Supporting People In Church
Who Do Not Understand English Very Well – <mark>Version 2.2</mark>

Do you have Ukrainians in your congregation who speak very little English? For that matter, do you have people from other countries that speak very little English? Would they benefit having the Church service translated into their language, for them to read? Perhaps you have people from several different countries who speak several different languages and don't understand English very well. Wouldn't it be great to have the Church service translated into all of their languages simultaneously?

At the place where our Church meet (Limes Avenue Baptist Church in Aylesbury), we have set up a very simple system that may help such people meeting with us. It has not incurred any costs – it is free. We use our current sound system, PC and internet connection. The details here may help you to support those who meet with you.

VERSION 2.2

The previous way this was done (up to V1.1 of this document) **has stopped working** as MicroSoft have stopped a PC from initiating a Conversation. Additionally the Microsoft Store Translation App for PCs does not seem to connect to a Conversation as was previously done from the web page. Now, only an Android or iOS device can initiate a Conversation. A PC can still access a Conversation using the translation website. However, as It cannot initiate the Conversation, it cannot mute all other devices and allow its Microphone input to be the only input.

It is possible to take an output from your sound mixing desk and direct that to a phone, but this means you have to have a dedicated phone. It means another output from the mixing desk, and another wire in the working area.

The "work around" we have found uses software installed on the PC that emulates an Android device. This is a one off install, and then allows the PC to start a Conversation as if it were an Android device, and is detailed in this version of the instructions.

Overview

We use an online Translation App that allows people to follow a translation of the service, on their phones in a language of their choice. It translates the speaker into text in the language chosen by the user. We set it up so the speaker being translated is the person in Church.

It does sometimes get things wrong, but is generally good enough for people to be able to follow the service.

It can translate to audio in some languages too, but this takes slightly more time to do, and so gets further and further behind a normal preachers speaking rate. For this reason, we currently stick with the text translation.

There are 4 aspects to getting this working. A video of each of these stages has been made to help you. You can find a link to these videos in the "Links to further Help" towards the bottom of this document. The aspects are:-

> **A) Setting up the PC that will run the Translation Service**. This is a one-time setup.

> **B) Hosting (Running) the Translation Service.** This is done each time there is a Church service that you want translated. This will generate a Conversation Code which people will use to access the Conversation.

> **C) Users of the system downloading and Installing the Microsoft Translator App.** There are 2 ways to access a Conversation; using a browser, or downloading an App. Downloading the app to access a Conversation allows a better experience in a Conversation and in my opinion is the preferred way of doing so.

> **D) Users of the system accessing a Church Service Conversation.** This is how you see the translation of the Church Service on your mobile device.

A and B are done by the Church on a PC to set up the Translation Service.

C and D are done by people on their own devices and allow them to access the Church Service that is being translated for them. Sections C and D have been written with end users like this in mind. Feel free to print these sections and laminate them. They can be handed to people wanting access to the Church Service translation, or to another Church member who may be able to help such a person.

Once the Translation Service is set up, it will work like in the diagram below.
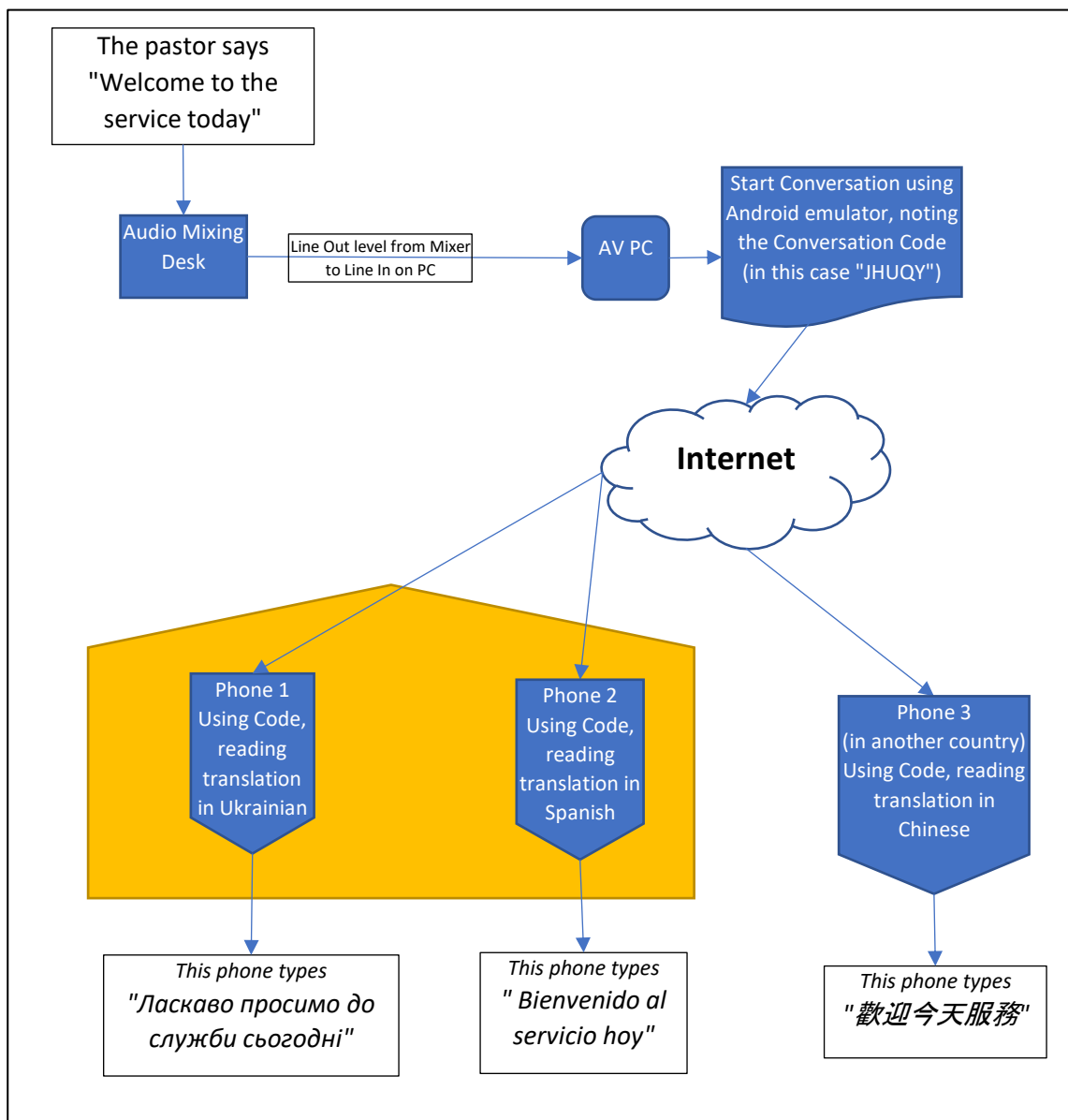
Indemnity Notice

This has been produced in good faith with the intention of bringing glory to God. We intend it to be shared and used by likeminded people and organisations. This document details what has been done and tested in the Church I go to. It has worked as stated. In following and implementing these instructions, you agree that you do the installation and run this software at your own risk, and will not hold either **OneHundredFold** (**100Fold**) and / or myself liable for any injury, loss, or damage caused for any issues encountered during the installation or running of the software mentioned, or in any way connected with these instructions. (Unfortunately this needs to be stated these days!).

