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Introduction to the translationStudio-Desktop Program

The translationStudio-Desktop program enables translators to do offline translating of the Bible or of Bible resources. It can be used for two purposes:

- For translators to translate the Bible (or Open Bible Stories) from English to a gateway language, or from a gateway language to a mother tongue
- For Gateway language translators to translate Bible resources from English to a gateway language

The program contains the content that needs to be translated as well as translationHelps (See: How to Use the translationHelps in translationStudio). You can share information directly from device to device, and you can upload finished content to Door43 where it can be digitally published.

How do I install translationStudio on a Desktop Computer?

Note: This process requires an Internet connection.

- Go to: https://github.com/unfoldingWord-dev/ts-desktop/releases

- Click the appropriate file for your computer:
    - The file with "linux" in the name is for a Linux operating system.
    - The file with "osx" in the name is for an Apple Macintosh operating system.
    - The file with "win_x32" in the name is for a 32-bit Windows operating system.
    - The file with "win_x64" in the name is for a 64-bit Windows operating system.
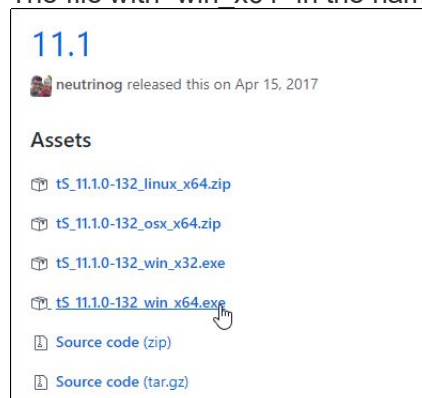
> **Note:** To determine if your Windows PC is a 32-bit or a 64-bit operating system, open the Control Panel and click System.

- Designate where you want to save the file.
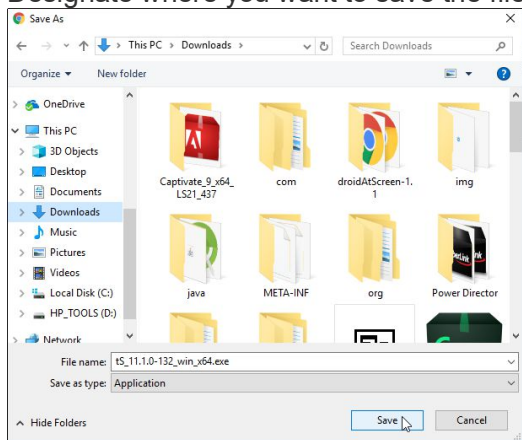
- Allow the file to download to the computer.
- Double-click the file name to start the install.
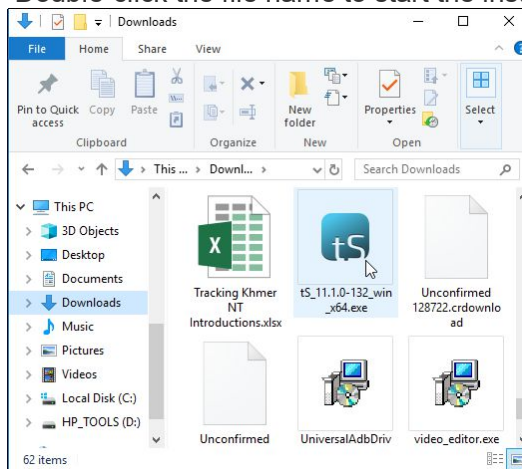
- Click **Run** or **Yes** on the Warning message window and any other warning messages.
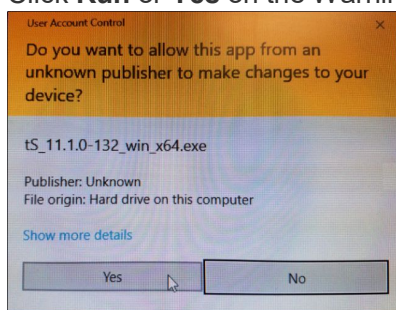
- Choose the language that will be used during the installation from the dropdown menu.
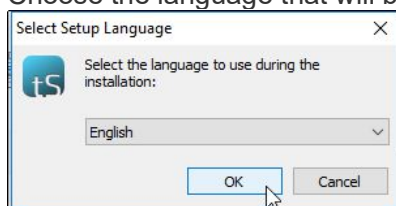
- Click **Next** on the 'Welcome to the translationStudio Setup Wizard' window.

- Select the **I accept the agreement** radio button for the software license. Click **Next**.
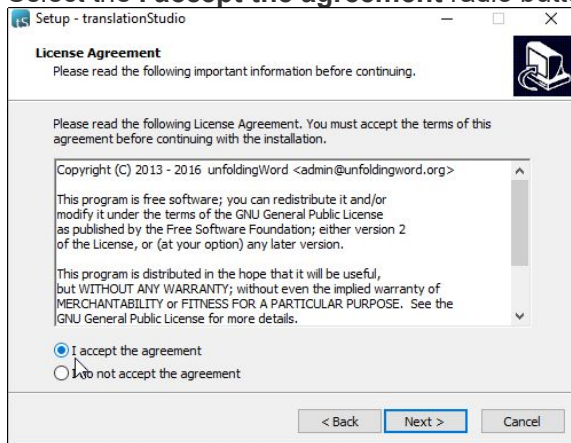
- Select the choice to '**create a desktop icon**' if you wish. Click **Next**.
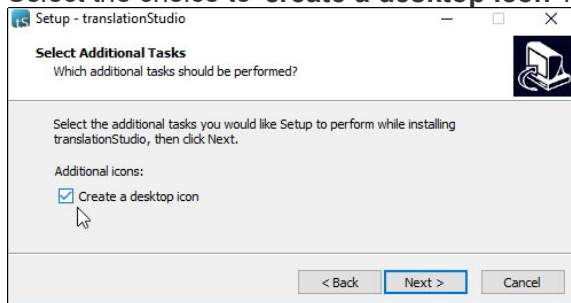
- Click **Install**.
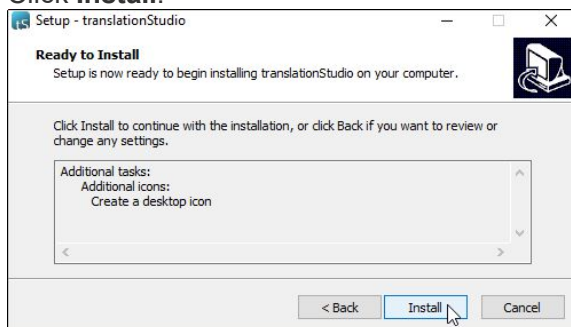
- Please wait for the program to be installed. This may take several minutes. The installer installs translationStudio and Git, which is a version control system.
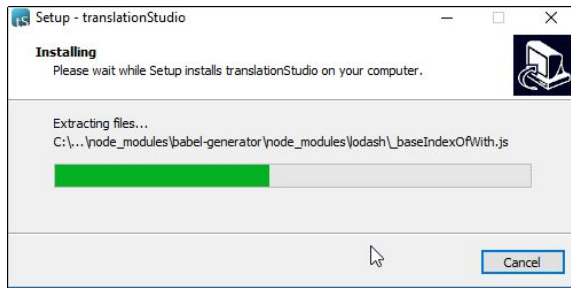
- At the *Completing the translationStudio Setup Wizard* window, click **Finish** to complete the installation.

How do I open translationStudio?

How do I use translationStudio for the first time?

Complete these steps to use translationStudio for the first time:

1. Open translationStudio:
   - If you chose to create a desktop icon during installation, double-click the desktop icon.
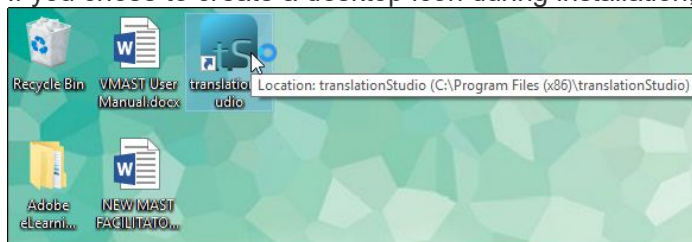
   - If you did not choose to create a desktop icon you will need to find the program:

     o Click the "start" icon on your computer or press the Windows key on your keyboard.

o Find translationStudio in the list of programs and click to open it.
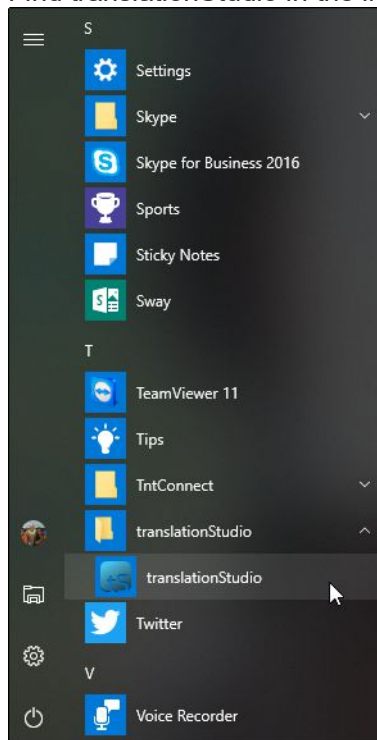
2. Create or login to your account. See translationStudio - Login Options for more information.

translationStudio **– Login Options**

The welcome screen displays a request to create or log in to a user account.
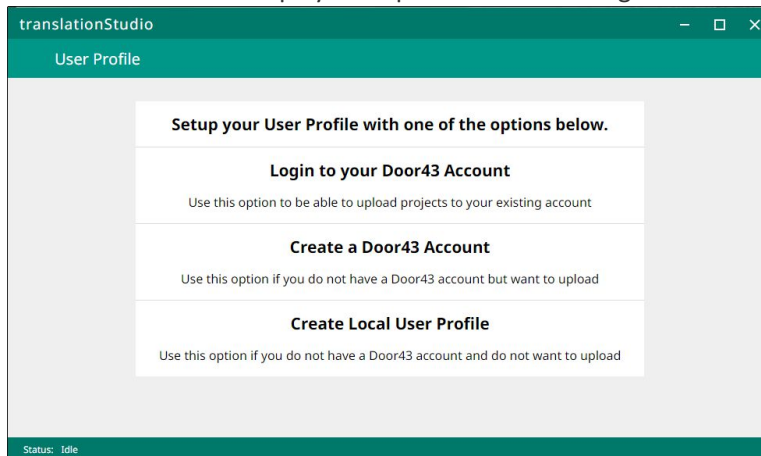
NOTE: You may use a pseudonym instead of your real name. A pseudonym is a name that cannot be traced back to you. You may wish to use a pseudonym if you are working in a sensitive part of the world.

Which Type of Account Do I Want to Use?

Offline Account – user does not need to be connected to the internet, but has full use of the program except for uploading to Door43. You may want to start with an offline account and then switch to a Door43 account

later when you want to upload your work (the work is attached to the device, not to the account). If you want to use an offline account, skip to the Local Login or Offline Account section.

Door43 Account – user has full use of the program and can upload to Door43 (requires Internet connection.)

Existing Door43 Account

If you already have a Door43 account, you can log in with it. If not, and if you want to be able to upload to Door43, skip to the New Door43 Account section. If you are not connected to the internet or do not wish to upload to Door43, skip to the Local Login or Offline Account section.

1. On the opening screen, click **Login to your Door43 Account**.

    | translationStudio | – □ × |
    | User Profile | |

    Setup your User Profile with one of the options below.

    Login to your Door43 Account
    Use this option to be able to upload projects to your existing account

    Create a Door43 Account
    Use this option if you do not have a Door43 account but want to upload

    Create Local User Profile
    Use this option if you do not have a Door43 account and do not want to upload

    Status: Idle

2. The login screen opens. Type in your Door43 account information and click **Continue**.

    | translationStudio | – □ × |
    | ← User Profile | |

    Door43 Login
    ⬡ This will use your internet connection

    MyDoor43UserName
    ••••••••••••••••

    CREATE A NEW ACCOUNT   LOGIN

    Status: Idle
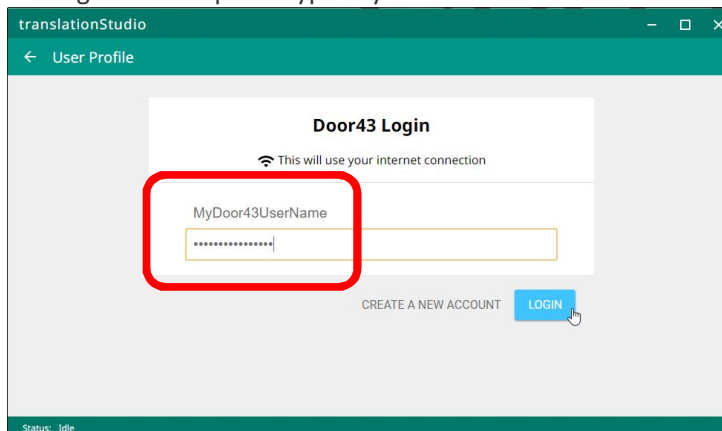
3. Skip to the translationStudio Terms of Use section.

New Door43 Account

If you do not have a Door43 account, but you wish to be able to use an internet connection to upload your work to Door43, you can create a Door43 account. If you are not connected to the internet or do not wish to upload to Door43, skip to the Local Login or Offline Account section.

1. On the opening screen, click **Create new Door43 Account** to create a new Door43 user account. (This requires an Internet connection.)
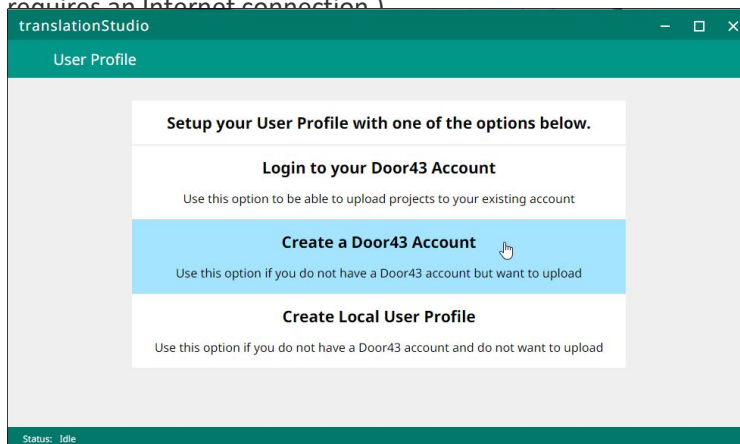
2. The Door43 Account Creation window opens.

   a) Click the **Username** field and type the user name that you want use to log in to the app. **Note**: Because names are publicly available, you may prefer to use a pseudonym. Make up any pseudonym of your choice.
   b) Click the **Email** field to enter your email address. If you are using a synonym, you may want to first set up an email address that does not contain your name.
   c) Enter your name or pseudonym in the **Full Name or Pseudonym** field. This is your display name, which can be different from the user name that you use to log in. This is the name that will be listed as a contributor to any projects on this device. If you used a pseudonym in step (a), use the same pseudonym here.
   d) Enter a password in both fields.
   e) Confirm the information, and then tap **Submit** to begin registration.

3. Skip to the translationStudio Terms of Use section.

Local Login or Offline Account

If you do not want to create a new Door43 account at this time or are not able to connect to the Internet., you can create a local user profile.

1. On the opening screen, click **Create Local User Profile**. The login screen opens.

Setup your User Profile with one of the options below.
Login to your Door43 Account
Use this option to be able to upload projects to your existing account
Create a Door43 Account
Use this option if you do not have a Door43 account but want to upload
Create Local User Profile
Use this option if you do not have a Door43 account and do not want to upload

2. Click the **Your Name or Pseudonym** field. Type your user name or pseudonym into the field, and then click **OK**.

NOTE: You may use a pseudonym instead of your real name. A pseudonym is a name that cannot be traced back to you. You may wish to use a pseudonym if you are working in a sensitive part of the world.

3. Skip to the How do I use translationStudio for the first time section.

Changing Login Account Settings

You do not need to log out of translationStudio program unless you want to change the user you are logged in as. At any time you can log out to access the initial screen where you can change the login or translator settings. To log out, perform either of the following actions:

-   From the *Your Translation Projects* screen (Home screen):
    o   Click the 3-dot icon ⋮ at the lower left to invoke the options menu.
    o   Click **Log out.**

OR

-
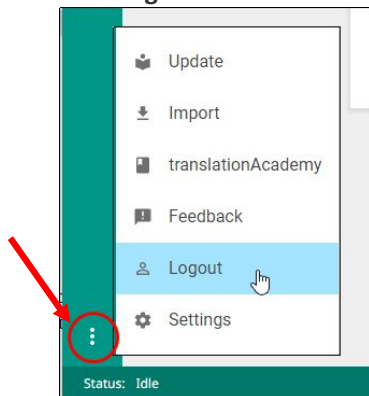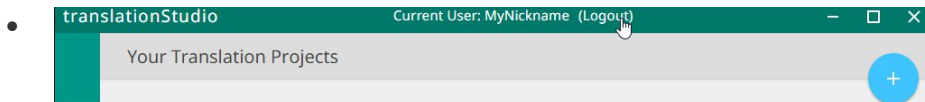
translationStudio Terms of Use

After you have logged in for the first time, translationStudio displays the Terms of Use. Read and agree with each of the statements in the Terms of Use by performing the following steps:

1. Click each statement.
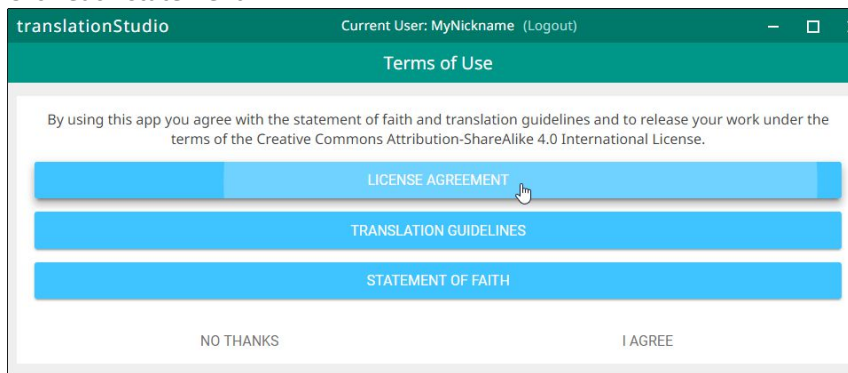
2. Scroll through the text to read the entire statement. Click **Close** for each statement.
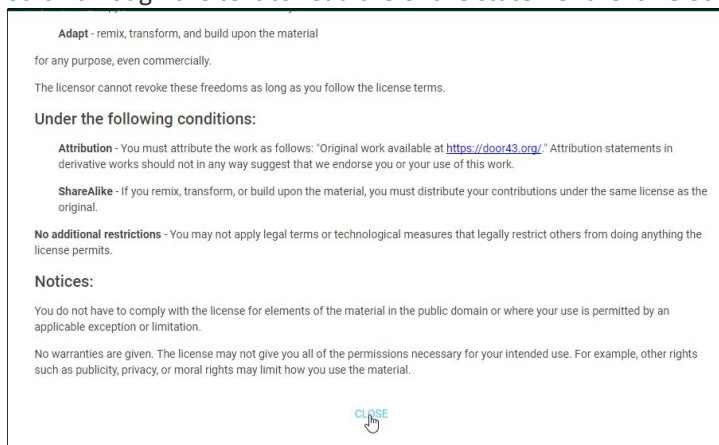
3. When you have read all statements, click **I Agree**.
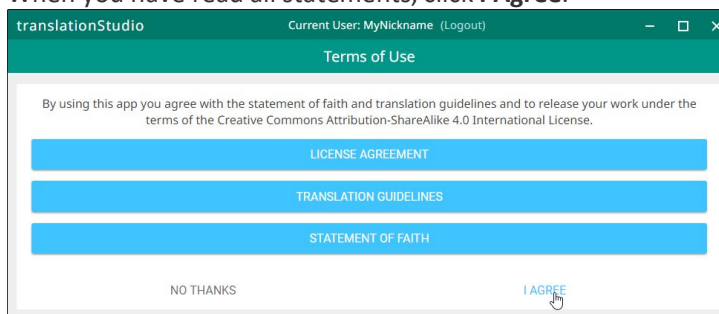
Note: At any time you can view the License Agreement, Statement of Faith, Translation Guidelines and the Software Licenses information from the Settings Menu. (See: Settings Window)

4. The program opens to the *Your Translation Projects* screen (which is the home screen). The first time you use the program you have no existing projects, so the home screen displays a welcome message.

How do I set up to work on a Gateway Language translation?

If you are using translationStudio to translate Bible resources (translationNotes , translationQuestions, or translationWords) from English into a Gateway language, there is a setup step that you need to perform prior to starting a project.

You must set translationStudio to use Gateway Language Mode so that the resources are available to be translated. Setting this mode does not affect existing projects, if any. It affects only the options that you see when creating new projects.

