http://localhost:3000/next/Training-Manual/Stage-5/PPR

Table of contents:

21. PPR – Progress report

Introduction

In this module you will create a progress report.

Where we are

As you have been working on your translation, you have been updating your project plan with your progress on completed chapters and books. Now you will prepare a project a report.

Why this is important

Your administrators and funders need accurate reports of your progress.

What are you going to do?

- Check that your project plan is up-to-date.
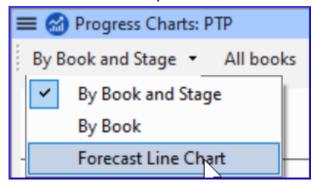- Produce several reports.

21.1 Check your plan

- Open your project
- Click on the Project plan icon

- Update your progress as necessary.

21.2 Produce team progress chart

- From the **Tab** menu, under **Project** choose **Progress chart**
- Click on the dropdown list in the top left.

- Choose as appropriate (e.g. Forecast Line Chart).
  - *A window appears with the graphic*
- Click the print icon
  - *A window opens*
- Click the **Print** icon
  - *The print dialog is displayed.*
- Choose your printer (or PDF printer)
- Click **OK**.

22. BTR – Biblical key terms report

Introduction

One task in this stage is to produce a report of the changes made in the key biblical terms.

Where we are

In working on your translation you have identified and changed a number of key biblical terms.

Why is this important?

Although you can't use Paratext to write the report, it can produce of list of the terms that you have been dealing with and may need to include in your report.

What are you going to do?

In the Biblical terms tool you will filter on the book(s) that you want to include in your report. You will then save the list of the terms as a separate HTML file. You can also filter the list on any discussion notes you may have made.

22.1 Biblical terms tool

- Click in your project
- ≡ **Tab**, under **Tools** > **Biblical Terms**

- If this menu option is not displayed, click on the down arrow at the bottom of the menus to show the complete menus.
- Set the terms filter
- Set the verses filter (for the books you have been working on).
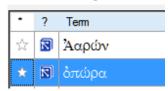- Sort the list as desired.

22.2 Save the list to a file

- ☰ **Tab**, under **Biblical terms** > **Export as HTML**
- Type a name for the file
- Click **Save**
- Open the file in **Word/LibreOffice**

22.3 Other ways to ide antify renderings

Sort on terms notes

- Click on the ? (second column heading) to sort on Rendering discussion notes.

Find terms with text in the rendering description

- Click the arrow beside **Find** on the toolbar
- Choose **Rendering Description**
- In the text box to the right, type the text to find
  - *The list is filtered.*
- Save the list to HTML (as above).

Stage 6 / Stage 4 UBS -- Finalising for publication

Introduction

The sixth stage (SIL) [or fourth stage USB], of a translation project is the finalisation for publication. This involves redoing many of the previous checks. It also involved checking the Parallel Passages.

The following modules will help you in this stage:

23. **PP: Parallel Passages**
24. **FFP: Finalising for Publication**
25. **Create a study Bible**

23. PP - Compare Parallel Passages

Introduction

There are thousands of passages in the NT where either the same event is being described or where another verse is being quoted from the Old or New Testament. These verses need to be compared to make sure they are consistent.

Where we are

Normally you will have translated and checked the text of both books with a consultant first before comparing the texts. Though there are times that you will want to compare the other verses before you translate the second passage.

Why this is important

The parallel passages need to be consistent but they do not always need to be exactly the same. The Parallel Passages tool displays the various passages and highlights the text which is the same. But it is the meaning (not necessarily the form) that is important.

Normally you would make the comparisons after you have translated the passage because you don't want to be influenced by what could be a bad earlier translation. But there are times when you will want to be able to see a second passage while you are translating.
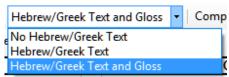
What you are going to do

- use the Parallel Passages tool to compare the verses.
- use the check boxes to tell Paratext that you have checked the passages
- filter for any changed verses
- open a quick reference window in Paratext to see another passage while you are translating.
- open a third passage in a window.

