

# MESSIANIC ISRAELITE



## Audio Typing:

(lastmodified=09/12/20)  
(lastmodified=11/12/20)



### About this form:

This form is the instruction form for **audio typing**.

### General overview:

They are two different types of audio typing. Simplified format and detailed format. There is just one audio typist form. However, this form explains these two different types of audio typing. It also explains how to fill out the audio typist form.

### The two formats:

#### Simplified:

In simplified format you *simplify* the sermon(s) by including all the citations, but no direct quotes. The citations from the scriptures are **not** to include their corresponding quotes. Also, anything the Preacher says is to be summarized by yourself, preferably in a few sentences.

#### Detailed:

In the detailed format, everything is to be written word-for-word. For extensive scriptures quoted you may want to use the Kindle of the Sacred Scriptures Bethel Edition and copy the scripture from there (download 'Kindle for PC' from Amazon). We recommend tackling detailed formats as a collaborative assignment, which volunteers will be able to do, but contributors can get together and try this also.

## Instructions:



### Sections A, B & C

1. If it's a weekly Sabbath sermon that has been broadcasted within the past 24 hours or so, then download the announcement sheet from the Assemblies of Yahweh streaming site.
  - a. To do this, go to section A, and then delete the cross if you have the announcement sheet, then go to **insert > object > Adobe Acrobat Document**. Before selecting it, check/tick the box which says **Display as icon**. A dialogue box should come up telling you to locate the file. Here, you must find the downloaded announcement sheet and double click. Note: if there is no announcement sheet available on the AOY site in the User Streaming Area, then simply delete the tick symbol in section A .
  - b. If it does not have an announcement sheet due to it being an older sermon, or some technical issue, delete the tick symbol () so that the cross symbol only remains in section A.
  - c. Also, in this same box goes the MP3 or WAV file. **All sermons you type up MUST have an accompanying MP3 or WAV file, except if you are audio typing something from the streaming service.** If a sermon isn't available for download on the AOY streaming site, then do not type it up. The exception to this is if the AOY requests you to do this. Go to the AOY streaming site and download the sermon then go to insert > object. Once done, you can fill in the date on the same row (2 columns right). **The sermon date should be the date in which the sermon was first broadcasted.**
2. Once section A is complete, go to section B. Here you must write **today's date** (whatever the date is when you fill out the form) and your name as well as the names of the individuals who helped you audio type if you did collaborative audio typing. Whoever is sending the Living Way the form should put their name first. That individual is the one who must take responsibility for the accuracy of the audio typed sermon. In section C, you are to write the Preacher's name and what type of sermon it is, whether mini sermon, or main, or both, followed by a dash and the format of audio typing you are using i.e. – simplified or detailed. If audio typing on the form has been done by more than one person, insert the number of people involved in brackets next to the format i.e. – detailed (3). Below is an example of how these sections should look properly filled out:

Note: If it's a weekly Sabbath service that you are typing up, use both the blue and purple grids for typing up the mini and main sermons, respectively and put

'Sabbath' next to 'Holy Day type' box in section C.

A.	Announcements sheet <input checked="" type="checkbox"/> and MP3	 Adobe Acrobat Document  101225_Sincere_Brotherly_Love_JSM.mp3  70525FOW1BASsembliesofYahwehAGloria	Sermon Date: Service Date: Holy Day type:	<b>16 March 1991</b> 16 March 2013 Sabbath
B.	Today's Date:	22/11/2013	Your Name: Other typists:	John Smith
C.	Preacher	Elder Jonathan S. Meyer Elder Jacob O. Meyer	Type of sermon:	Mini – Detailed Main - Detailed (3)



### Audio Typing sermons on the AOY site

#### & Section D

The Assemblies of Yahweh have kindly made available sermons on their AOY site which members can login to and listen to. These will need to be audio typed at some point also especially for the sake of translation and new people coming in to the faith. If you are audio typing one of these sermons rather than the streaming, type the category or categories where the sermon is found that you are audio typing. We added section D in order to do this in February 2020.