To use Gateway Language Mode for new projects, perform the following steps:

1. Click the three dots at the lower left of the window to open the Options menu and select **Settings**.
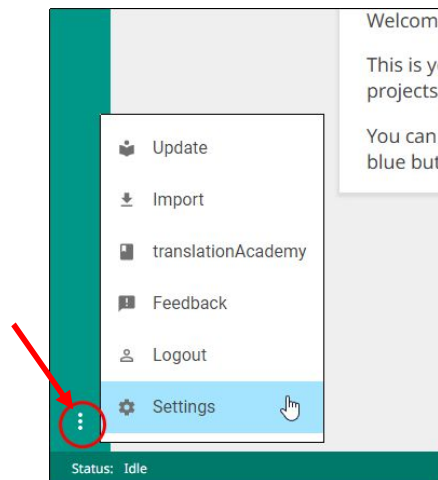
2. Select the checkbox next to **Gateway Language Mode** to enable it.
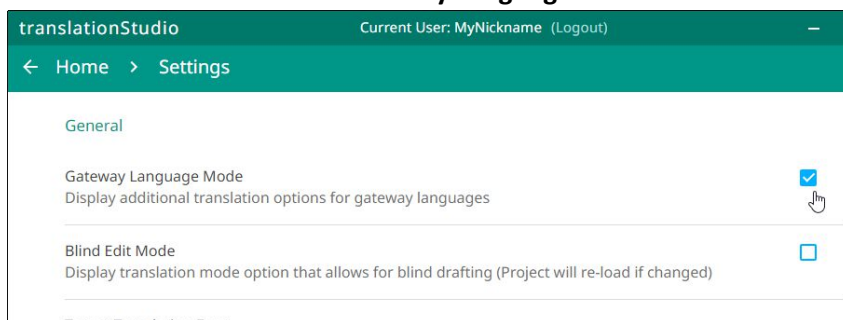
3. In the breadcrumbs at the top left, click **Home** to return to the home screen.
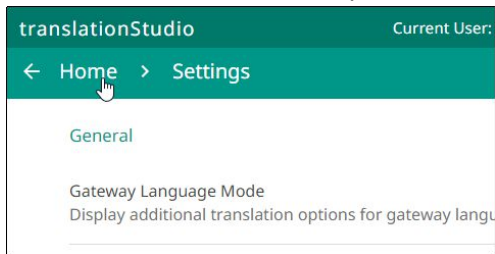
How do I start a new project?

The definition of a translation project consists of:

1. Specifying the **target language** - the language *into which* you will be translating
2. Selecting a **project category** - *what* you will be translating, such as Open Bible Stories, a book of the Bible, or Bible resources (Words, Notes, or Questions)
3. Choosing a **source text** - the language and text *from which* you will be translating, such as the English ULB (Unlocked Literal Bible)

To start a translation project, you must specify each of these elements.

Begin by clicking the blue plus sign on the home screen to start defining a new project. When you first start using translationStudio, there is also a green **Start a New Project** button on the home screen that you can use to start a new project. (The **Start a New Project** button is available only if you have not previously created any projects.)
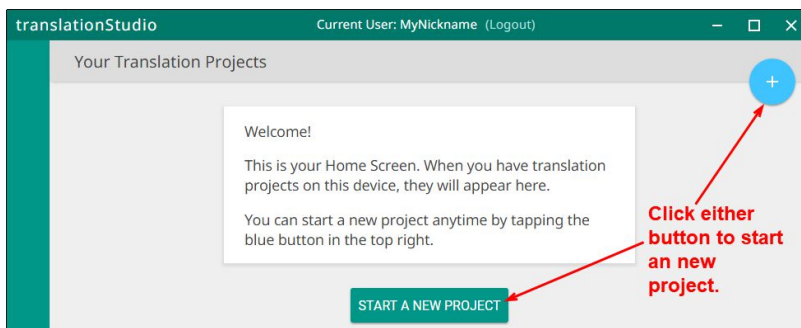
How do I select the target language?

All translationStudio projects require a target language (the mother tongue language *into* which you will be translating). When you create a new project, the first step is selecting the target language, so translationStudio presents you with a language list that is alphabetical by the language *code* shown in the

right column of the list.
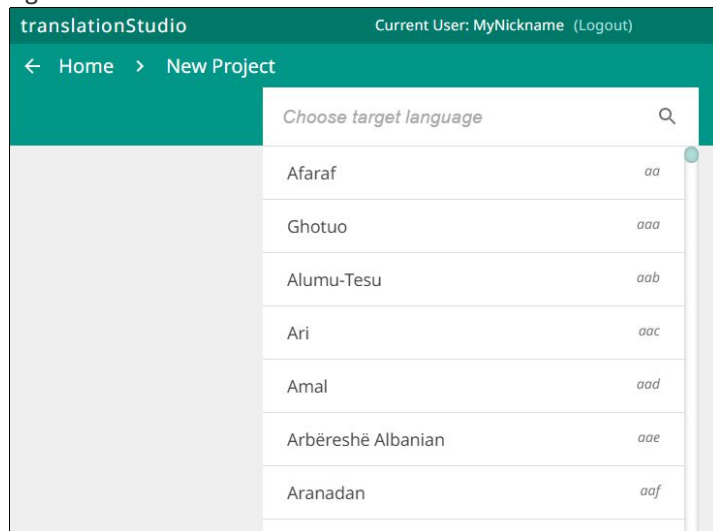
To choose your target language (the one you will be translating *to*), you can either scroll down the language list to find the target language **OR** you can search for the target language. To search, perform the following steps:

1. In the search field and the top left of the language list, type the first few letters of your language to narrow the list.
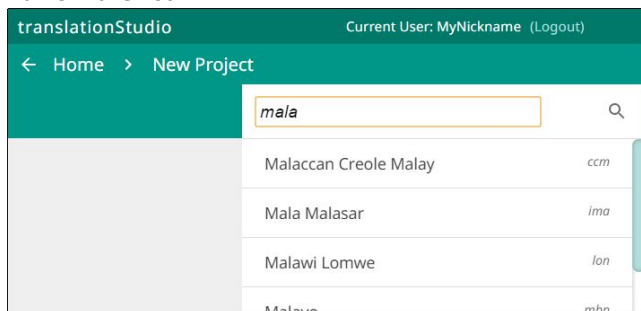
2. Click your target language to select it.
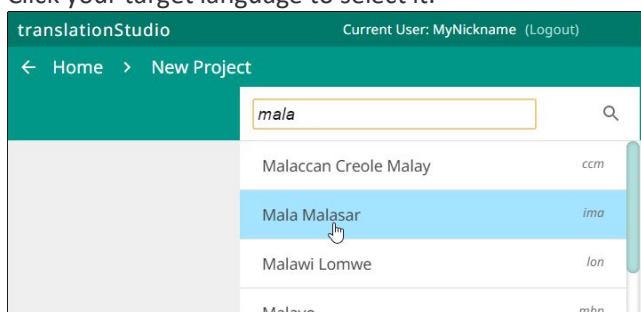
What if you cannot find the desired target language? Then see Find My Language for information on searching and requesting a new language.

How do I change the target language?

If you make a mistake and designate the wrong target language, after you have finished defining the project, you can change the target language.

On the Home page, click the ⓘ icon next to the project whose target language you wish to change.

On the information window, click **Change** next to the target language.
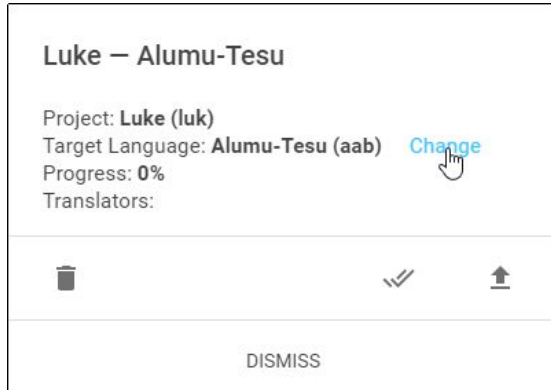
The *Choose target language* window appears, enabling you to select a different target language. As soon as you select a language, a message displays to tell you the change is complete. Click **CLOSE** to dismiss the message.
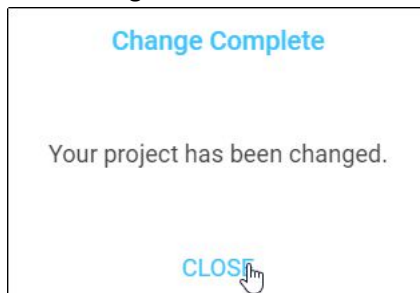
How do I designate what to work on?

When you create a new project, the next step is selecting the project category, which is the type of project you will be working on, such as a book of the Bible, Open Bible Stories, or one of the translation resource (notes, words, or questions).

If you are just starting out with translation, we recommend that you begin by translating Open Bible Stories. You can work your way through the Stories however you want, but we have found that Story #31 (see https://door43.org/en/obs/31) is a good first story to translate since it is short and easy to understand. For more information read Choosing What to Translate.

To designate what to work on for this project, complete the following steps:

1. Choose a project from the *Old Testament*, *New Testament*, or *Other* to start translating.
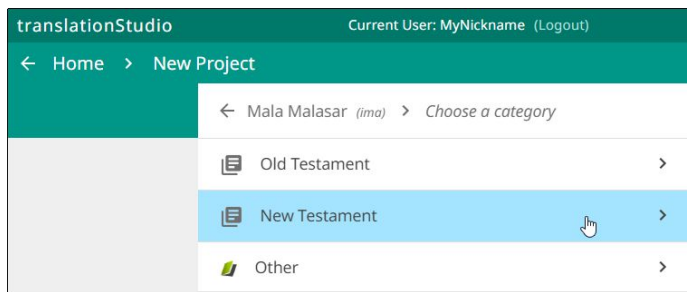
2. The next step depends on the category you chose:
    a. If you chose either the Old or New Testament:
        i. You next choose a book for the project.
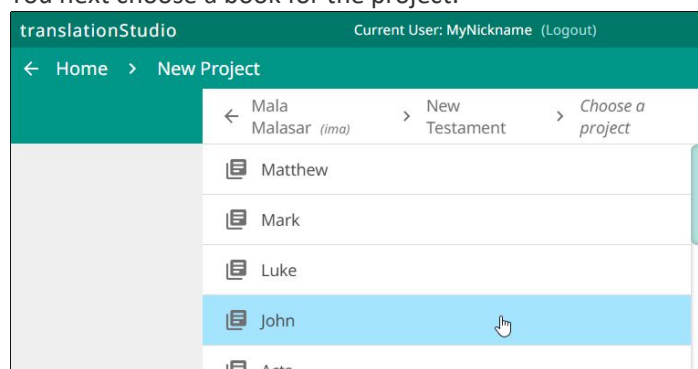
        ii. If you are in Gateway Language Mode, you then also must select the type of translation – will you be translating text of either the ULB or UDB, or will you be translating Notes or Questions? (If translating Notes or Questions, you must first create a text project for the same target language/Bible book and then create a project for Notes or Questions.)

    b. If you chose Other, you next choose to translate either Open Bible Stories, translationWords (these are from the Bible), or translationWords OBS (these are from Open Bible Stories). The last two types are available only in Gateway Language Mode (See How do I set up to work on Gateway Language translation?.)
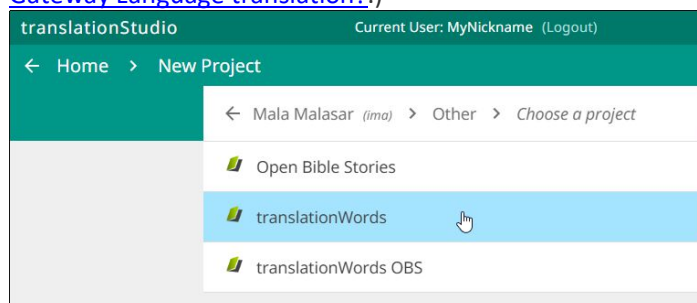
How do I select or change the source text language?

After selecting the category and type, the project is created and opens. If it is a translationWords project, it automatically uses an English source text. However, in other types of projects you need to select a source text before you can begin to translate. This is the text you will be translating *from*.

You can add or change source texts at any time while working in the project. You are not able to work in a project until you choose a source text language.

Note: If you are doing Gateway translation, be sure to select *English (en) Unlocked Literal Bible* as your source text. This is the source that has the resources (notes, words, and questions) attached to it.

In the translation project, complete the following steps to select or change the source text language:

- Click the rectangular icon with the + and – sign found at the top right of the project window (or at the top right of a previously-chosen source text).
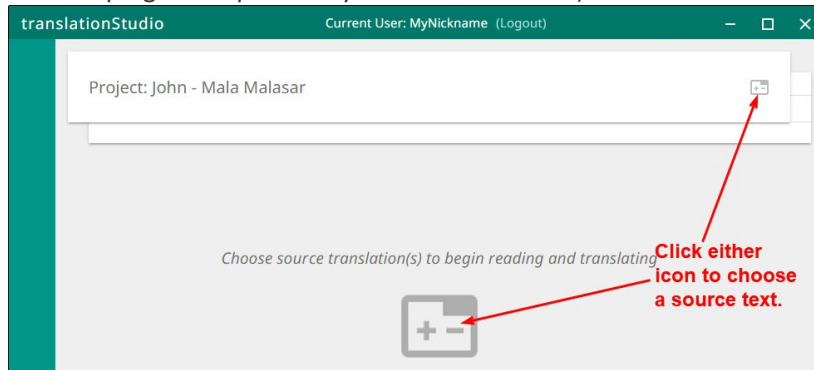
- Click the empty square box next to the desired source text and language. You can scroll down to see additional languages, or search by using the magnifying glass icon at the upper right of the *Choose source translations* box.
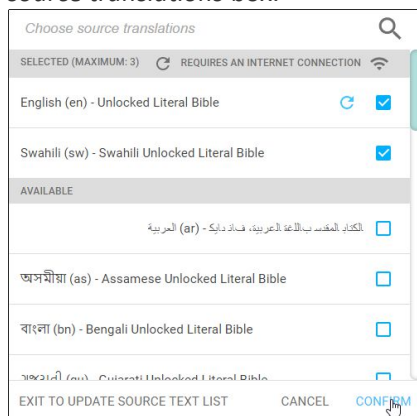
Note: You can choose multiple source texts; those selected are moved to the top portion of the *Choose source translations* box under the *Selected* heading.
  o Choosing multiple source texts enables you to compare them as you are performing the translation work.
  o For example, you should always choose the Unlocked Literal Bible (ULB) as a source if it is available in your language, but you may want to also choose the Unlocked Dynamic Bible (UDB) if it is available in your language because it may be easier to understand. Looking at the UDB may help you to translate or check a passage.

To save the selection(s), click **Confirm** at the bottom right of the *Choose source translations* box, OR click **Cancel** to close without saving the selected language.

Using the Options Menu

Click the **three dots icon** at the bottom left of the screen to open the options menu. The Project screen and the home screen have two different menus.

On the home screen the options menu includes the following options:

- Update
- Import
- Feedback (See: Report Problems and Making Suggestions)
- Share this app
- Log Out
- Settings (See Settings Window)
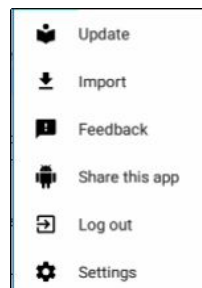
On the Project screen the options menu includes:

- Home - returns to the home screen
- Project Review
- Upload/Export
- Print
- Feedback (See Report Problems and Making Suggestions)
- Settings (See Settings Window)
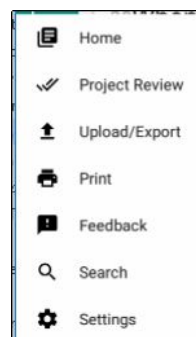
How do I work in translationStudio?

The way you work in translationStudio is different depending on the type of project.

translationStudio Layout

There are two main screens in the translationStudio program:

- The Home screen, or *Your Translation Projects* screen, shows any existing projects. If there are no projects, then the Home screen displays a welcome message. The Home screen also shows the user name and a Log out button.
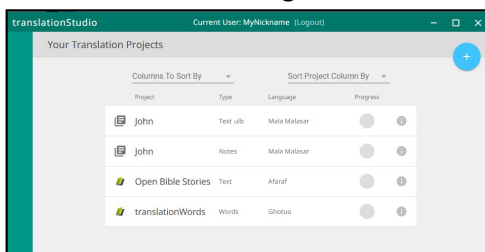
Home screen with existing projects   **Home screen with no existing projects**
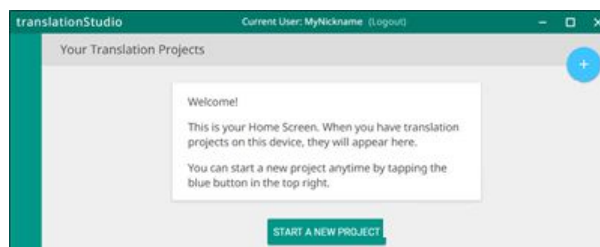
- The *Project* screen shows the source and target texts, and can also display translation resources. The *Project* screen is where you perform all of the translation work on a single project. It shows

the source text and the translated text. Depending on the type of project, the *Project* screen can display three different views and contains navigation and menu icons to enable you to move around in the program. The navigation and menu icons are on the left of the screen.

The appearance of the project screen and the function of the navigation buttons work a little differently depending on the type of project in which you are working:

Working in a Words project:

A Words project is different from the other project types in that it is not tied to a specific book of the Bible. It shows words or terms from the entire Bible or Open Bible Stories.

Words project layout

A Words project has two panes. The left pane contains the English word or term and the definition of it. The right pane is the working area containing a notecard for each word. You translate the word or term above the red line and the definition in the area below the red line. Just click the notecard to begin typing your translation.
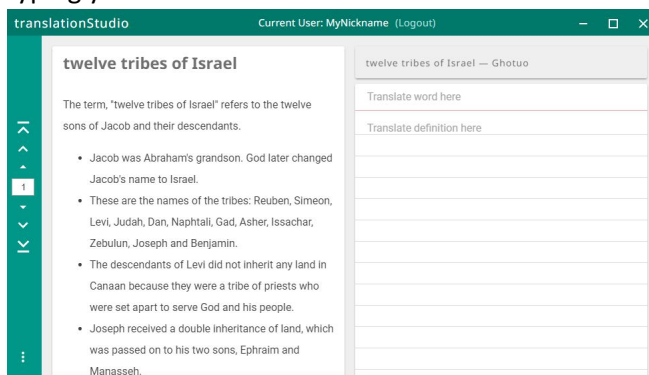
- Translate the translationWord in the top section on the right panel.

    o Click above the red line on the 'Translate word here' words.

    o Type in the translation of the word or phrase.

- Translate the definition of the translationWord: Click on the words 'Translate definition here' and start typing the translation of the definition.

Write translations that will help Other Language translators understand how they can determine the best word to use in their language.

You navigate in a Words project by using the navigation icons at the left:
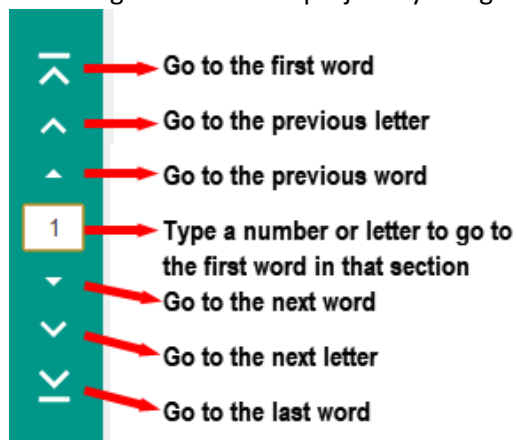
Notes project:

The translationNotes are tied to a specific part, or chunk, of Open Bible Stories or of a book of the Bible.

Notes project layout

A Notes project is divided into chunks of text. For each chunk there are four panes. From left to right, they are**:**
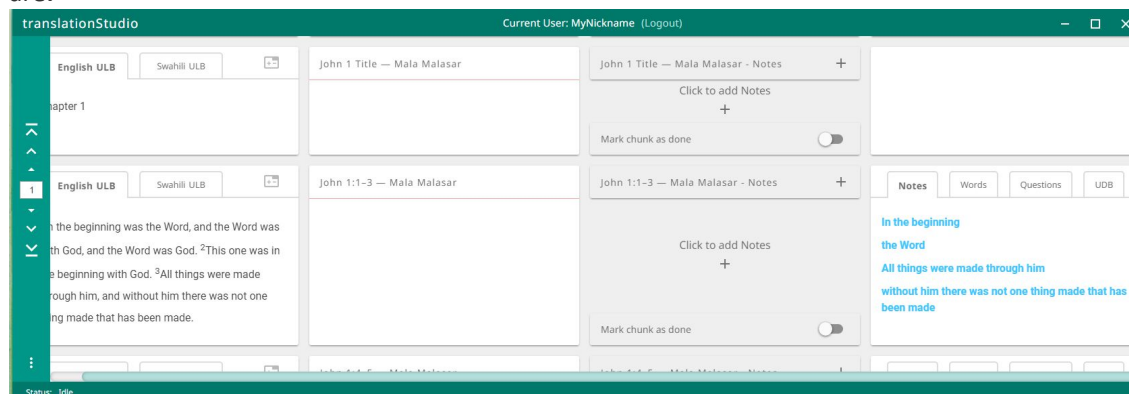
- The source text pane: If you have multiple source texts, they are displayed on tabs.
- The translation pane: If the project contains a translation in the target language, it is shown here, but cannot be edited.
- The working area, where you can create notecards for translating the notes.
- The resources pane, containing the resources, if any, for each chunk. Different resources are on the tabs.

