

<http://localhost:3000/next/Training-Manual/Stage-2/bt>

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Introduction

The **Biblical terms rendering** window and the separate **Biblical terms** tool are very useful to make sure you are consistent in the use of terms, especially key terms. With many terms over many books this can become quite a task. This module explains a simple 4-step process to make your Biblical Terms consistent. This is a process should be considered part of the translation process and not a check.

Where we are

You are translating a verse in Paratext 9 and you want to see what renderings have already been chosen for the terms in the current verse and then make sure they are consistent with other verses.

Why this is important

For your readers to understand your text, you need to be consistent in your use of terms. It is a big task to make them completely consistent. If you start from the verse you are translating and work from there the task is more manageable. The goal is to have consistently rendered Biblical Terms and well documented decisions on why changes were made.

What you are going to do

This method boils down to a short list of steps:

1. **[A]** Find all the ways you have rendered this term, and enter them in the renderings dialog.
 2. **[B]** Choose which rendering is/are best, and record why it is best.
 3. **[C]** Document why you rejected the other renderings.
 4. **[D]** Clean up your translation by making this rendering consistent throughout your translation. (Make Consistent, Standardise, Normalise, Harmonise).
- Repeat with next Biblical Term you find in the Biblical Terms Renderings window.

10.1 Open the Biblical terms rendering window

- Click in your project
- ≡ **Tab**, under **Tools** > **Biblical terms rendering**
- ≡ **Tab** (of the new window), under **Biblical Terms** > **Select Biblical terms list**
- Choose the desired list
- Click **OK**.

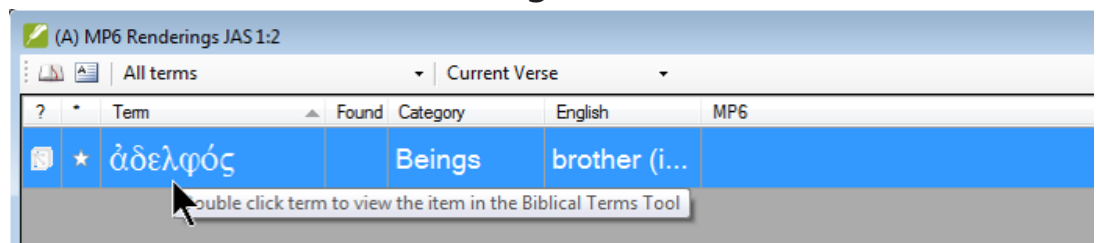
10.2 A: Find all the ways you have rendered this term

Find the terms for the current verse

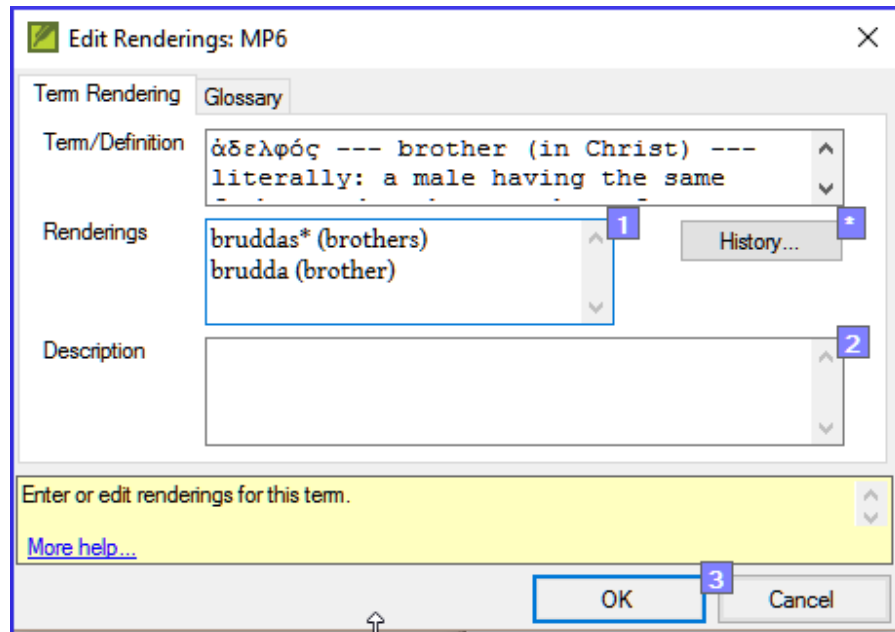
- Is there a tick in the found column?
- If there is a tick, your verse uses the term and you can continue with the next term.
- If not, you need to either correct your text or add the new term you have used (see below).

