

OMT.



**ORAL
MOTHER
TONGUE.**

A written guide for the
OMT teaching series



**Imagine not having
a complete bible
in your own
language.**

**This is the
reality of 1.5
billion people
around the globe.**

0.

START HERE



START HERE

OMT.

Welcome to OMT Teaching Series

Movement to Orally Translate the Bible into Every Mother Tongue

Vision

- OMT starts in the place of prayer to see every mother tongue disciplined by the Word of God.
- OMT is a dynamic movement that's ever-improving and changing in our methods.

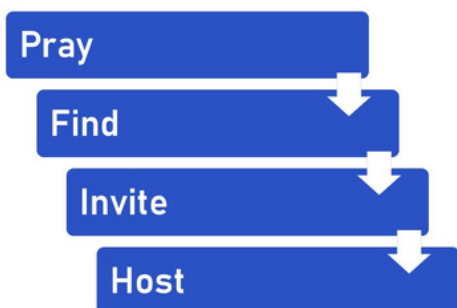
Purpose

- This teaching series is designed to be a launching pad for you in starting an OMT Translation Project.
- It is in no way meant to be the definitive model for how to do OMT but rather a model that you can take and adapt for your culture and context.
- Our hope is you can take this resource and make it your own.

The OMT Essentials

1. Bible Availability: Ensure the Bible is available in their trade languages.
2. Guided by Holy Spirit: The whole process is covered in prayer
3. Community Involvement: Engage the community and cover all efforts in prayer.
4. Mother Tongue is the Expert: Utilize 3-5 bilingual mother tongue speakers.

Launching a New Translation



These are the Steps to launch a new translation:

1. Pray: OMT starts with prayer
2. Find: Find a language to translate!
3. Invite: Invite the community and the translators.
4. Host: Host them in a local YWAM base.

Translation Method



Core Equipment

This is the core equipment you need for a translation:

1. Recording equipment
 - Audio interface
 - 2 microphones
2. Computer (Audacity installed)
3. Trade Language Bible

There is additional equipment that is very helpful

Training Series Content

- | | |
|--------------------------------|--|
| 1. Launching a New Translation | 7. Recording |
| 2. Translators and Servers | 8. Editing for Community Check |
| 3. Translation Process | 9. Organizing Files |
| 4. Setting up Equipment | 10. Post Community Check Editing |
| 5. Setting up Audacity | 11. Uploading Translation to prayomt.com |
| 6. Reading and Translating | |

1. Priority

An oral Bible Translation is the initial step in providing God's word to Mother Tongue community

2. Urgency

Intentional goal of 3 years or less for the oral translation of the full Bible

3. Expertise

The translation team must be fluent and experts in their mother tongue and literate in the local trade language Bible

4. Authenticity

The Mother Tongue people group is the expert of their mother and can best decide on the accuracy, clarity and naturalness of their translation

5. Recognition

All Mother Tongue languages are recognized as legitimate languages regardless of the past established definition. An ISO-639 code is not a requirement

6. OMT Team

Intentional commitment to partner with all bases active in OMT globally. At a base level the team consists of a local OMT connector who may be base leader or chosen by the base and OMT servers who are base staff serving the translators through practical support and mobilizing prayer. Regional Coordinators may eventually be chosen in areas where there is a need.



OMT VALUES

7. Partnership

OMT is an internal YWAM movement. Once the oral translation has been completed, we will partner with any Biblical Christian Organization committed to producing written translations of the Bible

8. Prayer Community

Intentional commitment to be an active part of the global prayer community of OMT

9. Tracking

Intentional communication of translation progress by updating/uploading data to PrayOMT.com

10. Security

Establish legal solutions for the “Intellectual Property” of the oral translation. Uploaded translation files should have a data protection plan in place

11. Finance

OMT does not have a pool of funds to be distributed to the YWAM staff globally. OMT finance is channeled to the YWAM base leader for the purpose of OMT support: beds, food, logistics, etc. No OMT funds will be used for individual staff support, including travel expenses

OMT VALUES



1.

**LAUNCHING A NEW
LANGUAGE**



1.

LAUNCHING A NEW LANGUAGE

OMT.

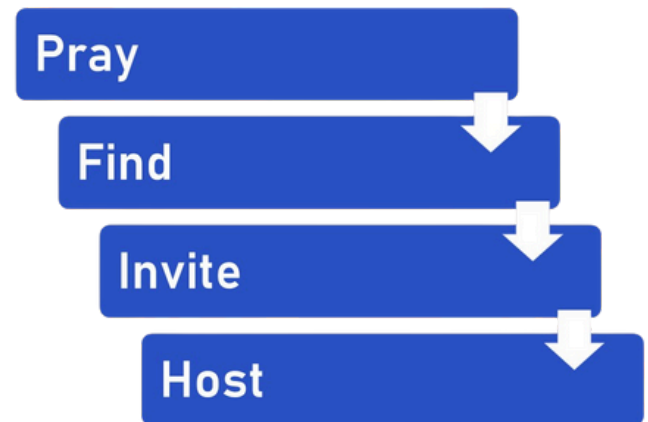
Introduction

There are 4 steps to launching a successful translation project. This guide outlines this simple process.

Pray:

Submitting the process to the leadership of God

1. Everything should begin, continue, and end with prayer. PrayOMT.com
2. Everyone serving in OMT should sign up on PrayOMT.com to pray for a Bibleless language.



Find:

Finding your target language

1. Utilize PrayOMT.com as a resource to find languages in your area
2. Use other resources and local connections to find languages.

Websites to help identify languages.

<https://www.ethnologue.com/browse/countries/>

<https://en.wal.unesco.org/discover/languages>

<https://joshuaproject.net/languages/>

3. Travel to the area and map out languages and their locations.
4. Use existing resources to identify/confirm the target language
 - o Test if people understand available Bible resources. For example, with the 5Fish app or the material from the websites below.

Websites to find Bible (portions) in target languages.

globalrecordings.net/en/search/language (stories/portions of scripture in over 6000 languages)

faithcomesbyhearing.com/audio-bible-resources/bible-is (Search Bible Text/Audio by Country or Language)

joshuaproject.net (Links to Bible translations/resources searched by People groups or Languages. Also helpful for mapping languages/people groups)

scriptureearth.org (Bible translations/resources searched by language or country)

www.jesusfilm.org (*Must download the app for language map by country)

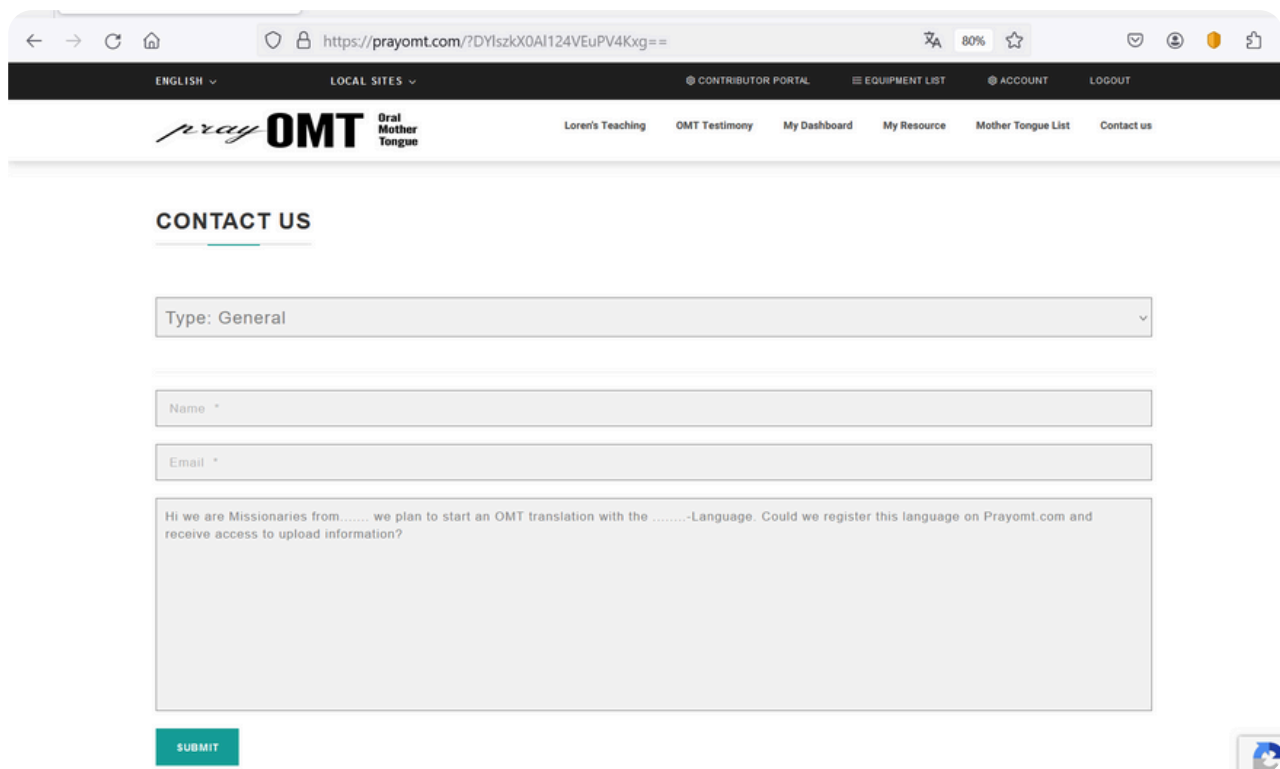
5fish.mobi (Audio Scripture portions database)

find.bible (Bible database search by language or country)

global.bible (Bible database search by language or country)

5. Register your language on prayOMT.com. Contact [prayOMT.com](https://prayomt.com) to gain back-end access (editor rights) for your language, or register a new language if necessary.

