



# **Training Manual: English**

**Version 9.3**

<https://manual.paratext.org/>

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## Intro - Quick Guide to Administrator tasks

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

### Add project plan

#### ! INFO

If you have an existing plan, you need to remove that plan before you can add another plan. (See chapter 6? for instructions.)

The basic steps to add the organisational base plan are as follows.

1. ≡ **Tab**, under Project > **Project Settings** choose **Project plan**
2. Click **Manage plans**
3. Click below **Show Base Plan**
4. Choose your organisational base plan
5. Click the **Copy Plan** arrow.
6. Click **OK**.

- The plan and its tasks are added to the project.

This task is needed for:

<b>Administrator's Manual</b>	- ch 6. PP1 - Setup Project Plan
	- includes various ways of fine-tuning the project plan.
<b>Paratext manual</b>	- ch 2. OD – Organising your desktop
	-ch 3. PP1 – Project plan and progress
	-ch 5. BC1 – Basic checks
	-ch 6. PP2 – Project progress
	-ch 16. BT1 – Draft a Back Translation
	-ch 19. BC3 – Basic checks 3
	-ch 21. PPR – Progress report
	-ch 24. Finalizing for Publication

<b>Video:</b>	- What is Paratext (0.1)
	- My Tasks - Project Plan (1.1)
	- Quotations (3.4b)
	- Numbers (3.4e)

![AddProjPlan] (../media/AddProjPlan.gif)

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## Add users

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

**Video:** Send/Receive for the first time **(0.4.1)**

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Needs updating

## Create back translation project

For more details, see Administrator's Manual, chapter

### 4. CP - Creating a new project

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

- *Paratext will display matching names.*
- 8. Click on your language in the list.
  - *Paratext will add the language name.*
- 9. Leave the versification.
- 10. **Type of project:** Back translation
- 11. **Based on:** choose the base text.
  - Paratext will update the versification if needed.
- 12. Click **OK**

## Create books in the new project

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

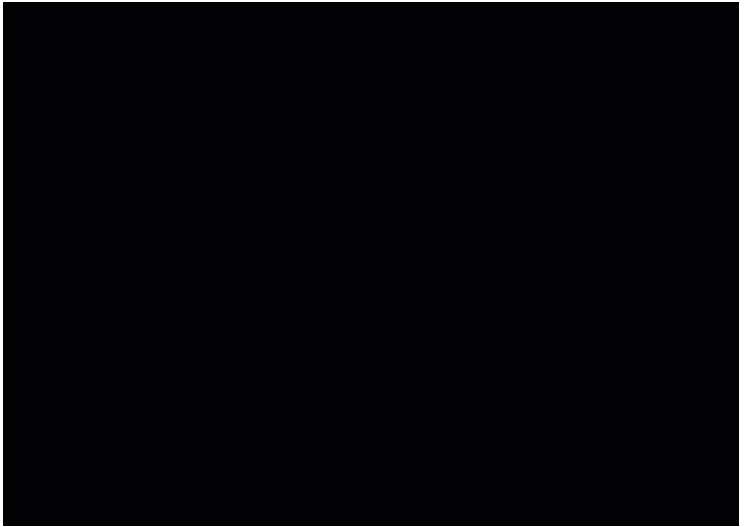
This task is needed for:

- **Manual:** 16.1 Create a new project for the back translation
- **Video:** What is a back translation? (3.2a...)

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## Select/Associate the List of Biblical Terms

From the video:	<a href="#">2.2a Biblical terms</a> "The project <b>adminis</b> needs to <i>select the list</i> ".

	To select the list you need to <b>associate</b> to the desired Biblical terms list. The <b>Major Biblical Terms</b> is the default, or <b>your project list</b> is a better choice.
	
Manual	
Video	
Instructions	

## Associate Biblical Terms list

1. ≡ **Project**, under **Project settings**, **Project properties**
2. Click **Associations** tab
3. Click **Choose** and select list

4. Click **OK**
  5. Click **OK** again
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## Permission for glossary

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



<b>Manual</b>	Chapter 9. GL - Glossary
<b>Instructions</b>	

## Editing permission to GLO

1. ≡ **Project**, under **Project settings**
    - > User permissions
  2. Click **Book permissions**
  3. Click on the user's row under the GLO column
  4. Click **OK**
- The GLO book will show in red.



