



## Training Manual (English)

---

### Version 9.3

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

Copyright © 2022 SIL International & United Bible Societies. All Rights Reserved.

# Overview of Training Manual

The training manual follows the tasks in the SIL Compact Plan. SIL has six stages, whereas UBS has four stages.

## Introduction

1. Course introduction
2. **OD** – Organising your desktop

## Stage 1 Drafting

1. **PP1** – Project plan and progress
2. **KD** – Keyboarding your draft
3. **BC1** – Basic checks
4. **PP2** – Project progress

## Stage 2 Team check

1. **PN** – Proper Names
2. **SP** – Spell Checking
3. **GL** – Glossary
4. **BT** – A 4-Step process for consistent Biblical Terms
5. **MP** – Compare a word or phrase

6. **BC2** – Basic Checks
7. **FC** – Formatting checks
8. **PD** – Printing Drafts
9. **UN** – Using Notes

## **Stage 3 Prepare for consultant**

1. **BT1** – Draft a Back Translation
2. **BT2** – Interlinearize a project
3. **CT** – Compare Text
4. **BC3** – Basic checks 3

## **Stage 4 Consultant check**

1. **CT** – Collaboration Tools

## **Stage 5 /Stage 3 UBS External/community review**

1. **PPR** - Progress report
2. **BTR** - Biblical key terms report

## **Stage 6 Stage 4 UBS Finalising for Publication**

1. **PP** - Parallel Passages

2. **FFP** - Finalising for Publication

3. Create a study Bible

## Appendix

A. Special texts

B. Three letter abbreviations

C. Common USFM markers

# Paratext Course Introduction

## 1.1 Goal

The participants will process their translation with the help of Paratext 9, a program created for entering, storing, and checking the translated texts. They will also print drafts for revision.

The course follows the six stages of translation as given in the SIL Compact base plan. [The four stages of the UBS plan are 1, 2, 5, and 6]

## 1.2 Course Objectives

At the end of the course, the participant will be able to:

### **Start Paratext 9**

- Start the Paratext 9 program using a desktop icon (or Start Menu).

*Stage 1: Drafting*

**Open projects and resources to understand the text before translating**

- Open projects and additional resources, for example an English Bible, a source text, a source text dictionary, etc.
- Organise these windows on the screen and save as a text combination.

## Enter the translation

- Effectively use the navigation toolbar to move to the desired book, chapter, and verse.
- Type the text in an open project with the help of USFM markers such as \c, \v, etc. in a suitable view.
- Use a keyboarding system (MS-keyboards or Keyman) to type special characters.
- Add additional markers for section headings, introductions, etc.
- Add footnotes.
- Draft glossary entries and add using the Biblical terms tool.
- Use the Send/Receive feature to share and backup their project to the Internet or a USB key.

## Basic checks

- Run the chapter/verses check to make sure that all the chapters/verses are present.

- Run the markers check to make sure all the text has the correct markers.

## **Project progress**

- Update the project plan with any completed tasks.

## **Stage 2: Team checking**

### **Proper names**

- Transliterate proper names.
- Check that proper names are consistent.

### **Biblical terms consistent**

- Use the Biblical terms rendering window and tool to ensure you are consistent in the use of terms.

### **Glossary**

- Draft glossary entries and add using the Biblical terms tool.

### **Checks**

- Use Checklists to correct any formatting problems in section breaks and headings, paragraph breaks, layout and indents.

- Run various checks to make sure all the characters, punctuation, capitalisation and repeated words are valid.
- (Administrators need to setup the inventories/settings as required).
- Correct any spelling mistakes using the spell checking function and/or checks from the Wordlist.

## **Using notes**

- Add project notes as needed to communicate with other team members and/or consultants.
- Add project, Spelling and Biblical term notes to discuss various issues and record the decisions made.

## **Print draft**

- Produce and print PDF file for reviewers.

## **Stage 3: Prepare for a consultant check**

- Prepare a back translation
- Back translation 1 (free)
- Back translation 2 (word by word)
- Complete other checks

- check references, quoted texts, numbering, unmatched pairs of punctuation, quotations
- spell checking

## **Stage 4: Consultant Check**

- Use appropriate collaboration tools so the team can interact with the consultant.

## **Stage 5: Community testing**

- Prepare a progress report.
- Prepare a Biblical terms report.

## **Stage 6: Finalising for publication**

- Add illustrations and captions
- Identify the names for any maps to be included.
- Add an introduction to the NT / Bible
- Compare the parallel passages
- Confirm that all the other checks have been completed.
- Finalise check of proper names.
- Check numbers, money, weights and measures
- Final format checks.

## 1.3 Course Plan

*Introductions, setup*

### Introduce yourself

The participant and facilitators should introduce themselves giving:

- their name
- their language
- their town
- what was the first and last (most recent) version of Paratext that you have used.

While the facilitators install Paratext 9 on the computers, the participant should read the introductory material and tick (4a.Check) the objectives that they feel confident doing in the most recent version of Paratext they have used.

### For each module

- Do a revision activity of the previous module.
- Present the introduction (read, sketch, PowerPoint, etc.)
- If a skill is quite simple, ask a participant to come and demonstrate the skill.
- Follow the summary for the other skills:

- Demonstration
- Do it together
- Let the participants redo it themselves
- Ask a participant to demonstrate the skill.
- Ask questions.
- Do a revision activity.
- Give the participant time to reflect, fill in the recall exercise, add to Anki.

# **Stage 1 – Drafting**

## **Introduction**

There are several stages in a translation project. In this first stage you will use many of the resources to ensure that you understand the source text, then you will draft and keyboard the text of the translation along with other materials and also begin the preliminary checks.

The following modules will help you in this stage:

- 2. OD – Organising your desktop**
- 3. PP1 – Project plan and progress**
- 4. KD – Keyboarding your draft**
- 5. BC1 – Basic checks**
- 6. PP2 – Project progress**

# name missing

**Introduction** As you work with your text in Paratext 9 you will want to see a variety of resources. In this module, you will learn how to open resources and organise your desktop.

**Before you start** You are getting ready to type text into an existing project. Before you can do this, someone must have already installed the program, created a project for your data and installed resources for you.

**Why this is important?** The translator who organises his/her desktop well has all the resources necessary for his/her work.

**What are you going to do?** You will start the Paratext 9 program and open a previously saved layout (text combination). If needed you will open other resources, change the arrangement of the windows and resave the text layout.

<aside>  There are a number of videos available to help you with the different types of resources and arranging the windows. Some suggestions are given below. Click on the link to see the video summary. [0.2.1c Finding Menu Items](#) [0.2.1d How To Arrange Windows](#) [0.2.2a How To Open And Modify A Text Collection](#) [0.2.3a How To Control Which Windows Scroll Together](#) [0.2.3c How To](#)

## Swap A Text In A Window 0.2.3d Further Tips On Arranging Windows

</aside>

### Changes in Paratext 9

The menus changed in Paratext 9.0. To see the menu, you now need to click on the menu icon  $\equiv$ . There are now two types of menus. The main Paratext menu is on the title bar and each window (or tab) has its own menu.

When you click on one of these menu icons all the menus are displayed, and you just need to click on the command.



In this manual, when it says  **$\equiv$  Paratext**, under **Menu > Command** (e.g.  $\equiv$  **Paratext**, under **Paratext > Open**). It means click on the Paratext menu icon  $\equiv$ , then under the menu (e.g. Paratext) choose the command (e.g. Open).

## TIP

And when it says **≡ Tab**, under **Menu > Command** it means click on the tab menu icon, then under the menu (e.g. Tools) click on the command (e.g. Wordlist). It may also say **menu** project.