(contact us page at [prayOMT.com](https://prayomt.com))



The screenshot shows a web browser displaying the contact form on the prayOMT.com website. The browser's address bar shows the URL: <https://prayomt.com/?DYIszkX0AI124VEuPV4Kxg==>. The website's navigation bar includes links for ENGLISH, LOCAL SITES, CONTRIBUTOR PORTAL, EQUIPMENT LIST, ACCOUNT, and LOGOUT. The main header features the prayOMT logo and the tagline "Oral Mother Tongue", along with navigation links for Loren's Teaching, OMT Testimony, My Dashboard, My Resource, Mother Tongue List, and Contact us. The contact form itself is titled "CONTACT US" and includes a dropdown menu for "Type: General", input fields for "Name" and "Email", and a large text area for a message. The message text area contains the following text: "Hi we are Missionaries from we plan to start an OMT translation with the-Language. Could we register this language on Prayomt.com and receive access to upload information?". A green "SUBMIT" button is located at the bottom left of the form, and a small globe icon is visible in the bottom right corner.

Invite:

Building your translation team

1. Mobilize:

- Share the vision with the mother tongue church or community.

2. Gather:

- Partner with churches as they prayerfully set aside 3-5 translators to participate in the project.

Host:

Becoming an OMT Host Base

1. Support the translators by hosting and providing for their practical needs as an OMT Host Base.



2.

ROLES AND RESPONSIBILITIES



2.

ROLES AND RESPONSIBILITIES

OMT.

Introduction

Effective translation projects require dedicated individuals fulfilling specific roles. This document outlines the criteria, commitments, and responsibilities for translators, servers, OMT Host Bases, area connectors, and the OMT Path DTS leaders

Translators

Criteria:

- Fluent in their mother tongue / raised in that community.
- Proficient in the trade language.
- Committed believer, open to spiritual growth, and led by the Holy Spirit.
- Spiritual training strongly recommended (eg. OMT Path DTS).
- Supported by a faith community.
- Committed to finish a translation (defined time).

Responsibilities:

- Study the Bible for translation preparation.
- Produce high-quality oral translations guided by the Holy Spirit.
- Accept constructive feedback and collaborate with other translators.
- Edit, save, and distribute recordings, incorporating community feedback.

Servers

Criteria:

- YWAMer with strong moral character.
- Completed DTS (and preferably YWAM Bible School.)
- Fluency in the local trade language is advantageous.

Commitments/Responsibilities:

- Ensure high standard of recording quality.
- Acknowledge spiritual guidance in translation.
- Support translators with living needs and technical assistance.
- Cultivate a prayerful environment among translators.
- Manage recording files and legal documents.

OMT Host Base

A YWAM base committed to the OMT Vision.

Responsibilities:

- Pray for specific Bibleless Mother Tongues.
- Fundraise for OMT projects.
- Facilitate OMT training, DTS pathway, and translation projects.
- Provide OMT servers.
- Integrate translators into the YWAM community.

Area Connector

Description:

- Committed YWAM staff member and influential leader in an OMT Host Base.
- Basic understanding of geographical region and mother tongue languages.

Responsibilities:

- Identify languages lacking full scripture.
- Visit and engage with local communities.
- Communicate OMT vision and facilitate partnerships.
- Recruit competent translators based on the criteria listed above.

OMT Path DTS

Description:

- Discipleship Training School for translators.
- Discipleship Training School with dedicated OMT training.
- Preparation for engagement and launch of OMT projects.



3. ■

TRANSLATION PROCESS



3.

TRANSLATION PROCESS

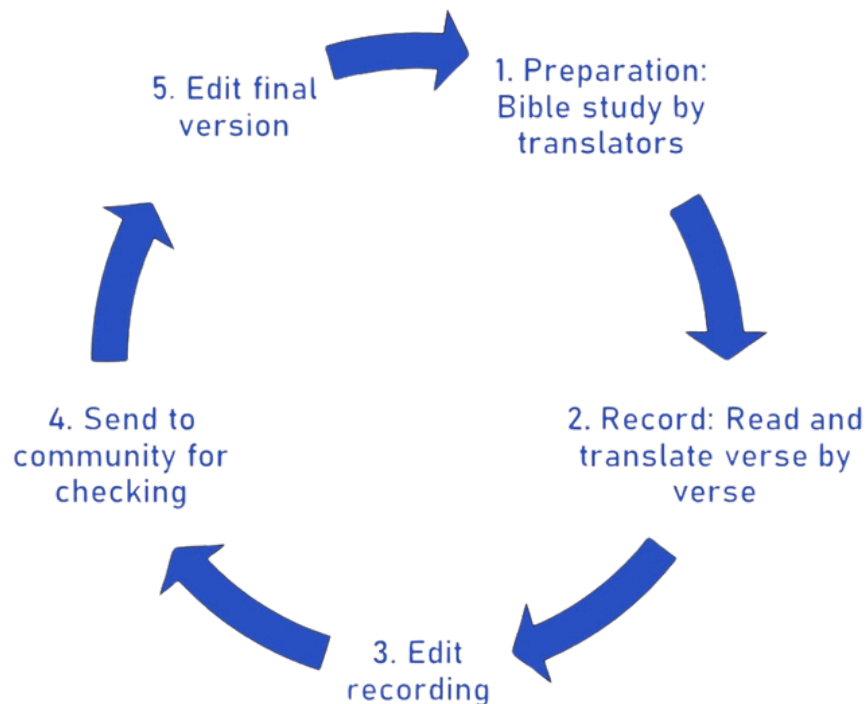
OMT.

Introduction

This document outlines the translation process step by step, detailing each stage from preparation to final product. Before diving into the translation process however, there are crucial preparatory steps that translators must take

Before Translation Starts:

- Translators begin OMT Path DTS (Exemptions apply).
- Translators familiarize themselves with the vision and method.
- Translators sign a memorandum granting permission for their voice to be used in recordings.



Step 1: Preparation: Bible Study

A. Study Text:

- Translators delve into the text to understand its nuances.

B. Key Word Analysis:

- Observing and discussing key words and context.

C. Study Resources:

- Utilize Bible dictionaries, commentaries, and other provided resources.

D. Group Engagement:

- Engage in group studies, discussions, and internalization activities.

Step 2: Record: Read and Translate

A. Prayerful Invocation:

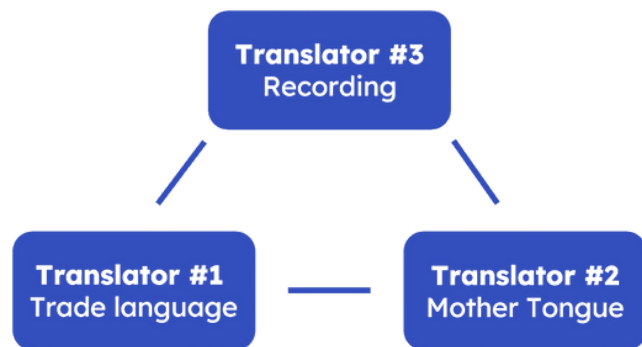
- Translators pray for guidance from the Holy Spirit.

B. Reading and Translation:

- One translator speaks in the trade language, while the others observe.
- Verse-by-verse translation from the trade language to the mother tongue.

C. Recording Process:

- Translator #1 speaks in the trade language.
- Translator #2 translates into the mother tongue.
- Translator #3 records the translation on the computer.



Step 3: Edit Recording

A. Saving:

- Save the recording and edit out repetitions and corrections.

B. Repetitions, any discussions, long pauses, filler words, ect.

C. Audio enhancement:

- Apply audio effects like amplification, compression, and silencing truncation (optional).

Step 4: Send for Community Checks

A. Distribution:

- Bilingual recording is shared with the community via email, WhatsApp, etc.

B. Community Feedback:

- General public provide language checks.
- Church leaders and persons of authority offer content feedback.

C. Community listens, discusses, and provides feedback on the recording.

Step 5: Edit Recording (Continued)

A. Revision:

- Re-edit the recording based on community feedback.

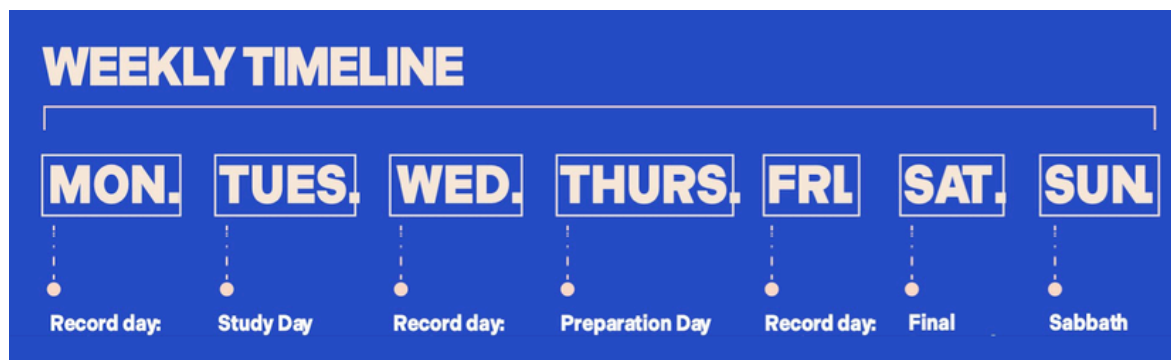
B. Refinement:

- Remove trade language, server segments, pauses, filler words, etc.
- Re-record segments if necessary.