The audio sermons categories on the AOY site are currently (18<sup>th</sup> February 2020) the following:

#### Audio Sermons

- Sacred Name
- Sabbatical
- Sabbath
- Recent
- Prophetic
- Obedience
- National Holiday
- Love
- Historical
- Full List
- Feast Days
- Faith
- Doctrine
- Dedication
- Bible Studies

Within those categories are sub categories, such as in the Sacred Name category are the sub categories Yahweh and also Yahshua. In the category Obedience, are the sub categories Separation, Faithfulness, Lifestyle etc.

In section D in 'Location' if it's Streaming, you would just write 'Streaming', but if it is an audio sermon you are typing from the site, write the categories that the sermon falls under. The sermon **The Salvation of Yahweh**, Delivered by Deacon Nathaniel A. Meyer, Saturday, January 7, 2012 is in the Sacred

Names category, under Yahshua would be written as Sacred Name > Yahshua in the Location field as seen below. This will make it easier for the website manager to locate where audio typed sermons need to be uploaded to:

D	Location:	Sacred Name > Yahshua
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### Typing up a service from Streaming

This will probably be done by those who are online volunteers. If you're typing up streaming services sermons, you can either type up the latest Streaming by logging in to the AOY site and going to Members > Live Service Stream and then typing up the sermon(s) there on the live stream page (it may take you to Youtube). Or you can access previous streamed services by clicking on 'Youtube Sermon Links' under the Video Stream i.e.

### YouTube Sermon Links

This list is updated and the links contain the date when the sermon was broadcasted.

If you are typing up both Mini and Main sermon from the streaming, you can put Mini & Main in the 'Type of Sermon' in Section C. In Section D, in the 'Location' row, put 'Streaming'.

If you are typing the streaming, you may want to reduce the playback speed by going to the little gear icon and changing the Playback speed so it is slower.

### Video Stream (240p bandwidth connections)





### Audio Typing

It is hoped that audio typed sermons can appear on the AOY site next to the sermons. If a link is given to OneDrive, and the audio typed sermons are on there, then users will be able to select the language that they want to read the audio typed sermon in. Alternatively, another program could be used, but typed sermons are so much more readily translatable than audio. This will be a big help to completing the great commission to 'teach' all nations, as all can receive the same material the English speaking brethren receive and be edified. Thus the AOY site will be very useful to those all across the globe who have an interest in the truth and all will be able to read the pertinent messages broadcasted from Bethel each week which many times are based on the issues that the AOY is facing, or the other sermons that the AOY have made available online.



### Mini sermon is blue, Main sermon is purple

Please ensure that if you are typing up a mini sermon, use the blue grid (section E) and if you are typing up a main sermon, use the purple grid (section F) when typing the notes.



### Detailed sermon notes & simplified sermon notes

In **detailed sermon notes** one is to record *every* word that was spoken in the sermon. This will be the most useful format for creating challenges, quizzes, puzzles, also for translation and additionally, for people who have hearing problems in the AOY.

In **simplified sermon notes** the words spoken by a Preacher for each row should exceed no more than 100 words. Rather, whatever the Preacher has said can be summarised in relatively few words like: "The Preacher explains that he is concerned about the effect that the internet and television are having on the people of society today". Please ensure that in the simplified notes format, you summarise what was said properly. This might be useful for the AOY if they want to add citations to a sermon as it is playing on streaming.



### Symbols and abbreviations to use in sections E & F

#### Opening chapters

For the opening chapter in the sermon, put **OC** prior to the scripture. Only do this if the full chapter is used. **You do not need to and should not quote the entire chapter.**



with all your heart, and with all your soul, and with all your might.

Feel free to *italicise* those words which the Preacher emphasises rather than use the **Bold** feature.