## 2.1 Load the program

1. Double-click on Paratext 9 icon on the **desktop**



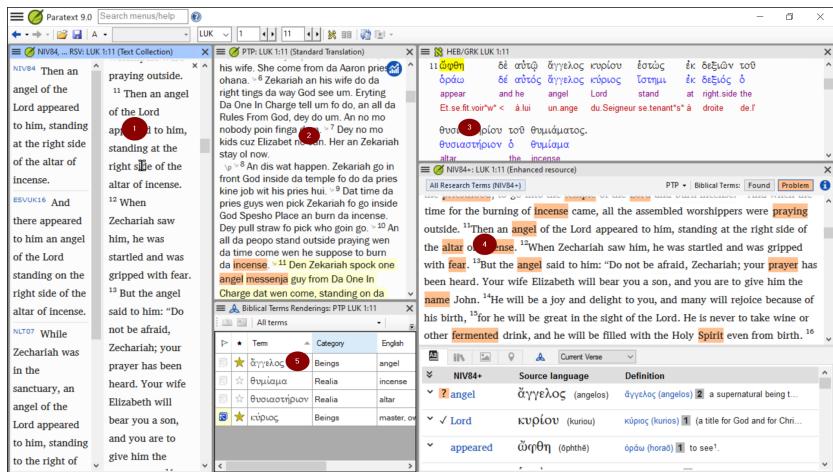
- **OR**

2. (From the **Start** menu, choose Paratext 9)

## 2.2 Open a saved layout

1. Click the **≡ Paratext** menu, then under the **Window** menu
2. Choose a saved layout (text combination).

- Your screen should look something like the picture below (if not, see below).



## 2.3 Create a new text layout

If you haven't already saved a layout, then we recommend you do the following:

### Open and arrange the windows

- Open 5 windows as follows:
  - 1= Text collection
  - ≡ **Paratext** menu, under (**Paratext > Open**, select several resources, choose to open as Text collection. See 2.5)
- 2 =your project

- ≡ **Paratext** menu, under (**Paratext > Open**, Projects)
- 5 = Renderings
  - ≡ **Tab** menu, under (Tools > **Biblical Terms renderings**)
- 3 = Source text
  - ≡ **Paratext** menu, under (**Paratext > Open > Source language text**)
- 4 = Enhanced resource
  - ≡ **Paratext** menu, under (**Paratext > Open > Enhanced resources**)
- Arrange the windows as desired. See Paratext video [0.2.1b](#), [0.2.1c](#), and [0.2.1d](#).

### INFO

In Paratext 9.3 (and above) you can use the main Paratext menu to arrange windows by **rows** and **columns**.

### TIP

Remember to save your layout!

## Save the layout

Once the windows are arranged as desired:

1. **≡ Paratext**, under **Layout > Save current layout**
2. Type a name [or to replace an existing combination, choose the existing name]
3. Click **OK**

## 2.4 Delete a text layout

If you want to delete a saved layout,

1. **≡ Paratext** menu, under **Layout > Delete layout**
2. Choose the name of the saved layout.
3. Click **Delete**

## 2.5 Open resources in a Text collection

With Paratext, it is possible to have several project/resources open at the same time. However, rather than having too many windows, it is better to have several texts in one window.

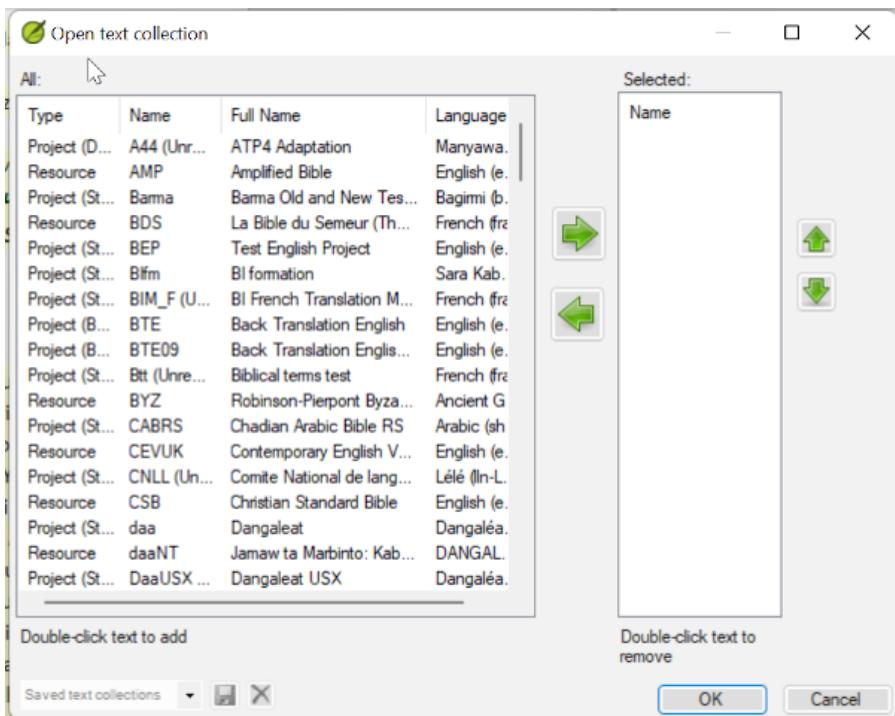


### TIP

In Paratext 9.3 the Text Collection can also be opened directly from the **≡ Paratext** menu

# New method - Open directly from Paratext menu

## 1. ⌘ Paratext menu, under Paratext > Open text collection



2. Select several resources using the Ctrl key as you click on the resource.

3. Click on the **Right arrow button**.

- *The resources are listed in the Selected column.*

4. Repeat as necessary.

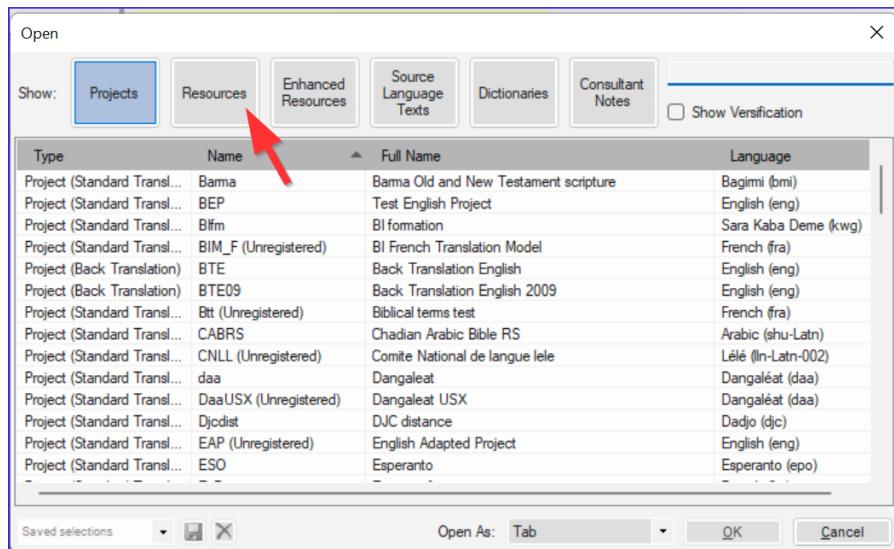
5. Use the up and down arrows to reorder them as needed.

