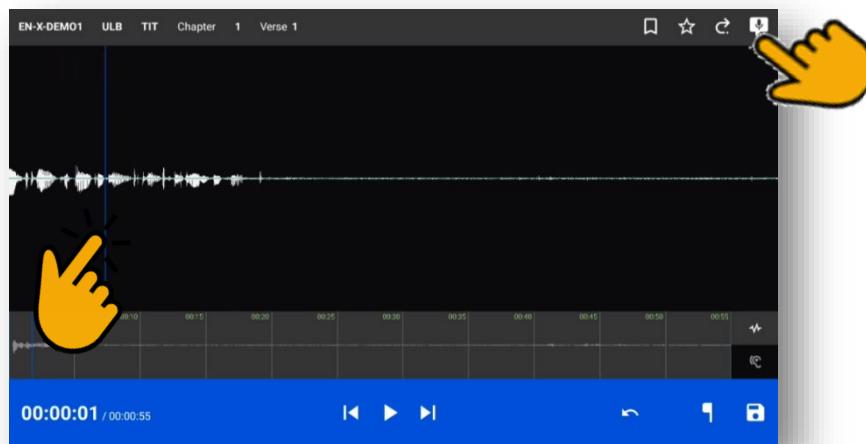
The BTT Recorder program returns to the Project Management screen.

Insert a new section of the recording.

Sometimes you may want to insert a missing part into the translation.

To insert a missing part into the translation:

1. Position the audio at the thin blue line for where the new audio will be added in. (Use the press-hold-drag action in the top waveform or tap in the bottom waveform section.)
2. Tap the **Add a Recording icon**  found on the right side of the top gray bar. This opens a new recording session.



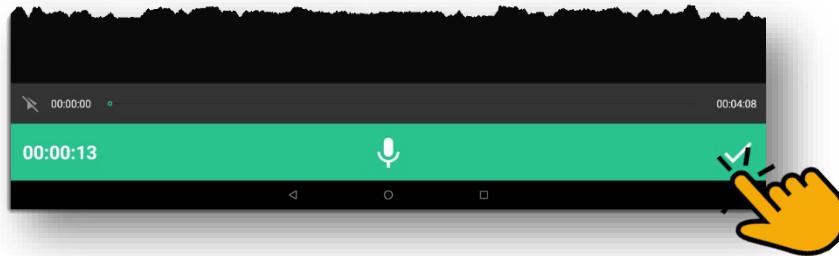
3. The bar at the bottom of the recording window is colored green. Tap the **Microphone icon**  to start recording.



4. When finished, tap the **Pause icon** , or if you need to pause while recording, you can tap Pause and then tap the microphone icon to resume.



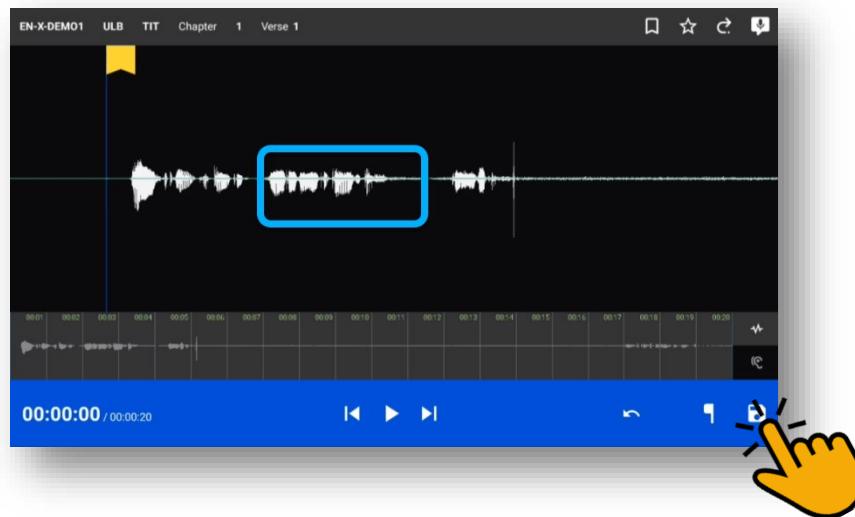
5. To save and insert the new recording, tap the **Checkmark icon** .



6. A pop up appears stating it is inserting recording . . . please wait. The original target language recording opens with the added recording.

NOTE: The window has been reset to begin at the beginning of the entire recording.

- Check that the inserted recording is correct and in the right place.
- Find the section that was added and play it in the main recording.
- To save the new recording, tap the **Save icon**.



Once the program is done saving, it returns to the Project Management screen. The edited recording is saved as a new take.

NOTE: You may need to navigate to the Book/Project Management screen and then back to the Chapter Management screen for the additional take to show on the Verse Management bar.

Rate the Recording

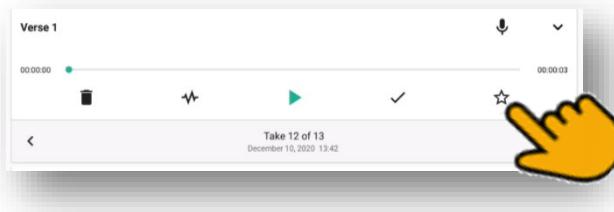
To indicate the quality of the recording, you can add a star rating to it.

Rating is important because - The manually added star ratings are used by the program to determine which take of a verse or chunk to use when compiling an entire chapter recording.

- If there is only one take – no rating is necessary.
- If there are multiple takes – the program uses the most recent recording for the chapter recording.

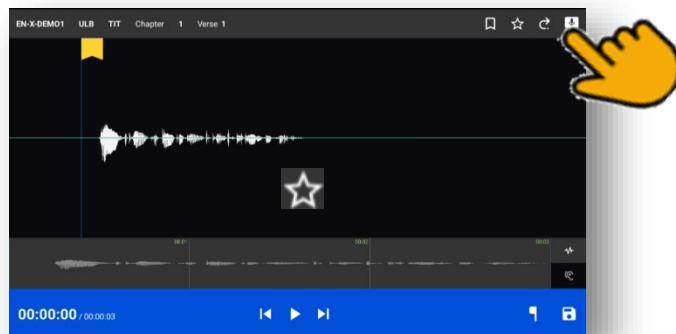
There are two places to mark a Star Rating, 1) in the **Verse Management** screen or 2) in the **Recording** screen.

1. In the Verse Management screen, choose the desired take to open the Verse/Chunk Take bar.
2. You may want to click the play icon to hear the take again, then click the Star  icon on the right side of the bar. The Star Rating window opens.



OR

1. In the Recording screen, click the Star icon  on the right side of the top menu bar. The Star Rating window opens.

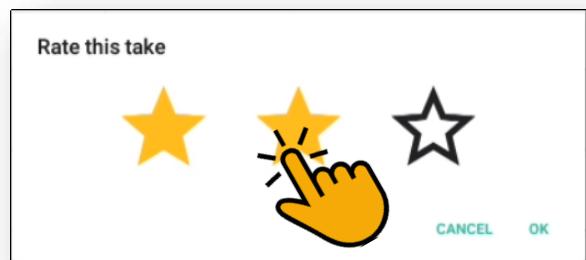


In the **Star Rating** window, you will tap on a star to select the rating.

The **left star** if the recording is not the best – the star turns red.



The **middle star** if the recording is fine but could be better – the two leftmost stars turn yellow.



The **right star** for the recording that you want to use – the stars all turn green.



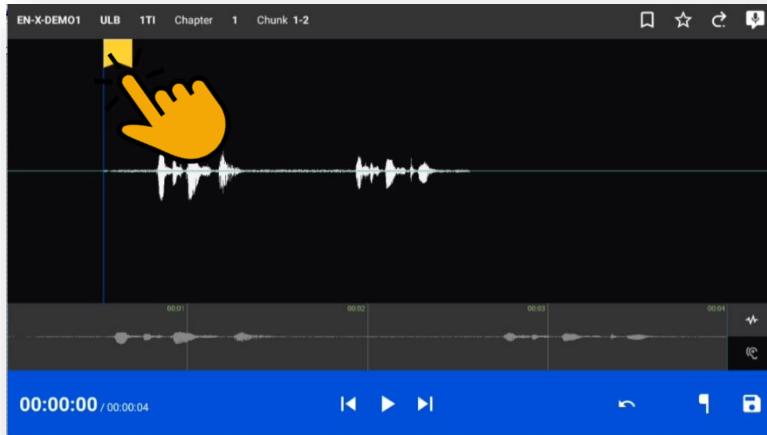
NOTE: Only one take for a verse or chunk can be rated three stars.

Tap **OK** to save.

