

# Instructions for translating Honey Bee Source Text into Gateway Languages

There are three major steps involved in this process:

- A. **Translate and edit the text.**
- B. **Audio-ize the translated text.**
- C. **Upload your new files and notify Robin.**

All HB Source Text Templates ready for Gateway language translation can be found from [this HB Template hub google sheet](#).

## A. Translate and edit the text.

1. Open the [HB Template hub google sheet](#).
2. Click on a tab at the bottom of the sheet to select a book you want to translate.
3. Now click on a hyperlinked template to get that document. **Download (or make a copy and download) that docx to your computer.** It will look something like the image below. DO NOT RENAME OR EDIT THE
4. **Rename your template docx** so that it begins with the initials of your Gateway language (e.g. FR, HI, POR, ESP, IND, TPI). Also, in the template doc, on the first line labeled TT (Template Title), rename the TT to begin with the initials of your Gateway language plus the book name in your language and chapter (e.g. TPI Aposel17). Only the text in the following columns should be translated: Source Text (grey column), BEN text options, translation comments/tips (green). I recommend that if you are using AI or Google Translate to help you with translation, that you do it cell by cell, not the whole document. You will need to edit any AI translation to correct mistakes.
  - You may want to insert another column next to the Source Text so that you can easily compare your translation with the original. After you have translated and checked your new language source text, you may delete the English source text column and label your new language column as the Source Text.
  - The reason why text in other columns (e.g. pics, titles, slide #, chap, vv, comment audio) must not be translated is that these are file names etc that match exactly with files in the HB Template folder. If they were changed, the software would not be able to find those files etc.
  - If necessary, do translate or change the book names in the Parallel References column. But do not edit or retype the numbers (so as to reduce human error).
5. Once your Source Text is translated, for each cell, you will need to **copy and paste** the equivalent text from the “Highlighted text” column – **copy** it from the Source Text and **paste** it into the Highlighted text column (replacing the English). (These bits of text will be hyperlinked in the HB

software, so that is why they must be exactly the same as the bit of text from the Source Text column.

6. When you edit the OR texts in the BEN Text Options column, these should perfectly, grammatically be able to replace the Highlighted text as options in the Source Text..

| pics | titles | slide # | source audio | Source Text: <u>T4Tmodified</u>                                                                                                                                                                                                                                                            | chapter | vv | highlighted text | BEN text options | parallel references | translation comments/tips | comment audio |
|------|--------|---------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----|------------------|------------------|---------------------|---------------------------|---------------|
| TT   |        |         |              | Acts 17:28                                                                                                                                                                                                                                                                                 |         |    |                  |                  |                     |                           |               |
|      | PO     |         |              | <b>Passage Overview:</b><br>Paul and Silas continue their mission in Thessalonica city. Men who oppose their message about Jesus cause a riot against Christians, but the city authorities do nothing.<br>In Berea, the Jews welcome the apostles and listen to their message. Many become |         |    |                  |                  |                     |                           |               |