Save the collection

1. Click in the text box in the bottom left corner.
2. Type a name for the saved collection and click the save icon
3. Click **OK**.
  - o *The text collection opens.*

## Previous method - Open dialog

1.  $\equiv$  **Paratext** menu, under **Paratext > Open**



2. Click on the Resources button (at the top).
3. Select several resources using the Ctrl key as you click on the resource.
4. Repeat as necessary.
5. Click on the **Open as** dropdown list.
6. Choose **Text collection panel**
7. Click **OK**

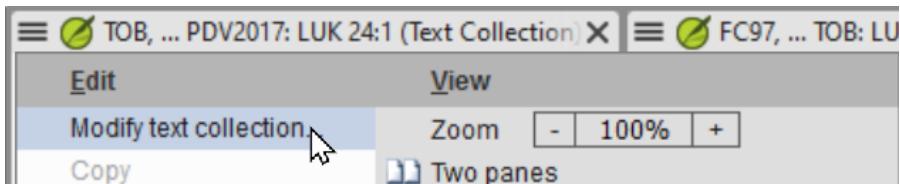
 **TIP**

It is suggested that resources be displayed in the order of more literal to less literal (to focus on the texts that are most faithful to the source texts). For English resources: ESV, RSV, NIV, NLT. For French resources, the following order is suggested: TOB, NVSR78Col, NBS, BDS, FC97, PDV11.

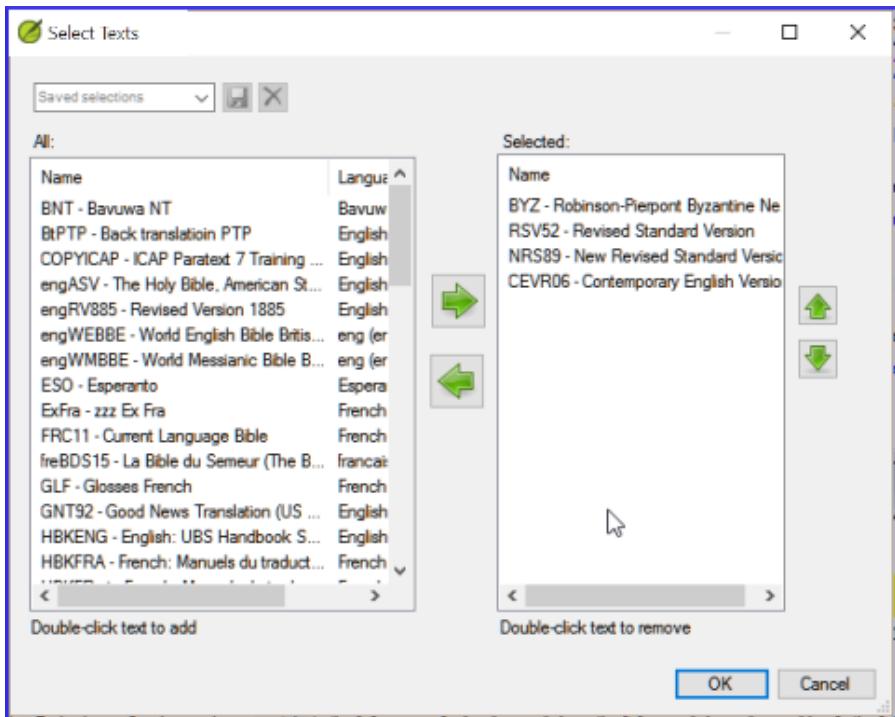
To change the order of texts in the collection

1.  **Modify text collection**

---



2. Use the arrow buttons to change the order as necessary



3. Make any other changes

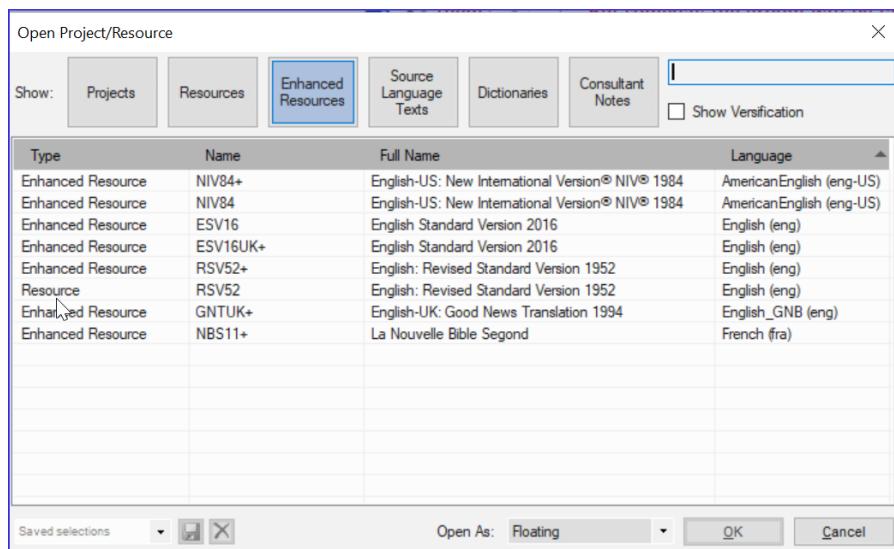
4. Click **OK**

## TIP

You can change the text in the second pane by clicking on the blue link of the abbreviation for the text. You can also use the view menu to change the view (preview, unformatted or standard).

## 2.6 Open an Enhanced Resource

1.  **Paratext** menu, under **Paratext > Open**



2. Click on **Enhanced Resources**



## TIP

Enhanced resources also contain a dictionary, images, maps etc. When you open an Enhanced Resource, a guide opens as well.

## 2.7 Open a dictionary



## TIP

If you do not use an enhanced resource, you can open a source language dictionary with glosses in other languages.

1.  $\equiv$  **Paratext** menu, under **Paratext > Open**

Open Project/Resource X

Show: Projects Resources Enhanced Resources Source Language Texts Dictionaries Consultant Notes

Type	Name	Full Name	Language
Dictionary	ANLEX	Analytical Lexicon of the Greek New Testament	English (eng)
Dictionary	BDBA	The Abridged Brown-Driver-Briggs Hebrew-English Lexicon	English (eng)
Dictionary	BN	A Concise Greek-English Dictionary of the New Testament	English (eng)
Dictionary	FAUNA	Animals in the Bible	English (eng)
Dictionary	FAUNA_SP	Los animales de la Biblia	English (eng)
Dictionary	FLORA	Plants and Trees in the Bible	English (eng)
Dictionary	KTOTSLD	Key Terms of the Old Testament	English (eng)
Dictionary	LN	Greek-English Lexicon of the New Testament Based on the Septuagint	English (eng)
Dictionary	LUST	Greek-English Lexicon of the Septuagint (Revised Edition)	English (eng)
Dictionary	REALIA	Human-made Things in the Bible	English (eng)
Dictionary	SDBH	Semantic Dictionary of Biblical Hebrew	English (eng)
Dictionary	SYRNTLEX	Syriac NT Lexicon	English (eng)
Dictionary	THLOT	Trilingual Hebrew-English Lexicon of the Old Testament	English (eng)
Dictionary	WIVU-A	Aramaic-German and Aramaic-English Lexicon of the Old Testament	English (eng)

Saved selections    Open As:

## 2. Click **Dictionaries**

3. Choose “A Concise Greek-English Dictionary of the New Testament” OR “Trilingual Hebrew-English Lexicon of the Old Testament”

4. Click **OK**

5. **View** > choose a language (e.g. **French**)



### TIP

It is useful to add dictionary windows to the autohide, (right-click on the tab name, choose move to autohide).