C. Finalization:

- Achieve a natural-sounding translated chapter as the final product.

Example of weekly timeline



Your schedule should reflect your specific team's needs as well as cultural context.

- Regular Breaks: Take breaks to ensure productivity and well-being.
- Time Management: Limit translation work to 5 hours per day.
- Goal Setting: Aim for 5 to 7 chapters per day to maintain progress.

Conclusion:

Following this structured translation process ensures the production of high-quality translated content while fostering community involvement and feedback.

4.

SETTING UP EQUIPMENT



4.

SETTING UP EQUIPMENT

OMT.

Introduction

Before you begin recording language translations, it's essential to ensure that you have the necessary equipment set up correctly. This guide provides a checklist of required equipment, outlines individual equipment functions, offers tips for room setup, and suggests additional optional equipment for enhanced recording sessions.

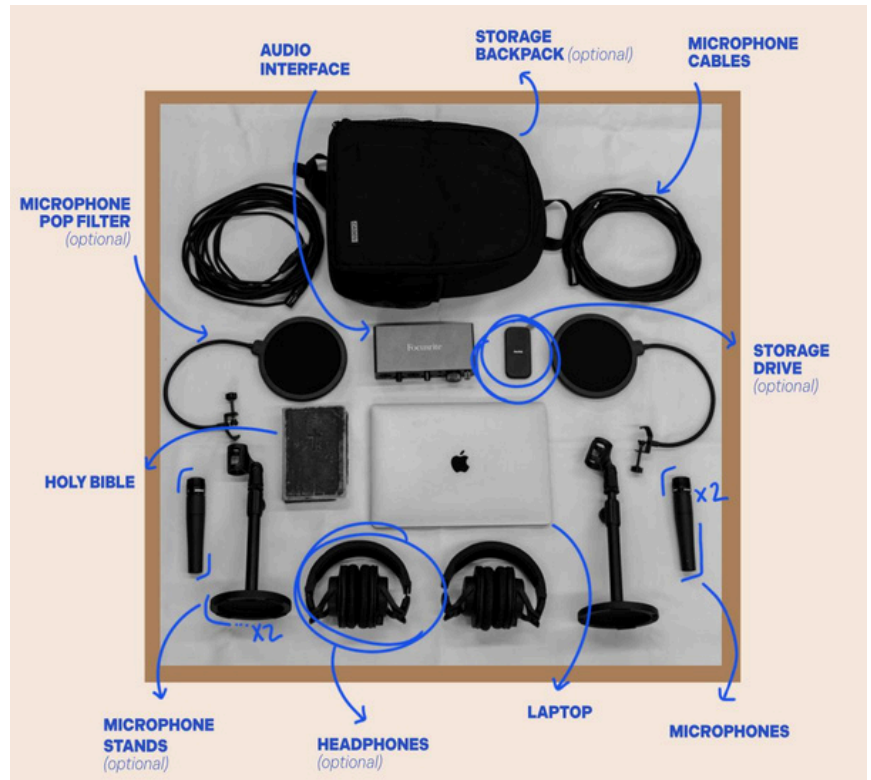
Step 1: Equipment Checklist

Ensure you have the following items:

- Microphones
- Bible in the trade language
- Audio interface
- Laptop
- Microphone cables (XLR cables)

Optional:

- Headphones,
- Storage backpack,
- Microphone stands,
- Microphone pop filter



Step 2: Individual Equipment Functions

Understand the functions of each piece of equipment:

- Microphones capture audio.
- Audio interface connects the microphones to the laptop.
- Laptop runs recording software.
- Other accessories ensure quality recordings.

Step 3: Room Setup

Prepare your recording space:

- Choose a quiet area with access to electricity and comfortable seating.
- Use sound-dampening materials to minimize echo and external noise.
- Position microphones on opposite sides of the room, connected to the audio interface and laptop.
- Use a Storage Drive (1TB Portable SSD External Drive) to back up recordings.

Step 4: Additional Optional Equipment

Consider additional equipment to help reduce outside noise:

- Headphone Amplifier (Behringer HA-400)
 - Connects up to 4 headphones.
 - Allows individual control of headphone volume.
 - Ensure appropriate volume levels to prevent damage.
 - This allows you to hear live what the microphone is able to pick up

Step 5: Setting Up Equipment

1. Place your laptop on the recording table.
2. Connect the audio interface to the laptop using a USB cable.
3. Plug in the external hard drive for recording storage.
4. Use XLR cables to connect microphones to the audio interface.
5. Position microphones on opposite sides of the table for optimal audio capture.
6. Ensure all equipment is securely connected and powered on.



5.

SET UP AUDACITY



5. SET UP AUDACITY

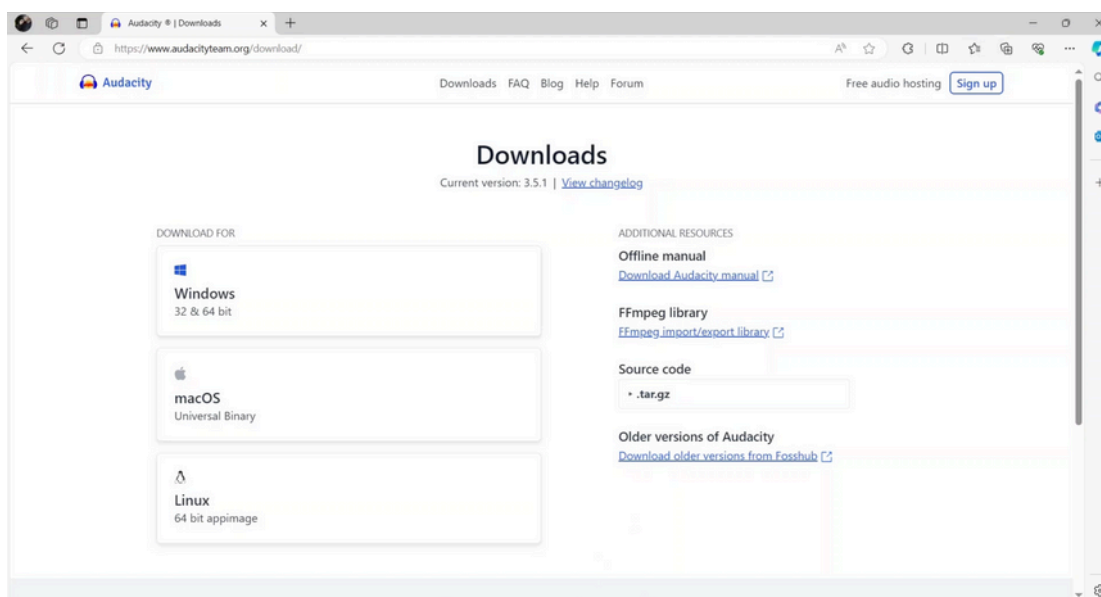
OMT.

Introduction

In this guide, you will learn how to set up Audacity for recording language translations

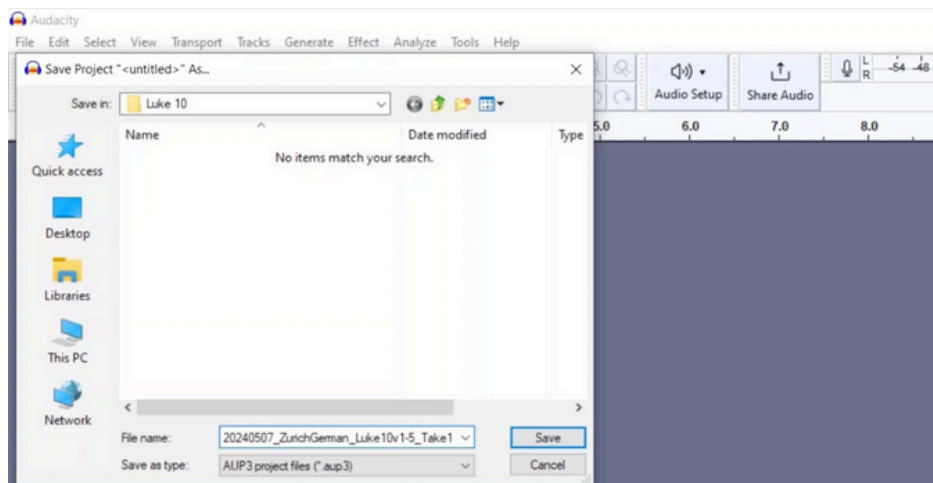
Step 1: Download and Install Audacity

1. Go to the Audacity website at <https://www.audacityteam.org/download/>.
2. Download Audacity for your operating system (Windows or Mac).
3. Install Audacity following the guided installation process.
4. Make sure to select the right language.



