Volunteer Bible

10-20-2023 v1.1

1. Preparation
    1. Install SubTitle Edit on Windows PC
        1. Go to link https://github.com/SubtitleEdit/subtitleedit/releases and download the Windows Installer version. It's usually the first one in the list.
        2. It is titled SubtitleEdit-4.0.0-Setup.zip. After downloading, double click on it to install.
    2. [Coming Soon - Ignore for now] ~~Install STE plugin~~
        1. ~~Download the latest version of the plug-in from the Volunteer Resources page.~~
        2. ~~To install plugin:~~
            1. ~~After downloading the dll file, right click on it and copy it. (It should be in your downloads folder)~~
            2. ~~Open Subtitle Edit and select File --> Plugins... A window will open. Click the link at the bottom that says 'Open 'Plugins' folder' and a Windows Explorer window will open;~~
            3. ~~Paste the SEUploadWeb.dll file into the Plugins folder.~~
            4. ~~Close Subtitle Edit and reopen it. Select File --> Upload to CCG Website. A window will open. That is the plugin.~~
    3. Register on FGOBC site at https://biblecollege.ccgathering.net/wp/wp-login.php?action=register (or click "Register"on Bible College Main Page.)
    4. Dave will upgrade your status to "Volunteer" after registering (step 3). Make sure he knows you've registered. As a volunteer, you will be able to access the volunteer forums and the volunteer edit pages.
    5. [Coming Soon - Ignore for now] ~~Install passkey into plugin.~~

Volunteer Work Outline

1. **Transcript**
    1. Request Transcript (Transcript or Subtitle file are used interchangeably and refer to the same thing. Subtitles are derived from the transcript file.)
    2. To request that a sermon or class session be capture to text (a.k.a. 'speech to text'):
        1. Log in to the Bible College WordPress (Forum) site. Click "Login" at ccgathering.net.
        2. Find the sermon or class session you'd like to have captured to text (use 'Search' for sermons or 'Classes' for class sessions);
        3. In the sermon/class player page you should see an edit icon (looks like a pencil - upper right). Click it. That will take you to the data editor player page;
        4. Scroll down to the 'Subtitles' section and verify that a request has not been submitted already (click the down arrow to see the list); (see Image 04)
        5. If nothing in the list says 'Request: Speech to text' or 'Completed: Speech to text' then click the '+' (plus sign) in the section heading;
        6. An entry box will open. Change the 'Select...' drop down list under the 'Request...' selection and change it to 'Speech to text';
        7. The language prompt should have 'English' selected;
        8. Click 'Save';
        9. Refresh the page and you should see your request in the 'Subtitles' section;
        10. Repeat these steps for any other sermons or class session that you'd like to work on;

11. Check back later until you see the text change from 'Request: Speech to text' to 'Completed: Speech to text'. [Admin will have provided transcript file to download when this line says Completed]

3. Download Transcript
    1. Click the 3 dots icon far right on “Completed:Speech to Text” line. Click "Download" in selection box that pops up.
    2. The file should download into your default download folder for your browser. You may want to move this file to a common working folder with your mp3 files to keep them together.
4. Download mp3 (audio) file for the class
    1. This is done on the player page by clicking the download symbol (upper right corner of page next to red question mark). (see Image 01)
    2. The file will be saved in your default download folder for your browser. You may want to move this file to a common working folder with your vtt files to keep them together.
5. Edit Transcript
    1. The transcript file ends with the extension .vtt. It is just a glorified text file with a format that subtitle programs can read. Technically it can be edited by any text editor. But in order to keep the text synced with the sermon/class recording, we will be using SubTitleEdit to edit these files. (See image 05)
    2. To use SubtitleEdit, you will be loading 2 files into the software. First you will open the .mp3 recording of the sermon/class. Second, you will open the .vtt transcript file.
        1. To open the vtt file, Click File > Open > browse for your vtt file and click Open.
        2. To open mp3 (audio) file, left click the timeline (big long black box across the bottom of the screen). Select mp3 file and click open. (see Image 07)
    3. At this point, SubtitleEdit will play the sermon and simultaneously display the subtitles. You can edit the text in the edit box (middle left) on your screen. (see Image 05)
        1. Some mouse actions to edit. In the timeline, the RED audio wave is the selected subtitle line.
        2. The colored window over the audio wave is a graphic representation of the subtitle segment. You can change the beginning and end times by sliding each end of this with your mouse. The system will automatically change the times.
        3. In the transcript window, a pink line means there may be too many characters. The blue line is the selected text.
        4. The black box upper right is the video window we are using only for subtitle display.
        5. For your convenience, when you save your project after working on it (File > Save), when you open it back up, it will load everything back up so you can continue working. (File > Open)
6. Upload edited transcript to Bible College site
    1. Once the transcript file has been fully edited, you can upload it to the BC site using the same menu on the "Completed: Speech to Text" line by clicking the 3 dots on the right. Then click upload and select the vtt file.

