

#### **GETTING STARTED GUIDE**

Version 1.0
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Revision History:



#### INTRODUCTION

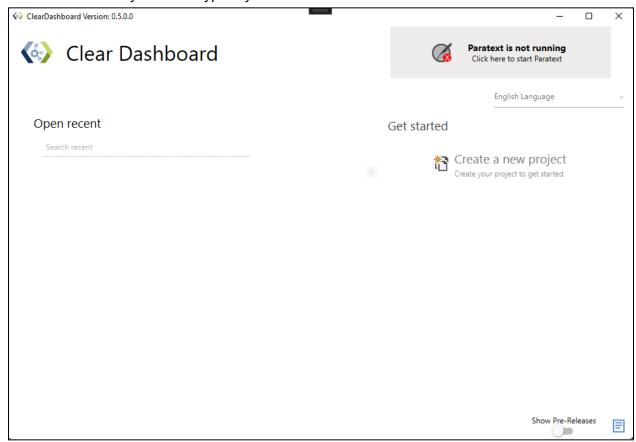
There is currently no software designed specifically for the work that a Translation Consultant does, particularly the workflow associated with consultant checking. Clear Bible has been working together to create the ClearDashboard application, which is meant to fill this gap. Some of the overarching goals of this project are to:

- Make it easier for Translation Consultants (TC) to do their job effectively and efficiently
  by providing a common view that supports the workflows associated with consultant
  checking, providing easy access to the tools needed.
- Provide better interlinearization tools for target languages, especially when consultants
  are working with languages they do not know well or when talking to others in the
  organization who do not know that language.
- Allow notes to be added to translations, back translations, etc. from a single consulting view without opening each Paratext resource separately.
- Gather information from various Paratext views, including information that is not normally exposed directly, so that related information can be seen and used together.
- Make it easy for a TC to switch from one project to another without losing context in each project.
- Provide support for training Consultants in Training, Translation Facilitators /Translation Assistants, and translation team members who are growing into these roles.

This document is a Getting Started Guide to how to get going on using Dashboard.

## How to setup a new project

After installing Clear Dashboard and registering your license key upon first opening the application, if Paratext isn't already running then start Paratext by clicking the button in Dashboard or how you would typically do it.

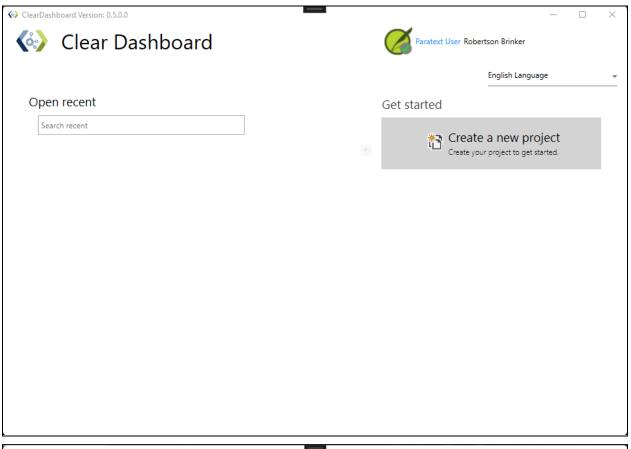


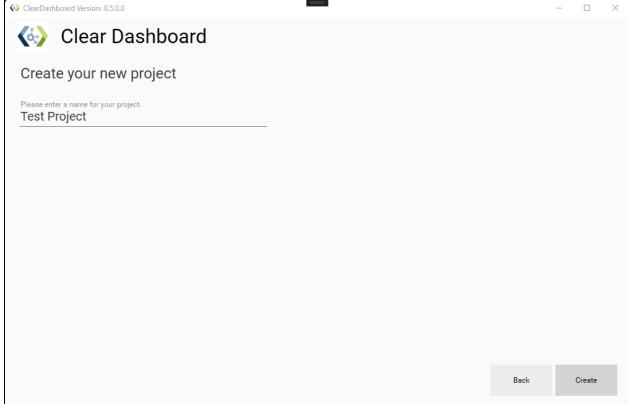
In Paratext, open the menu in the top left of the pane of your chosen project. The Biblical Terms and Pins in Dashboard are dependent on what project the plugin is attached to in Paratext.

