**Welcome to the Field Training Resources Files**

You can view a document simply by clicking on it. It will open in Teams. When you are done looking at it, click the “Close” box on the top right. You will then see the directory where you found the document.

If you want to download a file, right click on the file name in the directory and select “download”.

The Field Training Resources directory has the following files:

* **01 Event Forms** has documents for planning and reporting on events.
* **01 Language Questionnaires** has questionnaires in over a dozen languages. Their file names include a two-letter IETF language tag indicating the language of the questionnaire.
  + **"01 Gateway language IETF Tags.pdf"** will help you identify which language each two-letter tag represents.
  + **"01 FAQ about Language Codes.docx"** will help you understand the language codes that we use in PORT and other software.
* **English Resources** has the English versions of the materials you should need at training events. I have highlighted in yellow the folders you will likely use the most.
  + **Academic DFT Videos** – This is a link to the YouTube videos that Drew Curley made about Divine Familial Terms.
  + **Audio Training (BTES)** - This has audio files, their scripts, and slides for the Bible Translation Educator Series. Some of the topics are similar to the Training Modules.\
  + **Conversation Guide** – This file has the Conversation Guide, its appendices, its slides, and the CG Checklist form.
  + **Partner Forms** – This has the documents that partners sign concerning the Statement of Faith and Open Copyright Licensing.
  + **Training Modules** – This has a training module for each topic in the Conversation Guide.
  + **Training Topic Info Videos** -
* **French Resources** – This has some of the materials you will need.
* **Mandarin Resources** – This has some of the materials you will need.
* **Russian Resources** – This has some of the materials you will need.
* **Spanish Resources** – This has some of the materials you will need.

Some of the folders have a document called "Read me" or "About \_\_" explaining what is there.

**If you are having trouble using Teams, you might find it easier to work in SharePoint.** You can do this by going back to the directory and clicking the “Open in SharePoint” tab in the horizontal bar at the top. You may need to click on the three dots in that bar ( **…** ) to see "Open in SharePoint."

* With SharePoint, you can open these files in more than one window. I like to have the directory in one window and files in other windows.
* If you cannot open a pdf by clicking on it, either click on the "Open” button at the top to see it in your browser or download the pdf to your computer and open it there.