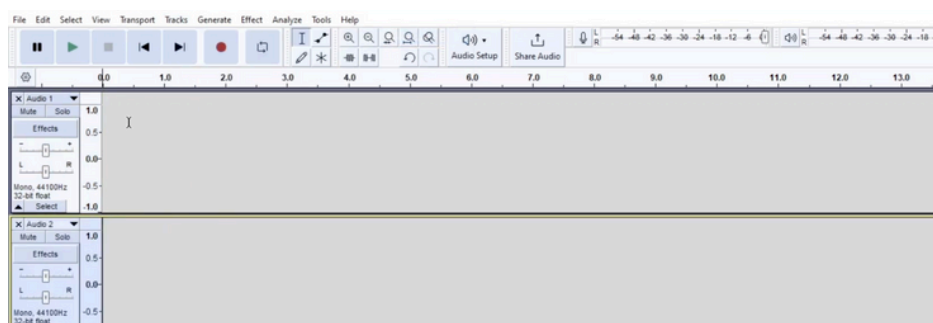
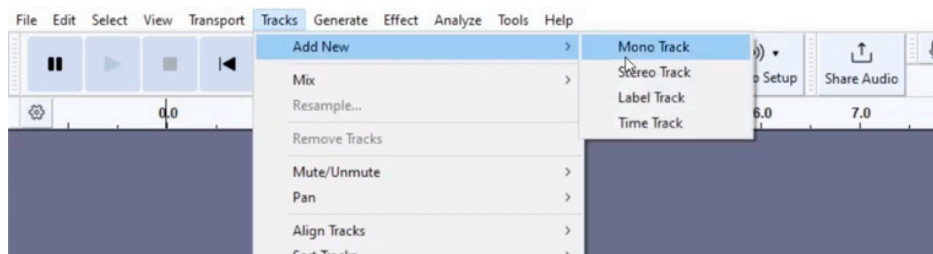
Step 2: Open and Save Your Project

1. Open Audacity on your device.
2. Once Audacity is open, navigate to the "File" menu.
3. Select "Save Project" and choose a location to save your project file.
4. Use the following naming convention for your project file:
5. YYYYMMDD_LANGUAGE_BOOKCHPT_#v#-#_TAKE#
6. Replace YYYY, MM, and DD with the current date.
7. Replace LANGUAGE, BOOK, CHPT#, v#-# and TAKE# with relevant information.
8. Example: ZurichGerman_Luke_10v1-5_Take1



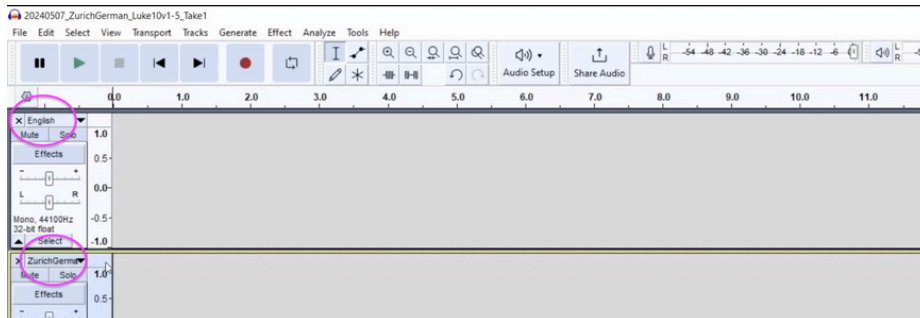
Step 3: Set Up Recording Tracks

1. Create two mono tracks by navigating to the "Tracks" menu.
2. Select "Add New" and then choose "Mono". Repeat this step to create two mono tracks.
3. Name the upper track with the trade language name and the lower track with the mother tongue name.



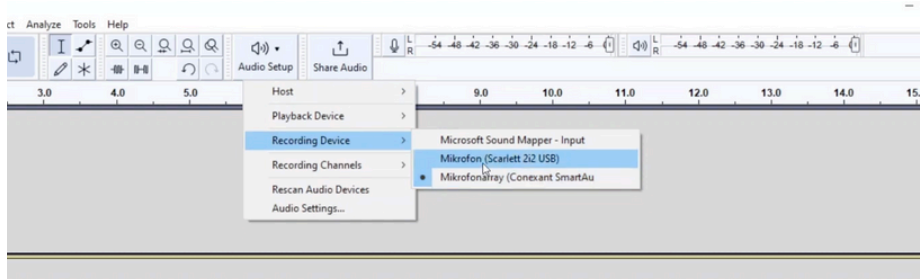
Step 4: Name both tracks

1. Name the first track with the name of the trade language.
2. Name the first track with the name of the mother tongue.



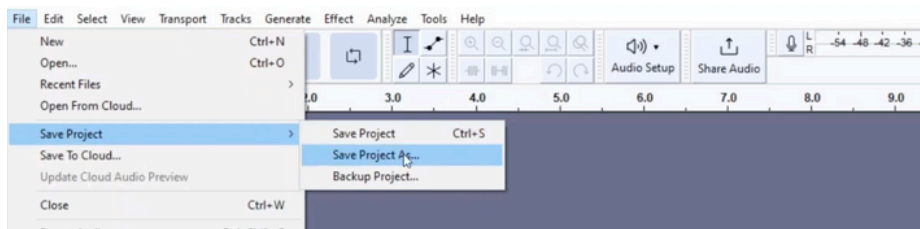
Step 5: Configure Audio Inputs

1. Ensure that your audio interface is selected as the sound source.
2. Navigate to "Audio setup" and select your recording device.



Step 6: Save and Organize Your Recording

1. Once recording is complete, stop the recording by clicking the stop button.
2. Save your project file again to preserve your recording. By pressing "File" and "save project".
3. Organize your recordings in a folder structure according to language, book, chapter, and take.



6. ■

READING AND TRANSLATING



6.

READING AND TRANSLATING

OMT.

Introduction

This step will help ensure clear, accurate, and high-quality translations. Before we begin, remember to start with prayer, seeking guidance from the Holy Spirit for insight and clarity throughout the process.

Optimal Audio Quality:

- Speak directly into the microphone.
- Hold the microphone about three inches from your mouth.
- Be mindful of microphone distance to prevent audio mixing. Microphone 1 should only pick up the trade language and microphone 2 only the mother tongue.



Translation Process:

1. The trade language speaker reads a verse.
 2. After each verse the mother tongue speaker translates the verse into the mother tongue.
 3. This is repeated till the chapter or passage is finished.
- Pronounce each word accurately.
 - The mother tongue translator provides a natural, clear translation.

Error Handling:

- If an error occurs, say "repeat" to prompt a repetition.
- The trade language speaker will repeat the verse in the trade language and the mother tongue translator will translate the verse again.

Chapter Completion:

- Repeat the process for each verse in the chapter.
- Once all verses are recorded, review for quality and accuracy.

Additional Notes:

- Mother tongue speaker uses the more qualitative microphone.
- Prayer is essential for guidance and partnership with the Holy Spirit.
- Adjust microphone distance if audio mixing occurs.
- Ensure translations maintain clarity and energy throughout.



7.

**RECORD WITH
AUDACITY**



7.

RECORD WITH AUDACITY

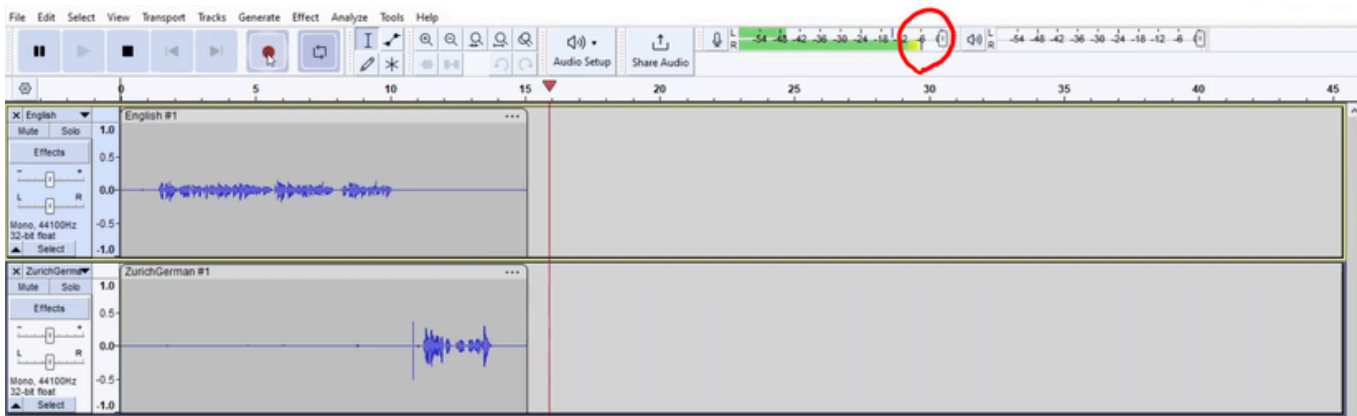
OMT.

Introduction

This step provides a detailed guide on how to record language translations using Audacity, assuming you have already set up the software as per step 5. Follow these comprehensive steps for a smooth recording experience.

Step 1: Pre-Recording Preparation

1. Ensure all translators are present and ready, including the trade language speaker and the mother tongue translator.
2. Make sure all equipment is properly set up, including microphones, audio interface, and laptop.
3. Conduct a test run:
 - Click the red recording button (circle) on Audacity to initiate recording.
 - Ask both translators to speak into their microphones after each other.
 - Verify that both voices appear in waveform on their respective tracks.
 - Check recording levels to ensure they are between -12 and -6.
 - Confirm there is no noise interference between tracks.

