

# ‘Worship for All’ Instructions

(An automated braille and large print transcription service from Torch Trust)

## Contents:

About Worship for All .....	3
What is Worship for All .....	3
What difference will it make?.....	3
What can I include?.....	3
Cost .....	3
How to register for Worship for All.....	3
Contact .....	3
What equipment and software will I need? .....	4
Compatibility .....	4
Singing the Faith .....	4
Common Worship .....	4
Conferences and events .....	5
How to Use Worship for All .....	6
Before you start: Types of source document .....	6
Before you start: How to prepare your source document.....	8
How to use the service .....	9
How to upload your text .....	10
How to edit your text .....	10
How to submit your text for transcription .....	13
How to configure a large print document .....	14
How to open a large print document.....	15
You’re all done! Congratulations! .....	15
How to configure a braille document .....	16



# About Worship for All

## What is Worship for All

Worship for All is a free online automated transcription service from Torch Trust to enable Christian churches and Christian organisations to provide large print and braille resources for people with sight loss.

## What difference will it make?

What can be more excluding for a person with sight loss than when everyone else in church is singing but they can't? With more and more churches using projectors and screens, the problem is getting worse. There's now a vast choice and new songs are quickly adopted.

So, how can blind and partially sighted people participate more fully in worship? This is where Torch's *Worship for All* facility fits. Hymns and songs, liturgies and other church handouts can be converted to large print - and made ready for braille.

## What can I include?

The service is suitable for worship songs, Bible readings, church notices, magazines - pretty much any document or text-based projector content, so that church activities are as accessible for people with sight loss as for sighted people.

The service outputs PDF documents in a range of large print sizes, automatically paginated and indexed for printing, as well as a braille-ready (.brf) files for embossing on a braille embosser.

## Cost

Access to *Worship for All* is free, but donations are welcome to enable us to support and develop the service. Donations can be made online at [torchtrust.org](http://torchtrust.org) by following Donate link.

For conferences and events we ask that travel and out-of-pocket expenses are covered and a charge may be made for the rent of equipment for the duration of the event.

## How to register for Worship for All

Go to [torchtrust.org/register-w4a](http://torchtrust.org/register-w4a) to sign up. On registering for the service you will be asked to confirm your eligibility and to agree to restrict your use to a non-commercial basis.

## Contact

For more information or assistance, contact Torch Trust by email at [info@torchtrust.org](mailto:info@torchtrust.org) or telephone 01858 438260.

Our office is open Monday to Thursday from 10 am to 4 pm.

# What equipment and software will I need?

Apart from access to the Internet you will need:

*For large print* - a PDF reader, such as Adobe Acrobat ([www.adobe.com/uk/products/reader.html](http://www.adobe.com/uk/products/reader.html)), Cute PDF ([www.cutepdf.com](http://www.cutepdf.com)) or Foxit PDF Reader ([www.foxitsoftware.com](http://www.foxitsoftware.com)), and a desk-top printer.



*For braille* - access to a braille embosser at the offices of a local sight loss society or public library. Alternatively, you could buy an Embosser; the cost of new machine may be around £1,800. For examples see [www.indexbraille.com/en-us/braille-embossers](http://www.indexbraille.com/en-us/braille-embossers).

Second-hand models are often available. Perhaps you could also think about sharing an embosser between a few churches in your area.

## Compatibility

Text can be uploaded to *Worship for All* (using the copy and paste facility) from many word processing programs such as Microsoft Word (doc or rtf files), OpenOffice ([www.openoffice.org](http://www.openoffice.org)) or LibreOffice ([www.libreoffice.org](http://www.libreoffice.org)). Text from Microsoft PowerPoint presentations can also be exported for upload by using the 'save as' function and saving in Outline/rtf format.

A growing range of song projector programs are supported, enabling text to be exported and uploaded in just a few easy steps. OpenLP ([www.openlp.org](http://www.openlp.org)), SongPro ([www.creationsoftware.com](http://www.creationsoftware.com)) and Media Shout ([www.mediashout.com](http://www.mediashout.com)) are all currently supported.