Add another rendering If the term you have used needs to be added to the list:

- Select the rendering of the term in your text.
- Copy it (**Ctrl+C**)
- Double-click in the renderings cell.



- *The edit renderings dialog is displayed.*

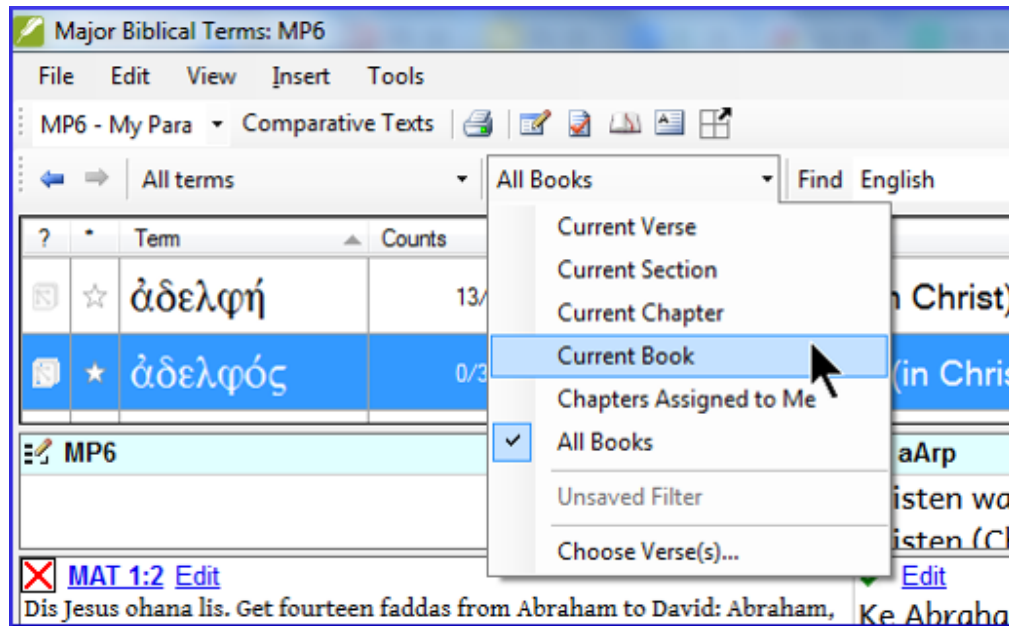


- Paste (**Ctrl+V**) the rendering in the dialog box.
- Click **OK**.

Find other verses in the current book with the same Biblical term

- Double-click on a word in the **Term** column
 - *The Biblical Terms Tool opens*

- From the second filter button choose **current book**

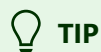


- Add renderings for the term from the verses until the terms in all verses are been identified (see below).

Add renderings from the other verses



- Select the rendering in the verse
- Add the rendering using **Ctrl+A**
- Continue until all terms for those verses have been identified.

Dealing with verses that do not use the term





TIP

There are times when a verse is translated without using the actual term. For example, when a pronoun is used. In this case you need to deny that it is an error.

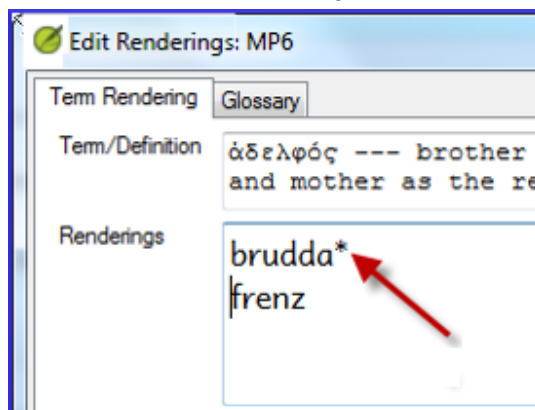
- Click the red cross  to the left of the verse reference link.
The red cross turns into a green tick with a small red x 

CAUTION

If you click on the cross by mistake, click  and it will return to .

