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

### Instructions to make html files:

* Open in Libreoffice Writer
* Copy paste section into new file
* Save As: HTML

**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 or hold the phone and do the work for this phase.  At least one of the translators needs to know the source language. This same translator(s) will also do the TRANSLATE phase and be available for any revision work recommended from those who do 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 points of the story in your language.  Part of learning well the story is to **record the story** **all in one go in the local language**.  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**:

* **Play the story** as many times as necessary to get it into your mind.
* **Practise retelling the story** in the local 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.)
* **Tap the mic button and record** yourself(s) retelling the story in the local 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, ignore the pictures.
* **Stop your recording** by tapping the square button.
* **Listen**. Tap the triangle playback button to listen to your story summary.  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 the story. Tap stop when you are finished.
* **Swipe down to the TRANSLATE phase** or use the drop down menu on the top of the screen to tap to the TRANSLATE phase.

**Notes**:

* This recording is a pre-translation activity, or preparing you to translate.
* Only one recording (the 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 the local story recording does not match/coordinate with the images/pictures.
* Mute or reduce the volume on your phone if you want to only watch the pictures as you practise retelling the story.

**Translate**

**Who**: **One to three translators** will control 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 source language. This same translator 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 drafts of the story in smaller chunks,** slide by slide. This is also the place to learn and decide how to **render key terms**. Also, **revisions** to the translation draft will be recorded here after the checks.

**Activities**:

* **Translate the story.**
  + Tap the mid-screen triangle play button to listen to the audio narration and/or read the text narration for a slide. Put the meaning in your mind.  Repeat as necessary.
  + At the bottom of the screen, tap the mic button and record naturally in the local language the meaning for the slide.  Revise and repeat as necessary.
  + Tap the triangle playback button to listen to your recording.  Can you hear it clearly? Is the translation natural? If not, record again.
  + **Decide how to render key terms and names.**
  + Tap hyperlinked words to activate the key term tracker tool to assist with consistent renderings across all the stories.
* Tapping a blue hyperlink will open a popup window with notes and example renderings from other languages. You can tap the mic at the bottom of the key term screen to record how to say the term or name in your local language. Also then type in a source language back translation for the key term or spell how you are pronouncing names. Submit the text.
  + Tapping a white hyperlink will open a popup window to the already recorded audio and text renderings for the term.
* **Customize the title slide.**
  + Snap a photo of a design or color, landscape or view to insert as the background to the title.
  + Think of a clever title that will attract people to want to listen to this story.  Type the title words in your language. Record the title to match the text.
* **Add a song to the end of your story.**
  + 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.
  + Snap a photo of the singers or insert a picture to view while listening to the song.
* **Swipe down to the COMMUNITY WORK phase** or use the drop down menu on the top of the screen to tap to another phase.

**Notes**:

* Swipe right and left to move from slide to slide, from picture to picture.
* Slides are numbered in the lower right corner of the picture.
* You can swipe one more time after the last slide to be back to the beginning of the story,.
* Tap the play button in the lower corner of the image to listen to the script/narration for that slide. The audio narration is essentially the same meaning as the written text.
* The written text may have some extra notes, implied information, clarified pronouns 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 may record as many translation drafts as you need to until you are satisfied.
* The app will automatically save all audio translation drafts. The most recent (the last) translation recording will always be the selected default, unless you manually choose another draft from the play list..
* You can review all drafts by tapping the listplay icon on the lower right of the screen.  You can play, delete, rename (press and hold then type) and select drafts (to be the default) 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 Work**

**Who**: **Several language speakers who do not know the story** and who were not involved with the translation drafting will hold the phone and do the community check and activities.

**Purpose**: The purpose of the Community Work 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**:

* **Listen to the local language translation.** For each slide, tap the play button in the middle of the screen. Then swipe to the next slide, tap play and listen. Listen to the entire story slide by slide.
* **Suggest improvements.** Listen again to the story slide by slide and tell the translator who is nearby if you hear anything that does not sound quite right. Suggest how to make that part of the story sound better. If the translator is not nearby, record audio comments for each slide by tapping the mic button on the bottom of the screen. Tap the square to stop the audio recording.
* **Suggest improvements for things such as**:
  + Different words used for the same item (inconsistency)
  + Words used that are from another language (borrowing foreign terms)
  + Order of words or phrases that sound weird or foreign (bad grammar)
  + Something said in a way that could have two different meanings (ambiguity)
  + “Stiff” or very literal, formal or old language that could be said more naturally with an idiom (unnaturalness)
* **Customize the title slide.**
  + Snap a photo of a design or color, landscape or view to insert as the background
  + 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.
* **Add a song to the end of your story.**
  + 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.
  + Snap a photo of the singers or a picture to view while listening to the song.

