Training Video summaries: English

Version 9.2

https://manual.paratext.org/9.2/category/paratext-video-summaries

Version: 9.2

Video Summaries by Task

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

Introduction

- What is Paratext (0.1)
- How To Change The User Interface Language (0.2.1a)
- The Basics Of Projects And Resources (0.2.1b)
- Finding Menu Items (0.2.1c)
- How To Arrange Windows (0.2.1d)
- How To Open And Modify A Text Collection (0.2.2a)
- How To Control Which Windows Scroll Together (0.2.3a)
- How To Set The Default Keyboard For A Project (0.2.3b)
- How To Swap A Text In A Window (0.2.3c)
- Further Tips On Arranging Windows (0.2.3d)

- How To View Other Bible Related Texts In Paratext (0.2.3e)
- Quick Bible Reference Navigation (0.2.4)
- Finding Help (0.3)
- What Is Send & Receive Why Do I Need it (0.4a)
- How To Receive A Shared Project For The First Time (0.4b)
- Send & Receive Regularly To Keep A Shared Project In Sync (0.4c)
- How to Avoid Causing Conflicts When Using Send & Receive (0.4d)
- Introduction To Enhanced Resources (0.5)
- How To Download And Install Resources And Enhanced Resources (0.3a)

Stage 1 Drafting

- How To View Tasks Assigned To You (1.1)
- Understanding USFMs - Introduction (1.2.1)
- How Standard View Helps You Add Markers (1.2.2a)

- How To Work With USFMs In Formatted View (1.2.2b)
- How To Use Basic View (1.2.2c)
- What Is Unformatted View For (1.2.2d)
- What Is Preview - How It Is Different From Formatted View (1.2.2e)
- How To Type A Backslash When There Isn't One On Your Keyboard (1.2.3)
- The Best Way To Add Verse Numbers (1.2.4)
- How To Mark Non-Biblical Text (1.2.5)
- How To Scroll Between Chapters In A Window (1.3a)
- How To Change The Size Of Text In A Window (1.3b)
- Required Paragraph Markers (1.3c)
- How To Use Checking Tools (1.4)
- Marking Tasks as Complete (1.5)
- What is a Conflict? (1.6a)
- Paratext Conflict Notes - What They Look Like And How To Deal With Them (1.6b)

- How To Insert, View And Edit Footnotes (1A.3)
- Glossary: Adding Entries (1A.4a)
- Glossary: Permission to Edit (1A.4b)
- Glossary: Finding/Linking Entries (1A.4c)
- Glossary: Editing Entries (1A.4d)
- Illustrations (1A.5a)
- More about Illustrations (1A.5b)
- Book Introductions (1A.6)
- Characters Inventory (1A.7a)
- Punctuation Inventory (1A.7b)

Stage 2 Team check and comprehension check

- Approve Spellings of Common Words (2.1a)
- Spell Check Current Book (2.1b)
- Spell Check: Common Typos (2.1c)
- More on Wordlist Tool (2.1d)
- Wordlist: Edit Verse (2.1e)
- Spell Check: Display Spelling Errors (2.1f)

- Biblical Terms: Introduction (2.2a)
- Biblical Terms: Identify Renderings (2.2b)
- Biblical Terms: Edit/Delete Renderings (2.2c)
- Print a Draft (2.4a)
- Notes: How to Insert (2.5a)
- Notes: Comment, Assign, Tag, Edit, Delete (2.5b)
- Notes: Compare, Resolve (2.5c)
- Notes: Notes List (2.5d)
- Notes: Filter and Sort (2.5e)
- Notes: Search and Hashtags (2.5f)
- Notes: Reattach (2.5g)

Stage 3 Prepare for the consultant

- Biblical Terms: Comparative Texts (3.1a)
- Biblical Terms: Consistency achieved (3.1b)
- Biblical Terms: Filters and Guesses (3.1c)
- Back Translation: What is it and What Makes a Good One? (3.2a)

- Back Translation: How to Prepare for and Create the Project (3.2b)
- Back Translation. How to Draft and Mark as Finished (3.2c)
- Back Translation: How the Status Boxes Help (3.2d)
- Back Translation: Ready for the Consultant and their Notes (3.2e)
- How and When to Use the Interlinearizer (3.3)
- Basic Checks: References (3.4a)
- Basic Checks: Quotations (3.4b)
- Basic Checks: Quoted text (3.4c)
- Basic Checks: Unmatched pairs (3.4d)
- Basic Checks: Numbers (3.4e)
- Basic Checks: Capitalization (3.4f)
- Basic Checks: Repeated words (3.4g)
- Basic Checks: Exceptions (3.4h)

  Stage 4 - Consultant check**

- Collaboration Tools: Paratext Live (4.1)

- Collaboration Tools: Chorus Hub (4.2)

Stage 5 - Community check of changes

- Book Name USFMs (5.1)
- Find and replace (5.2)

Stage 6 - Finalising for publication

- Parallel Passages Tool (6.1a)
- Parallel Passages Tool: Filters and Changed Text (6.1b)

Version: 9.2

What is Paratext? (0.1)

Paratext is the premier Bible translation platform used by over 10,000 people worldwide for planning, managing, drafting, reviewing and checking Bible translations in more than 2,300 languages. Here are some of the tools Paratext has to offer.

- A Project Plan, which lays out all the stages needed to be completed in order for a high quality translation to be achieved, with the order in which books should be translated.
- Team members can communicate through a system of notes.
- Paratext supports translation itself in numerous ways, with hundreds of resources and several Enhanced Resources with enable translators less confident in Greek and Hebrew.
- Team collaboration is facilitated by either working off-line or online with Paratext Live.
- Paratext has specialized for translation of the Bible, such as the Parallel Passages tool, and the Biblical Terms tool.
- Paratext provides spellchecking features by looking for abnormal patterns to detect potential spelling

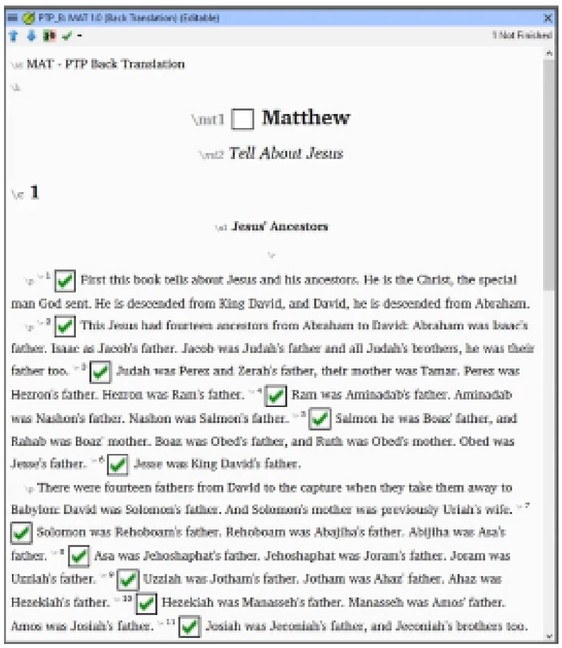
errors.

- When the text is ready for a translation consultant to check, users can prepare a written back translation for the consultant, and/or prepare a more literal back translation using the interlinearisation tool
- There is a rich provision of training materials available including online videos in multiple languages.
- To download Paratext and apply for a free licence, go to Paratext.org.

Version: 9.2

What is a back translation? (3.2a)

What is a back translation and What Makes a Good One?



A back translation is a way to check a translation. In Bible translation, the vernacular text is translated into a major language so that a translation consultant who is not fluent in the vernacular can examine the translation and help the team improve it. In Paratext, a back translation is done in a separate but linked project.

What are the qualities of a good back translation?

- Done by someone not involved in drafting the vernacular translation.

- Natural, and reflect how the back translator understands the sense of the vernacular text.
- Without using any helps or other Bibles.
- Reflect what the vernacular text says and not what it should say.

Version: 9.2

How to Prepare for and Create the Project (3.2b)

Before drafting the back translation, make sure that all the prerequisite tasks have been done and there are no outstanding issues blocking the drafting task. Dealing with these issues first means you have a more stable vernacular translation to be working from. A back translation is stored in a separate but linked project.

Create a project for the back translation

To create the project,

- Open the **main Paratext menu**.
- **Expand** the menu.
- Click **New Project**…

  The Project Properties dialog opens.

To change the project's name

- Click the **Edit** button.
- Click **OK**.
- In **Language**,

- select the major language the translation **consultant** is fluent in.
- In **Type of Project**,
- select **Back translation**.
- In **Based on**,
- select the project this is a back translation of.

  Versification and registration are inherited from the linked project.
- Click **OK.**
- Select USFM 3 or 2 as appropriate to your needs.

Create the books you need

- click **Create Book**.
- The pre-selected option is correct to copy the format markers from the linked project.
- Click **OK**.

Now the back translation project has all the standard format markers from the base project.

Version: 9.2

How to Draft and Mark as Finished (3.2c)

Go to Basic view

It is best to draft the back translation in Basic view.

- Press Ctrl+E.
- With Ctrl held, press E repeatedly until Basic is selected.

Type the text

- Place the cursor in the white box after the verse number.

  The corresponding verse text is highlighted in the vernacular project.

- Type the verse,

- Press **Tab** to move to the next white space.

  You do not need to use the mouse.

Mark the back translation as finished

- Use the **Mark Status** button on the toolbar to mark one verse at a time,

- or periodically, click the **arrow** next to the check mark and select “**Mark All Verses in Chapter as Finished”.**

  This will only mark the verses in the chapter that have text.

Version: 9.2

How the Status Boxes Help (3.2d)

When a back translation has been marked as complete, and someone subsequently edits and saves the vernacular, the status of the affected verse is changed to outdated. It needs checking.

If no change is needed

- Mark the verse as finished.

To move between verses which need checking

- Use the up and down arrow buttons at the top of the window.

To see exactly what has changed in the translation

- Click the '**view differences**' button

  The Compare Versions window opens.

On the **left** is the **current** version, and on the **right** is **how it was** when the back translation was marked as finished. The differences between the versions are highlighted.

Other icons

X and ! indicate a problem with the verse numbering.

- Hover the mouse over the status box to find out what the symbol means.
- If the problem is due to an error in the vernacular translation, edit the vernacular to correct the problem.
- Save it,

  the checkmark reappears in the back translation.

Version: 9.2

Ready for the Consultant and their Notes (3.2e)

When the **back translation is complete**
AND **all the boxes are marked as finished**,
it is ready to pass to a translation consultant.

The consultant can insert notes in the back translation project when they have suggestions or questions for the translation team.

Version: 9.2

Introduction (2.2a)

Examining how a team has rendered Biblical terms helps ensure consistency in the way those key terms are being translated.

There are two tools to help with this. *The Biblical Terms Tool* and its mini version the *Biblical Terms Renderings window*.

The Biblical Terms Renderings window

- is a simplified version.
- opens as a panel
- shows the biblical terms for the current verse.
- is designed to be used alongside a translation as it is drafted and edited.
- It is available directly on the project **menu**, under **Tools**.

The Biblical Terms tool

- has the same core functionality but with some additional features
- an expanded toolbar and a find filter.
- more menu options,
- a count column,

- a second display of the renderings of the selected biblical term and any description that has been added.
- A concordance of the relevant verses
- An option to display comparative texts.
- The Biblical Terms window is designed to be used in a larger window.
- Expand the menu to access it.

Core functionality shared by both tools.

- The table lists the biblical terms that occur in the selected range of verses.
- In both tools, you can change the verses filter to see more terms listed.
- The full Biblical Terms Tool is used with a larger verse range for checking consistency across many chapters or books.

Transliterate terms

If you can’t easily read the Greek and Hebrew alphabet, you can choose to view the terms in Latin script.

- In either tool, click the **menu** for the window.

- Under **View** click **Transliterate terms**.

  The Terms are now shown in Latin script.

Renderings column

- contains the actual renderings, or translations, of the biblical terms.
- shows all the renderings identified or guessed.
- shows how the term has been rendered elsewhere in this project.
- If the panel is open as you type the initial draft of the verse, it acts as a prompt, which prompts consistency.
- The **orange background**
- if a rendering has not been identified for that Biblical term.
- Or if a rendering is shown but with an orange background there is a computer guess that needs to be confirmed or rejected.

Found column

- ✓ contains a checkmark or tick when a confirmed rendering is present in **all** the verses in the current verse range.
- ? contains a **question mark** when a **guessed** rendering is found in **all** the verses.
- is **blank** if **any** of the verses included in the verse range don’t contain an identified or guessed rendering.

How does Paratext know what the key Biblical terms are?

- Each project is linked to a Biblical terms list.
- It is best to use the Project Biblical Terms list, populated with terms from the other lists.
- The project administrator needs to select the list.

Version: 9.2

Identify Renderings (2.2b)

- Open the **menu** for the project and select **Biblical Terms Renderings**.

There are two ways to identify a rendering of a biblical term in the mini Biblical Terms Renderings panel.

- Paste or type the rendering in the Edit renderings dialog
- Drag and drop

Using the Edit renderings dialog box

- Double click to select the rendering in the text.
- Press **Ctrl C** to copy it.
- Double click the Renderings cell in the row for the Biblical Term.

  The Edit Renderings dialog box opens.
- Type or paste it in the Renderings box.
- Click **OK**.

  The rendering is now shown in the Renderings column, and a tick is shown in the Found column to show it is present in this verse.

To approve a guessed rendering

The guessed rendering is shown in the Renderings box with its orange background.

- Double click the Renderings cell

  The Edit Renderings dialog box opens.

- Select the box “**Approve guessed renderings**”.
- Click **OK**.

  The orange background is removed.

Drag and drop – one-time setup

By default, drag and drop is disabled in Paratext to prevent you from reordering words by accident.

- Open the main Paratext menu.
- Under Paratext, click **Paratext Settings.**

  The Paratext Settings dialog box opens.

- “**Enable Drag-and-Drop in Text Windows” is not selected**.
- Click the checkbox.

- Click **OK** to save the settings.

  Drag and drop is now enabled.

Drag and drop using

- First, select the relevant word or phrase.
- Then click on the selection but keep holding down the **left** mouse button.
- Whilst keeping the mouse button down, drag the mouse pointer to the row for the term in the Biblical Terms Renderings panel.
- Let go of the mouse button.

  The word appears in the Renderings column.

Using the full Biblical Terms window

The full Biblical Terms window provides another way to identify a rendering and approve a guess.

- Open the **menu** for the window.
- **Expand** the menu.
- Under **Tools**, click **Biblical Terms**.

  In the Biblical Terms window, the lowest pane displays the verses where the selected Biblical term occurs.

To identify the rendering of a biblical term

- Select the rendering in the verse text.
- On the toolbar, the button “**Add Rendering**” identifies the selected text as a rendering. (or Ctrl+A)

To approve the guessed renderings for a biblical term

- Select one or more biblical terms (using Ctrl or Shift-click)
- Open the **menu** for the window.
- Click “**Approve guessed renderings in selected terms**”.

Version: 9.2

Edit/Delete Renderings (2.2c)

When several words have been identified as being renderings of a term all have the same central root, we can use a wildcard, the asterisk, to identify the root as the rendering. This will then match other inflected forms that are used in the future.

To edit or delete a rendering,

- Double click the rendering in the table.

  The Edit Renderings dialog box opens.

- Edit the top rendering and change the prefix and suffix to an asterisk.

- Unwanted or superfluous renderings can simply be deleted.

Add a gloss to a rendering

You can type a gloss in parentheses after then rendering to clarify the usage.

The Guide

The Guide contains useful information about using the asterisk, adding a gloss and expressing a phrase.

History

When you make a change to the renderings, there is a warning indicator next to the [History] button.

- Click the [**History**] button.

  The Renderings History dialog box opens.