Place the Verse Markers

Verse markers are needed only when recordings are done in chunk mode. To add verse markers, complete the following steps:

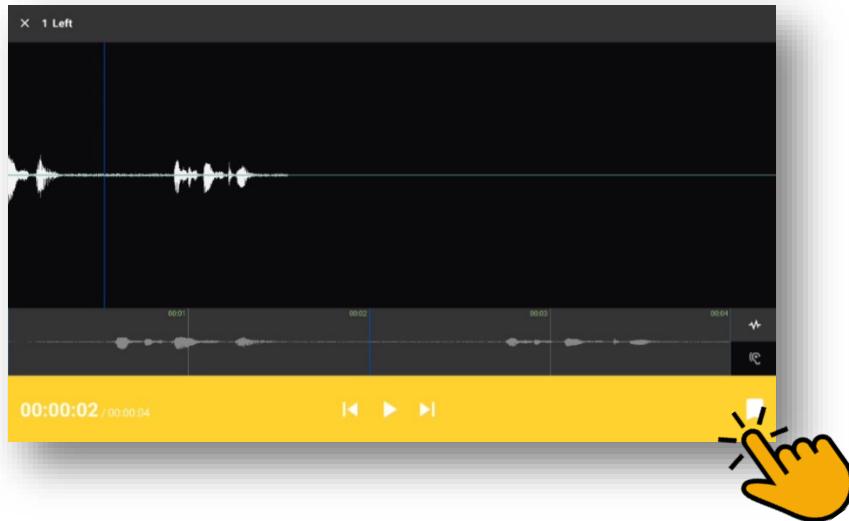
1. Open the recording that has been edited and is ready to share with others.
2. Tap the **Bookmark icon** .



3. The Verse Marker window opens. Notice the yellow playback bar on the bottom of the window. A verse marker is automatically inserted at the beginning of the recording to indicate the start of the first verse of the chunk. The top gray bar has the number of verse markers that remain to put into place.
4. Tap the **Play icon** to playback the recording.

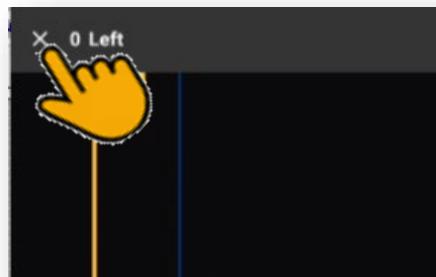


5. Tap the **Pause icon** to stop the playback when it is at a verse ending.
6. To add the verse marker: Tap the **Verse Marker icon**  on the yellow bar.



7. If there is another verse to mark: Continue to listen to the playback for the next ending of a verse, and then tap the **Verse Marker icon**.
8. If you put a verse marker in the wrong place, tap and hold the top of the flag and drag it to the correct position.

9. When there are no more verse markers to place, tap the **X icon**  at the top left of the window, just to the left of where it tells you the number of markers left to be placed.



10. Tap the **Save icon** to save and return to Project Management.

HINT: If you haven't already done so, you might want to rate this recording before saving (see [Rate the Target Language Recording](#)).

CHAPTER 8 – Create a Chapter Recording

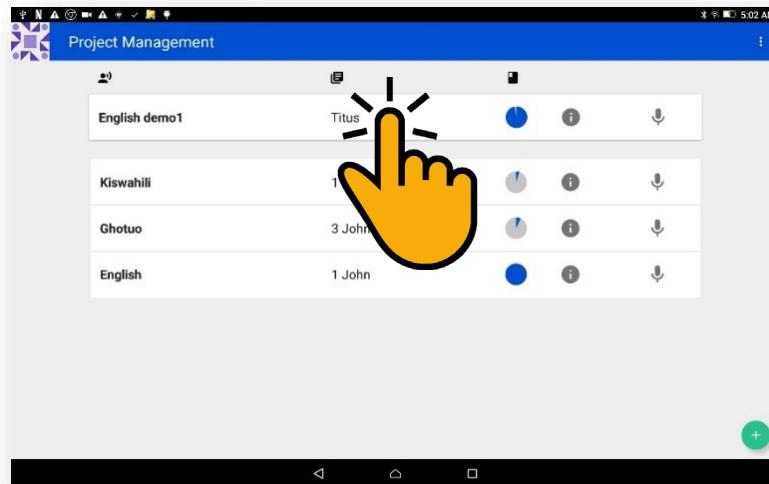
After the verse or chunk recordings have been created for a chapter, it is then possible to combine them to make a recording into a complete chapter. The translator can listen to the entire chapter and make additional edits if necessary.

Terms to know:

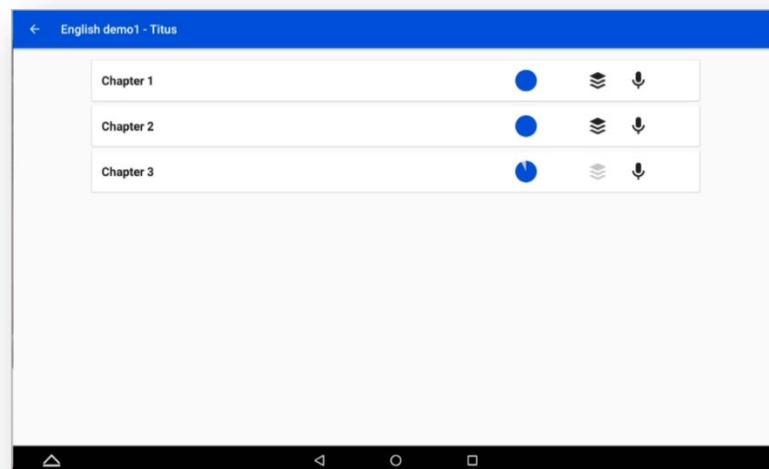
- **Compile** – to put into one piece, combine.
- **Stitch** – to combine the different recordings into one recording.

Complete the Recording of the Chapter

1. Start in the Project Management screen and tap the book to work on.



2. The circle should be full, indicating that all verses or chunks have recordings. The chapters are listed, with each one on a separate bar.



Notice that:



The full blue circle and black stack of papers means that all verses/chunks have recordings.



The partial blue circle and gray stack of papers means that the chapter has a chunk/verse without a recording.

Chapters with a partial colored circle



and gray stack of paper



For each chapter that is not complete:

1. Tap the Chapter to open the verse/chunk list.
2. Find the verses or chunks that do not have a recording.

HINTS: There is no arrow next to the microphone. The verse/chunk number is in gray.



3. Tap the **Microphone icon** next to the verse/chunk and record the verse or chunk.

Once all verses or chunks are done, then the chapter is ready to be combined into one audio file.

4. Tap the **back arrow** at the top left of the window to return to the chapter list.

The chapter should now be marked with a black stack of paper.

Chapters with a fully colored circle

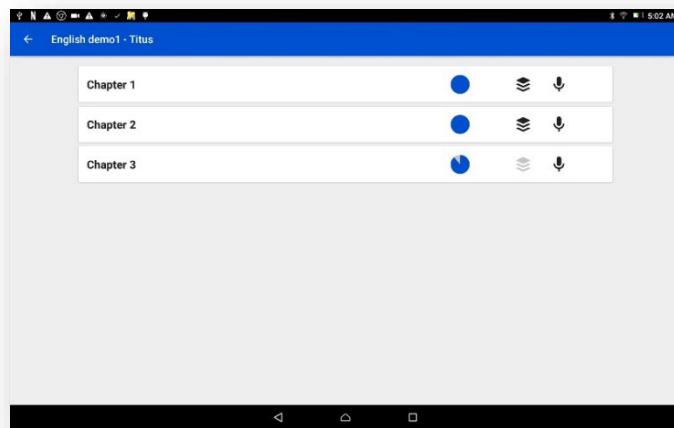


and black stack of paper



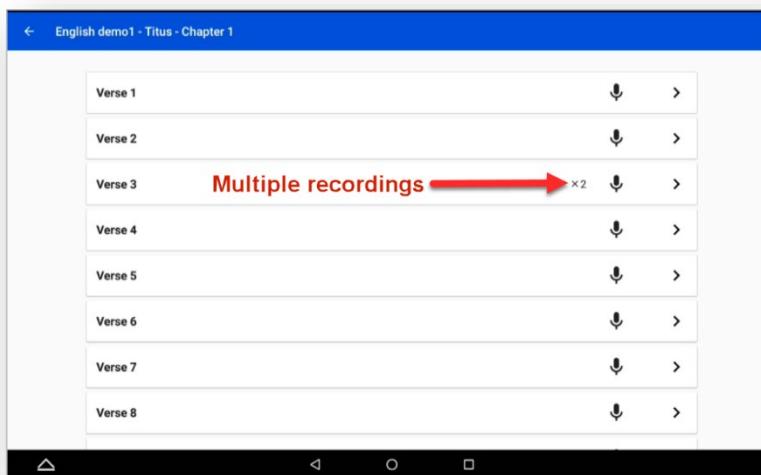
To create chapter recordings, repeat the following 5 steps for each chapter.

1. Tap a bar to open a chapter. Notice full blue circle.



2. Check the recording(s) for each chunk or verse:

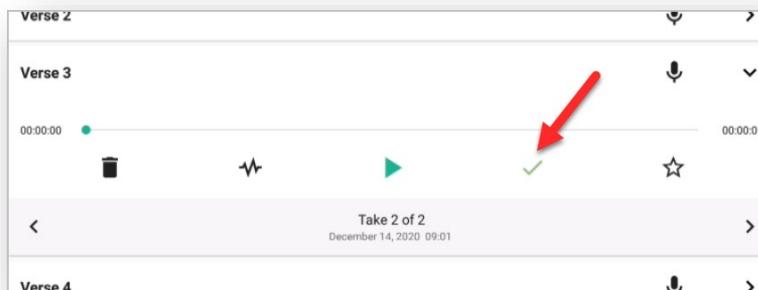
NOTE: If there is no number next to the microphone, there is only 1 take for that verse/chunk.