**Notes**:

* You can record as many comments as necessary for each slide. If you want to inform the accuracy checker / consultant about an issue, record it in a language s/he speaks.
* 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 phone 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.

### Key Term Tracker

**Who**: **Translators** and **Accuracy checkers** will find this tool or feature helpful to utilize.

**Purpose**: The purpose of the Key Term Tracker tool is to provide **convenient access** to key terms across all the stories and to **build a database** of audioizedlocal language renderings for key terms in a single location. And to assist translators to **render Biblical key terms consistently** and to **pronounce people and place names consistently** in/across all the stories. Also, to **provide literal text back translations** for all key terms (and transliterations of names) as another means to help an Accuracy Checker in their work.

**Activities**:

* **From the sidebar menu, Key terms list:** 
  + Type in the search bar to find a specific key term or name, or scroll through the alphabetized terms to find what you are looking for.
  + Tap a key term to open the Key Term popup window for that term.
* **Tap a hyperlinked term** from the TRANSLATE and ACCURACY CHECK phase, text section of each slide.
  + A blue hyperlink indicates that there is no audio rendering for that term. Tapping a blue hyperlink will navigate the user to the research screen for the term.
  + A clear hyperlink (underlined normal text) indicates that an audio rendering (at least one) has been made for that term. Tapping a clear hyperlink will navigate the user to the audio and text documentation screen for the term. Slide up to see the research screen.
* **Read and research** the meaning of a term. **Discuss** how to render the term in the context of the story in the local language. **Consider** other related but different terms.
* **Document a local language key term**.
  + Tap the mic button at the bottom of the screen to **record** an audio translation of the term in the local language. Tap the square button to stop the recording.
  + Tap inside the companion text box to **type** a word-for-word literal back translation in the source language (LWC) of the audio rendering for the key term. Or, if a name was recorded, type a (phonetic) transliteration of the word.
* **Recall how a term was rendered.** Tap a clear hyperlink to open the Key Term popup window, documentation screen. Tap the triangle play button to listen to how a name or term was rendered in another story. Exit the popup window to resume translation work.
* **Exit** the Key Term Tracker popup window by tapping the X in the upper right corner of the screen. Resume your translation and checking activities. Or sometimes, tapping the back arrow on your phone will put you back where you just came from.

**Notes**:

* The Key Terms database notes are intended to be non-encyclopedic in nature -- just a few notes to give translators essential and basic meaning or background.
* Two types of words are included in the Key Terms database:
  + Biblical key terms. Some of these terms may have multiple senses depending on their context. Translators may need to record multiple audio renderings for one key term and discern which rendering to use in which context. Multiple audio renderings might also need to be recorded to document different forms of a term (e.g. verb form and noun form)
  + Names for people and places. The primary purpose for recording an audio rendering for names is to provide consistency in pronunciation across all the stories.
* There are several sections in the Key Term Tracker popup window Research screen to aid the story translator in their decision for how to render the term:
  + The hyperlinked word from the story followed by its various grammatical forms. These will be at the top of the popup in the red section.
  + Notes -- brief definitions or background information.
  + Related (but different) terms, hyperlinked -- to provide some material for comparison and contrast, further research.
  + Example renderings from other languages, back translated -- to provide practical ideas for how story translators might want to translate the term in their local language.
* The recording bar at the bottom of the screen will expand into an extended screen below the research screen once a recording has been made for a key term. Once audio renderings have been recorded for a term, they can be reviewed in this extended documentation screen -- the audio rendering in the local language can be listened to and the associated back-translated text can be read.

**Accuracy Check**

**Who**: A local **consultant or accuracy checker** will hold the phone and facilitate the accuracy check.  The accuracy checker may request to have **one or more previously uninvolved local 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 accuracy check phase is to check and **approve** that the story translation draft is **accurate and meaningful**.

