title: Overview of Video Summaries  
sidebar\_position: 1

**To display the summary, either click on the code below.**

### Introduction

* What is Paratext ([0.1](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\01-Introduction\0.1.md))

**Arranging Windows and Navigation**

* How To Change The User Interface Language ([0.2.1a](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\01-Introduction\0.2.Navigation\0.2.1a.md))
* The Basics Of Projects And Resources ([0.2.1b](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\01-Introduction\0.2.Navigation\0.2.1b.md))
* Finding Menu Items ([0.2.1c](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\01-Introduction\0.2.Navigation\0.2.1c.md))
* How To Arrange Windows ([0.2.1d](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\01-Introduction\0.2.Navigation\0.2.1d.md))
* How To Open And Modify A Text Collection ([0.2.2a](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\01-Introduction\0.2.Navigation\0.2.2a.md))
* How To Control Which Windows Scroll Together ([0.2.3a](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\01-Introduction\0.2.Navigation\0.2.3a.md))
* How To Set The Default Keyboard For A Project ([0.2.3b](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\01-Introduction\0.2.Navigation\0.2.3b.md))
* How To Swap A Text In A Window ([0.2.3c](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\01-Introduction\0.2.Navigation\0.2.3c.md))
* Further Tips On Arranging Windows ([0.2.3d](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\01-Introduction\0.2.Navigation\0.2.3d.md))
* How To View Other Bible Related Texts In Paratext ([0.2.3e](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\01-Introduction\0.2.Navigation\0.2.3e.md))
* Quick Bible Reference Navigation ([0.2.4](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\01-Introduction\0.2.Navigation\0.2.4.md))
* Finding Help ([0.3](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\01-Introduction\0.2.Navigation\0.3.md))

**Project Sharing**

* What Is Send & Receive Why Do I Need it ([0.4a](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\01-Introduction\0.4.Project-sharing\0.4a.md))
* How To Receive A Shared Project For The First Time ([0.4b](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\01-Introduction\0.4.Project-sharing\0.4b.md))
* Send & Receive Regularly To Keep A Shared Project In Sync ([0.4c](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\01-Introduction\0.4.Project-sharing\0.4c.md))
* How to Avoid Causing Conflicts When Using Send & Receive ([0.4d](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\01-Introduction\0.4.Project-sharing\0.4d.md))
* What is a Conflict? ([1.6a](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\01-Introduction\0.4.Project-sharing\1.6a.md))
* Paratext Conflict Notes - What They Look Like And How To Deal With Them ([1.6b](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\01-Introduction\0.4.Project-sharing\1.6b.md))

**Enhanced resources**

* How To Download And Install Resources And Enhanced Resources ([0.3a](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\01-Introduction\0.5.Enhanced-resources\0.3a.md))
* Introduction To Enhanced Resources ([0.5](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\01-Introduction\0.5.Enhanced-resources\0.5.md))

### Stage 1 Drafting

How To View Tasks Assigned To You ([1.1](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\02-Stage-1\1.Drafting-editing\1.1.md))

**USFMs and Views**

* Understanding USFMs - Introduction ([1.2.1](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\02-Stage-1\2.USFM\1.2.1.md))
* How Standard View Helps You Add Markers ([1.2.2a](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\02-Stage-1\2.USFM\1.2.2a.md))
* How To Work With USFMs In Formatted View ([1.2.2b](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\02-Stage-1\2.USFM\1.2.2b.md))
* How To Use Basic View ([1.2.2c](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\02-Stage-1\2.USFM\1.2.2c.md))
* What Is Unformatted View For ([1.2.2d](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\02-Stage-1\2.USFM\1.2.2d.md))
* What Is Preview - How It Is Different From Formatted View ([1.2.2e](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\02-Stage-1\2.USFM\1.2.2e.md))

**More drafting**

* How To Type A Backslash When There Isn't One On Your Keyboard ([1.2.3](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\02-Stage-1\1.Drafting-editing\1.2.3.md))
* The Best Way To Add Verse Numbers ([1.2.4](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\02-Stage-1\1.Drafting-editing\1.2.4.md))
* How To Mark Non-Biblical Text ([1.2.5](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\02-Stage-1\1.Drafting-editing\1.2.5.md))
* How To Scroll Between Chapters In A Window ([1.3a](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\02-Stage-1\1.Drafting-editing\1.3a.md))
* How To Change The Size Of Text In A Window ([1.3b](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\02-Stage-1\1.Drafting-editing\1.3b.md))
* Required Paragraph Markers ([1.3c](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\02-Stage-1\1.Drafting-editing\1.3c.md))

**Basic checks 1**

* How To Use Checking Tools ([1.4](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\02-Stage-1\4.Basic-checks\1.4.md))
* Marking Tasks as Complete ([1.5](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\02-Stage-1\4.Basic-checks\1.5.md))
* *See introduction for* ([1.6a](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\01-Introduction\0.4.Project-sharing\1.6a.md)) ([1.6b](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\01-Introduction\0.4.Project-sharing\1.6b.md))

**Additional items**  
Footnotes, Glossary, Illustrations and Introductions

* How To Insert, View And Edit Footnotes ([1A.3](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\02-Stage-1\5.Additional\1A.3.md))
* Glossary: Adding Entries ([1A.4a](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\02-Stage-1\5.Additional\1A.4a.md))
* Glossary: Permission to Edit ([1A.4b](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\02-Stage-1\5.Additional\1A.4b.md))
* Glossary: Finding/Linking Entries ([1A.4c](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\02-Stage-1\5.Additional\1A.4c.md))
* Glossary: Editing Entries ([1A.4d](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\02-Stage-1\5.Additional\1A.4d.md))
* Illustrations ([1A.5a](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\02-Stage-1\5.Additional\1A.5a.md))
* More about Illustrations ([1A.5b](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\02-Stage-1\5.Additional\1A.5b.md))
* Book Introductions ([1A.6](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\02-Stage-1\5.Additional\1A.6.md))