OneHundredFold

We encourage you to find out more of the work of **100Fold**. Please see the section further down this document about 100Fold and the work it does in *Making the Gospel Known*.

A - Setting Up the PC that will run the Translation Service.

This is a process that only needs to be done once. The instructions here will detail how to :-

A.1) Download and install Android Emulator programme on the PC that will emulate an Android device.
A.2) Download and install the Translation App on the Emulator.
A.3) Connect a Mixer output to the PC. This will get a good quality audio input into the PC for the Translation App to use.
A.4) Configure the Emulator Settings to disable adverts, and select the feed from the AV desk.
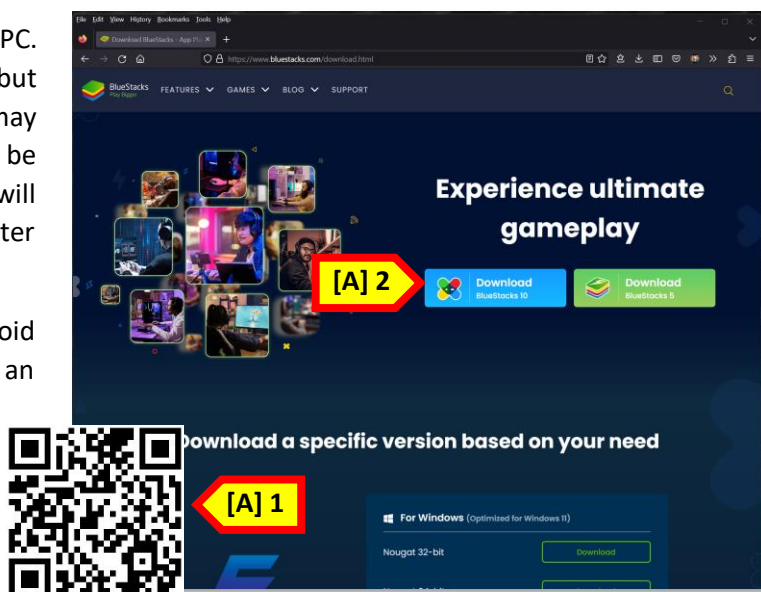
You will then be able to access the Translation Service from this emulation.

We have used the "BlueStacks X" Android Emulator for a PC. It is aimed at people playing Android games on their PC, but is suitable for the Translation Service. It is free, but may display adverts at the start. The adverts may be able to be turned off. Do not be over worried about the games it will advertise initially. We will turn the adverts off at a later step in this process.

You should be aware that there are other makes of Android emulation software for the PC. These could be used as an alternative, but for the sake of brevity we have used just this one. If you did not like this emulator, you could do a search for something like "Android emulator on PC", and use a different one.

A.1) Download and install the Android Emulator

- Go to https://www.bluestacks.com/ (see QR code [A] 1) and **download the latest version of the BlueStacks emulator**. I downloaded the BlueStacks 10 (or BlueStacks X) ([A] 2) version for Windows.
  - Once downloaded, **install the BlueStacks emulator**.
    - You will need to agree to let Windows install the software.
    - Click on "**Install Now**"
    - It may request a further download of the programme. Allow this.
    - Once installed the programme should start. The first time it will give you a quick tour of the product. Click on **OK** or whatever is necessary to complete this stage.

A.2) Download and install the Translation App on the Emulator

Once the emulator has been downloaded and installed, **run the emulator**.

- Type "**Microsoft Translator**" into the search bar at the top ([A] 3), and search in Google Play for this ([A] 4).
  - You will have to "Sign In" to Google Play, so please have an account ready to do this.
- Click on **Install** to install Microsoft Translator. The App will download and then install
- Once installed click on **Open** to open the App. It will run in the emulator.

- Agree to the Privacy notice once you have read it. You will see the Microsoft Translation App running in the emulator, with adverts on the left hand side. The emulator will be in the background.
- You can click the "**X**" to close the *emulator window* – which will run unseen on your computer, leaving the *Microsoft Translator App* to run in the foreground.

A.3) Connect a Mixer output to the PC

We use an output from our sound mixing desk as the input to a computer. If you do this, you MUST make sure you use the right input. Many computers have 2 inputs. A "Mic" input takes the very low electrical signals from a microphone and amplifies it in the computer to a level it can use. However, we used the "Line Out" as input. This takes the already amplified signal from our sound desk as input to the computer. If you use something giving a "Line Out" level as input to a "Mic" input, it is possible to damage your computer, so be careful.
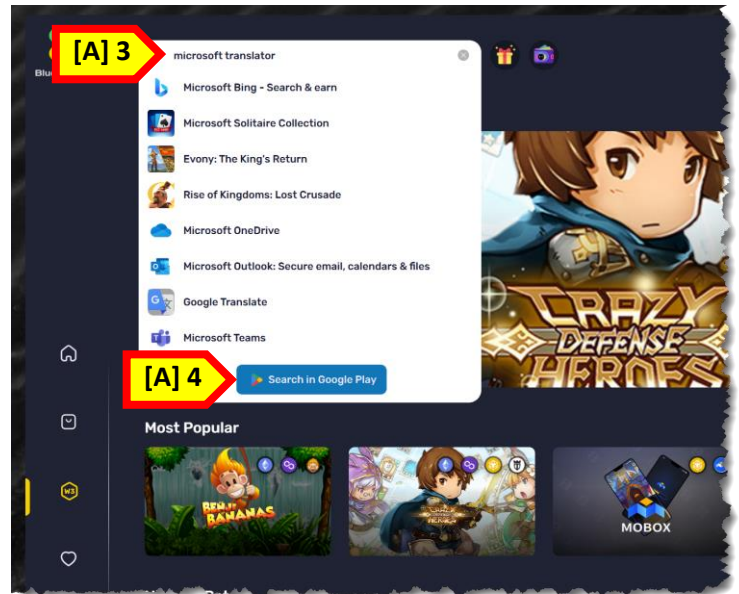
A.4) Configure the Emulator Settings