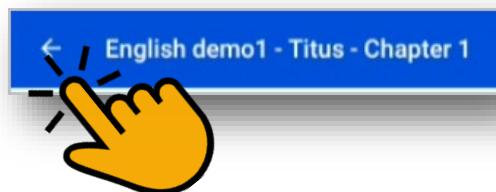
NOTE: When there are multiple takes per verse or chunk, there are rules for which take is to be included in the chapter recording. These are the rules followed when combining a chapter into a single audio file:

- If there are recordings with a star rating, they are included according to the number of stars: See the section on [Rate the Recording](#) starting on page 49 for more information.

- If there is not a star rating given, then a green check shows which take will be used. This is the most recent take. If you want to change this, you can tap the **black checkmark** next to the take you want to use, and then its checkmark turns green and the checkmarks for the other take(s) turn black.



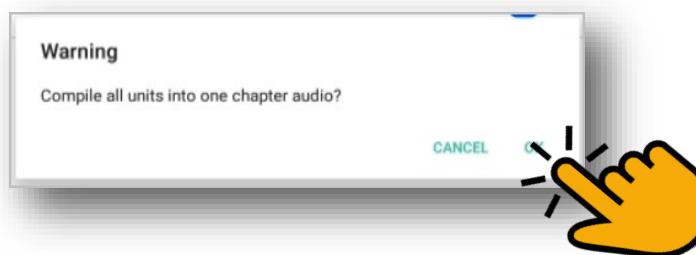
- Tap the **back arrow** on the top blue bar to return to the chapter listing.



- Tap the **BLACK Stack of Paper icon** to stitch the verse or chunk recordings into one chapter file.



- Tap **OK** to accept the action of making the chapter into a single file.

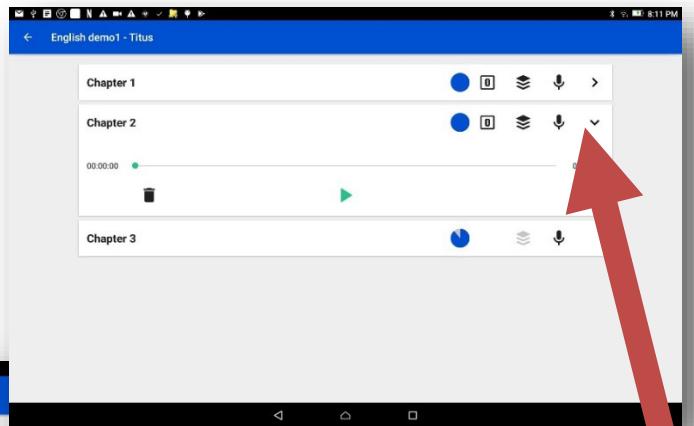


Remember: Chapters with a gray stack of paper are not ready to be compiled. Go to [Chapters with a partial colored circle and gray stack of paper](#) section for instructions.

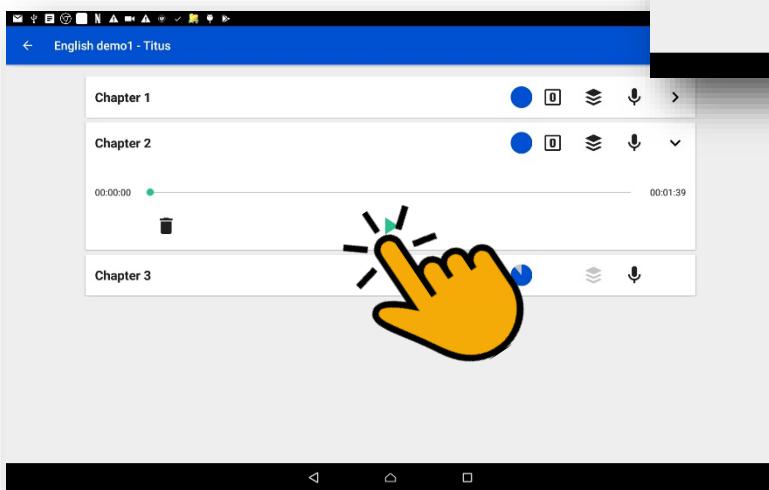
Check the Chapter Recording

NOTE: Chapters that have been stitched together have a number inside a box icon  on the chapter bar in Project Management. The number indicates the checking level of the chapter recording. See the next section, [Mark the checking level for the chapter recording](#), for more information.

1. Tap the right arrow (>) found at the right end of the chapter bar, to open the Take Bar for the chapter.



2. Tap the green Play icon  to listen to a complete chapter.



Does the recording need editing?

Are there long pauses, or long silences at the beginning or end of the recording?

- Go to the verse or chunk recording and delete the silence from the recording.

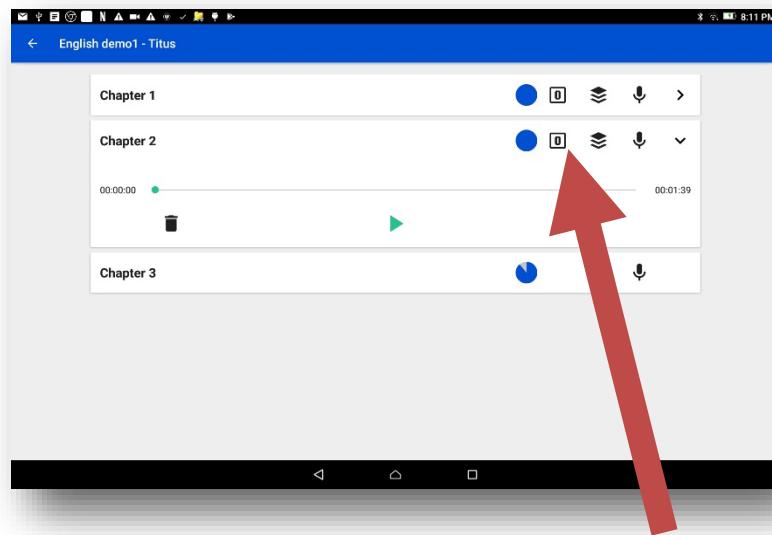
Are there things that need to be corrected?

- Go to the verse or chunk recording and make a new recording or edit the recording.

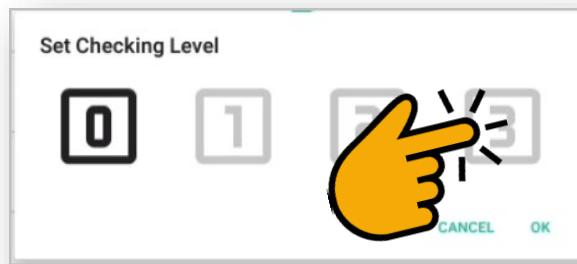
When the corrections have been made. Tap the black stack of paper icon to stitch the chapter again.

Mark the checking level for the chapter recording

1. Tap the number box to set a level of checking on the audio file.



2. Choose a checking level by tapping one of the numbers. 0 is the lowest level while 3 is highest level.



3. Tap **OK** to save the checking level and close the window.

When all the chapters have been compiled, the book is done. Tap the **back arrow** in the top blue bar to return to the Project Management screen.

CHAPTER 9 – Share Your Recordings

After the recordings have been made, edited, and reviewed, they are ready to be exported so that they can be shared with others. You can:

- Share the recording as a *.zip file.
 - In the .zip file are the .wav files and smaller than the combined size of the project's *.wav files.
 - Zip files can be used by Orature, another WA Oral Translation software program.
- As a Source Audio
 - Export the completed project to your tablet as a .tr file.

Once you have exported the file, you should Share the files.

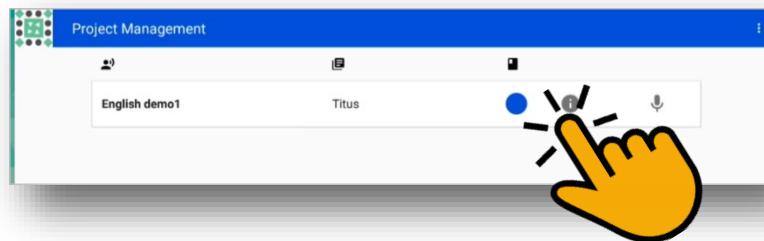
- Remove the SD Card and physically hand it to another person.
- Email the files to another person.
- Language folder in the Box online server. See: [Upload the .wav files to the online server \(Box\)](#) for instructions.

Open the Information Window

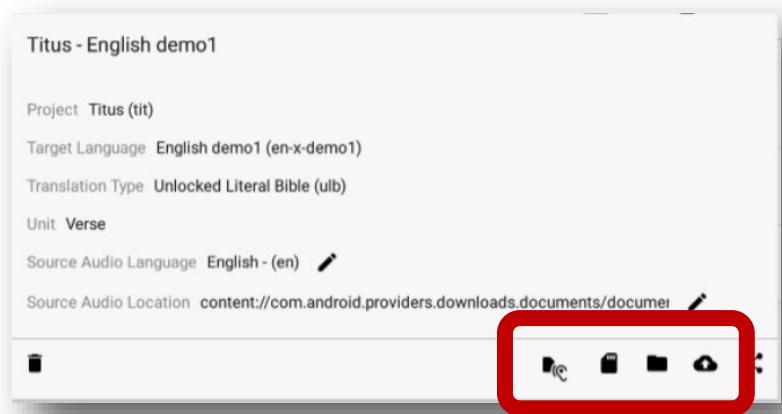
You share the recordings from the Information window of the project.