We have additional information sheets for all of these applications so please ask if you would like one.

If you use another program, such as ZionworX ([www.zionworx.org.uk](http://www.zionworx.org.uk)) or HymnQuest ([www.hymnquest.com](http://www.hymnquest.com)), then still please contact us for advice.

## Singing the Faith

The electronic version of *Singing the Faith* from the Methodist Church ([www.singingthefaithplus.org.uk](http://www.singingthefaithplus.org.uk) - and follow the link for the electronic edition) can be used but the text is not styled up so when you paste it into the *Worship for All* editor you will need to apply the styles described further on in this text.

## Common Worship

Visual Liturgy ([www.visualliturgylive.net](http://www.visualliturgylive.net)), which includes Common Worship, helps people to plan worship services for the Church of England, the Methodist Church of Great Britain, and The Church of Ireland. It can be used to produce large print from within the program using style sheets that Torch have developed. Please contact us if you would like these. Also a file can be exported that can be processed by *Worship for All*.

## Conferences and events

Over recent years Torch has been road-testing the *Worship for All* service for producing large print and braille handouts 'on the spot' at Christian conferences including Keswick and Spring Harvest.

The service is not operated by Torch staff but by the even's own team. Steve Underwood of The Big Image, who provide the audio-visual support to Keswick observed, 'It was easy to use and worked really well.'

If your conference or event is interested in using *Worship for All* please contact us about training, provision of equipment and ongoing support.

# How to Use Worship for All

## Before you start: Types of source document

The type of document and its use will go a long way to helping you to decide how you want the finished product to look. *Worship for All* can provide the following layouts:

- Plain
- Plain with contents
- With headers and contents (**see example illustrated below**)
- Book style

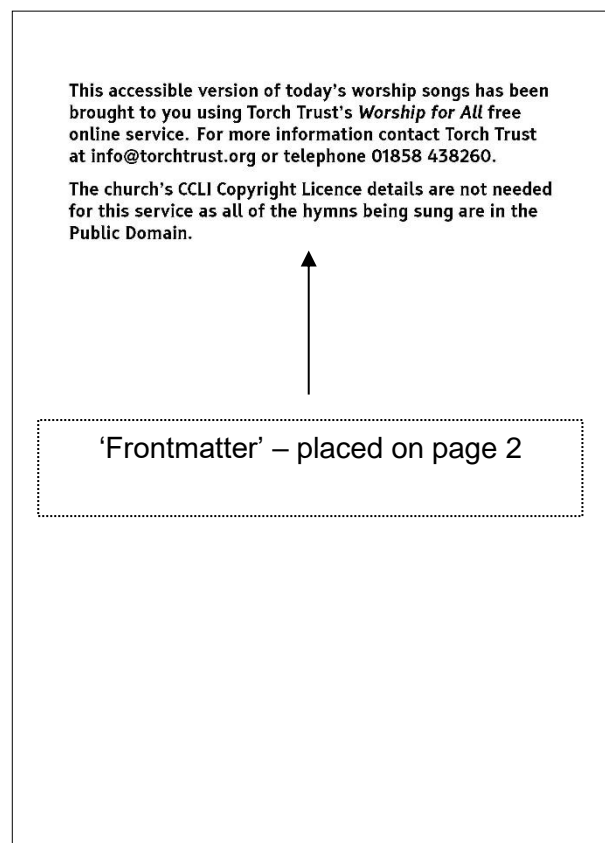
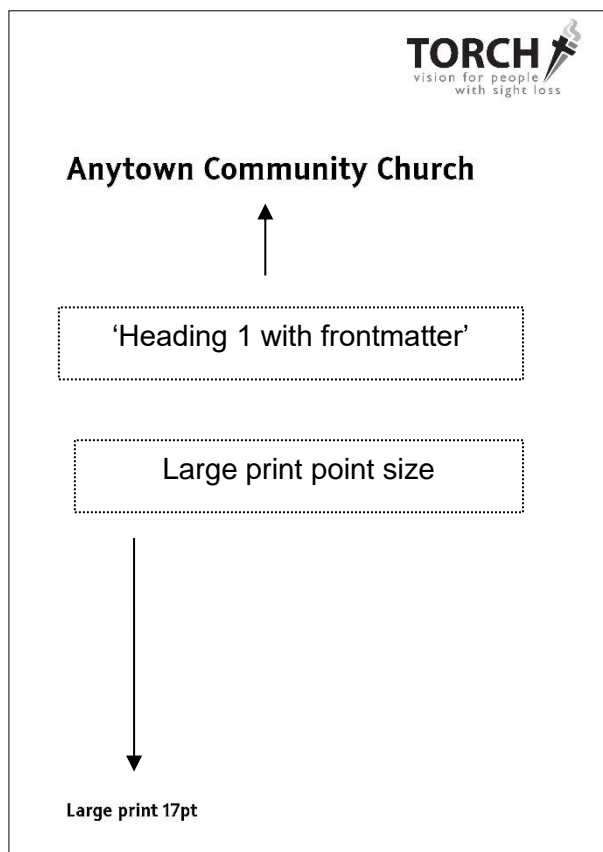
*Plain* - a couple of songs prepared in the order they are to be sung, or even a whole order of service are unlikely to need a cover page or contents list, in which case, use the Plain format.

