



unfoldingWord® Translation Academy

Version 11

Copyrights & Licensing

Date: 2019-11-01

Version: 11

Published by: unfoldingWord®

unfoldingWord® Translation Academy

Copyright © 2019 by unfoldingWord

This work is made available under the Creative Commons Attribution-ShareAlike 4.0 International License. To view a copy of this license, visit <http://creativecommons.org/licenses/by-sa/4.0/> or send a letter to Creative Commons, PO Box 1866, Mountain View, CA 94042, USA.

unfoldingWord® is a registered trademark of unfoldingWord. Use of the unfoldingWord name or logo requires the written permission of unfoldingWord. Under the terms of the CC BY-SA license, you may copy and redistribute this unmodified work as long as you keep the unfoldingWord® trademark intact. If you modify a copy or translate this work, thereby creating a derivative work, you must remove the unfoldingWord® trademark.

On the derivative work, you must indicate what changes you have made and attribute the work as follows: “The original work by unfoldingWord is available from unfoldingword.org/uta”. You must also make your derivative work available under the same license (CC BY-SA).

If you would like to notify unfoldingWord regarding your translation of this work, please contact us at unfoldingword.org/contact/.

Version 11 PDF ISBN: 978-1-62666-004-5

Table of Contents

Introduction to unfoldingWord® Translation Academy	4
Introduction to unfoldingWord® Translation Academy	5
Why We Translate the Bible	6
The unfoldingWord Project	7
Statement of Faith	10
Translation Guidelines	12
Open License	14
Gateway Languages Strategy	17
Finding Answers	18
Process Manual	19
Step 1: Getting Started	20
Introduction to the Process Manual	20
Step 2: Setting Up a Translation Team	21
Setting Up A Translation Team	21
Step 3: Translating	23
Training Before Translation Begins	23
Choosing a Translation Platform	24
Setting Up translationStudio	25
Translation Overview	27
Step 4: Checking	29
Training Before Checking Begins	29
Setting Up translationCore	30
Step 5: Publishing	32
Introduction to Publishing	32
Step 6: Distributing	33
Introduction to Distribution	33
How to Share Content	34



unfoldingWord® Translation Academy

Introduction to unfoldingWord® Translation Academy

Introduction to unfoldingWord® Translation Academy

Welcome to unfoldingWord® Translation Academy

This page answers the question: *What is unfoldingWord® Translation Academy?*

unfoldingWord® Translation Academy is intended to enable anyone, anywhere to equip themselves so that they will be able to make high-quality translations of biblical content into their own language. unfoldingWord® Translation Academy is designed to be highly flexible. It can be used in a systematic, in-advance approach, or it can be used for just-in-time learning (or both, as needed). It is modular in structure.

unfoldingWord® Translation Academy contains the following sections:

- [Introduction](#) - introduces this resource, the Gateway Languages strategy, and translation
- [Process Manual](#) - answers the question “what next?”
- [Translation Manual](#) - explains the basics of translation theory and practical translation helps
- [Checking Manual](#) - explains the basics of checking theory and best practices

Next we recommend you learn about:

[*The unfoldingWord Project*](#)

Why We Translate the Bible

The purpose of unfoldingWord® Translation Academy is to train you to become a Bible translator. Translating God's Word into your language to help your people grow as disciples of Jesus is an important task. You must be committed to this task, take your responsibility seriously, and pray that the Lord will help you.

This page answers the question: *Why should we translate the Bible?*

In order to understand this topic, it would be good to read:

[*The unfoldingWord Project*](#)
[*translate-manual*](#)
[*translate-what is*](#)

God has spoken to us in the Bible. He inspired the writers of the Bible to write his Word using the Hebrew, Aramaic and Greek languages. There were about 40 different authors writing from around 1400 B.C. to A.D. 100. These documents were written in the Middle East, North Africa and Europe. By recording his Word in those languages, God ensured that the people at those times and in those places could understand it.

Today, people in your country do not understand Hebrew, Aramaic and Greek. But translating God's Word into their language will enable them to understand it!

Someone's "mother tongue" or "heart language" means the language they first spoke as a child and the one which they use at home. This is the language in which they are most comfortable and which they use to express their deepest thoughts. We want everyone to be able to read God's Word in their heart language, even if you speak a language that has not been written down yet!

Every language is important and valuable. Small languages are just as important as the national languages spoken in your country, and they can express meaning just as well. No one should be ashamed to speak their dialect. Sometimes, those in minority groups feel ashamed of their language and try not to use it around the people who are in the majority in their nation. But there is nothing inherently more important, more prestigious, or more educated about a national language than there is about local languages. Each language has nuances and shades of meaning that are unique. We should use the language we are most comfortable with and with which we best communicate with others.

