## --- title: Achieving consistency (3.1b)

In this video we are going to look at some additional ways that the Biblical Terms Tool can help us achieve a consistent translation.

**Set the verse filter**

* Click the verses filter and select “**Choose**”.
  + *The Choose dialog box opens.*
* Click the Books tab.
* Click New Testament.
  + *All the books in the New Testament are now selected.*
* Click [**OK**].

**Find a biblical term**

* Click in the Find box.
* Type the text to find.

**To correct a typo**

* Click on the term
* Click the **Edit** hyperlink.
* Edit the text in this small window.
* Click **OK** to save the changes.
  + *Paratext now recognises the rendering*.

**Approve a wording even though different**

* Click on the **red X**.
  + *This tells Paratext that the wording is appropriate in this context even though there is not a specific, explicit rendering*.

**Add a note to remind to discuss**

* Double click the first column next to the term.
  + *A note window opens*
* Type the note…
* Click [**OK**].

**Add another rendering**

* Select the text
* Click **Add Rendering**.
  + *The new rendering is added to the row in the Biblical Terms table*.

**Change a synonym**

For consistency’s sake we should change it.

* Click the **Edit** hyperlink.
* Change the word.
* Click **OK**.

**Found column**

When all occurrences of the biblical term have an identified rendering a tick is shown in the found column.

When the symbol in the Found column includes a tiny **X** it is to remind us that one of the renderings is a permitted omission of a rendering.