To open the Information window:

1. On the Project Manager screen, tap the **Information icon**  next to the project that you want to export or upload.



2. The Information window opens. The icons along the bottom right of the window enable you to share your recordings.

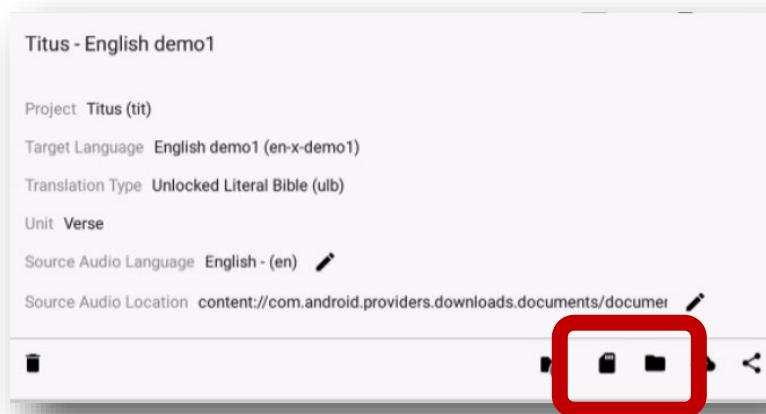


Export Recordings

As *.zip files (combined and compressed *.wav files)

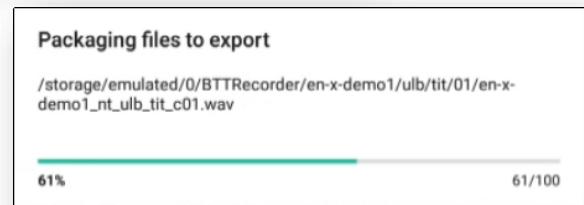
This action packages the individual `wav` files into a single `zip` file that you can save to your tablet. This file can be given to others to use with an audio player or imported into Orature software. Orature is another WA software program for oral translation work.

1. On the [Information window](#), tap either the **Save icon**  or the **Folder icon**  to save the project



file to the tablet's file system.

2. Wait while the files are processed. The program compiles a `zip` file containing the individual `wav` files for each chapter.



3. A file manager window opens to enable you to navigate to and open the folder where you want to save the `zip` file. You can save it anywhere in your internal storage or on the SD card. You can also rename the file before saving it if desired.

NOTE: The SD Card may need to be “activated.” Follow the directions provided by the tablet on activating the SD Card so files can be saved there.

4. Tap **SAVE** to save the file. If you save it to the SD Card, it can be removed to share the file with others.



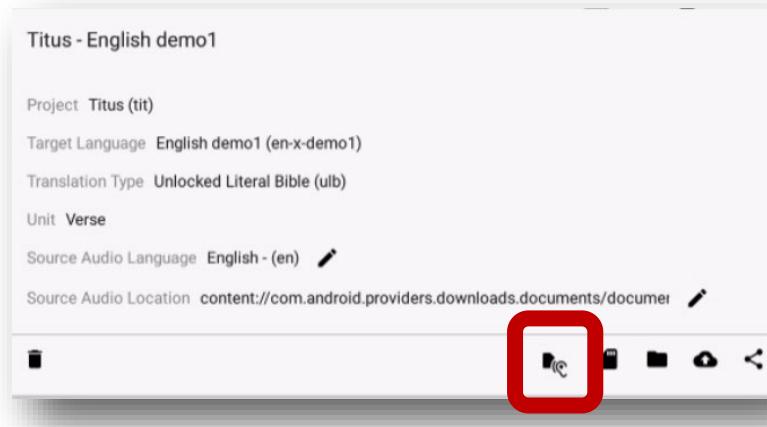
As a Source Audio

Export to your tablet as a `tr` file

This action exports the project as a `tr` file to your tablet. This file can be given to others to import into their installation of BTT Recorder so that they can work on it, or it can be used as a source audio file for BTT Recorder.

To create a `tr` file on your tablet, perform the following steps:

1. On the [Information window](#), tap the **Source Audio icon**  to save the `tr` file to the tablet's file system.



2. A file manager window opens to enable you to navigate to and open the folder where you want to save the `tr` file. You can save it anywhere in your internal storage or to your SD card. You can also rename the file before saving it if desired.



3. Tap **SAVE** to save the file. Wait while the file is being created and saved.
4. Tap OK when the message "Source Audio generation complete." shows.

NOTE: If you saved the file on the SD card, the SD card can be removed to share the file with others.

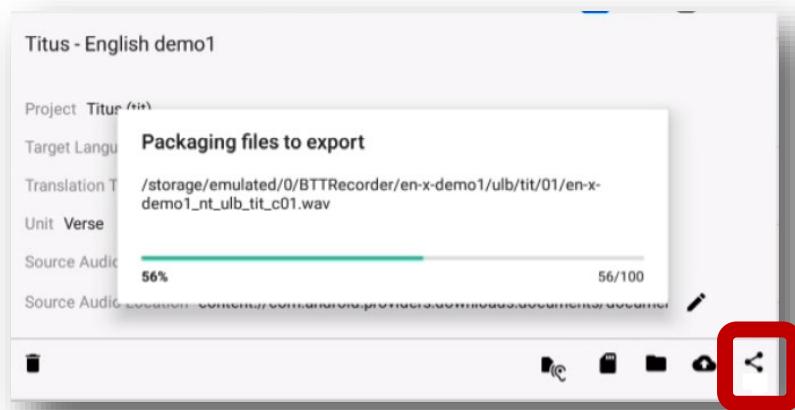
Share the Exported File

Share the File by Email

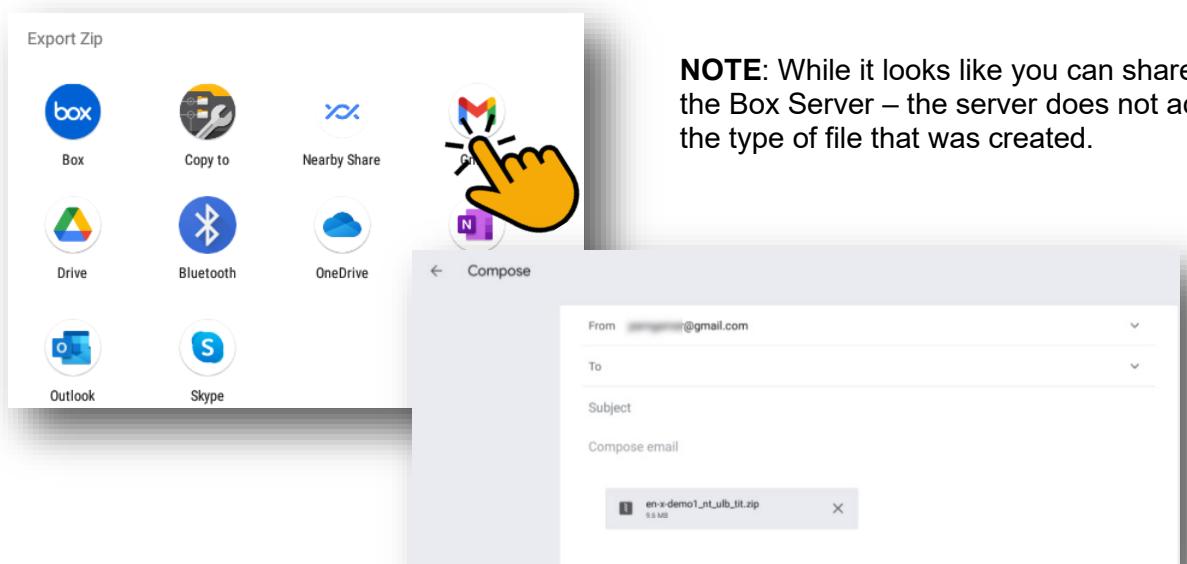
Save the recordings as a **zip file**.

To export the file and have another application installed on the tablet immediately use it, such as an email APP, perform the following steps:

1. On the [Information window](#), tap the **Share icon**  to send the project file to another of the tablet's applications.
2. Wait while the files are processed. The program compiles a zip file containing the individual `wav` files for each chapter.



3. A window opens to show the available applications on your tablet that you can use for sharing. Tap the one you wish to open, such as Gmail.
4. The chosen application opens – for example, Gmail opens a compose window with a zip file of the project audio already attached, so that you can easily send it to someone.



Upload to the Box Server

This final method of sharing your recordings does NOT use the Information window.

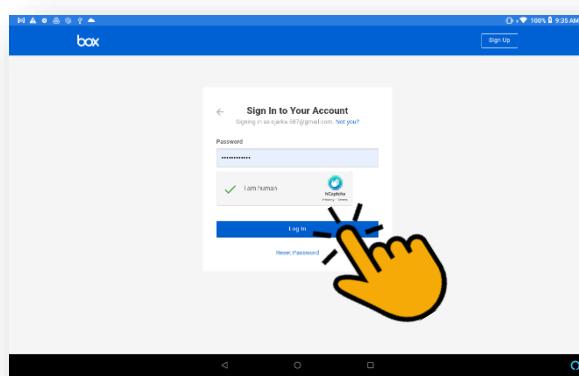
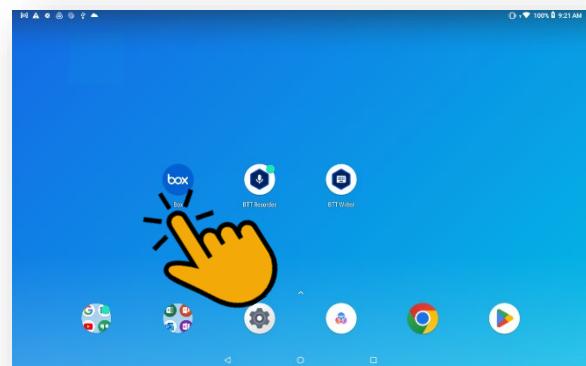
- This method requires that the Box APP is installed on the tablet. See the **Box, Install Box Application on Device** document for more information. At URL:
<https://app.box.com/s/o4z4hfd898zo8xm6e9xk7xc4ah3k1574>
- You must have a Box User account to be able to upload files there. See **Box – New User** document for more information. At URL:
<https://app.box.com/s/ylg340n1qvd752jzfil4cm7x3wv3s6ko>

To upload to the Box server, you perform the following steps:

- 1) [Open the Box APP](#) on the tablet.
- 2) [Find the language folder](#) on the Box server.
- 3) Create Bible book folder if necessary.
- 4) Upload the recordings to the chapter folders.