2. Scripture extraction and editing

1. Extract Scriptures
    1. Transcript file should be edited, uploaded and activated in order to extract scriptures.
    2. On the Edit Player page of a class/sermon, open the Subtitles banner.
    3. You should see a line that says "Active Subtitle".
    4. Click the 3 dots on the right side of that line.
    5. Select "Scan (verse)".

6. A box will appear giving totals for scriptures found.
7. Click Ok on that box.
8. Found scriptures will appear here on the left side of a new open box. Any pre-existing scriptures for this class/sermon will appear on the right.
9. Click checkboxes for every entry on the left that looks like an actual scripture.
10. When finished clicking the boxes, click Save.
11. "Scripture References" banner will open displaying all scriptures found or existing for this class/sermon. (See Image 3)

2. Let's process the scriptures one at a time.
    1. If the text for the scripture you are editing is obviously a real scripture, click the pencil to edit.
        1. When you click the pencil, a box will open displaying info on this scripture. Check to see if the scripture matching the text is selected at the top. Edit if necessary.
        2. Click "Get verse text". The sermon text should be replaced with the actual verse text.
        3. You are probably not yet prepared to assign "usage" or "topic" to this scriptures, but the next line is where this is done. Don't worry about this yet.
        4. Next is the time window displayed for this scripture. Times can be typed in here but don't worry about it for now because the next process will tweak the times. There is probably an estimated time in there now.
        5. Click save and the scripture text should appear in the scripture list.
    2. Next, click the span icon |-|, edit the following:
        1. Clicking the span will open a small box under the player at the top that is titled "Content Tag Monitors". (see Image 03)
            1. You will see the scripture reference on the left.
            2. To the the right of the scripture, you will see 2 buttons, then 2 boxes with start/stop time typed in, then 2 more buttons.
                1. The first button next to the scripture looks like a backspace button. This button sets the player to the displayed start time. The button to the right of it looks like a right angle pointing pointing right. This button sets the displayed start time to the present location of the player.
                2. The two boxes with times displaying are the present start time (left box) and stop time (right box). Times can be typed in but using the buttons is an easier way to set these times.
                3. To the right of the start/stop time boxes is another right angle that points left. This button sets the stop time box to the present location of the player. And the next button to the right that looks like a forward space sets the player pointer to the displayed stop time.
            3. At the far right, you will see a button that looks like a diskette. This button saves the displayed settings.
            4. The idea here is to play the sermon/class and determine where this scripture window should start and stop. When you are confident you have the times right, click the diskette to save the settings. You're done and ready to do the next scripture.

3. Edit Dead Spots

1. Open the "Content Tags" banner. There may or may not be anything listed here. But one of the many future tags in here is one called "Blank Audio". This tag informs the system of any blank spots on the recording that should be skipped.
2. The process for doing this is almost identical to setting the start-stop windows for scriptures.
3. On the "Content Tags" banner, click the + sign on the far right.