23.1 Open the Parallel passages window

- Navigate to the desired chapter and verse.
- ≡ **Tab**, under **Tools** > **Parallel passages**
  - *A window is displayed showing a list and parallel passages.*
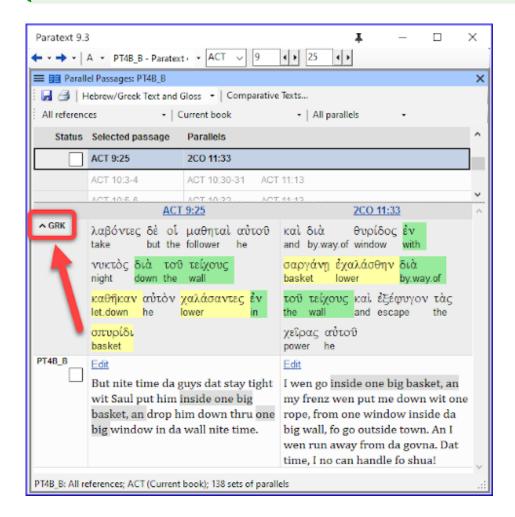
23.2 Display source texts

- Click the dropdown arrow beside the source text options

- Choose as appropriate
  - *The display changes.*

> 💡 **TIP**
>
> In Paratext 9.3 you can reduce or expand the Greek / Hebrew by clicking the little arrow.

23.3 Select comparative texts

- Click the **Comparative texts** button
- Click a resource (on the left)
- Click the right arrow

- Repeat as necessary
- Click **OK**

23.4 Filters

- Choose the filters as desired: [e.g. All references, Current book, Synoptic gospels]

23.5 Compare the passages

- Click on a line of references in the top pane.
  - *The texts are displayed in the bottom pane.*

> ⓘ **INFO**
>
> Text is shown in **grey** in a project (or **green** in source texts) when the text is exactly the same as in the other passage.
>
> Text is shown in **yellow** (in source texts) when it has the same meaning (or thought) even though it is not exactly the same as in the other passage.

> 💡 **TIP**
>
> If the text is **green** in Greek, then **your text** should also be the same (but **grey**).
>
> Normally, if the text is different in the Greek than it should be different in your text, but not always.

23.6 To correct the text

- Click the blue link « Edit »
- Make the corrections.
- Click **OK**.

23.7 Copying a text

> 💡 **TIP**
>
> If two passage need to be the same, you should choose one (normally your later translation) and copy it over the other.

Copy

- Click the blue link **Edit**
- Select the text
- Copy (Ctrl+C)
- Click **OK**.

Paste

- Click blue link for the other text
- Select the text
- Paste (Ctrl+V)
- Click **OK**.

> ⚠️ **CAUTION**
>
> Be careful when there is more than one verse. You don't want to paste the \v.

23.8 Mark the passage as checked

- Click the check box beside the reference.
  - *The set of references are approved.*

Three modes for approving

In this version of Paratext there are three modes for approving.

- Open the **menu** for the window.
- Under **View** you can choose between
- **Approve Sets of Parallels** - which is the default -
- **Approve Passages individually** individual check boxes
- **Approve by Set or Individually**, which allows you to switch back and forth between modes.
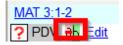
To change from set to individually

- Open the menu for the window.
- Under View, choose Approve by Set or Individually.
  - *Initially, a checkbox for the entire set is shown in the Status column.*

- Hover the mouse over the lower checkbox for the set
- *A pencil icon is shown.*
- Click the **pencil**
  - *The checkboxes move to the other mode but only for this set of passages.*

23.9 Passages which have changed

Identify the passages which have been changed since they were marked as finished

- In the Parallel passage tool
- Change the passage filter to « Changed Text »
- Click **ab** icon under the passage reference.

  - *A comparison window is displayed in Paratext.*
- Change the text as necessary.
- Return to the Parallel passages tool (using the task bar icons)
- Click the check box to mark it as finished.
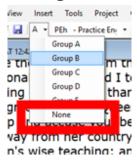
23.10 Compare the text as you translate

- Click in your project.
- ☰ **Tab**, under **Tools** > **Quick reference** (Ctrl+q)
  - *A window opens with the scroll group set to none.*

- Change the reference to the other passage.

