The training manual follows the tasks in the SIL Compact Plan. The page numbers refer to the PDF.

Introduction

1. Course introduction ... p.10

Stage 1 Drafting

- 2. OD Organising your desktop ... p.17
- 3. PP1 Project plan and progress ... p.29
- 4. **KD** Keyboarding your draft ... p. 35
- 5. **BC1** Basic checks ... *p.45*
- 6. PP2 Project progress ... p.49

Stage 2 Team check

- 7. **PN** Proper Names ... p. 54
- 8. **SP** Spell Checking ... p.61
- 9. **GL** Glossary ... p. 72
- 10. BT- A 4-Step process for ... Biblical Terms ... p.78
- 11. MP Compare a word or phrase ... p.89
- 12. <u>BC2</u>– <u>Basic Checks</u> ... *p.94*
- 13. FC- Formatting checks ... p.104
- 14. **PD** Printing Drafts ... p.109
- 15. <u>UN- Using Notes</u> ... p.114

Stage 3 Prepare for consultant

- 16. BT1- Draft a Back Translation ... p.125
- 17. BT2- Interlinearize a project ... p.132
- 18. <u>CT– Compare Text</u> ... p.137
- 19. BC3 Basic checks 3 ... p.140

Stage 4 Consultant check

20. CT- Collaboration Tools ... p. 149

Stage 5 (Stage 3 UBS) Community review

- 21. **PPR** Progress report ... p.157
- 22. BTR Biblical key terms report ... p.159

Stage 6 (Stage 4 UBS) Finalising for Publication

- 23. **PP** Parallel Passages ... *p.162*
- 24. **FFP** Finalising for Publication ... p.170
- 25. CSB Create a study Bible ... p.179

Appendix

- APP-A. Special texts ... p.186
- **APP-B**. Three letter abbreviations ... p.191
- APP-C. Common USFM markers ... p.194