Open the Box APP

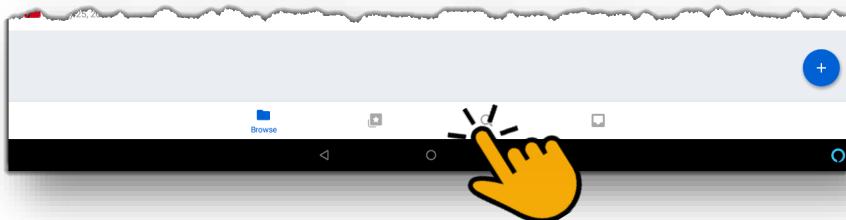
1. Tap on the Box APP icon.
2. Enter your User account information – email address and then password.
You may need to check the box for “I am human.”
3. Tap the “Log In” bar to open the program.



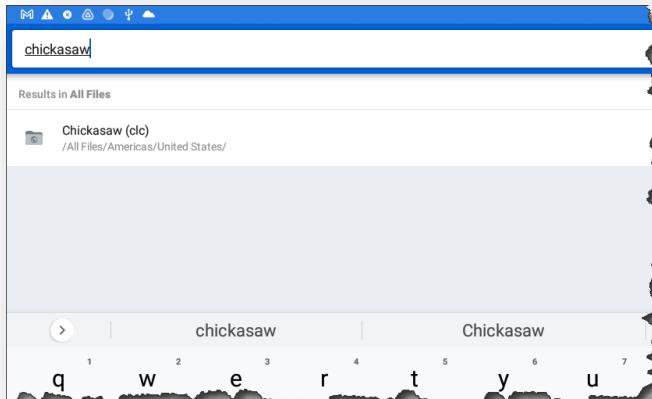
Find the Language Folder

There are two main ways to find the language folder: Navigate to the folder (open the Region, then Country, then scroll to the Language folder) or search for the folder.

1. Tap the **Magnifying glass icon**  to search for the target language folder.



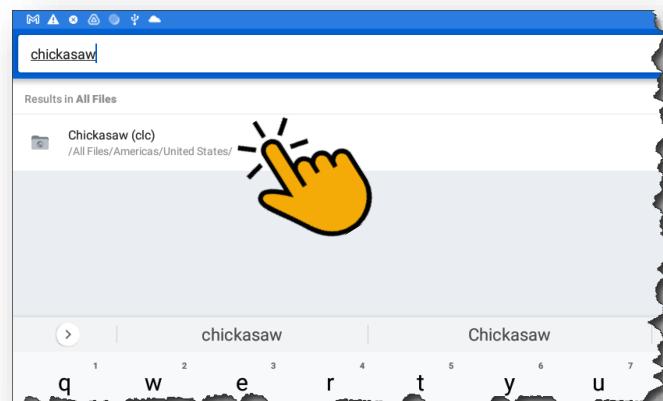
2. Enter the name of the Target Language then wait for a list of results to show.



For example, if the target language of your project is Chickasaw, tap the **Magnifying glass icon** and type “Chickasaw” in the search box.

3. Tap the language folder to open it.

For example, when the search results are returned, it shows that the Chickasaw folder is found in the Americas/United States folder. Tap the language folder bar to open.

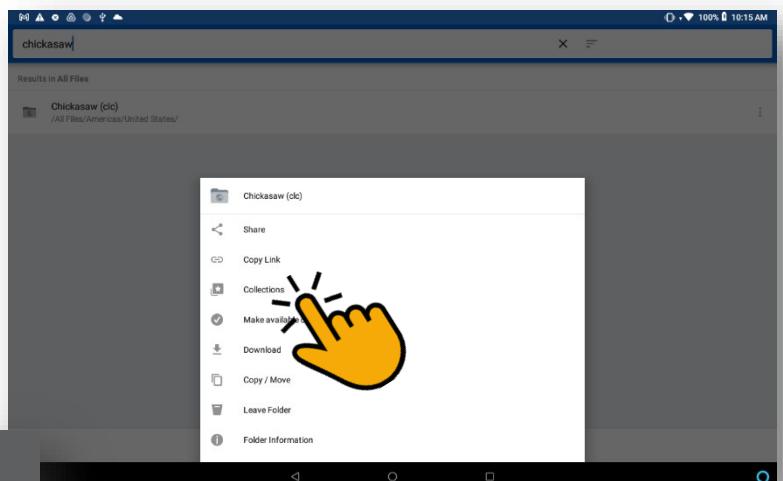


Hint: If you will be using that folder frequently, you may want to add it to your “Favorites” list.

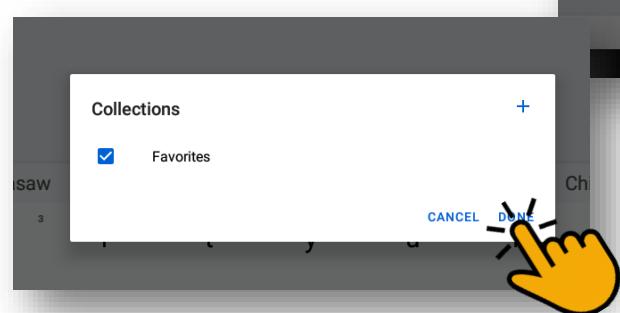
1. Tap the 3-dot icon on the far right of the folder bar. The list of options opens.



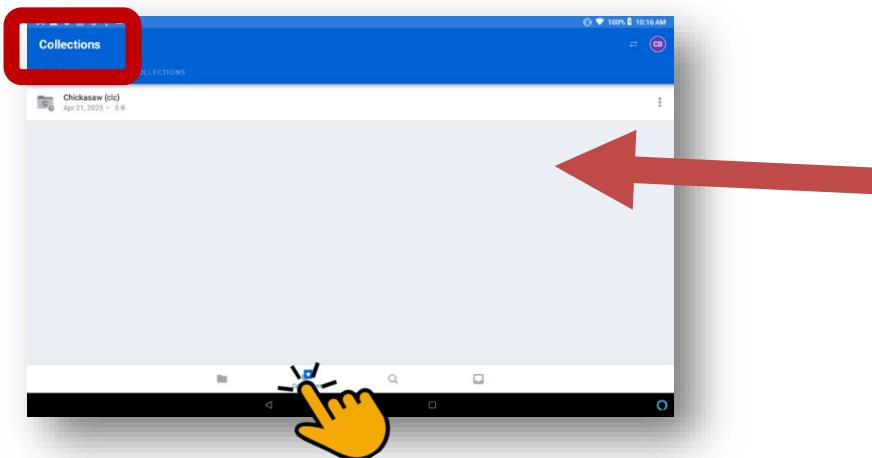
2. Tap on “Collections.” (You may need to tap-hold-drag the window to see all options.)



3. Tap to fill in the “Favorites” box.
4. Tap “Done.”



Find your list of Favorites by tapping on the Collection icon at the bottom of the Box APP screen.



Create the Folder Structure

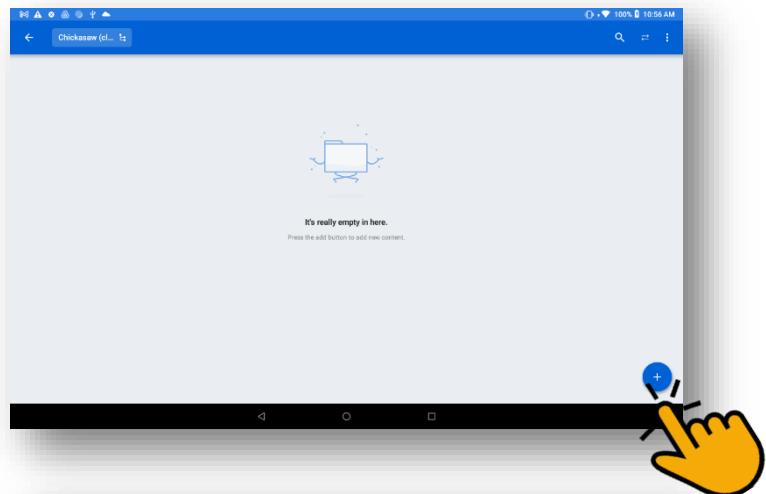
If the folder structure for the language does not exist, you need to either contact the Regional Director to create the folder structure, or you will need to create it.