*Plain with contents* – use this format for longer simple documents in which you want to include a contents list.

*With headers and contents:* - ideal for a church news sheet, with all its varying articles this format uses titles tagged as Heading 2 to identify contents, but does not start them on a new page.

*Book style* - useful for church magazines, this format starts a new page for each article or chapter tagged as Heading 1.

A sample document using the "With headers and contents" option is available for download to help you visualise the example shown below



## Contents

Amazing grace . . . . .	1
Guide Me O Thou Great Jehovah . . . . .	2
Abide With Me . . . . .	3
And can it be . . . . .	4
When We Walk With the Lord . . . . .	5
The Lord's my Shepherd . . . . .	7

## Hymns

---

### Amazing grace

Amazing grace! How sweet the sound  
That saved a wretch like me  
I once was lost, but now am found,  
Was blind, but now I see.

'Twas grace that taught my heart to fear,  
And grace my fears relieved  
How precious did that grace appear,  
The hour I first believed!

Through many dangers, toils and snares  
I have already come  
'Tis grace that brought me safe thus far,  
And grace will lead me home.

The Lord has promised good to me,  
His word my hope secures  
He will my shield and portion be  
As long as life endures.

Yes, when this heart and flesh shall fail,  
And mortal life shall cease,  
I shall possess within the veil  
A life of joy and peace.

2

HYMNS

When we've been there a thousand years,  
Bright shining as the sun,  
We've no less days to sing God's praise  
Than when we first begun.

John Newton

### Guide Me O Thou Great Jehovah

Guide me, O thou great Jehovah,  
Pilgrim through this barren land;  
I am weak, but Thou art mighty,  
Hold me with Thy powerful hand:  
Bread of heaven, Bread of heaven,  
Feed me now and ever more,  
Feed me now and ever more.

Open Thou the crystal fountain  
Whence the healing stream doth flow;  
Let the fiery, cloudy pillar  
Lead me all my journey through:  
Strong Deliverer, strong Deliverer,  
Be Thou still my strength and shield,  
Be Thou still my strength and shield.

When I tread the verge of Jordan  
Bid my anxious fears subside;  
Death of death, and hell's destruction,  
Land me safe on Canaan's side:

Header line

Attribution

The 'Headers' are useful for people leafing through a large print or braille document in orienting themselves and finding their chosen article.

The *Plain with contents* is like *With headers and contents* but with no headers and also the front page is not 'created' in the same way.

This enables the front page to have more text on it. After Heading 1 with frontmatter, some further text (e.g. paragraph style) can be added followed by a manual page break.