  To translate notes, you click the Notes tab and then click each note reference to see the note text.
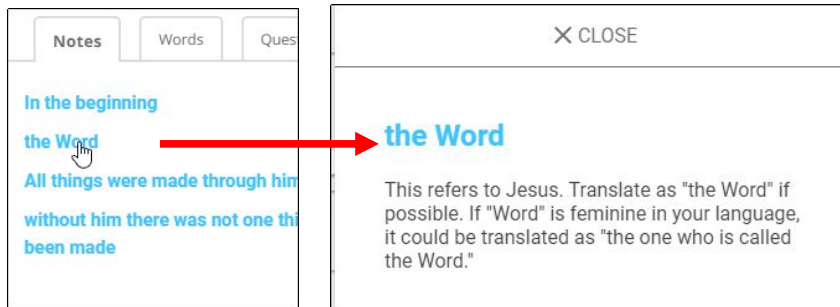
Then for each note in the chunk you click the plus sign in the work area to create a notecard, where you translate the note reference text above the red line and the note text below the red line. **For each chunk, create a notecard and translation for each note in the chunk.**
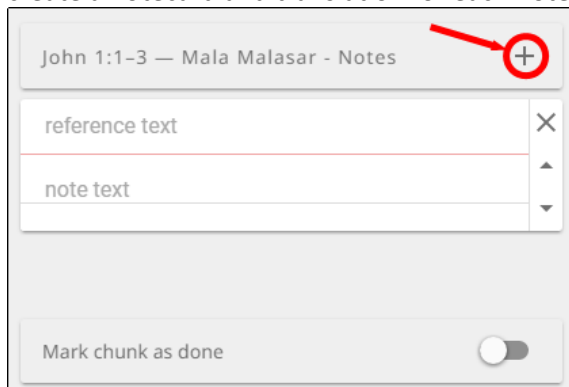
Notes project navigation

To navigate in a Notes project, use the navigation buttons at the left of the screen:
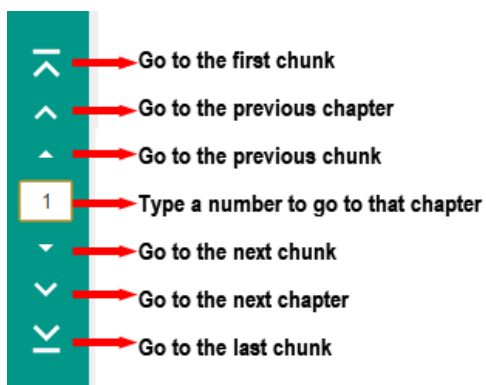
Questions project:

The translationQuestions, like the translationNotes, are tied to a specific part, or chunk, of Open Bible Stories or of a book of the Bible.

Questions project layout

A Questions project has the same four panes as a Notes project, except that the Working pane (2nd from the right) enables you to translate Questions, rather than Notes.
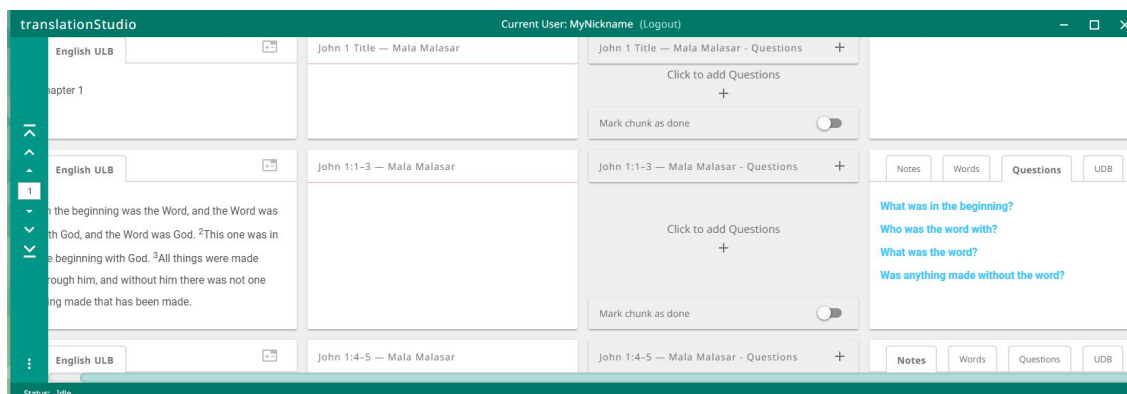
To translate the questions:

1. You first click the Questions tab in the Resources pane at the far right to see the questions.
2. You click each question to see the question and answer.
3. Then in the Working pane you click the plus sign to add a notecard for the question.
4. You translate the question above the red line and the answer below the red line.
5. For each chunk that has questions, create a notecard for each question and translate each question.
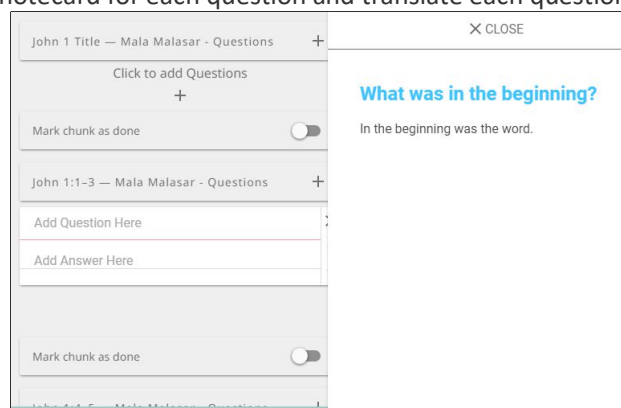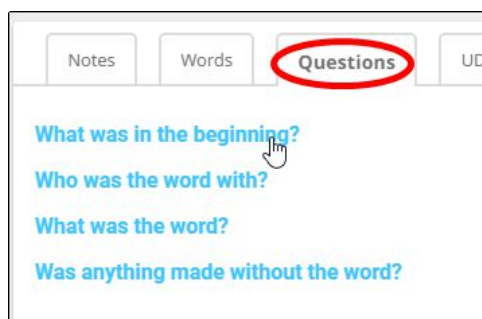
Text project:

The appearance and function of the text project can be different depending on the setting called Blind Edit Mode. This mode, which applies only to text projects, specifies whether the project allows for blind drafting, which changes the views available for the project. You should always use Blind Edit Mode for the initial translation of source text.

Text project layout

If you are not in blind edit mode, there are two views for a text project:

- **Edit-Review view**: The top icon at the left that looks like three vertical lines takes you to the Edit-Review view, where the source text is in the left pane, the translated text is in the middle pane, and the resources are on tabs in the right pane. The center pane can be edited.
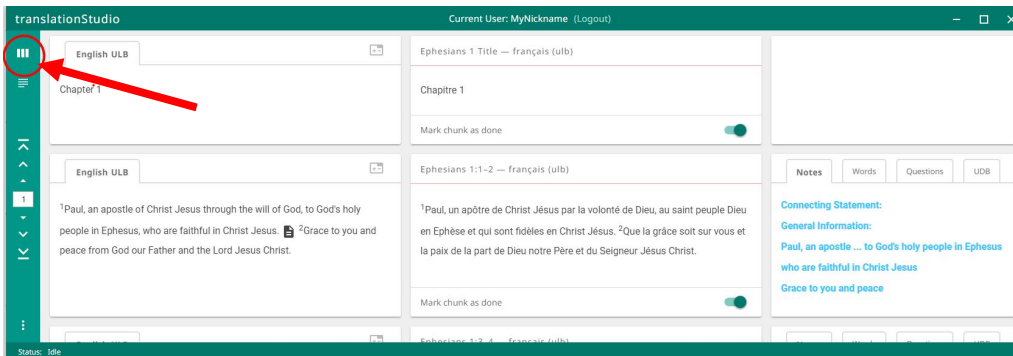
- **Read view:** The second icon at the left that looks like 3½ horizontal lines takes you to the Read view, which is a view of the entire chapter. The source text is initially visible, but if you click the "piece of paper behind the source text, you can see the translation. Editing is not available in the Chapter view.
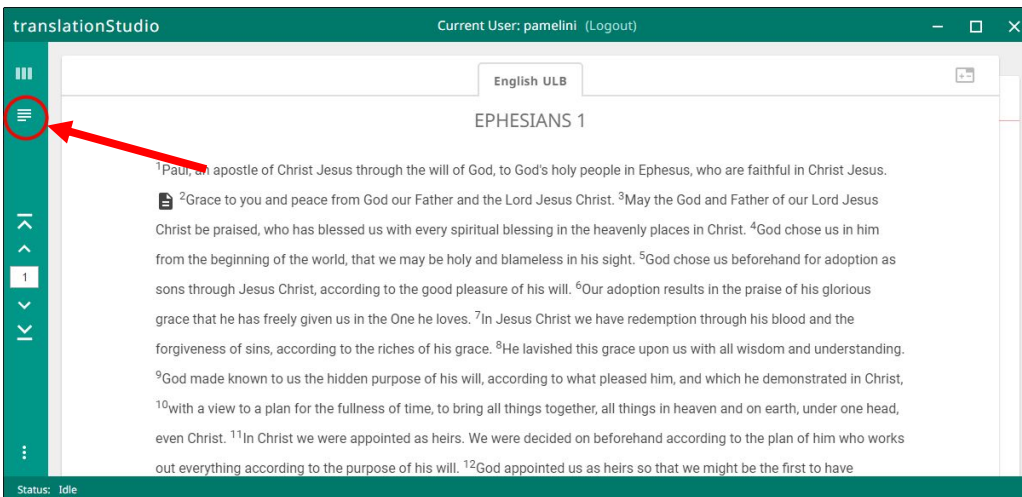
Blind Edit Mode:

If you change the settings to Blind Edit Mode, a third view is available for text projects. To see this view, open the Settings window from the Options menu that you access with the 3-dots icon:
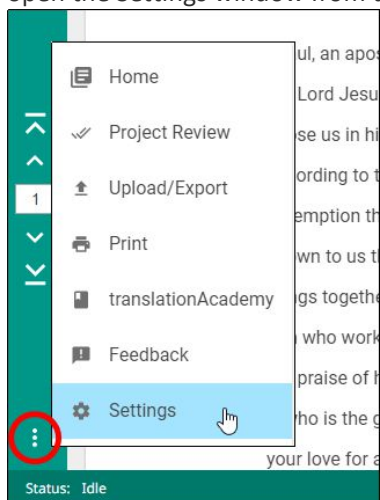
Check the box beside the **Bind Edit Mode** setting.

Click **Project** in the breadcrumb in the green area at the top of the screen to return to the project, which reloads in Blind Edit Mode. You now have a third view available, accessed with the icon that looks like two sheets of paper.

This **Blind Edit view** shows you the source text one chunk at a time, and you click the card behind the source text to translate. You cannot see the source and the translation at the same time, so it enforces a blind draft. This is the view you should use if you are doing an initial translation of Bible or Open Bible Stories text.
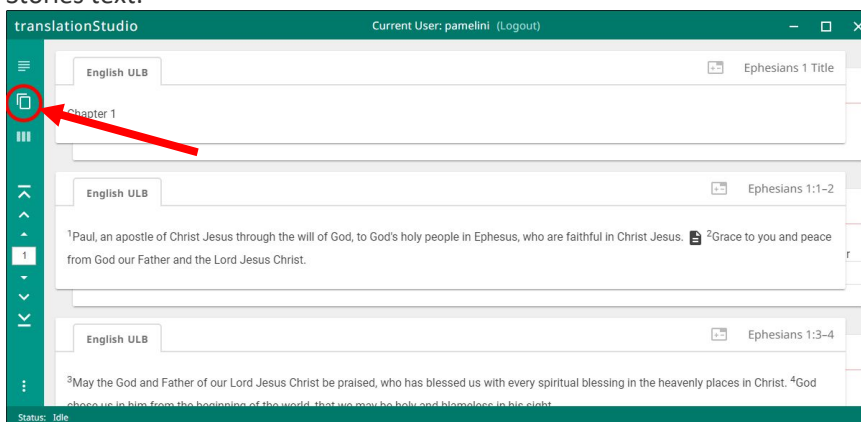
For additional information on translating in a text project, see Translate in a Text Project.

Text project navigation

The navigation buttons in a text project are different depending on the view:

- In the Read view or the Edit-Review view, the navigation buttons are the same as in the Notes or Questions projects.
- In the Blind Edit view, the buttons are similar except that there are no "previous chunk" or "next chunk" buttons, since the blind edit view is not divided into chunks.
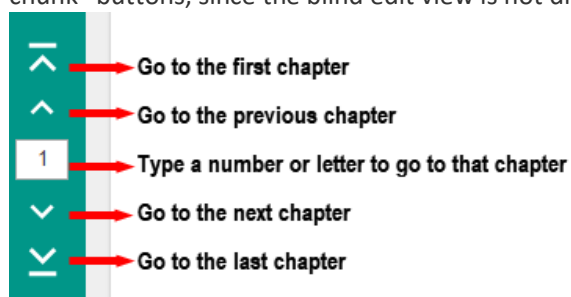
How do I translate in translationStudio?

A basic translation process for any unfoldingWord project is explained here.

As you translate, be sure that you:

- Pray that God would help you make an easily-understandable, Scripturally-accurate translation.
- Translate everything that is in the source text language.
- Do not add anything that that is not necessary for comprehension.
- Always do your translation according to the Translation Guidelines (see https://unfoldingword.org/guidelines/).
- Always do your translation according to the Statement of Faith (see https://unfoldingword.org/faith/).
- Use the translationNotes (see https://door43.org/en/obs/notes for OBS and https://door43.org/en/bible/notes/home for the Bible) and the translationWords (see https://door43.org/en/obe/home) to help you make a better translation (these resources are also available within translationStudio (see Find the Resources (Helps) in translationStudio).

Create and Edit Text

Translate in a Text Project

To write the translation in your language:

1. For the initial translation, use Blind Edit Mode, which is organized to work with blind drafting.
2. You may want to read MAST Core Concepts to understand the steps of blind drafting translation.
3. Open the project for the story or book that is being translated and click the Read view icon .

4. The screen of the Read view is arranged to appear like two sheets of paper, one behind the other, with the **Chapter or Story** view initially on top. In this view, read the source text, consuming the entire chapter.
5. Verbally retell what you have read to another person, preferably using the target language.
6. When you are ready to begin translating, click the Blind Edit icon .
   Note: This icon is available only if you are using Blind Edit Mode.

7. The Chunk view appears and displays the text divided into chunks, which are sections that you should be able to retell without looking. Read a chunk over until you can remember what it says.
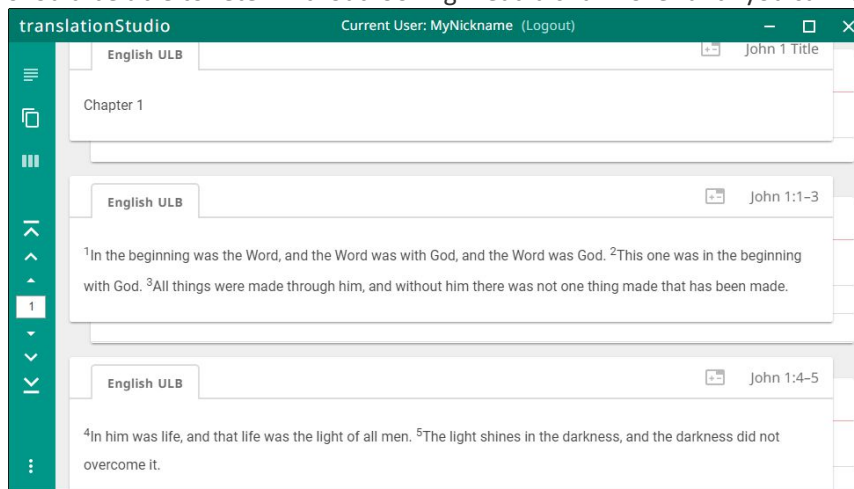
8. For the chunk you want to translate, click the blank paper behind the one containing the text.

9. Type in the translation for that chunk on the page. This should not be a word-for-word translation, but it should be expressed in a way that would sound natural to a native speaker of the language.
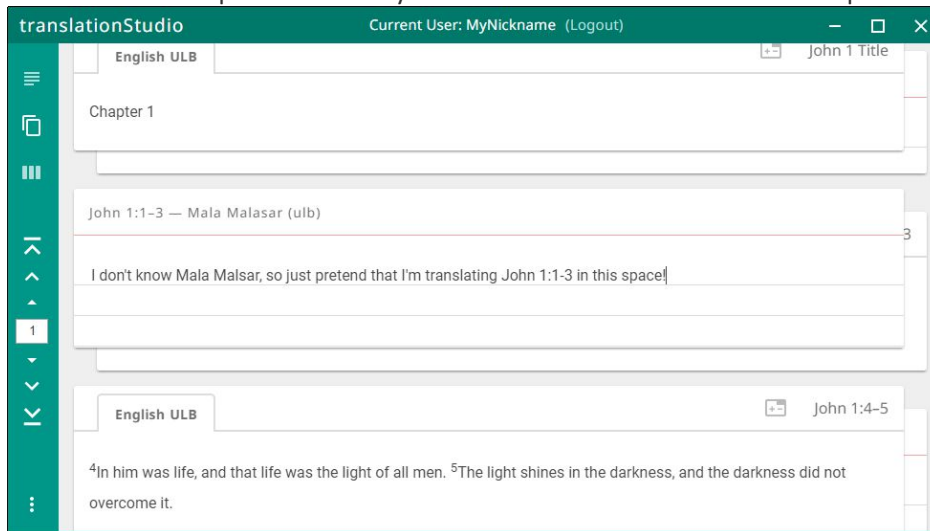
a. Start translating with a blind draft. Draft the chunk as well as you can without looking back at the text.
b. Write everything that you remember about that chunk.
c. Do not look back at the source text for this chunk until you begin the editing steps.
10. When you are finished working, navigate to the next chunk.
11. Continue doing this with each chunk of the chapter before moving to the checking steps.

Check and Edit Translated Text

When you use translationStudio, you can create and change text. Use the **Edit-Review view** to edit existing work that you or another translator created. Your work is saved automatically every five minutes.

To enter the Edit-Review view, click the **Edit-Review view icon** at the left of the page.

In the Edit-Review view the source text is on the left and the translation work is on the right. You can compare the two and then edit the translation to include all details in the source text.
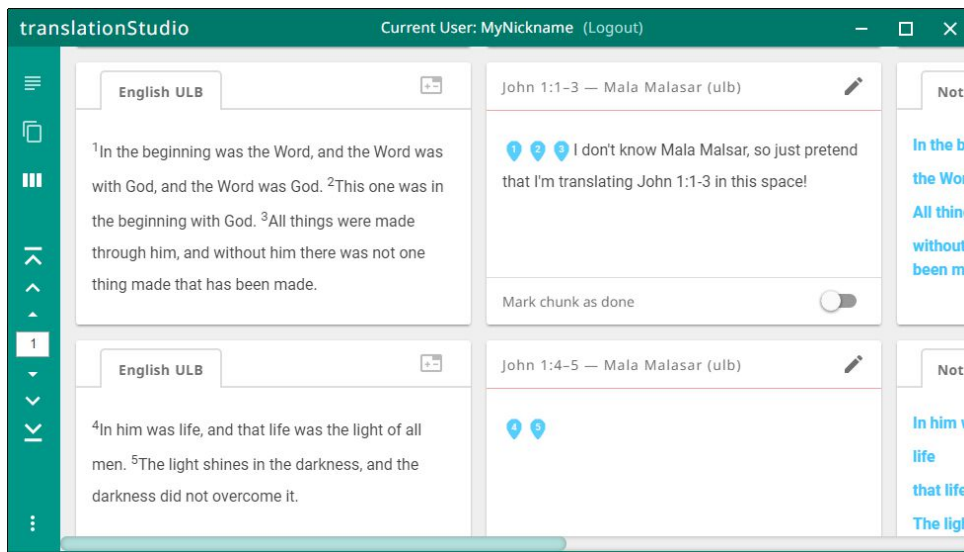
In the Edit-Review view you can access all of the translationNotes, translationWords and translationQuestions that have been included in the program. See Find the Resources (translationHelps) in translationStudio for more information.

If you need to make changes in the translated text, perform the following steps:

1) Click the **pencil icon** ✏ at the top right of the translated chunk.

2) Edit the text to include all details and correct any grammatical or spelling errors.

3) Click the check mark icon ✓ when done editing.
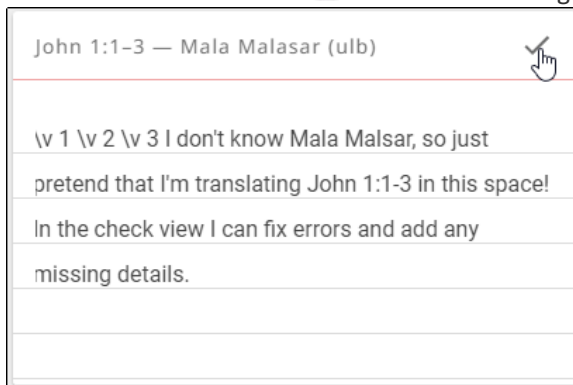
4) Place the verse markers (skip this step if you are translating Open Bible Stories, which are not divided into verses).
   a) There is a verse marker for each verse in the chunk.
   b) **Click and hold each** verse marker and drag it to the beginning of each verse, dropping it on the first word of the verse.
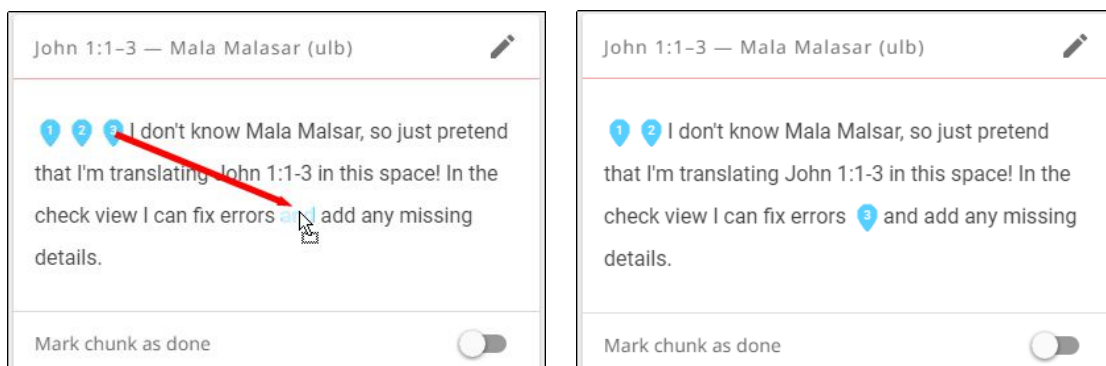
c) Continue until all verses are marked with a verse number.