4. This opens a box where some info is needed.
5. Click the "Action" block and select "Blank Audio".
6. Caption will read Blank Audio. This is editable but you can skip it.
7. Click the box by "Skip Over Audio".
8. Click "Save".
9. The new "Blank Audio tag will appear in the list in the "Content Tags" section.
10. Click on the Span icon |-| for the new entry.
11. Edit the start/stop times just like you did for the scripture references. The buttons work exactly the same as the scripture reference box. (See Image 2)
12. When finished, make sure the "Skip" box is checked and click the diskette button on the right to save. You're done.

4. Edit Topics

1. Topics can be added with/without time window locations.
2. Existing topics from the old system have no time windows. They only point to a class file. But we now can reference an exact time when a topic is referred to.
3. To add a topic, from a class player edit page, open the Topic banner, click on the + sign to right of banner.
4. Select topic and click Save.
5. Back under the Topic banner, the new topic will appear. If you are mapping the topic to a time window, click the span icon |-| next to the new topic listing.
6. Edit time window in the same way as scriptures and "No Audio" windows are edited.

Images

Image 01 - Edit Page Overview

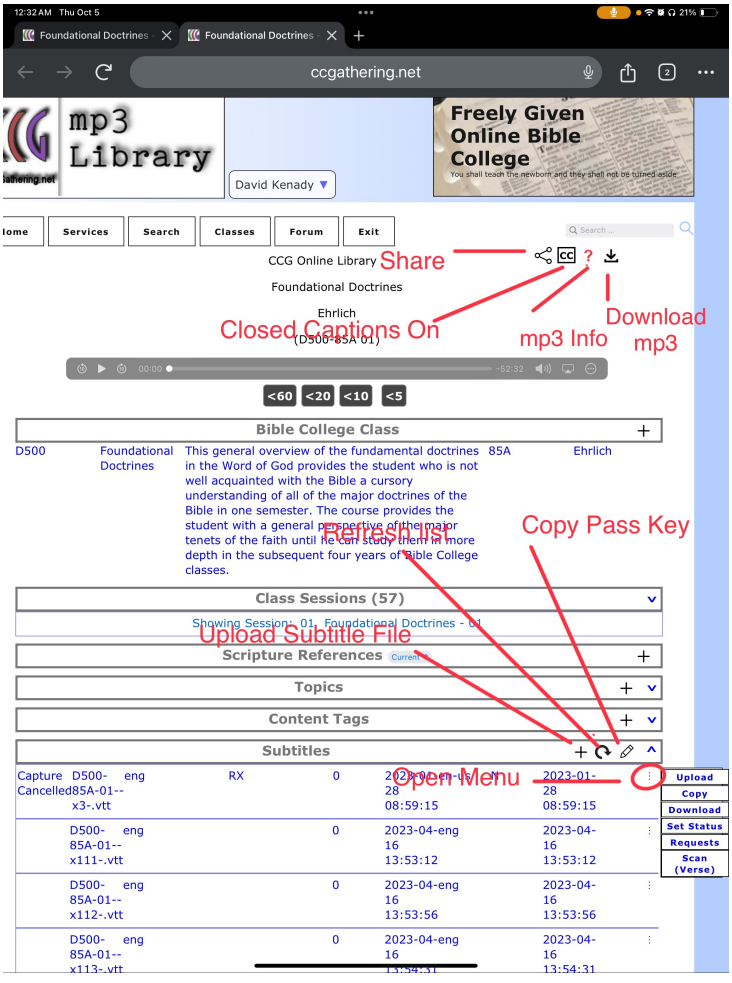

Image 02 - Blank Audio Box

Image 03 - Full screen showing Scripture Window edit box and Scripture Reference list