Next we recommend you learn about:

[*guidelines-intro*](#)
[*translate-process*](#)

The unfoldingWord Project

The vision of unfoldingWord is **the church in every people group and the Bible in every language** .

Jesus commanded his disciples to make disciples of EVERY people group:

“Jesus came to them and spoke to them and said, ‘All authority has been given to me in heaven and on earth. Go therefore and make disciples of all the nations. Baptize them into the name of the Father, of the Son, and of the Holy Spirit. Teach them to obey all the things that I have commanded you. And see, I am with you always, even to the end of the world.’” (Matthew 28:18-20 ULT)

This page answers the question: *What is the unfoldingWord Project?*

In order to understand this topic, it would be good to read:

[Introduction to unfoldingWord® Translation Academy](#)

We have the promise that people from EVERY language will be in heaven:

“After these things I saw, and behold, there was a great crowd, which no one was able to number, out of every nation, tribe, people, and language, standing before the throne and before the Lamb.” (Revelation 7:9 ULT)

Understanding the Word of God in one’s heart language is important:

“So faith comes from hearing, and hearing by the word of Christ.” (Romans 10:17 ULT)

How Do We Do This?

How do we accomplish the goal of **the church in every people group and the Bible in every language** ?

- [Church-Centric Bible Translation](#) - By working with other like-minded churches and organizations
- [Statement of Faith](#) - By working with those who have the same beliefs
- [Translation Guidelines](#) - By using a common translation theory
- [Open License](#) - By releasing everything we create under an open license
- [Gateway Languages Strategy](#) - By making Biblical content available to translate from a known language

What Do We Do?

Content

We create and make available for translation free and unrestricted biblical content. See <https://www.unfoldingword.org/content> for a complete list of resources and translations. Here are a few samples:

- **unfoldingWord® Open Bible Stories** - unrestricted visual Bible stories comprising 50 key stories of the Bible, from Creation to Revelation, for evangelism and discipleship, in print, audio, and video (see <https://www.openbiblestories.org/>).
- **unfoldingWord® Literal Text** - a ‘form-centric’ translation of the Bible *for translators*. It increases the translator’s understanding of the lexical and grammatical composition of the underlying text by adhering closely to the word order and structure of the originals (see <https://www.unfoldingword.org/ult>).
- **unfoldingWord® Simplified Text** - a ‘functional’ translation of the Bible *for translators*. It increases the translator’s understanding of the text by simplifying grammar, adding implied information, and translating theological terms as descriptive phrases (see <https://www.unfoldingword.org/ust>).
- **unfoldingWord® Translation Notes** - linguistic, cultural, and exegetical helps for translators. They exist for Open Bible Stories and the Bible (see <https://www.unfoldingword.org/utn>).
- **unfoldingWord® Translation Questions** - questions for each chunk of text that translators and checkers can ask to help ensure that their translation is understood correctly. Available for Open Bible Stories and the Bible (see <https://www.unfoldingword.org/utq>).
- **unfoldingWord® Translation Words** - a list of important Biblical terms with a short explanation, cross references, and translation aids. Useful for Open Bible Stories and the Bible (see <https://www.unfoldingword.org/utw>).

Tools

We create translation, checking, and distribution tools that are free and open-licensed. See <https://www.unfoldingword.org/tools> for a complete list of tools. Here are a few samples:

- **Door43** - an online translation platform where people can collaborate on translation and checking, also the content and translation management system (see <https://door43.org/>).
- **translationStudio** - a mobile app and a desktop app where translators can do offline translating (see <http://ufw.io/ts/>).
- **unfoldingWord app** - a mobile app where Open Bible Stories and Bible translations can be distributed (see <http://ufw.io/uw/>).
- **translationCore** - a program that enables comprehensive checking of Bible translations (see <https://translationcore.com>).

Training

We create resources to train mother tongue translation teams. unfoldingWord® Translation Academy (this resource) is our primary training tool. We also have audio recording and training resources. See <https://www.unfoldingword.org/training> for a complete list of training materials.

Next we recommend you learn about:

[Statement of Faith](#)

[Gateway Languages Strategy](#)

Statement of Faith

The official version of this document is found at <http://ufw.io/faith>.

The following statement of faith is in agreement with these historical creeds: [Apostles' Creed](#), [Nicene Creed](#), and [Athanasian Creed](#); and also the [Lausanne Covenant](#).