- We can explain the changes we just made in the “Why Changed?” column.

  Click [**OK**].

Questions or descriptive notes

You can also optionally add questions or descriptive notes about the renderings in the Description field.

It will be shown in the central panel of the Biblical Terms Window, under the renderings

Close the Edit Renderings dialog box.

- Click [**OK**] to save our changes.

  The words in the Renderings column have now been updated according to the changes made in the dialog.

Version: 9.2

Comparative texts (3.1a)

One of the additional features in the full Biblical Terms window is the option to display comparative texts.

To display comparative texts

- Click on the **Comparative Texts** button on the toolbar.

  The Select Texts dialog box opens.

- Scroll down to find the resource you want to add,
- Click on the resource.
- Click on the “**move right**” arrow to add it to the list of Selected texts.
- Do this for any other texts that will help you, like important reference texts such as the NIV or RSV.

Reorder texts

- Add texts to the selected texts list.
- Click the up and down arrows.
- Click **OK**

The texts are displayed in the concordance area next to your vernacular text.

The renderings are listed as well as being highlighted in the verse.

Version: 9.2

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.

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

Version: 9.2

Filters and guesses (3.1c)

In this video we will learn a new way to open the Biblical Terms Tool, how to filter the Biblical Terms list by category, and how to make Paratext guess renderings.

Open the Biblical Terms window to a specific verse range

- Place your cursor in the verse
- Right-click in the text.

  We have three choices:

  View Biblical Terms for Current Verse(s), Current Chapter(s), Current Book.
- Click **Current Book**.

  The Full Biblical Terms Window opens with the verse filter set to current Book.

Filter on categories

The Biblical Terms listed include names, attributes, beings...

- Click on the **Current Biblical Terms Filter**.

- Click **New Filter...**

  The Biblical Terms Filter dialog box opens.

- Select the category **Name**.
- Type a name for the filter in the box labelled “**saved selections**”.
- Click the **save icon** button to save the new filter.
- Click [**OK**] to apply the filter.

  The list is filtered to the Biblical Terms with the category ‘name’.

Guess renderings

The guess renderings feature uses statistics to guess which words in the translation are probably the rendering of which Biblical Term. It can be quite accurate at guessing proper names.

- Open the menu for the **Biblical Terms** window.
- Under Tools, click **Guess Renderings**.

  The Guess Renderings dialog box opens. By default, it already has the Name category selected.

- Optionally, you can use a model text.

- Click **OK**.

  Paratext analyzes the texts and makes guesses of **all** names in the project.

  When it finishes, it informs us that all the guessed renderings are highlighted in orange.

- Click [**OK**] to dismiss the message.

Approve guessed renderings

Renderings with an orange background are guessed, approved renderings have a white background. Guessed renderings should be reviewed and approved or corrected by a member of the team.

Approve renderings one at a time

- Double clicking the renderings to open the Edit Renderings box.

- Click the checkbox **Approve Guessed Renderings**.

- Click **OK**.

  The rendering no longer has an orange background.

Approve many renderings

- Select the rows you want to approve by using Shift click for a span or Ctrl click for individual rows.
- Open the menu for the Biblical Terms window.
- Under Edit, click **Approve Guessed Renderings of Selected Terms**. (or Ctrl+G.

  The renderings of all the selected terms have been approved.

Correct renderings

Not all the guesses will be correct.

- Double click the rendering.
- Type or paste the correct rendering.
- Click [**OK**].

Remove all guessed renderings

- Menu > under **Tools** > **Clear Guessed Renderings**.

Mark Renderings as correctly spelled

After you approve a large number of renderings, it is helpful to mark those words as correctly spelled.

- Open the **menu** for the Biblical Terms window.

- Under **Tools**, click **Mark Renderings as Correctly Spelled**.

  A message box opens informing us of how many renderings will be marked as correct and checking whether we want to go ahead.

- Click **Yes** to go ahead or **No** to cancel.

  When we click Yes, all of the manually added or approved renderings will be marked as being correctly spelled.

Version: 9.2

How to use the checking tools (1.4)

Paratext has several tools for checking the consistency and accuracy of a translation. These Checks are listed in the My Tasks view in the Assignments and progress window. Some checks require some set-up.

It is important to correct any problems with chapter and verse markers, so Paratext can show exactly where problems are found.

You do not need to have finished drafting a book before you start looking at the issues.

To view Chapter/Verse Number issues

- Click the issue count.

  Paratext lists the items in a window panel.

- Close the **Assignments and progress window**.

  You may need to adjust your window layout to view the issues and the translation in a convenient way.

- Double click an issue

Paratext moves to that reference.

Typical issues

- **Duplicated verse**: This can often be due to an error later in this chapter.
- **Verse Number in heading** : When there is a section heading followed by a cross reference heading, you need to add a paragraph before the verse number (e.g. \p).
- **Verse Missing** :
- Is there a space between the v and the verse number? If not add a space.
- Is there is a space after the verse number? If not, add a space.
- Is there a space after the \? If so, delete it.
- Click **Rerun**, click **Yes** to save the changes.

Next time you open the Assignments and Progress dialog it will display the up-to-date number of issues left to be dealt with for this check.

To run the checks without a project plan

- Open the menu for the **project** and under Tools, click **Run Basic Checks**.

- Click **OK** to run the selected checks.

Paratext lists the items in a window panel as before.

There will be a Verses Missing issue shown for a span of text that hasn’t been drafted yet.

Rerun the check whenever you want to remove resolved issues from the list.

P9 - 1A.7a Character Inventory

In this video we will learn how to tell Paratext which characters it has found in the text are valid and which are invalid. This set-up task is required for the **Character Check**.

Before Paratext can check that the team has only used characters which are relevant for this project,

someone needs to tell Paratext what the valid characters are!

- Any character in the language settings dialog is automatically marked as valid.
- If a significant proportion of characters are new and no one has yet marked if they are valid or invalid, the Assignments and Progress dialog will show “Set up Required” next to that check.
- It may be that you deal with all the unknown characters in one book and later find you need to

deal with a few more when you move on to check the next book.

To set up the characters check

- In the Assignments and progress window, click "**Set Up Required**".

  The Characters Inventory opens.

Here you can tell Paratext whether characters are valid or invalid for this project.

- Select a character.
- Review where it is used
- Click the relevant button: **Valid**, **Invalid** or **Unknown**.

Change the status of multiple characters

- Click the first character
- Use shift with your second click.
- To save the changes, click **OK**.

If sufficient characters have been marked as valid or invalid,

the Assignments and Progress dialog will now show the number of issues in the current book.

To re-open the Characters Inventory

- Open the **menu for the project**.
- **Expand** the menu.
- Hover the mouse over **Checking Inventories.**
- Click **Characters Inventory**.

  The Characters Inventory re-opens.

P9 - 1A.7b Punctuation Inventory

In this video we will learn how to tell Paratext which uses of punctuation marks that it has found in the text are valid and which are invalid. This set-up task is required for the **Punctuation Check**.

Before Paratext can check that the team has only used punctuation correctly someone needs to tell Paratext what the valid use of punctuation marks is in this project!

- We need to inform Paratext not only whether a punctuation mark is a **valid character** or not, but what the **valid and invalid ways** of using each one are, in terms of the surrounding words or spaces.
- If Paratext finds a significant proportion of punctuation usage patterns are new and no one has

yet marked if they are valid or invalid, the Assignments and Progress dialog will show “Set up Required” next to the check.

- It may be that you deal with all the unknown punctuation patterns in one book and later find you need to deal with a few more when you move on to check the next book.

To set up the Punctuation check (Administrators)

- Click “**Set Up Required**”.

  The Punctuation Inventory opens.

Each punctuation pattern is marked as either **valid**, **invalid** or **unknown**.

The same punctuation character will be listed twice if it occurs in two contexts.

The underscore character (_) represents a space.

With **Show Sequences unchecked**, other punctuation is ignored when the punctuation patterns are analysed.

- Select a punctuation pattern.
- Review where it is used
- Click the relevant button: Valid, Invalid or Unknown.

Change the status of several punctuation patterns at once

- Click the first character
- Use shift with your second click.

Sorting and filtering are useful ways to examine the punctuation.

- To save the changes, click OK.

If sufficient punctuation patterns have been marked as valid or invalid, the Assignments and Progress dialog will now show the number of punctuation issues in the current book.

To re-open the Punctuation Inventory

- Open the menu for the project.
- Expand the menu.
- Hover the mouse over Checking Inventories.
- Click Punctuation Inventory.

Show sequences

It is recommended that you start working on the punctuation inventory with the **Show sequences** box unchecked.

Version: 9.2

How to Mark Texts as Complete (1.5)

Watch video

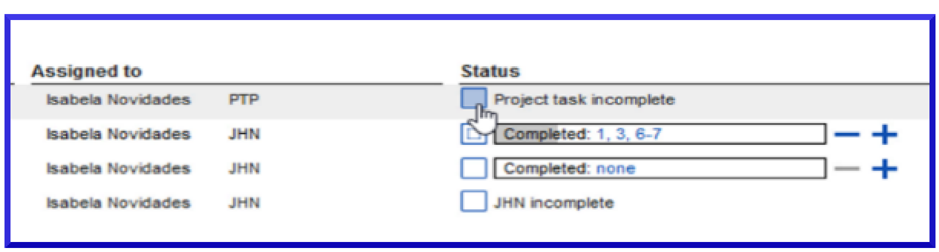
As you work on the tasks assigned to you in Paratext, you need to record what you have finished.This allows the team to see your progress, and--most importantly--allows other team members, who are waiting for your task to be finished, to get started on their tasks.

Open Assignments and progress

- Click on the blue button .

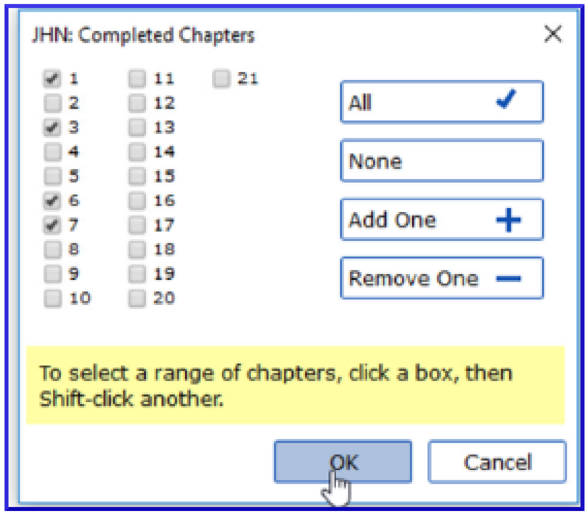
Mark tasks as complete

- Mark **project task** or **book task** as complete: click the check box



- Mark **chapter task** as complete: click blue **+**, or unmark click blue **-**

- For more control click none (or chapter numbers), click the chapter numbers



- Click **OK**

Useful links:

Prev (Book or Priority), Next (Book or Priority), All tasks

Send/Receive

Remember to Send/Receive so that other team members receive the progress status information.

Version: 9.2

Character Inventory (1A.7a)

In this video we will learn how to tell Paratext which characters it has found in the text are valid and which are invalid. This set-up task is required for the **Character Check**.

Before Paratext can check that the team has only used characters which are relevant for this project,

someone needs to tell Paratext what the valid characters are!

- Any character in the language settings dialog is automatically marked as valid.
- If a significant proportion of characters are new and no one has yet marked if they are valid or invalid, the Assignments and Progress dialog will show “Set up Required” next to that check.
- It may be that you deal with all the unknown characters in one book and later find you need to deal with a few more when you move on to check the next book.

To set up the characters check

- In the Assignments and progress window, click “**Set Up Required**”.

  The Characters Inventory opens.

Here you can tell Paratext whether characters are valid or invalid for this project.

- Select a character.
- Review where it is used
- Click the relevant button: **Valid**, **Invalid** or **Unknown**.

Change the status of multiple characters

- Click the first character
- Use shift with your second click.
- To save the changes, click **OK**.

If sufficient characters have been marked as valid or invalid,

the Assignments and Progress dialog will now show the number of issues in the current book.

To re-open the Characters Inventory

- Open the **menu for the project**.

- **Expand** the menu.

- Hover the mouse over **Checking Inventories.**
- Click **Characters Inventory**.

  The Characters Inventory re-opens.

Version: 9.2

Punctuation Inventory (1A.7b)

In this video we will learn how to tell Paratext which uses of punctuation marks that it has found in the text are valid and which are invalid. This set-up task is required for the **Punctuation Check**.

Before Paratext can check that the team has only used punctuation correctly someone needs to tell Paratext what the valid use of punctuation marks is in this project!

- We need to inform Paratext not only whether a punctuation mark is a **valid character** or not, but what the **valid and invalid ways** of using each one are, in terms of the surrounding words or spaces.
- If Paratext finds a significant proportion of punctuation usage patterns are new and no one has yet marked if they are valid or invalid, the Assignments and Progress dialog will show “Set up Required” next to the check.
- It may be that you deal with all the unknown punctuation patterns in one book and later find you need to deal with a few more when you move on to check the next book.

To set up the Punctuation check (Administrators)

- Click “**Set Up Required**”.

  The Punctuation Inventory opens.

Each punctuation pattern is marked as either **valid**, **invalid** or **unknown**.

The same punctuation character will be listed twice if it occurs in two contexts.

The underscore character (_) represents a space.

With **Show Sequences unchecked**, other punctuation is ignored when the punctuation patterns are analysed.

- Select a punctuation pattern.
- Review where it is used
- Click the relevant button: Valid, Invalid or Unknown.

Change the status of several punctuation patterns at once

- Click the first character
- Use shift with your second click.

Sorting and filtering are useful ways to examine the punctuation.

- To save the changes, click OK.

If sufficient punctuation patterns have been marked as valid or invalid, the Assignments and Progress dialog will now show the number of punctuation issues in the current book.

To re-open the Punctuation Inventory

- Open the menu for the project.
- Expand the menu.
- Hover the mouse over Checking Inventories.
- Click Punctuation Inventory.

Show sequences

It is recommended that you start working on the punctuation inventory with the **Show sequences** box unchecked.

Version: 9.2

Print a draft (2.4a)

To allow you to check or test the translation, you probably will need to print it on paper. Paratext has several ways to print out your project but don’t use Print!

Export Draft to PDF

- Project Menu, “**Export Draft to PDF**” command.

  The Export Draft to PDF dialog box opens.

- Choose from the various configuration options.
- Select the chapters or books (click **Choose**) you need to print
- Click “**Combine Books**” to put all books into one PDF file.
- Getting the page size right is crucial. (A4 or Letter).
- You can set the width of the margins, columns, font and font size, and basic layout options, such as justifying paragraphs.
- Add a note about the purpose of the printout in the comment field.

- The Advanced tab has a number of advanced options regarding font, headers, versification and pictures.
- When the settings are ready to try, click **OK**.

  Paratext creates the export... then the PDF file opens in a PDF reader.

Changing layout or formatting

- Close the file and use “**Export Draft to PDF**” again.

  The settings you used last time will be preselected.
- Change some settings to improve the output.
- Click **OK**.

Print from the PDF reader program

- When you are happy with the appearance of the PDF file, use **Print** in the PDF reader.

  The pages will be printed exactly as they are shown on the screen.

Open the PDF file after closing it

- Open **Windows Explorer**

- Navigate to your Paratext project folder, which is usually at the root of the C drive.

  By default this folder is called My Paratext (8 or) 9 Projects.

- Open the folder for the relevant project.
- Open the **PrintDraft** folder.
- Double click the PDF file to open it.
- Now print the extra copies you need.
- You could also copy the file onto a USB drive, or send it to someone in an email as needed.

Help about the options

- First try the **guide** on the Export Draft to PDF dialog, first try the Guide.
- Alternatively **search** in the Help file for “export draft”.