This then automatically generates the insertion of the font size at the bottom of the front page. We are beginning to use this for our Torch magazines.

At conferences and events it is common to use the *With headers and contents* option, but with the addition (later in the process) of some **frontmatter**. The frontmatter appears on the inside front cover and perhaps has some introductory words of welcome to the event and/or some words about the availability of accessible materials.

# Before you start: How to prepare your source document

This is a key element to ensuring the automated service delivers a correctly formatted finished document.

For many church publications the source file may well be a Microsoft Word document, or exported as text from another software program. The key is to ensure the document is properly structured using appropriate heading levels.

This is important as the heading levels enable the automatic indexing of the document and, in braille, enable the braille reader to more easily locate the item to be read/sung.

If you are not familiar with heading levels we recommend you use the online Microsoft Word help facility (press F1 key) and search for 'Make your Word documents accessible' or as at June 2022 the link is <https://support.microsoft.com/en-us/office/make-your-word-documents-accessible-to-people-with-disabilities-d9bf3683-87ac-47ea-b91a-78dcacb3c66d>. In the search result specifically read:

- Using styles in long documents
- Ensure all heading styles are in the correct order
- Avoid using blank cells for formatting


Text in Word documents can be tagged with a heading level either by using the Word toolbar menu or by shortcut keys (e.g. highlight relevant text and then Ctrl + Alt + 1 = Heading 1).

If you're struggling to get to grips with this, don't worry. We are only a phone call away!



# How to use the service

- Our recommended browser is Firefox - [www.mozilla.org](http://www.mozilla.org)
- Go to the Torch Trust website [www.torchtrust.org/w4a](http://www.torchtrust.org/w4a)



Message

- Please login first

User Name

Password

Remember me

[Log In](#)

- [Forgot your password?](#)
- [Forgot your username?](#)
- [Don't have an account?](#)

- Sign up for the service using the *Don't have an account?* option
- Complete the relevant fields – and then click on *Register*
- Check your emails and click on the activation link
- Log into your account

# How to upload your text

If using OpenLP, Media Shout or SongPro click on the relevant menu item at the top to upload the text. For more help, please ask for the additional information sheets for all of these applications.

## Worship for All

[Click here for information about Worship for All](#)

[Upload OpenLP text](#) | [Upload SongPro file](#) | [Upload MediaShout file](#) | [Upload Pro-Presenter txt file](#) | [Upload dtbook file](#) | [Editor Help & Samples](#)

New Feature for Braille! You can now use the 'Page Break' feature in Braille as well as Large Print. Please use **Firefox** or **Waterfox** browsers as others have sometimes caused problems.

Edit your document



If using one of these programs, click on the relevant menu item

If you have a Word document, copy (Ctrl + c) and paste (Ctrl + v) the text directly into the body of the form.

[Note – *Remove Formatting* - This icon is the first on the second row of the toolbar. Use this to clean up html text copied from Bible Gateway ([www.biblegateway.com](http://www.biblegateway.com)) or other websites. It might be easier to use the *Plain Text paste*, which is the icon of a clipboard with a T, and format the text from there.]

[Note - we suggest not to use the *Paste from Word* icon on the *Edit your document* toolbar as this can interfere with the formatting.] Use Ctrl + a to highlight all the text in your Word document, Ctrl + c to 'copy', and then Ctrl + v to 'paste'. When copying from Word in this way, headings and styles are automatically preserved.