This page answers the question: *What do we believe?*

In order to understand this topic, it would be good to read:

[*The unfoldingWord Project*](#)

We believe that Christian belief can and should be divided into **essential beliefs** and **peripheral beliefs** (Romans 14).

Essential beliefs

Essential beliefs are the beliefs that define a follower of Jesus Christ and can never be compromised or ignored.

- We believe the Bible to be the only inspired, inerrant, sufficient, authoritative Word of God (1 Thessalonians 2:13; 2 Timothy 3:16-17).
- We believe that there is one God, eternally existent in three persons: God the Father, Jesus Christ the Son, and the Holy Spirit (Matthew 28:19; John 10:30).
- We believe in the deity of Jesus Christ (John 1:1-4; Philippians 2:5-11; 2 Peter 1:1).
- We believe in the humanity of Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, and in His ascension to the right hand of

the Father (Matthew 1:18,25; 1 Corinthians 15:1-8; Hebrews 4:15; Acts 1:9-11; Acts 2:22-24).

- We believe that every person is inherently sinful and so is deserving of eternal hell (Romans 3:23; Isaiah 64:6-7).
- We believe that salvation from sin is a gift of God, provided through the sacrificial death and resurrection of Jesus Christ, attained by grace through faith, not by works (John 3:16; John 14:6; Ephesians 2:8-9, Titus 3:3-7).
- We believe that true faith is always accompanied by repentance and regeneration by the Holy Spirit (James 2:14-26; John 16:5-16; Romans 8:9).
- We believe in the present ministry of the Holy Spirit by whose indwelling the follower of Jesus Christ is enabled to live a godly life (John 14:15-26; Ephesians 2:10; Galatians 5:16-18).
- We believe in the spiritual unity of all believers in the Lord Jesus Christ, from all nations and languages and people groups (Philippians 2:1-4; Ephesians 1:22-23; 1 Corinthians 12:12,27).
- We believe in the personal and physical return of Jesus Christ (Matthew 24:30; Acts 1:10-11).
- We believe in the resurrection of both the saved and the lost; the unsaved will be resurrected to eternal damnation in hell and the saved will be resurrected to eternal blessing in heaven with God (Hebrews 9:27-28; Matthew 16:27; John 14:1-3; Matthew 25:31-46).

Peripheral beliefs

Peripheral beliefs are all other beliefs in Scripture about which sincere followers of Christ may disagree (e.g. Baptism, Lord's Supper, the Rapture, etc.). We choose to agree to disagree agreeably on these topics and press on together toward a common goal of making disciples of every people group (Matthew 28:18-20).

Next we recommend you learn about:

[*Translation Guidelines*](#)

[*Open License*](#)

[*translate-source-licensing*](#)

Translation Guidelines

The official version of this document is found at <http://ufw.io/guidelines/>.

The following statement on the principles and procedures used in translation is subscribed to by unfoldingWord and its contributors. All translation activities are carried out according to these common guidelines.

This page answers the question: *By what principles do we translate?*

In order to understand this topic, it would be good to read:

[The unfoldingWord Project Statement of Faith](#)

1. **Accurate** — Translate accurately, without detracting from, changing, or adding to the meaning of the original text. Translated content should faithfully communicate as precisely as possible the meaning of the original text as it would have been understood by the original audience. (see [Create Accurate Translations](#))
2. **Clear** — Use whatever language structures are necessary to achieve the highest level of comprehension. This includes rearranging the form of a text and using as many or as few terms as necessary to communicate the original meaning as clearly as possible. (see [Create Clear Translations](#))
3. **Natural** — Use language forms that are effective and that reflect the way your language is used in corresponding contexts. (see [Create Natural Translations](#))
4. **Faithful** — Avoid any political, denominational, ideological, social, cultural, or theological bias in your translation. Use key terms that are faithful to the vocabulary of the original biblical languages. Use equivalent common language terms for the biblical words that describe the relationship between God the Father and God the Son. These may be clarified, as needed, in footnotes or other supplemental resources. (see [Create Faithful Translations](#))
5. **Authoritative** — Use the original language biblical texts as the highest authority for translation of biblical content. Reliable biblical content in other languages may be used for clarification and as intermediary source texts. (see [Create Authoritative Translations](#))
6. **Historical** — Communicate historical events and facts accurately, providing additional information as needed in order to accurately communicate the intended message to people who do not share the same context and culture as the original recipients of the original content. (see [Create Historical Translations](#))
7. **Equal** — Communicate the same intent as the source text, including expressions of feeling and attitudes. As much as possible, maintain the different kinds of literature in the original text, including narrative, poetry, exhortation, and prophecy, representing them with corresponding forms

that communicate in a similar way in your language. (see [Create Equal Translations](#))

Identifying and Managing Translation Quality

The quality of a translation generally refers to the fidelity of the translation to the meaning of the original, and the degree to which the translation is understandable and effective for the speakers of the receptor language. The strategy we suggest involves checking the forms and communicative quality of the translation with the language community, and checking the fidelity of the translation with the Church in that people group.