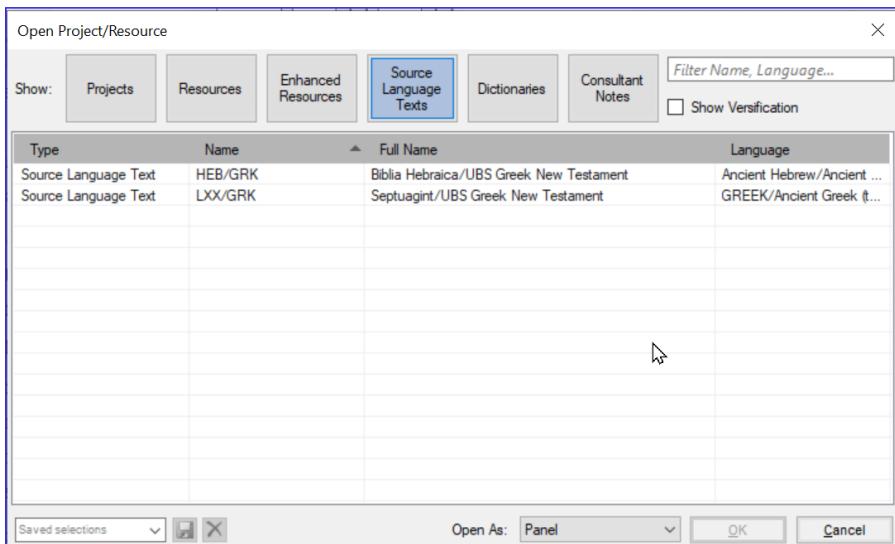
## Other dictionaries (in English but with photos)

- "Plants and Trees in the Bible"
- "Animals in the Bible"

## 2.8 Working with the Source language text

You can open the source language text with glosses in an alternative language than English, e.g. French.

### 1. ≡ Paratext, under **Paratext > Open**



### 2. Click **Source Language Texts**

3. Choose HEB/GRK
4. Click **OK**
5.  $\equiv$  **Tab** under **View > Additional glosses**
6. Choose the project which has the glosses
7. Click **OK**

# 3. PP1 – Project plan and progress

**Introduction** You use the Project Plan to help organise your work and to see which tasks to do next. Once you have finished the task, you should mark it as completed so that you can report on what has been achieved. [If you have used an earlier version, you will see that it has dramatically improved in Paratext 9.]

**Before you start** Before you can use the plan, it must have been configured. [This is usually done by your project administrator who will add the appropriate organisational plan and configure it for your team.]

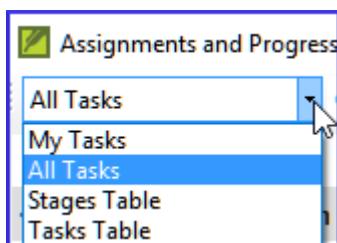
**Why is this important?** There are so many tasks to be done in a translation project. It is important to have a system to make sure these are all done. Now that your plan has been configured, you can use the plan to see what tasks have been assigned to you to be done next. When you finish the task, you can mark the task as completed and see the next task to do. You can use this information to generate reports for supervisors and donors (see [PP2: Project progress](#)).

**What are we going to do?** You will mark a variety of tasks as complete. The exact steps will vary slightly depending on whether

the task is set to once per project, once per book, or by chapter. The place to mark progress for all types of tasks is the Status column.

### 3.1 View tasks that need to be done

1. In your project, click **Assignments and Progress** button
  - o OR use the menu [**≡ Tab** under **Project** menu, select **Assignments and progress**]
2. From the first dropdown menu, choose either **My tasks** or **All tasks**



- o A list of the various tasks and checks are displayed.



You can see more details on any task by clicking on the name of the task.

## 3.2 Identify the next task

The list of tasks shows the uncompleted tasks, each with a colored bar beside it.

1. Identify the next task for you need to do. It will have either a green or slashed green bar.
2. Check that it is not waiting for another task. In this case it will have a red slash bar.
3. Do the task (see other modules if necessary).



### TIP

When the task is finished, see the instructions below to mark it as completed. (A check is completed when there are 0 issues.)

## 3.3 Mark a task as complete

### Mark a book task as completed

1. Click on the checkmark to the left of the status.
  - *It should turn solid to show it is completed.*

### Mark a chapter task as completed

1. Click + to mark the next chapter as complete

Assignments and Progress: MTT4

My Tasks Current book Jenni Beadle

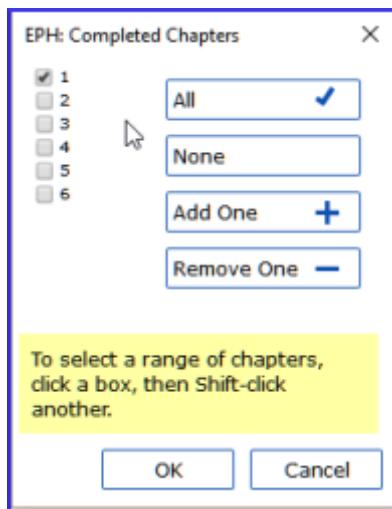
Required Tasks/Checks	Assigned to	Status
Create the first draft	Jenni Beadle	MRK
Markers	Jenni Beadle	MRK

No more tasks assigned for MRK

No previous book assignment      Current book: Mark      No next book assignment

2. To mark other chapters as complete you can click on the word **Completed**

- A dialog box is displayed with a list of the chapters.



3. Check the chapters that have been completed.

## 3.4 Checks

- If the task is a check, the status of the check will either say **Setup required** or it will show number of remaining **issues**.
- A check is complete when there are **No issues**.

### Checks – setup required (Administrator)

1. Click the blue link "Setup required"
  - *Paratext 9 will run the appropriate inventory or open the settings for that check.*
2. Complete the setup as appropriate.
3. Close the window when finished.



#### TIP

If there is more than one inventory required for a check (e.g. capitalization) you will need to set them up manually from the Checking menu.

### Checks – issues

1. Click on the blue link "...issues"
  - *A list of errors is displayed.*

2. Make the necessary corrections.
3. Close the list result.
4.  $\equiv$  **Paratext** under **Paratext** > **Save all** (or **Ctrl+s**).
5. Return to the Project plan.



### TIP

The check is considered complete with there are 0 issues. If you are unable to complete a check, it is possible to postpone the check to the next stage.

## Postpone check

1.  $\equiv$  **Tab**, under **Project** menu, select **Assignments and Progress**
2. Change to **All tasks** view
3. Hover over a check that has issues
4. Click **Postpone** (which appears to the right of the Status column),
5. Choose which stage you want to postpone the check
6. Type the reason for postponing the check.
  - o *The check will move to that stage.*

# 4. KD – Keyboarding your draft

**Introduction** This module explains how to keyboard your draft translations into a project in Paratext 9.

**Before you start** We are about to keyboard text into an existing project. Before you can do that, someone must have already installed the program and created a project for your data.

**Why this is important** This is the first stage of entering your translation into the computer. Once the text has been typed, you can run various checks on the content and format of the text.

## 4.1 Go to a Biblical verse



### TIP

Before you can start typing your text, you need to move your cursor to the right book, chapter and verse. You use the toolbar to do this.

- Using the icons on the toolbar, change the project, book, chapter and verse as needed.

## CAUTION

In Paratext 9.3 you can copy and paste a scripture reference into the book name on the navigation bar. For example, in English: MAT 12.3, Mrk 5:4, Galatians 1:12.

...



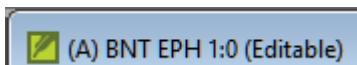


## TIP

If you don't know the verse reference, you could use the **Find** feature to look for a word. Ctrl+F.

## 4.2 Check that the project is editable

1. Look at the titlebar of your project.



- o *The titlebar should have the word (Editable).*

2. If the book is not editable, and you need to edit it, you should talk with your project administrator.
3. If it is not editable, try changing the view (see below).

## 4.3 Changing the view



### TIP

Paratext 9 has five views. All but the Preview view are editable.