See the **Box – File Structure** document for more information. At URL:
<https://app.box.com/s/a0nc8uelr4spe2hi9sqzaa9mww5w6aiw>

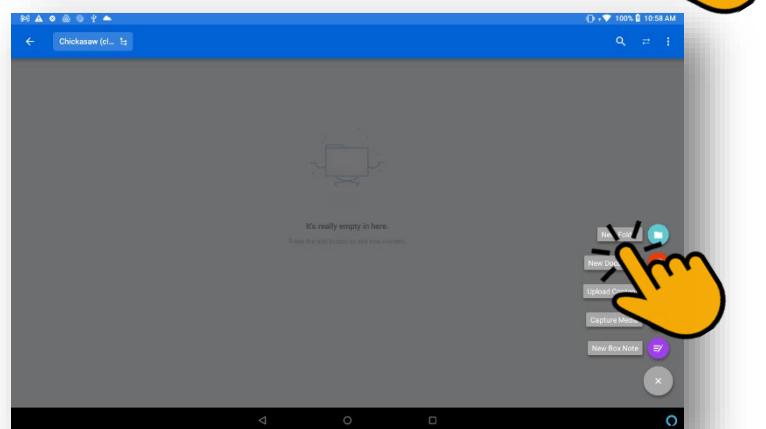
The structure of the folder and sub-folders should be:

- Language
- Audio
 - Testament *as NT or OT
 - Book (see the chart on the next page for nomenclature)
 - Chapter

1. Tap to open the language folder.



2. Tap the **Plus icon**



3. Tap **Create Folder** on the menu.



4. Tap in the Name field and type **Oral**, and then tap **Create**.

5. Continue to tap on the Plus sign and type in the name of the new folder until the desired folders have been created.
- In the Oral folder, create the testament folder (OT or NT).
 - In the testament folder, create the book folders.
 - You should name it with a leading identification number. See this chart:

Global Standard Nomenclature for Books in the Bible						
01-GEN	11-1KI	21-ECC	31-OBA	41-MAT	51-PHP	61-1PE
02-EXO	12-2KI	22-SNG	32-JON	42-MRK	52-COL	62-2PE
03-LEV	13-1CH	23-ISA	33-MIC	43-LUK	53-1TH	63-1JN
04-NUM	14-2CH	24-JER	34-NAM	44-JHN	54-2TH	64-2JN
05-DEU	15-EZR	25-LAM	35-HAB	45-ACT	55-1TI	65-3JN
06-JOS	16-NEH	26-EZK	36-ZEP	46-ROM	56-2TI	66-JUD
07-JDG	17-EST	27-DAN	37-HAG	47-1CO	57-TIT	67-REV
08-RUT	18-JOB	28-HOS	38-ZEC	48-2CO	58-PHM	
09-1SA	19-PSA	29-JOL	39-MAL	49-GAL	59-HEB	
10-2SA	20-PRO	30-AMO	*	50-EPH	60-JAS	

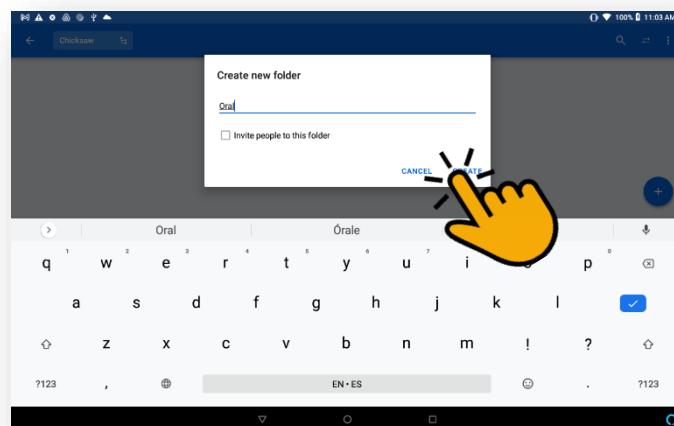
*The number 40 is skipped

- You may use the language's name for the folder if the identifying number is there (such as 42-Markos for Spanish)

6. You may want to create the chapter folders in each of the book folders.

- Tap on the Plus sign and type in the chapter number. Use leading zero for single digit numbers.
- To return to the book folder to create another chapter folder, tap the back arrow at the left side of the top blue bar.
- Repeat steps above to create a folder for each chapter.

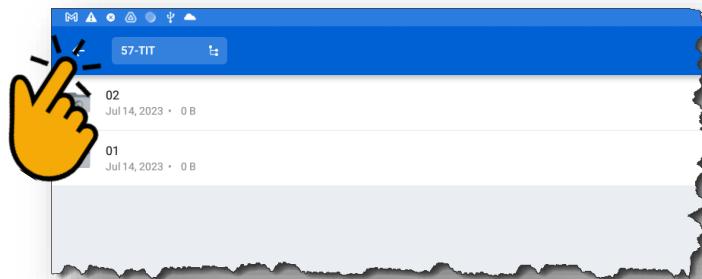
Now that you have the folders set up, you can upload your recordings to them. Translators typically upload from their tablets; however, a MAST technical support person may harvest the audio files from a tablet to a thumb drive and then use the computer to upload them. Both methods are discussed below.



Upload chapter recordings from the tablet

1. Navigate to the correct language, book, and chapter folder.

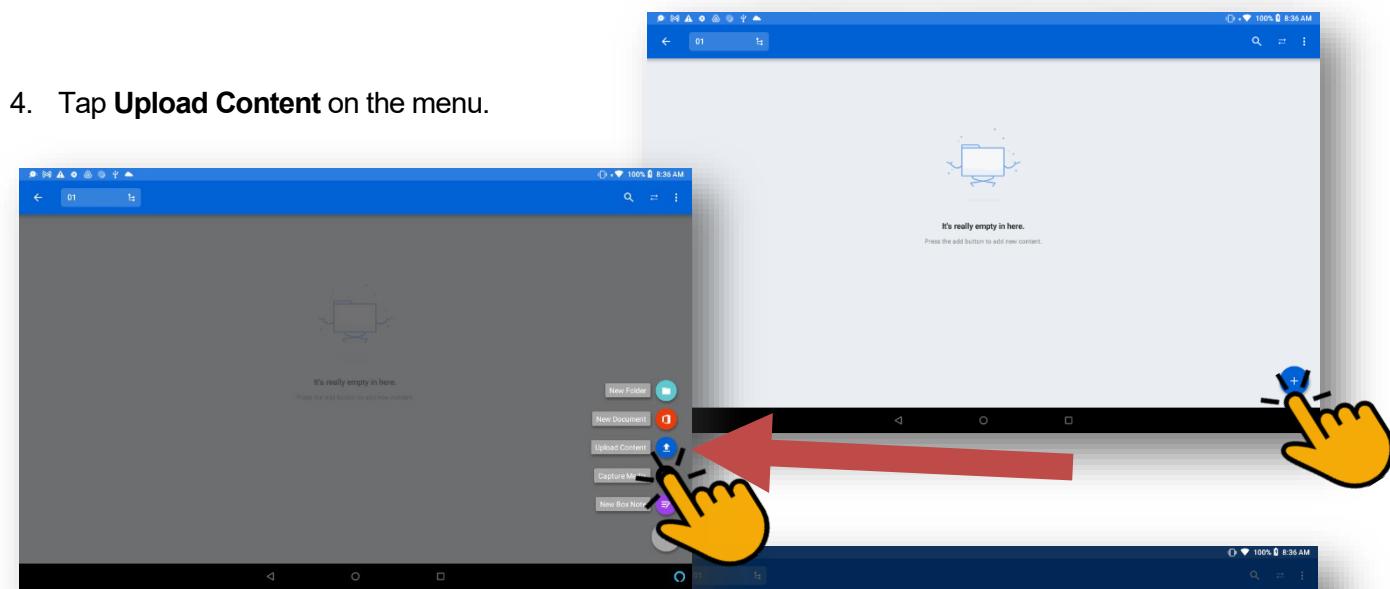
If they are not present – see the instructions to [create the folder structure](#).



2. Tap the chapter folder. The empty chapter folder opens.



3. Tap the Plus icon .



The Upload Content window opens at the bottom of the screen.

NOTE: You may need to tap-hold-drag the window up to see the options.

5. Tap on **Select files to upload**.

The File Navigation window opens.