The specific steps involved may vary significantly, depending on the language and context of the translation project. Generally, we consider a good translation to be one that has been reviewed by the speakers of the language community and also by the leadership of the church in the language group so that it is:

1. **Accurate, Clear, Natural, and Equal** — Faithful to the intended meaning of the original, as determined by the Church in that people group and in alignment with the Church global and historical, and consequently:
2. **Affirmed by the Church** - Endorsed and used by the Church. (see [Create Church-Approved Translations](#))

We also recommend that the translation work be:

1. **Collaborative** — Where possible, work together with other believers who speak your language to translate, check, and distribute the translated content, ensuring that it is of the highest quality and available to as many people as possible. (see [Create Collaborative Translations](#))
2. **Ongoing** — Translation work is never completely finished. Encourage those who are skilled with the language to suggest better ways to say things when they notice that improvements can be made. Any errors in the translation should also be corrected as soon as they are discovered. Also encourage the periodic review of translations to ascertain when revision or a new translation is needed. We recommend that each language community form a translation committee to oversee this ongoing work. Using the unfoldingWord® online tools, these changes to the translation can be made quickly and easily. (see [Create Ongoing Translations](#))

Next we recommend you learn about:

[Open License](#)

[translate-manual](#)

[intro-checking](#)

Open License

A License for Freedom

To achieve our vision of **the church in every people group and the Bible in every language**, a license is needed that gives the global church “unrestricted” access. We believe this movement will become unstoppable when the Church has unrestricted access. The [Creative Commons Attribution-ShareAlike 4.0 International License](#)

provides all the needed rights for translation and distribution of biblical content and ensures that the content remains unrestricted. Except where otherwise noted, all our content is licensed CC BY-SA.

This page answers the question: *What freedoms do users have with unfoldingWord® content?*

In order to understand this topic, it would be good to read:

[The unfoldingWord Project](#)

[Statement of Faith](#)

[Translation Guidelines](#)

The official license for Door43 is found at <https://door43.org/en/legal/license>.

Creative Commons Attribution-ShareAlike 4.0 International (CC BY-SA 4.0)

This is a human-readable summary of (and not a substitute for) the [license](#).

You are free to:

- **Share** — copy and redistribute the material in any medium or format
- **Adapt** — remix, transform, and build upon the material

for any purpose, even commercially.

The licensor cannot revoke these freedoms as long as you follow the license terms.

Under the following conditions:

- **Attribution** — You must give appropriate credit, provide a link to the license, and indicate if changes were made. You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use.
- **ShareAlike** — If you remix, transform, or build upon the material, you must distribute your contributions under the same license as the original.

No additional restrictions — You may not apply legal terms or technological measures that legally restrict others from doing anything the license permits.

Notices:

You do not have to comply with the license for elements of the material in the public domain or where your use is permitted by an applicable exception or limitation.

No warranties are given. The license may not give you all of the permissions necessary for your intended use. For example, other rights such as publicity, privacy, or moral rights may limit how you use the material.

Trademarks

unfoldingWord® is a registered trademark of unfoldingWord. Use of the unfoldingWord name or logo requires the written permission of unfoldingWord. Under the terms of the CC BY-SA license, you may copy and redistribute this unmodified work as long as you keep the unfoldingWord® trademark intact. If you modify a copy or translate this work, thereby creating a derivative work, you must remove the unfoldingWord® trademark.

This principle applies to trademarks from other organizations as well. The CC BY-SA license grants permission to make derivatives, but it does not grant permission to use trademarks of other organizations.

Attribution Statements

On the derivative work, you must indicate what changes you have made and attribute the work as follows: “The original work by unfoldingWord is available from unfoldingword.org/uta”. You must also make your derivative work available under the same license (CC BY-SA).

Suggested attribution statement for Door43 works: “Original work created by the Door43 World Missions Community, available at <http://door43.org/>, and released under a Creative Commons Attribution-ShareAlike 4.0 International License (<http://creativecommons.org/licenses/by-sa/4.0/>). This work has been changed from the original, and the original authors have not endorsed this work.”

Other works on Door43 may have different suggestions for attribution, please check the LICENSE files that are distributed with the content.