### Breaking off from a quote

If the Preacher has quoted from a passage and breaks off to explain some word or aspect of the verse, then in the citation put the entirety of what the Preacher is quoting from and in bold i.e. **Deuteronomy 6:4 – 9**, but when the Preacher goes back to continue the verse(s) after he has interjected it, then insert the arrow symbol seen below in the citation box, copy and paste the specific chapter number and verse number(s) next to the arrow and use the verse bracket symbol “( )” on every verse including the first one from then on in when continuing to write the quote out in the box adjacent. Alternatively, you can just use the brackets to show the first verse number in the section you are quoting from, but after just use the number verse it is without the brackets in that row which would be useful for if you are copying your quote from ‘Kindle for PC’ from Amazon. There might be a number of these arrow symbols pointing back to the original citation if the Preacher is endeavouring to cover verses in detail.

You may have to listen to the sermon for an extended period of time to find out the full extent to which the Preacher quoted from a passage and then fill the details in. Please do view the Example PDF on the Messianic Israelite site.

You are only to do this if the Preacher continuously quotes from subsequent verses from a chapter. If they skip a verse or verses, you are to write anew the passage.

Please see below a demonstration:

<p><b>Deuteronomy 6:4 - 9</b></p>	<p>...and you shall love Yahweh your Elohim, Yahweh is one (5) and you shall love Yahweh your Elohim with all your heart, and with all your soul, and with all your might.</p>	
<p>Preacher </p>	<p>We have to love Yahweh from the heart.</p>	
<p> 6:4 - 9</p>	<p>“(6) ... command you this day shall be upon your heart; and you shall teach them diligently...”</p>	

## Unsure spelling and different languages

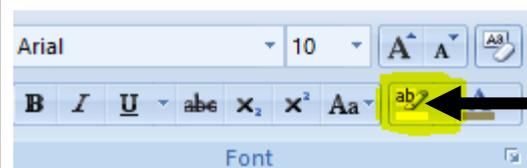
If you encounter a word that a Preacher states and it is foreign to the English language, write the word and use these brackets “[ ]” to write in what the language of the word is, abbreviating the language to the first three letters, and before closing the bracket, using a full stop and a space i.e. “Shema [Heb.]”. If you’re not sure how it is spelt, as with any word you are unsure of, highlight the word and change the letter colour to red and separate the word by syllables with apostasies i.e. “She'ma [Heb.]”.

Note: Anything that is perhaps to be deleted from the document is to be highlighted yellow and this includes the abbreviated words of the language in the squared brackets. It also includes the symbols in the next section. Highlighting these things yellow will mean they will be easily found in the document even when translated.

## Other symbols in context

(...)( )(X)(O) ⌚ ⌚

If you use any symbols, they must be highlighted in the yellow color. The Text Highlight Color option is found in the Font section of the Ribbon in Microsoft Word.



Also, you are to use this symbol (...) to show that you have missed content because of a late recording or otherwise some technical issue such as buffering issues which prevent you from recording content hence the three dots, this symbol ( ) to show that you have skipped unnecessary, superfluous talk i.e. if the Preacher backtracks on himself because they quoted the wrong scripture, hence the underscore and this symbol (X) if you skipped something that was said because you couldn't decipher what was said properly, hence the cross. If you have *corrected* something the Preacher says then use this symbol with the capital O in brackets (O). This might be if the Preacher *meant* to say one word but said another, or quoted from a scripture but used the wrong citation. You may correct what they have said as long as you put this symbol and underline the words that are, or have been changed. The O stands for 'over' as you have to edit what was said.

## Time in ⌚ and Time Out ⌚ and collaborative audio typing

This is especially important for **collaborative audio typing**, which is if you are audio typing in a team. We advise to use OneDrive for this where you can send a link to the document(s) for others to edit. If online volunteering becomes available, documents could be sent to be edited over the internet to the different volunteers. You are to use the clock symbols mentioned in the next paragraph to show that you have 'timed in' or 'timed out'. Note: Currently, you cannot insert the symbol from OneDrive's symbol list, but on the Audio Typing

form at the bottom of the document we have included these symbols there so you can just copy and paste them in the document.

