http://localhost:3000/next/z-Admin-Manual/Quick-guides/Intro-Quickguide-admn-tasks



# Intro - Quick Guide to Administrator tasks

There are a number of tasks or settings that can only be done by a user with Administrator's role. This page has a summary of common tasks. For more detail see the Administrator's manual

### Add project plan

#### **&** GIF UPDATE REQUIRED

Several videos/chapters of the manual (see below) require an administrator to have alreadly added a project plan.

From the video	The administrator of your project can assign tasks to you in Paratext [from the proejct plan].
	[AddProjPlan] (/media/AddProjPlan.gif
Administrator's Manual	Ch 6. <b>PP1</b> - Setup Project Plan

Paratext manual	Chapters 2. OD, 3. <b>PP1</b> , 5. BC1, 6. <b>PP2</b> , 16. BT1, 19. BC3, 21. PPR, 24. FFP
Video	(0.1), ( <b>1.1</b> ), (3.4b), (3.4e)
Instructions	

#### Add the organisational base plan.

- **Tab**, under Project > **Project Settings** choose
  **Project plan**
- 2. Click Manage plans
- 3. Click below Show Base Plan
- 4. Choose your organisational base plan
- 5. Click the **Copy Plan** arrow.
- 6. Click OK.
  - The plan and its tasks are added to the project.

### **Assign tasks**

- 1. ≡ Tab, under Project, choose Assignments and Progress
- 2. For the task to assign, click to dropdown the menu
- 3. Choose the team member to do the task
- 4. Repeat as necessary
- 5. Click OK.

#### **Add users**

From the video	
Video	Send/Receive for the first time (0.4.1)
Instructions	

#### **Add users**

- 1. ≡ Tab under Project, Project settings, User permissions
- 2. Click Add User button
- 3. Type the user's Paratext name
- 4. Click **OK**
- 5. Change their role as needed
- 6. Click OK
  - o Paratext will start a **Send/receive**
- 7. Click Send/Receive
- 8. Click OK

# **Create back translation project**

From the video:	
Manual	16.1 Create a new project for the back translation
Video	What is a back translation? (3.2a)
Administrator's Manual	Chapter 4. <b>CP - Creating a new project</b>
Instructions	

#### **Create back translation project**

- 1.  **Paratext**, expand the menu, choose **New Project**
- 2. Name: Click the Edit button
- 3. Full name: type a name (e.g. ISO code BT).
- 4. Short name: enter the ISO code -BT
- 5. Click OK
- 6. Language: Click in the Search box
- 7. Start typing the name of the back translation language
  - Paratext will display matching names.
- 8. Click on your language in the list.
  - o Paratext will add the language name.

- 9. Leave the versification.
- 10. Type of project: Back translation
- 11. **Based on**: choose the base text.
  - o Paratext will update the versification if needed.
- 12. Click OK

#### Create books in the new project

- 1. Click Create books
- 2. Choose the books
- 3. Create based on your base project
- 4. Click **OK**

### **Select/Associate the List of Biblical Terms**

From the video:	2.2a Biblical terms "The project administrator needs to select the list".
	To select the list you need to <b>associate</b> the desired Biblical terms list. The <b>Major Biblical Terms</b> is the default, but <b>your project list</b> may be a better choice.

Manual	-
Video	2.2a Biblical terms
Instructions	

#### **Associate Biblical Terms list**

- 1.  **Project**, under **Project settings**, **Project properties**
- 2. Click **Associations** tab
- 3. Click **Choose** and select list
- 4. Click **OK**
- 5. Click **OK** again

Permiss	sion for glossa	nry	

From the video	it is necessary for a user to have the relevant <i>task assignments</i> or <i>user</i> <i>permissions</i> in order to add renderings to the glossary or to edit the glossary book directly.	
Permissions	Give user book permission for GLO	
	gif	
Tasks	Assign: Stage 2: Draft supplementary material	
	and Stage 6: Check and link glossary entries	
Video:	Adding Glossary Entries (1A.4a)	
	Permission to Edit (1A.4b)	
Manual	Chapter 9. GL - Glossary	
Instructions		

## **Editing permission to GLO**

- 1.  **Project**, under **Project settings** 
  - > User permissions
- 2. Click Book permissions
- 3. Click on the user's row under the GLO column

#### 4. Click OK

The GLO book will show in red.



GLO is one of the few books that is OK to have multiple users at the same time.

#### **Task assignments**

There are two glossary tasks. But neither will give permission to GLO.

- Stage 2: Draft supplementary material
- Stage 6: Check and link glossary entries

# **Setup Note tags**



Video	Comment, Assign, Tag, Edit, Delete (2.5	
Paratext Manual	15.1 Different tags for project notes	
Instructions	Setup additional note tags 15.UN.md	

#### Setup additional note tags

- 1.  **Tab**, under > **Project** > **Project settings** 
  - > Project properties
- 2. Click the Notes tab
- 3. Click on the Add Tab button
  - A new line is added.
- 4. Click the icon on the new line
- 5. Choose the desired icon
- 6. Type a name for the new note tag
- 7. Continue for any other new note tags.

### **Quotation rules**

From the video	Only administrators can change the rules, but [users] can look at them.