5) When you are finished working, use the toggle 🔘 at the bottom of the chunk to mark the translation of that chunk done. Slide the toggle to the right, or just click it, to indicate that the chunk is finished.
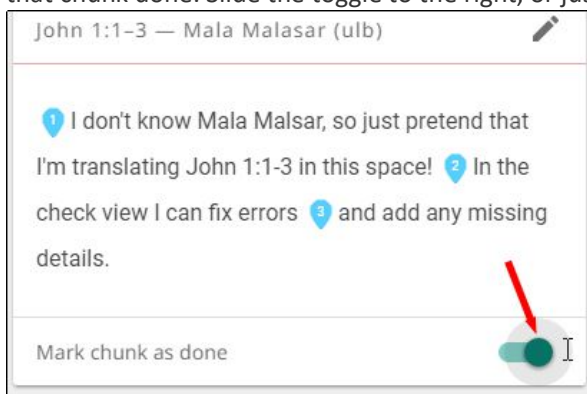
6) A message appears for you to confirm that the chunk is done. Click **Confirm** to indicate that the work is done, or click **Cancel** to continue editing.
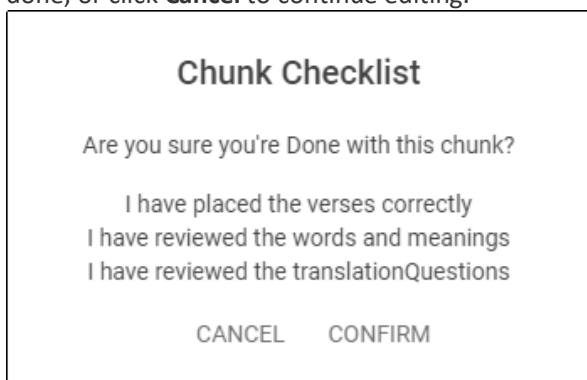
At any time you can slide the toggle 🔘 back to the left, or just click it, to edit the chunk again. Use the above steps to edit.

Translate Resources
Translate translationNotes

Translate translationQuestions

Upload/Export Your Work

When you work in translationStudio, your text is saved every five minutes to your computer. Your work is not saved to Door43 until you upload it.

While you are in a project in translationStudio, click the 3-dot icon to access the options menu.
Select **Upload/Export** (the upward arrow icon).
Note: The upload/export option is not available in the 3-dot menu on the home screen, but is available only from the project screen.
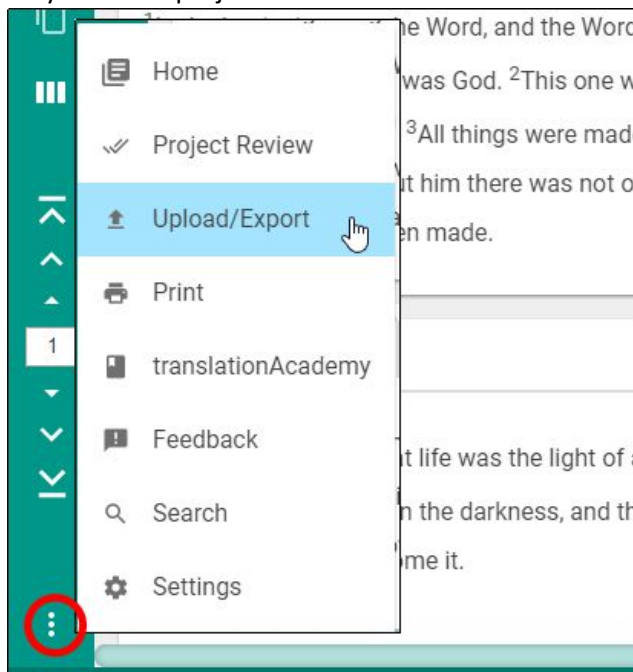
There are four options to choose from when exporting from translationStudio.
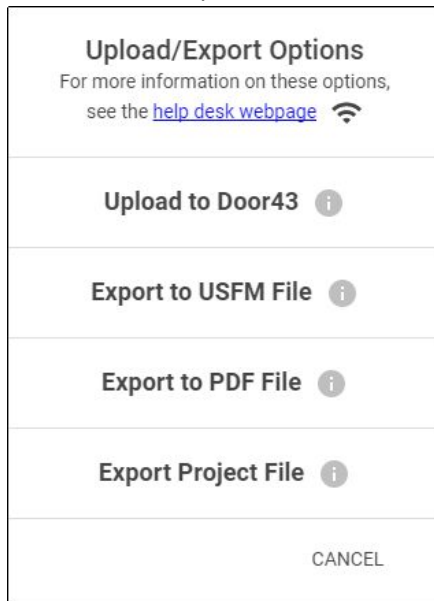
Upload to Door43

This requires an Internet connection.
This option copies your work to the online Door43 server, making it available to be downloaded by other translators, merged with other projects, or used as an online backup. You can upload to Door43 only if you have an internet connection and are logged in to a Door43 account.

Follow this process to upload to Door43:

1) When you are in a project, click the 3-dot menu.

2) Click the bar **Upload to Door43**.
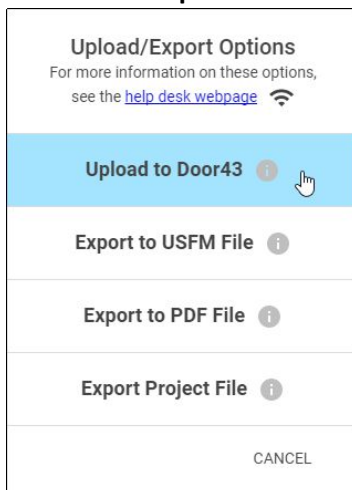
3) Wait while the upload process takes place.

Uploading Project. Please wait...
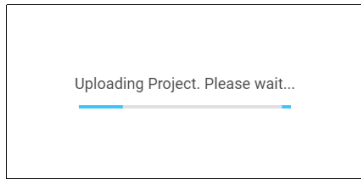
4) If you are connected to the Internet and signed into a Door43 Account, you will receive an "Upload Complete" message.

Upload Complete

Your project has been uploaded to:
https://door43.org/u/pamelini/ima_jhn_text_ulb
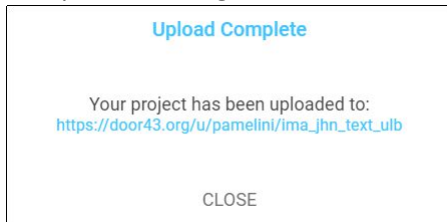
CLOSE

    a) The message displays a link to the online repository of the file.

    b) Click the link to open the repository, OR click **Close** to close the window.

5) If you are NOT connected to the Internet, you will receive be an "Upload Failed" message.

Upload Failed

Cannot upload without connecting
to a Door43 account.
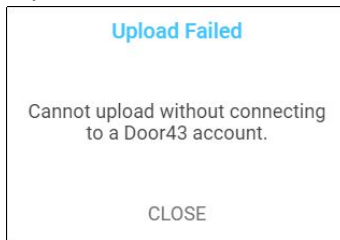
CLOSE

    a) Click **Close** to close the window.

    b) When you can be connected to the Internet, start the upload process again.

Export to USFM File

This creates a file of your project with a `usfm` extension. United Standard Format Marker (USFM) is the international standard of Biblical text.

Follow this process to export, or save, the project to a `usfm` file:

1) Click the bar **Export to USFM File**.
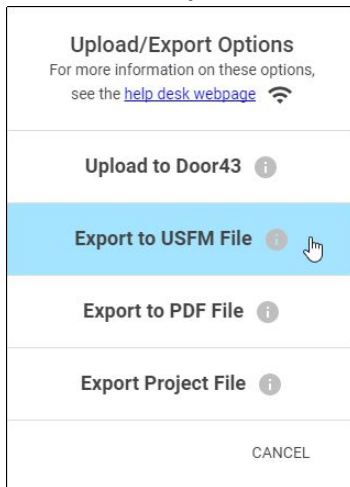
2) The computer's File Explorer window opens to the translationStudio folder. Using the file manager, navigate to the desired location on the computer to save the file.
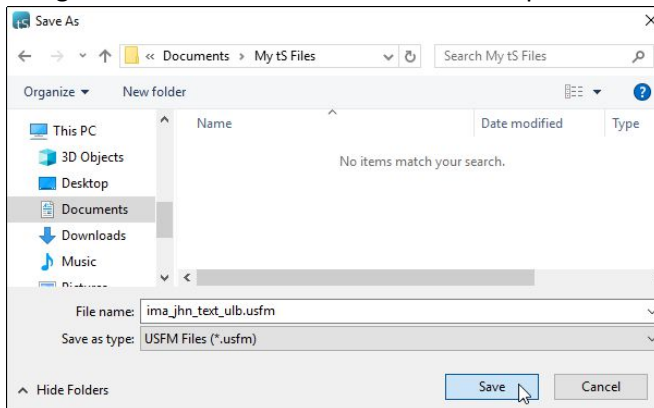
3) Rename the file if desired.

4) Click **Save**. A window shows a 'Project Exported' message.
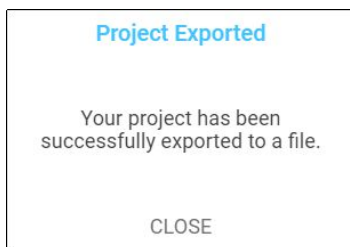
5) Click **Close** to close the window.

Export to PDF File

This creates a `pdf` file of your project. Portable Document Format (PDF) is an international standard for sharing documents.

Follow this process to export, or save, the project to a `pdf` file:

1) Click the bar **Export to PDF File**.

Upload/Export Options
For more information on these options,
see the help desk webpage

Upload to Door43

Export to USFM File

Export to PDF File

Export Project File

CANCEL
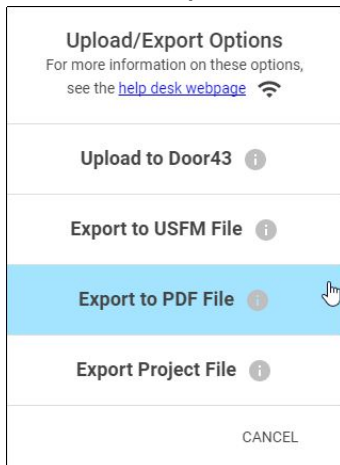
2) Choose the options from the menu. You may choose any number of the options.

Print/Export to PDF Options

John - Mala Malasar

☑ Include incomplete chunks
☐ Double space text
☐ Fully justify text
☐ New page for each chapter

CANCEL   CREATE PREVIEW
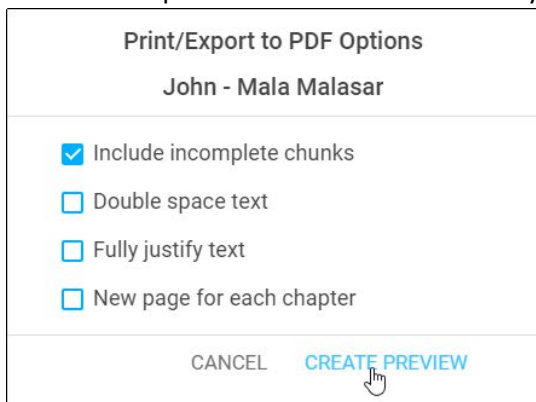
a) Include incomplete chunks - these are chunks in the translation that have not been marked 'done.'
b) Double space text - this adds an extra empty line between each line of text.
c) Fully justify text - this creates a document where the text is all the way to the beginning and the end of each line of text.
d) New page for each chapter - this creates a document where the start of each chapter is on a new page.

3) Click **Create Preview**. Wait for the document to be created.

4) Scroll through the preview to see what the document looks like.

5) If changes are needed ...

a) To the content - return to the Project.

i) Click on **Project** at the left edge of the top green bar.

ii) Make changes to the content.

b) To the formatting of the document - return to the Project.

i) Click on **Project** at the left edge of the top green bar.

ii) Click the 3-dot icon to invoke the Options menu.

iii) Choose Upload/Export on the menu.

iv) Repeat steps 1 -5 above.

6) To save the document:

   a) Click **Save to PDF** on the top bar.
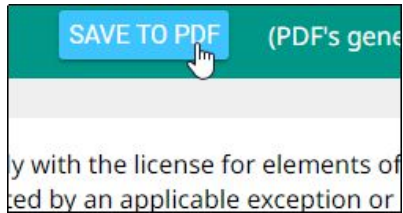
   b) The computer's File Explorer window opens.
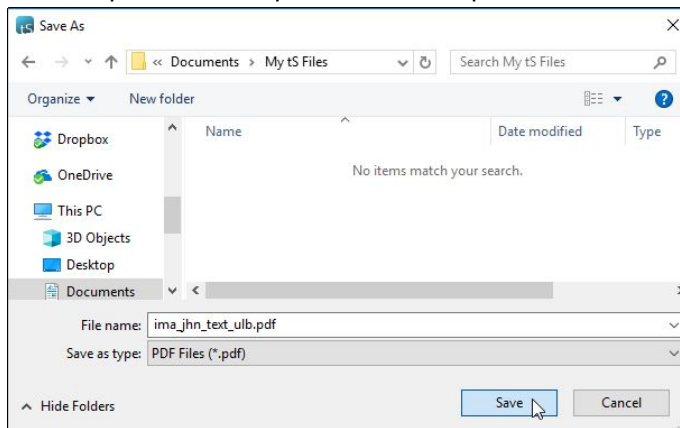
   c) Using the file manager, navigate to the desired location on the computer to save the file.

   d) Click **Save**.

7) A window displays a 'PDF Created' message.

8) Click **Close** to close the window.

Export Project File

This creates a file of your project with a `tstudio` extension. This can be used in any other translationStudio version 11 program for either Desktop or Android.

Follow this process to export, or save, the project to a `tstudio` file:

1) Click the bar **Export Project File**.
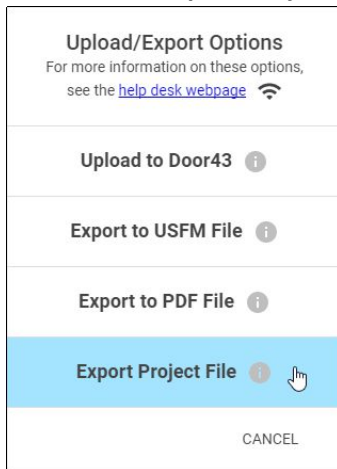
2) The computer's File Explorer window opens to the backup folder for translationStudio. Using the file manager, navigate to the desired location on the computer to save the file.
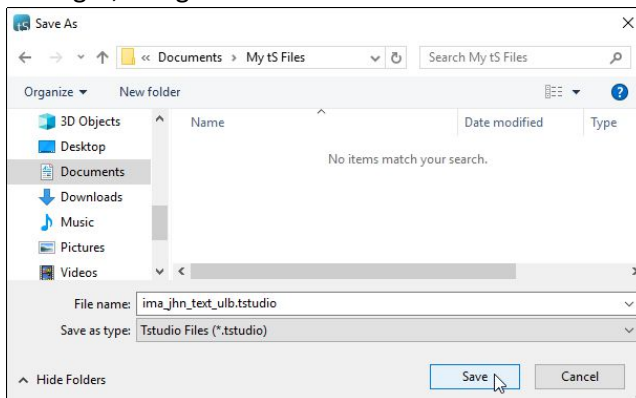
3) Click **Save**. A window displays a 'Project File Complete' message.
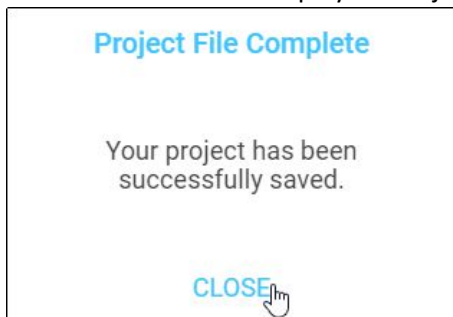
4) Click **Close** to close the window.

Recovering Deleted Translation Text

If you accidentally delete a large amount of work, contact help@door43.org.

Importing a Project
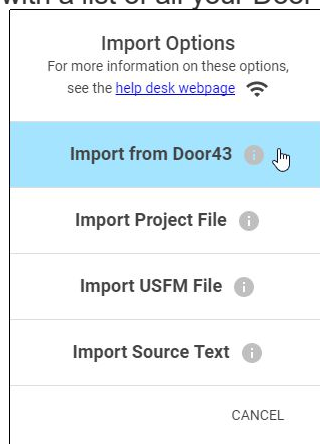
The translationStudio program enables you to import a project from various sources. To import a project, start from the Home page:

1. Click on the 3-dot icon at the bottom left of the window.
2. Select Import from the menu.

There are four options to choose from when importing to translationStudio.

Import from Door 43
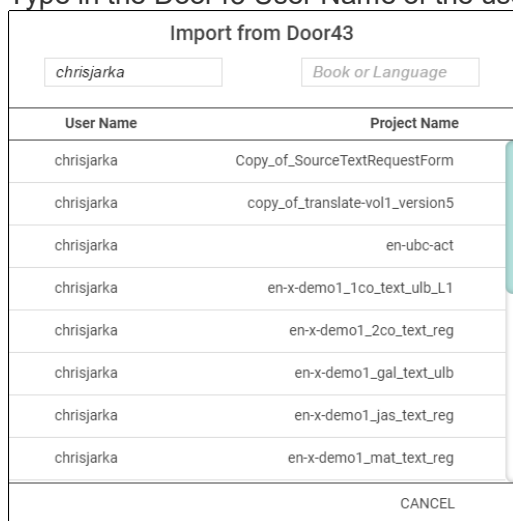
If you are logged into translationStudio with a Door43 account; choosing this option opens a screen with a list of all your Door43 online projects.

To search for another user's project:

- Remove your user name from the left search field.
- Type in the Door43 User Name of the user whose project you want to import.

To search for a project by the book name or language:

1) Remove your user name from the left search field.
2) Type in either the book abbreviation or the language code in the right field. The example below shows a combination of language code and 3-letter book abbreviation, separated by an underscore (fr_eph for French Ephesians).
3) Optional: type in a user's account in the User Name field to filter by the User.

4) Click the desired file to import it, or click **CANCEL** to close the option and return to the Import Options menu.
5) If you import the file, you receive a success message. Click **CLOSE** to close the window.

Import Project File

This process imports into the program a translationStudio project from a file on the computer. These are files that have an extension of `tstudio`.

1) Click **Import Project File** to import a project from the hard drive of the computer.
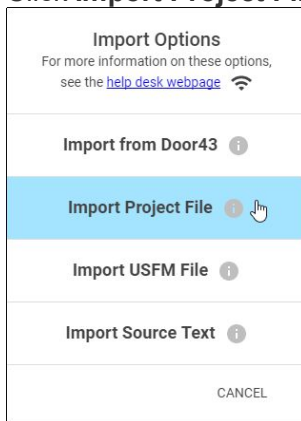
2) The program opens the file manager to the directory of the translationStudio backups. Either choose one of the backup projects or navigate to the desired file.
   Hint: you will be able to view only the files that have an extension of `tstudio`.
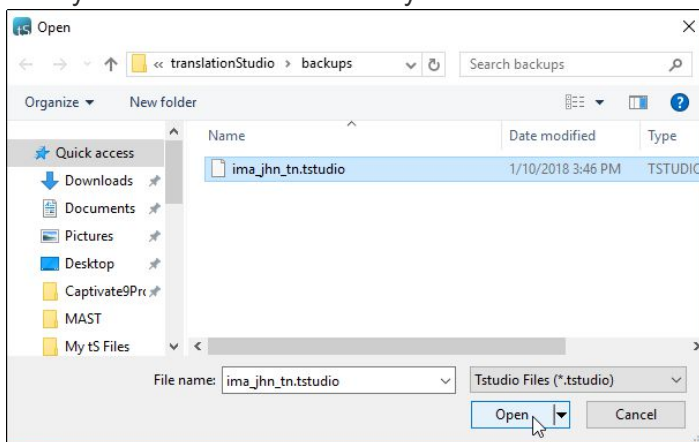
3) Click to select the desired `.tstudio` file, and then click **Open**.
4) The import begins; when the import is completed a window displays a success message. Click **CLOSE** to close the window.
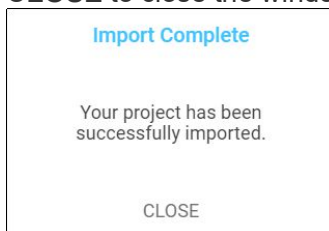
Import USFM File

This process will import a file that is formatted as a USFM document.