Edit your document



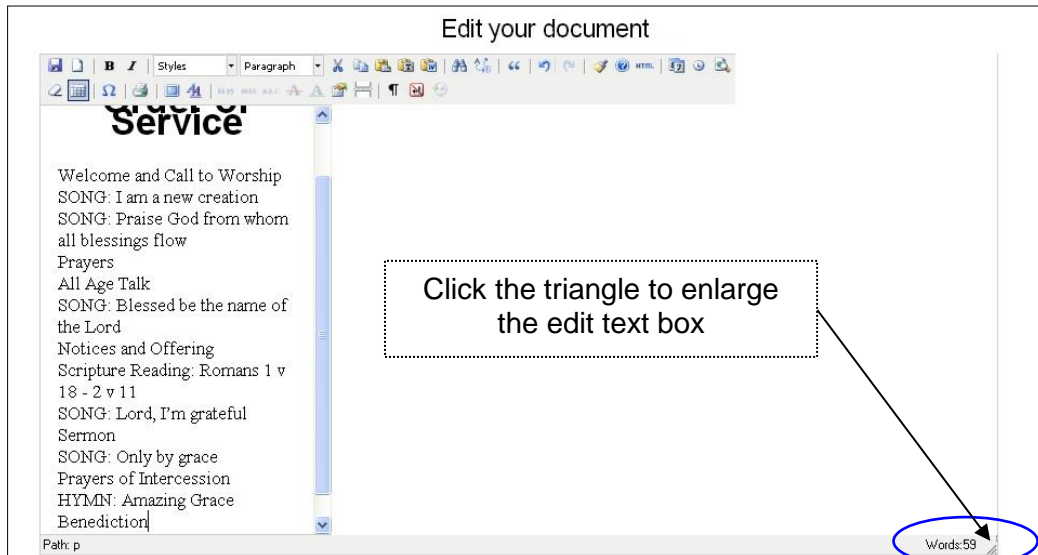
Copy and paste your Word text into this section

# How to edit your text

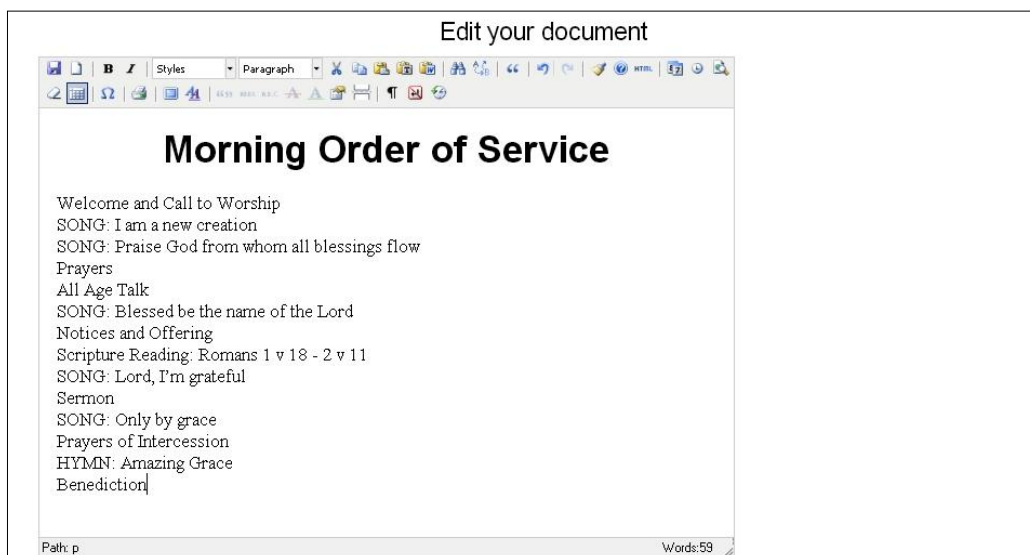
If the source document has been properly structured there will be minimal need for further editing.

However, there are a couple of things you will need to do if you want to have a contents page.

Note - to enlarge the edit screen click the small triangle in the bottom right of the box.]



Notice the two drop-down boxes. The right hand one is for the type of text (e.g. heading levels) and the left hand one is for the style or formatting of the text (e.g. *New stanza* for song verses, Attribution for author and copyright information).



Here is a summary:

Heading 1 is for the main title and only appears at the very beginning (unless you go for *Book Style* or *Plain with Contents* - see earlier comments - in which case each chapter or article will be tagged as Heading 1).