#### Click on the Clear Dashboard plugin in that menu.



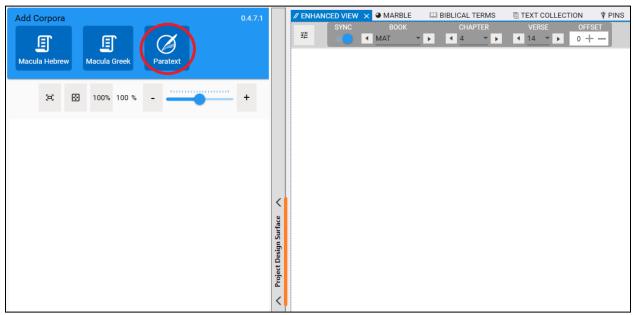
Back in Clear Dashboard, click the "Create a new project" button, name your project, and click "Create".



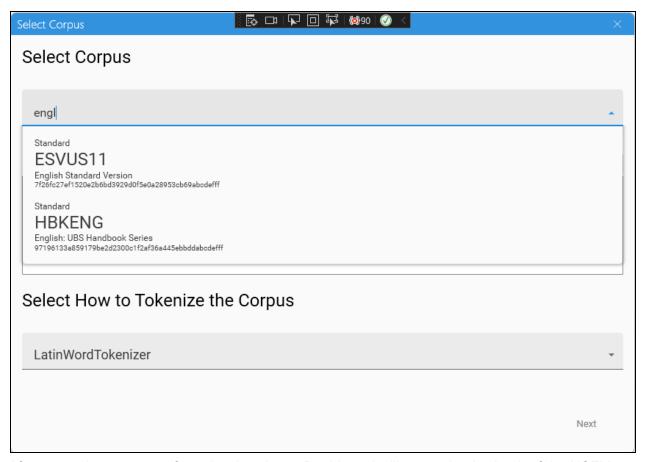


# How to add a corpus (anything you have access to in Paratext)

In a project click on the button labeled "Paratext" on the left side of the screen. If you do not see this button you may need to expand the "Project Design Surface" by clicking on the vertical gray bar with that name.

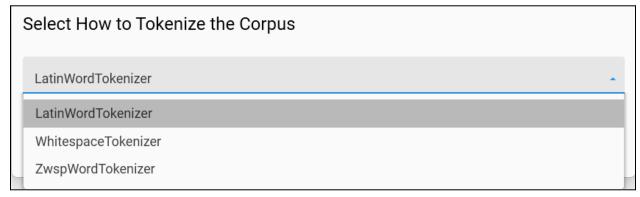


The "Select Corpus" window will appear. Select a corpus either by entering its name or scrolling down to the corpora in the dropdown.



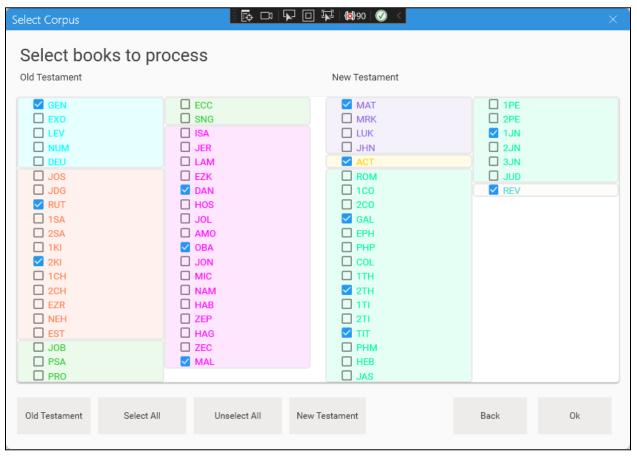
After you select a corpus from the dropdown, Dashboard will start a basic check of the USFM to verify that there are not any chapter or verse mistakes. Any errors will show up in the