1) Click **Import USFM File** to import a file from the hard drive of the computer.
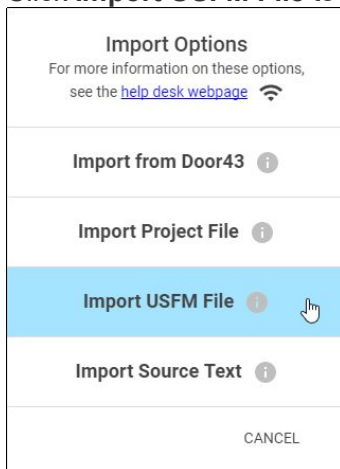
2) The program opens the file explorer to the translationStudio backups folder. Navigate to find the desired file.
   Hint: you will be able to view only the files that have an extension of `txt` or `usfm`.
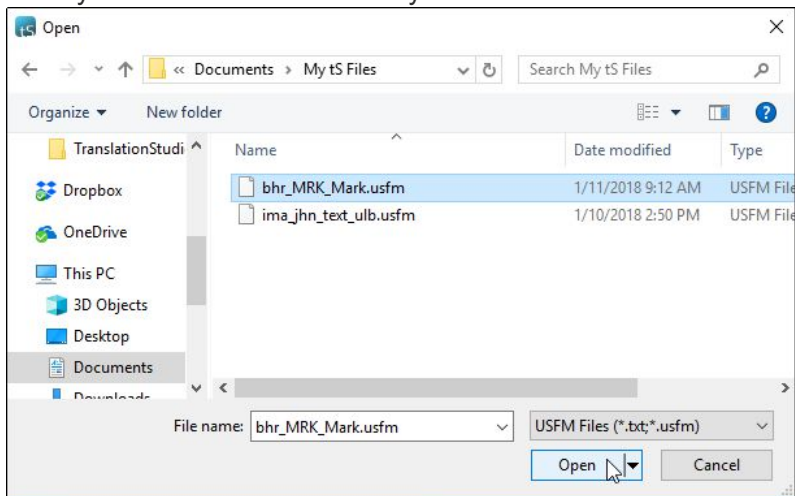
3) Click to select the desired file, and then click **Open**.

4) Click the target language on the 'Choose a Target Language' screen. You can search for a language by typing the first few letters of the language in the search field.
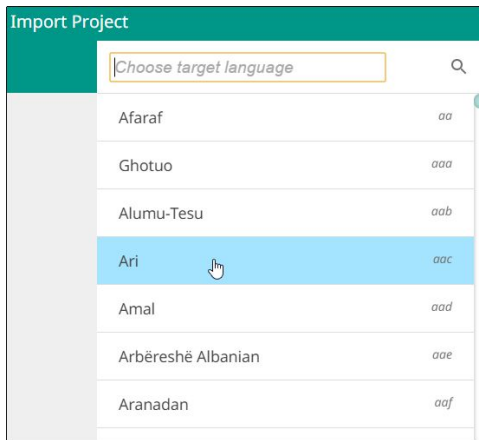
5) The remaining screens depend on what information is contained in the USFM file.
   a) You may be asked to choose a category. Click the desired category to select it.
   b) You may be asked to choose a book name. Click the desired book name to select it.
   c) You may be asked to choose the project type. Click the desired type to select it.
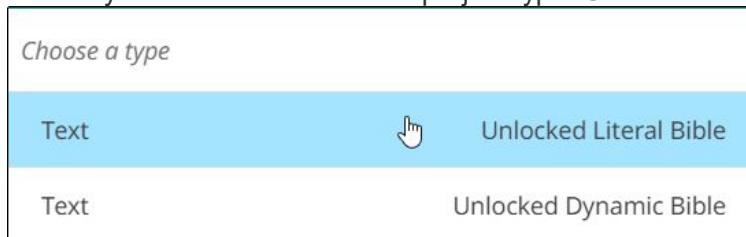
6) The import begins, and when the import is completed a window displays a success message.
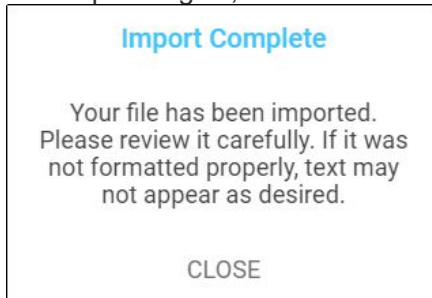
7) Click **CLOSE** to close the window.

Import Source Text

If you have a file containing source text that you want to use for a project, you can select this option to do so. Refer to the information on http://resource-container.readthedocs.io/en/latest/index.html to create your own source text file that can be imported into the translationStudio program.

Making the choice to import source text opens the File Manager. Navigate to the desired source text file, click the file name, and click **Open** to import it.

Importing Duplicate Projects

If you are importing a project that is the same as a project already in the local program, you will receive a warning message that states:
- For a USFM file:
  Overwrite?
  This target translation already exists.
  Overwrite?
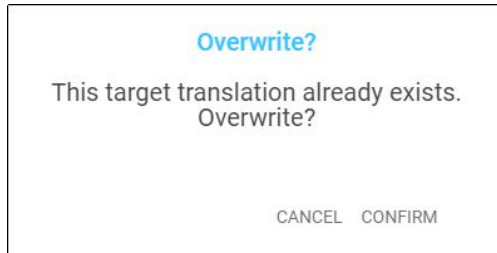
- For a project file:
  Project Already Exists
  This project already exists locally. How would you like to proceed?
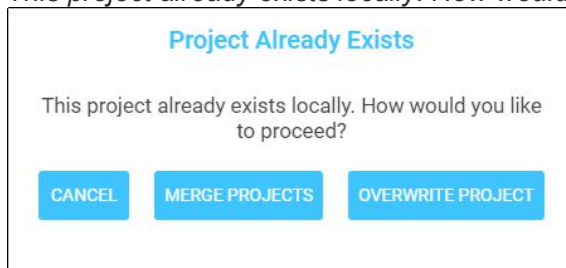
The possible actions for dealing with importing duplicate projects are:

- **Cancel**: Clicking **Cancel** closes the message and the project does not get imported.

- **Merge Projects**
  - The importing process continues.
  - When the message that the import is complete shows, click **Close**.
  - Open the project.
  - If the imported translation has recent changes, they now show in the text.

- **Overwrite Project**
  - **Warning**: Choosing to overwrite the project removes all information on the computer related to the previous local project and substitutes it with the information from the imported project.
  - We recommend that you do not choose this option if you have previously uploaded the project to Door43.
  - If you run into difficulty you can always contact help@door43.org for help or submit a ticket using the following link: Open a Ticket.

Merge Conflicts
Occasionally, there may be differences between the information in the program and the information that is in the imported project. This is known as a *conflict*. When this happens, you see this message:

Import Complete
Your project has been successfully imported. There are 2 chunks that contain new conflicts that
need your attention.

Resolve the differences by following these steps:

- Click **Close** to close the message window.
- Open the project.
- Observe that there is a triangle icon in the left column. Click the triangle icon to view only the chunks with a conflict.
    - The text that was in the translation before the import is in a green box.
    - The text that is new is in the blue box.
    - Choose the text that has the preferred translation by clicking on that box.
    - Click **Confirm** to use the selected text. Click **Cancel** to not select the text.
    - The text that you did not select disappears.
- Repeat all the above steps until all the conflicts have been resolved by choosing the desired translations.

NOTE: resolve all conflicts before doing another export or import of the project.

For help on **merging** projects see: http://help.door43.org/en/knowledgebase/12-translationstudio-desktop/docs/33-merging-projects

Publish Content to unfoldingWord

When you upload your work to Door43 it is automatically available online under your user account. You can upload to Door43 as often as you wish to create a backup of your work. (See Backup and Share Your Work.)

When you have completed the entire project, you may initiate the publication of your work to unfoldingWord.

This is referred to as self-publishing. You can access a web version of your project at http://door43.org/u/*user_name*/*project_name* (where *user_name* is your user name and *project_name* is your translation project). The translationStudio app gives you the correct link when you upload. You can also browse all works on http://door43.org.

From your Door43 project page you can:

- See the web version of your project with default formatting
- Download documents of your project (like a PDF)
- Get the links to the source files (USFM or Markdown) for your project
- Interact with others about your project

There are several steps to the process of publishing your work.

The process in translationStudio begins when you select **Upload** from the option menu (3-dot icon   ). This uploads the translation to the Door43 cloud server.

The process continues when you submit the **Request to Publish** form for your translation to appear in unfoldingWord web and applications.

The Request to Publish form includes several pieces of data such as your contact information, the requested checking level, translation contributors, etc. The person who reviews the request will verify that each contributor provided a legal signature.

Complete the following steps to publish your work:

Upload your work

In translationStudio, click the **3-dot icon** to access the options menu.

1. Select the **Upload**, the upward arrow icon.

The 4 steps to upload are displayed at the top of the screen.

1. **Book** - Review sections of the book for final review. Scroll down to the bottom of the list of all the chunks. Click on the blue **Next Step** button to continue.
    1. We suggest that you review any chunk that has a review button. These are chunks that are not marked done.
    2. Click on the Review button to finish translating, or set the verse markers and then slide the 'done' button.
2. **Translators** - This is where you enter who translated the work. Remember that the names will be publicly available.
    1. Click the pencil to edit the translator's name.
    2. Click the "Add Contributor" to include another translator. The contributor needs to check off that they have read and agree to the 'Statement of Faith', 'License Agreement', and the 'Translation Guidelines.'
    3. Click on the blue **Next Step** button to continue.
3. **Review** - Green checks on each line confirms the translated work can be submitted for publishing. Click on the blue **Next Step** button to continue.
4. **Publish** - There are three choices to self-publish:
    1. Upload the work to unfoldingWord (requires an Internet connection). A pop-up message appears after a successful upload. This pop-up message includes the repository that the translation is in on the Door43 server. Click on the link to view the repository.
    2. Export to the SD card
    3. Send to another app.

The translation has been uploaded to the server. At that time the documentation process takes place.

Questions Regarding the Request to Publish Form and Process

What Happens After Text is Approved?

When the Request to Publish is approved, the text is made available on unfoldingword.org for online viewing, as a downloadable, print-ready PDF, and it appears in the unfoldingWord app.

Can Text Be Changed After Level 3 Checking?

Approved text can always be modified in translationStudio even after all checking levels are completed, HOWEVER if you or another user were to submit a Request to Publish for text that has already completed Level 3 checking, there would be questions regarding the reason for overwriting the previously published and checked materials. The approver will look to see who contributed to the change and may contact the requestor and others involved with the translation of the text in question to ensure the changes are valid.

Must All Contributors Be Named?

Due to copyright laws (and these exist no matter what country you are in and no matter what people tell you about laws in that country), you must list every contributor as they prefer to be mentioned. Normally this is the person's name or pseudonym.

Settings Window

There are several settings for the translationStudio program that you can view or modify. To open the settings window, tap the 3-dot icon ⠿ at the bottom left of the screen and select **Settings** from the options menu.
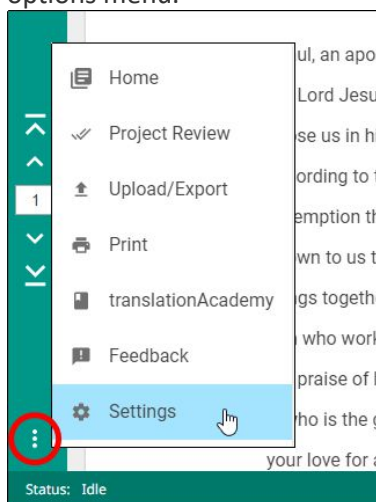
Click the **Back Arrow** at the top left of the screen to exit the settings window.

translationStudio

← Project > Settings

General

Gateway Language Mode
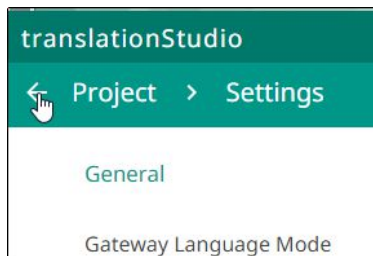
The Settings window is the same regardless of whether you invoke it from the home screen or from a project screen.

The Settings window enables personalization of the program. It also displays useful information. Settings are divided into five categories:

1. General
2. About
3. Legal
4. Upload
5. Advanced

General Settings

The General settings are as follows:

translationStudio   Current User: Pamelini (Logout)   — □ ×

← Project > Settings

General

Gateway Language Mode
Display additional translation options for gateway languages   ☑

Blind Edit Mode
Display translation mode option that allows for blind drafting (Project will re-load if changed)   ☑

Target Translation Font
Roboto

Source Translation Font
Roboto

Target Translation Font Size
Normal

1. **Gateway Language Mode**: Select this setting if you are working to translate Bible resources into a gateway language. See How do I set up to work on a Gateway Language translation?.

2. **Blind Edit Mode**: Select this setting to enable the Blind Edit view for a text project. See Blind Edit Mode.

3. **Target Translation Font**: The font of the translated text
   a. The name of the chosen font is displayed.

b. To change the displayed font of the target translation, click anywhere in the field**.**
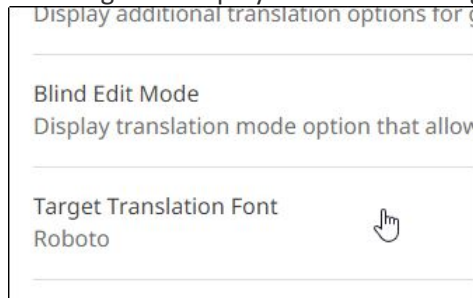
Display additional translation options for

Blind Edit Mode
Display translation mode option that allow

Target Translation Font
Roboto

c. A pop-up window shows the available fonts. Scroll through the names of the fonts and click the name to select the desired font.

Target Translation Font

○ Noto Sans

◉ Roboto

○ Agency FB

○ Algerian

○ Arial

○ Arial Black

CANCEL   CONFIRM
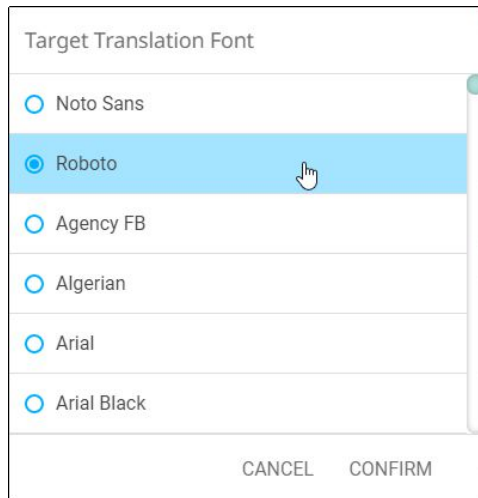
4. **Source Translation Font**: The font of the source text
   a. The name of the chosen font is displayed.
   b. Click **Source Translation Font** to change the displayed font in the source.
   c. A pop-up window shows the available fonts. Scroll through the names of the fonts and click the name to select the desired font. When you have selected a font, the pop-up window disappears.

5. **Target Translation Font Size**: The size of the translated text

   a. The size of the chosen font is displayed. Click **Target Translation Font size** to change the displayed font size in the text.

   b. A pop-up window shows the available sizes. Click the desired size to select it. When you have selected a font, the pop-up window disappears.

Translation Font Size

○ small

◉ normal

○ medium

○ large

6. **Source Translation Font Size**: The size of the source text font
    a. The size of the chosen font is displayed.
    b. Click **Source Translation Font Size** to change the displayed font size in the text.
    c. A pop-up window shows the available sizes. Click the desired size to select it. When you have selected a font size, the pop-up window disappears.

7. **Backup Location**
    a. Shows where backups are stored on your computer. The program automatically backs up your work every 5 minutes.
    b. Click Backup Location to change where backups are stored.

8. **Version**: The version of the translationStudio program is displayed.

9. **Check for updates:** Click to check for updates to translationStudio. This uses an internet connection.

About Settings

These settings cannot be changed by the user; they are only for display.

1. **App Version** - The version of translationStudio
2. **Git Version** - The version of Git (version control software)
3. **Data Path** - The path to data used by translationStudio

Legal Settings

Click **Legal** to view important legal information.

- **License Agreement** - read what you are permitted to do with the content in the program and the content that you create.

- **Statement of Faith** - you, the user of the program, agreed to this the first time the program was started. Read this to review what the Essentials Beliefs are.

- **Translation Guidelines** - read this document to learn about the guidelines that can help the translator clearly, accurately and naturally translate the text.

- **Software Licenses** - this file contains all the licenses for the various software programs that are used to create the translationStudio program.

- **Attribution** - read this document to learn about the restrictions of using the derivative works and name branding.

Upload Settings

These settings cannot be changed by the user; they are only for display.

- **Data Server**: The Door43 server
- **Media Server**: The unfoldingWord server

Advanced Settings

- **Developer Tools**: You should not open developer tools unless directed to do so by a translationStudio technician.

Find My Language

If you do not see your language in the list of target languages, first try alternate spellings, dialect names, and any variant names for your language. If you still can't find it, you can request that your language be added.

The best way to submit a request is to send an email to help@door43.org. Another method is to use the Feedback option from the options menu to submit a Bug Report. In either case, please provide as much information as you can about the language, such as the local name of the language, any other names it is known by, approximate number of speakers, where it is spoken, any similar languages, any published works in that language, etc.

Use **Feedback** in the 3-dot options menu to request a new language:

1. From any screen in translationStudio, click the 3-dot icon on the left or bottom.
2. In the list of options, click **Feedback**.
3. The **Feedback** screen opens. Type the name of the language you would like added to translationStudio. Provide the location pf the speakers and other names the language is known by. If you used a language that is already in the APP, tell which language you used.
4. Click **Confirm** to send your request.
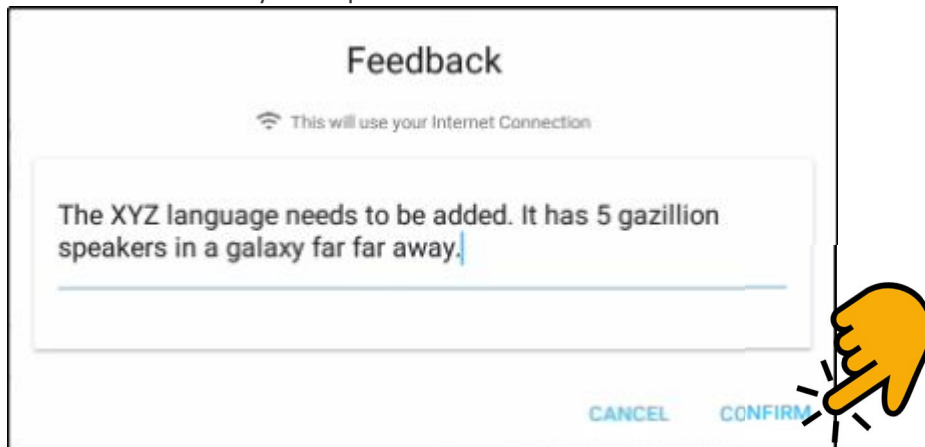
Note that even after requesting a new language, certain approvals are required before it will be added to translationStudio. Until your language is added to the APP, use *English Demo1* or *English Demo2*. You will need to use the Feedback option from the options menu to send a comment stating that you used another language for your own. Once your translation has been received, the tS workers will put it in the correct language. Your translation will then show in your language.

Backup and Share Your Work

You can share your work with another program, send it to another device, or put it on an SD card. When your work is on a storage card, you can put it on a computer or device that has the translationStudio app.

Note: You can move or share only the changes that have been made on the device you are using to perform this function. In these instructions, "your work" means any changes made on this device.

To share, move, or store your work, see [Upload/Export Your Work](#).

MAST Core Concepts

What is MAST?

MAST stands for **M**obilized **A**ssistance **S**upporting **T**ranslation

MAST is a program for the rapid drafting of Scripture that is designed to be easy to learn and follow. The steps are designed to work together in sequence so that, when a translator follows them carefully, the outcome will be a draft of Scripture text that speaks naturally in the target language, and has been checked by several people to make sure that it communicates everything that the source text communicated.

Methodology Steps in MAST

MAST methodology is comprised of eight steps. The first four describe the Drafting Steps and the last four describe the Checking Steps.

Drafting Steps

1. **Consume** - Take in the source text, usually one chapter at a time for scripture translation. For a written translation, the translator would read the chapter, and for an oral translation the translator would listen to the chapter.

2. **Verbalize** - Express what you just consumed to someone else. Tell this other person what the chapter is about. It is best if you can do this in the target language. This should not be a detailed discussion of the text in exegetical form. This should largely focus on the expression of the main points of the chapter.

3. **Chunk** - Group the text of the chapter into sections. These sentences in each section should fit together because of a shared topic, theme, or chain of logic. The sections should be bigger than sentences or verses, often 2, 3, or 4 verses at a time. If you are translating in translationStudio from the ULB and UDB texts, you do not need to do this step because the chunking has been done for you. But if you would like to make different chunks than the ULB and UDB have, then go ahead and do so.

4. **Blind Draft** - Set aside the source text and draft the chunk as well as you can without looking back at the text. Write everything that you remember about that chunk. Do not look back at the source text for this chunk until you begin the editing steps. Continue doing this with each chunk of the chapter before moving to the checking steps. (This step is for translating OL Bibles, not for translating the GL translation tools. In order to translate the GL translation tools such as the ULB, UDB, and Notes, you must have the source available to look at as you translate.)

Checking Steps

1. **Self edit** - The translator can now examine their newly drafted scripture chunks and compare them to the source text(s). Any error can be edited and corrected at this point. The key focus question at this step is, "What did I miss?" Anything that was missed in blind drafting should be added into the translation now, in the place where it is most natural in the target language.

2. **Peer edit** - When the translator has finished the self-edit step for the whole chapter, they should trade it for a chapter that another translator has finished self-editing. The translators will examine each other's chapter, looking for anything that seems unnatural as well as anything that seems to be inaccurate. When they find a problem, they should mark it and then discuss the problems and fix them together.

3. **Keyword Check** - a facilitator, working with the translator, should examine each new drafted chapter for all key words in two steps:

   A. The facilitator should ask if each key word is present in the newly translated scripture. If it is not, then it either needs to be added or there needs to be a good reason why it is not, such as the meaning being communicated by a different word or words.