**Activities**:

* **Review history logs for each slide.** The accuracy checker can tap the “sandwich” (three-lines) button on the bottom of 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. If it is noted that the translators did not do a thorough job of translation and community checking, and if the translation is rough, it is appropriate for the accuracy checker to ask the primary translator to go back and do any activities which were skipped over. Utilize the history logs as a training tool.
* **Listen to the translation draft.** For the whole story, the accuracy checker plays and swipes, plays and swipes for the ULSs to listen to the entire story. Repeat as necessary. If the accuracy checker does not know the language, the ULSs can give an oral back-translated summary of the story.
* **Comprehend and compare**. For each slide, the accuracy checker will play and pause, play and pause to get an oral back-translation phrase by phrase. The accuracy checker 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 in comparison to the source text displayed below the picture and/or in comparison to the Bible reference from which the source text comes. Note: also check the lyrics of the song for Biblical accuracy and relevance to the story.
* **Review key terms.** At any time during the accuracy check, the checker can tap on a hyperlinked (underlined) term to open the Key Term Tracker tool to review the audio renderings and text back translations/transliterations of the terms in the local language. Discuss and revise these terms as necessary.
* **Revise as necessary.** If any revisions are needed, the consultant will discuss the issue with the translator. The translator can then swipe up or tap (use the drop down menu) to the TRANSLATE phase and revise that slide. Then swipe or tap to return to the Accuracy Check phase.
* **Tick each slide as they are approved.** The accuracy checker can tap the gray tick mark button at the bottom of the screen to turn it green when s/he feels a slide has been appropriately drafted.
* **Approve the story.** When all the slides have been ticked green, the accuracy checker will type in the password to approve the translation draft and unlock the RECORDING STUDIO phase.

**Notes**:

* The accuracy checker 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 accuracy checker 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) .

**Voice Studio**

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

**Purpose**: The purpose of the Voice Studio phase is to **dramatically re-record the approved translation** with better audio quality and more expressive voices.  If desired, use multiple voices for the different characters and add sound effects in the background while re-recording the story. Also, insert names to **complete the local credits** slide.

**Activities**:

* **Noise control**. Get in a place that is quiet and where you will not be interrupted by people or distracting noises. If necessary, use a blanket under the phone and over the head of those recording to reduce echo or distracting noises.
* **Listen**. For each slide, tap the play button at the bottom of the picture.  Listen to the approved translation as it plays.
* **Practise dramatized narration.** Listen to and memorize and practise saying as much of the translation as you can. Tap to pause playback as necessary.
* **Record dramatically.** At the bottom of the screen, tap the 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.
* **Practise smaller chunks.** Again tap the play button in the middle of the picture to resume listening and memorizing the next part of the draft.
* **Resume recording dramatically.** To resume dramatic re-recording, tap the mic+ button at the bottom of the screen.
* **Finish recording.** To end the dramatic re-recording, tap the square stop button at the bottom right of the screen.
* **Replay recording at any time.** 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.
* **Re-play and proof check all slides.** 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.
* **Complete the Local Credits slide.** After the story slides and before the song slide, there is a slide for inserting local credits. Type in the names of people who were involved in the various activities of translation, song composition, photography, voice acting, etc.
* **Optional story transcription or text narration.** For every slide, under the picture, there is the option to type the audio narration into text. Play the approved draft and pause to type the words. Play, pause and type until each slide has been transcribed. It is suggested that only languages that have a stable orthography or alphabet should do this option. If you want to produce a video that has the story written in text on the bottom of each slide, you will need to select the appropriate option in the FINALIZE phase.
* **Optional song re-record**. If the original recording of the song sounds good, it does not need to be re-recorded. However, the community might want to re-record the song with more instruments and voices etc. To include the song at the end of the story, be sure to select the appropriate “Include local song” option in the FINALIZE phase.

**Notes**:

* To stop a recording, you must tap the square stop button.
* When a recording is paused, it will resume recording when the mic+button is tapped.
* To start a new recording, the mic button must not have a + next to it. Tap the square stop button to refresh the recording button.
* To resume a recording the mic+ button must be displayed.
* Sound effects (e.g. crowd noises, chickens crowing) can only be added simultaneously with recording the dramatized narration. The background music which comes with the template usually has some sound effects.
* 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.
* If a slide is not re-recorded, when a video is created, the approved translation draft is what will play for that slide.