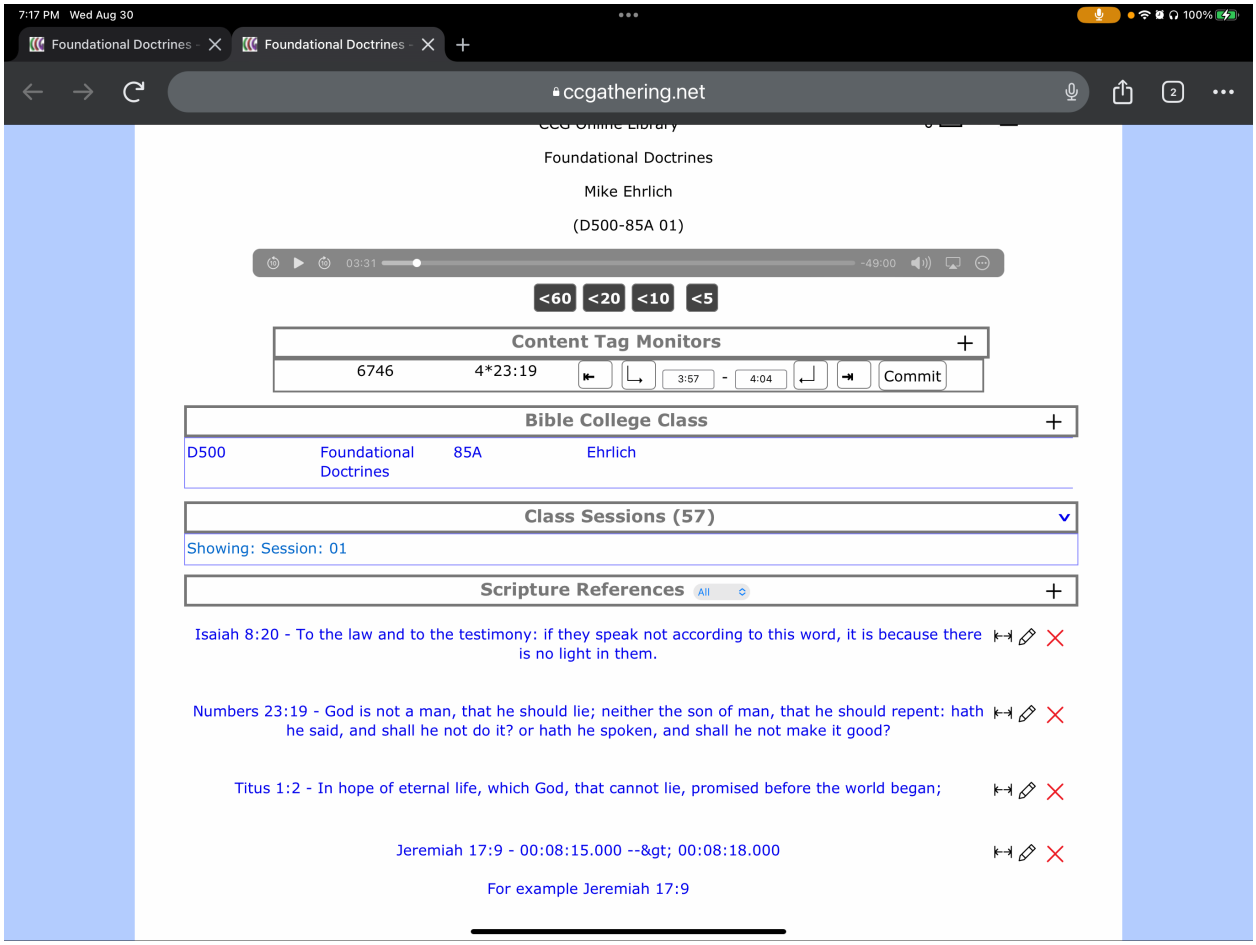

Image 04 - Subtitles Banner on Player Edit page