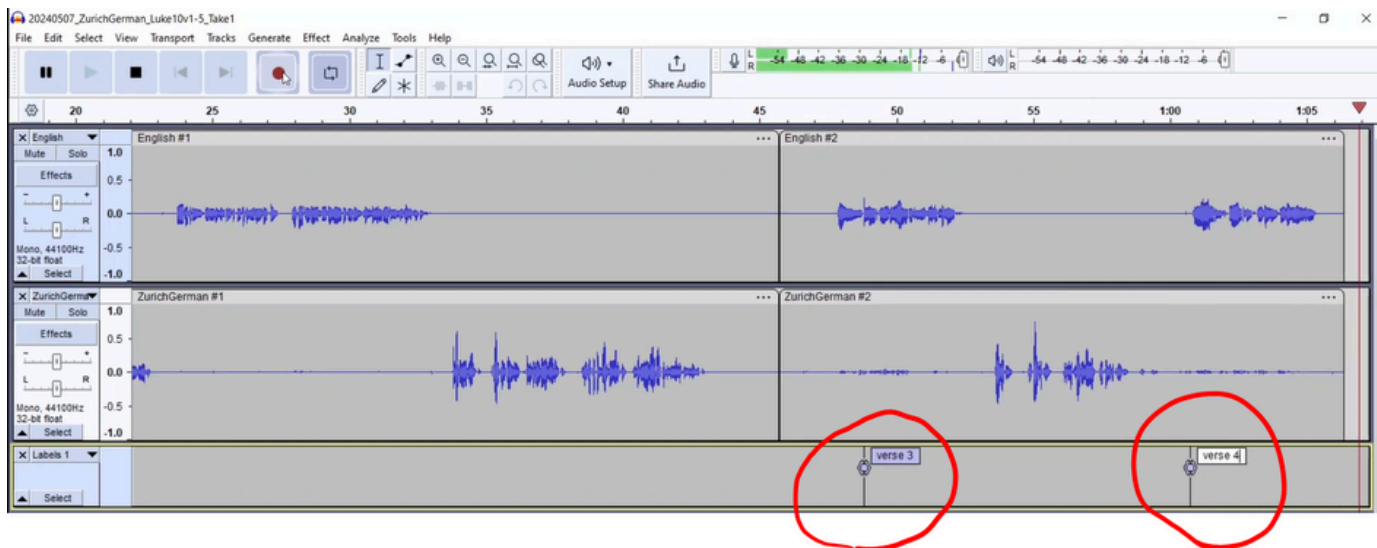


Step 2: Recording Process

1. Begin recording by clicking the red recording button (circle) and signaling the translators to start.
2. The mother tongue speakers will now follow the translation process.
3. Pause recording if necessary or after finishing a passage or chapter by clicking the black stop button (rectangle).
4. You can always start recording again after a pause by clicking the red recording button (circle) and signaling the translators to start.

Step 3: Labeling Verses

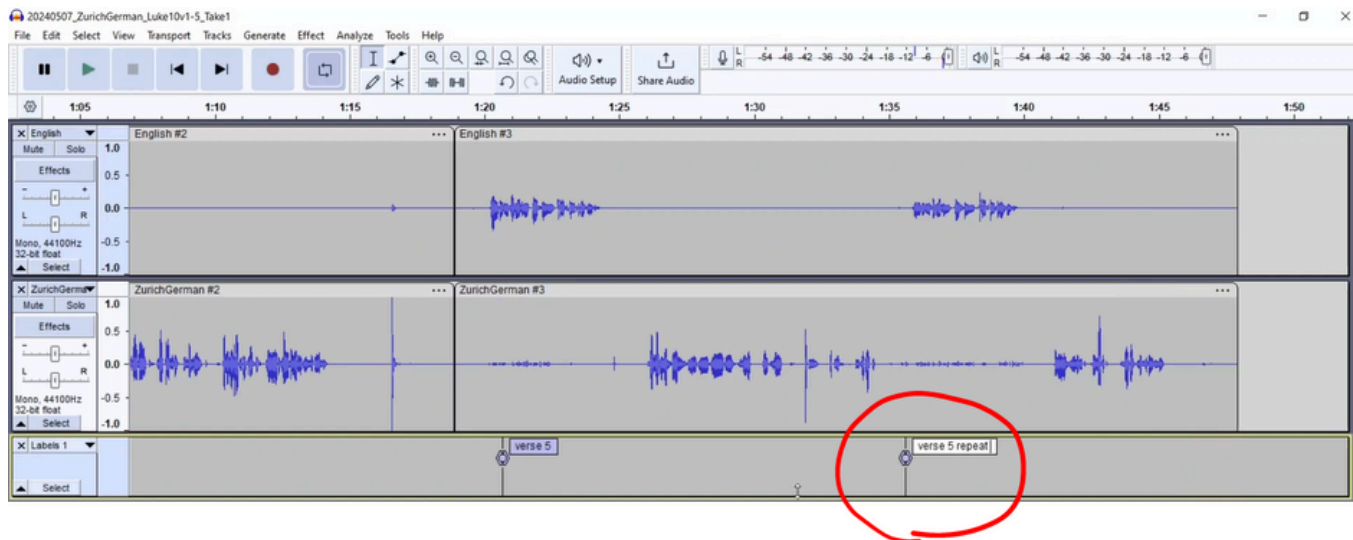
1. While recording, use "Ctrl+M" to label verses for better organization during editing.
2. Label each verse with its corresponding verse number to facilitate navigation during post-production.



Step 4: Handling Repeated Verses

If a verse needs to be repeated:

1. Have the appropriate translator repeat the verse, ensuring they say the word "repeat".
2. Mark the repeated verse using "Ctrl+M" and name it with the verse number followed by "repeat" for clarity.
3. Ensure both the original and repeated verses are clearly labeled to streamline the editing process.



Step 5: Saving the Project

1. Periodically save the project by navigating to File → Save Project → Save Project. Make sure to save your project once you finished recording a chapter or a passage.

8. ■

**EDIT FOR
COMMUNITY
CHECK**



8.

EDIT FOR COMMUNITY CHECK

OMT.

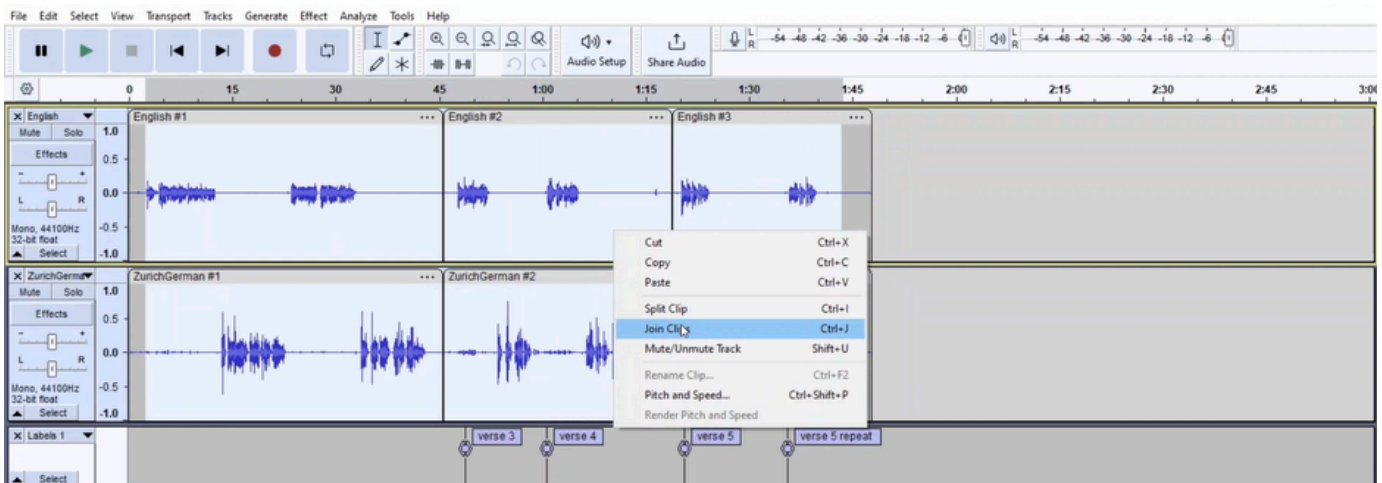
Introduction

The goal of editing for community check is to cut out major things like repeated verses and to export a bilingual version with both the trade language and the mother tongue translation that can be sent to the community

Step 1. Open the recording you want to edit

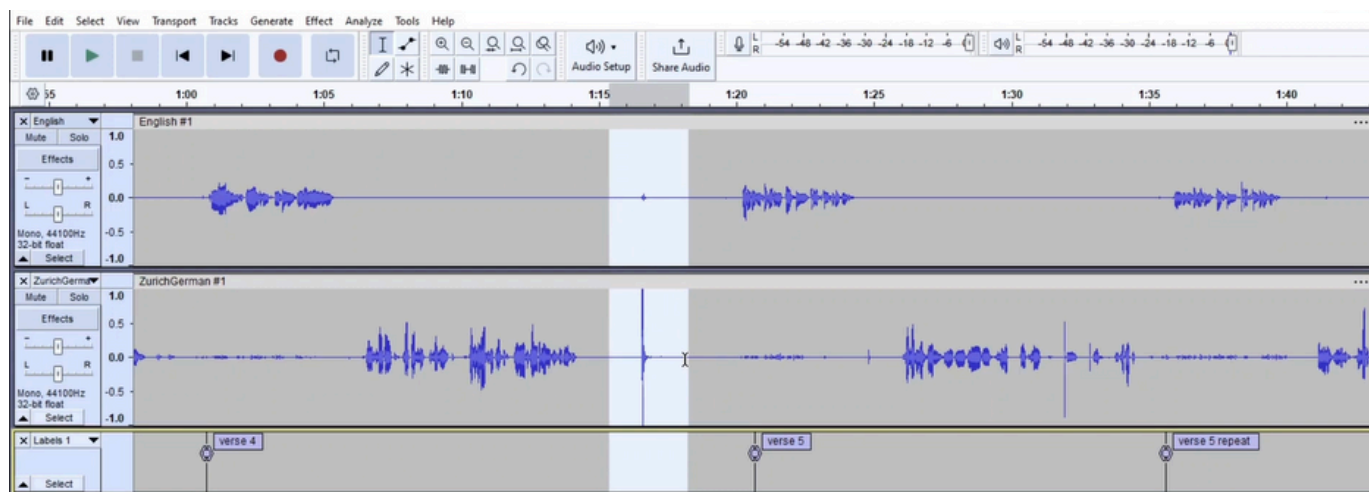
Step 2. Scan your recording

1. Zoom out and in on your recording file using “ctrl+Mouse wheel”.
2. Join all the clips with breaks by selecting all the clips and clicking right-mouse-button and then “join clips”



