Paratext 8

Translation Consultant Manual (English)

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Part I

Course Introduction

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Introduction

1.1 Goal

This manual is intended to teach skills that are beyond the scope of the typical MTT's work, or skills that are most useful when working with multiple projects.

This little manual is not intended as a course, but as several small sections.

1.2 Course Objectives

Part II

Consultant Skills

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Notes

Because the consultant normally does not have the right to modify project text, a consultant will communicate with the team through notes.

Project Notes are the mechanism that consultants are increasingly using to communicate in writing with teams about their translations. You may already be familiar with Project Notes and understand the difference between these and Consultant Notes, which are designed primarily for a consultant to keep notes for himself and/or to share with other consultants.

Creating a Project Note is as simple as highlighting some text in a project, right-clicking, and choosing “Insert Note,” writing the note contents, and assigning it to a team member.

With Project Notes, you can:

- Write a note about an issue in the translation.
- Assign a note to a particular person.
- Define different types of note tags that can help you organize your notes by what a team needs to do with it (process-oriented tags) or by what type of problem it is (Analytical tags). See section 2.1.1.
- Restrict who can resolve notes to just the one who wrote the note. This option is available per note tag, not per individual note. See section 2.1.1.
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2.1 Regular Notes

To learn how to use notes, see the section *Using Notes* in the book *Stages 1 and 2*.

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2.1.1 Setup additional note types

(One must be an Administrator)

You can define new note types by following this process.

- **Project** > **Propject proprities and settings**
- Click the **Notes** tab
- Click on the **Add** Tab button
  A new line is added.
- Click the icon on the new tag line
- Choose the desired icon
- Type a name for the new note type
- Continue for any other new notes.

2.1.1.1 What types of notes should a project have?

Process tags

If you design your own scheme, consider what types of tags you want. The team I work with has "Process Tags," tags that describe what we want to do with the note, e.g. To Do, To Discuss, etc. Sometimes we change the tag on a note as we go through our process. A To Do note becomes a To Discuss note when we see that it is an issue we must discuss with the whole team. A To Discuss or To Do note may become a Final Checking note when we see this issue should be something we check during the Final Checking event. Doing it this way makes it possible for us to get a list of the notes we need to deal with now, depending on what stage of the process we are in. I will discuss how to get those lists below in the section on filtering.

While the final decision falls with the team and consultant, one option is to use these basic note types:

To Do (Somebody needs to fix this)
To Discuss (We as a team need to talk about this together)

To Revise (We need to have a look at this again later because we have done the best we can do now, but we are not happy with the text as it is. We intend to revise this before publishing a second edition.)

Final Checking (Issues we want to bring up in the face-to-face check with local language experts)

To Remember (We want to remember what we did here because it has implications for other passages)

Issue type tags.

Some teams have tags that describe the type of issue the note is about, e.g. Exegesis, Discourse, etc. Some teams have hybrid systems.

Other teams may have many note tags or may just use the default "To Do" note tag.

Whatever system you use to organize notes, the important thing is that the tags make sense to the team members so they know how to use them. Using notes consistently will allow each team member to sort and find relevant notes.

2.1.2 Inserting a project note

- Click in the text where you want the note (and select any appropriate text).
- **Insert** > **Note**
- Choose the desired tag from the list

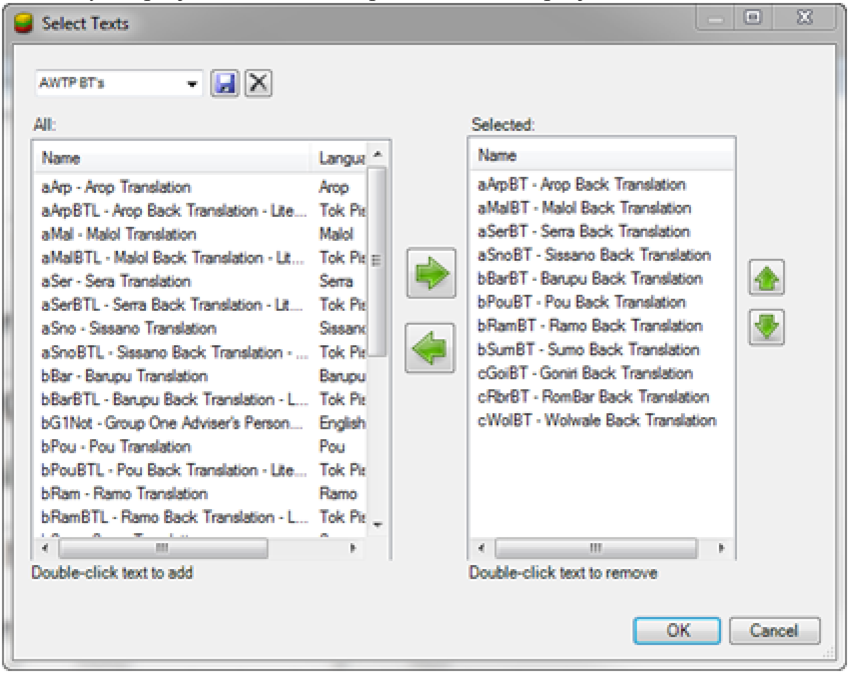
- Type the text for the note
- Click **OK**.
  An icon is displayed beside the text.