23.11 To see a third passage

- Open you project a second time [≡ **Paratext** > **Paratext** > **Open** and double-click your project]

- Change the scroll group from **[A]** to **None**.

- Change the reference to the other passage.

24. Finalizing for Publication – New Testament

Introduction

This module looks at the variety of tasks needed to finalize the text for publication.

What you will do

- Add **illustrations** and captions
- Identify names for the maps
- Draft Introduction to the NT/Bible
- Check parallel passages
- Verify all checks are complete
- Proper Names final check
- Numbers, money, weights and measures check
- Formatting checks.

24.1 Choosing illustrations and captions

There are over 2800 images available, so it can be difficult to choose illustrations. Fortunately, it is now possible to search for images by chapter reference and by keywords in French. Note that any illustration you insert into Paratext will increase the size of your project. Only add these small jpg files (or

alternatively just the file name). When composing, they will be replaced by larger, high-resolution images.

Create a folder of images to search
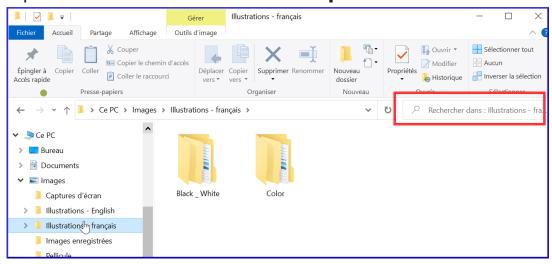
First time:

- Open the link https://tiny.cc/sampleimages on the Internet
- Right-click on the folder **Illustrations - French**,
- Select **Download**
  - *It will download about 121MB.*
- Search and open the downloaded **zip file**.
- Extract the single folder in the archive: **Illustrations - French** and put it in your **Images** folder
  - *(Windows starts to index the contents of the images...)*

Try various searches

When your images are indexed, you can try different searches.

- Open this new folder in the **File Explorer**.
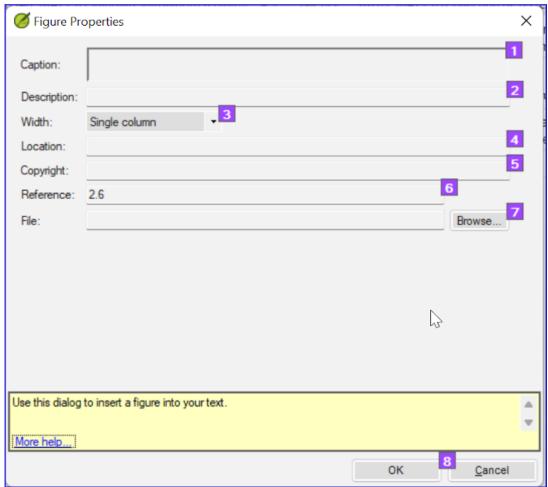
- Type in the search field:

- **A search word**, like cross, sheep, house, etc.

- A Bible reference**, like MAT27, ACT03, etc. (using at least 2 digits for the chapter).

- Add **black** or **-color** to display only black and white images.

24.2 Adding illustrations and captions

- In your project, navigate to the desired verse.

- From the **Insert** menu, choose **Image**

- Enter a **caption** to be printed with the image (in your language)[1].
- Enter a **description** to be printed with the image (in your language) [2].
- Indicate if the image should fill the width of a column or a page. [3]
- If applicable, type in a verse range as an acceptable location. [*][Optional]

- Enter the necessary copyright information about the image [4]
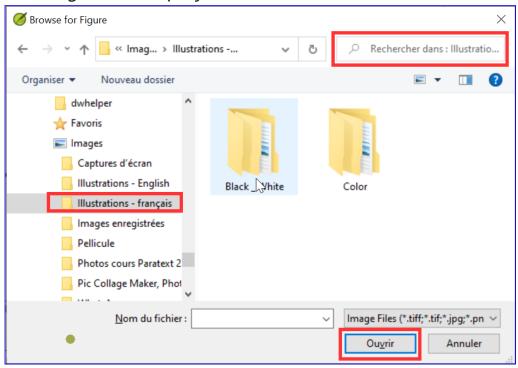- Paratext will fill in the chapter and verse reference that pertains to the image. [5]

Browse to find the image file

- Click **Browse**... to search for the image file. [7]
  - *A dialog box is displayed.*

- In the dialog, select the **Images - Illustrations - English** folder on the left
- Click in the **Search** field (top right) and type to filter the images (as above)
- Click on the desired image and click on the **Open** button.
- Click on **OK**.