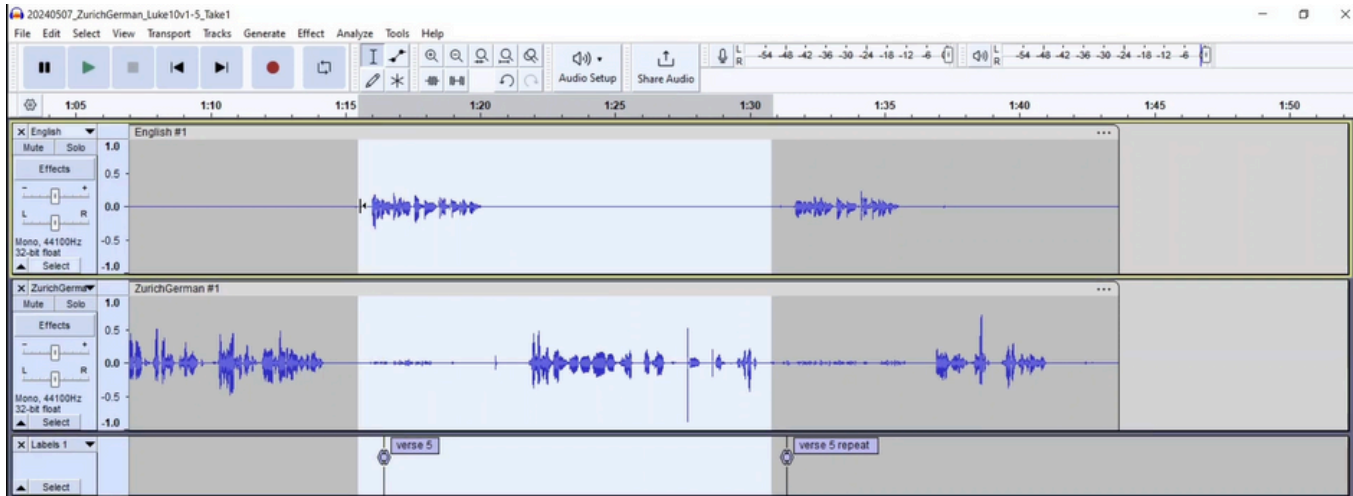
Step 3. Edit noise

1. Find noise by looking for spikes in the waveform and by listening to the recording.
2. Select the passage with the noise on all three tracks: Trade language track, mother tongue track, labeling track.
3. Do this for the whole recording.
4. If the noise is within a voice recording, the passage needs to be re-recorded.
5. Repeat 2 to 4 for all detected noise.



Step 4. Edit repeated verse

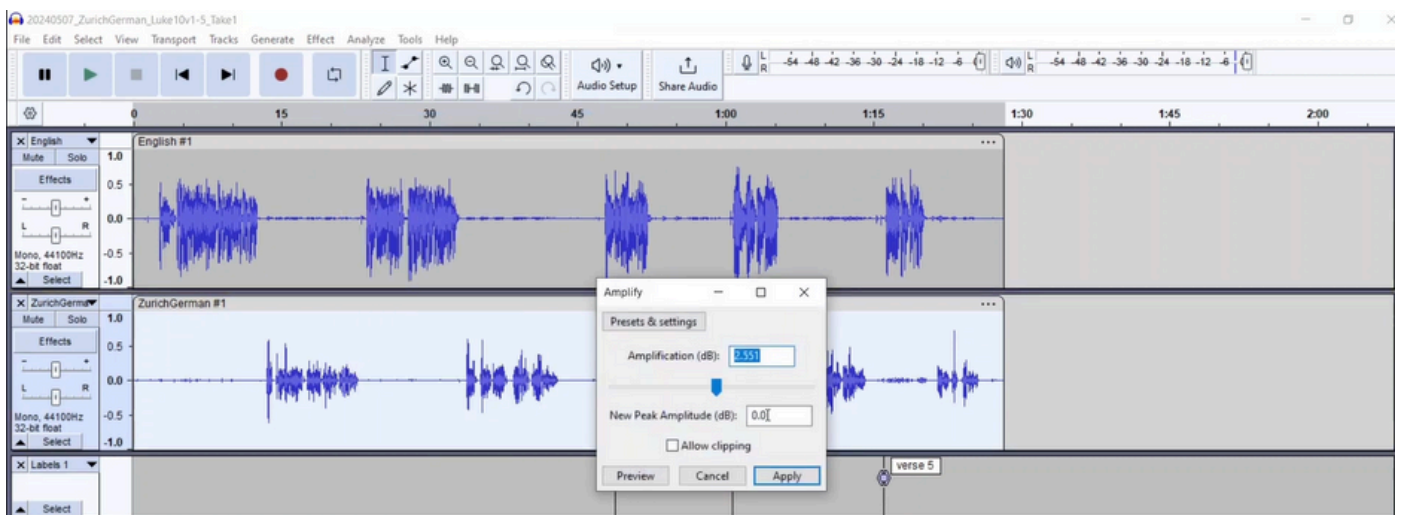
1. Find repeated verses. Either through listening, looking at your written notes or on your labeling tracks.
2. Select the recording with the mistake in it on all three tracks: Trade language track, mother tongue track, labeling track.
3. Delete the mistaken recording.
4. Check if the following recording is correct. If not - adjust.
5. If the following recording is the right verse change the label by removing “repeat” in the label.
6. Use “ctrl + z” to undo any action.
7. Repeat 2-5 for any repeated verses in the document.



Step 5. Adjust quality

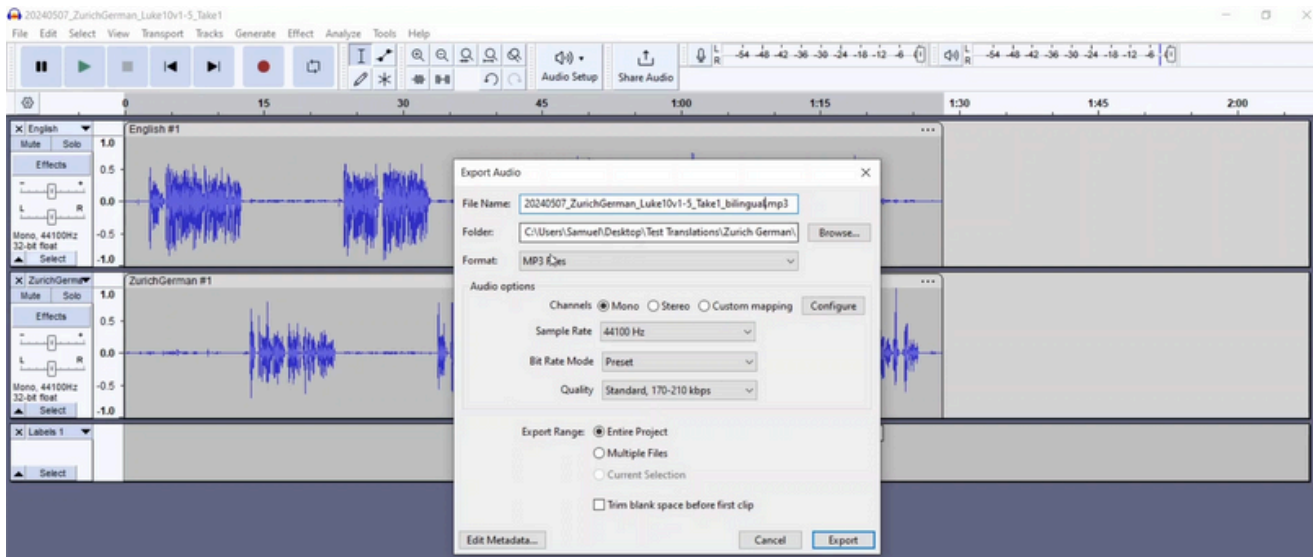
(This step is optional. If you don't do it here, it needs to be done for the whole file in the final edit)

1. Select the trade language track.
2. Click on “effect” and then “amplify”.
3. Use the automatic settings and click “apply”.
4. With the same track selected, click on “effect” and then “compressor”.
5. Use the automatic settings and click “apply”.
6. Select the mother tongue track and repeat 2-5 for the mother tongue track.