- **Ctrl + E** -or-
- **≡ Tab** under **View** menu, choose the view (usually Standard).

## 4.4 Typing special characters



### CAUTION

Some orthographic characters are not found on the keyboard. To type these characters, you need to press more than one key.

1. Change your keyboard system as needed on your computer.

2. If you are using Keyman then choose your keyboard (e.g. Tchad Unicode (or for MS-Keyboards choose AF or TR/SQ/TZ/AF...))
3. Type the keys for the special character (see chart).



### TIP

You can use **Tab** under **View > Highlight Invalid Characters** to quickly see if you have typed any invalid characters.

## 4.5 Adding text in another marker – title or introduction



### TIP

Each piece of text needs to have a marker. The markers for the chapters and verses are already in your project. When you want to add text such as headings, or introductions etc you need to also add the appropriate marker as follows:

1. Move your cursor to the end of the previous paragraph:
2. Type **Enter** or type **\*\*\*\***
3. Type the marker (e.g. s1 or ip) **Enter** (or select it from the list).
4. Type the text

5. Add a paragraph marker after the (for example: \p)



### TIP

You must always have a USFM marker after a title and before the verse. This is usually \p (paragraph), but it can be different (for example \q1).

## 4.6 Add paragraph breaks



### TIP

Dividing the text into paragraphs:

1. Move the cursor to where you want to break the paragraph.
2. Press **Enter**
3. Type p, then **Enter**.

## 4.7 Saving your work



### TIP

It is important to save your work regularly.

- ≡ **Paratext** under **Paratext > Save All**
- –or– **Ctrl + S**

## 4.8 Insert Footnotes



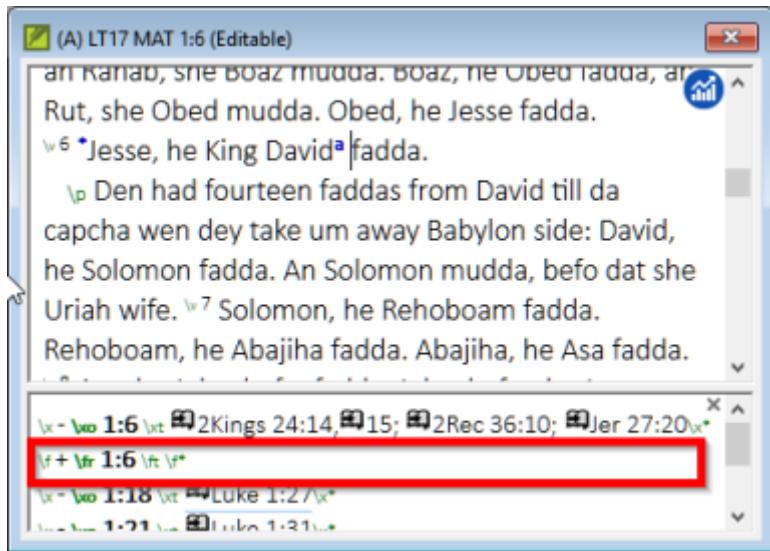
### TIP

You can add footnotes in the text at the place where you want the reference to appear.

- Move the cursor to where you want to insert the footnote.

#### 1. ≡ **Tab**, under **Insert > Footnote**

- *A set of footnote markers is added in the box below the text*



2. Type the text after the \ft



### TIP

If you hover your mouse over the superscript letter the text of the footnote will be displayed in a tip box.

- To **change** the footnote, **click** the superscript letter in the text.
- To **delete** the footnote, you can **delete** the superscript letter.

## 4.9 Send/receive



## TIP

It is essential to have a second copy of your translation and to share your work with others in your team. This is done by doing a send/receive as follows:

## Send/receive this project to the Internet

1. Make sure your computer is connected to the Internet.
2.  $\equiv$  **Tab under Project, > Send/Receive this project**
  - o *Paratext will immediately send/Receive i.e. without offering the different options.*

## Send/receive to the Internet

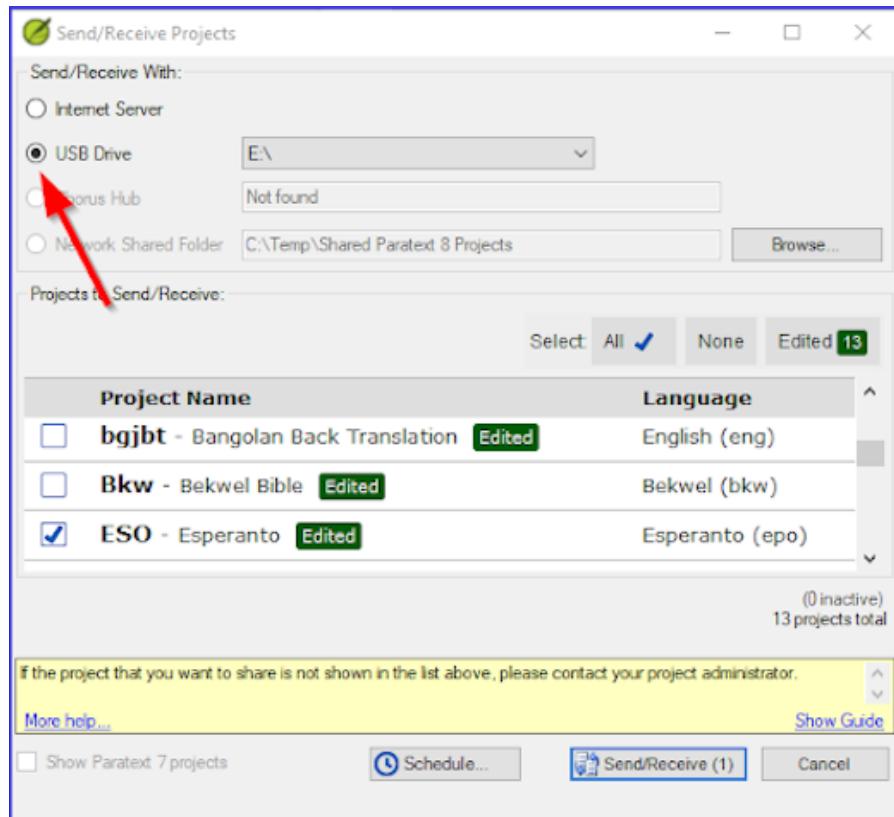
1. Make sure your computer is connected to the Internet.
2. If you want to send/receive other projects, or change the way to send/receive
3.  $\equiv$  **Paratext under Paratext > Send/Receive projects**
4. Choose **Internet Server**
5. Check the box next to the projects to Send/Receive.
6. Click **Send/Receive**.
  - o *The computer will make a copy of your files. A progress meter will be displayed. A message box will only appear if*

*there are any problems.*

## **Send/receive to a USB stick to backup your data**

It is essential to have a second copy of your translation. If you don't have access to the Internet, then you can use a USB stick. To backup your data to a USB stick you do a send/receive as follows:

1. Insert your USB key into your computer.
2.  $\equiv$  **Paratext**, under **Paratext > Send/Receive project(s)**



3. Choose **USB drive**.

4. Check the box next to the projects to Send/Receive.

5. Click **Send/Receive**.

- The computer will make a copy of your files. A progress meter will be displayed. A message box will only appear if there are any problems.*

## Send/Receive Again



### TIP

The next time you want to send/receive you can use the toolbar to send/receive using the same settings as the previous time. This option does not allow you to choose a different method or different projects.

1. Insert your USB stick into your computer or connect to the Internet.
2. Click the Send/Receive icon



- *Paratext will immediately send/Receive.*

## 4.10 Moving your cursor efficiently

A lot of time is spent moving your cursor to the place where you need to add text or make corrections. Here are some useful keystrokes to move your cursor quickly.