|                                       |    |   |               |                                                                                                                                                                                                                                                                                                                |    |     |                                    |                                                                                                            |  |                                                                                                                                                                                    |  |
|---------------------------------------|----|---|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-----|------------------------------------|------------------------------------------------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                       | Sb |   |               | <b>The Holy Spirit leads the apostles to go to Macedonia province and tell the Good Message about Jesus</b>                                                                                                                                                                                                    |    |     |                                    | <b>OR Jesus' Spirit guides Paul where to go and causes him to have a vision about a man from Macedonia</b> |  |                                                                                                                                                                                    |  |
| 01_FB_BS_Paul_Journey_2_1024.jpg      |    | 5 | Ac 16 6.mp3   | <sup>6</sup> Paul and his companions wanted/planned to enter Asia province and proclaim the Good Message about Jesus there. But the Holy Spirit prevented their doing so. So they traveled through Phrygia and Galatia provinces.                                                                              | 16 | 6   |                                    |                                                                                                            |  |                                                                                                                                                                                    |  |
|                                       |    |   |               |                                                                                                                                                                                                                                                                                                                |    |     | prevented their doing so           | OR did not let them do this<br>OR did not allow them to go there                                           |  |                                                                                                                                                                                    |  |
| 09_FB_Paul_Antioch_Phillippi_1024.jpg |    | 6 | Ac 16 7-8.mp3 | <sup>7</sup> When they arrived at the border to Mysia province, they wanted to go <i>north</i> into Bithynia province. But <i>again</i> , Jesus' Spirit did not allow them to go there. <sup>8</sup> So they went through Mysia province and arrived at Troas, a port city. <i>I, Luke, joined them there.</i> | 16 | 7-8 |                                    |                                                                                                            |  |                                                                                                                                                                                    |  |
|                                       |    |   |               |                                                                                                                                                                                                                                                                                                                |    |     | Jesus' Spirit                      |                                                                                                            |  | Jesus' Spirit is the same as the Holy Spirit. Jesus is God and they both have (he has) the one same Spirit.                                                                        |  |
|                                       |    |   |               |                                                                                                                                                                                                                                                                                                                |    |     | <i>I, Luke, joined them there.</i> |                                                                                                            |  | At this point in Luke's narrative (see verse 10), the pronouns change from "them" and "they" to "us" and "we" indicating that Luke, who is writing the book, has now joined Paul's |  |

7. **Note:** We are not (usually) hyperlinking bits of text that are already hyperlinked as key terms and names from the WordLinks doc. Various Gateway language wordlink docs can be found from the [Tech Page of the StoryPublisher.website](#). The **WordLink doc should be translated first** before translating HB Source Text.
8. Allow at least one other experienced language-translation person to review your translated work and make any corrections.

## B. Audio-ize the new translated Source text.

1. For this step, you need to have your translated HB template doc open along with a recording software to generate audio files (e.g. Audacity, an AI Voice Generator or text-to-speech tool like TTSMaker.com, or Easy Voice Recorder on your phone). You will probably need to have your File Manager open also.
2. Every cell with Scripture text in it will be a separate audio file. Record the text.
  - Do not record the verse numbers
  - If there are two synonyms separated by a slash in the Source Text (e.g. went/traveled), just record one synonym so that the audio sounds natural and meaningful.
  - Feel free to record with good dynamics and expressive emotion, even with multiple voices.
  - If you are using a text-to-speech generator, you will need to edit out verse numbers, slashes, and perhaps insert commas or pauses.
  - For English, we are not recording the subtitles since they are not Scripture. If you want to record the subtitles, you may.
3. **ReName the audio file** something like TPI Ac 17 1-2.mp3. **Always put your Gateway Language initials as first in the file name.**
4. **Copy** the audio **file name** and **paste** it into the appropriate cell in the yellow column, replacing the English audio file that is there. The file name must be copied and pasted so that it is the exact name of the file. (If the file name is not exactly the same, the software will not be able to find it.)
5. Repeat this process for all the Source Text Scripture cells. Also, if there are any long comments (in the green column) that you want to audioize, do that.
6. As you audioize the Source Text, make any corrections to the text as necessary

## C. Upload your new files to a new Drive folder/subfolder and notify the HB Coordinator.

1. When you have finished audio recording all the necessary cells for a template, copying and pasting the audio file names into the doc, then open a new Drive folder and create subfolders for each template. Upload your new Template hub docx plus all your audio files to a subfolder labeled for that template.
2. Finally, please send a brief email to the HB Coordinator sharing a link to your Drive folder and stating which template you translated, audioized and uploaded. Contacts for the HB Coord are, [honeybeeobt.info@gmail.com](mailto:honeybeeobt.info@gmail.com) and [robinrempel61@gmail.com](mailto:robinrempel61@gmail.com). Please do this brief notification for every template that you complete. The HB coordinator needs to double-check your uploads, convert your files into a zip that HB can read, make a

hyperlink to that template on the HB Resources Hub sheet, then upload your template to the HB website and server.