Attribution of Door43 Contributors

When importing a resource into Door43, the original work must be attributed as specified by the open license under which it is available. For example, the artwork used in unfoldingWord® Open Bible Stories is clearly attributed on <https://www.openbiblestories.org>.

Contributors to projects on Door43 agree that **the attribution that occurs automatically in the revision history of every page is sufficient attribution for their work.** That is, every contributor on Door43 may be listed as “the Door43 World Missions Community” or something to that effect. The contributions of each contributor are preserved in the revision history for that work.

Source Texts

Source texts may only be used if they have one of the following licenses:

- **CC0 Public Domain Dedication (CC0)**
- **CC Attribution (CC BY)**
- **CC Attribution-ShareAlike (CC BY-SA)**
- **Free Translate License**

See [Copyrights, Licensing, and Source Texts](#) for more information.

Next we recommend you learn about:

[Gateway Languages Strategy](#)
[translate-source-licensing](#)

Gateway Languages Strategy

The official version of this document is found at <http://ufw.io/gl/>.

Explanation

The objective of the gateway languages strategy is to equip 100% of the people groups that comprise the global Church with biblical content that is released from copyright restrictions and made available in a language they understand well (a language of wider communication, also known as a "gateway language") together with unrestricted translation training and tools that enable them to translate it into a language they understand fully (their own language). A "gateway language" is a language of wider communication through which second-language speakers of that language can gain access to content and translate it into their own language.

The "gateway languages" at the world level comprise the smallest number of languages through which content can be delivered to every other language, via translation by bilingual speakers. For example, French is a gateway language for minority languages in Francophone Africa since content available in French can be translated by bilingual speakers from French into their own languages.

At the country level, the gateway languages of a given country are the fewest languages of wider communication required for bilingual speakers in every minority language native to the country (not located there due to immigration) to gain access to content. For example, English is the gateway language for North Korea, because all people groups native to North Korea can be reached by translation of content into their language from English.

Effects

This model has two basic effects: First, it empowers all languages to "pull" content to their language once the content and helps have been "pushed" into a gateway language, thereby making that content accessible to every language of the world. Second, it limits the amount of translation that needs to be done as the translation helps only have to be translated into the gateway language. All other languages can translate only the biblical content, since no language will be dependent upon them for understanding the translation helps.

This page answers the question: *How can every language be reached?*

In order to understand this topic, it would be good to read:

[The unfoldingWord Project](#)

[Open License](#)

Next we recommend you learn about:

[Finding Answers](#)

Finding Answers

How to Get Answers

There are several resources available for finding answers to questions:

- **unfoldingWord® Translation Academy** - This training manual is available at <http://ufw.io/ta> and has much information including:
 - [Introduction](#) - introduces this resource, the Gateway Languages strategy, and translation
 - [Process Manual](#) - answers the question “what next?”
 - [Translation Manual](#) - explains the basics of translation theory and provides practical translation helps
 - [Checking Manual](#) - explains the basics of checking theory and best practices
- **Door43 Slack** - Join the Door43 community, post your questions to the “#helpdesk” channel, and get real-time answers to your questions (sign up at <http://ufw.io/door43>)
- **Door43 Forum** - A place to ask questions and get answers to technical, strategic, translation, and checking issues, <https://forum.door43.org/>
- **Helpdesk** - email help@door43.org with your questions

This page answers the question: *Where can I find answers to my questions?*
In order to understand this topic, it would be good to read:

[Introduction to unfoldingWord® Translation Academy](#)

Next we recommend you learn about:

[Introduction to the Process Manual](#)



unfoldingWord® Translation Academy

Process Manual

Step 1: Getting Started

Introduction to the Process Manual

Welcome

Welcome to Bible translation! We are pleased that you desire to translate God's message into the language of your people, whether this is through translation of Bible stories or books of Scripture. This Process Manual is a step-by-step guide to help translation teams know what they need to do from the start of a project to its completion. This guide will help a translation team from the initial setup to the final publishing of translated and checked content.

This page answers the question: *What is the Process Manual?*

In order to understand this topic, it would be good to read:

[Finding Answers](#)

Getting Started

Translation is a very complex task that takes commitment, organization, and planning. There are many required steps to take a translation from an idea to a completed, checked, distributed, and in-use translation. The information in this Process Manual will help you to know all of the necessary steps in the translation process.

Translating the Bible requires many skills, so one of the first things that you need to think about is how to [choose a team](#) that can do this work.

Step 2: Setting Up a Translation Team

Setting Up A Translation Team

Choosing a Team

As you begin selecting a translation and checking team, there are many different types of people and roles that are needed. There are also specific qualifications that are needed for each team.