  The top Help topic “How do I make a draft printout of my translation?” is the relevant one for this dialog box.

PTXPrint

PTXPrint is a separate program which similarly creates a PDF file from a Paratext project.

It has far more configuration options, such as

- more precise picture placement,
- fine-grained control of footnotes,
- headings, and
- columns.
- It can print diglots and include page borders.

To learn more, go to software.sil.org/ptxprint/

Version: 9.2

Reference check (3.4a)

The reference in a parallel passage heading or a cross reference has an icon beside it. When you click on the icon, Paratext opens a Quick Reference window to that passage.

Problem with reference

If there is a problem with the reference, the icon has a red X on it.

By hovering over it, you can see a description of the problem.

Scripture reference settings

- Open the menu for the project.
- Expand the menu.
- Hover over **Project Settings** and click **Scripture Reference settings**.

  Three tabs are displayed: Reference Format shows the punctuation and Book names.

Only project administrators can change these settings.

To view a list of the errors

From the Assignment and progress:

- Click the number of issues beside the check.

  Paratext opens a panel showing the reference errors.

Using the menu

- Open the menu for the project.
- Under **Tools**, click **Run Basic Checks**.
- Select the check and the Books to check.
- Click **OK**.

View an error

- Double click the item in the list.

  The project window scrolls to show the error and selects the part Paratext finds problematic.

Common errors

You might need to refer to the project's Scripture Reference Settings to see what is valid for your project so you can correct the errors.

Invalid chapter/verse separator

The separator is often either a period (full stop) or a colon between the chapter number and the verse number.

- Correct the character.

  When Paratext recognizes that the error is fixed, the red x on the icon goes away.

Invalid verse separator

The separator is usually either comma (with or without a space).

For a **range of verses**, use the range of verses separator, which, is usually a hyphen.

Invalid book

In the book names tab, you set three names for each book: the long name, the short name, and an abbreviation.

Set the names to be used for \xt field and parallel references.

- Edit the book name.

The error goes away.

Invalid verse separator

Errors for this problem can be harder to see.

Check the separator character and any spaces.

Other Possible Errors

Paratext only checks for references in \r, \ior, \x, \xo, \xt, \fr.

Other markers are not checked. A way to spot that a marker isn't being checked is to notice when the reference icon is missing.

Version: 9.2

Quotations (3.4b)

The Quotations check examines quotation marks in the text, and verifies that they follow the project's rules for quotations.

Quotation rules

Only administrators can change the rules, but you can look at them.

- Open the **menu** for the project.
- Expand the menu.
- Under **Project Settings** click **Quotation Rules**.

See the example at the bottom of the dialog box to see the three levels of quotes.

1. Quotes
2. quotes within quotes, and
3. quotes within quotes within quotes.

In addition to opening and closing quotation marks, there is a continuer quotation mark.

Project plan

To view a list of the errors

- Click the blue Assignments and progress button
- Check for outstanding issues for Quotations
- Click the **number of issues.**

  Paratext opens a panel showing the quotation errors.

- To view an error in the scripture text, double click the item in the list.

  Paratext selects the quotation mark or text it finds problematic.

You do need to have permission to edit the relevant chapter in order to correct each issue.

- Correct problems adding missing quotation marks and continuers.
- Click **Rerun** and see if the error goes away.

Note: Several issues listed can be caused by one error. It can take some careful detective work to figure out the cause of the problem.

List all quotation marks near the error

If you are struggling to see the cause of an error, it can help to see a list of all the quotation marks near the error.

Ask your administrator to turn this option on for you.

- Open the **menu** for the project.
- **Expand** the menu.
- Under **Project Settings** click **Quotation Rules.**
- Check the box labelled **"Flag all quotes near other errors".**

  When you rerun the check, there are many more items listed (not all are errors).

  Nearby quotation marks have ..... at the start.
- Double-click elements in the list to step through the opening and closing quotation marks and discover what is missing.

See a single list of quotation marks for the entire project

- Open the **menu** for the project.
- Under **Tools**, click **Run Basic Checks...**

- Select the **Quotations check**.
- Select the books you wish to check.
- Click **OK**.

  The list now displays errors from all the checks that were selected and in all the books selected.

Version: 9.2

Quoted Text (3.4c)

The Quoted Text check has nothing to do with quotes in the text marked with quotation marks.

Rather, this check verifies that any text marked as quoted in a footnote (\fq) or cross reference (\fx) or keyword (\fk) matches the text in the verse.

Adding \fq, \fx

- Select text
- Insert a footnote

  The text is copied into the footnote in the quoted text marker.

A **discrepancy** will arise if the verse text is edited **after** the text is quoted in the footnote, and no one remembers to **update** the footnote.

Run check from Assignments and Progress dialog

To view a list of the Quoted Text issues,

- Click the issue count.

Paratext opens a panel showing the issues.

- To view the mismatching text in the project window, double click the item in the list.

  Paratext selects the quoted text that needs updating.

- You need to look at the verse text to figure out what is different.

- Correct the quoted text.

- To verify you have correctly fixed the problem, click Rerun.

  The issue is removed.

Run Quoted Text check across the entire New Testament

To do this,

- Open the menu for the project.

- Under Tools, click Run Basic Checks…

- Select the Quoted Text check.

- Deselect any checks you don’t wish to run at the same time.

- You can select more than one check at a time and the results will be displayed in one list.
- Select the books you wish to check.
- Click OK.

  The list now displays errors from all the checks that were selected and in all the books selected.

Version: 9.2

Unmatched Pairs of Punctuation (3.4d)

The Unmatched Pairs of Punctuation check examines punctuation characters that should always occur in pairs to make sure that there are no unpaired ones.

Punctuation examined by this check includes parentheses, square brackets and curly brackets.

This check *does not* check quotation marks.

View and change the list of punctuation

- Open the **menu** for the project.
- **Expand** the menu.
- On the **Tools** menu, hover over **Checking Inventories**.
- Click **Unmatched pairs of Punctuation**.

  The Unmatched Pairs of Punctuation Inventory opens.

- Click Options.

- Each pair is listed with the first character, then a slash, then the second character, followed by a space.
- The check will now report every occasion either of these marks occurs in isolation.
- Click OK to save the changes.

Run Check from the Assignments and Progress

To view the issues,

- Click the issue count.

  The list of issues opens or updates an existing list window.

- Double click an issue to see the problem in context.
- Edit to correct the problem.
- To verify we have solved this problem, click Rerun.

Run Check across a range of books

- Open the **menu** for the project
- Under **Tools**, click **Run Basic Checks**.

- Select the **Unmatched pairs of punctuation** and the book range you wish to check.
- Click **OK**.

Version: 9.2

Numbers (3.4e)

The Numbers check verifies the consistent formatting of numbers. It does not check that the correct number occurs in a verse.

Number settings

- Click on the **menu** for the project.
- **Expand** the menu.
- Hover over **Project Settings**.
- Click **Number** Settings.

  The number Settings dialog box opens.

These settings govern the formatting, mainly punctuation, that is used in and around numbers.

The Numbers check verifies these settings are being followed in scripture, glossary entries and footnotes.

Run Check from Assignments and Progress

Depending on your project plan and assignments, the tally of Number formatting issues will be shown in the

Assignments and Progress dialog.

- Click the issue count to view the issues.

  Paratext opens a panel to show the issues or updates a previously opened panel.

- Double click an issue to see the problem in context.

- Correct the text.

Checking scripture references

Paratext will only check references when they have been correctly identified with an appropriate format marker!

- Select the text
- Type backslash and select the appropriate format marker (\xt).
- Click **Rerun** to verify the problems have been fixed.

Run Numbers Check across a range of books

- Open the **menu** for the project
- Under **Tools**, click Run Basic Checks.
- Select the **Numbers** check and the book range you wish to check.

- Click **OK**.

Common errors are

- the wrong thousands separator.
- space instead of the correct thousands separator.
- Click **Rerun** to verify the problems have been fixed.

Version: 9.2

Capitalization (3.4f)

The Capitalization check looks for words that might be incorrectly capitalized.

The capitalization check depends on three inventories:

- the Mixed Capitalization inventory,
- the Punctuation Followed by a Lowercase Letter inventory
- and the Markers followed by a lowercase letter inventory.

To view the inventories,

- Open the **menu** for the project.
- **Expand** the menu.
- Hover over **Checking Inventories**.
- The three inventories that this check capitalization depends on are listed together at the bottom of the menu.

Mixed Capitalization Inventory

Some languages capitalize the root of a proper noun, even when it is not the first letter due to a prefix.

- Open the Mixed Capitalization Inventory
- Click the column heading for **Mixed Capitalization Word**

  The table is sorted by word to more easily see patterns.

- Click **Options**.
- Enter lowercase prefixes
- Click **Capitalized Prefixes**
- Enter the capitalized forms.
- Click **OK**.

  The forms with those prefixes have been removed from the list.

- Go back into the **Options** dialog and add any others as well.
- Click **OK**.

Any remaining forms will be flagged by the Capitalization check.

Markers followed by a lowercase letter

This inventory is where you identify markers that don't have to be followed by a capital letter.

These are markers that can occur in the middle of a sentence.

- Open the inventory.
- Click the **Count** column to sort the most frequent ones to the top.
- Use **Valid** and **Invalid** to mark each marker.
- Click **OK** to save the work done in the inventory.

Punctuation followed by a lowercase letter

This inventory lists all the times a punctuation character is followed by a lowercase letter.

Use the **Valid** and **Invalid** buttons for each punctuation character.

It can be helpful to check the box '**Show sequences**'.

The dialog then also lists unique sequences of punctuation which are followed by a lowercase letter.

You should not choose Valid unless that punctuation can always be followed by a lowercase letter.

- Click **Options**

- Add any abbreviations that end in a full stop or period.
- Click **OK**.

The more thoroughly you work through those inventories to mark what is valid and invalid or to specify patterns though the Options dialogs, the fewer false issues will be found when you run the Capitalization check.

- Click **OK**.

Run Check from Assignments and Progress dialog

- Open the **Assignments and Progress** dialog.
- To view the issues, click the **issue count**.

  Paratext opens a panel or updates one to show the Capitalization issues.

- Double click the item in the list.

  The project window scrolls to show the text in question and selects the text Paratext thinks is potentially wrong.

- Make corrections. (You need to have permission to edit the relevant chapter.)

- Click **Rerun**.

Setup Required

If Paratext determines that even more work on the inventories would be helpful before you run the check, it will display Setup Required instead of the numbers of issues.

This can happen even if you have worked on the inventories but left a few things undecided.

Run Check across a range of books

- Open the **menu** for the project
- Under **Tools**, click Run Basic Checks.
- Select the **Capitalization** check and the book range you wish to check.
- Click **OK**.

  Paratext opens a panel or updates one to show the Capitalization issues.

Version: 9.2

Repeated Words (3.4g)

The Repeated words check finds words which have been repeated in succession in the text. These are not necessarily all typing mistakes.

Repeated Words inventory

- Open the **menu** for the project.
- **Expand** the menu.
- Hover over **Checking Inventories**.
- Click **Repeated Words**.
  All the words which are found repeated in succession are listed here.
- To record words as correct, click **Valid**.
- To record words as incorrect, click **Invalid**.

If a repeated word is correct in some contexts but not necessarily always correct, *leave the status as unknown.*

Run Check from Assignments and Progress dialog

- Click the issue count to view the issues.
  Paratext opens a panel or updates a panel to show the issues.

- To view an issue in the Scripture text, double click the issue.
  Paratext scrolls the project window to show the repeated word and selects it.

If the repetition is a mistake, we can delete it.

Run Repeated Words Check across a range of books

- Open the **menu** for the project
- Under **Tools**, click Run Basic Checks.
- Select the **Repeated Words** check and the book range you wish to check.
- Click **OK**.

Version: 9.2

Exceptions (3.4h)

Most checks have inventories or settings that allow you to record the rules governing those items so thoroughly that when you run the check all the issues found are things you need to correct in the text.

However, some checks seek to verify items which are not as consistent in what is valid and invalid.

It is worth leaving it as Unknown so that the check continues to find it.

To record that an occurrence is permissible

- in the panel containing the issues, with the issues selected,
- Click the menu button.
- Under **Edit** there is a menu command “**Deny**”.

By using Deny, you are disagreeing with Paratext that this instance is an error.

You are denying it is an error even though it should be an error according to the rules and settings.

Paratext applies strikethrough to the issue in the list.

- Click **Rerun**,

  The specific instance of the issue will be hidden, Paratext notifies us that there are hidden denied issues.

View Denied Errors

- Open the **menu** for the panel.
- Under **View**, click **Denied Messages**.

  The issues with the strikethrough are shown again.

You can double click on an issue to view it in the scripture window as usual.

Remove the denial

If you realize an item has been incorrectly marked as an exception using Deny, you can remove the denial.

- Open the **menu** for the panel.
- Under **Edit**, click **Remove denial**.

  The strikethrough is removed.

You would then either correct the error or mark it as valid in the associated inventory or settings.

You should use Deny sparingly.

If you find yourself wanting to deny a lot of issues, you should go back to the inventory or settings related to the check and review if you can mark it as valid or use settings to reduce the number of spurious issues you are seeing when you run the check.

Deny is just to be used for exceptions which cannot be handled some other way.

Version: 9.2

Producing Interlinear glosses in Paratext (3.3)

The Paratext Interlinearizer aligns equivalent words in two languages using statistics. The accuracy of the scripture translation can not be judged based on the output of the statistical tool alone.

We’re going to interlinearize Matthew 14:16.

Open the interlinearizer

- Click on the **menu for the project**.
- **Expand** the menu.
- Under **Tools**, click **Interlinearizer**.

  The Interlinearizer dialog box opens.
- The Text to Interlinearize contains the name of the translation project.

  If the correct project is not shown in the box, close the dialog and make sure you use the menu in the correct window.

- For the model text we are going to use the back translation we have already made, the PTBTP project.
- Click on **OK**.

  It may take Paratext a while to do the calculations and make guesses.

All the glosses in this verse are red, showing they are guesses.

Because they are only guesses, we need to make sure that they are right.

It is not necessary to click on each word to approve each gloss. We only need to look for any glosses that are not correct.

Add a gloss

- Click on the red line where the gloss would be
- Type in the gloss
- Click **Enter**.

  The word appears in black.

The black color means this gloss has been chosen or approved for this word in this verse.

Correct a gloss

- Click the gloss

  Paratext shows the list of guesses it has made for this word

- Choose the gloss from the list.
- OR Type in the correct gloss

Approve Glosses

When everything is correct,

- Click **Approve Glosses**

  Paratext will approve all the others that are still in red and move to the next verse.

Colors of Glosses

The **red** glosses have not been approved.

The **blue** color means that gloss is approved for that word in a different verse.

The **black** glosses have been approved in this verse.

Break up (parse) words

For instance, ‘breads’ is a noun with a plural suffix on it.

- Click on the word (not the gloss but the word)

  Paratext shows the word parse link.

- Click the word parse link
- Divide the word using a space to separate affixes and add a + at the beginning of the suffix to mark it as a suffix.

See the Help for more details.

- Add a gloss for each part
- Add a gloss for the whole word.

Link words together to gloss as a unit

- Move the mouse between two of the words.

  A little chain image appears, that is split in two.

- Click the chain image

The chain image unites, and the two words are now linked.

- Continue for all words of the phrase.
- Enter a gloss for each word and for the whole phrase.

You can learn more about the interlinearizer tool in the Help file.