We will try to get rid of the adverts, and also set this up to mute others and be the presenter
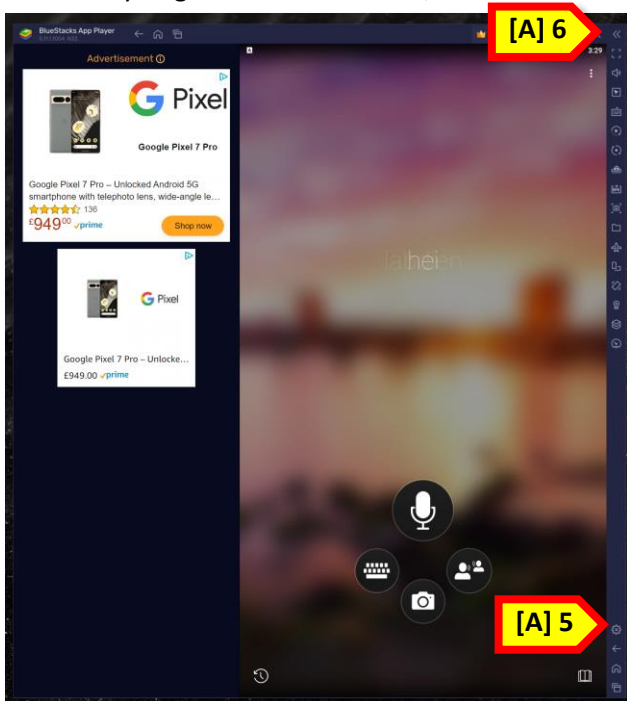
- Click on the **Settings cog** which is towards the bottom right of the Translator (**[A] 5**). If you can not see this, click the chevron at the very top right of the window, "**>>**" (**[A] 6**), and the sidebar with the Settings cog should become visible.
- Under **Devices**, it is probably best to leave "**Speakers**" and "**Camera**" to the Default setting.
  - Change the **Microphone** to whichever is the input from your sound desk (see A.3 above).
- Save the changes by pressing the **Save Changes** button if required.
- Under "**Preferences**" do the following
  - Set **Language** to the language that will be used as the source for the translations.
  - Under **Platform**, for "**Ask to sign in with Google …**", "**Enable Android sound …**", and "**Allow BlueStacks to show Ads …**" ensure these are turned **OFF**. The last of these may need an additional confirmation.
  - Under **Notifications** >> for both "**Desktop Notifications**" and "**Auto hide desktop notifications**", turn these **OFF**.
- Save the changes by pressing the **Save Changes** button if required.
- Click the "**X**" at the top right to exit the settings.

Note 1:- The first time you start the App, you will be asked to allow it to use the Microphone, and to Record Conversations. You **MUST** allow this for it to work properly.

NOTE 2: - If you notice any other good settings to change as default, please do let me know.

B) Hosting (Running) the Translation Service

Each time you start the Microsoft Translation Service, you will need to do the following.

B.1) Start the Microsoft Translation Service
B.2) Change Translator App Settings for the session
B.3) Display the Conversation Code
B.4) Administer the Conversation
B.5) End the Conversation

B.1) Start the Microsoft Translation Service

Now you have the Android Emulator installed and the Microsoft Translator App installed for that, you are ready to start the Microsoft Translator on your PC by either clicking on the **Translator** icon on the desktop (**[B] 1**),or Press the Windows key, type "**Translator**" (**[B] 2**), and click on the **Translator App** (**[B] 3**).
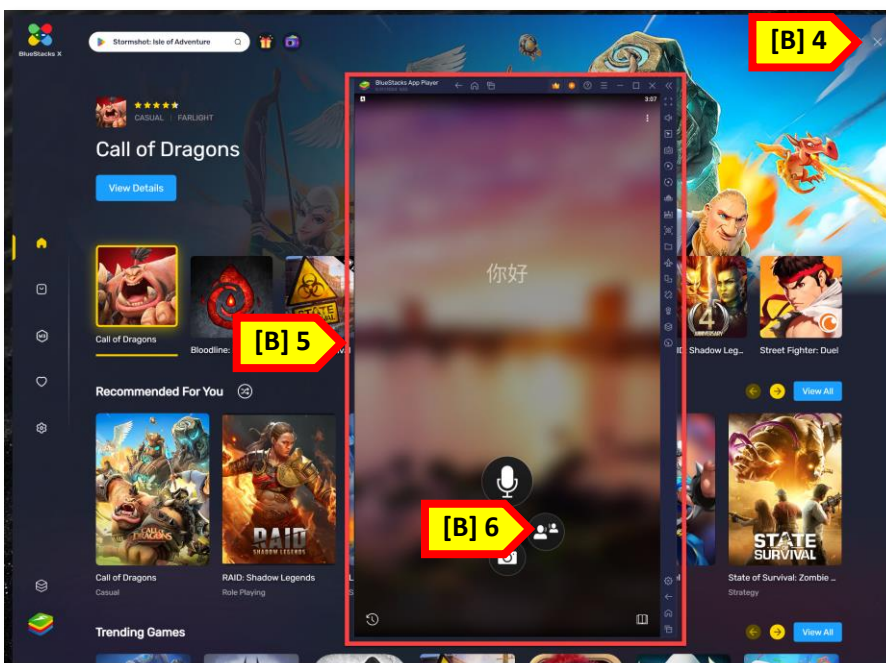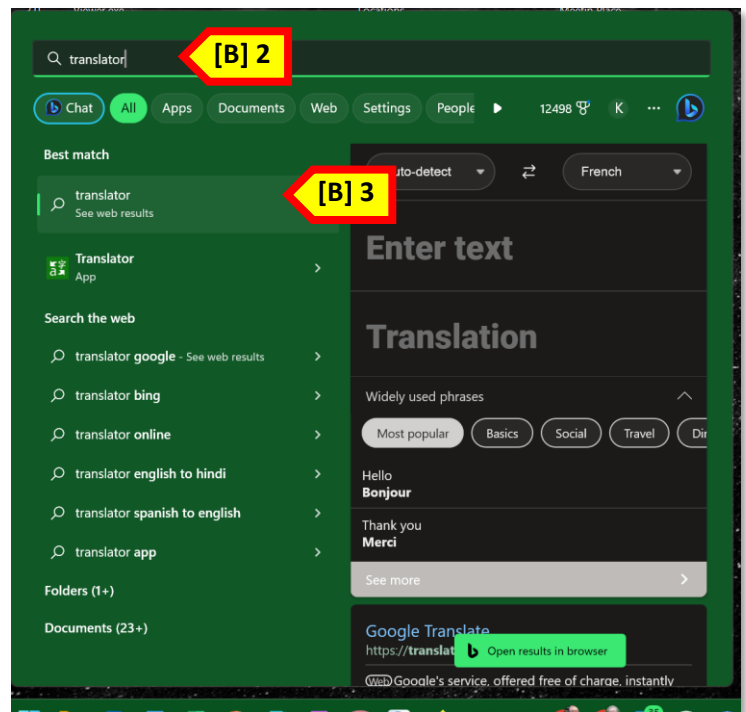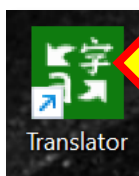
In either case, the Android emulator will start, and then the Microsoft Translator App will also start.