**TIP**

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

## Task assignments

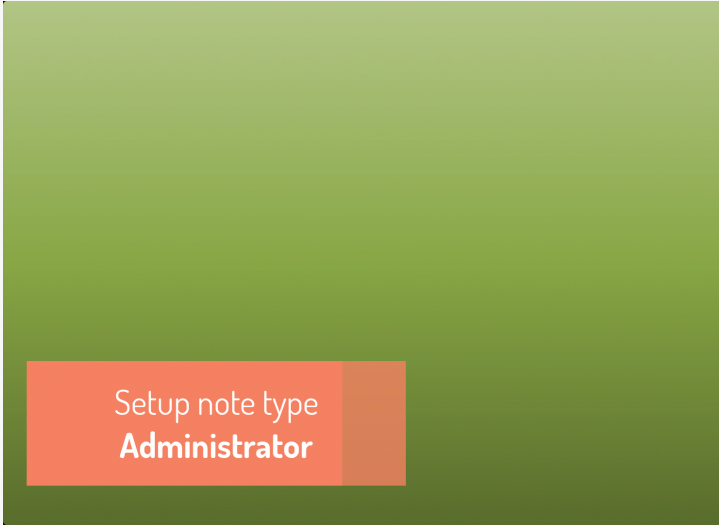
There are two glossary tasks but neither will give permission to GLO

Stage 2: Draft supplementary material

Stage 6: Check and link glossary entries

## Setup Note tags

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<b>From the video</b>	... One must be an Administrator to set tags.
	
<b>Video</b>	Comment, Assign, Tag, Edit, Delete (2.5
<b>Paratext Manual</b>	15.1 Different types of project notes
<b>Instructions</b>	<b>Setup additional note tags</b> 15.UN.md

## Quotation rules

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<b>From the video</b>	Only administrators can change the rules, but you can look at them.
<b>Video</b>	Quotations (3.4b)
<b>Paratext manual</b>	19.4 Quotation rules
<b>Instructions</b>	

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

## Number settings

## Priorities

## Language Settings

## Scripture Reference Settings

The Scripture Reference Settings dialog can be viewed by users but there are several settings required administrators permission.

### Scripture Reference Settings (from 5.1.md)

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



**TIP**

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

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

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

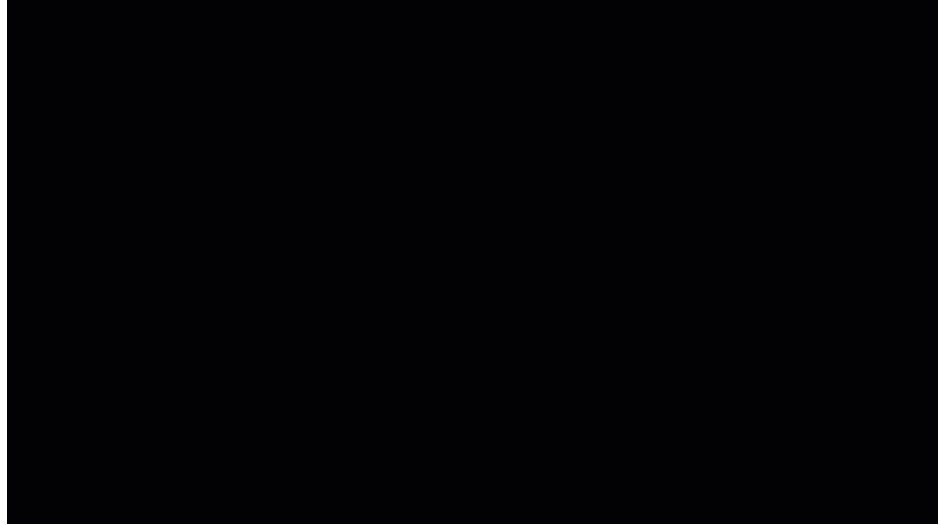


### Conflict between \toc and Scripture reference settings (from 5.1.md)

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



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## Setup settings for various checks

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### Install resources from downloaded files

From '5.3 Install resources – files'

1. Click the **≡ Paratext** menu, then under Paratext, choose **Download/Install resources**
    - *A dialogue box is displayed*
  2. Click **Folder**
  3. Click **Browse**.
  4. Go to the folder which contains the downloaded resource files.
  5. Select the desired resources by checking the box.
  6. Click **Download/Install**
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## Insert cross-references from a file

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

### 9.5 Insert Cross references

1. **≡ Tab** under **Project** menu, point to **Advanced**, and then select **Insert Cross References**.
  2. Click **Browse....**
  3. Find the .xrf file of extracted cross references.
  4. Select the file, and click **Open**.
  5. If desired, select one or more of the options:
    - (see the guide for more info)
  6. Click **OK**
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## **Stage 1 Quick Guide to Administrator tasks**

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

For more detail see the [Administrator's manual](#)



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

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

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## **Stage 3-6 - Quick Guide to Administrator tasks**

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