Version: 9.2

Drafting and Editing (1.1)

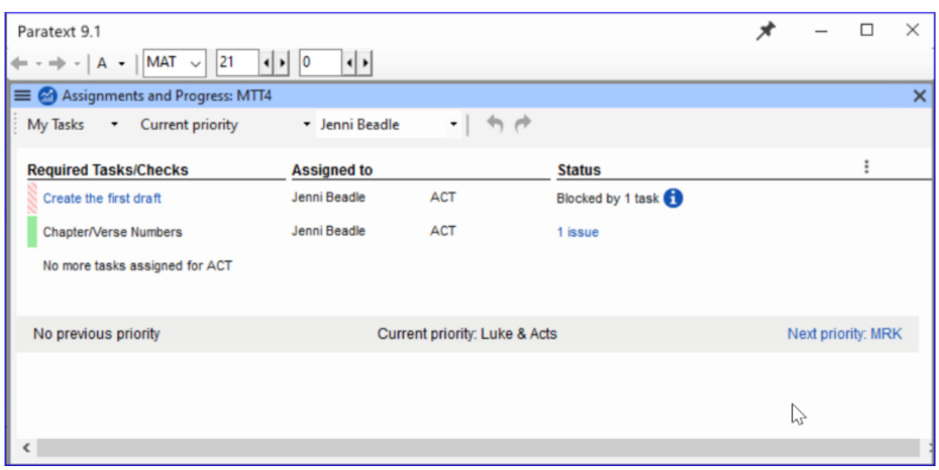
1.1 My Tasks (Project Plan and Progress)

The administrator of your project can assign tasks to you in Paratext. The task assignments control what you can edit.

View tasks assigned to you

- Open Assignments and progress
- Click on the blue button

  The Assignments and Progress window opens, showing **My Tasks** in the **Current Priority** or the last view.



Next/Previous Links

- **Prev priority** – previous book with tasks
- **Next priority**- next book with tasks
- Change to **All Tasks** – to see tasks waiting

View tasks by book

- Where it says **Current Priority**, click to view the menu.
- Click **Current Book**.

  This is the default filter if your administrator has not set up Priorities.
- View tasks in another book by clicking **Next book** or **Previous book**.

State of tasks

Green: Tasks that can be started right away are marked with **green**.

Striped green: Waiting on you to finish another task.

Red: Tasks are dependent on earlier tasks being finished by others.

Grey: Task is complete

Hover the mouse over the information icon to find out what is blocking it.

Click “Show more tasks” to see hidden tasks.

Version: 9.2

Understanding USFMs – Intro (1.2.1)

In this video you learn all about how Paratext uses special tags called USFMs. The tags

- provide the structure of the document by identifying the start of each book, as well as the sections within them.
- help you navigate around the translation using Bible references.
- facilitate the appropriate formatting of the translation by the typesetter according to what each bit of text really is, such as a heading, chapter number, or something special in the Bible text itself such as poetry or a quotation.

USFM stands for **U**nified **S**tandard **F**ormat **M**arker.

USFMs always start with a **backslash**, then a **code**, then a **space**. (e.g. \ft)

With the exception of a closing marker which ends with an asterisk and doesn’t need a space.

- The most common USFMs are:
  \p (paragraph) \c (chapter)

\v (verse)

- The latest USFM standard is online - paratext.org/about/usfm click on documentation.

Version: 9.2

Adding markers in standard view (1.2.2a)

This video looked at how to insert Unified Standard Format markers or USFMs in standard view.

Standard view shows the USFM markers, but they are small and grey. This view is recommended for ordinary work when drafting and editing a translation.

In this view there are some helps for entering the right marker.

To add a new paragraph

- Press **Enter** to add a new paragraph

  Paratext automatically opens a menu showing us the possible markers for starting a paragraph, the most frequent are at the top.

- Either use the mouse or type the appropriate letter

- E.g. type P and press **ENTER**

To add other (character) markers

- Select the words you wish to mark
- Press ****

- Select the marker from the list

Version: 9.2

How to work with USFMs in Formatted View (1.2.2b)

In this video we changed to Formatted view and learnt about adding and removing USFM styles here.

The view options are available on the menu for the project.

- Click show menu ≡ on the project’s title bar.
- Expand the menu if necessary ᐯ.

  The option with the checkmark or tick is the currently selected view.

- Click **Formatted**.

  The view changes and the USFM tags are hidden.

Entering character markers

- Press \ backslash

  The character marker menu just as in Standard view.

Entering paragraph breaks

- Press **ENTER**

A new **normal paragraph** is inserted.

Using style chooser on the toolbar

In both Standard and Formatted views the marker which applies to the text is shown in the Style chooser on the toolbar.

- Select the text
- Click the chooser.

  The most commonly occurring markers are shown at the top.

- Select a marker
- If we select a *paragraph* style, it will be applied to the *entire* paragraph.
- If we select a *character* style will be applied to the *selected text*.

Removing an unwanted character style.

- Select the text
- On the Style chooser select **Clear formatting**.

  The text goes back to normal and behind the scenes the USFM tags have been removed.

Version: 9.2

How to use Basic View (1.2.2c)

In this video we learnt how to work in **Basic** view.

Basic view shows the USFM markers, but you cannot change the markers or add markers in this view. You can only type and have the cursor in the white areas. To use this view, someone needs to have set up all the markers needed in your translation for you beforehand.

To switch to Basic view,

- Open the **menu** for the project ≡.
- Expand the menu if needed.
- Under view, click **Basic**.

To move to the next place to type

- Use the **arrow key** to move to the next place to type.
- **Or click on the text box** to move the cursor there.

Version: 9.2

Unformatted View (1.2.2d)

In this video we look at Unformatted View.

To switch to Unformatted view,

- Open the menu ≡ for the project.
- Expand the menu if needed.
- Under view, click **Unformatted**.

  Unformatted view shows the entire document as plain text.

Note:

- In unformatted view the USFM tags and the Bible text are not visually distinguished by any kind of formatting.
- There are no tools to help you apply or enter USFM tags, but you can edit them directly by simply typing.
- This view facilitates manual editing of the tags if needed.
- This view is not recommended for drafting the translation.

Version: 9.2

Preview (1.2.2e)

In this video we learn about the view called Preview.

To switch to Preview.

- Open the menu ≡ for the project.
- Expand the menu if needed.
- Under View, click **Preview**.

  This view looks very like Formatted view, with USFM tags hidden, and only their effect on the style of the text shown.

Preview goes even further to make the text look like it will be seen by eventual readers of the translation.

Note:

- There is no grey highlighting of the verse numbers.
- A figure is sized more appropriately.
- In Preview, you cannot edit at all.
- *You cannot edit the text in any way.*
- Clicking the figure does not bring up the Figure Properties dialog box.

- You can still click a footnote or cross reference caller to open and view the footnote pane.

Preview view looks similar to Formatted view but does not allow any editing of the text or styles at all.

It is useful for viewing the text without any risk of editing.

Summary - Adding markers in different views

There are five views in Paratext:

'Standard view'	has visible but distinguished markers, formatted text, and is fully editable.
'Formatted view'	is the same, except the markers are hidden.
'Unformatted view'	has visible markers, no formatting of text or markers, and is fully editable.
'Basic view'	is the same as 'Standard view', except that only the text is editable, not the markers.

'Standard view'	has visible but distinguished markers, formatted text, and is fully editable.
'Preview'	is the same as 'Formatted view', except that it is not editable at all.

Version: 9.2

Backslash key (1.2.3)

In this video you will learn that F5 is an alternative way to type backslash. Backslash is an important key in Paratext because it starts every USFM tag, and opens the menu of markers in Standard view and Formatted view.

Since it is not available on all language keyboards, Paratext provides alternatives.

To insert a backslash character

- Press **F5** to insert ****
- **OR**
- Open the menu ≡ for the project.
- Expand the menu if needed.
- Under **Insert**, hover over **Backslash (\)**

  A reminder of the keyboard shortcut is displayed in the lower left corner

  In standard and formatted view, it brings up the menu of markers

In unformatted view, it simply enters a ****

Version: 9.2

Adding verse numbers (1.2.4)

In this video we will learn the best way to insert verse numbers.

Many Paratext users type their translation into a book outline, that includes all the chapter and verse numbers they need up front. However, there are still times when you might need to insert a verse number.

Add a missing verse number (menu)

- Place the cursor where you want the verse number to be inserted.
- Open the **menu ≡ for the project**.
- Under **Insert**, choose **verse number**.

  The verse marker is inserted along with the appropriate verse number.

To use the keyboard shortcut

- Place the cursor where you want the verse number to be inserted.
- Press **Ctrl+K.**

The verse marker is inserted along with the appropriate verse number.

If we try to add a verse number between two consecutive verses nothing happens. If we try to add another verse number at the end of the chapter nothing happens. This feature does not allow you to add more verse numbers than there should be in the given chapter.

Version: 9.2

Non-biblical USFMs (1.2.5)

In this video, we will learn about how to mark non-Biblical text. Translators often include extra text in their Bible translations to introduce a book, indicate the start of a different topic in an epistle, indicate the start of a different topic in an epistle, or a different event in narrative, etc.

Section headers

\s1, \s2, \s3 \s4

- Place the cursor where you want to add a section heading here.
- Press **ENTER**
- Type **s**

  The section header markers are now listed.

- To match the heading above, I type 1 and then press **ENTER** to confirm.

  The marker is displayed in the middle of the window ready for me to enter the heading.

Book introductions

The ordinary paragraph marker should not be used in the introduction to a book.

- Place the cursor where you want to add the introduction.
- Press **ENTER**
- Type i

  The introduction markers are now listed.
- Choose the appropriate marker.

Version: 9.2

Show by chapter (1.3a)

In this video we will learn how to view more than one chapter at a time in a Paratext window. When we open a project or resource in Paratext, by default it only shows us the current chapter.

- Click the ≡ menu button for the project.
- Click the expand arrow to view Full menus.
- Under View, click **“Show all chapters”.**

  Paratext loads the entire book into the Window.

- (checked = by chapter, unchecked = by book)

We recommend that you leave 'View By Chapter' checked most of the time as it can slow Paratext down when it updates the book.

Version: 9.2

Zooming In and Out (1.3b)

In this video we will learn how to change the size of text in a Paratext window panel.

Using the menu

- Click the ≡ menu button on the title bar.

  Under View, there is a command **Zoom** with the current zoom level displayed and **-** and **+** either side.

- To make the text look bigger, click **+**.

- To make the text look smaller click **-**.

- Click in the window to close the menu.

Return to original text size

- Open the menu for the project.
- In the zoom control, select the zoom level number
- Type "**100**".
- Press **ENTER**.
- Click on the window to close the menu.

Keyboard shortcut

- **Ctrl+** increase **Ctrl-** decreases it.

Zoom factor is remembered when you reopen that project.

Only affects your computer not other members.

Version: 9.2

Adding Paragraphs (1.3c)

This video was created in Paratext 8 but applies equally to Paratext 9. In this video we learn there are a few places where you must insert a paragraph marker.

At a minimum, Paratext needs a paragraph at the beginning of each chapter.

In 'standard view',

- Click where you want to put the paragraph,
- press **ENTER**, and then select the paragraph marker from the list.
- Click where you want to put the paragraph,
- press '**ENTER**',

Add section headings markers

\s1, \s2, \s3 \s4

Be sure to add another paragraph marker after the heading.

Parallel reference headings

\r

Remember,

- you **always** need a paragraph marker before verse 1 of any chapter.
- you **always** need a paragraph after any 'section head' or 'parallel passage heading'.

Other common markers

- \p standard paragraph
- \m for a paragraph with no first line indent,
- \nb paragraph with no break with the previous paragraph
- \pi where all the paragraph is indented,
- \q1 or \q2 for indented quotes or poetry.

Version: 9.2

Footnote and Cross References - Intro (1A.3)

In this video we will learn how to insert a footnote, and how to open and close the Footnotes pane. As with many features, there is more than one way to insert a footnote.

Using the menu

• Place the cursor where you wish to see the footnote caller. • Open the ≡ menu for the project. • Under Insert, click Footnote. Notice you could use the keyboard shortcut Ctrl+T.

Using the right-click menu

• Right click in the text where you wish to see the footnote caller. • On the menu, select Insert Footnote. A pane is displayed at the bottom of the current window. The markers for the new footnote have been added. The cursor has been placed ready for me to type the footnote.

Resize the pane

• Click on the divider and dragging it upwards or downwards while holding down the left mouse button.

Close the pane

• Click the X in the top right corner.

View a footnote

• Hover the mouse pointer over the caller
The footnote is displayed in a pop-up.

Edit the footnote

• Click on the caller *The footnote pane is opened again, to the size you set it to, and you can edit the footnotes if needed.*

Open the footnote pane using the menu

• Click on the ≡ project menu, • Under View, click Show Footnotes.
The Footnotes pane will reopen to the size you set it to last time.

Version: 9.2

Book Introductions (1A.6)

Many translation projects add introductions to each book of the Bible. In this video, I will show you how to make a basic book introduction that will be adequate for most projects.

The book introduction is considered **everything between the book title** and the **chapter one marker**.

All of the markers used in book introductions begin with a lowercase letter “i”. You can read about the markers in the USFM User Reference that is available on the Paratext website.

Paragraph markers

Headings: \imt or \is

Paragraphs: \ip

(see manual for more markers)

Introduction Outline

Title: \iot or Introduction Outline Title marker.

Level 1: \io1 or Introduction Outline level 1 marker.

Other levels: \io2 or \io3 and so forth

Introduction Outline Reference

\ior (Introduction Outline Reference marker).

\xt (Cross Reference - Target Reference marker) in the body of the text

[This allows Paratext to check such references for errors.]

Word level markers

\bk Book Name marker.

\qt Quoted text marker.

Version: 9.2

USFM book names (5.1)

In this video we learn about some special USFM markers which contain different versions of the name of the Bible book for various purposes.

USFM markers

\h marker is the top of page header. Before publishing, each book must have the \h marker.

\toc1 contains the long or complete name of the book. It is often used to populate the Table of Contents (TOC).

\toc2 contains a shorter version of the book name.

\toc3 contains the abbreviation of the book name. It is often used in references.

\mt contains the major title of the book and can be in up to four parts mt1-4 so you can format different parts of the title differently.

Scripture Reference Settings

The book names are entered in the Scripture Reference Settings dialog on the Books Names tab.

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

Conflict between \toc and Scripture reference settings

Paratext automatically keeps the book names table and the project file up-to-date no matter where a name is added.

However, if a name is edited and a conflict arises, Paratext will inform you of it when you open the Scripture Reference Settings.

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

Create new book

If the book names have already been entered, Paratext automatically inserts the name-related markers and appropriate book names. It also adds to \h markers containing toc2

Adding markers manually

The \h marker should be inserted directly after the id marker at the beginning of the book.

Then the TOC markers should be entered in reverse order (3, 2, 1).

After send/receive, the \toc markers and the book names will be automatically added to the book.

You will just need to add the \h marker manually, after the id marker.

Version: 9.2

Find and Replace (5.2)

To search for a particular word in a project or resource,

- Open the **menu** for the window.
- Under **Edit**, click **Find**.

  The Find/Replace dialog box opens.

- Type the word you want to look for, and click **Find**.

  Paratext displays the matches in a list window.

- Double click a reference in the list window

  The matched text is shown in context.

Other ways of opening the find dialog

Find icon in the toolbar, or

Ctrl-F the keyboard shortcut.

Menu > **Edit** > **Find**.

It’s helpful if the window you want to search in is active first.

The Find dialog box

The **Find text** box shows your previous search

Match in–everywhere or only in verse text.

Limit search to **current book. current chapter,** or choose a range of books using **Choose** button

More button gives additional options.

Restrictions

- **whole word only**,
- at the **beginning of the word** or
- at the **end of the word** or
- **No restriction** means matches can be any part of a word or a whole word.

Match Case–match whether the characters are uppercase or lowercase.

Show Verse Context means the list shows the matching word or string, with some adjacent words in the verse as well.