You are to use this quarter-past time symbol 🕒 when you time-out so to speak, especially if someone else is to take over from where you left off. To do this insert the time symbol and write the duration time you have got up to in the sermon and your full initials i.e. 🕒 10.00 J.S (John Smith). If the same person times-in, and continues with the piece, then they'll know exactly at what point in the sermon they are at, they can then delete the time-out text, in this case, the '🕒 10.00 J.S'. If another person in the team takes over from where the other has timed out, then they must leave the time-out text there and just below it insert this quarter-to time in symbol 🕒 and their name i.e. 🕒 J.B. to show they have timed in. Below is an example of symbols used in this section properly:

D.	Notes	
	Write Book, Chapter and Verse  <b>Or Preacher</b>	Quote:
2.	Matthew 17:20	“And he says to them, Because of your little faith: for truly I say to you, if you have faith as a grain of mustard seed you shall say to this mountain, Remove from here to yonder place; and it shall remove; nothing shall be impossible to you”
3.		Do we have faith in Almighty Yahweh to supply our needs?
4.	2 Timothy 3:16	“Every scripture Yahweh breathed is also profitable...”
5.	Preacher  	We can only get to the Kingdom of Yahweh if we are using the tools that Yahweh has given us to get there. 🕒 We should be praying, we should be studying the Word, we should be fasting.
	🕒 10.00 J.S	

If you are struggling at all to use the time in, time out symbols, go to the insert

> symbols option in OneDrive and just use the Alpha **A** symbol to time in and the Beta **B** symbol to time out.

Working on the same document to get audio typing done will be enjoyable as you see your work coming together with other volunteers to create a fully audio typed document. Feel free to add 'comments' through the Review tab in OneDrive if you have any comments you want to leave for the other users or want to message other users within the document. Feel free to add a comment using Review > Comments, and you can even include a positive comment about something the Preacher has said, but please do write your name when you do so we know who the comment was from. You may comment on what other people have done too.

An example of a good comment would be:

*Yom Tov!* I just wanted to remind user Joe Bloggs if they can separate text by paragraphs so the verifier has an easier time verifying the document. I have done this for you but if you could do this in the future that would be great. Thanks for all your great work. *Yahweh bless!* In Philadelphia love, **John Smith**'.

Indeed, if you could start your comment with 'Yom Tov' or 'Shalom Alleichem' or some other Hebrew greeting, end your comment with 'Yahweh bless', or 'Shalom' or something positive like that, and use the term 'in Philadelphia love' or in 'Messianic love' as the will of Elder Meyer was that we remain in Philadelphia and we can do that even when leaving messages for each other in OneDrive.



### Spirituality room

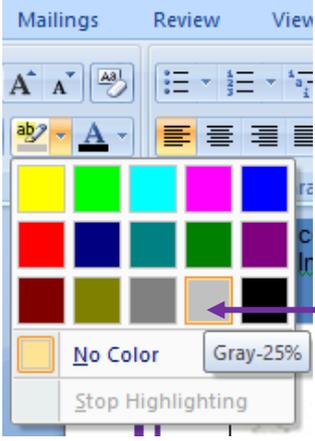
In November 2020 we added the spirituality corners. This is for those who do online volunteering for their tribe. It shows what spirituality points can be obtained by doing the assignment. Feel free to skip over these if you are not an online volunteer.

Spirituality points are added to the tribes overall points.



### Using people's names

Occasionally and naturally, names of people are mentioned in the sermon. If a name of a person comes up in a sermon highlight the name using the Text Highlight Tool in Microsoft Word with the *gray – 25%* colour.