10.3 B: Identify the best term

- Double-click on the term in the top pane.
 - The edit rendering dialog is displayed listing all the renderings that have been added.*
- Decide on the best rendering
- Section, then Cut (**Ctrl+x**) and paste (**Ctrl+v**) it to the top of the dialogue box
- Add * as necessary to combine similar renderings



TIP

You can use * in a number of different ways: before the word for prefixes and after the word for suffixes.

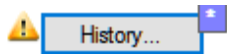
You can also put an * in the middle of a word. See the guide for more ways of using the *.

10.4 C: Reject all the others

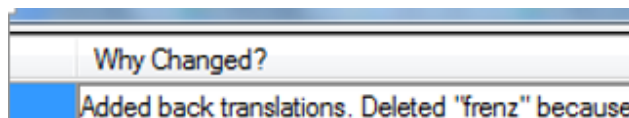
- Select and cut the other renderings.

10.5 D: Document the reason for the change

- Click on the **History** button



- Type in the reason why the others were rejected and why the first was the best.



- Click **OK**

If you need more than one rendering



TIP

You can add more than one rendering if appropriate. It is good to add a back translation in brackets after the rendering. For example,
slave (slave)
guy * work fo (guy that works for)

- Open the Edit renderings dialog box





- Edit the renderings as needed.

Clean up other books (as time permits)

- Change the filter so that all the published books are displayed.
- Clean up verses as necessary.

Add the Biblical terms notes — ongoing discussion

- Double-click on the note icon (in the second column)

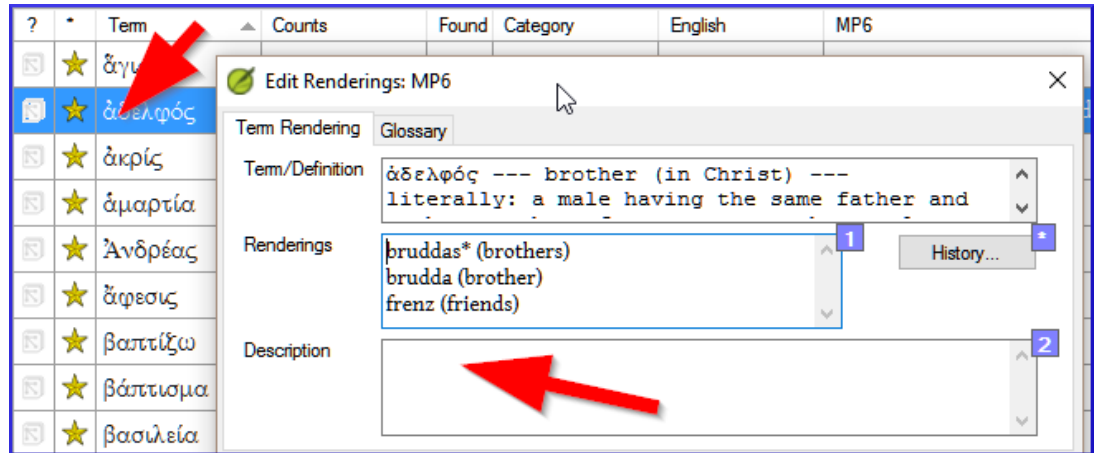
?	*	Term	Counts	Found	Category	English	MP6
		adelphē	0/26		Beings	sister (in Christ...	
		adelphos	298/315		Beings	brother (in Chri...	bruddas* (brothers) brudda (brother)

- Type in the note
- Assign the note as necessary.
- Click **OK**.