You can close the rather distracting emulator window by clicking the "**X**" (**[B] 4**) in screen shot). This will not close the Translator App (box **[B] 5**). This will leave the smaller Microsoft Translator window (box **[B] 5**).

- Click the **Conversation button** (two heads button on the right centre **[B] 6**) to open a conversation.
The first time you will be asked to Activate the Microphone and allow Translator to Record Audio. Allow both of these to happen. You may also be given a tour of the Translate App.
- Click **START**.

- Check **Your name** is correct and the **Your language** that is being used as input is also correct. (You can enter this the first time you use it, and can change it on subsequent uses of the App. "Your Name" is what others will see, perhaps something like "LABC Service". Make it as short as possible so it does not take up too much space on people's screens, but long enough to be meaningful.
- Click on **Enter** to start the Conversation. A QR code will appear together with the Conversation Code. Ignore this. Click **Enter** again to start the Conversation.

Note the **Conversation Code** at the top of the emulation screen (**[B] 7** on screen shot on next page). You will need to make this available so others can join the Conversation (see "Display the Conversation Code" section).

B.2) Change Translator App Settings for the session

The Emulator settings made earlier will be remembered between sessions. If you need to change these, click on the **Settings cog** ([B] 8).

If you cannot see this, click the chevron at the very top right of the window, "**>>**" ([B] 9), and the sidebar with the Settings cog should become visible.

The Translation settings will need to be set for every session, and during a session may need changing when there is more than one person speaking (for example when there is singing).

To access the Translator App settings, click on the **3 vertical dots** ([B] 10).

The default setting suggested would be to have all items turned **OFF**, apart from **Presenter Mode**, and **Mute All** which are turned **ON**.

Presenter Mode allows your device to always have the microphone turned ON.

Mute All will mute all others in the Conversations.

NOTE1. When more than one voice speaking at a time, it is best to have the this as Mic for the Translator App turned **OFF**.

You can turn the Translator App Mic **OFF** and **ON**, by clicking on the Mic at the bottom of the screen ([B] 11). You do not need to keep going into settings and turning **Presenter Mod OFF** and **ON**, though if you encounter a problem with your Mic, this may be the thing to do.
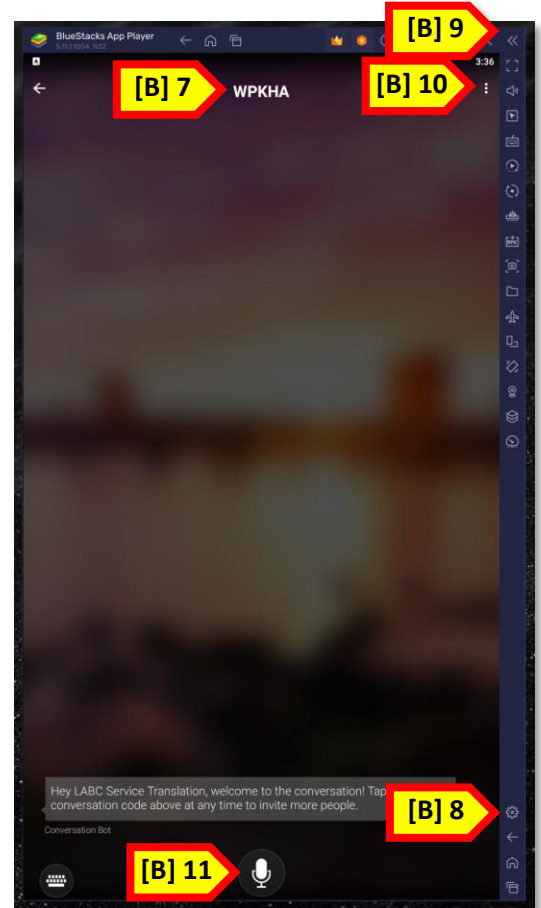
B.3) Display the Conversation Code

For others to access the Conversation, they will need the Conversation Code. This is obtained from the top of the screen above ([B] 7). This will change for every service.

In our Church, there is an A3 sheet which has been laminated. The **Conversation Code** ([B] 12)is written on that using a white board marker. There is also a set of picture instructions as to how to get the Translation on your phone. You can download a PDF of this from >>>HERE<<<, or use the adjacent QR code, or contact me by email for more details (email in footer).
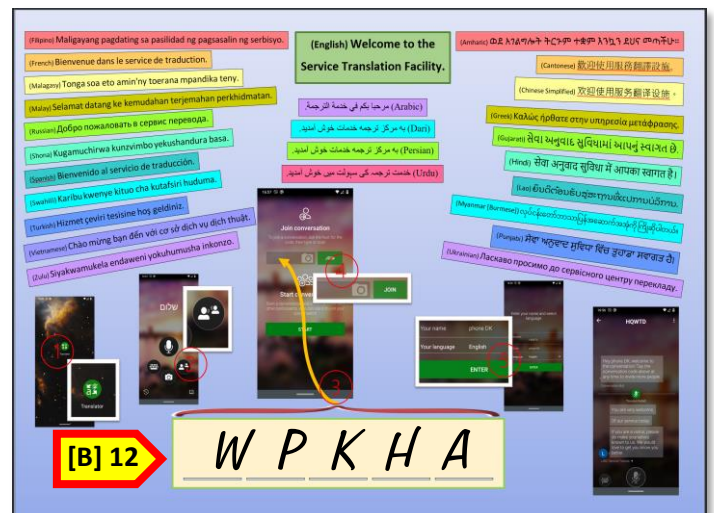
If you have better wordless instructions, perhaps you can share them with us, so others can use them.

B.4) Administer the Conversation

We recommend the following (where "The Host" is your PC with the Church audio feeding it):

- The Host device is the only active microphone and is the only input being translated.
- The Host is generally in Presenter Mode and being translated for times when a person is speaking.

- The Host is muted when there is more than one person speaking or there is music or song.
- The Conversation is systematically closed down at the end of a Church service so that it cannot be taken over by someone else (see below for these instructions)

To facilitate this, it is recommended that the settings above (A.4[one off settings to emulator], and B.2) have been made to the Emulator and to the Conversation in progress.