Select how the corpus should be tokenized. Using the default Latin Word Tokenizer will often be sufficient but in the case of languages that don't use the Latin alphabet the other tokenizers are more appropriate. The Whitespace Tokenizer splits up the selected corpus into tokens wherever there is a space. The Zwsp Tokenizer does the same but instead of using a space as the delimiter it uses the zero-width space character.



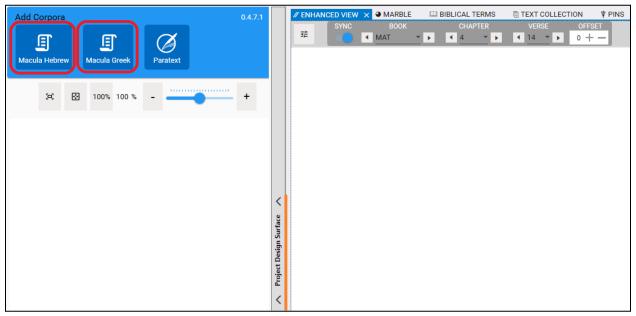
Clicking "Next" takes you to a window where you choose what books to include in your selected corpus. Including fewer books speeds up the tokenization time and will make any alignments

using this corpus process faster but it will also make those alignments and interlinears less accurate as there will be less data to draw conclusions from.

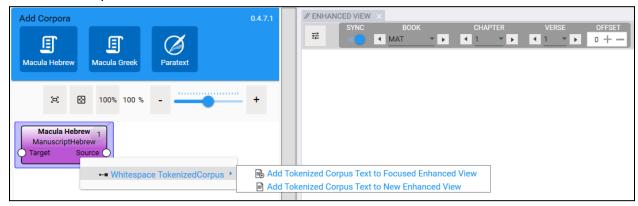


## How to see MACULA data on hebrew/greek words

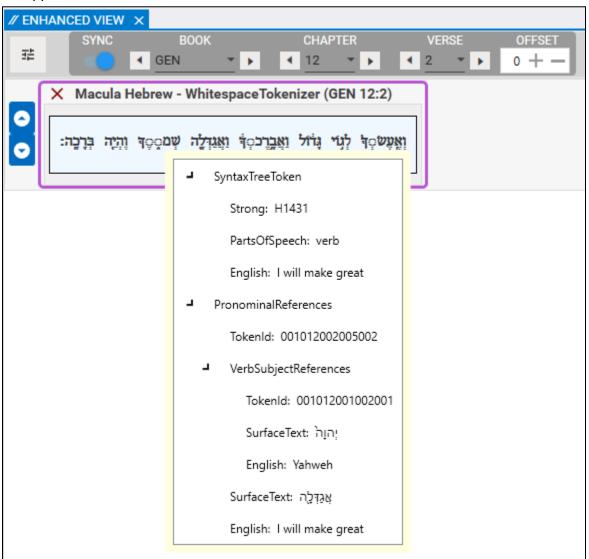
To see MACULA data on Hebrew and Greek words either the MACULA Hebrew or MACULA Greek corpus must first be added to the Project Design Surface. To do this click on either the "Macula Hebrew" or "Macula Greek" buttons on the left hand side of the screen. You may need to expand your Project Design Surface by clicking on the vertical gray bar with that name.



Add the corpus to the Enhanced View by right-clicking on the corpus box and selecting "Add Tokenized Corpus to Focused Enhanced View".