To hide the additional options, click \<\<**Less**.

- To carry out the search click **Find**.

  The list is updated to show the results

Replace

There are three ways of opening the Replace tab

- From the Find/Replace dialog – click the **Replace** tab
- **Ctrl-H** the keyboard shortcut.
- **Menu** > **Edit** > **Replace**.
- Open the Find and Replace dialog.
- Change the text in the **Find** box if needed.
- Type the text you want to replace it with in the **Replace with** box.
- Click **Replace** button.

  Instead of showing you a list of matches, Paratext opens the Replace dialog and shows you one match at a time.

Replacing matches

- **Yes** or **No** approve each change individually.
- **Yes to all** will approve all the remaining proposed changes, so this needs to be **used with care**.

Make absolutely sure it is a change you want to make everywhere (e.g. review with Find first).

- If you want to stop the process completely, click **Cancel**.

  Please note, any changes you have already clicked Yes for will not be cancelled.

Note: Find and Replace Yes to all only makes changes in places you have permission to edit.

Paratext will inform you how many matches were not changed because you did not have the permission to edit them.

Version: 9.2

Download resources (0.3a)

Paratext allows you to view numerous Bible resources to help you in your translation work, including enhanced resources.
Both types can be downloaded within Paratext from the Digital Bible Library, or DBL.

To download any resource,

- Go to the main Paratext menu.
- Select "Download/Install Resources".
- If necessary, click **“Show Resources only in languages that match…”** to shorten the list.

Filter for resources

- Filter the list by typing in the **Filter box** for ones you want.
- Click the checkbox to select a resource.
- Click the **Download/Install** button to start the installation process.
  - When finished downloading Paratext opens one of the resources automatically.*

The resources are now available in the **Open** dialog.

Download Enhanced resources

- Open the **main Paratext menu**.
- Select "**Download/Install Resources**".
- In the filter box, start to type enhanced.
    - Enhanced Resources always have a plus sign after the short name as well as showing Enhanced Resource in the full name.*

Install the images (once only)

If you want to see maps and other information, you need to download the largest of these three image files that your internet connection will allow.

- Click the **Download/Install** button to start the installation process.
    - This can take a long time if you are downloading the image files.*

Open the resources

- Click the **Open** button on the toolbar.
- To see the Enhanced Resources, I need to click **Enhanced Resources**.
- Select one or more resources
- Select from “Open As” dropdown
- Click **OK**.

Version: 9.2

Enhanced resources (0.5)

0.5 Enhanced resources – Introduction

Enhanced Resources are now available in addition to ordinary resources. An enhanced resource is a translation in a major language which has been 'enhanced' by having keywords in the text linked to the Greek or Hebrew terms they translate.

Download/Install

Enhanced Resources can be downloaded in a similar way to resources. See the video “How to download Resources and Enhanced Resources”.

Open an Enhanced Resource

- Click the **Open** icon on toolbar.
- If necessary, click **the Enhanced Resources button** to include enhanced resources in the list. (Note the plus sign after the short name).
- Select an enhanced resource and click **OK**.

The Enhanced Resource opens, as well as a guide. This warning explains that the enhanced resource is a work in progress.

- Close the warning.

Viewing research terms

View all research terms: Click “All Research Terms” button. Or click again, to only see highlighting when you hover over each term.

- Click the number of occurrences to open a list of all the places this sense occurs.
- To turn off the Word filter, click the X.

The tab icon is black if information is available in that tab for the current filter.

Found/Problem

Make sure the enhanced resource is linked to the relevant project,

- Click **Found** to turn on and off highlighting of approved renderings of Biblical terms in both windows.

- Click **Problem** to turn on and off highlighting of missing or guessed renderings of Biblical terms.

Expanding entries

When viewing multiple terms, the entries are not expanded by default. This number shows which sense is relevant in this verse.

- Click the down arrow to expand the entry. OR
- Alternatively, the double chevron expands all the entries.

Entry with multiple senses

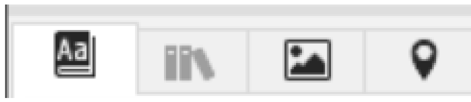
The sense which is relevant for this verse is shown in black, and the others are in grey. At the end of each sense, the number of occurrences of that sense is shown.

- Click the link with a number

  A search result list shows all the verses which contain this sense.

The research pane has four tabs

When a tab is gray it indicates that there is no information available about that selection of text.



Dictionary tab is where you can see the definition and other information about the terms.

Encyclopedia tab (in English)

Media tab. Pictures and other media related to the verse or section. (In English only)

Maps tab. Maps are very helpful to understand the context of some passages.

Biblical terms tool icon opens the Biblical terms tool for the linked project.

Version: 9.2

Adding Entries (1A.4a)

Some Bibles include a glossary at the back. A glossary is a special kind of dictionary that helps readers understand the Bible text by explaining special Biblical terms and providing information about people, places, events, or customs that many readers will not already know.

Open the Biblical terms tool

- Open the project **menu**.
- Expand the menu.
- Under **Tools**, click **Biblical Terms**.

  The Biblical Terms Tool opens.

Search for a Biblical term

- Select the language
- Type in the search box.

  Wait after typing, and Paratext will display the results.

Add glossary entry

- Double click the rendering.

  The Edit Renderings dialog box opens

- Click the **Glossary tab**.
- In the Citation form box, start typing the headword of the glossary entry.

  As you type, Paratext displays existing glossary entries which match what you have typed.

  If one of these was the right one, we could click it to link this rendering to the existing glossary entry.

- To add a new entry, keep typing the citation
- Click the definition field and type a definition

  The definition can contain standard format markers if needed to format the text.

- Click **OK**.

  The new glossary entry has been saved in the glossary.

Edit a glossary entry

- Double click a rendering

  The **Edit Renderings** dialog box opens.

- Click on the **Glossary tab**
- Edit the glossary entry as needed.

Version: 9.2

Permission to Edit (1A.4b)

Like editing other books in Paratext, it is necessary for a user to have the relevant task assignments or user permissions in order to add renderings to the glossary or to edit the glossary book directly.

Can you type in the citation form?

- Does the Titlebar of Edit Renderings dialog box says "**Not Editable**"

Contact your administrator

- Your administrator can give you the necessary permission if appropriate.

Version: 9.2

Finding/Linking Entries (1A.4c)

There are three ways to find out if a term already has an entry in the glossary or not.

Filter for “Glossary Entries”

- Change the filter from “All terms” to “Glossary Entries”.

Paratext will now only list the Biblical terms that do have a glossary entry.

An asterisk = it has glossary entry for the current term.

- No asterisk = no glossary entry linked
- Click on the Glossary tab.
- Click the dropdown arrow at the end of the citation form box.

  A list of all the citation forms in the Glossary appears.

- Type the citation form to filter the list.
- If on the list, select the entry.

Paratext fills in the citation form and definition fields automatically using the information from the entry in the glossary.

Glossary (GLO) book

- Click the book dropdown arrow and select Glossary (GLO).

  All of the project’s glossary entries are listed alphabetically.

- Scroll down to where the entry should be, and verify if it is there or not.

Version: 9.2

Editing Entries (1A.4d)

If you initially typed a very simple **definition** and need to improve it later, you can do this either in the Edit Renderings dialog box, or in the Glossary book itself. If you need to edit the **citation form** for some reason, things are a bit more complicated.

Paratext experts recommend you only edit the citation form in the Glossary book, as this guarantees keeping the glossary tidy, but the link from the rendering to the entry is broken and will need to be relinked.

Find the renderings

- Change the **Verses filter** to “All books”.
- Click the Current **Biblical Terms** filter and select **New Filter**.
- In the Text Filter, select the **language** you wish to search in.
- Type part of the term, in order to search for it.
- Click **OK**.

  You should now see the renderings you need to relink listed.

Open the renderings dialog box

- Double click the rendering
- Click **Yes** if prompted to save changes.
- Click the **Glossary tab**.
- Start to type the citation form.
- Select the entry.
- Click **OK**.

  Use the Bible Terms Tool if you have several as it provides direct access to the search feature.

When you edit citation forms in the Glossary, if the edit causes the entries to need to be in a different order, make sure that you reorder them if needed (copy/paste), according to the alphabetic sort.

Version: 9.2

Illustrations (or figures) (1A.5a)

In our sample project we see some illustrations like this one have been inserted. Paratext refers to these as figures and all of the commands related to them use the term figures

It is important to know that figures must be used carefully, respecting the usage permissions of the artist.

How to insert a figure

- Click to place the cursor at the end of the paragraph.
- Click the ≡ project menu
- Under **Insert** choose **Figure**.

  The Figure Properties window will open.
- Click on the **Browse** button
- Navigate to the folder and select the file
- Click on **Open**.

  A small version of the figure will now appear in the Figure properties window.

- Type the caption in the caption box.
- Enter a description of the image in the LWC for the area.
- In the Width box choose "**Single column**" or "**Entire Page**".

  Choosing the "Single column" option does produce a slightly smaller figure than the "Entire Page" option.
- The location box is optional.
- In the copyright information, type what you know.

  The reference box is filled in automatically.
- Click **OK**.

  To see the picture switch to either **formatted** or **preview** view.

Version: 9.2

More about Illustrations (1A.5b)

There are some other fields that can be filled in for illustrations. In this video we will look at what these fields are for.

To access the Figure/Image Properties dialog box

for a figure any time after the picture was inserted,

- simply click on the figure markers,
- or on the picture itself in Formatted view.
  The Figure Properties dialog box opens.

You can change any of the fields, including which picture file is selected. In this video we will only edit the fields which were not covered in the video “How to insert an illustration”.

Description field

This will not be published in the Bible. It is used to help those preparing the text for publication who are unlikely to speak the language. So enter it in another language.

Location field

1. The Location field can be used to specify a range of verses where the illustration could acceptably be placed.
2. Location field can be used to specify whether an illustration is only for use in a printed publication (B/W) and not in digital publication (color), or vice versa. Note: If you use the Location field this way, a technical support worker needs to add a line of code to the top of the front matter book. They can find instructions online.

Copyright

It is important for images to have their copyright properly acknowledged in the front matter. The Copyright field can be left blank if you are using a picture from a collection, but if you are using a more unique picture, put the artist’s name here.

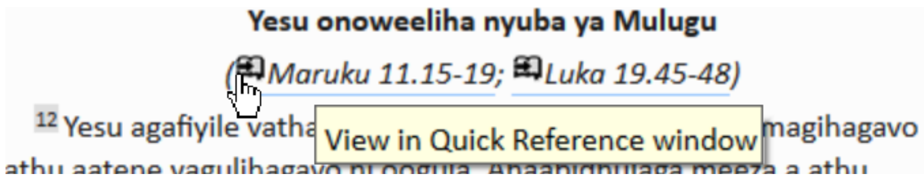
- Click **OK** to save your changes.

Version: 9.2

Quick reference window (0.0.3)

Open a quick reference window:

- Click on a link in \r line or \xt

  The Quick Reference window comes up showing me that other reference.

  OR

- Click Project ≡, expand the menu, under Tools > Quick Reference

  Hint: If you add the window to Autohide, or Dock the window, Paratext will use it to open parallel heading links or cross reference links.

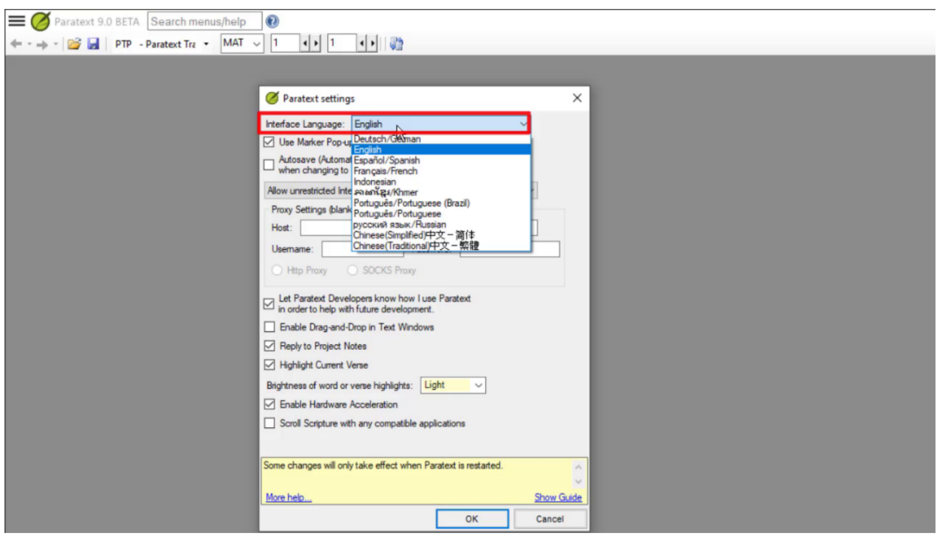
  In Paratext 9.1 any floating window now has controls for changing the reference.

Version: 9.2

Change the interface language (0.2.1a)

Paratext interface is available in many different languages.

- Click Paratext Menu ≡ > under Paratext menu > **Paratext Settings** >
- Dropdown the list of **Interface languages** > *Choose language* > **OK**



Version: 9.2

Basics of project/resource (0.2.1b)

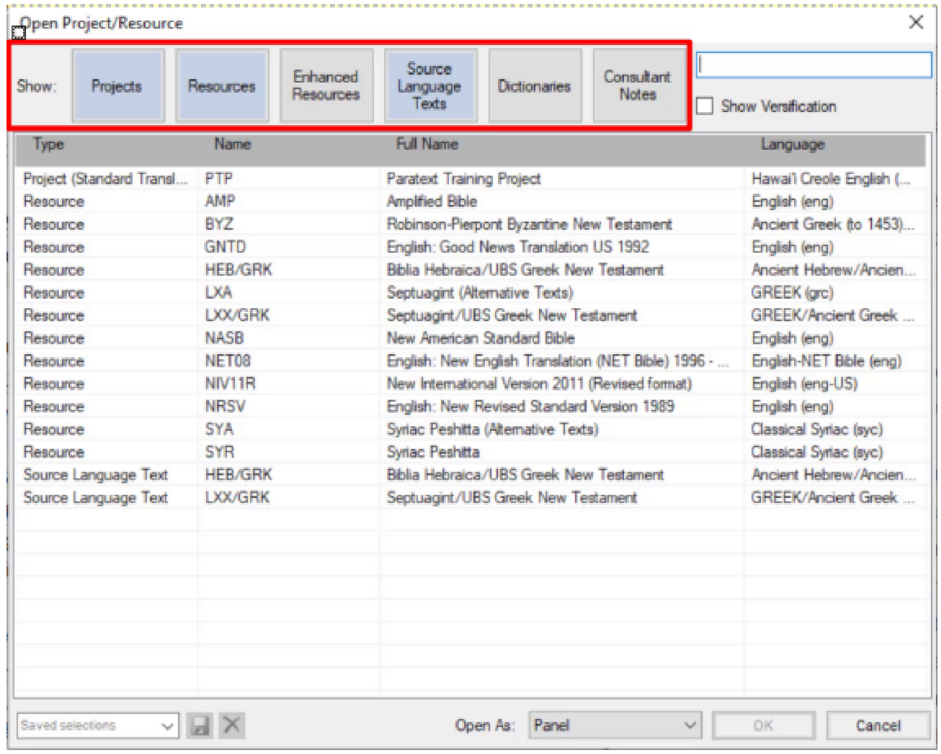
Paratext allows you to view several projects or resources at the same time.

Each project or resource is shown in a window, with its own title bar and menu. Projects can be editable but resources are never editable.

To open a project or resource

- Click the **main Paratext menu ≡**, and then click **Open**.

  The Open Project/Resource dialog box appears.