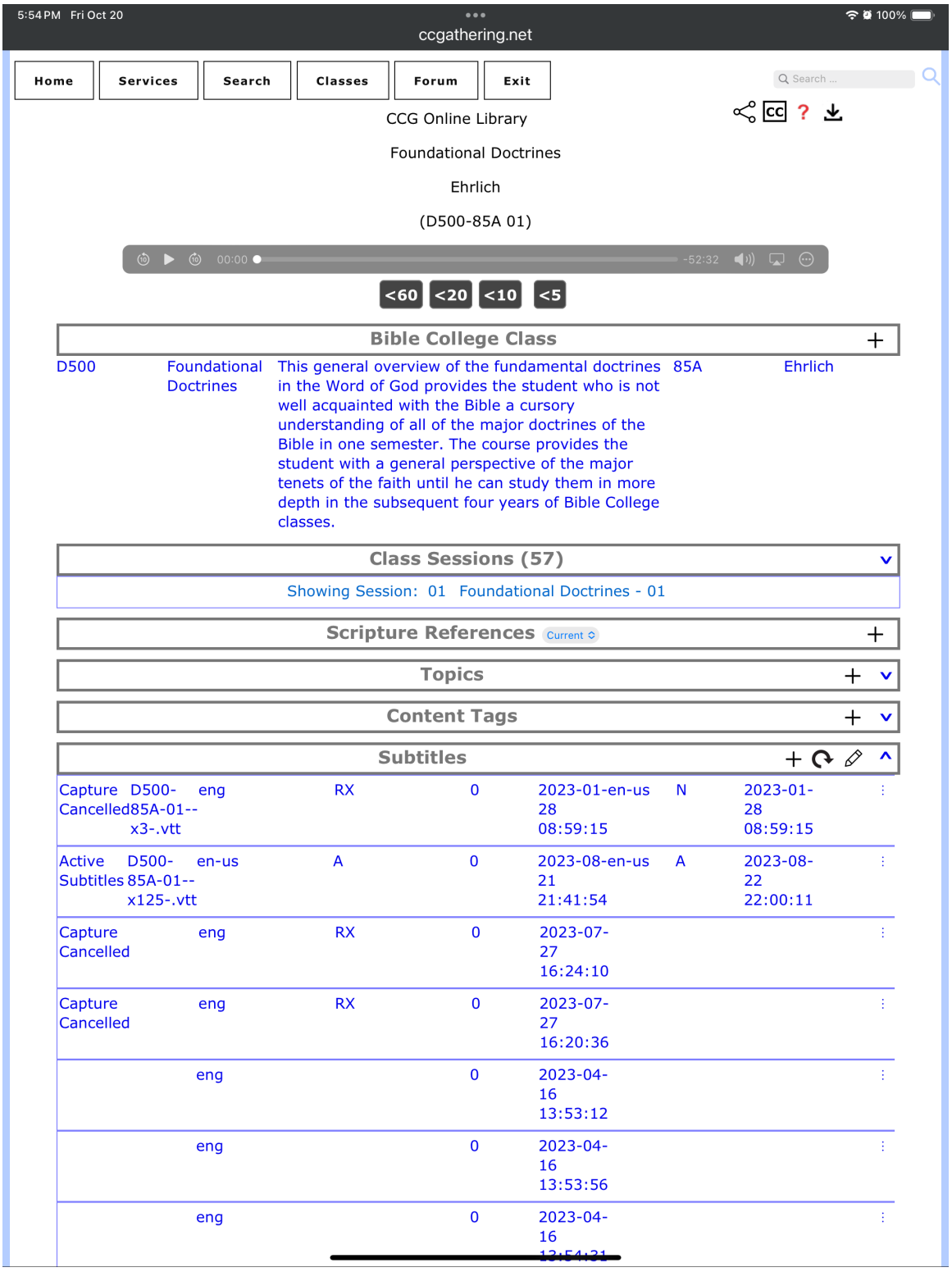

Image 05 - SubTitleEdit Edit page

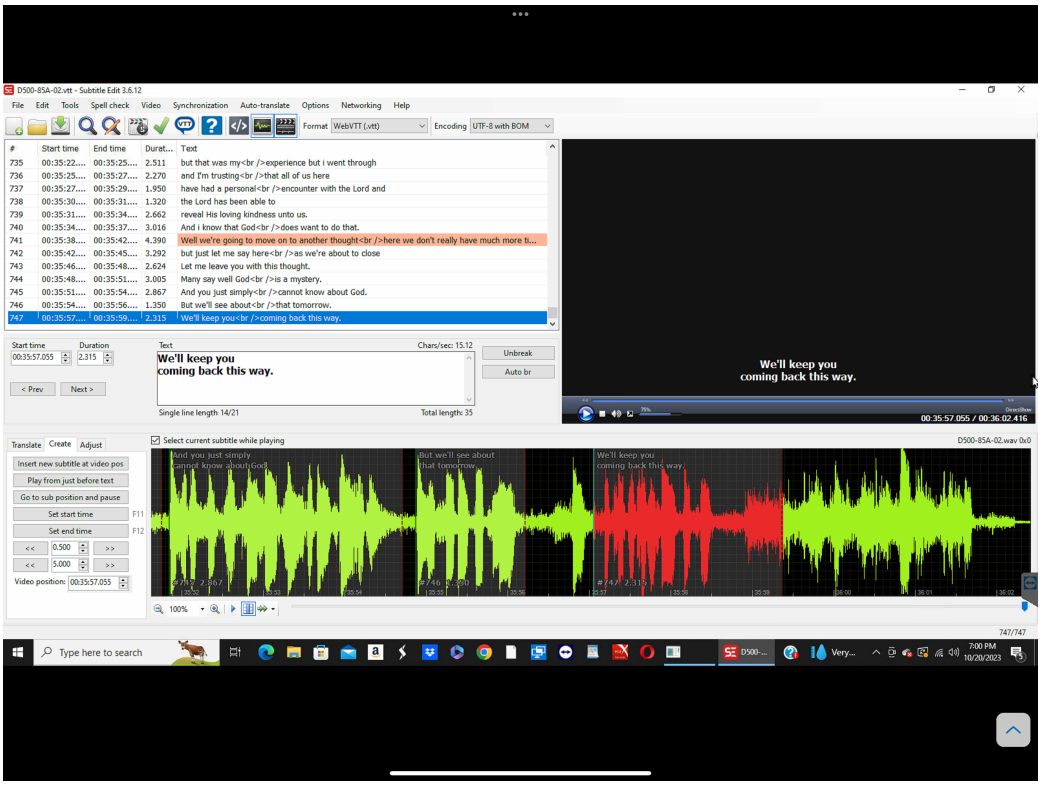

Image 06 - SubTitleEdit Open vtt transcript file (File > Open > vtt file)