Note - If you want to have a title page followed by a contents page then you should use Heading 1 with *frontmatter* style for the title page and Heading 1 with *bodymatter* style for the heading that will follow the contents.

If you want to suppress the page number for the front page of *Plain* style or *Plain with Contents* style then style the first h1 as *frontmatter*. You can add a page break to force a page, thus creating a more appealing front cover.

Heading 2 can be used for each different section in your document. Headings 3 and 4 can be sub-sections within Heading 2.

All other text should be one of the styles on the drop-down menu. If the system doesn't recognise the style used then it will default to a normal paragraph.

It is essential that the Heading levels are followed in sequence - you can't jump forwards from Heading 2 to Heading 4, for example. The shortcut keys for the heading styles within the web editor are Ctrl+1 for Heading 1, Ctrl+2 for Heading 2, etc.

[Note - For songs please make sure that each line of a verse or chorus is a new line and **not** a new paragraph. Paragraph markers should only be used to show the break between stanzas - verses/choruses. To enter a new line use Shift + Enter.]

Correct use of line and paragraph breaks

Incorrect use of line and paragraph breaks

**Amazing·grace!·how·sweet·the·sound!**

Amazing·grace!·how·sweet·the·sound↵  
 That·saved·a·wretch·like·me;↵  
 I·once·was·lost,·but·now·am·found,↵  
 Was·blind,·but·now·I·see.¶  
 'Twas·grace·that·taught·my·heart·to·fear,↵  
 And·grace·my·fears·relieved;↵  
 How·precious·did·that·grace·appear,↵  
 The·hour·I·first·believed!¶

**Amazing·grace!·how·sweet·the·sound!**

Amazing·grace!·how·sweet·the·sound¶  
 That·saved·a·wretch·like·me;¶  
 I·once·was·lost,·but·now·am·found,¶  
 Was·blind,·but·now·I·see.¶  
 ¶  
 'Twas·grace·that·taught·my·heart·to·fear,¶  
 And·grace·my·fears·relieved¶  
 How·precious·did·that·grace·appear,¶  
 The·hour·I·first·believed!¶

Note - For songs you can use the *paragraph* style, but we recommend the *New Stanza* style. It indents the text, making the song title headings easier to locate and, for braille readers, it ensures the text flows across the whole sheet. Also italicise any chorus.

Edit your document

When We Walk With the Lord

When we walk with the Lord  
 In the light of His word,  
 What a glory He sheds on our way!  
 While we do His good will,  
 He abides with us still,  
 And with all who will trust and obey!

*Trust and obey!  
 For there's no other way  
 To be happy in Jesus,  
 But to trust and obey.*