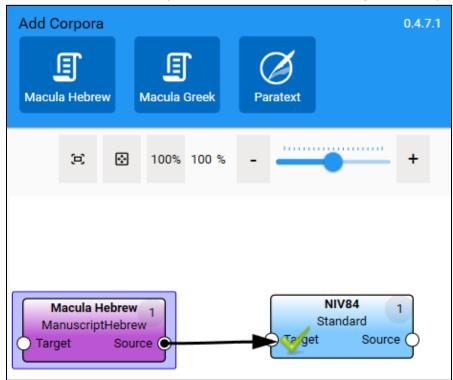


Hover over any word from that corpus in the Enhanced View and the associated MACULA data will appear below.



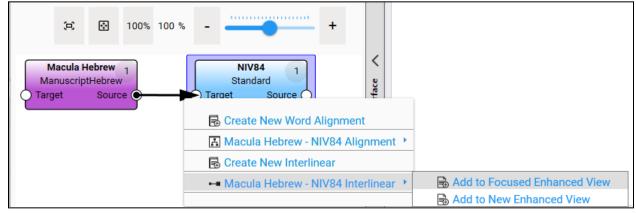
### How to show an Interlinearizer

To show an Interlinearizer you must first have aligned two corpora. To do this first choose which corpus you want to be treated as the "Source" and which will be the "Target". Click and drag from the "Source" end of your source corpus to the "Target" end of your target corpus.



The "Parallelize Corpora Verses" window will appear and you can name your alignment and choose either to use the default settings for alignment creation or your own custom settings by clicking "Create". Starting off you may want to use the default settings.

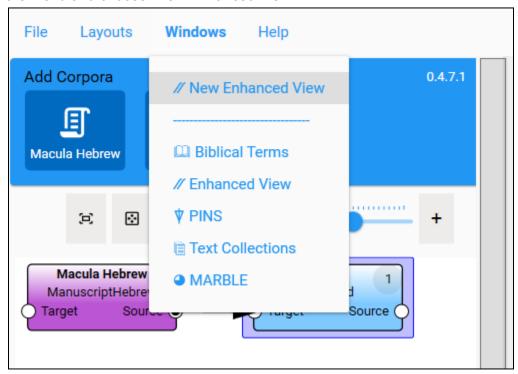
When the alignment is finished right-click on the arrow head and add the interlinear to the Enhanced View. The interlinear will then appear in the Enhanced View.



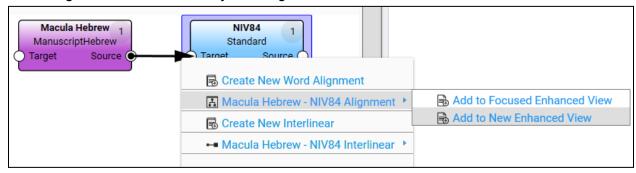
The glosses in the interlinear are generated by finding the most common alignment for the specific source token.

## How to Setup a Second Enhanced View

There are two ways to create a second Enhanced View. One method is to go to "Windows" in the menu and choose "New Enhanced View".



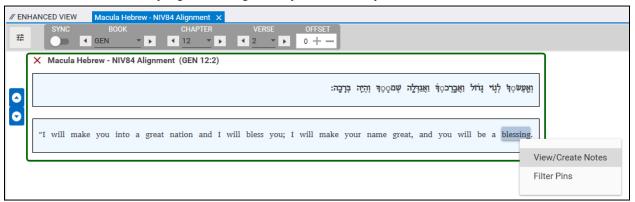
The second option is to choose "Add to New Enhanced View" when right clicking on a corpus box or alignment arrow in the Project Design Surface.



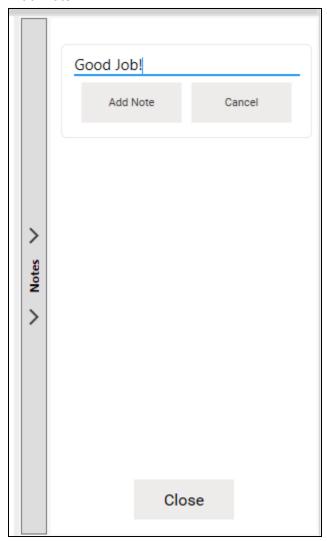
It may take a little bit for the new Enhanced View to appear and load.\

## How to Create A Note

A note can be created by right-clicking on any token in any Enhanced View.