   B. The facilitator should ask the translator to provide a definition of each key word in the text and compare it to an already developed list of contextual definitions. These definitions should match. If they do not, the translation team needs to discuss which word is the best to use for the key term in this context.

4. **Verse-by-Verse Check** - a facilitator should examine each verse of the newly translated chapter and compare it to the source text to make sure that it accurately communicates the same message as the source and to verify with the translator that the verses flow naturally in the target language.

Choosing What to Translate

What Should I Translate First?

At some point, the translation team has to figure out what they should translate first, or, if they have already done some translation, what they should translate next. There are several factors that need to be considered:

- What does the church want to be translated?
- How experienced is the translation team?
- How much Biblical content has been translated into this language?

The answers to all of these questions are important. But remember this:

Translation is a skill that grows with experience.

Because translation is a skill that grows, it is wise to start translating content that is less complicated so that the translators can learn the skill while translating something simple.

Translation Difficulty

Wycliffe Bible Translators have rated the difficulty of translating the different books of the Bible. In their rating system, the most complicated books to translate receive a level 5 difficulty. The easiest books to translate are a level 1.

In general, books that have more abstract, poetic, and theologically loaded terms and ideas are more difficult to translate. Books that are more narrative and concrete are generally easier to translate.

Difficulty Level 5 (Most Difficult to Translate)

- o Job, Psalms, Isaiah, Jeremiah, Ezekiel
- New Testament
  - o Romans, Galatians, Ephesians, Philippians, Colossians, Hebrews

Difficulty Level 4

- Old Testament
  - o Leviticus, Proverbs, Ecclesiastes, Song of Solomon, Lamentations, Daniel, Hosea, Joel, Amos, Obadiah, Micah, Nahum, Habakkuk, Zephanaiah, Haggai, Zechariah, Malachi
- New Testament
  - o John, 1-2 Corinthians, 1-2 Thessalonians, 1-2 Peter, 1 John, Jude

Difficulty Level 3

- Old Testament
  - o Genesis, Exodus, Numbers, Deuteronomy
- New Testament
  - o Matthew, Mark, Luke, Acts, 1-2 Timothy, Titus, Philemon, James, 2-3 John, Revelation

Difficulty Level 2

- Old Testament
  - o Joshua, Judges, Ruth, 1-2 Samuel, 1-2 Kings, 1-2 Chronicles, Ezra, Nehemiah, Esther, Jonah
- New Testament
  - o *none*

Difficulty Level 1 (Easiest to Translate)

- *none*

Open Bible Stories

Though Open Bible Stories was not assessed according to this rating system, it should fall under Difficulty Level 1. We recommend that you begin by translating Open Bible Stories. There are many good reasons to start by translating Open Bible Stories:
- Open Bible Stories was designed to be easily translated.
  - o It is largely narrative.
  - o Many difficult phrases and words have been simplified.
  - o It has many pictures to help the translator understand the text.
- Open Bible Stories is much shorter than the Bible or even the New Testament, so it can be quickly completed and distributed to the Church.
- Since it is not Scripture, Open Bible Stories removes the fear that many translators have of translating the Word of God.
- Translating Open Bible Stories before translating the Bible gives the translators experience and training in translation, so that when they translate the Bible, they will do it well. By translating Open Bible Stories, the translation team will gain:
- Experience in creating a translation and checking team
- Experience in doing the translation and checking process
- Experience in using the Door43 translation tools
- Experience in resolving translation conflicts
- Experience in getting church and community participation

- Experience in publishing and distributing content
- Open Bible Stories is a great tool to teach the church, evangelize the lost, and train the translators in what the Bible is all about.

You can work your way through the Stories in whatever order that you want, but we have found that Story #31 (see http://ufw.io/en-obs-31) is a good first story to translate since it is short and easy to understand.

Conclusion

Ultimately, the church needs to decide what they want to translate, and in what order. But because translation is a skill that improves with use, and because the translation and checking teams can learn so much about translating the Bible by translating Open Bible Stories, and because of the immense value that the translated Open Bible Stories gives to the local church, we highly recommend starting your translation project with Open Bible Stories.

After translating Open Bible Stories, the church will need to decide if it would be more beneficial to start with how everything began (Genesis, Exodus) or with Jesus (New Testament gospels). In either case, we recommend starting Bible translation with some of the Difficulty Level 2 and 3 books (like Genesis, Ruth, and Mark). Finally, after the translation team has a lot of experience, then they can start translating Difficulty Level 4 and 5 books (like John, Hebrews, and Psalms). If the translation team follows this schedule, they will make better translations with far fewer mistakes.

Find the Resources (Helps) in translationStudio

All of the translationNotes, translationWords and translationQuestions are included in the translationStudio mobile app.

Click the **Check** icon that looks like three vertical lines.

The resources are found in the far right pane of the Edit-Review view.
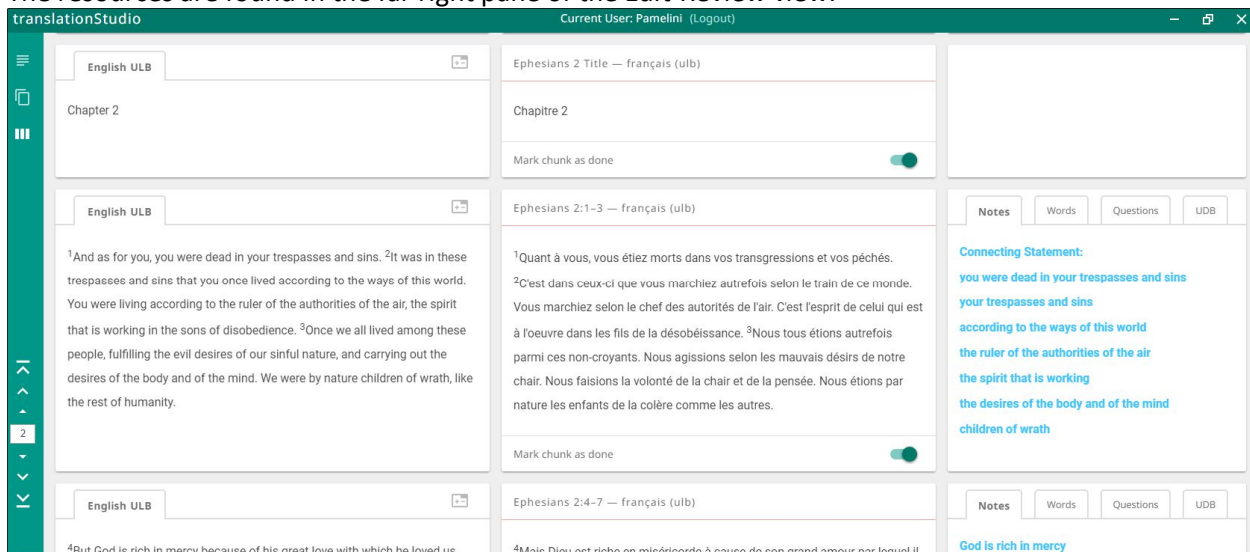
The Resources pane is divided into four tabs: Notes, Words, Questions, and UDB. The UDB tab simply contains the UDB (Unlocked Dynamic Bible) text for the chunk.
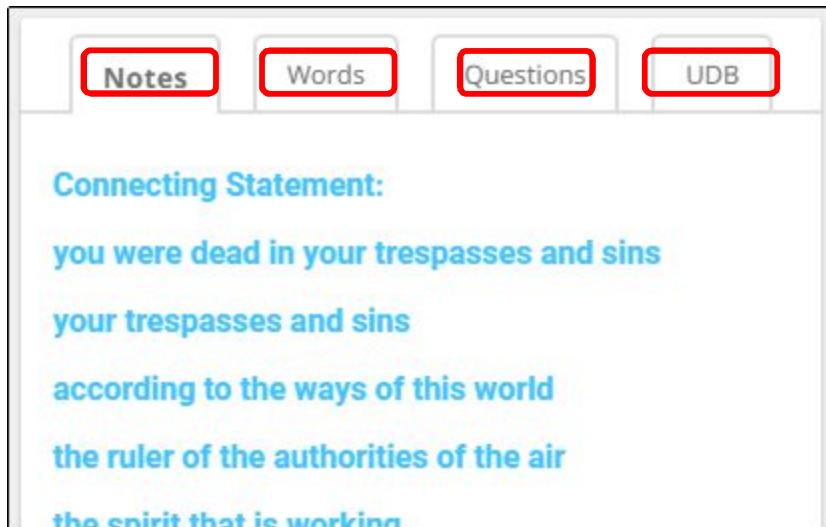
If there are no existing resources for a particular chunk, the resources pane is blank. If there are no resources of one of the types, then that tab does not exist on the resources pane. For example, if there are no Words for a chunk, then you would see only the Notes and Questions tabs on the Resources pane for that chunk.

- Click the **Notes** tab for the translationNotes.
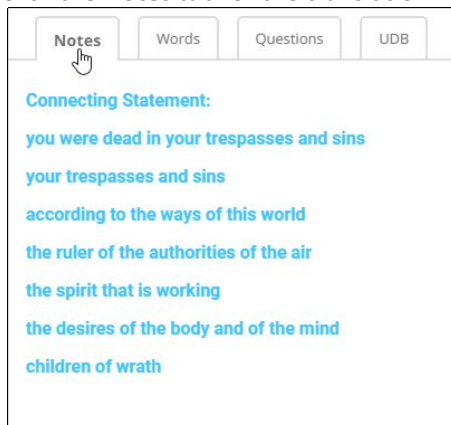
  The words or phrases are listed as they appear in the story or in the ULB. Click the phrase for help in understanding how to translate into the target language. See Using the translationNotes for more information.

- Click the **Words** tab for the translationWords.
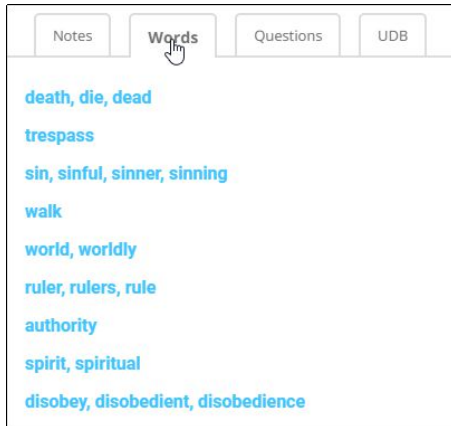
The words are listed as they appear in the story on in the ULB. Click the word or phrase for help in understanding how to translate the word into the target language.

- Click the **Questions** tab for the translationQuestions.
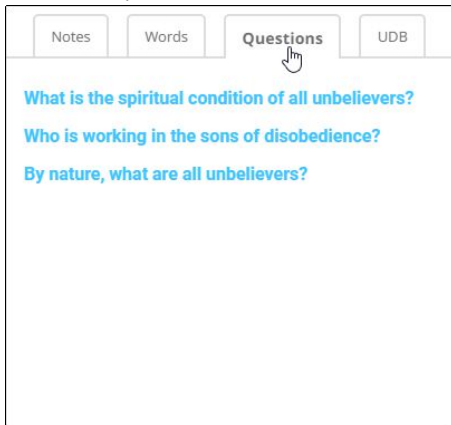
The questions are about information as it appears in the story on in the ULB. Read the question and answer it according to the translated text. Click the question for the expected answer. If the given answer and the expected answer are the same then the translation might be clear and accurate.

When you are done with the translationHelps, swipe from left to right to make the pane disappear.

How to Use the translationHelps (Resources) in translationStudio

To help translators make the best translation possible, translationHelps have been created. The Resources include translationNotes, translationWords, and translationQuestions.

The **translationNotes** are cultural, linguistic, and exegetical notes that help to describe and explain the context in which the stories from Open Bible Stories and the Bible were written. They also inform the translator of translation options available to them. See Using the translationNotes for more information.
- https://door43.org/en/obs/notes
- https://door43.org/en/bible/notes/home

The **translationWords** are important terms found in Open Bible Stories and the Bible. It is crucial that they be translated correctly. Each translationWord has a small article written about it as well as cross-references to other places that term is used in Open Bible Stories and the Bible to ensure that it has been translated correctly there, too.

- https://door43.org/en/obe/home

The comprehension **translationQuestions** can be used to check the translation. These questions can be asked of anyone checking the translation work. Can the Target Language translation be used to correctly answer each of the questions? Read the question, answer the question from the information in the translated text, look at the answer in the program. Do both of the answers match? If so, then the translation is clear and accurate.

- https://door43.org/en/obs/notes/questions/home
- https://door43.org/en/bible/questions/comprehension/home

Once you have consulted the translationHelps, then you are ready to make the best translation.

Please use the Translation Resources when checking your translation!

Using the Translation Notes

To Translate from the ULB

- Read the ULB. Do you understand the meaning of the text so that you can accurately, clearly and naturally translate the meaning into your language?

    - YES? Start translating.

    - NO? Look at the UDB if you have selected it as one of your source texts (see How Do I Select or Change the Source Text Language?). Does the UDB help you understand the meaning of the ULB text?

        - YES? Start translating.

        - NO? Read the translation notes for help.

Translation Notes are words or phrases copied from the ULB and then explained. In English, every note that explains the ULB starts with a bullet point, the ULB text in bold followed by a dash, and then translation suggestions or information for the translator. For example:

- **copied ULB text** - translation suggestion or information for the translator

There are many different types of notes in the Translation Notes. Each type of note gives the explanation in a different way. Knowing the type of note will help translators make decisions on the best way to translate the Bible text into their language.

- Notes with Definitions - Sometimes you may not know what a word in the ULB means. Simple definitions of words or phrases are added without quotes or sentence format.

- Notes that Explain - Simple explanations about words or phrases are in sentence format.

Suggested Translations

There are several types of suggested translations.

- Notes with Synonyms and Equivalent Phrases - There are times that the notes provide a translation suggestion that can replace the word or phrases in the ULB. These replacements can

fit into the sentence without changing the meaning of the sentence. These are synonyms and equivalent phrases and are written in double-quotes. These mean the same as the text in the ULB.

- **Notes with Alternate Translations (AT)** - An alternate translation is a suggested change to the form or content of the ULB because the target language has a different form. The alternate translation should only be used when the ULB form or content will not fit into the form of your language.

- **Notes that Include a Quote from the UDB** - There may be no note if the UDB provides a good alternate translation for the ULB. However, on occasion there may be text from the UDB as well as a suggested translation. There will be "(UDB)" after the text from the UDB.

- **Notes that have Alternate Meanings** - Alternate meanings refer to when there are multiple ways to express something or when there are different understandings of what the word or phrase means.

- **Notes with Possible Meanings** - Sometimes Bible scholars do not know for sure, or do not agree on, what a particular phrase or sentence in the Bible means. Some reasons for this include: there are minor differences in the ancient Bible texts, or a word may have more than one meaning or use, or it may not be clear what a word (such as a pronoun) refers to in a particular phrase.

- **Notes that Identify Figures of Speech** - In the notes there will be an explanation on how to translate the Figure of Speech that is in the passage. Sometimes an Alternate Translation (AT:) is provided. There will also be a link to the translationAcademy page for additional information and translation strategies to help the translator accurately translate for the meaning of the passage.

- **Notes that Identify Indirect and Direct Quotes** - There are two kinds of quotations: direct quotation and indirect quotation. When translating a quotation, translators need to decide whether to translate it as a direct quotation or an indirect quotation.

- **Notes for Long ULB Phrases** - Sometimes there are notes for a phrase and separate notes for portions of that phrase. In that case, the larger phrase is first, and its parts afterward. The longer phrase is broken down so that translation suggestions for parts of the phrase can be explained for each part.

Notes with Definitions

Description

Sometimes you may not know what a word in the ULB means. The notes may have a definition or a description of the word or phrase to help you understand what it means.

Translation Notes Examples

Simple definitions of words or phrases are added without quotes or sentence format. Here are examples:

It is like children playing in the <u>marketplace</u>, who sit and call to one another and say, 'We played a <u>flute</u> for you (Matthew 11:16-17 ULB)

- **marketplace** - a large, open-air area where people would come to sell their goods

- **flute** - a long, hollow musical instrument which is played by blowing air in or over one end

people who dress in splendid clothing and live in luxury are in <u>kings' palaces</u> (Luke 7:25 ULB)

- **kings' palaces** - a large, expensive house that a king lives in

Translation Principles

- Use words that are already part of your language if possible.

- Keep expressions short if possible.

- Represent God's commands and historical facts accurately.

Translation Strategies

See <u>Translate Unknowns</u> for more information on translating words or phrases that are not known in your language.

Notes that Explain
Description
Sometimes you may not know what a word or phrase in the ULB means. And sometimes the same word or phrase is also used in the UDB. So the word or phrase is explained in the notes.

These explanations are meant to help you understand the word or phrase. Do not translate the explanations into your Bible. Instead use them to help you understand the meanings so you can translate the Bible text correctly.

Translation Notes Examples
Simple explanations about words or phrases are written as full sentences. They begin with a capital letter and end with a period (".").

The fishermen had gotten out of them and were <u>washing their nets</u>. (Luke 5:2 ULB)

- **washing their nets** - They were cleaning their fishing nets in order to use them again to catch fish. If you did not know that fishermen used nets to catch fish, you might wonder why the fishermen were cleaning their nets. This explanation can help you choose good words for "were washing" and "nets."

they <u>motioned</u> to their partners in the other boat (Luke 5:7 ULB)

- **motioned** - They were too far from shore to call so they made gestures, probably waving their arms. This note can help you understand what kind of motion the people made. It was a motion that people would be able to see from a distance. This will help you choose a good word or phrase for "motioned."

He will be filled with the Holy Spirit, even while in his mother's womb. (Luke 1:14 ULB)

- **even while in his mother's womb** - The word "even" here indicates that this is especially surprising news. People had been filled with the Holy Spirit before, but no one had heard of an unborn baby's being filled with the Holy Spirit.

This note can help you understand what the word "even" means in this sentence, so you can find a way of showing how surprising this was.

Notes with Synonyms and Equivalent Phrases

Description

Sometimes immediately after the bolded words and hyphen there is a phrase in double quotation marks. This phrase means the same as the bolded words from the ULB and it can replace it in your translation. It may clarify who or what a pronoun refers to, or it may use words that you understand better.

Translation Notes Examples

'Make ready the way of the Lord, (Luke 3:4 ULB)

* **the way** - "the path" or "the road"

In this example, the words "the path" or the words "the road" can replace the words "the way" in the ULB. You can decide whether it is natural to say "way," "path," or "road" in your language.

whoever has food should do likewise." (Luke 3:10 ULB)

* **do likewise** - "do the same thing"

In this example, the words "do the same thing" can replace the words "do likewise" in the ULB. You, as the translator, can decide what is natural for your language.

Notes with Alternate Translations (AT)

Description

An alternate translation is a suggested change to the form or content of the ULB because the target language has a different form. The alternate translation should only be used when the ULB form or content would give a wrong meaning, or would be unclear or unnatural.

The alternate translation suggestion may involve, for example, stating implicit information clearly, changing passive voice to active, or rewording rhetorical questions as statements. The notes often explain why there is an alternate translation and have a link to a page that explains the topic.

Translation Notes Examples

The "AT:" indicates that this is an alternate translation. Some examples are:

Making Implicit Information Clear

it is the law of the Medes and Persians, that no decree or statute that the king issues can be changed. (Daniel 6:15 ULB)

- **no decree...can be changed** - An additional sentence may be added here to aid in understanding. AT: "no decree...can be changed. So they must throw Daniel into the pit of lions." (See: Assumed Knowledge and Implicit Information)

The additional sentence shows what the speaker wanted the king to understand from his reminder that the king's decrees and statues cannot be changed. Translators may need to state some things clearly in the translation that the original speaker or writer left unstated or implicit.

Passive to Active

to him who blasphemes against the Holy Spirit, it will not be forgiven. (Luke 12:10 ULB)

- **it will not be forgiven** - This can be expressed with an active verb. AT: God will not forgive him. This can also be expressed in a positive way using a verb that means the opposite of "forgive." AT: "God will consider him guilty forever" (See: Active or Passive)

Translators whose languages do not have passive sentences will need to know how they can translate passive sentences that they find in the Bible.

Rhetorical Question

Saul, Saul, why are you persecuting me? (Acts 9:4 ULB)

- **why are you persecuting me?** - The Lord used this question to rebuke Saul. In some languages a statement would be more clear. AT: "You are persecuting me!" (See: Rhetorical Question)

Notes That Include a Quote from the UDB
Description

There may not be a note if the Unlocked Dynamic Bible provides a good alternate translation for the ULB. However, on occasion a note may include text from the UDB as a suggested translation. In that case the text from the UDB will be followed by "(UDB)."

Translation Notes Examples

they implored him to stay with them (John 4:40 **ULB**)

they urged him to stay a longer time with them (John 4:40 **UDB**)

- **implored him** - "begged him" or "urged him" (UDB)

Here the suggested translation for the words 'implored him' is 'begged him.' The words, 'urged him' from the UDB mean the same thing and are included as another suggestion.

When he saw Jesus, he fell on his face (Luke 5:12 **ULB**)

When he saw Jesus, he bowed down to the ground (Luke 5:12 **UDB**)

- **he fell on his face** - "he knelt and touched the ground with his face" or "he bowed down to the ground" (UDB)

Here the words from the UDB are provided as another translation suggestion.

Notes That Have Alternate Meanings

Description

Alternate meanings refer to when there are different understandings of what a word or phrase means.

The note will have the ULB text followed by an explanation starting with the words "Possible meanings are." The meanings are numbered, and the first one is most likely correct. If a meaning is given in a way that it can be used as a translation, it will have quote marks around it.