24.3 Map names

- Click in your project.
- ≡ **Tab**, under **Tools** > **Biblical Terms**
- ≡ **Tab**, under **Bibllical Terms** > **Select Biblical Terms List**
- Choose NT MapBiblicalTerms
- Add renderings for all terms
- ≡ **Tab**, under **Biblical terms** > **Export as HTML**
- Type a name for the file
- Click **Save**.

24.4 Draft Introduction to the NT/Bible

- Change to the book INT

- Make sure there is an \h line
- Type your introduction using the following markers:
  - \mt1
  - \is
  - \ip
- Type in the overall introduction to the Bible/NT in the book **INT**

24.5 Check parallel passages

- See module PP Compare Parallel passages

24.6 Verify all checks are complete

Current book

- Open the project plan.
- Confirm that there are no issues on any of the checks.

Several books

- Redo the inventories.
- **☰ Tab** under **Tools** > **Run basic checks.**
- Make sure all checks are ticked.
- Make sure all books to be published are chosen.
- Click **OK**.
- Correct any errors.

Word list checks

From the word list, do the following checks:

- ≡ **Tab**, under **Tools** > **Spell check** > **All checks**
- ≡ **Tab**, under **Tools** > **Find Similar Words**
- ≡ **Tab**, under **Tools** > **Find Incorrectly Joined or Split Words**

24.7 Proper Names final check

- ≡ **Tab**, under **Tools** > **Biblical Terms**
- ≡ **Tab**, under **Biblical terms** > **Select Biblical Terms list** and choose the **Major Biblical Terms** list
- Filter on names with missing renderings
- Check that all names have an rendering (add if necessary).

24.8 Numbers, money, weights and measures

- Click in your project.
- ≡ **Tab**, under **Tools** > **Biblical Terms**
- ≡ **Tab**, under **Biblical terms** > **Select Biblical Terms list**
- Choose the appropriate list.
- Add renderings as usual.

24.9 Formatting checks

- Redo the module FC: Formatting checks.
- ≡ **Tab**, under **Tools** > **Checklists** > **Long/short verses**
- ≡ **Tab**, under **Tools** > **Checklists** > **Word or phrase**
- ≡ **Tab**, under **Tools** > **Checklists** > **Section headings**
- ≡ **Tab**, under **Tools** > **Checklists** > **Book titles**
- ≡ **Tab**, under **Tools** > **Checklists** > **References**
- ≡ **Tab**, under **Tools** > **Checklists > Footnotes**

25. Creating a Study Bible with Paratext 9.2 (and above)

Introduction

With Paratext 9.2 (and above) you can create a study Bible based on your translation by adding introductory paragraphs, sidebars and detailed footnotes and additional cross-references to help your user have a deeper understanding of the Bible text.

Where are you in the process?

Before you can create a study Bible you will want to translate and consultant check your New Testament (or portions). Then your administrator can create a new project (see below).

Why is this important?

Study Bible information is created in a separate project with links to the translated text. If the translated text changes the link can be broken. Links can be fixed, but it is less likely to be a problem if the text is stable.

What will you do?

You (or your administrator) will create a **Study Bible Additions project**. As the name suggests, this is where you

can add the study materials (without affecting your translation).

This separate project contains a read-only copy of your project and your additional text. When you are ready you can merge the Study Bible Additions project with your translation project into a third project.

- Create a new project of Study Bible Additions based on your translation
- Register the new project
- Add the additional material (introductions, sidebars, footnotes and cross-references)
- Hide any non-biblical text in the base translation (e.g. headings)
- Merge the projects to create a publication project.

Create a Study Bible Additions project

- Use the Paratext menu to create a new project

- Set the type of project to Study Bible Additions (Annexe de la Bible d'étude)

- Choose your translation project for the "based on" project.