Add the decision to the renderings description

- Double-click on the term

- Type the agreed-on rendering in the description field



- Click **OK**

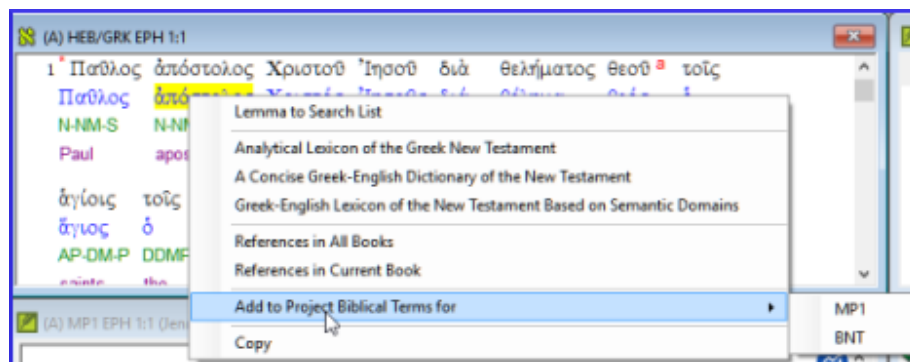
10.6 Add a term – from the source language text



TIP

You can create a list of verses for a specific Greek/Hebrew word and then use that list to add the word/phrase to your project Biblical terms list.

- Click in the window with the Source text.
- Right click on a lemma (blue word) in the source language text window



- Choose **Add to project biblical terms for**
- Choose your project
- Edit the gloss if necessary
- Click on the **Advanced** tab
- Edit the terms if necessary
- Click **OK**

View the new term

- Change to the **Biblical Terms Tool**
- Double-click on the term.

10.7 Add a term – from reference text search



TIP

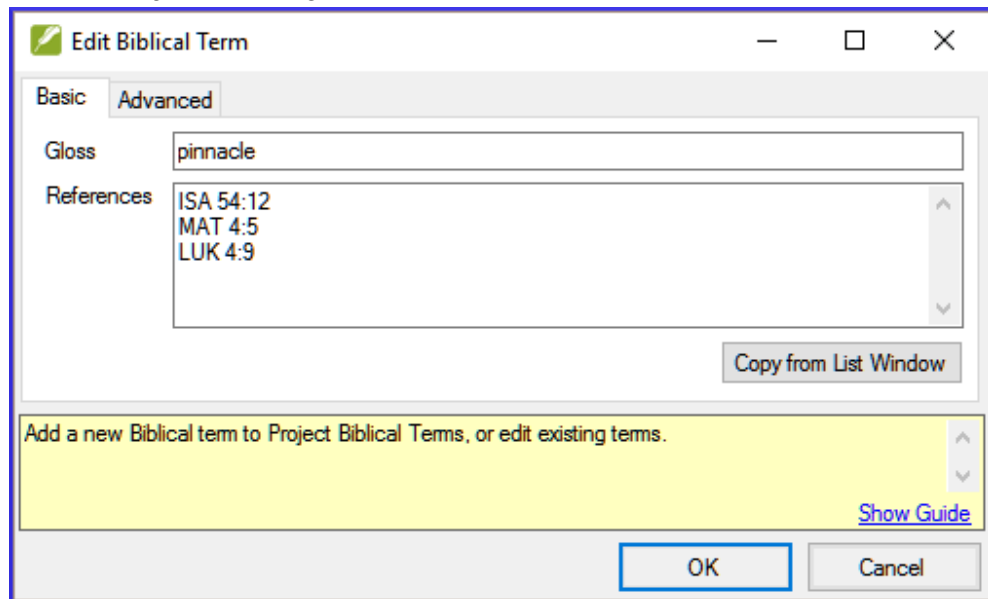
There will be terms which are important for your language and culture that are not in the list. You can add these terms to your project list.

In Paratext

- From your reference text, do a find (using **≡ Tab**, under **Edit > Find**) and search for the term.
 - *A list is displayed showing the verses with that term.*

From the list of results

- ≡ **Tab**, under **Edit**> **Add to Project Biblical Terms**, then choose your project



The screenshot shows a window titled "Edit Biblical Term" with a green icon. It has two tabs: "Basic" and "Advanced". The "Advanced" tab is selected. Inside the "Advanced" tab, there is a "Gloss" field containing the text "pinnacle" and a "References" list box containing "ISA 54:12", "MAT 4:5", and "LUK 4:9". Below the list box is a button labeled "Copy from List Window". At the bottom of the window, there is a yellow instruction box that says "Add a new Biblical term to Project Biblical Terms, or edit existing terms." with a "Show Guide" link. At the very bottom are "OK" and "Cancel" buttons.

- Edit the gloss if necessary
- Click on the **Advanced** tab
- Type in a name for the term
- Click **OK**