- The keys
  - arrow keys ← ↑ → ↓

- **Home, End, PgUp, and PgDn,**
- **F8** (chapter), **F9** (book)
- and **Ctrl** + any of those keys

## 4.11 Recall:

If the titlebar doesn't say Editable (or your name), you should try changing the \_\_\_\_.

To add a different marker (such as section heading) you press \_\_\_\_.

To add paragraph marker you type \_\_\_\_.

To insert a footnote, you use the \_\_\_\_ menu and choose \_\_\_\_.

To send/receive, you use the \*\* menu then \_\_\_\_.

### !(info)

[Answers: view, enter or \, enter, Insert, Footnote, File, Send/receive] :::

# 5. BC1 – Basic checks

**Introduction** In this module, you will check the chapters/verses and the markers using two methods: The Project plan and the project menus (4a.Checking).

**Before you start** You have typed your text in Paratext 9. Now you want to start checking. In this module we start with the first two basic checks. The remaining checks are covered in [BC2-Basic Checks](#) and [BC3 - Basic Checks](#).

**Why this is important** These checks allow you to be sure that you have all the chapters and verses and that the other markers are correct. It is important to run the chapter/verse check first because all the other checks depend on it. Doing these checks allows you to complete the Drafting stage.

**What you are going to do** You are going to run the first two basic checks using two different methods. The easiest way is to run the checks from the project plan. However, you can also do the checks from the project menu (**Tools**) if you need to check more than one book at a time.

## 5.1 Running checks from the project plan

It is easier to run the checks from the project plan.

1. View the project plan by clicking on the icon (at the top right of your project window).



2. If there are any "issues" (errors), click the blue link to the right

- o A window appears with a list of the errors.

Chapter/Verse Numbers	 (Unassigned) ▾	MAT 1-28	12 issues
Markers	 (Unassigned) ▾	MAT 1-28	20 issues

3. Double-click a line in the list.

4. Correct the error in your project.

5. Double-click the next line in the list.

6. Continue for each error.

Confirm that the errors have been corrected

1. Click **Rerun** button.

- o A results list shows any remaining errors.

2. Close the results list window.
  - o *Fix any errors.*
3. Otherwise, return to the project plan
4. Click on the link to show the issues from the markers check.

See 'How to use Checking Tools (9.1 - 1.4).mp4' for examples of how to correct some common errors.

## 5.2 Running the checks from the menus

If you want to check more than one book at a time, you can run the checks from the project menu **Tools** menu.

### Chapter/ Verse

Find the errors

1. Click in your project window
2.  $\equiv$  **Tab**, under **Tools** > **Run Basic Checks**
3. Check only **Chapter/verse numbers**
4. Uncheck any other checks
5. If necessary, click **Choose...** and choose the book you want to check
6. Click **OK**

- A window appears with a list of the errors.

## Correct the errors

1. Double-click a line in the list.
2. Correct the error in your project.
3. Double-click the next line in the list.
4. Continue for all the errors.
5. Click **Rerun** button to check that all the errors have been corrected.
6. Close the results list window.

## Markers check

The markers check displays an overview of the markers in your text. You cannot change anything, but you can look for markers which may be errors.

1. ≡ **Tab**, under **Tools > Checking Inventories** then **Markers Inventory**
  - The list is displayed showing an overview of the markers in your text.
2. Close the marker inventory.
3. ≡ **Tab**, under **Tools > Run Basic Checks**

4. Check the **Markers**

5. Click **OK**

6. Correct any errors.

# 6. PP2 – Project progress

**Introduction** In this module, you will learn how to update your progress by marking tasks as completed. You will also create a progress report.

**Before you start** You have been working on your translation and have finished a task. You now want to update your progress.

**Why this is important** For the project plan to work well, you need to mark the tasks you have finished. This allows Paratext 9 to make the next task available for the other team members. It also gives Paratext accurate information on your progress for the reports. Creating a progress reports helps you prepare a report for your supervisors and funders.

**What you are going to do** You will open the assignments and progress window and update the progress made. You will then produce a report.

## 6.1 Make sure the progress of the plan is up to date

1. Open the project plan (using the button)

2. Update the progress on all tasks (see PP1 for instructions on each type of task).

## 6.2 Change an assignment



### CAUTION

This can only be done if you have progress permissions.

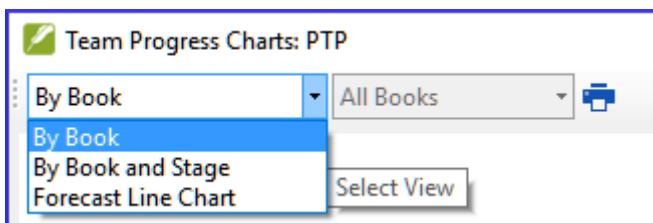
1. From the **≡ Tab**, under **Project** menu, select **Assignments and Progress...**
2. From the first drop-down list at the top left of the dialog, select **All Tasks**.
3. In the **Assigned to** column, use the drop-down list to choose who will have responsibility for the task or check (listed in the **Task/Check** column at the far left).

## 6.3 Produce a progress report

1. From the **Tools** menu, select **Project Health Report....**
2. Choose the project(s) to report
3. Click **OK**.
  - *The report will contain a column for each project you selected.*

## 6.4 View team progress charts

1. From the **≡ Tab**, under **Project** menu, select **Progress charts...**



2. Use the first dropdown box to choose the type of chart
3. Choose the books as necessary.
4. Click the print icon
  - o A window opens
5. Click the **Print** icon
6. Choose your printer (or PDF printer)
7. Click **OK**.

# **Stage 2 – Team Checking**

**Introduction** The second stage of a translation project involves checking by the team. In this second stage you will use many tools to ensure that you have been consistent in your translation. You will read through your text, work on proper names, Biblical key terms, spell checking, and formatting checks. You will also print out a draft and use a variety of notes: project notes, spelling notes, Biblical terms discussion notes to record your questions, discussions and decisions.

The following modules will help you in this stage:

- 1. PN – Proper Names**
- 2. SP – Spell Checking**
- 3. GL – Glossary**
- 4. BT – A 4-Step process for consistent Biblical Terms**
- 5. MP – Compare a word or phrase**
- 6. BC2 – Basic Checks**
- 7. FC – Formatting checks**
- 8. PD – Printing Drafts**
- 9. UN – Using Notes**

# 7. PN – Proper Names

**Introduction** In this module, you will check that the proper names have been transliterated consistently. There are two ways to do this. One way is to have Paratext guess the proper names based on statistical analysis of a model text. The other way is to tell Paratext the changes for specific characters.

**Before you start** You have (or are working on) the rules for transliterating the names.

**Why this is important** You want to be consistent so that is clear who is being referred to in the text.

**What you are going to do** You will:

- filter the Major Biblical terms list on Names.
- EITHER use the **Guess renderings** tool to guess the appropriate rendering of the names.
- OR use the **Adapt Names** tool to enter your transliteration rules for each letter.
- edit and approve the individual names.
- add the approved names as proposed names in the Biblical terms list.

- work through the Biblical Terms list to ensure that all the verses are consistent.