- You will need to register the new project.

- *A grey-out read-only copy of your project is displayed, with a toolbar at the top.*

Add the additional material

Introductory material

- Position your cursor where you would like the additional material
- Click **Add +** on the toolbar
- A blue box with an \ip is added.
- Type the text.

Sidebar text

- Position your cursor where you would like additional material
- click **\esb** on the toolbar
- A sidebar panel is opened with a \ms marker added
- Type the title after the \ms marker
- Press Enter
- Choose a marker for the following text.
- Type the text.
- Continue as needed.

Extended cross-reference

- Position your cursor where you would like the cross-reference caller
- click **\ex** on the toolbar
- A footnote panel is opened with a \ex markers added
- Type in the cross-reference.

Extended footnote

- Position your cursor where you would like the additional footnote
- click **\ef** on the toolbar
- A footnote panel is opened with the appropriate \ef markers
- Add footnotes as needed.

Hide non-scriptural material

You can hide non-scriptural material such as headings from the translation

- Position your cursor where you would like the additional footnote
- Click **Hide** on the toolbar
- The text is displayed in a greyed-out box.
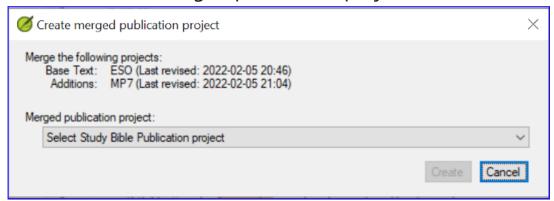
Compare versions

- Open a Study Bible Additions project

- From the **Project** menu,

- Under **Project**, choose **Compare Versions**

  The changes in the additions are displayed.

Merge the projects to create a publication project.

To publish the study Bible, you need to create a publication project.

- Click the Project menu

- Choose "Create merged publication project"

- Click the dropdown list "Merged publication project".

- Create a new project or choose a previous project

- Click **Create**

- *Paratext merges the translation project and the Bible Study Additions project and displayed the Merged publication project.*

- If necessary change the view to Preview.

Making changes

You now have three projects.

- Your original translation project,
- The Bible Study Additions project and
- The Merged publication project.

The merged publication project is read-only and cannot be changed.

Any corrections to the translation should be made to the original translation project. These corrections will be updated in the Bible Study Additions project when you next recreate the merge publication project.

Any corrections to the Bible study material should be made in the Bible Study Additions project.

To update the changes, create the merged publication project again.

Bible Study Additions project - Compare versions

In Paratext 9.3 and above, you can now use Compare versions

- Open a Study Bible Additions project
- From the **Project** menu,
- Under **Project**, choose **Compare Versions**
  The changes in the additions are displayed.

Printing the Study Bible with PTXPrint

Version 2.1.x (and above) of PTXPrint can print the merged publication project.

For detailed instructions see

https://software.sil.org/ptxprint/how-to-study-bible-layout/

A Special text

The following passage often have special formatting (by adding other USFM codes).

- Matt 1.2-16: The genealogy, which is not normal prose. Often set in a special poetic form so the fathers line up and the form indicates this is a special list (with comments).
- Matt 5.3-10: The beatitudes. Often set in poetic form.
- Matt 6.9-13: The Lord's prayer. Often set in poetic form.
- Matt 21.9: The greeting to Jesus. Often set in poetic form.
- Matt 27.37: The sign on the cross. Often set in small caps.
- Matt 27.46: The scream of Jesus. Sometimes marked by \tl and \tl*, the marker for transliteration (because it is in another language).
- Mark 5.41: The command to the dead girl. Sometimes marked by \tl and \tl*, the marker for transliteration (because it is in another language).
- Mark 11.9: The greeting to Jesus. Often set in poetic form.
- Mark 14.36: "Abba." Sometimes marked by \tl and \tl*, the marker for transliteration (because it is in another language).
- Mark 15.26: The sign on the cross. Often set in small caps.

- Mark 15.34: The scream of Jesus. Sometimes marked by \tl and \tl*, the marker for transliteration (because it is in another language).