- Filter or search for the files you want
- The row of buttons along the top allows you to **filter** which types of files you see displayed in the list below.
- Alternatively, you can use the **search box** to find the file you need to open.
- To open a file,
- Click the filename in the list
- Choose the type of window (panel, tab, floating window, etc)

- Click **OK**.

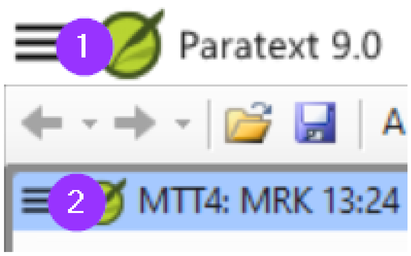
  A new window opens.

When you start Paratext it will re-open the projects and resources you had open when you last closed Paratext. It also places your cursor in the verse where you last had your cursor.

Version: 9.2

Finding Menu items (0.2.1c)

Remember there are two menus – one for all of Paratext and the second for any project window or pane.



There are three other things to know about the menus:

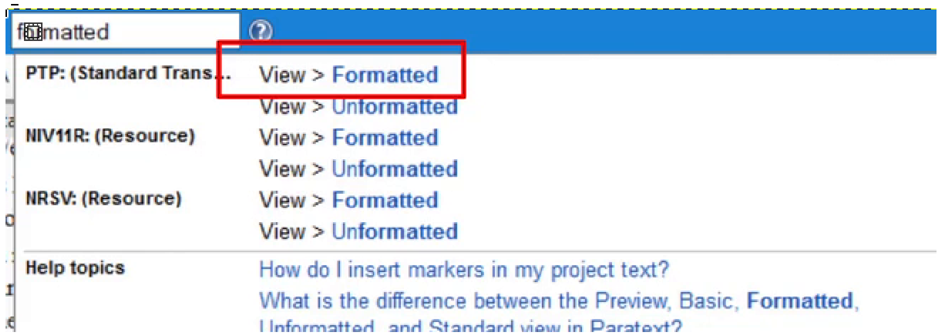
1. Not just projects and resources, but other windows have their own menus
    i. There are two sets of menus – standard and full.

- A standard menu can be expanded by clicking on wedge at the bottom.

    i. You can search for menu commands

- Click on search box, type command

- Click on the desired command in results list



The menu search works even if you are in standard menus and the command you are searching is normally hidden.

The same search also shows help topics.

Version: 9.2

Arrange windows (0.2.1d)

A window within Paratext can be configured to be shown as a panel, a tab, an autohide window or a floating window.

Open a window as a specific type: In the Open Project/resource dialog box, use the **Open as** dropdown.

Re-arrange: Click on titlebar and drag panels to re-arrange them, release mouse when blue box in the desired position. The blue box shows the space a panel being dragged will move to.

Resize: Windows can be resized by dragging the borders.

Convert: To convert a window into an autohide or floating window, right click on the title bar and select the appropriate option.

Autohide: Click the button (in autohide column) to see it, click outside window to hide it. Right-click a titlebar to send to autohide.

Floating window: Good to maximize a window or send it to a second screen

Right-click on titlebar > Open as floating window.
[To return: Right-click > Dock window]

Save current layout

- Click the **Paratext menu** and select "**Save Current Layout…**".
- Give the layout a name that will help you remember what it includes.
- Click OK.

  The layout name is now shown on the main Paratext menu.

Display different layout

- Click the **Paratext menu** and click the layout name.

  Paratext opens the windows.

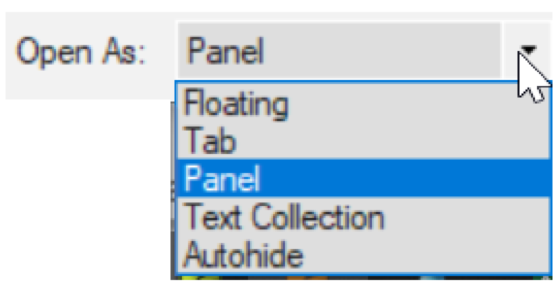
Version: 9.2

Text collection (0.2.2a)

A Text Collection allows us to display several resources in one window. Unlike a tabbed window, a text collection shows us one verse at a time from each resource.

Create a text collection

- Close any resources that are already open
- Click the **Open** button on the toolbar.
- Hold the CTRL key down while clicking to select several files.
- In the **Open As** dropdown, select **Text Collection**.



- Click **OK**.

  Paratext opens the selected resources in a new window, and displays the current verse.

Text collection – see more context

- Click blue hyperlink of a resource name OR
- Click Tab menu, under **View** > **Two panes**

Text collection – close right hand pane

- Click the little **X** within the right hand pane.
- OR Click the menu button on the title bar, under View, click Two Panes

Modify text collection

You can modify the text collection by change the order of resources, removing a resource or adding a resource.

Change order of resources

- Right click on one and select Move up or Move down.

Remove a resource from the text collection.

- If we want to remove this resource, right click and select **Close**.

Add resources

- Open the menu for this window panel.

- Click “**Modify Text collection**”.

  The “Select Texts” dialog box opens.

List of the left is all available projects and resources.

List on the right is what is currently shown in the text collection window.

- Click **left** or **right** arrows to add or remove resources
- Click **up** or **down** arrow to reorder resources
- Click **OK** to make changes occur in the text collection window.

Version: 9.2

Scroll group (0.2.3a)

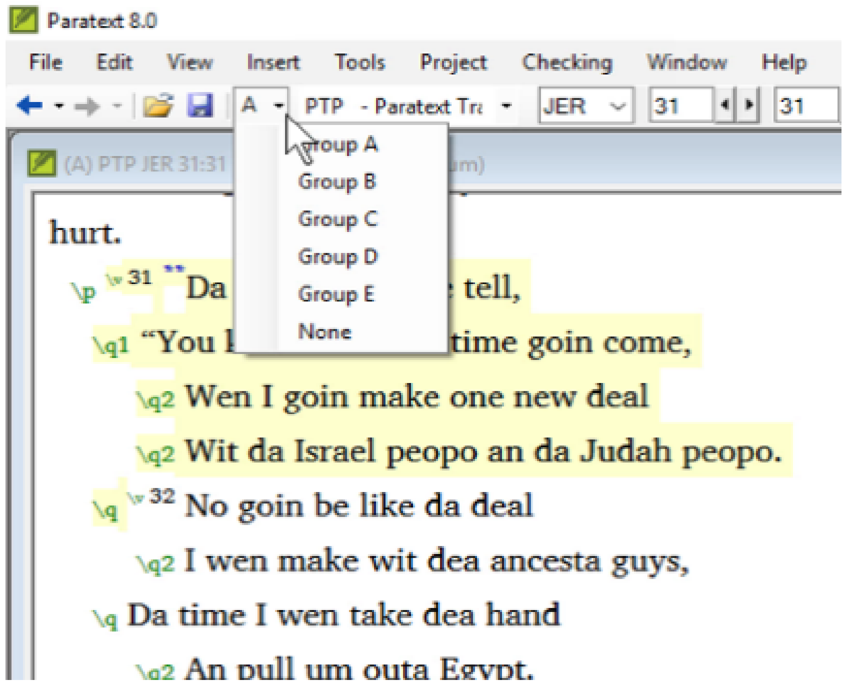
Scroll groups allow you to look up a different reference without having all the windows scroll to the new reference,

Paratext allows up to five different scroll groups, A through E. In addition, we can choose “none.”

The small dropdown control which contains the letter A is how we control the scroll groups.

Change scroll group

- Click to activate the window
- Click the scroll group on the toolbar
- Choose the desired scroll group



- Small letters are shown next to the project abbreviations on the window title bars when the windows are not all in group A.

  When you open a new window, it will be in the same scroll group as the last active one.

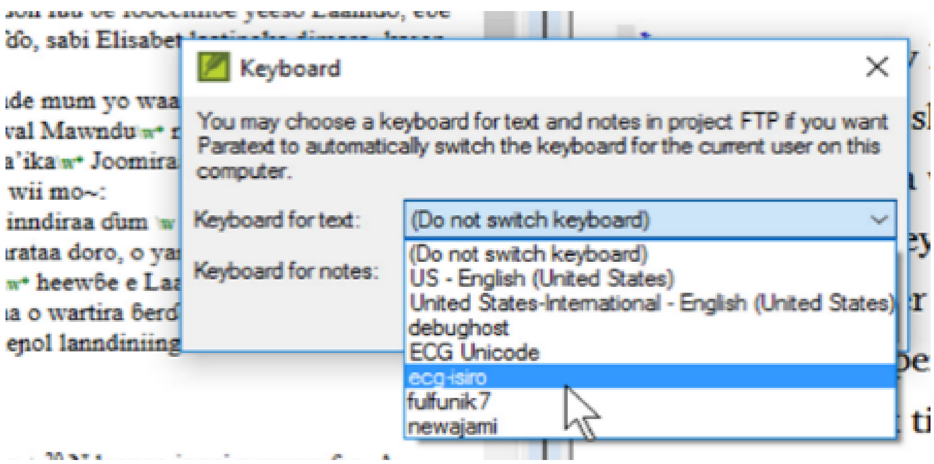
Version: 9.2

Keyboard (0.2.3b)

Paratext can be set to turn on a keyboard automatically when the cursor is in a project that needs it.

- Click the **Project** menu
- Move the mouse over **Project Settings**.
- In the submenu, select **Keyboard**.

  The Keyboard dialog for this project opens.



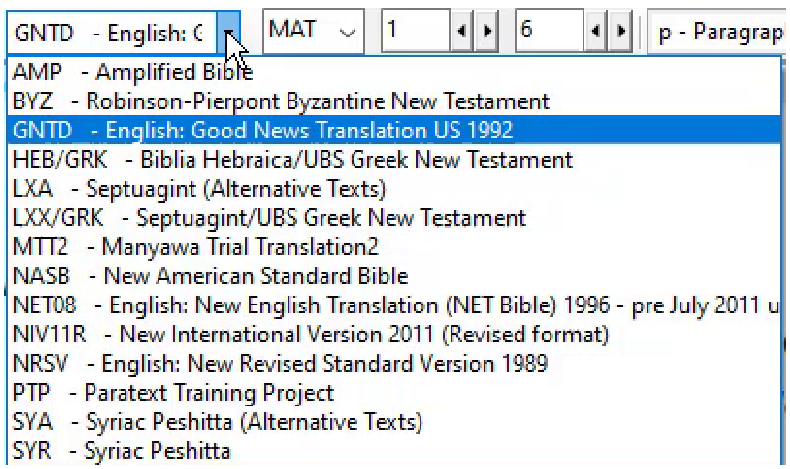
- Choose the Keyman keyboard for typing text.
- Choose the Keyboard for typing notes.
- Click **OK**.

Version: 9.2

Swap text in a window (0.2.3c)

You can change which text a window displays. This is a way of opening a different text instead of one of your open ones, leaving your window layout the same.

- On the toolbar, click the project list.



- Select the text you wish to display.

  The window now shows the new version instead and the window layout remains the same.

  Remember that if you saved this window layout when the other version was here, it was saved in this position and will be re-opened if you use the saved layout again. If the current text selection is what you want to use in future, re-save the layout as it currently is.

At this time, you can only open another similar resource in the window using the project list (i.e Project, Enhance Resource, Biblical terms).

Version: 9.2

Further tips on Arranging Windows (0.2.3d)

Tip1: How to swap windows

Swapping two windows may involve two or more steps. [For example, drag one to the left edge and end up with an extra column, then drag the other to the lower right corner (back to original number of columns).]

An alternative way to swap these two texts is by using the project list.

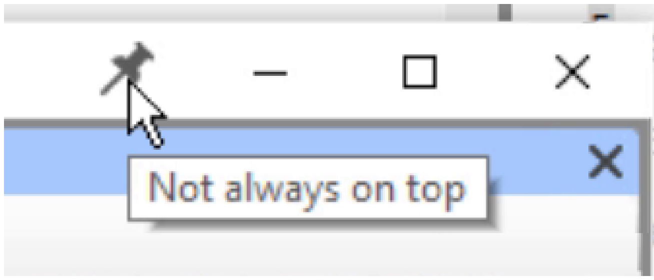
Tip 2: How to undo moving a window

If you make a mistake with a drag,

- Click on the main Paratext menu.
- Click Undo Tab move.

Tip 3: How to unpin floating windows

When the thumbtack is slanted, this window no longer stays on top all the time.



If you want it to always stay on top again, click the thumbtack icon to pin it.

Tip 4: How to widen the autohide column

The autohide column can be made a little wider if desired.

- Click the arrow at the top of the column.

Tip 5: How to undo closing a window

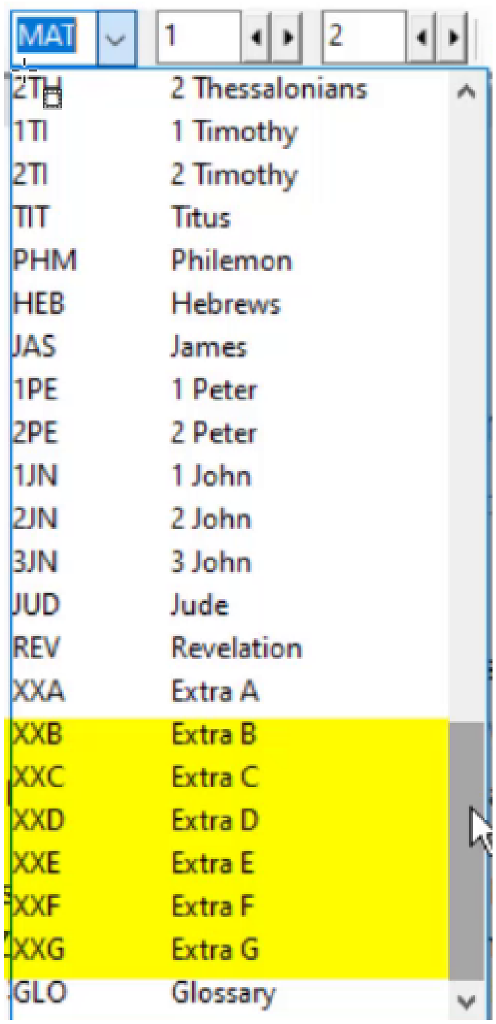
- Click the main Paratext menu

- Choose Undo Tab Close

0.2.3e Going to non-Biblical books

There are many non-biblical books listed after REV (also Deuterocanonical books)

e.g. GLO, XXA ... XXG

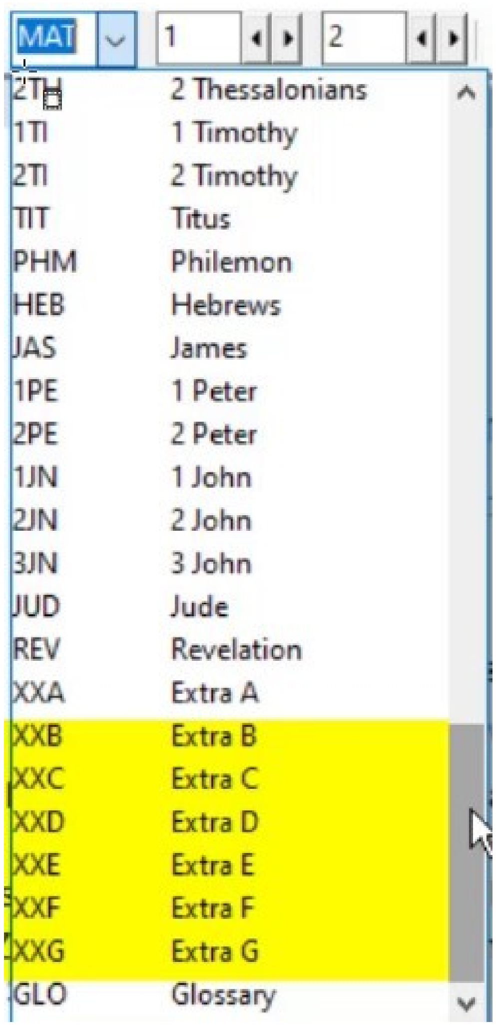


Version: 9.2

Going to non-Biblical books (0.2.3e)

There are many non-biblical books listed after REV (also Deuterocanonical books)

e.g. GLO, XXA … XXG



Version: 9.2

Quick Bible Reference Navigation (0.2.4)

Go to a specific Bible Reference

- Ctrl+ B
- Type the 3 letter abbreviation of book name
- Type SPACE type the chapter number
- Type SPACE type the verse number **ENTER**

Go to the beginning of a book

- Ctrl+ B, type 3 letter abbreviation of book name press **ENTER**

Go to the beginning of a chapter

- Ctrl+ B, type 3 letter abbreviation of book name
- Type **SPACE** type the chapter number press **ENTER**

Go to a book by title

- Ctrl+B
- Start typing the title of the book
- Choose from the list.
- Press **Enter**

Version: 9.2

Help in Paratext (0.3)

Search menus/help

- Click in the search menus/help box on the titlebar.
- Type, and then simply wait while Paratext searches.