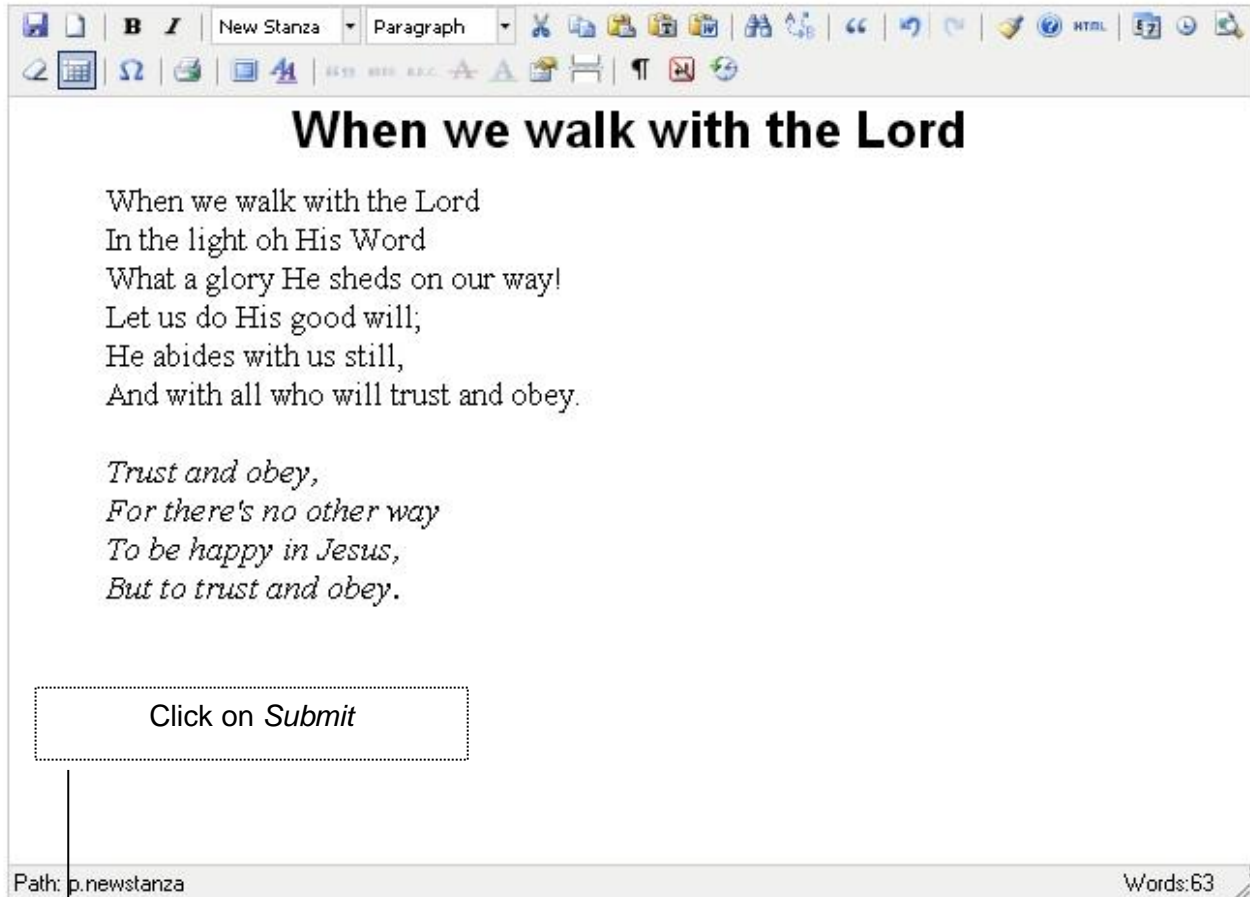
*New Stanza style*

*Italicize chorus*

# How to submit your text for transcription

Once you are happy with how you have assigned the headings and other text, click on the *Submit* button.

## Edit your document



Please note this process can take a few minutes!

[Submit](#)

After a minute or less the next menu appears – giving you the choice to *Create Large Print* or to *Create Braille*. For many users the Large Print option will be most frequently used.

## Worship for All

Unique ID is u1377617010.  
File saved without error.

### Large Print

[Create Large Print](#)

### Braille

[Create Braille](#)

---

[Edit text again](#)

---

[Open dtbook file](#) - right click to Save locally

---

# How to configure a large print document

You now have various options:

**Font Size** - Choose the font size best suited to your readers – you can choose from 12, 14, 17, 20, 25, 30, 36 and 48 point. Above 30 point the text does become less user-friendly on A4 paper.

**Font type** - For the UK we recommend leaving the font as Tiresias LPFont as this has been specially designed for people with sight loss. It doesn't matter that you may not have this font on your PC as the finished document will be delivered to you as a PDF, thereby retaining the format of the font.

## Worship for All

### Large Print Configuration

Font size:

Font:

Page style:

Contents settings:

Torch Logo:

Alignment for standard text:

Paper size:

This process can take a few minutes!

Click on *Submit* after choices made

#### Page style

You can choose from *Plain*, *Plain with contents*, *With headers and contents* and *Book Style*. Which one you use depends on the complexity of your document. See earlier comments on this subject. Why not play around and see which option best suits your documents.