- Mark 16.9: A note indicating another ending of Mark. Sometimes separated by a horizontal rule.

- Luke 1.46-55: The song of Mary (or Elizabeth; the Magnificat). Often set in poetic form.

- Luke 1.68-79: The song of Zechariah. Often set in poetic form.

- Luke 2.14: The chant of the angelic choir. Often set in poetic form.

- Luke 2.29-32: The praise of Simeon. Often set in poetic form.

- Luke 3.23-38: The genealogy. Often set in a special poetic form similar to the genealogy in Matthew.

- Luke 6.20-22: The beatitudes (blessings). Often set in poetic form.

- Luke 6.24-26: The beatitudes (woes). Often set in poetic form.

- Luke 11.2-4: The Lord's prayer. Often set in poetic form.

- Luke 19.38: The greeting to Jesus. Often set in poetic form.

- Luke 23.38: The sign on the cross. Often set in small caps.

- John 7.53-8.11: The story of the woman caught in the act. The section head usually occurs prior to verse 53. Sometimes, although rarely, separated by a horizontal rule before and after the text.
- John 12.13: The greeting to Jesus. Often set in poetic form.
- John 17.1-27: The prayer of Jesus. Sometimes, although rarely, set in paragraphs with added indentation from the left margin.
- John 19.19: The sign on the cross. Often set in small caps.
- Acts 15.23-29: The letter. Often set in paragraphs with added indentation from the left margin.
- Acts 23.26-30: The letter to Claudius Lysias. Often set in paragraphs with added indentation from the left margin.
- Rom 8.15: "Abba." Sometimes marked by \tl and \tl*, the marker for transliteration (because it is in another language).
- Rom 11.33-36: The doxology. Often set in poetic form.
- Rom 16.3-16: The special greetings. Sometimes set in a special poetic form similar to the genealogies.
- Gal 4.6: "Abba." Sometimes marked by \tl and \tl*, the marker for transliteration (because it is in another language).
- Phil 2.6-11: The attitudes. Sometimes set in poetic form.

- 1 Tim 2.5-6: A creed. Sometimes set in poetic form.
- 1 Tim 3.16: A creed. Often set in poetic form.
- 2 Tim 2.11-13: A creed. Often set in poetic form.
- 1 John 2.12-14: I write to you. Sometimes set in poetic form.
- Rev 1.4-7: The greeting and doxology. Sometimes set as poetry and prose.
- Rev 2-3: The seven letters. Often set in paragraphs with added indentation from the left margin.
- Rev 4.8: A chant. Sometimes set in centered poetic form.
- Rev 4.11: A chant. Often set in poetic form.
- Rev 5.9-10, 12, 13: Songs. Often set in poetic form.
- Rev 7.5-8: A list. Often set in a special poetic form.
- Rev 7.10, 12: Chants. Often set in poetic form.
- Rev 7.15-17: A declaration. Sometimes set in poetic form.
- Rev 11.15, 17-18: Chants. Often set in poetic form.
- Rev 12.10-12: A declaration. Often set in poetic form.
- Rev 15.3-4: A song. Often set in poetic form.
- Rev 16.5-7: A declaration. Often set in poetic form.
- Rev 17.5: A sign. Often set centered, in small caps.
- Rev 18.2-8: A declaration. Often set in poetic form.
- Rev 18.10-24: A series of woes. Often set in poetic form.

- Rev 19.1-8: A series of declarations. Often set in poetic form.

- Rev 19.16: A sign. Often set centered, in small caps.

- Rev 21.19-20: A list. Sometimes, although rarely, set in poetic form [2]

[2] Eppler, D., Goller, T., Wendland, E. R., Culy, M. M., Harold Greenlee, J., & Deibler, E. (July 2008). NOT No. 3 (Vol. 7, Mt 1:2–Re 21:19). SIL International.