  The top items in the list are actual commands within Paratext.

  If necessary, Paratext uses the abbreviation to show us which window the action will apply to.

- If we click any of these commands, Paratext will do the action.

Help

In the second part of the search results Paratext lists all the help topics which match your search.

- Click on the description to open it.

  The help topic opens in the help window.

- Any text marked in blue is a link to a different topic.
- There are also some topics listed under See Also.

- Each title is a link you can click.
- You can go back by clicking the green back button.
- By scrolling down you can browse other potentially relevant help topics.
- Close the Help file by clicking the X in the top right corner.

Guide

Open a dialog box (e.g. Main Paratext menu > Download/install resources)

A guide appears to the right of the dialog box.

Close guide/show guide

- Click the red X to close the guide.
- Click the Show guide link to open the guide.

  Note: Closing a guide only affects the current dialog box.

Help menu

- Click on the Main Paratext menu
- Click on Help

The help file opens.

You can open the Help file from here, and there are some other useful functions which are only available here.

Online help

- Paratext website.
- A user forum is also available at LingTran.net

Version: 9.2

Parallel Passages tool (6.1a)

Parallel passages are similar, but very rarely identical, passages in different books of the Bible.

Paratext provides the Parallel passages tool to allow you to review your translations of these similar passages.

Open the Parallel passages tool

- Open the **menu** for the project.
- **Expand** the menu.
- Under **Tools**, click **Parallel Passages**.
- The Parallel Passages Tool opens in a floating window.

To display a resource or project

- Click “**Comparative Texts**”.
- Select and add the resources or projects you want to view.
- Click **OK**.
    - The resources are now displayed below.

Display the original language versions

- Click the “Hide/Show Hebrew/Greek Source Text” chooser on the toolbar.
- Select one of the “Hebrew/Greek Text” options.
    - The original language version of the passages is displayed below.

  Identical words are highlighted in green and similar words are highlighted in yellow.

To edit one of the passages

- Click the Edit command displayed above the passage.

  ```
  -  The passage opens in a small window
  which uses unformatted view.
  ```

  > **TIP**
  >
  > The Edit command will not be displayed if you do not have editing permission for that passage.
  > Take care not to accidentally edit one of the USFM markers.

To view a passage in context

- Click the Passage reference immediately above it.

    - The project window scrolls to display the relevant passage.
- You can edit there instead, assuming you have editing permission.

To return to previous book

If Paratext has scrolled to a different book

- Click the ←back button
    - The book you were looking at before is displayed.

Approve passages

When the parallel passages have been compared and you are satisfied that they have been translated appropriately,

- Click the checkbox next to the project text (or in the status column).
    - This checkmark means the **entire set** of parallel passages has been approved.

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.

Version: 9.2

Parallel Passages Filters and changed text (6.1b)

In this video we will look at how the Parallel Passage tool alerts us if one of the passages has been edited. We'll also look at some additional filters we can use to focus on Parallel Passages that need our attention.

Open the Parallel passages tool from Assignments & Progress

- Click the blue **Assignments and Progress** button

  In stage 6 it will show us if there are Parallel passages that need attention.

- We can click the **issue count**

  The Tool opens with the default filter applied.

Open the Parallel passages tool from the menus

- To do this, open the **menu** for the project.
- **Expand** the menu.
- Under **Tools**, click **Parallel Passages**.

The Parallel Passages Tool opens in a floating window.

The three Filters menus

Below the toolbar, there are three filter menus.

Passage filter

- Click the passage filter

  "**All references**" is the default.

- "**Unapproved References**"

  have not yet been approved; they have no tick or question mark.

- "**Changed Text**"

  these have been edited since they were approved. They all have a red question mark and the edited passage has the **Show Differences** icon next to it.

- "**Not yet drafted**"

  displays parallel passages where one or more of the verses has not been drafted.

The selected passage reference is shown in grey and the box is empty.

To see how the passage has been changed

- Click the “**Show differences**” icon.

  The Compare Versions window opens with the new and deleted text marked. This is not an editable window.

  To update any of the passages

- Click the appropriate Edit command,
- OR the **reference** to view the text in the project window.

  When we are satisfied with the set of parallel passages once more,

- Click the **?** question mark to approve it again.

Passage filter

To change the verses filter

- Click “**current book**”.

  A list of dropdown giving options

- Choosing the **current chapter**, **section**, or **verse** restricts the parallel passages shown to ones from that verse range.

- “**Chapters Assigned to Me**” will display parallel passages from any chapters which are assigned to the current user.

- Clicking the **Choose…** option, allows you to select a specific book, set of books, priority or even chapter range.

The type of parallel passage filter

- Click “**All Parallels**” to view the filter options.
- “**NT/NT**” will reduce the displayed passages to parallel passages within the New Testament.
- “**NT/OT**” shows the New Testament references that have Old Testament parallel passages,
- and “**OT/OT**” shows only those only within the Old Testament.
- The last selection is the “**Synoptic Gospels**” which will display parallel passages from Matthew, Mark, and Luke.

Version: 9.2

How to Insert (2.5a)

Project Notes make it easy to communicate with your translation team or translation consultant, or even to make notes for yourself, about day-to-day translation questions, but they are not published.

In this video we will see how to insert notes, choose which part of the verse the note is about, and who it is assigned to, if anyone. We will also learn how to open a previously added note to read it.

Insert a note

- Click the word that you wish to write a note about.
- Click the **menu** for the project.
- Under **Insert** click **Project Note**.
- OR
- Alternatively, **right-click** the word and select “**Insert Note**.

  The Note window opens, ready for you to type the new note.
- Type your note

- Click [**OK**]

  The note is saved and the window closes. A red flag shows in the text.

View a note

- Hover the mouse pointer over the flag,

  A summary of the note is displayed.

See details of a note

- Click on the flag.

  The Note window opens to show you all the details of the note.

Assign a note

You can choose a specific person to assign it to, if needed.

- Click **Assign to** list
- Choose a team member
- Click **OK**.

To insert a note in a footnote

- Click the footnote caller to open it.
- Select the word or phrase which you need to discuss in the note, making sure you *do not include any markers* in your selection.
- Right-click and select “Insert Note”.

  The Note window opens, with the text I selected shown in bold at the top.

Write a note about a whole verse

- Right-click once on the verse number,
- Select **Insert Note**.

  The Note window opens, with the entire verse shown in bold.

Version: 9.2

Comment, Assign, Tag, Edit, Delete (2.5b)

The Notes feature is largely unchanged in Paratext version 9.

In this video, we will see how to reply to a note, and how to edit a previously added note.

Note colours

A note icon in colour, it is one that you might need to act on.

A note with the yellow background is new since the last send/receive.

A grey note is assigned to someone else.

Add a comment to a note

- Click on the note icon.

  The Note window opens.

- Type the comment in the empty box.
- Click OK

  The comment is saved within the same note,

- **Send/receive**.

Assign a note

- Click Assign to
- Choose a team member
- Click **OK**

Change tag

If other tags have been set up, you can change a tag.

- Insert or open a note
- Click on **Tag**
- Choose a suitable tag
- Click **OK**

  The flag is now changed to the icon associated with that tag.

Edit a note

Edit your last comment

- Click on the note icon

  The Note window opens.

- Click on the icon with the pencil.

Paratext puts the note in an edit box.

- Make the change.

- Click [**OK**] to save your changes.

  The Note window closes.

Deleted a note

Only delete notes which were made by mistake.

- Open the note
- Click the trash can icon
- Click **Yes** to confirm the deletion

Version: 9.2

Show Changes, Resolve (2.5c)

In this video, we will learn how to view what has changed in the verse since the note was created, and how to resolve a note when the to-do item has been taken care of.

See what has changed since the note was originally inserted.

- Click the multi-coloured button which includes the strikethrough and underline.

  This button turns a special comparison pane on and off.

Change display style

- Click the button next to the Show Changes button, to change the view

There are three possible views,

- By default,
  new text is shown with a **green** background and
  deleted text is shown with a **red** background.
- added text with underlines and
  deleted text with strikethrough,
- added text with underlines and deleted text superscripted.

Resolve notes (mark as complete)

When a note is completed, you resolve the note.

- Click the **Resolve** button.

  The note icon is removed from the scripture view, although the note is still stored in the project and can be viewed again if needed.

You can find all Notes in a special Notes window.

Version: 9.2

Notes list (2.5d)

In this video, we are going to learn how to see a list of all the notes for a project. When we are focusing on dealing with notes, the easiest way to view them is in the Notes list for the project.

Open the notes list

- Open the **menu** for the project.
- Under **Tools**, click **Notes List**.

  The Open Notes dialog box opens.

- Check Paratext has selected the right project,
- Click **OK**.

  The Notes List for this project opens as a panel located below your project window.

  Each note is shown in one row and only shows the original note, not any subsequent comments.

View the scripture reference

- Click the Bible **reference** in the Note's row.

The scripture window scrolls and the cursor is placed in the relevant verse.

View additional actions

When the number > 1, it means that additional actions have been made on the note

To view the note dialog box

- Click **Open**.

Expanding a row.

- Click the single down arrow next to the number ⌄.

Close the expanded row

- Click the up arrow next to the number.

Expand all the notes at once

- Clicking the Expand All button.

Reduce the view back to the summary style

- Click the Collapse All button to collapse the rows.

Version: 9.2

Notes List, How to Filter and Sort (2.5e)

In this video we will learn how to filter and sort notes in the Notes List. Filter, search and sort options are available at the top of the Notes List window.

Open Notes List

- Click the project **menu**, under **Tools**.

Notes Filter

Allows us to filter by the *status* of the notes, who they are *assigned* to, or by their *tag*.

- Click the **Notes filter** to see the other filter options.
- To select a different filter, click the option.
- **Unresolved** = only unresolved notes.
- **All Notes** = Resolved Notes + Unresolved notes.
- **Green checkmark** or tick = resolved.
- “Unresolved Notes **Assigned** to Me”
- **Unread notes** = yellow background
- **Specific tags**

Reopen a resolved note

- click the **Edit** button and then click **Unresolve**.

This note is now unresolved and has the red flag icon again.

Verses Filter

This controls the scripture range.

- Click the **Verses Filter** to view the filter options for scripture range.
- Current Book.
- Current chapter
- Chapters assigned to me …

Sort order (third) option

- Click to see the options.
- **Sort by Verse** = order of occurrence in the scripture text.
- **Sort by Date** = date and time of the *most recent action* for the notes.
- **Sort by Assignee** = a person or the team

Access notes from Assignments and Progress

- Click Assignments and progress button
- In My Tasks, unresolved Project Notes are listed.

To view the notes

- Click the issue count.

The Notes List is automatically filtered for the selected set of Notes.

Display combination of active filters

- Hover over the Notes filter.

Back and Forward buttons

- Allows you to go back and forth between previous *filter combinations*.

Version: 9.2

Search and use Hashtags (2.5f)

In this video, we are going to see how to search in the Notes List to find notes.

- Click in the search box
- Start typing

  As you type, matching notes will be shown in the list.

A note matches if the search text is found in

- the original note,
- any of its comments,
- the names of team members
- the Scripture text which this note is attached to.

Add hashtags to your notes

A hashtag is a typed tag which begins with the hash symbol (or pound sign). Notes can have multiple hashtags.

Add hashtag

- Type a # and a tag anywhere in a note

Search for hashtag

- In the filter, type the hash symbol in the search box and then continue to type the rest of the tag.

  The search implements a filter straightaway and as you continue to type it gets narrowed down further.

Version: 9.2

Reattach (2.5g)

If a note does not refer to the right scripture text, you can use the “Reattach Note” button move the note to a new text selection.

To reattach within the same verse

- Open the Note dialog box for the note.
- Click **Reattach Note**.

  The Reattach Note dialog box opens.
- Select words by clicking and dragging.

To attach note outside of the current verse

- After clicking the Reattach Note button
- Click **Show Whole Chapter**.

  Now the whole chapter is shown.
- Select the text
- Click **OK**

  The dialog box closes and the Note window is updated to show the new text selection in bold for the current note.

The flag is also moved to the new location.

Notice that this dialog box does not allow you to make a selection which includes a marker, such as a verse number or footnote text.

Your selection must be within a verse.

Reattach Note when the attached scripture text has changed

When the scripture text to which the note is attached has been changed, Paratext places the note reference at the beginning of the verse.

- Click the note icon.
- Follow the instructions above to reattach the note.

Version: 9.2

Send/Receive Explanation (0.4)

Teamwork is essential for good Bible translation. To facilitate this teamwork, Paratext allows you to collaborate using a feature called Send/Receive. Send/Receive also creates a back-up of your project on another device and is incredibly valuable even for translators working on their own.

Send/receive – various methods

- Send/receive by Internet (ideal)
- Send/receive by USB
- Network folder or Chorus Hub.

Avoiding two people editing at the same

With several people actively working on the same project at the same time, some organization is necessary to avoid situations like two translators drafting the same chapter at the same time!

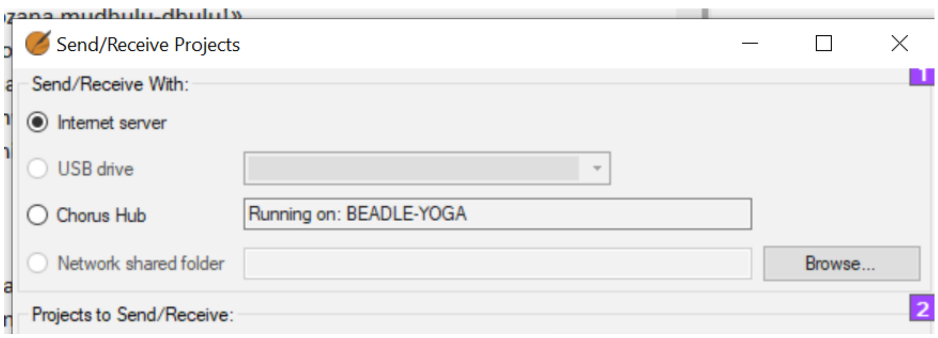
To help with this, each Paratext project has one or more administrators.

An administrator needs to **add** you to a project, and **assign** books to you.

Version: 9.2

Send/Receive for the first time (0.4.1)

When you hear that the administrator has added you to the project, use the Send/Receive command to get a copy of the project on your computer.



Send/receive by Internet

- Open the main Paratext menu ≡.
- Click **Send/receive projects**
- Choose the appropriate method (**Internet** or **USB** see below)
- Choose the project (**New** means new to my computer)
- Click **Send/receive** button
  Project will open.

