

Hope Church – Live Translation using Microsoft 365

This is the live translation process which we use during Sunday morning meetings, and some other church-based meetings. After investigation with several other services we have found this to be highly reliable, and more flexible in that translation can happen concurrently into a huge number of different languages.

****KEY REQUIREMENTS:**

- Microsoft 365 which provides a web-based PowerPoint (i.e not native)
- A USB microphone, or a feed from sound desk with USB converter
- Reliable Wifi, or good mobile phone coverage for the recipients mobile phone.

Hardware and Software Requirement

The system we use is very simple; it just uses PowerPoint For the Web (not the native application) as part of Office 365. Built into this version of PowerPoint is a live audio captions which is very reliable. Once loaded, all that will be required is a good audio feed. This could be from either:

- i. a sound desk via an audio interface, connected to the PC/laptop by USB
- ii. a feed from a USB microphone carefully placed near the presenter.
- iii. There is the option to use the laptop's built-in microphone. However this will require the laptop to be placed very near the speaker and although it normally works it may be physically cumbersome.

Within PowerPoint

The system will offer real-time transcription onto the recipients mobile, in a choice of 60 languages. It is around 95% accurate, although it's worth prompting the speaker to try and make a little extra effort in terms of pace and articulation!

- Open PowerPoint 365 web version, and load a blank presentation. We recommend using Chrome (not Firefox or Edge.)
- Ensure the correct audio mic is selected in the PowerPoint translation settings
- Go to the "Slide Show" tab in PowerPoint 365 (web version).
- PowerPoint will then display a large QR code on the screen (or this could be onto a separate output through a second monitor.
- Anyone with a smartphone just needs to scan the unique QR code and hit the link that pops up. Alternatively they can take the web address which appears above the QR code. This takes them to a page where they can just choose their preferred language (there's a list of 60), and they'll get a scrolling text translation in real-time. They can scroll back, too, in case they've missed anything.