B Three letter abbreviations

Genesis - GEN	Exodus - EXO	Leviticus - LEV
Numbers - NUM	Deuteronomy - DEU	Joshua - JOS
Judges - JDG	Ruth - RUT	1 Samuel - 1SA
2 Samuel - 2SA	1 Kings - 1KI	2 Kings - 2KI
1 Chronicles - 1CH	2 Chronicles - 2CH	Ezra - EZR
Nehemiah - NEH	Esther - EST	Job - JOB
Psalms - PSA	Proverbs - PRO	Ecclesiastes - ECC
Song of Songs - SNG	Isaiah - ISA	Jeremiah - JER
Lamentations - LAM	Ezekiel - EZK	Daniel - DAN
Hosea - HOS	Joël - JOL	Amos - AMO

Obadiah - OBA	Jonah - JON	Micah - MIC
Nahum - NAM	Habakkuk - HAB	Zephaniah - ZEP
Haggai - HAG	Zechariah - ZEC	Malachi - MAL

Table B.1 Old Testament

Matthew - MAT	Mark - MRK	Luke - LUK
John - JHN	Acts - ACT	Romans - ROM
1 Corinthians - 1CO	2 Corinthians - 2CO	Galatians - GAL
Ephesians - EPH	Philippians - PHP	Colossians - COL
1 Thessalonians - 1TH	2 Thessalonians - 2TH	1 Timothy - 1TI
2 Timothy - 2TI	Titus - TIT	Philemon - PHM

Hebrews - HEB	James - JAS	1 Peter - 1PE
2 Peter - 2PE	1 John - 1JN	2 John - 2JN
3 John - 3JN	Jude - JUD	Revelation - REV

Table B.2 New Testament

C. Common USFM Markers

> (i) **NOTE**
>
> - All Styles of type "Paragraph" require using the "Enter" key when choosing the marker in "Standard" view
> - All Style Type "Note" and "Character" require using the "Backslash" key when choosing the marker in "Standard" view

\id	File - Identification	Paragraph
\h	File - Header	Paragraph
\c	Chapter Number	Paragraph
\v	Verse Number	Character
\p	Paragraph - Normal - First Line Indent	Paragraph
\m	Paragraph - Margin - No First Line Indent	Paragraph
\q1	Poetry - Indent Level 1	Paragraph
\q2	Poetry - Indent Level 2	Paragraph

\id	File - Identification	Paragraph
\r	Heading - Parallel References	Paragraph
\s1	Heading - Section Level 1	Paragraph
\s2	Heading - Section Level 2	Paragraph
\mt1	Title - Major Title Level 1	Paragraph
\mt2	Title - Major Title Level 2	Paragraph
\mt3	Title - Major Title Level 3	Paragraph

Less-common Markers

\pc	Paragraph - Centered (for Inscription)	Paragraph
\nb	Paragraph - No Break with Previous Paragraph	Paragraph
\li	List Entry - Level 1 - Single Level Only	Paragraph

Introduction Markers

\imt1	Introduction - Major Title Level 1	Paragraph
\iot	Introduction - Outline Title	Paragraph
\io1	Introduction - Outline Level 1	Paragraph
\io2	Introduction - Outline Level 2	Paragraph
\ip	Introduction - Paragraph	Paragraph
\im	Introduction - Paragraph - no first line indent	Paragraph
\ipq	Introduction - Paragraph - quote from text	Paragraph

Cross Reference Markers

\x	Cross Reference	Note
\xo	Cross Reference – Origin Reference	Character
\xt	Cross Reference - Target References	Character
\x*	Cross Reference End	Note

Figure/Illustration Markers

\fig	Auxiliary - Figure/Illustration/Map	Note
\fig*	Auxiliary - Figure/Illustration/Map End	Note

Footnote Markers

\f	Footnote	Note
\fr	Footnote - Reference	Character
\ft	Footnote - Text	Character
\fk	Footnote - Keyword	Character
\fq	Footnote - Quotation or Alternate Rendering	Character
\fqa	Footnote - Alternate Translation Rendering	Character
\f*	Footnote End	Note

Glossary

\k ... k*	Keyword (in the glossary)	Character
\w ... \w*	Indicates a word in the glossary (in the text)	Character
\p	Paragraph	Paragraph
\li1	Glossary list paragraph (1st level indent)	Paragraph
\li2	Glossary list paragraph (2nd level indent)	Paragraph