Video	Quotations (3.4b)
Paratext manual	19.4 Quotation rules
Instructions	

#### **Quotation rules**

- 1. ≡ Tab, under Project settings > Quotation rules
- 2. Fill-in the quotation marks used for each level [1][2] [3]
- 3. Check Flag all quotes near other errors [8]
- 4. Click OK.

# **Number settings**

From the video	
Video	Numbers (3.4e)
Paratext manual	19.3 Numbers check
Instructions	

#### **Number settings**

- 1. Click on the **menu** for the project.
- 2. **Expand** the menu.
- 3. Hover over **Project Settings**.
- 4. Click **Number** Settings.
  - The Number Settings dialog box opens.

#### **Priorities**

From the video	
Video	1.1, 1.5, 6.1b
Paratext manual	14. PD - Printing Drafts
Instructions	see below for instructions on setting up priorities by book and also by specific chapters

# **Setting up priorities**

- Click the ≡ Project menu, choose Project settings and go to Define priorities
- 2. Select the desired books, then click Right arrow button
- 3. Hover the mouse over the title or the book name

- 4. Click the three dots, choose Edit
- 5. Rearrange the books (using the arrows buttons).
- 6. Name the group (e.g. Gospels).

#### To set specific chapters

- 1. Select a book name link
- 2. Choose which chapters
- 3. Click OK
  - If you add a book which already has chapters defined it will only add the remaining chapters.
- 4. Change order of priorities using the up arrow.

## **Scripture Reference Settings**

The Scripture Reference Settings dialog can be viewed by users but there are several changes that required administrators role.

#### **Scripture Reference Settings - Book names**

From the video	
Video	USFM book names [5.1] (5.1.md)
Paratext manual	

Administrator's manual	??
Instructions	

#### **Book names**

- 1. Open the **menu** for the project
- 2. Under **Project**, click **Project settings**, then **Scripture Reference Settings**
- 3. Click on the **Books Names** tab.
- 4. Enter the book names in the dialog.



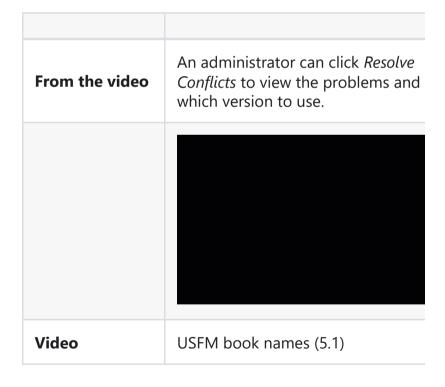
This is also where an **administrator** can choose how these three names are used in the project.

Choose the names from the two dropdown lists at the bottom left:

- Cross references (xt)
- Parallel passages references (\r \mr \sr \rq \ior \fig)



# **SRC Conflict between \toc and Scripture reference settings**



Paratext manual	19.BC3 (References)
Administrator's manual	??
Instructions	

# SRC Conflict between \toc and Scripture reference settings

- Open the Scripture Reference Settings
  - o Paratext informs you of the conflict.
- Click Resolve Conflicts link.
  - A dialog box shows the conflicts between the toc fields and the Book names table along with a Replace with text box to type a different name
- Choose as appropriate.
- Click Next
  - Any conflicts in another level are displayed.

#### To confirm the names are correct

- Click the Book names tab
- · Confirm the names are correct.
- Click OK



An **administrator** can click Resolve Conflicts to view the problems and decide which version to use.

#### Install resources from downloaded files

From the video	
	.gif
Video	
Paratext manual	
Administrator's manual	5.3 Install resources – files
Instructions	

# Install resources from downloaded files

- 1. Click the  **Paratext** menu, then under Paratext, choose **Download/Install resources** 
  - A dialogue box is displayed
- 2. Click Folder
- 3. Click Browse.

- 4. Go to the folder which contains the downloaded resource files.
- 5. Select the desired resources by checking the box.
- 6. Click Download/Install

#### Insert cross-references from a file

Taken from Administrator's manual chapter 9 Make sure you have the cross-reference in a file and checked your language settings (9.2-3)

#### Insert cross-references from a file

	gif
Video	?
Administrator's manual	9.5 Insert Cross references
Instructions	Check 9.3 and 9.4

#### **Insert Cross references**

- = Tab under Project menu, point to Advanced, and then select Insert Cross References.
- 2. Click Browse....
- 3. Find the .xrf file of extracted cross references.

- 4. Select the file, and click **Open**.
- 5. If desired, select one or more of the options:
  - o (see the guide for more info)
- 6. Click **OK**

# **Stage 1 Quick Guide to Administrator** tasks

There are a number of tasks or settings that can only be done by a user with an Administrator's role. This page has a summary of the tasks mentioned in the Introduction videos (that is, 0.x).

For more detail see the Administrator's manual

# **Stage 2 Quick Guide to Administrator** tasks

There are a number of tasks or settings that can only be done by a user with Administrator's role. This page has a summary of common tasks. For more detail see the Administrator's manual

# Stage 3-6 - Quick Guide to Administrator tasks

There are a number of tasks or settings that can only be done by a user with Administrator's role. This page has a summary of common tasks. For more detail see the Administrator's manual