Send/receive by USB

- **Insert USB** into computer
- Open the main Paratext menu.
- Click **Send/receive projects**
- Choose **USB drive**

  If it is greyed out, cancel and insert USB

- Choose project (**New** means new to my computer)
- Click **Send/receive** button
  Project will open.

Send/receive by Network folder

- File > Send/receive projects
- Choose Network Shared folder
- Click browse and choose the network folder
- Choose project (New means new to my computer)
- Click Send/receive button
  Project will open.

Version: 9.2

Working in a shared project (0.4.2)

In this video, you learnt about using send/receive regularly to keep sharing your work with your colleagues, and to receive their changes.

Send/receive – icon on taskbar

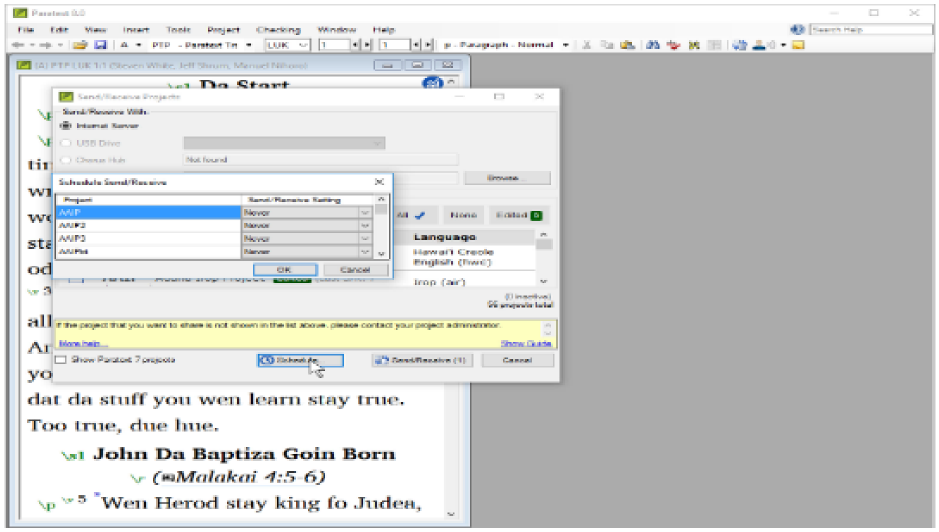
Use the shortcut icon on taskbar to do the same type of send/receive.

Send/receive – project menu ≡

- Click the project menu ≡
- Choose Send/Receive this project

Schedule Send/Receive

- Click the main Paratext menu ≡
- Choose **Send/Receive projects**



- Click **Schedule**
- Select the project
- Choose schedule setting (hourly, every four hours, daily, or on startup and shutdown)
- Click **OK** to set the schedule
- Click **Cancel** to close Send/receive dialog.

Version: 9.2

S/R (4) Avoiding Conflicts in a shared project (0.4.2)

Avoiding conflicts

- Only one member at a time should have editing permission.
- Other users should add notes.
- Do Send/receive regularly.

Version: 9.2

Paratext Conflicts (1.6a)

What is a Conflict

A conflict occurs when two or more people edit the text at the same time. Paratext gets confused and does not know which one to keep. It chooses one and adds a conflict note.

It is best to have only one translator edit a text at time. Other team members should add notes of their suggestions (see later videos on notes).

Version: 9.2

Paratext Conflict Notes (1.6b)

What they look like and how to deal with them

[Watch video](#)

In this video we will see what conflict notes look like and how to deal with them. This is the same in Paratext 8 and 9.

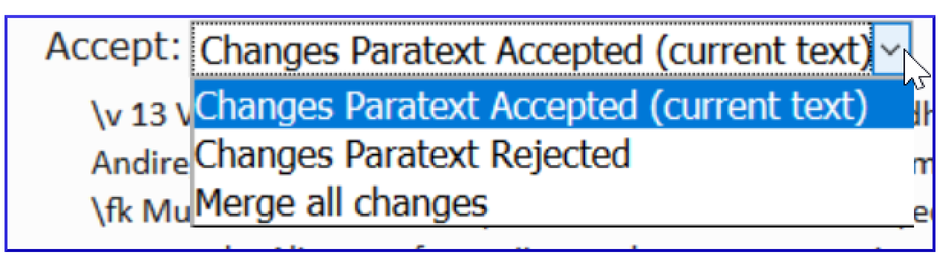
- Do a Send/Receive
- Click link Open unresolved conflict notes list window.

Open note and resolve conflict

- **Open** note

- If the note is assigned to you, or you are an administrator, there will be a dropdown list

- Click the Dropdown the list at the top



- Choose an option as appropriate
- **Accept** the changes Paratext **accepted** (leave it as is)
- **Accept** the changes Paratext **rejected** (and reject the other change)
- **Merge** all changes (accept both changes)
- Click **OK**

Special warning flag for conflict notes are either at the very beginning of the book or at the verse number.

- **Resolve** the note to make the flag go away.

Send/Receive

- Do a Send/Receive

Complex conflicts

If there are many conflicts, your administrator may need to *revert* the book(s).

Version: 9.2

Collaboration tools (4.1)

We have already seen how to collaborate with Send/Receive. There are times when several people need to look at the same text, and perhaps edit it together. Paratext Live allows everyone to look at the text on their own computer and see the changes being made in real time.

Paratext Live can use

- Internet
- a local network,
- offline WiFi router, or
- hotspot with mobile data disabled.

Pre-requisites

- Before you start Paratext Live all participants should Send/Receive the project.

  Paratext will tell you that you need to Send/Receive.

Start Paratext Live

- Open the **menu** for the project.
- Under **Tools**, click **Paratext Live**.
- Or use the **icon** on the toolbar.

- Click **Start/Join Live session**.

> **INFO**
>
> If you have not turned on Autosave in Paratext Settings, the Live session will inform you it will be turned on automatically for the duration of the session.

- Paratext then asks if you are the **primary editor**.
- If you are not the primary editor, wait for one of the other participants to click Start as Primary Editor.

  Don't press cancel as that will cancel your joining the live session.

- If you are the primary editor, click **Start as Primary Editor**.

  With a session active, the Paratext Live button is green.

Unshared changes from Tools

Examples of these unshared changes are to spelling status, Parallel passage status, Biblical Terms and their identified renderings, and Notes.

- Click the Paratext Live button on the toolbar, then click “**Exchange all files**”.

  All of the users in the Paratext Live session then receive updates to these files.

  Changes from all users are shared, **but if two people have changed the exact same item differently, only one person’s change will be saved**.

End the Paratext Live session

- Click the Paratext Live button and then click **End/leave Live session**.

  If you are the Primary Editor, you will see this message box.

- Click **End Session normally**.
- Do a send/receive

Paratext 9.2

> **PLEASE NOTE**
>
> If one participant has upgraded to Paratext 9.2, everyone participating needs to upgrade as Paratext Live files are slightly different in version 9.2.

More help

- For more help, search for '**live**' in the search box on the title bar.

  There are lots of useful helpful topics to help you use Paratext Live.

Version: 9.2

Chorus Hub (4.2)

Translation teams that do not have a good internet connection but sometimes work in the same office can still use Send/Receive to collaborate on a project by using ChorusHub. It uses a local area network.

Set up Chorus Hub

- Just **one** team member downloads and installs Chorus Hub.

  Once installed, the Chorus Hub service runs in the background.

Send/receive to Chorus Hub

- Click Paratext menu, then **Send/receive**
- Choose **Chorus Hub**.
- Click **Send/receive** button.

  Paratext does a send/receive to the local network.

Send/Receive to Internet

It is also important to do a Send/Receive to the internet occasionally.

Chorus Hub Send/Receive only makes a copy on the local network; it does not automatically go to the Internet server.

Version: 9.2

Approve Spelling Common Words (2.1a)

In this video we have learnt that the wordlist tool is the key tool for dealing with spellings.

To open the Wordlist tool

- Open the menu for the project.
- Under Tools, click **Wordlist**.

  The Wordlist window opens for this project. lists all the words found in your project and each one's spelling status.

Approving commonly occurring words.

- Open the Wordlist menu.
- Under **Tools**, select **Approve Spelling of Common Words**.
- Enter the lowest number of occurrences you are confident are spelled correctly.
- Click **OK**.

Paratext informs us how many words it will set to Approved.

- Click **Yes** to carry out the bulk approve.

Sort wordlist

- Click on the column heading (e.g. "**Count**".

  The words are now sorted in order of occurrence with the most frequent ones shown at the top of the list.

Version: 9.2

Spell Check Current Book (2.1b)

In this video we learnt how to do the second task in checking spellings how to use the feature “Spell Check Current Book”.

It is helpful to have used Approve Spelling of Common Words first

Spell Check Current Book

- Open the menu for the project.
- Under **Tools**, click **Spell Check Current Book**.

  The Wordlist tool opens in a special filtered mode.

  It is only showing the words in current book which are Incorrect or Undecided.

Set spelling status

- Clicking the status icons in the row for that word.
- To mark a word as **correct**, click the **green** checkmark.
- To mark a word as **incorrect**, click the **red** X.

Make correction

- Click on the row for the word.

  Paratext lists all the references with that word

- Click the red X for the word

  Paratext opens a dialog asking what the correct spelling is and making some suggestions based on similar words.

- Use a suggestion or type in a new spelling,
- Click **OK**.

  Paratext then has you check each replacement in context.

- Click **Yes** to change the word
- Click **No** to skip this verse
- Continue for all other verses.

Please note, that although we are only spell checking the current book, the Wordlist tool corrects the spelling of this word in all of the other books where it occurs as well. However, Paratext will only make those changes if you have permission to edit those books.

Use an alternative spelling

Sometimes Paratext will suggest an alternative spelling for a word and this is shown in blue.

- To use a spelling, click on the blue link.

  Paratext opens a dialog box and shows the "Before", and then with the new spelling, labeled "After".

  This allows you to see the word in context before you make any changes.

- If you are sure that the change should be made in this verse, click **Yes**.
- Click **No** to skip making the change in this verse.

Paratext will then make the change in all of the remaining verses.

Correct misspelled words when Paratext has no suggestions

- When I click on the red X, Paratext can only find a few words that are similar.

  When none of the words listed are the correct spelling of this word,

- Click in the **Correct Spelling** box and edit the spelling.
- Click on the **OK** button to continue.

  Paratext will show each verse where this word occurs.
- Click the [**Yes**] button to accept the change and to view the next occurrence.

See more words

Paratext does not load all the potentially misspelled words into this window at once.

- Scroll down, to "**More items available...**" and click

  Paratext adds more words to the list for me to check.

You will probably have to click "More items available... " several times until Paratext finds no more words that need checking in the current book.

Version: 9.2

Spell check common typos (2.1c)

In this video we learnt to use one of the Spell Check features which is only available in the Wordlist window.

Open the Worlist

- Open the menu for the project.
- Under Tools, click **Wordlist**.

  The Wordlist window opens for this project.
- Open the menu for this window.
- Under Tools, hover over **Spell Check** to view the submenu.

  There are 6 special spell checks listed here, or you can run them all at once.

To use the Common Typos

- Click **Common Typos**.

  The Wordlist enters a Spell Check mode showing probable Common Typos.

Paratext lists words containing a pattern of letters that was **previously corrected in other words**, along with a suggested respelling.

- Click on a suggestion.

  Paratext opens the Replace dialog which shows each occurrence of the misspelled word and checks we want to replace it.

- Click ‘**Yes’** or ‘**Yes to all**’ to make the replacement.

To return to normal mode in the Wordlist window

- Click the blue command link

‘Close Spell check (Common Typos) and show all words’.

This switches off the Common Typos spell check.

Version: 9.2

More features of the Wordlist (2.1d)

In this video we looked at some features of the Wordlist tool that we didn’t cover or only covered in passing in the other videos on spell checking.

- Wordlist tool is the key tool for spell checking in Paratext.
- It is an inventory of all the words in your project and their spelling status.

Open the Wordlist

- On the project’s menu under **Tools**.
- **OR** (quicker) right click on any word in the scripture text, and select **Wordlist**.

  This opens the Wordlist tool with that word selected.

You can use the right click option even when the wordlist tool is already open.

Filters

Across the top of the Wordlist window are various filters.

- In the Words filter, you can filter by spelling status.
- The Verses filter allows you to reduce the range of scripture text the words are drawn from.

To turn off a filter

- Choose the most broad option in the filter list.

Using the Find Word filter text box

- You can search in the words themselves.

- Type a word or part of word

  There is no need to press Enter; the search happens straight away.

Change the spelling status of the words

The tool works in the same way, verifying replacements and saving corrections. If you change your mind on a selected status, or realise you have made a mistake, you can always set it back to Undecided in addition to choosing Correct or Incorrect.

To turn off the Find filter

- backspace over your search string or use the All Words option on the Words filter menu.

Sort

- Click any of the column headers.
- Clicking a second time reverses the sort order.

Select more than one word at a time

- Use Shift+click for a range or Ctrl+click for any rows.

Change the status of more than one row

- Select the row(s)
- Open the menu for the window.
- Use one of the **Set Spelling Status** menu options to change the status of all the selected words at once.

View old spelling errors

- Open the menu for the Wordlist window.

- Under View, click **Show reviewed words which no longer exist in project**.

  We can now view words we know have zero occurrences that we corrected or changed the status of previously.

How to delete a wrong saved correction

If actually correct

If a word is marked as incorrect with a saved correction, and the word is actually spelled correctly

- Click **Correct**.

  The saved correction is removed.

If it is actually incorrect

If on the other hand the word is spelled incorrectly, but you accidentally selected the wrong correction,

- Click the **x** again, even though it is already the selected status.

  Paratext gives you a fresh opportunity to enter or select the right correction.

Capitalisation

Paratext takes sentence position into account when analysing words and only lists words which are probably proper nouns with their capital letters.

Version: 9.2

Wordlist - Edit Verse (2.5e)

Two ways to edit text when you notice something that needs editing in any concordance view.

Method 1

- Double click anywhere on the row containing the verse you need to edit.

  In the main window, Paratext goes to that verse and selects the relevant word.

- Edit the text.
- Restore the wordlist or spell check window by hovering over the Windows taskbar
- Select spellcheck or wordlist depending on the window you were in.

Method 2

- Hold down shift and double click anywhere on the row containing the verse you need to edit.

  A small Edit window opens where you can edit the text.

It displays in unformatted view. Be careful not to edit any markers.

Version: 9.2

SpellCheck RedSquiggles (2.1f)

You can choose to see words which have undecided or incorrect spelling status highlighted with a squiggly underline.

How display spelling errors

- Open the **menu for the project**.
- Under **View**, click **Display Spelling Errors**.

  Words which are not known to be correct are now highlighted with a squiggly underline.

- OR click Display spelling on toolbar.

Red squiggles

A red squiggle is displayed on words which are incorrect or which Paratext calculates are probably incorrect.

Grey squiggles

Grey indicates that Paratext doesn’t know anything about the spelling status and can’t work out if it is suspicious.

These words are all undecided.

Record the correct spelling

If a spelling is wrong, it is helpful to have Paratext record what the correction is.

- Right click the word.

  The Correct Spelling dialog opens.

- Select one of the suggested spellings or type in the *Correct Spelling* box.

- To make the change click **OK**.

  Paratext will save the new spelling as correct, set the old spelling to incorrect, save the correction AND offer to make the change in all the other places the old spelling is used.

Remove squiggle

- Right click the word.

  The Correct Spelling dialog opens

- Click **OK**.

Paratext saves the new status and removes the squiggle.

Right-click menu

- Right-click a squiggle a second time to get the menu
- If you wanted the Correct Spelling dialog, simply right click the word again.
- Right-click the word, choose Spelling to open the Correct Spelling dialog for this word.