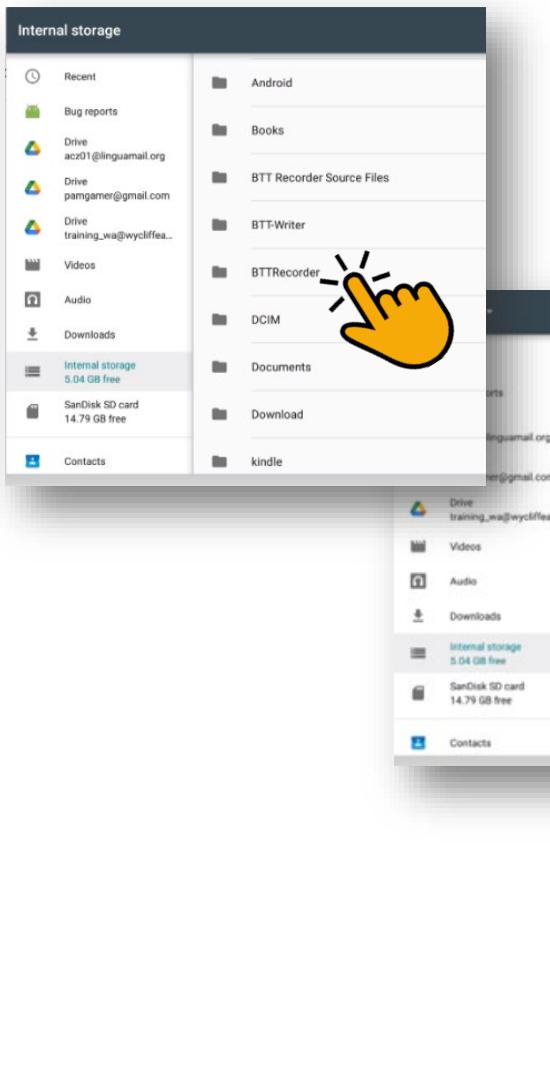
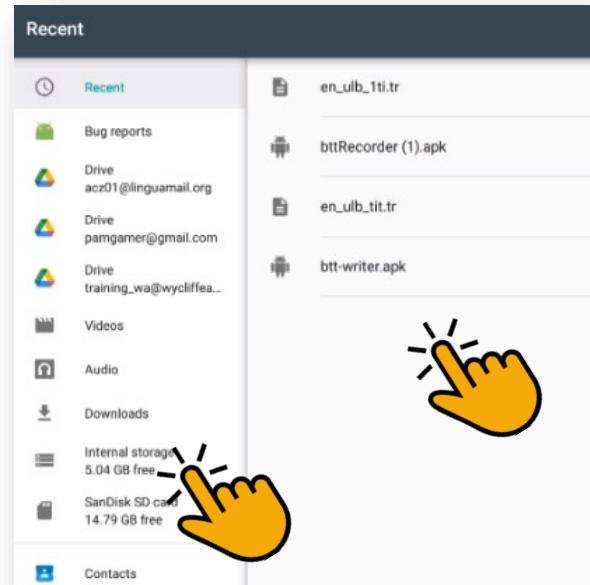


Tap in turn the following folders:

6. On the left section, tap **Internal Storage**.

In the right section:

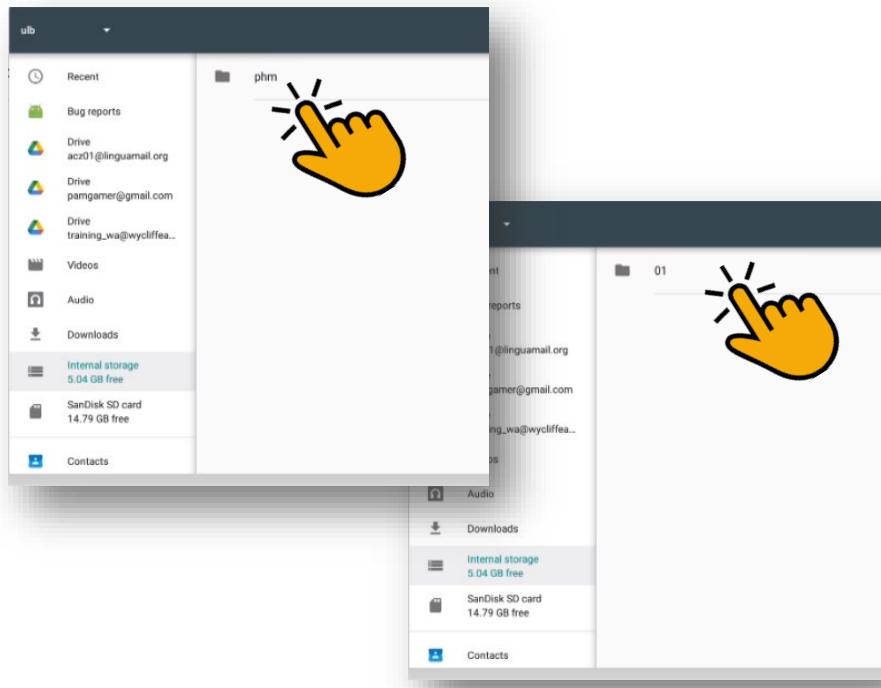
7. Tap **BTTRecorder**.



8. Tap your target language code.

9. Tap the project type. ("reg," or "ulb")

10. Tap the book code.



The chapter folder opens and shows all the verse recordings for that chapter.

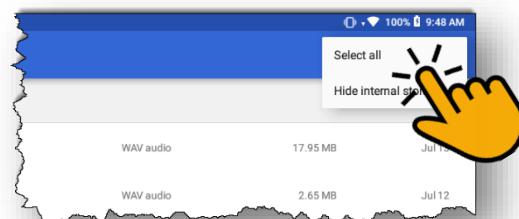
11. Tap the 3-dot icon in the top right corner.



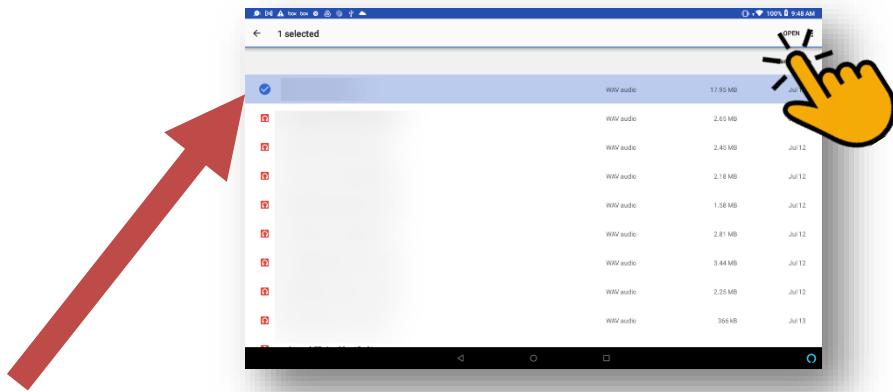
Tap to choose to **Select all**.

OR

Tap on the icon for the file to select just one file.



12. Once the desired files have been selected, tap **OPEN** at the top right of the screen.



13. Wait while the upload processes. The list of files appears in the Box APP window.

It may take some time to upload all the files.

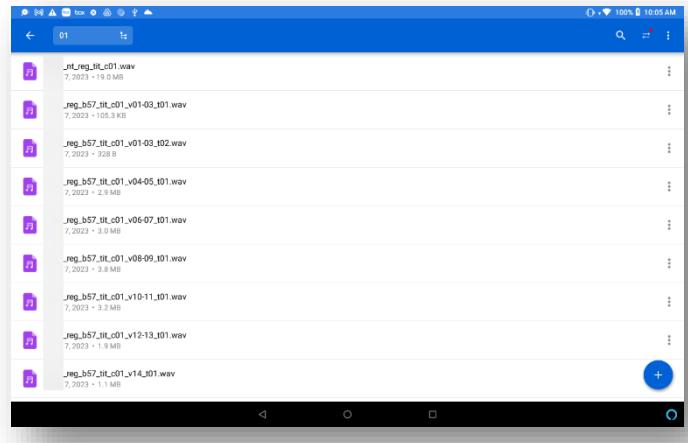
Upload chapter recordings from the computer

These steps assume that a MAST Tech Support Person, or someone working on the recordings has harvested the files onto a thumb drive from the tablets.

In a browser on the computer that has the BTT Recorder files, open the Box application.

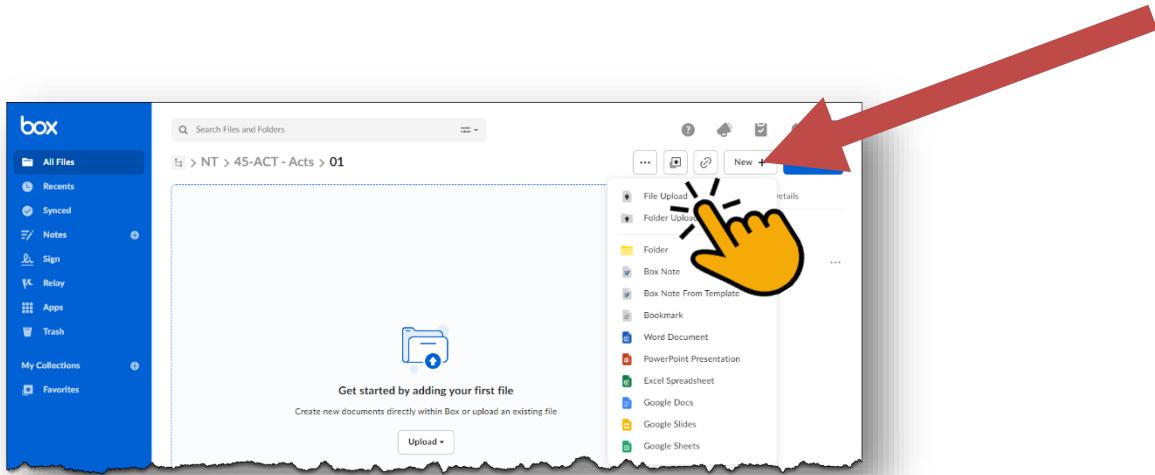
1. Open two File Explorer windows.
 - a. In the Box folder on the computer
 - navigate to the Region, Country, Language, Book, then Chapter folder.
 - b. In the USB drive folder on the computer – navigate to the folder that contains the recordings for a chapter.
2. Select all the files in the USB folder.
3. Drag the files from the USB drive to the Box folder.

Repeat these steps for all audio files in each of the chapters.