You can turn the Sound Desk input into the Conversation **ON** and **OFF** by clicking on the microphone icon (<mark>[B] 11</mark>). If this is not working, go to the Translator setting again, and turn **Presenter Mode OFF** and **ON** again (Section B.2).

Normally you will have **Muted All** others in the Conversation. However, there is a bug where a user can become unmuted if they go to their settings and turn on Presenter Mode. To correct this if it happens, you as Host have to go to Translator settings again (<mark>[B] 10</mark>), and turn **Mute All** momentarily **OFF** then **ON** again.

B.5) End the Conversation

There is a right way to close the Conversation and a wrong way.

**The Wrong Way to Close a Conversation**

You will exit the conversation if you click on the "X" at the top right of the screen (<mark>[B] 13</mark>). You will be asked if you want to close the emulator session as well. DO NOT close a Translator session this way. You exit, but the session is left open. It is possible for someone to take over the session and say what they want to. We do not want the gospel to be compromised.
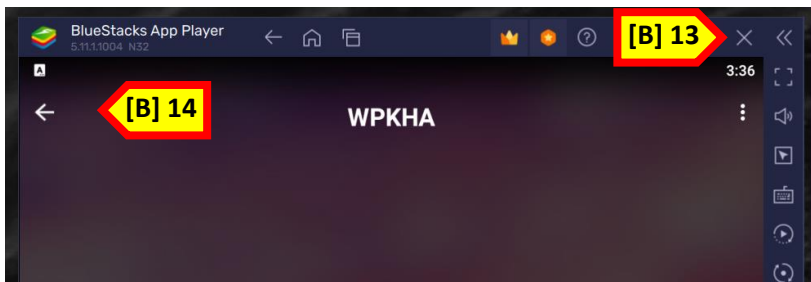
If you accidently do this, you can enter the session again, and take control again. Do not turn your device off. Click on the Microsoft Translator icon on the desktop and it will take you to the screen with the QR code. Press Enter, and you will be back in the conversation. You can now close the Conversation the right way.

The Right way to Close a Conversation

From the normal Microsoft Translator host screen above, click on the Back Arrow (<mark>[B] 14</mark>).
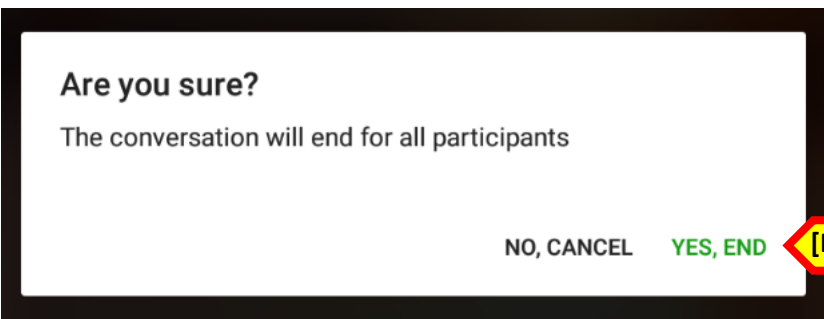
Click on Yes, End (<mark>[B] 15</mark>)when it asks you if you are sure you want to end the conversation. This will end the conversation for you and for everyone else. Others in the conversation will receive a message that the conversation has been closed.

NOTE: The people that are part of the Conversation are listed at the bottom of the Settings screen which is accessed by pressing the 3 vertical dots (<mark>[B] 10</mark>). However, at the time of writing this, people who access the Conversation through the website rather than using the App will not be shown as logged out when they exit the website. Do not worry if people are shown as still being in the Conversation when you want to close it.

# C) Users of the system downloading and Installing the Microsoft Translator App

The following describes the onetime action of downloading and installing the Microsoft Translation App on a mobile device. Android or iOS devices can install an App that gives them access to the Microsoft Translator service. This is the preferred method of accessing a Conversation on a mobile phone as a user is able to configure the App to their needs in ways that cannot be done through the web page.

Please note that it is possible to access the Translation Service without downloading this App; you can alternatively use a web page to access the Translation Service. This may be useful for users on a laptop, or perhaps as a fast way for a user to access the service (they don't have to download and install the App). This is detailed in part of section D. However, use of the App is still the recommended way for users to accessing the Translation Service as it gives an all-round better user experience.

To Download and use the App you have to **Download and install the Microsoft Translator App**. This is a onetime install. After installation, the App is used to access the Translation Service. The App also allows a certain amount of configuration to suite how as user may like to use the Translation Service

C.1) Download and install the Microsoft Translator App

- **Go to** the Microsoft Translator App website **https://translator.microsoft.com** or use the adjacent QR code.
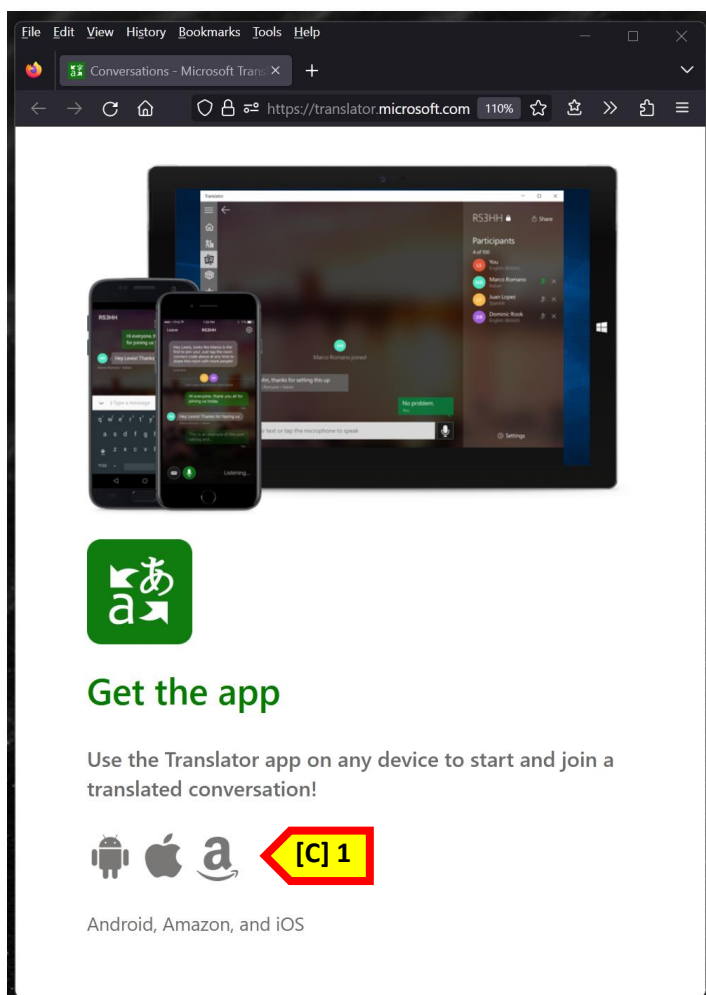
- Scroll down to where it lets you **Get the app**.
- **Click** in the link to the **Android** App Store, the **Apple** App Store or the **Amazon** App Store as is appropriate for your device ([C] 1).
- **Download** the App as you would any other app.
- **Install** the App as you would any other app.