#### Contents settings

This gives you more flexibility in setting what appears on a contents page. Heading 1 (bodymatter) and Heading 2, or just Heading 2.

#### Torch logo

This is optional and most often used by Torch Trust for producing its own documents.

#### Alignment and Paper size

These options should be self-explanatory.

Click on *Submit*.

# How to open a large print document

Click on *Open PDF file in another window* – and save locally for printing out as required.

For producing other large print sizes, click on *Create Large Print* and follow the above process.

The screenshot shows a web editor interface for a document titled "Worship for All". The interface includes several sections and links:

- Worship for All** (Section Header)
- [Edit a NEW Document](#) (Link)
- Large Print** (Section Header)
- [Open pdf file in another window.](#) (Link, circled in blue)
- [Download Tex file to edit in LaTeX](#) (Link)
- [Create Large Print](#) (Link)
- Braille** (Section Header)
- [Create Braille](#) (Link)
- [Edit text again](#) (Link)
- [Open Source file \(dtbook\)](#) - right-click to save locally (Link, with a mouse cursor pointing to it)
- [Open log file](#) (Link)
- Please email us any feedback you have to [info@torchtrust.org](mailto:info@torchtrust.org) (Text)

A callout box with a dotted border contains the instruction: "Click on *Open pdf file* and save locally for printing". An arrow points from this box to the "Open pdf file in another window." link.

## You're all done! Congratulations!

[Note – before printing, scroll through the document to see if all the headings are right and everything looks good. If there are sections missing, this normally indicates that a heading level has been skipped.]

If there are some corrections to make or formatting that could be improved, close the PDF window and click on *Edit text again*.

Typical changes include inserting page breaks – by using the icons on the *Edit your document* toolbar.

Once you've done that to your satisfaction, click on *Submit*.

It is advisable to keep the master file which is a file in DAISY's dtbook (XML) format. Right click on the *Open dtbook file* link and *Save Link As...* or similar depending on your browser. This can be used with the *Upload dtbook file* menu at the top of the web editor.

In the event of not being able to resolve a problem, the dtbook file will be useful for Torch, especially in looking to make further enhancements to the service.

[Note - DAISY stands for Digital Accessible Information SYstem and is an industry standard document structure format used by organisations preparing accessible text and audio for visually impaired people. ([www.daisy.org](http://www.daisy.org))]

# How to configure a braille document

The *Worship for All* service will prepare a braille-ready file for embossing. There are two types of braille – Uncontracted and Contracted. People usually start learning braille using the Uncontracted form. However, as they become more competent they progress to the Contracted form, which is a less bulky shorthand version. You can think of it like the abbreviations used in SMS text messaging, but standardised and more complex.



The screenshot shows a web page titled "Worship for All". The page content includes several links: "Edit a NEW Document", "Large Print", "Open pdf file in another window.", "Download Tex file to edit in LaTeX", "Create Large Print", "Braille", "Create Braille", "Edit text again", "Open Source file (dtbook) - right-click to save locally", "Open log file", and "Please email us any feedback you have to info@torchtrust.org". A blue oval highlights the "Create Braille" link. A dashed box with the text "Click on Create Braille" has an arrow pointing to the "Create Braille" link.

Churches with their own braille embossers are invited to contact Torch for more information on these settings. When the text has been submitted, some braille choices appear on the menu.

Click on *Create Braille*

The braille configuration settings you will normally need to change are the line length and page length. These are dependent on the size of the paper the embosser uses. The rest can largely be left as they are, but you can choose options for braille page numbers, headerlines and braille contents.

Click on *Submit*.

Right mouse click the *Open brf (Braille ready File)* option and save the file locally for use on your own embosser (where applicable) or click on it for a quick preview.

Some churches are using braille embossing facilities available at their local library and Torch is happy to talk to them on your behalf to check their machine settings are compatible.

Also ensure you right click the *Open dtbook file* option and save the file locally. If there are problems with the braille, this can help Torch diagnose the problem.