This page answers the question: *How can I set up a translation team?*

In order to understand this topic, it would be good to read:

translate-process

- [Choosing a Translation Team](#) - Describes many of the roles that are needed
- [Translator Qualifications](#) - Describes some of the skills needed by the translators
- Remember that everyone on the team needs to sign a statement that they agree with (forms are available at <http://ufw.io/forms/>):
 - [Statement of Faith](#)
 - [Translation Guidelines](#)
 - [Open License](#)
- Everyone on the team also needs to know the qualities of a good translation (see [The Qualities of a Good Translation](#)).
- The team also needs to know where they can find answers (see [Finding Answers](#)).

Translation Decisions

There are many decisions the translation team will need to make, many of them right at the beginning of the project. Included are the following:

- [Choosing a Source Text](#) - Choosing a good source text is very important
 - [Copyrights, Licensing, and Source Texts](#) - Copyright issues must be considered when choosing a source text
 - [Source Texts and Version Numbers](#) - Translating from the latest version of a source text is best
- [Alphabet/Orthography](#) - Many languages have alphabet decisions that need to be made
- [Decisions for Writing Your Language](#) - Writing style, punctuation, translating names, spelling, and other decisions have to be made
- [Translation Style](#) - The translation committee needs to agree on the style of the translation in the sense of how much they want it to imitate the form of

the source, how much borrowing of words is allowed, and other topics. See also this section on making the translation [Acceptable](#) .

- [Choosing What to Translate](#) - Books should be chosen based on the needs of the church and the difficulty of translation

After the translation committee makes these decisions, it is good to write them down in a document that everyone involved in the translation can read. This will help everyone to make similar translation decisions and will avoid further arguments about these things.

After choosing the translation team, it will be time to start giving them [Translation Training](#) .

Next we recommend you learn about:

choose-team
qualifications
translate-source-text
translate-alphabet
writing-decisions
translation-difficulty

Step 3: Translating

Training Before Translation Begins

What to Know Before Translation

It is recommended that you consult the [Translation Manual](#) frequently as you translate. Before you start translating, we recommend that you start working your way through the Translation Manual at least until you know the difference between a literal translation and a meaning-based translation.

Much of the rest of the Translation Manual can be used as a “just-in-time” learning resource.

This page answers the question: *What should I know about translation before I start?*

In order to understand this topic, it would be good to read:

translate-process

[Why We Translate the Bible](#)

Some important subjects that everyone on the translation team must learn before starting a translation project include:

- [The Qualities of a Good Translation](#) - The definition of a good translation
- [The Translation Process](#) - How a good translation is made
 - [Form and Meaning](#) - The difference between form and meaning
 - [Meaning-Based Translations](#) - How to make a meaning-based translation

Some other important topics as you get started also include:

- [Choosing What to Translate](#) - Suggestions for where to start translating
- [First Draft](#) - How to make a first draft
- [Help with Translating](#) - Using translation helps

When you have [Set Up a Translation Team](#) and want to make a [First Draft](#) of your translation, use [translationStudio](#) . We recommend that you follow this [Translation Process](#) .

Next we recommend you learn about:

choose-team

translate-source-text

translate-alphabet

writing-decisions

translation-difficulty

Choosing a Translation Platform

Recommended Platform

The recommended platform for drafting Bible translations in the Door43 online community is translationStudio (<http://ufw.io/ts/>). The recommended platform for checking Bible translations is translationCore (<http://ufw.io/tc/>). You may set up translationStudio on Android, Windows, Mac, or Linux devices (see [Setting up translationStudio](#) for more information). You may set up translationCore on Windows, Mac, or Linux devices. These platforms are free to download and use. They import and export Bible books in USFM format.

This page answers the question: *What tool can I use to translate?*

In order to understand this topic, it would be good to read:

[Introduction to the Process Manual file-formats](#)

Other Options

If using translationStudio is not an option for your team, then you may consider using other online or offline tools. Please note: if you do not use translationStudio but do want to use other Bible translation software, then it will be your responsibility to ensure that your translated content is in USFM format (see [File Formats](#) for more information).

Next we recommend you learn about:

[Setting Up translationStudio](#)

[Training Before Translation Begins](#)

[Setting Up translationCore](#)

Setting Up translationStudio

Installing tS for Mobile

The mobile (Android) edition of translationStudio is available from the [Google Play Store](#) or via direct download from <http://ufw.io/ts/>. If you install from the Play Store, then you will be notified by the Play Store when a new version is available. Note that you may also copy the installation file (apk) to other devices to share translationStudio with others without using the internet.