Download and Install is done in the way that any other App would be downloaded and installed on a mobile device.

If you have ongoing problems, please feel free to contact me, and I will see if I can help you, but it may take several days to get back to you.

D) Accessing a Church Service Conversation

There are two ways of accessing the Conversation on a mobile device which are discussed in the following section:

> **D.1) Using the Microsoft Translator App**. (Preferred method)
> **D.2) Using a web browser Microsoft Translation service URL**.

If the Translator App is not installed on a phone, using a web browser is probably a quicker way to get up and running for accessing this Service. However, if there is time, or if the App would be used frequently, it is probably more convenient to download and install the App and use that to access the Church Service translation. See section C for notes on Downloading and Installing the App.
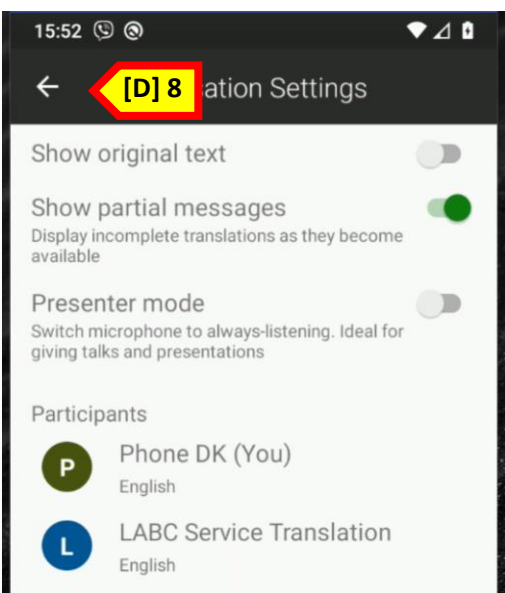
D.1) Using the Microsoft Translator App

To run the App do the following:

- Click on the Mi**crosoft Translator App icon** to start the app on the phone (**[D] 1**).

- Click on the **Conversation** button (2 people talking **[D] 2**).

- Obtain the Conversation Code for the service you want to be translated and enter that in the space provided (**[D] 3**). At the time of writing this it is a 5 letter code.
- Click on the **Join** button (**[D]** 4)

- Enter **Your Name** (**[D] 5**) that others will see for you. If it is already there check it is correct, and change it if needed.
- Enter **Your Language** (**[D] 6**), the language you want the Church Service to be translated into.
- Click on the **Enter** button (**[D] 7**).
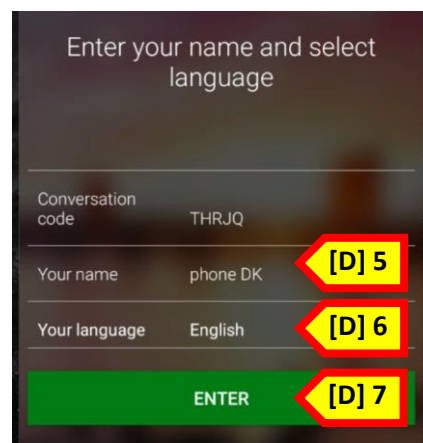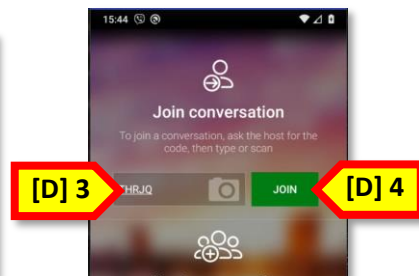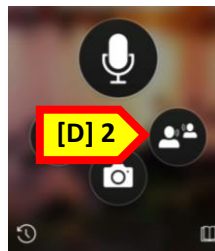
You should see the service translated into the language of your choice on the screen. The Host will probably have Muted your device. It is helpful if you do not try to unmute your device during a Church service.

You may be interested in a couple of settings for your device. To enter settings click on the 3 dots at the top right corner of your screen.

Show Original Text is usually Turned **OFF**. Turning it **ON** will display on your screen the Original Language being used, together with your chosen Translation. Some people learning a language, may want this turned **ON**. It is your choice.

Show partial messages. Messages will be displayed when the speaker pauses. Some speakers hardly pause, and it could be several sentences before a message is displayed. In this case you may want to turn this **ON**. It will start displaying a translation before the speaker pauses. However, there are times something may be written, and a moment later the translation changes this to another word. This can make reading the translation difficult. Turn this **ON** or **OFF** depending on your preference, and also depending on the speaker that day.

Presenter Mode. Please <mark>DO NOT turn this ON</mark>. Please leave it **OFF**. If you accidently turn it on, please turn it **OFF** immediately.

To exit the Settings screen, click the **back arrow** ([D] 8) at the top left of the screen.

When the Church Service has finished, please exit the Translation Service by pressing the **back arrow** at the top left of the screen. You need to press **YES, END** to complete this ([D] 9).


[D] 9
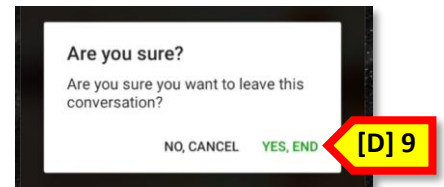
If you do not do this, it is likely that the Host will log you out. It is helpful to the Host if you do this yourself.

If you accidently exit a Church Service Translation, you may normally re-enter the Conversation as you did before.

Please Note that there are times a Host may stop the ability to re-enter a Conversation, particularly when they are closing down the Conversation.