	 <p>If they have left the faith, and in the sermon it makes out like they are in the faith, you should edit out their name using the (O) symbol as explained previously in this document. This is so there isn't confusion with people thinking that certain people are in the faith when in actuality, they are not.</p>
	<p><b>Notes for verifiers only</b></p> <p>Please label the verify column with alphabetisation for each paragraph contained in the notes and verify the work by paragraph rather than by row. When you get to each new row, start the alphabetisation (from A – Z) for each paragraph again. Then you may use the tick for successfully verifying that section, or a cross, for a section that failed verification. If you have time, amend the pieces that failed verification yourself.</p>

Notes:	
Mini sermon title:	
Quote:	For Verifier <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<p>describes some of the trouble he has faced as King of Israel and recounts the problems he has seen in those who have not been negative. He encourages himself with each line that Yahweh has been with him there in every case to answer questions, and to provide the means through which he, the King, overcame the trouble he was facing. We can take a lesson from his words. We too feel Yahweh is always with us as well. He is a caring and a loving Father. He doesn't want to see us face unnecessary hardship. He doesn't want to see us face trouble and how to handle it.</p>	A ←
<p>is a problem in the Assemblies of Yahweh that has truly shaped the shape of this organisation. Even from the earliest times with the loss of our young people to this world. We see what this Assembly would look like if all these people were faithful. If they would now have had families in the world they would have had children and we would have grandchildren here today.</p>	B ←
<p>What all we can do is nurture our children from infancy in the ways of Yahweh. To lead them by example and by the words of the prophets.</p>	C ←

Also, use this 🕒 clock symbol next to those subjects that are covered extensively in **simplified sermon formats**. Use this sparingly; often this should only be used once on a main sermon typist form for subjects that take about 20 minutes or more to cover. Insert the clock symbol and write how many minutes this part takes us i.e. 🕒 23.00

This will help us to synchronize the 'lyrics' to the sermon for the AOY.

Preacher  🕒 23.00	The Preacher gives a detailed report on his latest trip to Israel. It includes his visit to the Temple Institute in Jewish Quarter and the <b>Walt</b> Museum
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## For the AOY and for the translator

Audio typing is brilliant for translation and for use for the deaf. For translation purposes this is what you should do. When you get a detailed audio typing form you can send it to a translator in the AOY. The translator should open the document, but save the document under a different name and open that document also. On Microsoft Windows 2007 and later you can go to the top of the document where it says **View > View Side by Side**. Once you have both documents of the same thing viewing side by side, they should be easily be able to translate due to how the audio typing form is organised with symbols etc. They would just have to delete the English text on the second document, and replace it with the translated text. Once finished, they should be able to send you back the translated document which you could then upload to the AOY site or send to those who need it.

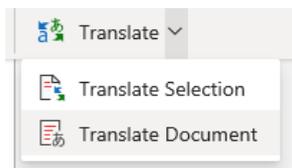
If a translator is saving the translated document they should use the format as mentioned in the below section called 'Saving this document and emailing it in', but at the end add an underscore followed by the translation language they've translated the document in to. For example:

**Audio\_Tending The  
Sheep\_DMiniSermon\_JS\_14042013\_Spanish**

Certain languages have more than one dialect of course, so if you can make it clear what dialect the language is in the language part it would be much appreciated.

## OneDrive translates for you

Documents in OneDrive can be translated automatically to other languages in the Review tab > Translate



...so OneDrive will be an excellent tool to use for audio typing. However, *if possible*, the document should still be checked and corrected for readability by a translator in the AOY or person who can read that language before being sent off to those who might have need of it.



## **Saving this document and emailing it in**

When you have completed this sheet, save it as Audio\_[Insert title of sermon]\_[Insert D for Detailed or S for Simplified format]\_[Insert Mini or Main]Sermon\_[insert your full initials]\_[insert today's date]. An example would be:

### **Audio\_Tending The Sheep\_DMiniSermon\_JS\_08042013**

If the sermon was audio typed by more than 1 person, put one persons initials name in the group and follow that by the number of people who worked in your team to do the audio typing. The below shows that 2 people worked in a team to get the audio typing done. Whoever's initials is on the file name, they must take responsibility for the accuracy of the audio typed sermon.