## 7.1 Run the Biblical Terms tool

1. Click in your project
2.  $\equiv$  Tab, under **Tools > Biblical Terms ...**

### Open list of terms

1.  $\equiv$  Tab, under **Biblical terms > Select Biblical terms list**
2. Double-click the **Major Biblical Terms** list

### Choose your reference text as a comparative text

1. Click the **Comparative Texts** button on the toolbar.

Comparative Texts

2. Choose your reference text, then click → (right arrow).
3. Click **OK**.

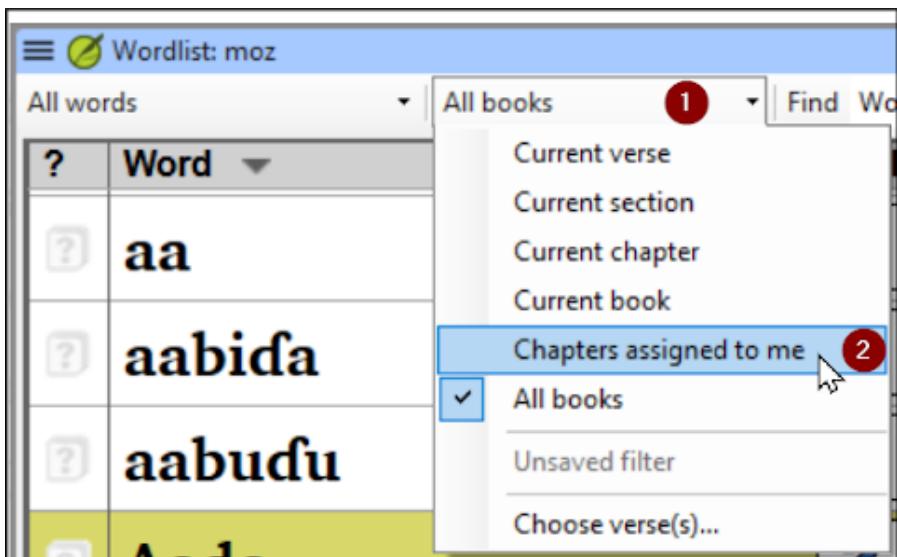


**TIP**

The terms column is in Greek (or Hebrew) by default. You can see the terms in a roman script by using the **≡ Tab**, under **View menu > Transliterate terms.**

## Change various settings

1. Click the second filter button



2. Choose **Chapters Assigned to Me**

## Filter for names

1. Click the first filter button
2. Choose **New Filter**

3. In the dialog box, under **Categories...**

4. Select **Names**

5. Click **OK**

## 7.2 Guess Renderings for proper nouns

1.  $\equiv$  **Tab**, under **Tools > Guess renderings**

2. Click **OK**

- *Paratext will add renderings to any terms which do not have a rendering (with an orange background)*

3. You will need to approve these renderings (see 7.4)

## 7.3 Adapt names

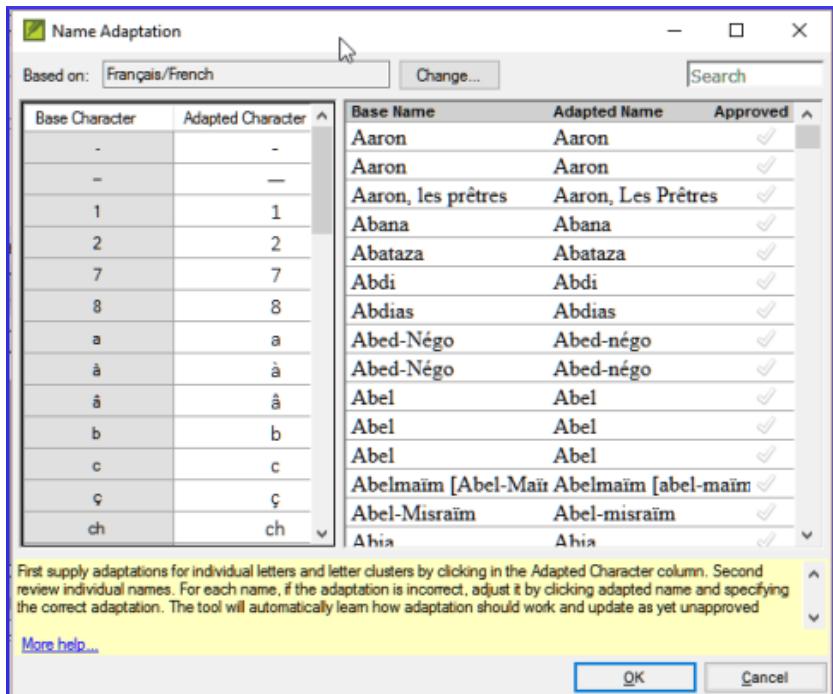
Adapting names should be done in the early stages of a translation project, before you have approved renderings of proper names.

Otherwise you can use the guess renderings (see above).

1.  $\equiv$  **Tab**, under **Tools > Adapt Names**

2. Choose the language of your reference text (e.g. English or français)

- *The Name Adaptation dialogue is displayed*
-



## Enter the changes for the individual letters (or letter clusters)

- In the left pane, fill in the "Adapted Character" column for the individual letters or letter clusters.

## Then revise and approve the Adapted Name

- Work through the **Adapted name** column in the right pane.
- For each name, if the adapted name is incorrect, click on the name in the **Adapted Name** column,
- Edit the name and click **OK**

4. Once the name is correct, click in the **Approved** column.
5. Click **OK**.

 **INFO**

Paratext 9 will propose a name (in red) in the rendering column of the biblical terms tool.

## 7.4 Ensure your text is consistent

You need to work through the list and confirm that all the verses use the name consistently.

1. Click the name in the top pane.
2. Click on a verse in the lower pane which doesn't have the proposed form of the name.
3. Click on the Edit link
4. Correct as necessary, then click **Close**
5. Repeat for each name.

## 7.5 Add an alternative rendering

1. Click the name in the top pane.

2. Select the word(s) in your text
3. Click on **Add rendering** button or **Ctrl+A**

## 7.6 Dealing with verses that do not have the name translated



### TIP

There are times when a verse is correctly translated even though you have not used the name. For example, a pronoun is used instead of the name. In this case you need to tell Paratext 9 that it is correct (that is, deny that the rendering is missing).

- Click the red cross at the left of the verse reference
  - The cross turn into green tick (4a.Check) with a red cross .





- If you clicked on the red cross by mistake, click again on the icon



## TIP

Paratext 9 does not find names in the introductions, headings, footnotes, captions or glossary. (You could use the Word List to find possible mistakes.)

## 7.7 Recall

- To transliterate proper names, you \_ **the** \_\_\_ list on names.
- Then use the \_\_\_ menu and \_\_\_ command.
- After entering the \*\* changes then \_\*\*\_\_\_ the adapted names.
- Paratext 9 then enters a \_\_\_ rendering for all the names.
- You then work through the list \_ **and/or adding renderings and making sure that all verses are \_.**
- You can add a rendering by selecting the text and pressing **Ctrl+\_\_.**
- If a pronoun is used you can \_\_\_ the rendering by clicking on the .



:::info

[Answers: filter, Major Biblical Terms, names, Tools,  
Adapt Names, character, approve, proposed,  
correcting, consistent, A, deny]

:::

# 8. SP – Spell Checking

**Introduction** This module explains how to check for spelling mistakes in the text you have typed into your project in Paratext 9.

**Before you start** You have typed your text in Paratext 9 and have done some checks but there may still be spelling mistakes.

**Why is this important?** It is important to correct any spelling mistakes so that your text will communicate clearly.

## What you are going to do

- Configure the wordlist to build up a base of correct words.
- Work through your text with red squiggly lines showing words that Paratext does not know are correct.
- Work through your wordlist, either correcting mistakes or telling Paratext 9 that the words are correct.
- Use a variety of checks from the word list.
- Add a spelling discussion note to words that need further discussion before deciding on a correct spelling.