**Basic Checks 2**

* Characters Inventory ([1A.7a](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\02-Stage-1\4.Basic-checks\1A.7a.md))
* Punctuation Inventory ([1A.7b](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\02-Stage-1\4.Basic-checks\1A.7b.md))

### Stage 2 Team check and comprehension check

**Spell check and wordlist**

* Approve Spellings of Common Words ([2.1a](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\03-Stage-2\2.1.Spell-check-wordlist\2.1a.md))
* Spell Check Current Book ([2.1b](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\03-Stage-2\2.1.Spell-check-wordlist\2.1b.md))
* Spell Check: Common Typos ([2.1c](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\03-Stage-2\2.1.Spell-check-wordlist\2.1c.md))
* More on Wordlist Tool ([2.1d](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\03-Stage-2\2.1.Spell-check-wordlist\2.1d.md))
* Wordlist: Edit Verse ([2.1e](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\03-Stage-2\2.1.Spell-check-wordlist\2.1e.md))
* Spell Check: Display Spelling Errors ([2.1f](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\03-Stage-2\2.1.Spell-check-wordlist\2.1f.md))

**Biblical terms**

* Introduction ([2.2a](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\03-Stage-2\2.2.Biblical-terms\2.2a.md))
* Identify Renderings ([2.2b](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\03-Stage-2\2.2.Biblical-terms\2.2b.md))
* Edit/Delete Renderings ([2.2c](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\03-Stage-2\2.2.Biblical-terms\2.2c.md))
* Print a Draft ([2.4a](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\03-Stage-2\2.4a.md))

**Project notes**

* How to Insert ([2.5a](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\03-Stage-2\2.5.Project-notes\2.5a.md))
* Comment, Assign, Tag, Edit, Delete ([2.5b](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\03-Stage-2\2.5.Project-notes\2.5b.md))
* Compare, Resolve ([2.5c](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\03-Stage-2\2.5.Project-notes\2.5c.md))
* Notes List ([2.5d](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\03-Stage-2\2.5.Project-notes\2.5d.md))
* Filter and Sort ([2.5e](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\03-Stage-2\2.5.Project-notes\2.5e.md))
* Search and Hashtags ([2.5f](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\03-Stage-2\2.5.Project-notes\2.5f.md))
* Reattach ([2.5g](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\03-Stage-2\2.5.Project-notes\2.5g.md))

### Stage 3 Prepare for the consultant

**Biblical terms**

* Comparative Texts ([3.1a](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\04-Stage-3\3.1.Biblical-terms\3.1a.md))
* Consistency achieved ([3.1b](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\04-Stage-3\3.1.Biblical-terms\3.1b.md))
* Filters and Guesses ([3.1c](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\04-Stage-3\3.1.Biblical-terms\3.1c.md))

**Back translation**

* What is it and What Makes a Good One? ([3.2a](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\04-Stage-3\3.2.Back-translation\3.2a.md))
* How to Prepare for and Create the Project ([3.2b](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\04-Stage-3\3.2.Back-translation\3.2b.md))
* How to Draft and Mark as Finished ([3.2c](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\04-Stage-3\3.2.Back-translation\3.2c.md))
* How the Status Boxes Help ([3.2d](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\04-Stage-3\3.2.Back-translation\3.2d.md))
* Ready for the Consultant and their Notes ([3.2e](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\04-Stage-3\3.2.Back-translation\3.2e.md))
* How and When to Use the Interlinearizer ([3.3](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\04-Stage-3\3.3.Custom-interlinears\3.3.md))

**Basic Checks**

* References ([3.4a](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\04-Stage-3\3.4.Checks\3.4a.md))
* Quotations ([3.4b](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\04-Stage-3\3.4.Checks\3.4b.md))
* Quoted text ([3.4c](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\04-Stage-3\3.4.Checks\3.4c.md))
* Unmatched pairs ([3.4d](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\04-Stage-3\3.4.Checks\3.4d.md))
* Numbers ([3.4e](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\04-Stage-3\3.4.Checks\3.4e.md))
* Capitalization ([3.4f](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\04-Stage-3\3.4.Checks\3.4f.md))
* Repeated words ([3.4g](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\04-Stage-3\3.4.Checks\3.4g.md))
* Exceptions ([3.4h](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\04-Stage-3\3.4.Checks\3.4h.md))

### Stage 4-6 Check and finalisation for publication

**Stage 4** - **Consultant check**

* Collaboration Tools: Paratext Live ([4.1](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\05-Stage-4\4.1.md))
* Collaboration Tools: Chorus Hub ([4.2](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\05-Stage-4\4.2.md))

**Stage 5** - **Community check of changes**

* Book Name USFMs ([5.1](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\06-Stage-5\5.1.md))
* Find and replace ([5.2](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\06-Stage-5\5.2.md))

**Stage 6** - **Finalising for publication**

* Parallel Passages Tool ([6.1a](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\07-Stage-6\6.1a.md))
* Parallel Passages Tool: Filters and Changed Text ([6.1b](file:///C:\Users\jjpdq\Documents\paratextmanual\versioned_docs\version-9.3\Video-summaries\07-Stage-6\6.1b.md))