### **Audio\_Tending The Sheep\_DMiniSermon\_JS<sup>2</sup>\_08042013**

If the audio typing done is from the streaming containing two sermons, use the following format instead: AudioStream\_[Insert Sabbath/NewMoon/1stHighDayofUBMorning etc]\_[Insert date service took place]\_][Insert D for Detailed or S for Simplified format]\_[insert your initials]\_[insert today's date]. An example would be:

### **AudioStream\_Sabbath\_18072010\_S\_JS\_08042013**

Email your completed audio typed sermon(s) to the Living Way.

#### **NOTE:**

Date format is now month 00, day 00 and year 0000



## **Difference between 'contributors' work from 'volunteer' work**

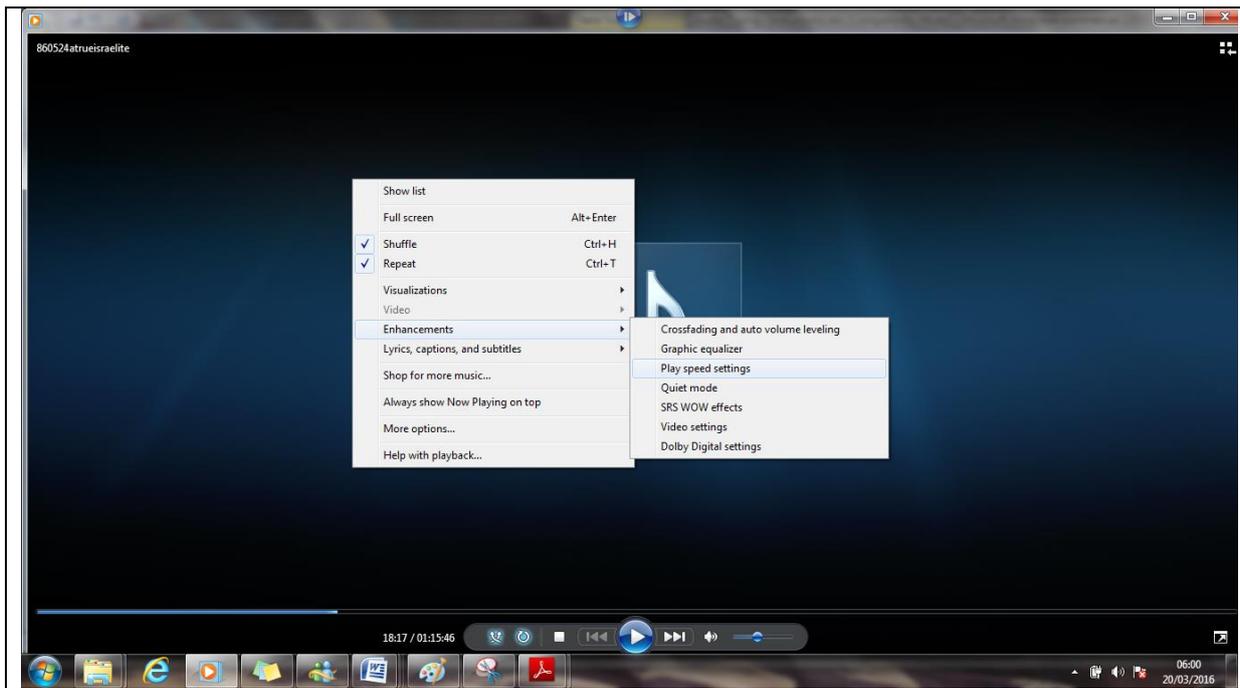
### **A brief history**

At the present time (February, 2016), messianicisraelite.com has been set up as a foundation to which anyone affiliated with the AOY and is 16 or over may contribute work or good fruit to the Assemblies of Yahweh or Yahweh himself through the internet via the Living Way Youth Program. The individuals that send work to the Living Way by this method are called **contributors**. Below is what you **need** to know about the audio typing category if you are considering becoming a volunteer for the future.