The translator needs to decide which meaning to translate. Translators may choose the first meaning, or they may choose one of the other meanings if the people in their community use and respect another Bible version that has one of those other meanings.

Translation Notes Examples

You are like a young lion among the nations, like a monster in the seas (Ezekiel 32:2 ULB)

- **like a monster in the seas** - Possible meanings are that 1) he was powerful or 2) he was not doing anything important.

This note has the ULB text followed by two meanings. The note starts with 'Possible meanings are,' and the meanings are numbered. The first meaning is most likely correct.

But Simon Peter, when he saw it, fell down at Jesus' knees (Luke 5:8 ULB)

- **fell down at Jesus' knees** - Possible meanings are 1) "bowed down at Jesus' feet" or 2) "lay down on the ground at Jesus' feet" or 3) "knelt down before Jesus." Peter did not fall accidentally. He did this as a sign of humility and respect for Jesus.

This note explains what 'fell down at Jesus' knees" might mean. The first meaning is most likely correct, but the other meanings are also possible. If your language does not have a general word that could refer to any of these actions, you may need to use a word that shows specifically how Simon Peter did this.

Notes with Possible Meanings

Description

Sometimes Bible scholars do not know for sure, or do not agree on, what a particular phrase or sentence in the Bible means. Some reasons for this include:

1. There are minor differences in the ancient Bible texts.

2. A word may have more than one meaning or use.

3. It may not be clear what a word (such as a pronoun) refers to in a particular phrase.

Translation Notes Examples

When many scholars say that a word or phrase means one thing, and many others say that it means other things, we show the most common meanings that they give. Our notes for these situations begin with "Possible meanings are" and then give a **numbered list**. We recommend that you use the first meaning given. However, if people in your community have access to another Bible that uses one of the other possible meanings, you may decide that it is better to use that meaning.

But Simon Peter, when he saw it, fell down at Jesus' knees, saying, "Depart from me, for I am a sinful man, Lord." (Luke 5:8 ULB)

- **fell down at Jesus' knees** - Possible meanings are 1) "bowed down at Jesus feet" or 2) "lay down on the ground at Jesus feet" or 3) "knelt down before Jesus." Peter did not fall accidentally. He did this as a sign of humility and respect for Jesus.

Translation Strategies

1. Translate it in such a way that the reader could understand either meaning as a possibility.

2. If it is not possible to do that in your language, then choose a meaning and translate it with that meaning.

3. If not choosing a meaning would make it hard for the readers to understand the passage in general, then choose a meaning and translate it with that meaning.

Notes That Identify Figures of Speech
Description

Figures of speech are ways of saying things that use words in non-literal ways. That is, the meaning of a figure of speech is not the same as the more direct meaning of its words. There are many different types of figures of speech.

In the translationNotes there will be an explanation about the meaning of a figure of speech that is in the passage. Sometimes an alternate translation is provided. This is marked as "AT," which is the initial letters of "alternate translation." There will also be a link to a translationAcademy page that gives additional information and translation strategies for that kind of figure of speech.

In order to translate the meaning, you need to be able to recognize the figure of speech and know what it means in the source language. Then you can choose either a figure of speech or a direct way to communicate that same meaning in the target language.

Translation Notes Examples

Many will come in my name and say, 'I am he,' and they will lead many astray. (Mark 13:6 ULB)

- **Many will come in my name** - The word "name" represents the authority of Jesus. AT: "Many will come, claiming my authority and permission." (See: Metonymy)

The figure of speech in this note is metonymy. The note explains the metonymy in this passage and gives an alternate translation. After that, there is a link to the tA page about metonymy. Click on the link to learn about metonymy and general strategies for translating metonymys.

"You offspring of poisonous snakes, who warned you to flee from the wrath that is coming? (Luke 3:7 ULB)

- **You offspring of poisonous snakes** - This is a word picture. Poisonous snakes are dangerous and represent evil. AT: "You evil poisonous snakes!" or "You are evil like poisonous snakes." (See: Meclickhor)

The figure of speech in this note is meclickhor. The note explains the meclickhor and gives two alternate translations. After that, there is a link to the tA page about meclickhors. Click on the link to learn about meclickhors and general strategies for translating them.

Notes That Identify Indirect and Direct Quotes

Description

There are two kinds of quotations: direct quotation and indirect quotation. When translating a quotation, translators need to decide whether to translate it as a direct quotation or an indirect quotation. (See: Direct and Indirect Quotations)

When there is a direct or indirect quote in the ULB, the notes may have an option for translating it as the other kind of quote. The translation suggestion may start with "It can be translated as a direct quote:" or "It can be translated as an indirect quote:" and it will be followed by that kind of quote. This may be followed by a link to the information page called "Direct and Indirect Quotations."

There is a likely to be a note about direct and indirect quotes when a quote has another quote inside of it, because these can be confusing. In some languages it may be more natural to translate one of these quotes with a direct quote and the other quote with an indirect quote. The note will end with a link to the information page called "Quotes within Quotes."

Translation Notes Examples

He instructed him to tell no one (Luke 5:14 ULB)

- **to tell no one** - This can be translated as a direct quote: "Do not tell anyone." The implied information is "that you have been healed." (See: Direct and Indirect Quotations)

Here the translation suggestion is to change the indirect quote to a direct quote.

At the time of the harvest I will say to the reapers, "First pull out the weeds and tie them in bundles to burn them, but gather the wheat into my barn."'" (Matthew 13:30 ULB)

- **I will say to the reapers, "First pull out the weeds and tie them in bundles to burn them, but gather the wheat into my barn"** - You can translate this as an indirect quote: "I will tell the reapers to first gather up the weeds and tie them in bundles to burn them, then gather the wheat into my barn." (See: Direct and Indirect Quotations)

Here the translation suggestion is to change the direct quote to an indirect quote.

Notes for Long ULB Phrases

Description

Sometimes there are notes for a phrase and separate notes for portions of that phrase. In that case, the larger phrase is explained first, and its parts afterward.

Translation Notes Examples

But it is to the extent of your hardness and unrepentant heart that you are storing up for yourself wrath in the day of wrath (Romans 2:5 ULB)

- **But it is to the extent of your hardness and unrepentant heart** - Paul compares a person who refuses to listen and obey God to something hard, like a stone. The heart represents the whole person. AT: "It is because you refuse to listen and repent" (See: Meclickhor and Metonymy)

- **hardness and unrepentant heart** - The phrase "unrepentant heart" explains the word "hardness" (See: Doublet)

In this example the first note explains the the meclickhor and metonymy, and the second explains the doublet in the same passage.

Translate Unknowns

How do I translate words like lion, fig tree, mountain, priest, or temple when people in my culture have never seen these things and we do not have a word for them?

Description

Unknowns are things that occur in the source text that are not known to the people of your culture. The translationWords pages and the translationNotes will help you understand what they are. After you understand them, you will need to find ways to refer to those things so that people who read your translation will understand what they are.

We have here only five loaves of bread and two fish (Matthew 14:17 ULB)

Bread is a particular food made by mixing finely crushed grains with oil, and then cooking the mixture so that it is dry. (Grains are the seeds of a kind of grass.) In some cultures people do not have bread or know what it is.

Reason this is a translation issue

- Readers may not know some of the things that are in the Bible because those things are not part of their own culture.
- Readers may have difficulty understanding a text if they do not know some of the things that are mentioned in it.

Translation Principles

- Use words that are already part of your language if possible.
- Keep expressions short if possible.
- Represent God's commands and historical facts accurately.

Examples from the Bible

I will turn Jerusalem into piles of ruins, a hideout for jackals (Jeremiah 9:11 ULB)

Jackals are wild animals like dogs that live in only a few parts of the world. So they are not known in many places.

Beware of false prophets, those who come to you in sheep's clothing, but are truly ravenous wolves. (Matthew 7:15 ULB)

If wolves do not live where the translation will be read, the readers may not understand that they are fierce, wild animals like dogs that attack and eat sheep.

Then they tried to give Jesus wine that was mixed with <u>myrrh</u>. But he refused to drink it. (Mark 15:23ULB)

People may not know what myrrh is and that it was used as a medicine.

to him who made <u>great lights</u> (Psalm 136:7ULB)

Some languages have terms for things that give light, like the sun and fire, but they have no general term for lights.

your sins ... will be white like <u>snow</u> (Isaiah 1:18 ULB)

People in many parts of the world have not seen snow, but they may have seen it in pictures.

Translation Strategies
Here are ways you might translate a term that is not known in your language:

1. Use a phrase that describes the part of the meaning that is important in the particular verse being translated.
2. Substitute something similar from your language if doing so does not falsely represent a historical fact.
3. Copy the word from another language, and add a general word or descriptive phrase to help people understand it.
4. Use a word that is more general in meaning.
5. Use a word or phrase that is more specific in meaning.

Examples of Translation Strategies Applied
1. Use a phrase that describes the part of the meaning that is important in the particular verse being translated.

-   **Beware of false prophets, those who come to you in sheep's clothing, but are truly <u>ravenous wolves</u>.** (Matthew 7:15 ULB)
    -   "Beware of false prophets, those who come to you in sheep's clothing, but <u>are truly hungry and dangerous animals</u>."
-   **We have here only five <u>loaves of bread</u> and two fish** (Matthew 14:17 ULB)
    -   "We have here only five <u>loaves of baked grain seeds</u> and two fish"
2. Substitute something similar from your language if doing so does not falsely represent a historical fact.

-   **your sins ... will be white like <u>snow</u>** (Isaiah 1:18 ULB) This verse is not about snow. It uses snow in a figure of speech to help people understand how white something will be.
    -   "your sins ... will be white like <u>milk</u>"
    -   "your sins ... will be white like <u>the moon</u>"
3. Copy the word from another language, and add a general word or descriptive phrase to help people understand it.

-   **Then they tried to give Jesus wine that was mixed with <u>myrrh</u>. But he refused to drink it.**(Mark 15:23 ULB) - People may understand better what myrrh is if it is used with the general word "medicine."
    -   "Then they tried to give Jesus wine that was mixed with <u>a medicine called myrrh</u>. But he refused to drink it."

- **We have here only five loaves of <u>bread</u> and two fish** ([Matthew 14:17](#) ULB) - People may understand better what bread is if it is used with a phrase that tells what it is made of (seeds) and how it is prepared (crushed and baked).
    - "We have here only five loaves of <u>baked crushed seed bread</u> and two fish"

4. Use a word that is more general in meaning.

- **I will turn Jerusalem into piles of ruins, a hideout for <u>jackals</u>** ([Jeremiah 9:11](#) ULB)
    - "I will turn Jerusalem into piles of ruins, a hideout for <u>wild dogs</u>"
- **We have here only five <u>loaves of bread</u> and two fish** ([Matthew 14:17](#) ULB)
    - "We have here only five <u>loaves of baked food</u> and two fish"

5. Use a word or phrase that is more specific in meaning.

- **to him who made <u>great lights</u>** ([Psalm 136:7](#) ULB)
    - "to him who made <u>the sun and the moon</u>"

Assumed Knowledge and Implicit Information

Assumed knowledge is whatever a speaker assumes his audience knows before he speaks and gives them some kind of information. There are two types information.

- **Explicit information** is what the speaker states directly.

- **Implicit information** is what the speaker does not state directly because he expects his audience to be able to learn it from what he says.

Description

When someone speaks or writes, he has something specific that he wants people to know. He normally states this directly. This is **explicit information**.

The speaker assumes that his audience already knows certain things that they will think about in order to understand this information. Normally he does not tell people these things, although what he says may remind them. This is called **assumed knowledge**.

The speaker does not always directly state everything that he expects his audience to learn from what he says. Information that he expects people to learn from what he says even though he does not state it directly is **implicit information.**

Examples from the Bible

Then a scribe came to him and said, "Teacher, I will follow you wherever you go." Jesus said to him, "Foxes <u>have holes</u>, and the birds of the sky <u>have nests</u>, but the Son of Man has nowhere to lay his head." (Matthew 8:20 ULB)

Jesus did not say what foxes and birds use holes and nests for, because he assumed that the scribe would have known that foxes sleep in holes in the ground and birds sleep in their nests. This is **assumed knowledge**. Jesus did not directly say here "I am the Son of Man" but, if the scribe did not already know it, then that fact would be **implicit information** that he could learn because Jesus referred to himself that way. Jesus did not state explicitly that he travelled a lot and did not have a house that he slept in

every night. That is **implicit information** that the scribe could learn when Jesus said that he had nowhere to lay his head.

Woe to you, Chorazin! Woe to you, Bethsaida! If the mighty deeds had been done in Tyre and Sidon which were done in you, they would have repented long ago in sackcloth and ashes. But it will be more tolerable for Tyre and Sidon at the day of judgment than for you. (Matthew 11:21, 22 ULB)

Jesus assumed that the people he was speaking to knew that Tyre and Sidon were very wicked, and that the day of judgment is a time when God will judge every person. Jesus also knew that the people he was talking to believed that they were good and did not need to repent. Jesus did not need to tell them these things. This is all **assumed knowledge**.

An important piece of **implicit information** here is that because the people he was speaking to did not repent, they would be judged more severely than the people of Tyre and Sidon would be judged.

Why do your disciples violate the traditions of the elders? For <u>they do not wash their hands when they eat</u>. (Matthew 15:2 ULB)

One of the traditions of the elders was a ceremony in which people would wash their hands in order to be ritually clean before eating. People thought that in order to be righteous, they had to follow all the traditions of the elders. This was **assumed knowledge** that the Pharisees who were speaking to Jesus expected him to know. They were accusing his disciples of not following the traditions. This is **implicit information** that they wanted him to understand from what they said.

Active or Passive
Some languages have both active and passive sentences. In active sentences, the subject does the action. In passive sentences the subject is the one that the action is done to. Here are some examples with their subjects underlined:

- ACTIVE: <u>My father</u> built the house in 2010.
- PASSIVE: <u>The house</u> was built in 2010.

Translators whose languages do not have passive sentences will need to know how they can translate passive sentences that they find in the Bible. Other translators will need to decide when to use a passive sentence and when not to.

Description
Some languages have both active and passive forms of sentences.

- In the **ACTIVE** form, the subject does the action and is always mentioned.
- In the **PASSIVE** form, the action is done to the subject and the one who does the action is *not always* mentioned.

In the examples of active and passive sentences below, we have underlined the subject.

ACTIVE: <u>My father</u> built the house in 2010.
PASSIVE: <u>The house</u> was built by my father in 2010.
PASSIVE: <u>The house</u> was built in 2010. (This does not tell who did the action.)

All languages have active forms. Some languages have passive forms, and some do not. The passive form is not used for the same reasons in all of the languages that have it.

Purposes for the passive:
- The speaker is talking about the person or thing the action was done to, not about the person who did the action.
- The speaker does not want to tell who did the action.
- The speaker does not know who did the action.

Translation Principles Regarding the Passive
- Translators whose language does not use passive forms will need to find another way to express the idea.
- Translators whose language has passive forms will need to understand why the passive is used in a particular sentence in the Bible and decide whether or not to use a passive form for that purpose in his translation of the sentence.

Examples from the Bible

And their shooters shot at your soldiers from off the wall, and some of the king's servants <u>were killed</u>, and your servant Uriah the Hittite <u>was killed</u> too. (2 Samuel 11:24 ULB)

This means that the enemies shooters shot and killed some of the king's servants, including Uriah. The point is what happened to the king's servants and Uriah, not who shot them.

In the morning when the men of the town got up, the altar of Baal <u>was broken down</u> … (Judges 6:28 ULB)

The men of the town saw what had happened to the altar of Baal, but they did not know who broke it down.

No stonework <u>was seen</u> there. (1 Kings 6:18 ULB)

This means that no one saw stonework there. The point is that no stonework was done there.

Translation Strategies
If you decide that it is better to translate without a passive form, here are some strategies you might consider.

1. Use the same verb in an active sentence and tell who or what did the action.
2. Use the same verb in an active sentence, and do not tell who or what did the action.
3. Use a different verb.

Examples of Translation Strategies Applied
1. Use the same verb in an active sentence and tell who did the action.

- **A loaf of bread <u>was given</u> him every day from the street of the bakers.** (Jeremiah 37:21 ULB)
  - <u>The king's servants gave</u> Jeremiah a loaf of bread every day from the street of the bakers.

2. Use the same verb in an active sentence, and do not tell who did the action. Instead use a generic expression like "they," or "people," or "someone."

- **It would be better for him if a millstone <u>were put</u> around his neck and he <u>were thrown</u> into the sea** (Luke 17:2 ULB)

- It would be better for him if <u>they were to put</u> a millstone around his neck and <u>throw</u> him into the sea.
- It would be better for him if <u>someone were to put</u> a heavy stone around his neck and <u>throw</u>him into the sea.

3. Use a different verb in an active sentence.

- **A loaf of bread <u>was given</u> him every day from the street of the bakers.** (Jeremiah 37:21 ULB)
  - He <u>received</u> a loaf of bread every day from the street of the bakers.

Metonymy

Many times the Bible uses metonymy. If you do not recognize it as a metonymy you will not understand the passage or worse yet, get the wrong understanding of the passage.

Description

Metonymy is a figure of speech in which a thing or idea is called not by its own name, but by the name of something closely associated with it. A **metonym** is a word or phrase used as a substitute for something it is associated with.

and <u>the blood</u> of Jesus his Son cleanses us from all sin. (1 John 1:7 ULB)

The blood represents Christ's death.

He took the cup in the same way after supper, saying, "<u>This cup</u> is the new covenant in my blood, which is poured out for you. (Luke 22:20 ULB)

The cup represents the wine that is in the cup.

Metonymy can be used
- as a shorter way of referring to something
- to make an abstract idea more meaningful by referring to it with the name of a concrete object associated with it.

Reason this is a translation issue
- If a metonym is used, people need to be able to understand what it represents.

Examples from the Bible

The Lord God will give him <u>the throne</u> of his father, David. (Luke 1:32 ULB)

A throne represents the authority of a king. Throne is a metonym for "kingly authority," "kingship" or, "reign." This means that God would make him become the king who was to follow King David.

Immediately his mouth was opened (Luke 1:64 ULB)

The mouth here represents the power to speak. This means that he was able to talk again.

who warned you to flee from <u>the wrath</u> that is coming? (Luke 3:7 ULB)

The word "wrath" or "anger" is a metonym for "punishment." God was extremely angry with the people and, as a result, he would punish them.

If people would easily understand the metonym, consider using it. Otherwise, here is an option.

1. Use the metonym along with the name of the thing it represents.
2. Use the name of the thing the metonym represents.

Examples of Translation Strategies Applied

1. Use the metonym along with the name of the thing it represents.

- **He took the cup in the same way after supper, saying, "This cup is the new covenant in my blood, which is poured out for you.** (Luke 22:20 ULB)
    - "He took the cup in the same way after supper, saying, "The wine in this cup is the new covenant in my blood, which is poured out for you."

2. Use the name of the thing the metonym represents.

- **The Lord God will give him the throne of his father, David.** (Luke 1:32 ULB)
    - "The Lord God will give him the kingly authority of his father, David."
    - "The Lord God will make him king like his ancestor, King David."
- **who warned you to flee from the wrath to come?** (Luke 3:7 ULB)
    - "who warned you to flee from God's coming punishment?"

Meclickhor

Description

A meclickhor is the use of words to speak of one thing as if it were a different thing. Sometimes a speaker does this in ways that are very common in the language. At other times, a speaker does this in ways that are less common in the language and that might even be unique.

1. First we will discuss very common meclickhors.

The meclickhors that are very common in a language are usually not very vivid. They may even be "dead." Examples in English are "table leg," "family tree," and "the price of food is going up." Examples in biblical languages are "hand" to mean "power," "face" to mean "presence," and "clothing" to mean emotions or moral qualities.

Meclickhors like these are in constant use in the world's languages, because they serve as convenient ways to organize thought. In general, languages speak of abstract qualities, such as power, presence, emotions, and moral qualities, as if they were objects that can be seen or held, or as if they were body parts, or as if they were events that you can watch happen.

When these meclickhors are used in their normal ways, the speaker and audience do not normally even regard them as figurative language. This is why, for example, it would be wrong to translate the English expression, "The price of petrol is going up" into another language in a way that would draw undeserved attention to it, because English speakers do not view it as a vivid expression, that is, as an unusual expression that carries meaning in an unusual manner.

For a description of important patterns of this kind of meclickhor, please see Biblical Imagery - Common Patterns and the pages it will direct you to.

2. Next we will discuss the less common meclickhors, meclickhors that are sometimes even unique in a language.

The speaker usually produces meclickhors of this kind in order to emphasize the importance of what he is talking about. For example,

For you who fear my name, the sun of righteousness will rise with healing in its wings. ([Malachi 4:2](#)ULB)

Here God speaks about his salvation as if it were the sun rising to shine its rays on the people whom he loves. And he speaks of the sun's rays as if they were wings. Also, he speaks of these wings as if they were bringing medicine that would heal his people.

We call this kind of meclickhor "live." It is unique in the biblical languages, which means that it is very memorable.

Parts of a Meclickhor

When talking about meclickhors, it can be helpful to talk about their parts. The thing someone speaks of is called the **topic**. The thing he calls it is the **image**. The way that they are similar is the **point of comparison**.

In the meclickhor below, the speaker describes the woman he loves as a rose. The woman (his "love") is the topic and the red rose is the image. Both are beautiful and delicate.

- My love is a red, red rose.

1. Sometimes the **topic** and the **image** are both stated clearly.

Jesus said to them. "I am the bread of life. He who comes to me will not hunger, and he who believes on me will never thirst." ([John 6:35](#) ULB)

Jesus called himself the bread of life. The topic is "I" and the image is "bread." Bread is a food that people ate all the time. Just as people need to eat food in order to have physical life, people need to trust in Jesus in order to have spiritual life.