D.2) Using a web browser Microsoft Translation service URL

You can join a Conversation without downloading the App. To do this you have to go to the **Microsoft Translator web** page and access the Conversation from there.
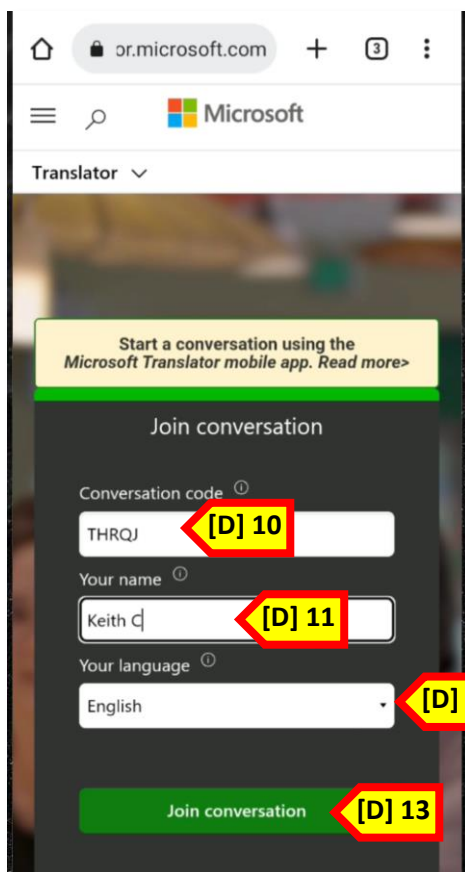
- In a browser of your choice, go to the Microsoft Translator App website using the adjacent QR code which will take you to the following webpage https://translator.microsoft.com.

- Obtain the **Conversation Code** for the service you want to be translated and enter that in the **Conversation Code** box ([D] 10). At the time of writing this it is a 5 letter code.
- Enter **Your Name** ([D] 11) that others will see for you. If already there check it is correct, and change it if needed.
- Enter **Your Language** ([D] 12) the language you want the Church Service to be translated into.
- Press **Join Conversation** ([D] 13).

You will see a translation of the Church Service in the language of your choice.

There are no other options in the browser mode. You can not choose Partial Messages, and you can not choose to show original text. If you want these, please download the Microsoft Translator App and use that to access the Church Service.

To exit the Conversation, click the **Home** icon ([D] 14) and agree to leave the site.

You will find the experience better by downloading and using the Microsoft Translator App.
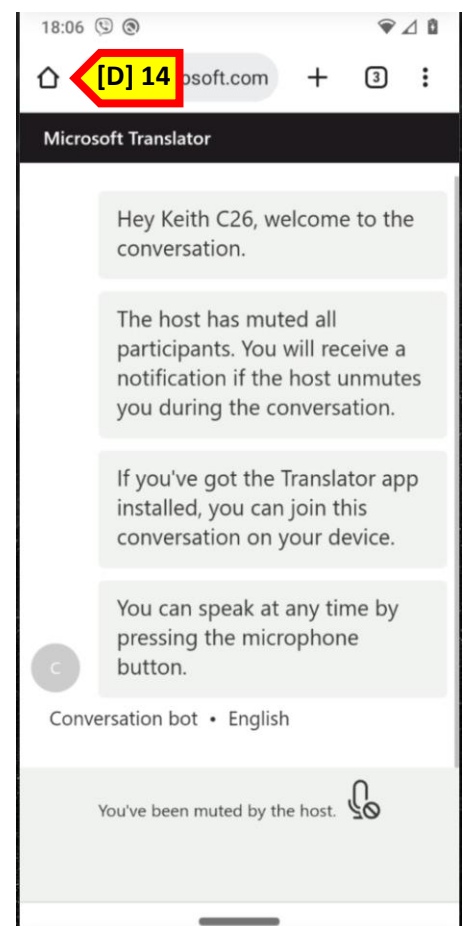
The Result

The Church sound system is the input to a computer running Microsoft Translate. This changes the audio into text. It is generally quite good at doing this. If there are issues, it could be the output levels to the computer, or other issues with your sound system.

The Translation Service allocates a Conversation Code. Those using this code can have the text translated on their phone into the language of their choice. In this way, the service could be received on several different phones, so the Church Service is being translated into several different languages at the same time.

Church PC connected to PA system acting as Host
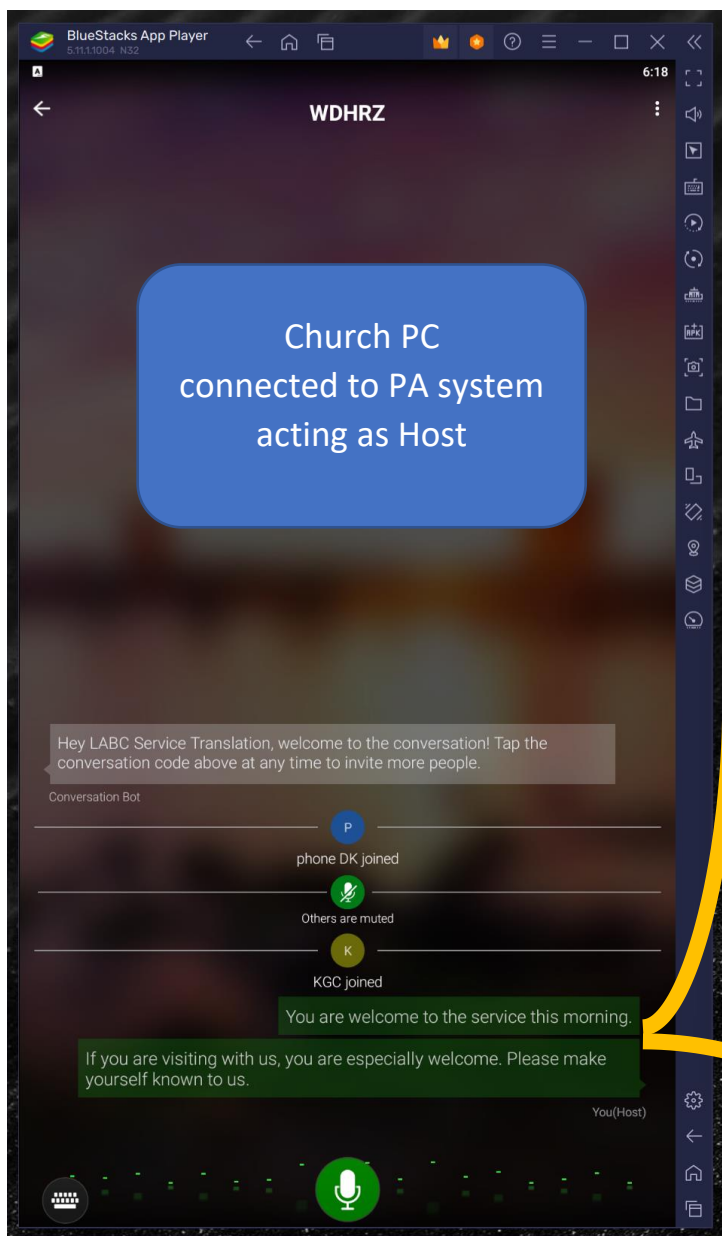
Mobile Phone connected to Church Service being translated into Greek
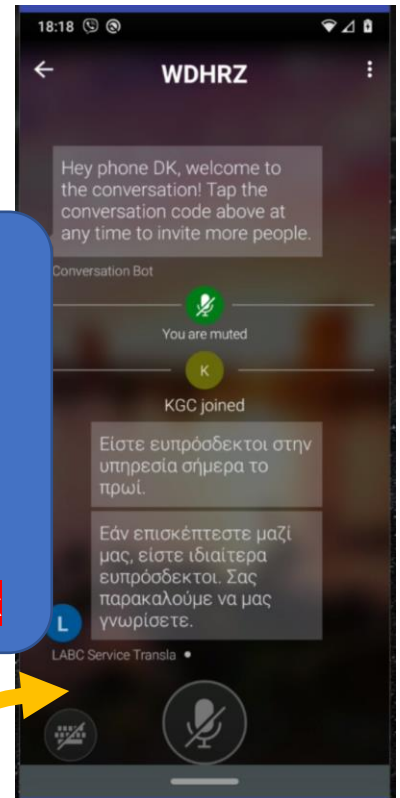
Mobile Phone connected to Church Service being translated into Arabic
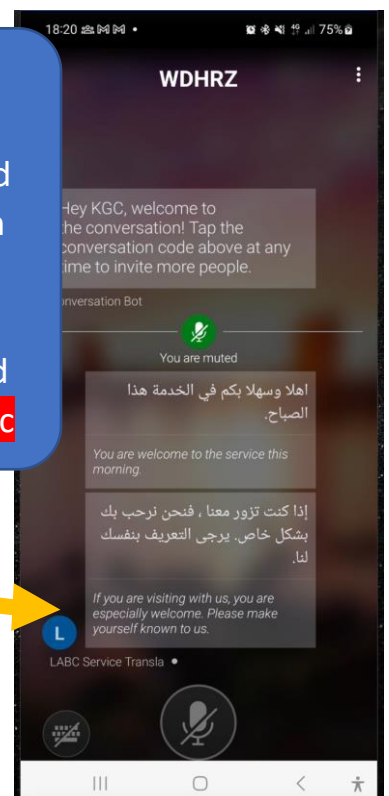
A little About OneHundredFold