Step 6. Export the bilingual audio

1. Make sure both tracks are active, meaning the waves are in blue.
2. Click: File → Export audio
3. Choose the file name in this format (and add bilingual in the end):
YYYYMMDD_LANGUAGE_BOOKCHPT#v#-#_TAKE#Bilingual
4. Make sure you selected the folder with the corresponding chapter.
5. Make sure .mp3 is selected as format.
6. Click: Export



9.

MANAGING FILES



9.

MANAGING FILES

OMT.

Introduction

This document suggests how you should organize your files and create a folder structure

1. Setting Up Your OMT Recordings Folder

1. Create a Central Folder

- Name it “OMT_Recordings“
- You can alternatively name it after your Base
 - Example: “OMT Kona”

2. Create a Folder for the Translated Language

- Place this inside the “OMT_Recordings” Folder
 - Example: “Kuzhale”.

3. Create 2 Folders for “Final” and “Draft” chapters

- Place these folders in the “Language Folder”
- The “Draft ”Folder is for chapters that are in progress.
- The “Final” folder is for chapters that are finished.

4. Create Folders for each Book of the Bible

- Create a Folder for each Book of the Bible. From Genesis to Revelation
- Add the Number in front of the Book name with an underscore in between , starting with 1 to 66
 - Example: 1_Genesis; 40_Matthew; 66_Revelation
- Create this in both the “Final” and the “Draft” folder.

5. Create Folders for each Chapter within a Book

- Name these Folders with the Book title and the chapter number after an underscore
 - Example: Luke_12

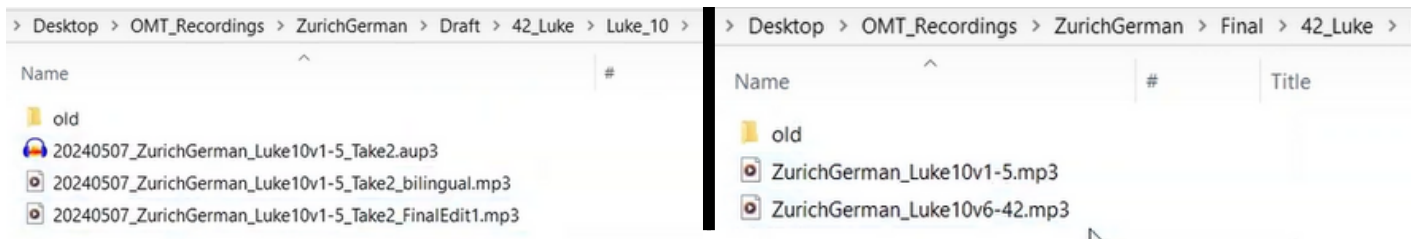
6. Example Path

- OMT_Recordings -> Khuzhale -> 42_Luke -> Luke_12

OMT_Recordings > Khuzhale > Final > 42_Luke > Luke_12 >

2. Content of the Folders

1. Each chapter in the “Draft” Folder should contain:
 - a. The audacity project for recorded chapter ending with .aup.
 - b. The .mp3 file for community check with the “bilingual” added at the end.
 - c. The .mp3 file of the final edit with “final edit” added at the end.
 - d. A folder named “old” for older recordings.
 - o The recordings for a chapter might be split up in different parts. Then there should be the files in a.-c. for each part of the chapter.
2. Each chapter in the “Final” folder should contain
 - a. The mp3 file of the final edit with the date, take and label: “FinalEdit” removed.
 - b. A folder named “old” for older recordings.
 - c. The recordings for a chapter might be split up in different parts. Then there should be the files in a. for each part of the chapter.



3. Naming the files

“Draft” Folders

1. Projects

- a. YearMonthDay_LanguageName_Book_Chapterv#-#_Take#.aup3
- b. Example: 20240507_ZürichGerman_Luke10v1-5_Take2.aup3

2. Community Check Version

- a. YearMonthDay_LanguageName_Book_Chapterv#-#_Take#_bilingual.mp3
- b. Example: 20240507_ZürichGerman_Luke10v1-5_Take2_bilingual.mp3

3. Final Edit

- a. YearMonthDay_LanguageName_Book_Chapterv#-#_Take#_FinalEdit.mp3
- b. Example: 20240507_ZürichGerman_Luke10v1-5_Take2_FinalEdit.mp3

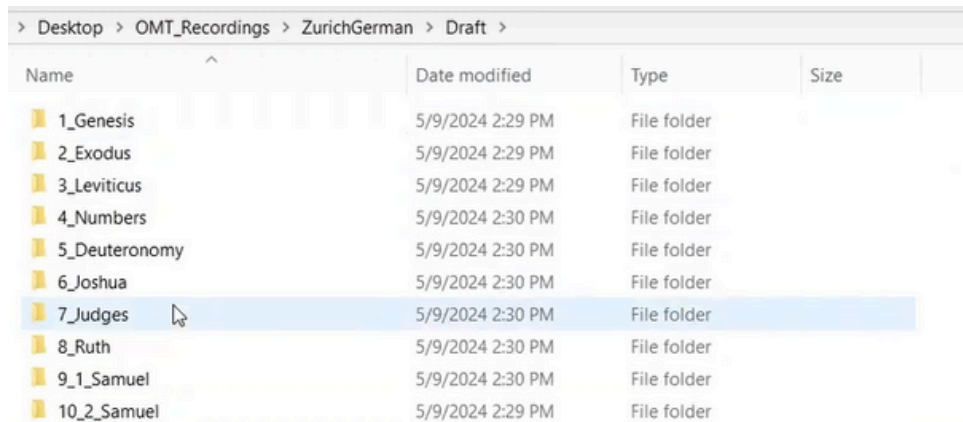
“Final” Folder

- a. LanguageName_Book_Chapterv#-#.mp3
- b. Example: ZürichGerman_Luke10v1-5.mp3

4. Ways of creating the Folders

Here are different ways on how to create this Folder structure:

1. Manually: You can create this folder structure manually, by writing out every Book and chapter.
 - a. Once you finished this you can copy and paste the folders for a new language.
2. Download from template: You can Download the template from our google drive.
 - a. Use this link: <https://bit.ly/4eaviyE>
 - b. Download the File: “OMT_Folder_Template”
 - c. Rename this File with the name of your language.
3. Download and run a “.bat” file (On windows)
 - a. Use this link: <https://bit.ly/4eaviyE>
 - b. Download the File “OMT_Folder_Template.bat”
 - c. Run the file, once it is downloaded. It will create the folder structure.
 - d. Rename the Folder with the name of your language.
4. Find your own solution (Use AI for example).



Name	Date modified	Type	Size
1_Genesis	5/9/2024 2:29 PM	File folder	
2_Exodus	5/9/2024 2:29 PM	File folder	
3_Leviticus	5/9/2024 2:29 PM	File folder	
4_Numbers	5/9/2024 2:30 PM	File folder	
5_Deuteronomy	5/9/2024 2:30 PM	File folder	
6_Joshua	5/9/2024 2:30 PM	File folder	
7_Judges	5/9/2024 2:30 PM	File folder	
8_Ruth	5/9/2024 2:30 PM	File folder	
9_1_Samuel	5/9/2024 2:30 PM	File folder	
10_2_Samuel	5/9/2024 2:29 PM	File folder	

5. Back-up

Here are different ways on how to create this Folder structure:

1. Copy your Recording folder onto a hard drive.
2. In a regular rhythm (less than a week), copy the new recording files onto the hard drive.
 - a. You can alternatively copy the whole folder onto the drive and select to only copy the new files in the folder and skip the files that are already on the back-up.
3. Alternatively or additionally you can make a second backup on a online drive like Google Drive, OneDrive or iCloud.



10.

FINAL EDIT



10. FINAL EDIT

OMT.

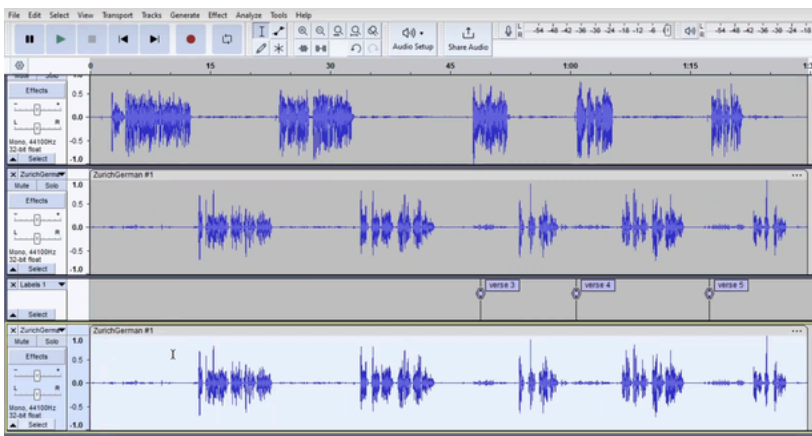
Introduction

This document explains the steps required to complete the final edit of a mother tongue translation. Once community feedback is received, necessary changes may include re-recording verses

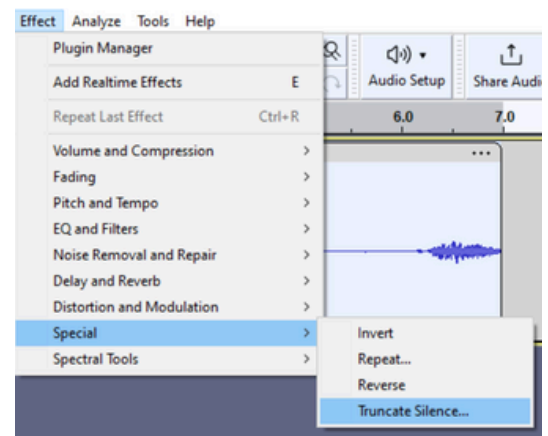
1. Create the Mother Tongue Only Version of the Translation

- Select the Mother Tongue Track
 - Select the mother tongue track (the second track, which is lower).
- Copy and Paste the Mother Tongue Track
 - Copy the mother tongue track with Ctrl + C.
 - Paste the mother tongue track with Ctrl + V (it should appear as a new track underneath).