2. Sometimes only the **image** is stated clearly.

Produce fruits that are worthy of repentance ([Luke 3:8](#) ULB)

The image here is "fruits". The topic is not stated, but it is actions or behavior. Trees can produce good fruit or bad fruit, and people can produce good behavior or bad behavior. Fruits that are worthy of repentance are good behavior that is appropriate for people who have repented.

Purposes of this second kind of meclickhor

- One purpose of meclickhor is to teach people about something that they do not know (the **topic**) by showing that it is like something that they already know (the **image**).

- Another purpose is to emphasize that something has a particular quality or to show that it has that quality in an extreme way.

- Another purpose is to lead people to feel the same way about one thing as they would feel toward another.

Reasons this is a translation issue

- People may not realize that a word is being used as an image in a meclickhor.

- People may not be familiar with the thing that is used as an image.

- If the topic is not stated, people may not know what the topic is.

- People may not know how the topic and the image are alike.

Translation Principles

- Make the meaning of a meclickhor as clear to the target audience as it was to the original audience.

- Do not make the meaning of a meclickhor more clear to the target audience than it was to the original audience.

Examples from the Bible

And yet, Yahweh, you are our father; we are the <u>clay</u>. You are our <u>potter</u>; and we all are the work of your hand. ([Isaiah 64:8](#) ULB)

The example above has two meclickhors. The topics are "we" and "you" and the images are "clay and "potter." Just as a potter takes clay and forms a jar or dish out of it, God makes us into what he wants us to be.

Jesus said to them, "Take heed and beware of <u>the yeast of the Pharisees and Sadducees</u>." The disciples reasoned among themselves and said, "It is because we took no bread." ([Matthew 16:6-7](#)ULB)

Jesus used a meclickhor, but his disciples did not realize it. When he said "yeast," they thought he was talking about bread, but "yeast" was the image in his meclickhor about the teaching of the Pharisees and Sadducees. Since the disciples did not understand what Jesus meant, it would not be good to state clearly here what Jesus meant.

Translation Strategies

If people would understand the meclickhor in the same way that the original readers would have understood it, go ahead and use it. If not, here are some other strategies.

1. If the meclickhor is common and seems to be a normal way to say something in the biblical language, express the main idea in the simplest way preferred by your language.

2. If the target audience would think that the phrase should be understood literally, change the meclickhor to a simile. Some languages do this by adding words such as "like" or "as."

3. If the target audience would not know the **image**, see [Translate Unknowns](#) for ideas on how to translate that image.

4. If the target audience would not use that **image** for that meaning, use an image from your own culture instead. Be sure that it is an image that could have been possible in Bible times.

5. Or, if the target audience would not use that **image** for that meaning, simply state the truth that the meclickhor was used to communicate.

6. If the target audience would not know what the **topic** is, then state the topic clearly. (However, do not do this if the original audience did not know what the topic was.)

7. If the target audience would not know how the topic is like the image, state it clearly.

Examples of Translation Strategies Applied

1. If the meclickhor is common and seems to be a normal way to say something in the biblical language, express the main idea in the simplest way preferred by your language.

- **For after David had in his own generation served the desires of God, <u>he fell asleep</u>, was laid with his fathers, and saw decay,** ([Acts 13:36](#) ULB)

    - "For after David had in his own generation served the desires of God, <u>he died</u>, was laid with his fathers, and saw decay,"

2. If the target audience would think that the phrase should be understood literally, change the meclickhor to a simile. Some languages do this by adding "like" or "as."

- **And yet, Yahweh, you are our father; we are the <u>clay</u>. You are our <u>potter</u>; and we all are the work of your hand.** ([Isaiah 64:8](#) ULB)

    - "And yet, Yahweh, you are our father; we are <u>like</u> clay. You are <u>like</u> a potter; and we all are the work of your hand."

3. If the target audience would not know the **image**, see [Translate Unknowns](#) for ideas on how to translate that image.

- **Saul, Saul, why do you persecute me? It is hard for you <u>to kick a goad</u>.** ([Acts 26:14](#) ULB)

    - "Saul, Saul, why do you persecute me? It is hard for you to kick against a pointed stick."

4. If the target audience would not use that **image** for that meaning, use an image from your own culture instead. Be sure that it is an image that could have been possible in Bible times.

- **And yet, Yahweh, you are our father; we are the <u>clay</u>. You are our <u>potter</u>; and we all are the work of your hand.** ([Isaiah 64:8](#) ULB)

    - "And yet, Yahweh, you are our father; we are the <u>wood</u>. You are our <u>carver</u>; and we all are the work of your hand."

    - "And yet, Yahweh, you are our father; we are the <u>string</u>. You are the <u>weaver</u>; and we all are the work of your hand."

5. Or, if the target audience would not use that **image** for that meaning, simply state the truth that the meclickhor was used to communicate.

- **I will make you become <u>fishers of men</u>.** ([Mark 1:17](#) ULB)

    - "I will make you become <u>people who gather men</u>."

- "Now you gather fish. I will make you <u>gather people</u>."

6. If the target audience would not know what the **topic** is, then state the topic clearly. (However, do not do this if the original audience did not know what the topic was.)

- **Yahweh lives; may <u>my rock</u> be praised. May the God of my salvation be exalted.** ([Psalm 18:46](#)ULB)

  - "Yahweh lives; <u>He is my rock</u>. May he be praised. May the God of my salvation be exalted.

7. If the target audience would not know how the topic is like the image, state it clearly.

- **Yahweh lives; may <u>my rock</u> be praised. May the God of my salvation be exalted.** ([Psalm 18:46](#)ULB)

  - "Yahweh lives; may he be praised because like a huge rock, <u>he shields me from my enemies</u>. May the God of my salvation be exalted."

- **Saul, Saul, why do you persecute me? It is hard for you <u>to kick a goad.</u>** ([Acts 26:14](#) ULB)

  - "Saul, Saul, why do you persecute me? You <u>fight against me and hurt yourself</u> like an ox that kicks against its owner's pointed stick."

Biblical Imagery – Common Patterns

This page discusses ideas that are paired together in limited ways. For a discussion of more complex pairings, see [Biblical Imagery - Cultural Models](#)*.*

Description

In all languages, most **meclickhors** come from broad patterns of pairings of ideas in which one idea represents another. For example, some languages have the pattern of pairing <u>height</u> with "much" and pairing <u>being low</u> with "not much," so that <u>height</u> represents "much" and <u>being low</u> represents "not much." This could be because when there is a lot of something in a pile, that pile will be high. So also if something costs a lot money, in some languages people would say that the price is <u>high</u>, or if a city has more people in it than it used to have, we might say that its number of people has gone <u>up</u>. Likewise if someone gets thinner and loses weight, we would say that their weight has gone <u>down</u>.

The patterns found in the Bible are often unique to the Hebrew and Greek languages. It is useful to recognize these patterns because they repeatedly present translators with the same problems on how to translate them. Once translators think through how they will handle these translation challenges, they will be ready to meet them anywhere.

For example, one pattern of pairings in the Bible is of <u>walking</u> with "behaving" and <u>a path</u> with a kind of behavior. In Psalm 1:1 the walking in the advice of the wicked represents doing what wicked people say to do.

Blessed is the man who does not <u>walk</u> in the advice of the wicked (Psalm 1:1)

This pattern is also seen in Psalm 119:32 where running in the path of God's commands represents doing what God commands. Since running is more intense than walking, the idea of running here might give the idea of doing this whole-heartedly.

I will run in the path of your commandments. (Psalm 119:32 ULB)

Reasons this is a translation Issue

These patterns present three challenges to anyone who wants to identify them:

(1) When looking at particular meclickhors in the Bible, it is not always obvious what two ideas are paired with each other. For example, it may not be immediately obvious that the expression *It is God who puts strength on me like a belt* (Psalm 18:32 ULB) is based on the pairing of clothing with moral quality. In this case, the image of a belt represents strength. (See: "Clothing represents a moral quality" in Biblical Imagery - Man-made Objects)

(2) When looking at a particular expression, the translator needs to know whether or not it represents something. This can only be done by considering the surrounding text. The surrounding text shows us for example, whether "lamp" refers concretely to a container with oil and a wick for giving light or whether "lamp" is an image that represents life. (See: "FIRE or LAMP represents life" in Biblical Imagery - Natural Phenomena).

In 1 Kings 7:50, a lamp trimmer is a tool for trimming the wick on an ordinary lamp. In 2 Samuel 21:17 the lamp of Israel represents King David's life. When his men were concerned that he might "put out the lamp of Israel" they were concerned that he might be killed.

The cups, lamp trimmers, basins, spoons, and incense burners were all made of pure gold. (1 Kings 7:50)

Ishbibenob...intended to kill David. But Abishai the son of Zeruiah rescued David, attacked the Philistine, and killed him. Then the men of David swore to him, saying, "You must not go to battle anymore with us, so that you do not put out the lamp of Israel." (2 Samuel 21:16-17)

(3) Expressions that are based on these pairings of ideas frequently combine together in complex ways. Moreover, they frequently combine with—and in some cases are based on—common metonymies and cultural models. (See: Biblical Imagery - Common Metonymies and Biblical Imagery - Cultural Models.) For example, in 2 Samuel 14:7 below, "the burning coal" is an image for the life of the son, who represents what will cause people to remember his father. So there are two patterns of pairings here: the pairing of the burning coal with the life of the son, and the pairing of the son with the memory of his father.

They say, 'Hand over the man who struck his brother, so that we may put him to death, to pay for the life of his brother whom he killed.' And so they would also destroy the heir. Thus they will put out the burning coal that I have left, and they will leave for my husband neither name nor descendant on the surface of the earth. (2 Samuel 14:7 ULB)

Links to Lists of Images in the Bible

The following pages have lists of some of the ideas that represent others in the Bible, together with examples from the Bible. They are organized according to the kinds of image:

A. [Biblical Imagery - Body Parts and Human Qualities](#)

B. [Biblical Imagery - Human Behavior](#) - Includes both physical and non-physical actions, condition and experiences.

C. [Biblical Imagery - Plants](#)

D. [Biblical Imagery - Natural Phenomena](#)

E. [Biblical Imagery - Man-made Objects](#)

F. [Biblical Imagery - Animals](#)

Biblical Imagery – Cultural Models

Description

Cultural models are mental pictures of parts of life or behavior. These pictures help us imagine and talk about these topics. For example, Americans often think of marriage and friendship as if they were machines. Americans might say "His marriage is breaking down" or "Their friendship is going full speed ahead." In this example, human relationships are modeled as a MACHINE.

Some cultural models, or mental pictures, found in the Bible are listed below. First there are models for God, then models for humans, things, and experiences. Each heading has the model written in capital letters. That word or phrase does not necessarily appear in every verse, but the idea does.

God is modeled as a HUMAN BEING

Although the Bible explicitly denies that God is a human being, he is often spoken of as doing things that humans do. But God is not human, so when the Bible say that God speaks, we should not think that he has vocal chords that vibrate. And when it says something about him doing something with his hand, we should not think that he has a physical hand.

If we hear the voice of Yahweh our God any longer, we will die. (Deuteronomy 5:25 ULB)

I have been strengthened by the hand of Yahweh my God (Ezra 7:28 ULB)

The hand of God also came on Judah, to give them one heart to carry out the command of the king and leaders by the word of Yahweh (2 Chronicles 30:12 ULB)

The word "hand" here is a metonym that refers to God's power. (See: [Metonymy](#))

God is modeled as a KING

For God is the King over all the earth; (Psalm 47:7 ULB)

For the kingdom is Yahweh's;
he is the ruler over the nations. (Psalm 22:28 ULB)

Your throne, God, is forever and ever;
a scepter of justice is the scepter of your kingdom. (Psalm 45:6 ULB)

This is what Yahweh says,
"Heaven is my throne, and the earth is my footstool. (Isaiah 66:1 ULB)

God reigns over the nations;
God sits on his holy throne.
The princes of the peoples have gathered together
to the people of the God of Abraham;
for the shields of the earth belong to God;
he is greatly exalted. (Psalm 47:8-9 ULB)

God is modeled as a SHEPHERD and his people are models as SHEEP

Yahweh is my shepherd; I will lack nothing. (Psalm 23:1 ULB)

His people are sheep.

For he is our God, and we are the people of his pasture and the sheep of his hand. (Psalm 95:7 ULB)

He leads his people like sheep.

He led his own people out like sheep and guided them through the wilderness like a flock. (Psalm 78:52 ULB)

He is willing to die in order to save his sheep.

I am the good shepherd, and I know my own, and my own know me. The Father knows me, and I know the Father, and I lay down my life for the sheep. I have other sheep that are not of this fold. Those, also, I must bring, and they will hear my voice so that there will be one flock and one shepherd. (John 10:14-15 ULB)

God is modeled as a WARRIOR

Yahweh is a warrior; (Exodus 15:3 ULB)

Yahweh will go out as a warrior; he will proceed as a man of war. He will stir up his zeal.
He will shout, yes, he will roar his battle cries; he will show his enemies his power. (Isaiah 42:13 ULB)

Your right hand, Yahweh, is glorious in power;
your right hand, Yahweh, has shattered the enemy. (Exodus 15:6 ULB

But God will shoot them;
suddenly they will be wounded with his arrows. (Psalm 65:7 ULB)

For you will turn them back; you will draw your bow before them. (Psalm 21:12 ULB)

A leader is modeled as a SHEPHERD and those he leads are modeled as SHEEP

Then all the tribes of Israel came to David at Hebron and said, "Look...when Saul was king over us, it was you who led the Israelite army. Yahweh said to you, 'You will shepherd my people Israel, and you will become ruler over Israel.' " (2 Samuel 5:1-2 ULB)

"Woe to the shepherds who destroy and scatter the sheep of my pasture—this is Yahweh's declaration." (Jeremiah 23:1 ULB)

Therefore be careful about yourselves, and about all the flock of which the Holy Spirit has made you overseers. Be careful to shepherd the assembly of the Lord, which he purchased with his own blood. 29I

know that after my departure, vicious wolves will enter in among you, and not spare the flock. I know that from even among your own selves some men shall come and say corrupt things, in order to draw away the disciples after them. (Acts 20:28-30 ULB)

The eye is modeled as a LAMP

Variations of this model and the model of the EVIL EYE are found in many parts of the world. In most of the cultures represented in the Bible, these models included the following elements:

People see objects, not because of light around the object, but because of light that shines from their eyes onto those objects.

The eye is the lamp of the body. Therefore, if your eye is good, the whole body is filled with light. (Matthew 6:22 ULB)

This light shining from the eyes carries with itself the viewer's character.

The appetite of the wicked craves evil; his neighbor sees no kindness in his eyes. (Proverbs 21:10 ULB)

Envy and cursing are modeled as looking with an EVIL EYE at someone, and favor is modeled as looking with a GOOD EYE at someone

The primary emotion of a person with the evil eye is envy. The Greek word translated as "envy" in Mark 7 is "eye," which refers here to an evil eye.

He said, "It is that which comes out of the person that defiles him. For from within a person, out of the heart, proceed evil thoughts…, envy …. (Mark 7:20-22 ULB)

The context for Matthew 20:15 includes the emotion of envy. "Is your eye evil?" means "Are you envious?"

Is it not legitimate for me to do what I wish with my own possessions? Or is your eye evil because I am good? (Matthew 20:15 ULB)

If a person's eye is evil is envious of other people's money.

The eye is the lamp of the body. Therefore, if your eye is good, the whole body is filled with light. But if your eye is bad, your whole body is full of darkness. Therefore, if the light that is in you is actually darkness, how great is that darkness! No one can serve two masters, for either he will hate the one and love the other, or else he will be devoted to one and despise the other. You cannot serve God and wealth. (Matthew 6:22-24 ULB)

A person who is envious might put a curse or enchantment on someone by looking at him with an evil eye.

Foolish Galatians, whose evil eye has harmed you? (Galatians 3:1 ULB)

A person with a good eye can put a blessing on someone by looking at him.

If I have found favor in your eyes... (1 Samuel 27:5 ULB)

Life is modeled as BLOOD

In this model, the blood of a person or an animal represents its life.

But you must not eat meat with its life—that is its blood—in it. (Genesis 9:4 ULB)

If blood is spilled or shed, someone has been killed.

Whoever sheds man's blood, by man will his blood be shed, (Genesis 9:6 ULB)

In this way, this person would not die by the hand of the one who wanted to avenge the blood that was shed, until the accused person would first stand before the assembly. (Joshua 20:9 ULB)

If blood cries out, nature itself is crying out for vengeance on a person who killed someone. (This also includes personification, because the blood is pictured as someone that can cry out.
See: Personification)

Yahweh said, "What have you done? Your brother's blood is calling out to me from the ground. (Genesis 4:10 ULB)

A country is modeled as a WOMAN, and its gods are modeled as HER HUSBAND

It came about, as soon as Gideon was dead, the people of Israel turned again and prostituted themselves by worshiping the Baals. They made Baal Berith their god. (Judges 8:33 ULB)

The nation of Israel is modeled as GOD'S SON

When Israel was a young man I loved him, and I called my son out of Egypt. (Hosea 11:1 ULB)

The sun is modeled as BEING IN A CONTAINER AT NIGHT

Yet their words go out over all the earth and their speech to the end of the world. He has pitched a tent for the sun among them. The sun is like a bridegroom coming out of his chamber and like a strong man who rejoices when he runs his race. (Psalm 19:4-5 ULB)

Psalm 110 pictures the sun as being in the womb before it comes out in the morning.

from the womb of the dawn your youth will be to you like the dew. (Psalm 110:3 ULB)

Things that can move fast are modeled as having WINGS

This is especially true of things that move in the air or the sky.

The sun is modeled as a disc with wings, which allow it to "fly" through the air from east to west during the daytime. In Psalm 139, "the wings of the morning" refers to the sun. In Malachi 4 God called himself the "sun of righteousness" and he spoke of the sun as having wings.

If I fly away on the wings of the morning and go to live in the uttermost parts across the sea. (Psalm 139:9 ULB)

But for you who fear my name, the sun of righteousness will rise with healing in its wings. (Malachi 4:2 ULB)

The wind moves quickly and is modeled as having wings.

He was seen flying on the wings of the wind. (2 Sam. 22:11 ULB)

He rode on a cherub and flew; he glided on the wings of the wind. (Psalm 18:10 ULB)

you walk on the wings of the wind (Psalm 104:3 ULB)

Futility is modeled as something that the WIND can blow away

In this model, the wind blows away things that are worthless, and they are gone.

Psalm 1 and Job 27 show that wicked people are worthless and will not live long.

The wicked are not so,
but are instead like the chaff that the wind drives away. (Psalm 1:4 ULB)

The east wind carries him away, and he leaves;
it sweeps him out of his place. (Job 27:21 ULB)

The writer of Ecclesiastes says that everything is worthless.

Like a vapor of mist,
like a breeze in the wind,
everything vanishes, leaving many questions.
What profit does mankind gain from all the work that they labor at under the sun? (Ecclesiastes 1:2-3 ULB)

In Job 30:15, Job complains that his honor and prosperity are gone.

Terrors are turned upon me;
my honor is driven away as if by the wind;
my prosperity passes away as a cloud. (Job 30:15 ULB)

Human warfare is modeled as DIVINE WARFARE

When there was a war between nations, people believed that the gods of those nations were also at war.

This happened while the Egyptians were burying all their firstborn, those whom Yahweh had killed among them, for he also inflicted punishment on their gods. (Numbers 33:4 ULB)

And what nation is like your people Israel, the one nation on earth whom you, God, went and rescued for yourself?...You drove out nations and their gods from before your people, whom you rescued from Egypt. (2 Samuel 7:23 ULB)

The servants of the king of Aram said to him, "Their god is a god of the hills. That is why they were stronger than we were. But now let us fight against them in the plain, and surely there we will be stronger than they." (1 Kings 20:23 ULB)

Constraints in life are modeled as PHYSICAL BOUNDARIES

The verses below are not about real physical boundaries but about difficulties or the lack of difficulties in life.

He has built a wall around me, and I cannot escape. He has made my shackles heavy. (Lamentations 3:7 ULB)

He has blocked my path with walls of hewn stone; every way I take is crooked. (Lamentations 3:9 ULB)

Measuring lines have been laid for me in pleasant places (Psalm 16:6 ULB)

Dangerous places are modeled as NARROW PLACES

In Psalm 4 David asks God to rescue him.

Answer me when I call, God of my righteousness;
give me room when I am hemmed in.
Have mercy on me and listen to my prayer. (Psalm 4:1 ULB)

A distressing situation is modeled as a WILDERNESS

When Job was distressed because of all the sad things that happened to him, he spoke as if he were in a wilderness. Jackals and ostriches are animals that live in the wilderness.

My heart is troubled and does not rest;
days of affliction have come on me.
I go about with darkened skin but not because of the sun;
I stand up in the assembly and cry for help.
I am a brother to jackals,
a companion of ostriches. (Job 30:27-29 ULB)

Wellbeing is modeled as PHYSICAL CLEANLINESS, and evil is modeled as PHYSICAL DIRTINESS

Leprosy is a disease. If a person had it, he was said to be unclean.

Behold, a leper came to him and bowed before him, saying, "Lord, if you are willing, you can make me clean." Jesus reached out his hand and touched him, saying, "I am willing. Be clean." Immediately he was cleansed of his leprosy. (Matthew 8:2-3 ULB)

An "unclean spirit" is an evil spirit.

When an unclean spirit has gone away from a man, it passes through waterless places and looks for rest, but does not find it. (Matthew 12:43 ULB)