OR, the Tech Support Person may want to work in the Internet Browser window.

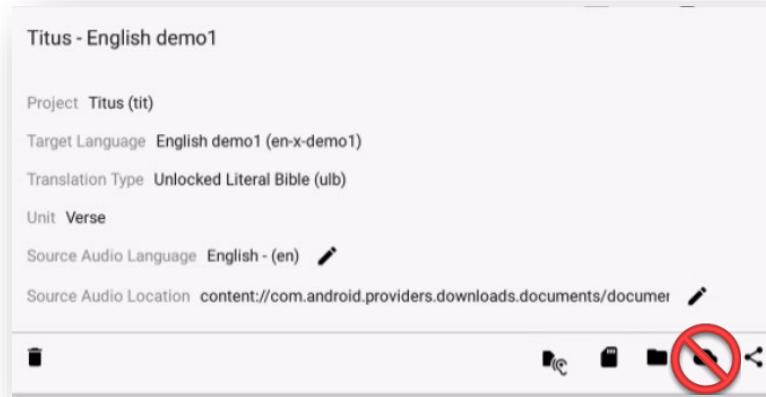
1. Sign into the box.com website.
2. Navigate to the Region – Country – Language – Testament – Book folder.
3. Click on the “New +” button at the top right of the window.



4. Click on to choose the **File Upload** action. The computer’s File Manager opens.
5. Navigate to and select the desired files.
6. Click “Open” to upload the files to the Box server.

Do not Choose Cloud Server

Currently BTT Recorder is not able to upload the files directly to a cloud file server.



Appendix

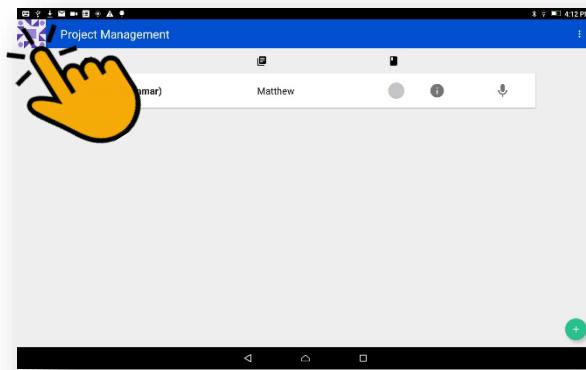
Users and User's Identicon

Create Another User

1. Go to the Project Management screen.
 2. Tap on the 3-dot icon at the top right to open the Options Menu.
 3. Tap on **Logout**.
- The sign-in screen opens. See [Create a New User](#) for more information.

Identifying the User by the Identicon

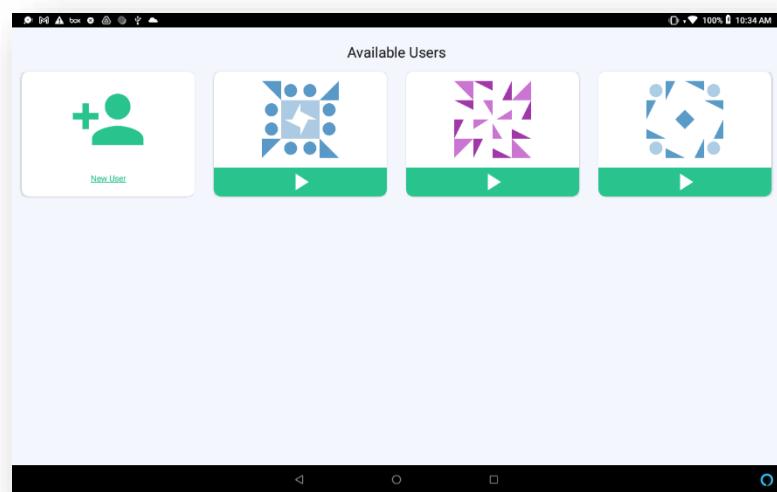
On any Project Management Menu, you can click on the Identicon at the top left of the screen and hear the recording that the user made when creating their account.



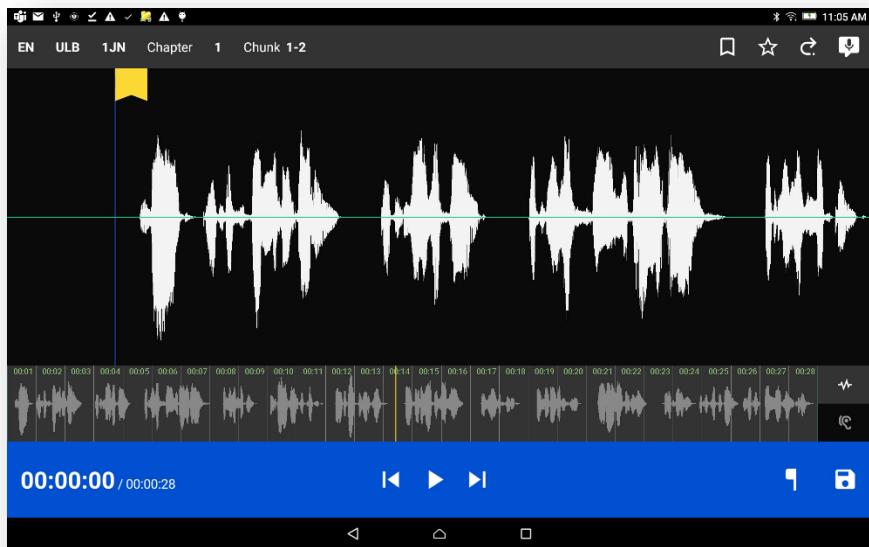
Choose a User from the Home Page

To get to the Home Page, the current user will need to log out of the program.

1. Tap on the 3-dot menu at the top right of the screen.
2. Choose 'Log out'.
3. The Available User menu will show.
4. Click on the Play icon to hear the user's name.
5. Click on the User card to log into the program and work.



Icons on the Edit Screen

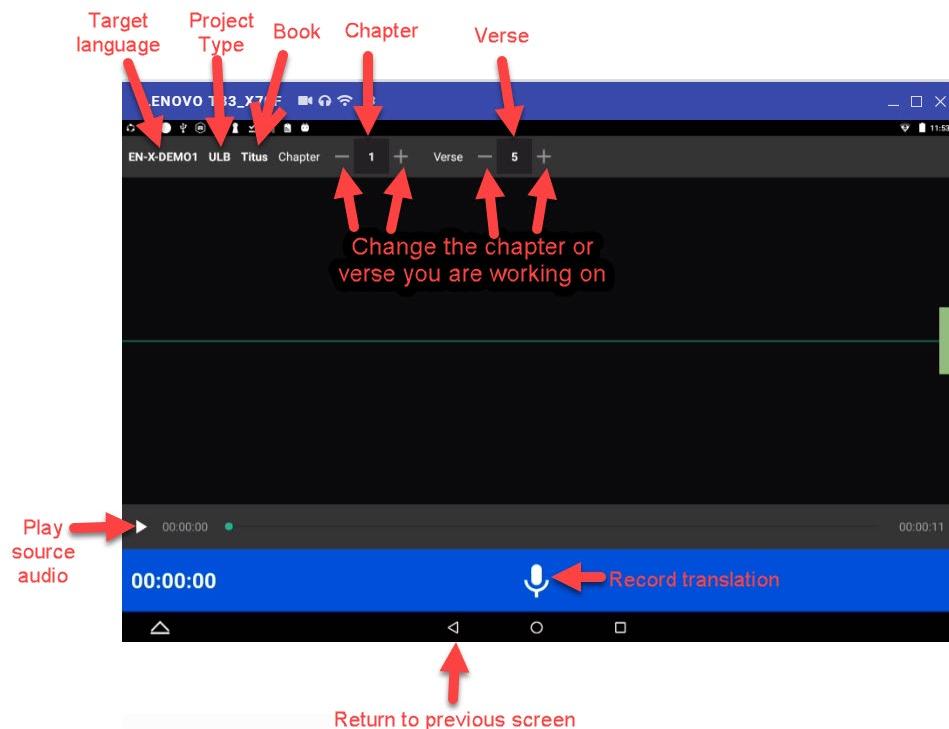


	Flag: Add verse markers.
	Star: Rate the recording. Choose between 1, 2 or 3 stars.
	Re-record: Open a new recording window.
	Add a Recording: Add a recording in a selected spot on timeline.
00:00:00	Timer: Shows the passage of time of the recording in hour:minute:second. The smaller numbers after the slash (/) show the total time length of the recording.
	Rewind: Go back to the start of the recording.
	Play: Listen to the recording.
	Forward: Go to the end of the recording.
	Flag: Mark a section to cut from the recording.
	SD Card: Save the recording.
	Recording Waves: Switch to the Target Language recording.
	Listen: Switch to the Source Audio recording.

Components of the Recording Screen

The Recording screen contains the following elements:

- Top bar: Displays project information, chapter number, and verse/chunk number, with + and = icons to change the chapter and/or chunk/verse numbers.
- Play icon to play the source audio if you are using source audio (changes to Pause icon to stop/pause listening). You can listen to the source audio as needed to consume the ideas. You may need to replay the source audio more than once before you are ready to record the translation.



If you do not see the Play icon, you do not have source audio or have not defined it correctly (for example, you may not have created your project with the same verse or chunk mode as the source audio.)

- Microphone icon to begin recording translation (changes to Pause icon to stop/pause recording)