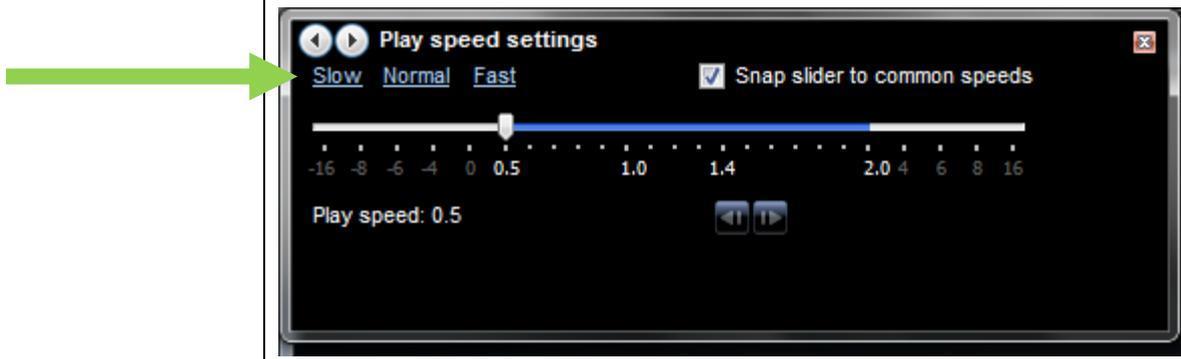
### **Volunteering**

The problem with contributions for audio typing is this. We have made the rule that unless the AOY has asked one to audio type another sermon, all digital sermons audio typed must come from the AOY site. However, obviously then, the Living Way will have to produce a list of all the sermons that have been audio typed, probably updating that list every week and publishing it so that contributors do not audio type the same sermons. Possibly, this could just be shown by those sermons that do not have an audio typed sermon next to them on the AOY site. Further, at certain times, the AOY **will** have need of a sermon

	<p>to be audio typed and/or translated, which is where volunteers come in.</p> <p>The streaming enables us all to be united in us all listening to the <b>same service</b> each Sabbath. We cannot underestimate the importance of streaming. When people come in to the AOY who do not speak the English language, then they will have a problem, <b>unless</b> the services preached were translated and so audio typists can do this and the living way can receive and then the AOY send out, the translations by email. Because the main sermon is usually already pre-recorded, the sermon can be audio typed and even translated before it is even broadcasted from Bethel, allowing the Assemblies of Yahweh to sync the lyrics with the video. It's more than likely translation tools will improve, especially on YouTube, since it's now owned by Google.</p> <p>If it is Yahweh's will, assignments will be come to volunteers through assignment sheets. They are a number of different assignments one could receive as a volunteer. Below is just a snippet of an audio typing sermon assignment found on a assignment sheet:</p> <hr/> <p><b>Two week's normal assignment is:</b></p> <hr/> <p>To detail audio type the following sermon:</p> <div style="text-align: center;">         100710_StrivingToBePhiladelphiaJSM.mp3     </div> <p>Because the volunteers will be working in online groups collaboratively, different volunteers could work on different parts of the same sermon and even at the same time thanks to OneDrive. Being able to work together to do good for the ministry is a blessing.</p>
	<p style="text-align: center;"><b>Advice</b></p> <p>So you may have tried to do some audio typing yourself and are wondering how one is able to keep up typing at the pace of speed the Preachers speak, or anyone speaks? It's not that we're superfast at typing. You can slow down speech in settings on the Streaming but we'll demonstrate it with Windows Media Player. First, open your sermon/service media file in Windows Media Player. Next, right-click anywhere within the player. You should get a screen like this:</p>



As you may be able to see, you can go to Enhancements > Play speed settings. Then click on 'slow'.



It will then play the file slower than normal so you can keep up with typing. Course, even then you will have to rewind it back at times to accurately record what has been said.

“The parable of the sower, the four soils, is dependent upon hearing the Word, if we are to bear fruit.”  
**An Open Ear To Hear Yahweh’s Word**  
**Elder Jacob O. Meyer**

[www.messianicisraelite.com](http://www.messianicisraelite.com)

“Open the door”