This page answers the question: *How do I set up translationStudio?*

In order to understand this topic, it would be good to read:

[Choosing a Translation Platform](#)

Installing tS for Desktop

The latest version of translationStudio for desktop or laptop computers (Windows, Mac, or Linux) is available from <http://ufw.io/ts/>. To install the program, navigate to the “Desktop” section and download the latest release. Note that you may also copy the installation file to other computers to share translationStudio with others without using the internet.

Using tS

Once installed, both editions of translationStudio are designed to work similarly. You *do not* need an internet connection to use translationStudio! When using translationStudio for the first time, the software will take you to a screen where you must sign an agreement to the [Statement of Faith](#), the [Translation Guidelines](#).

After this first-use screen, the software will then take you to the Home screen where you can create a new project. You will need to give the project a name (usually a book of the Bible), identify the project type (usually Bible or Open Bible Stories), and identify the target language. Once your project is created, you can start translating. Make sure that you understand the [Principles of Good Translation](#) and know how to use the [Translation Helps](#) that are built into translationStudio. These will help you to gain a better understanding of the source text and how to translate it. Note that your work is automatically saved. You may also choose to back up, share, or upload your work at various intervals (use the menu to access these functions). For guidelines on how to start translating, see [Translation Overview](#) and [Making a First Draft](#).

For more information on how to use translationStudio, please see the documentation at <https://ts-info.readthedocs.io/>.

After Using tS

1. Make sure that you have a translation team that can help you check your work (see [Training Before Checking Begins](#)).
2. At any point, you may upload your work to [Door43](#) by clicking on the three-dot menu and choosing Upload/Export. You will need to create a user name on Door43.
3. Once uploaded, Door43 will keep your work in a repository under your user name and you can access your work there (see [Publishing](#)).

Next we recommend you learn about:

[*Setting Up translationCore*](#)

Translation Overview

OL Translation Process

For "Other Languages" (OLs, languages other than Gateway Languages), which are most of the languages of the world, the following is the process of translation that unfoldingWord recommends and supports with translation resources and tools.

This page answers the question: *What is the process for translation that unfoldingWord recommends?*

In order to understand this topic, it would be good to read:

[Training Before Translation Begins](#)

After [Setting up a Translation Committee](#) and training translators in [Translation Principles](#) and how to use [translationStudio](#), we recommend that you follow this process:

1. Using translationStudio, make a [First Draft](#) translation of a story from Open Bible Stories (OBS).
2. Check the translation with a [Partner](#) on your translation team.
3. Check the translation with the [Full Translation Team](#).
4. Check the translation using the [translationNotes](#) and [translationWords](#).
5. Check the translation with the [Language Community](#).
6. Check the translation with [Pastors from the Language Community](#).
7. Check the translation with [Leaders of Church Networks](#).
8. [Publish](#) the translation on Door43, in print, and in audio, as desired.

Repeat these steps with each story of Open Bible Stories, until you have finished all fifty.

After finishing Open Bible Stories, you will have gained enough skill and experience to start translating the Bible. We recommend that you start with a book that is [Difficulty Level 2](#). Then follow this process:

1. Using translationStudio, make a [First Draft](#) translation of a book of the Bible.
2. Check the translation with a [Partner](#) on your translation team.
3. Check the translation with the [Full Translation Team](#).
4. Check the translation using the [translationNotes](#) and [translationWords](#) tools in [translationCore](#).
5. Check the translation with the [Language Community](#).
6. Check the translation with [Pastors from the Language Community](#).
7. Align the translation with the original languages using the [Aligning Tool](#) in [translationCore](#).
8. Check the translation with [Leaders of Church Networks](#).
9. [Publish](#) the translation on Door43, in print, and in audio, as desired.

Repeat these steps with each Bible book.

Plan to have someone from the translation team continue to maintain the translation on [Door43](#), editing it to correct errors and improve it according to suggestions from the church community. The translation can easily be downloaded and reprinted as often as desired.

Next we recommend you learn about:

[Introduction to Publishing](#)

Step 4: Checking

Training Before Checking Begins

Before Checking

It is recommended that you consult the [Checking Manual](#) frequently as you check your translation. Before you start checking, we recommend that you start working your way through the Checking Manual until you understand what is required for each check.

As you work through the checking process, you will need to consult the Checking Manual frequently.

Some information that the translation team should know before you start checking:

- [Goal of Checking](#) - What is the purpose of checking?
- [Introduction to Translation Checking](#) - Why do we need a team to check the translation?