2.1.3 Add a note to several projects at once

When you find something that multiple teams may want to consider, you can create a note that will be inserted into several projects.

- Select some text in a project.
- Click **Insert** > **Note**
- Click the **Multi** button

- Choose your projects, or choose a pre-saved set of projects.



- Click **OK**.
- Write your note as normal.
- Click **OK**
  The note is inserted into each of the selected projects.

2.2 Consultant Notes Project

As a consultant, you can create a shared project that does not contain Bible books, but only notes. This project can be shared with multiple teams.

As stated in the Paratext help:

> A Consultant Notes project is NOT intended for a note from a consultant to a translator about a particular translation project (which can be assigned to the translator), but instead for notes which are relevant for multiple translation projects. For example:

- A consultant can insert notes in a personal project which represents a checklist for consulting with translators.
- A consultant can insert notes in a personal project which represents a checklist for consulting with translators.
- Several translators and consultants can have roles on a project for discussions which affect an entire cluster of related languages (for example, to reach a consensus about biblical terms).

Because this type of note cannot be resolved, you should choose an icon that is easily distinguished from project notes. The default icon for a consultant note is a light blue plus sign.

2.2.1 Creating a Consultant notes project

From the Supporters Manual, follow the process to create a new project, but select "`Consultant Notes`" as the **Type of project**.

2.2.2 Add a Consultant Note

If you have a Consultant notes project, you can add a note on any passage from any Bible.

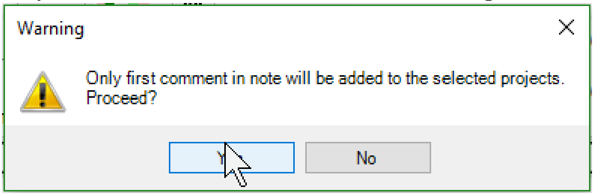
- Click in the verse.
- From the **Insert** menu, choose **Consultant Note**.
- Write the note and save it.
  The Consultant notes will now show up in Notes project.

2.2.3 Copy an existing note to a Consultant Notes Project

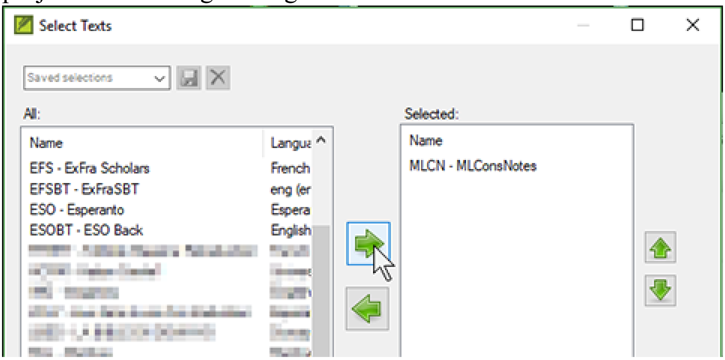
During or after a consulting session, you may decide that a specific note or question that has been raised may be relevant to other teams. You can easily copy the first note in a series to a Consultant Notes Project.

- Open the note you want to copy.
- Click the **Multi** button

- If there are multiple notes in this discussion, Paratext will warn you that only the first note in the discussion will be copied. Click **Yes**.



- Choose the Consultant Notes Project by double-clicking or selecting the project and clicking the Right arrow.



- Click **OK**.
- Write your note as normal.
- Click **OK**.
  The note is inserted into each of the selected projects.

2.2.4 Sharing a Consultant notes project

A Consultant notes project can be shared in the same way as a regular project:

From the Supporters Manual, follow the process to create a new project, but select "`Consultant Notes`" as the **Type of project**.

- Open your new Consultant notes project and click inside.
- From the **Project** menu, choose **Users, Roles and Authorizations**.
- Respond to the four questions and click OK.
- Paratext will ask you to Send/Receive, do it (by Internet).

Once the Project is Shared, you can add each translator as an Observer of your project:

- From the **Project** menu, choose **Users, Roles and Authorizations**.
- Click on **Add User**.
- Type the name of the translator *exactly* as typed in the translator's Paratext registration.
  By default, the user will be added as an Observer.
- Click **OK**.
- **Send/Receive** your notes project.

On each Translator's computer:

- **File** > **Send/Receive**
- Check the box beside the Consultant notes project.
- Click **Send/Receive**.

2.2.5 Show Consultant notes in a project

From the Supporters Manual, follow the process to create a new project, but select "`Consultant Notes`" as the **Type of project**.

- Open the translation project and click inside.
- From the **View** menu, choose **Show Consultant Notes**.
  The Consultant notes will now show up in the translation project.

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Compare Texts

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Biblical Terms

PNG: 460 terms

Add terms gradually

Proper names

Expectations

copy/paste

5

Project Health Report

6

Suggestion

Notes in the text

Changes

suggestions