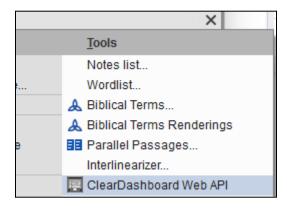
On the right-hand side of the screen write your note pertaining to the selected token and click "Add Note".



## How to Switch Between Projects

There are many parts of the Dashboard that are inner connected and dependent on the Dashboard Plugin in Paratext. For instance, the lower MARBLE and TEXT COLLECTION panels are dependent on the verse that is being displayed by the project that the Paratext Plugin is connected to. Likewise, the BIBLICAL TERMS and PINS panels are tied to the project that the Plugin is connected to and will display the data from that project.

In order to correctly display the proper data from the correct project, you will need to change which Paratext project the Plugin is connected to. To do that with the current implementation, you will first need to close the Plugin by clicking on the X button in the upper right hand corner of the panel. As we only support one instance of the Plugin being visible at a time, you must first close any open instance in Paratext. Once any open Plugin windows are closed, you can then go to (or open up) the project in Paratext that you wish to connect to and click on the Project's menu. From the Tool's menu, select the "ClearDashboard Web API" option.



This will open up a Plugin window in Paratext that is now connected to the selected project. At this point, you will need to shutdown Paratext and restart it. Any existing Dashboard instances will also need to be closed and restarted so that Dashboard will be forced to connect to the right project.

## How to Change the Lower Pane's Verse References

In both the MARBLE and TEXT COLLECTIONS view, their displays are controlled by the verse control at the top of the window. Those verse controls are read-only and are set to display to the current verse of the connected project in Paratext. So whatever the current verse that is displayed in Paratext for this project, these two Dashboard panes will follow. This allows the user to display completely separate verses in each ENHANCED VIEW that is open and is not synchronized with Paratext. ENHANCED VIEW synchronization is controlled by the toggle on the left side of its verse control.



If the SYNC toggle is switched on, then changes in the verse reference will be reflected in both Paratext and in the lower MARBLE and TEXT COLLECTIONS panes. If the SYNC toggle is off, then the verse change that occurs on that control only modifies that ENHANCED VIEW's display.

### **Dashboard Shortcuts**

**F1**: Help - Pressing F1 will open the Dashboard\_Instructions.pdf which is put on the user's computer during installation. Currently the document is a placeholder but a draft is in review. The document covers common Dashboard functionality questions. For this to work you must have the Dashboard\_Instructions.pdf installed.

**Ctrl + C**: Copy selected text - Along with text try copying the currently selected cell from the BiblicalTerms datagrid, the Pins datagrid, and any currently selected tokens in the EnhancedView.

**Ctrl + Shift + N**: Insert Project Note - If any tokens are selected then this will make the notes interface visible.

**Ctrl + F**: Find - In the case of BiblicalTerms, Pins, and TextCollections this shortcut puts focus on their filter text boxes. For TextCollections a search text box was added. In the case of Marble it drops down the drawer to show the virtual keyboard. image

Implemented in the EnhancedView and TextCollections

Ctrl + Plus: Increase text size
Ctrl + Minus: Decrease text size
Ctrl + Zero: Reset text size

Ciri + Zero. Reset lext size

Ctrl +Shift+ Minus/Plus: Previous/Next Verse

**F8**: Next Chapter F9: Next Book

**Ctrl + Shift + B**: Open Biblical Terms - Resolves a LifeTimeScope of the MainViewModel and then executes a menu command to open the BiblicalTerms panel.

**Ctrl + O**: Open list of projects.