### Finalize

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

**Purpose**: The purpose of the Finalize phase is to **make final decisions** about the new videos that will be created, and to **create videos** for the various audiences with whom you will share the videos.

**Activities**:

* **Select feature options.** Indicate by tapping to select or unselect which features you want to include in your video. (The abbreviation of selected features will show up in the created video file name.)
* **Select viewing screen size.** Tap to indicate what type of device you want to share your video with. The smaller the device and screen, the lower the resolution will be for the created video. If larger screens are selected, the resolution of the created video will be higher.
* **Type a short story name** (in the local language) on the appropriate line as part of the video file name. (The number of the story will be automatically added to the video file name.)
* **Create your new video**. Tap the Create Video button and wait for the phone app to generate the new video. Do not do other activities on the phone while the video is being created. This may take a minute or two depending on how long the story and song are. You can watch the progress bar to see progress.
* **Create another video with different features** or for a different size screen.

**Notes**:

* Some feature options are mutually exclusive, such as picture movement and including text, so the software will not always allow you to include some features.
* A low resolution video will take up less space (it will be smaller), but it will be very “grainy” or “pixelated” on a smartphone screen.
* A mid or high resolution video is necessary to be able to read text captions / transcriptions on the screen.
  + There are several audio-visual creation options:
  + Movie - animated slides with audio narration (with or without background music)
  + Taking Book - still slides with audio narration and text captions/transcriptions (with or without background music)
* Book - still slides with text captions (with or without background music) and auto page turns
  + Radio - audio narration with background music but no visuals
  + All of the above with or without an appended local song

### 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, whether they are nearby or far away, whether via offline or online means.

**Activities**:

* **View a created video.** Tap the triangle play button on the line with a video file name to view that video. You will need to select a video player on your phone.
* **Constructive review.** 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.
* **Revise faulty videos.** If a video has mistakes in it, delete that video.  Make revisions in the VOICE STUDIO and FINALIZE phases, and create a new video.
* **Share it.** Tap the arrow button to share it.  You phone will bring up several offline and online options for sharing:
  + **Bluetooth**. Connecting your phone to another phone via bluetooth is the safest way to share videos offline one at a time. It may take 10 or 20 minutes to transfer a single video via bluetooth.
  + **Whatsapp or email attachment.** If you have data or wifi and ability to connect to the internet, you can share by attaching your video to Whatsapp (or a Whatsapp group) or to email (copy multiple recipients). You may have to browse to find and attach the video to email.
  + **Upload or post.** If you have strong internet connectivity, you can upload your videos to Youtube or FB, then share the links with friends.
  + **OTG flash drive or SD card swapping.** Another offline option for sharing is to utilize a file manager to put the videos on a flash drive (with Android connectors) or card reader and then manually put the SD card in another phone. This is the least advisable way to share because the transfer of viruses is likely.
  + **Load and sell SD cards.** Once you have produced a significant amount of story videos (i.e. more than 30), utilize the “all videos” link in the SHARE phase and an OTG card reader to load micro SD cards with all the low resolution videos for feature phones (for example) and then distribute/sell those SD cards to feature phone owners.
* **Backup all videos regularly**. It is a good idea to backup the Video directory on a regular basis when videos are regularly being created. Backup to an OnTheGo (OTG) flash drive or to a laptop hard drive. Another way to backup videos is to upload them all to YouTube or some other place online (e.g. Google Drive).
* **Use the shared videos** in various types of evangelistic, discipleship and Scripture engagement activities. For example:
  + Sunday school classes
  + Men or women Bible study groups
  + Family devotions
  + preparation for sermons
  + private viewing and learning
  + public showings projected onto a larger screen
* **Group video activities:** Play the video several times for a group and then do the following activities:
  + Dramatize and retell the story, acting it out.
  + Learn the song.
  + Memorize a key verse from the story.
  + Discuss these questions:
    - What do you learn about God from this story?
    - What do you learn about people from this story?
    - What good and bad examples do you observe from this story?
    - What life lessons do you learn from this story?
    - In what way to do you need to obey the Lord because you have learned from this story
    - What other verses or teaching in the Bible support what you have learned from this story?