OneHundredFold (100Fold) is an organisation that supports missionaries and mission organisations with IT issues. We work with microSD cards, and on the internet (as well as in other ways) in association with our gospel partners to support them with their IT needs and to get the gospel into places that are otherwise very hard to reach.
If you want to find out more about 100Fold, please visit our website www.100Fold.org. We would love to tell you more of our work.

We do not normally work with Churches in the UK or the US. But, helping Churches use this Translation tool is a good practical example of the way in which we support our gospel partners. This practical example may help Churches and people in Churches better understand the way in which we provide our knowledge and skills to support missionaries and missionary organisations in their work, in "Making the Gospel Mobile".

Sometimes, using a physical example that people can see and understand is better than 1000 words (or a 45 minute talk).

This article was written by
> Keith Charlton of **OneHundredFold**
>> "Making the Message Mobile"

If you need help or advice setting this up where your Church meet, please contact me on
> Keith@100Fold.org

If you would like more information about 100Fold, or would like someone to come to your Church and talk a bit more about the work of 100Fold, please contact Ben Griffin on
> Ben@100Fold.org

Links to further Help

Feel free to use the links in the GREEN boxes (1 & 2) to view videos about downloading and setting up the Translation Service in your Church, and details about running the service for people.

There is a link the GREEN box (3) to a PDF of the A3 sheet that can be used to display the Conversation Code. I would suggest that this is printed and laminated, and then displayed where people in a service can see it. The Conversation Code that is active can be written on the sheet in white board marker. Once the Conversation is closed, do rub the code out.

There are also links to videos in the BLUE boxes (4, 5, & 6) of how a person may set up their phone to see the Church Service translation. You may point people to these videos if you are busy before a service. Or perhaps, you may be able to point a visitor to someone else who may be able to help them. If it is very soon before a service starts and someone does not have the App installed, I suggest people access the service using the Microsoft Translator website. When there is time, perhaps get them to download and use the Microsoft Translator App, as there are more settings in the App so a user can more easily tailor it to how they want to use it.

The links in the PURPLE boxes (7, 8, &9) are useful links you may want to use.

We suggest that you print out the page with the Blue boxes and laminate it. You can then give this to people who can then use the QR code to watch the videos of how to download and use the service.

You may want to include section C of this document on the back side of that page.

You may also want to laminate a double sided print of section D of this document, so people can have the instructions of how to access the Translation Service.

>>>THIS<<< is a link to the folder where all of these documents and videos are located.

Administration of the Translation Service

Videos showing how to Download and Set Up the Emulator and Video Showing how to Host a Translation Service

1 Video showing Download and Install Emulator and Microsoft Translator App

Video of how to Download, Install and Setup Emulator, then Download Install and Setup Microsoft Translator. This is a onetime install and setup.
Use this link >>>HERE<<<

2 Video showing How to Host a Translation Service

Video of how to **Host** a Translation Service. This is what you would do **evert time** you wanted to offer the Church service in other languages.
Use this link >>>HERE<<<

Sheet displaying the Conversation Code for the Service Translation

3 Sheet for displaying the Conversation Code

This PDF document can be laminated, then using a white board marker, the Conversation Code can be added so people know how to access the Translated Service.
Use this link >>>HERE<<<

Accessing a Service that is being Translated on a Mobile Device

Video showing how to Download and Install the App

4 Download and Install Microsoft Translator App

Video of how to Download and Install Microsoft Translator on a mobile device. This is a onetime install and setup.
Use this link >>>HERE<<<

Video showing
Running the Translation Service on a mobile device

5 Joining the Translation Service using the Microsoft Translator App

Video of the 2 ways of accessing a Translation Service on a mobile device.
Using the MS Translator website and using the MS Translator App.
The App is the recommended method.
Use this link >>>HERE<<<

Microsoft Translator website
for accessing a Translation Service.

6 Microsoft Translator App website

You can access a Translation Service from this website. This does not need an install on your device and so is quicker to access initially. However, we recommend downloading the app as it gives a better overall experience, and once installed is even quicker to get access.
It is also the website where you can download the MS Translator App.
Use this link >>>HERE<<<

Other helpful links

This Document

<u>**7 Link to these instructions PDF document**</u>

This links to this document, detailing how to setup and host a Translation Service using Microsoft Translator.
It also details how users can access the Translation Service.
Use this link >>>HERE<<<

Microsoft Translator website

<u>**8 Microsoft Translator App website**</u>

You can access a Translation Service from this website.
It is also the website where you can download the MS Translator App.
Use this link >>>HERE<<<

BlueStacks Emulator website

<u>**9 BlueStacks Emulator App website**</u>

This is a link to the BlueStacks Emulator App website.
It allows you to run an Android App from a PC.
There will be a similar App for Mac computers.
Use this link >>>HERE<<<