1.



2.



2. Cut the Silence in the Mother Tongue Track

- Select the Newly Created Mother Tongue Track
- Apply Truncate Silence Effect
 - Click Effect → Special → Truncate Silence.
 - Use the given setting and click Apply.
 - This will create a raw version of the final translation.

3. Check the Mother Tongue Track for Short Transitions

- Identify Passages with Silence
 - Look for passages with silence in the original mother tongue track.
- Copy and Paste Silence Passages
 - Select the passage with silence.
 - Copy the passage with Ctrl + C.
 - Paste the passage with Ctrl + V..

4. Check the Mother Tongue Track for Unnecessary Noise

- Isolated Noise
 - Select isolated noise and cut it out.
- Noise During Translation
 - If noise occurs during translation, re-record the entire verse (explained in the next step).

5. Re-Record Passages with Mistakes or Noise

1. Set Up the Recording Interface

- Use only one microphone.
- Set recording to mono: Audio Setup → Audio Settings → Channels → 1 (Mono).

2. Identify and Re-Record the Verse

- Identify the verse with the mistake.
- Mute all tracks.
- Click before the verse with the mistake and press Shift + R (a new track with the recording will pop up).
- Let the translator record the entire verse correctly. Press Stop once finished.

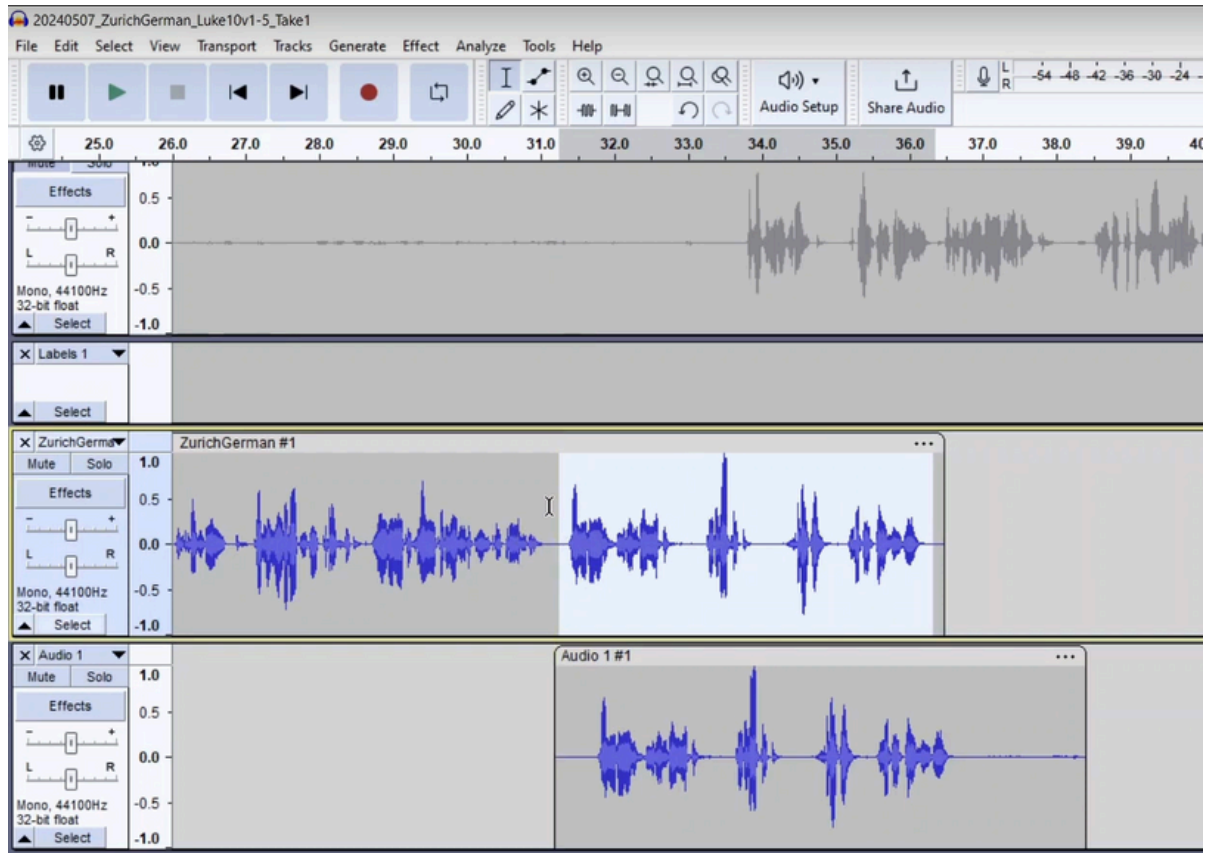
3. Apply Effects to the New Recording

- Select the new recording and click: Effect → Volume and Compression → Amplify → apply recommended settings.
- Select the new recording and click: Effect → Volume and Compression → Compressor → apply recommended settings.

4. Replace the Old Recording

- Select the new recording and copy it with Ctrl + C (ensure only the recording is selected).
- Select the old recording you want to replace and paste the new recording with Ctrl + V (the new recording will fully replace the old one).
- Repeat this process until the entire recording is edited.

5.



6. Export the Final Recording

- Prepare for Export
 - Click Solo on the final recording track (all other tracks should be grey).
- Export Audio
 - Click: File → Export Audio.
 - Choose the file name in this format: YYYYMMDD_LANGUAGE_BOOKCHPT#-#V#_FinalEdit#.
 - Select the folder corresponding to the chapter.
 - Ensure .mp3 is selected as the format.
 - Click Export.
- Upload the File
 - Upload the file to prayOMT.com.



11.

HOW TO PUBLISH



11.

HOW TO PUBLISH

OMT.

Introduction

This document shows you how to upload your Files to prayOMT.com once you have the final edit for a chapter

Step 1: Access PrayOMT.com:

- Visit the Website:
 - Open your web browser and go to PrayOMT.com.
- Log In:
 - If you don't have an account, register first.

Step 2: Access the Contributor Portal:

- Verify Your Identity:
 - By default, you will not have access to the Contributor Portal.
 - Contact the website host, provide your name, email, and a reference to verify your identity.
- Log In to the Contributor Portal:
 - Once verified, log in and access your dashboard.

Step 3: Manage Users:

- Add New Members:
 - Go to "Manage User" and select "Add a New Member."
 - Choose from the list and assign roles (admin or general access).

Step 4: Start a New Translation:

- Select the Mother Tongue:
 - Go to the mother tongue list and search for the language you want to translate.
- Create a Translation Team:
 - Select the book you are translating.
 - Enter your completion goal date and plan for translation.
- Start Translating:
 - Click on the desired book and start the translation process.
 - For example, set a goal to translate the book of Exodus by the end of June.

The screenshot shows the PrayOMT Contributor Portal search results for the mother tongue 'bhujel'. The page title is 'Contributor Portal' and the date is 'Thursday, May 9, 2024'. The search results show 'Mother Tongue Found: 1' with 'Display 20 Rows' and 'Showing 1'. The results include a 'Nothing Completed' status for 'Written Bible' and 'Oral Bible Translation', and a 'Country Country: Nepal' selection. A 'SELECT' button is visible. The EPG Contributor list includes: Prayer: Natasha, Jael, Lucas, Ashley, Laura Callen, Leah, Dan H.

The screenshot shows the PrayOMT Contributor Portal book listing for '(BYH) Bhujel' in 'Nepal'. The page title is 'Contributor Portal' and the date is 'Thursday, May 9, 2024'. The book listing table is as follows:

Book	Read Time	Engagement
Genesis	Read Time (3 : 24 Minutes) Create Translation Team	No Engagement
Exodus	Read Time (2 : 51 Minutes) Create Translation Team	No Engagement


Step 5: Upload Files:

- Select the Chapter:
 - Click on the book (e.g., Luke) to see an overview of completed chapters.
 - Choose the chapter you want to upload files for (e.g., Luke 10).
- Upload the First Part:
 - Click "Upload a New File" and use the drag-and-drop window to upload your file.
 - Set the chapter and verse (e.g., verses 1 to 5).
 - Confirm community checks and the involvement of three mother tongue translators.
- Upload the Second Part:
 - Repeat the process for the remaining verses (e.g., verses 6 to 42).
 - Ensure all boxes are checked and the file is saved.

The image shows two screenshots of the OMT Global interface. The top screenshot displays a grid of chapters for the book 'Luke', with 'Ch 10' highlighted. The bottom screenshot shows the 'Chapter 10' upload page, which includes a progress bar for 'Version 1' (0:00 / 0:36), a 'Community Check Confirmed' status, and '3 Mother Tongue Translators'.

Step 6: Verify and Confirm:

- Check File Status:
 - Ensure that both parts are green, indicating acceptance.
 - Observe the progress bar reflecting your uploaded translation.



**A MOVEMENT
TO ORALLY
TRANSLATE
THE ENTIRE
BIBLE INTO
EVERY
MOTHER
TONGUE.**