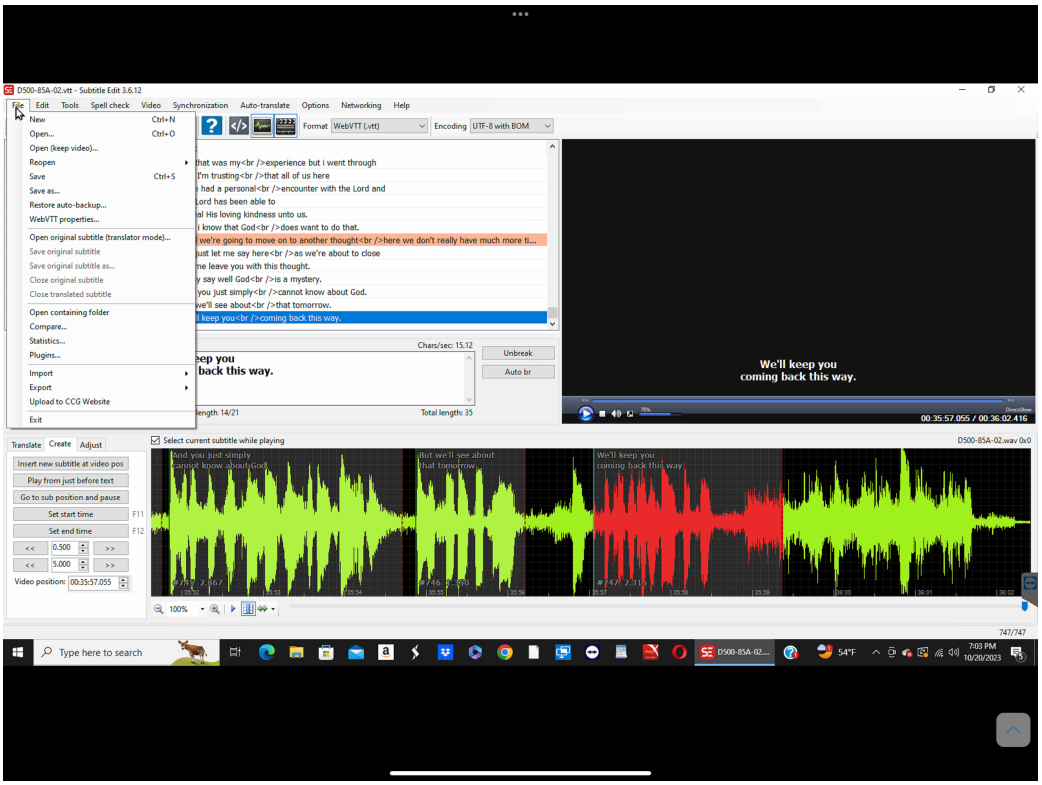
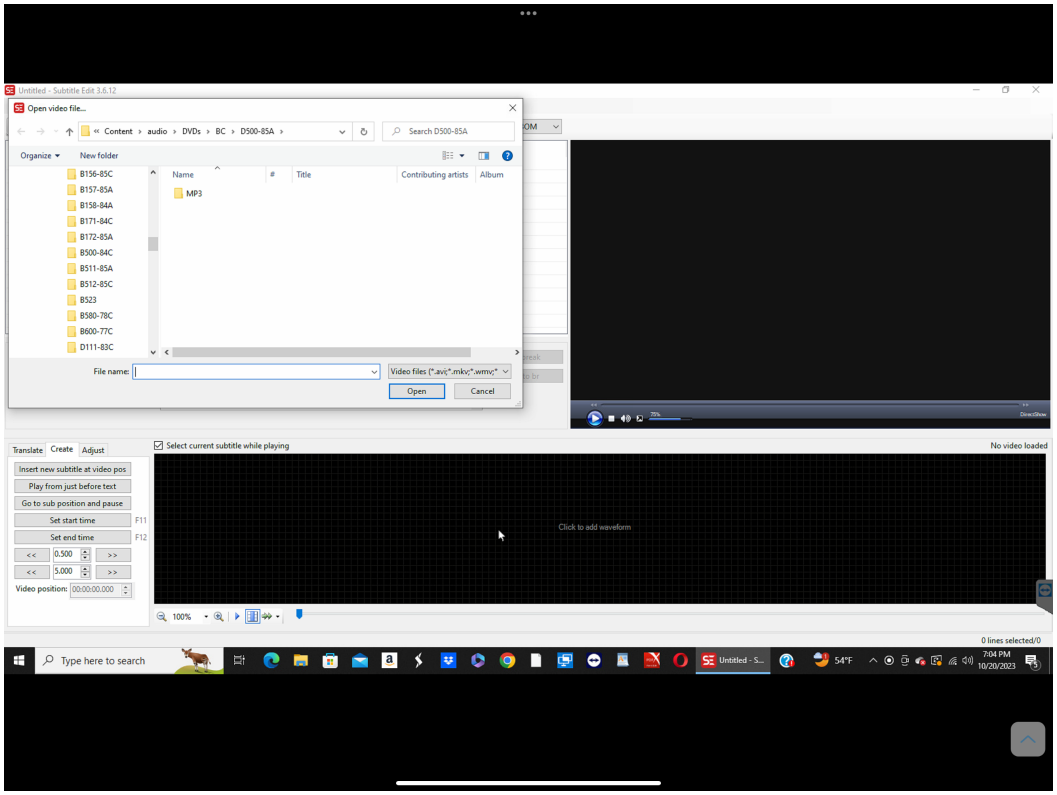
Image 07 - Open mp3 (audio) file in timeline (left click timeline)