Next we recommend you learn about:

intro-check
goal-checking

This page answers the question: *What should I know about checking before I begin?*

In order to understand this topic, it would be good to read:

[Training Before Translation Begins](#)

Setting Up translationCore

How to Get translationCore®

translationCore® is an open-source and open-licensed software program for checking Bible translations. It is completely free to use. The latest version of translationCore for desktop or laptop computers (Windows, Mac, or Linux) is available from <https://translationcore.com/>. To install the program, click on “Download” to get the latest release. Note that you may also copy the installation file to other computers to share translationCore with others without using the internet.

This page answers the question: *How do I set up translationCore?*

In order to understand this topic, it would be good to read:

[Choosing a Translation Platform](#)

How to Set Up translationCore®

For documentation on how to use translationCore, please see <https://tc-documentation.readthedocs.io/>. The following is an overview.

Log In

To start, you will need to log in with a user name. If your translation is on Door43, use your Door43 user name. If you do not want to use the internet, then you can enter any name that you want to use, either real or a pseudonym.

Choose a Project

If you logged in with your Door43 user name, translationCore will know which translations belong to you and will make them available to download into translationCore. You can choose from the list of your projects in Door43 which translation project you want to check. You may also load translations that are already saved on your computer without using the internet.

Choose a Tool

translationCore currently contains three checking tools:

- [translationWords Tool](#)
- [translationNotes Tool](#)
- [Word Alignment Tool](#)

Instructions for using each tool can be found by clicking on the name of the tool above.

After Using translationCore®

At any point, you may upload your work to [Door43](#) by returning to the project list and clicking on the three-dot menu next to the project that you want to upload and choosing "Upload to Door43". You can also save your project to a file on your computer. Once uploaded, Door43 will keep your work in a repository under your user name and you can access your work there (see [Publishing](#)).

Next we recommend you learn about:

[Setting Up translationStudio](#)

Step 5: Publishing

Introduction to Publishing

Publishing Overview

Once a work has been uploaded to Door43, it is automatically available online under your user account. This is referred to as self-publishing. You will have access to a web version

of your project at http://door43.org/u/user_name/project (where *user name* is your username and *project name* is your translation project). Both translationStudio and translationCore will give you the correct link when you upload. You can also browse all works on <http://door43.org>.

This page answers the question: *What is publishing?*

In order to understand this topic, it would be good to read:

[Training Before Checking Begins](#)

[Translation Overview](#)

From your Door43 project page you can:

- See the web version of your project with default formatting
- Download documents of your project (like a PDF)
- Get the links to the source files (USFM or Markdown) for your project
- Interact with others about your project
- Continue to edit and improve your project and keep track of all changes

For more about distributing your project to others, see [Distribution](#) .

Step 6: Distributing

Introduction to Distribution

Distribution Overview

Biblical content is worthless unless it is distributed and used. One advantage of using the Door43 translation and publishing platform is that it provides multiple, simple ways of distributing content. On Door43:

- You can safely store your translation
- People can see your translation
- People can leave comments and suggestions to improve your translation
- People can download your translation to read, print, and share with others

This page answers the question: *How can I distribute content?*

In order to understand this topic, it would be good to read:

[Introduction to Publishing](#)

Open License

The biggest factor that enables distribution of content is the [Open License](#) that is used for all content on Door43. This license gives everybody the freedom they need to:

- **Share** — copy and redistribute the material in any medium or format
- **Adapt** — remix, transform, and build upon the material

for any purpose, even commercial, without cost. "Freely you have received; freely give." (Matthew 10:8)

For ways to share your translations both online and offline, see [Sharing Content](#) .

Next we recommend you learn about:

[How to Share Content](#)

How to Share Content

Sharing Content from tS and tC

Sharing content that is in translationStudio is easy. For offline sharing, use the Backup feature from the tS menu. For online sharing, use the Upload feature from the tS menu. In translationCore, use the three-dot menu on the Projects page. For offline sharing, use either Export to USFM or Export to CSV. For online sharing, use Upload to Door43.

This page answers the question: *How can I share content?*

In order to understand this topic, it would be good to read:

[Introduction to Distribution](#)

Sharing Content on Door43

If you upload your work from translationStudio or translationCore, then it will automatically appear online on Door43. All of your uploaded content will appear under your user account. For example, if your username is *test_user* then you may find all your work at https://git.door43.org/test_user/. You can share your work with others online by giving them the link to the projects you have uploaded.

Sharing Content Offline

You can also generate and download documents from your project pages on Door43. Once you have downloaded these, you can transfer them to others however you would like, including printing and distributing paper copies.