## 8.1 Configure the word list



## TIP

Before you can check the spelling, it is important to have a base of words that are known to be correct. There are three things we can do:

## Approve the spelling of common words

In Paratext

- ≡ **Tab**, under **Tools > Wordlist**

In the Wordlist

- ≡ **Tab**, under **Tools > Approve spelling of common words**
- Enter a number



## TIP

The number is the number of times the words must appear to automatically mark it as being spelled correctly. The default is 100 but you can choose more (if you have doubts about the text) or less (if you are confident about the accuracy of the typist).

- Click **OK**

- Click **Yes** (to confirm that you cannot undo)

## Check the words that Paratext thinks are incorrect

In the Wordlist ( $\equiv$  **Tab** under **Tools > Word List**)

- $\equiv$  **Tab**, under **Tools > Spell Check > All checks**
  - A list of words is displayed.
- Click on a word in the top pane.
- If the word is correct – click the green checkbox at the top of the column



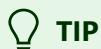
- If the word is incorrect, but Paratext 9 has suggested the correct word, then click the blue link for the correct word.
- If the word is incorrect, and Paratext 9 hasn't suggested the correct word, click on the red checkbox and correct the word. (See 9.3)



## Check similarly spelled words

In the Wordlist

- ⌘ Tab, under **Tools > Find Similar Words**
- Enter letters which sound alike separated by / (e.g. s/sh/z)



### TIP

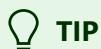
Depending on your language, tick or untick “Ignore all diacritics when comparing words”.

- Click **OK**
  - A list of words is displayed.
- Correct the words (as described above).

## 8.2 Spell checking – from the text{#82mc}

In Paratext

- ⌘ Tab, under **View > Display spelling**



### TIP

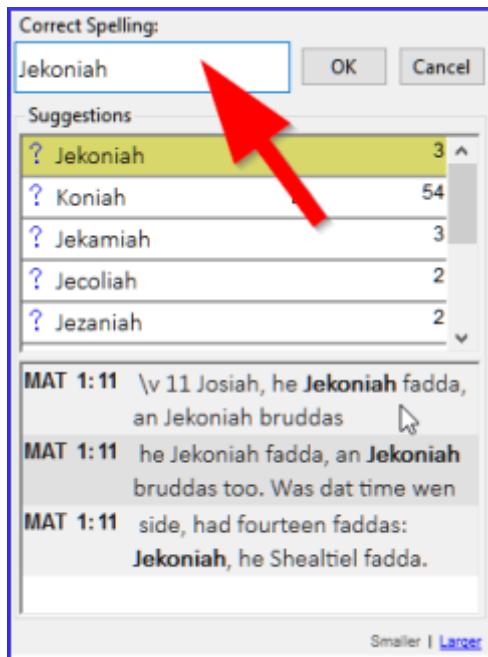
A progress meter is displayed initially, then all the words that are either unknown or incorrect have red squiggly lines underneath. :::

## Making corrections

Paratext 9 will underline in red the words that have not been approved in the word list. This either means that the word is misspelled or unknown.

:::

- Right-click a word which is underlined in either red or grey
  - A *dialogue is displayed*



- Either type the correction in the box or select the correct word from the list
- Click **OK**



### TIP

When possible, it is better to use the spelling check even when making minor corrections as Paratext 9 will remember the correction and you can apply the correction if it happens again.

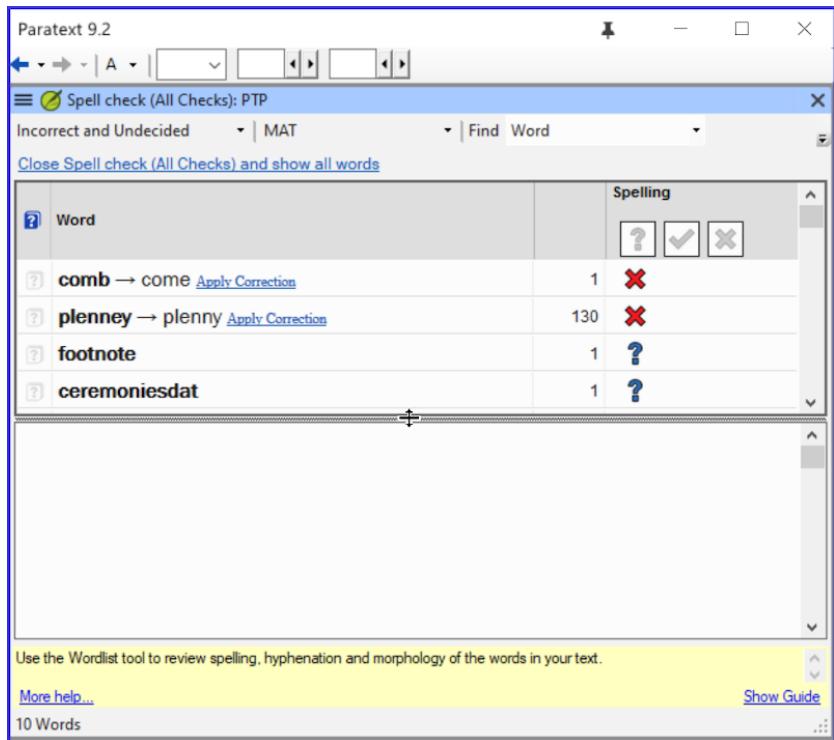
When there is more than one correction, a dialog box is displayed.

Choose as appropriate:

- **Yes** = changes this verse and looks for the next
- **No** = skips this verse and looks for the next
- Yes to all – **is dangerous**, use with caution
- **Cancel** = stops further changes

## 8.3 Spell checking – current book

- ≡ **Tab**, under **Tools > Spell Check Current Book**
  - *A window appears with a list of some words in the current book.*



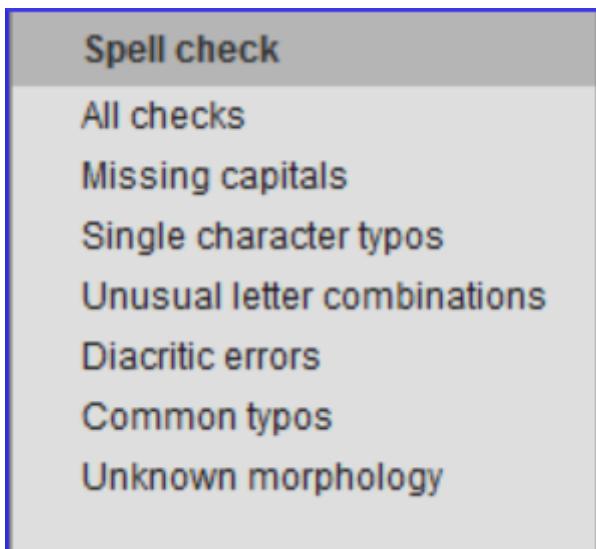
- Make corrections as explained above 8.2
- Click **More items available** to see additional words.
- Continue as needed.

## 8.4 Spell checking – from the wordlist

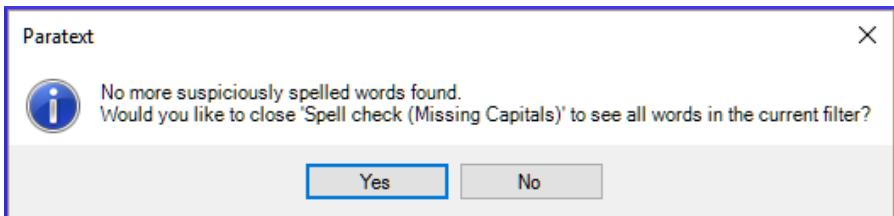
### Using the checks

## In the Wordlist

- ≡ **Tab**, under **Tools > Spell check >**
- Choose the desired check (see descriptions below)



- A *list of words is displayed.*
- Make the corrections as needed.
- Click **More items available** to see more words.
- Continue as needed.
- When the list is finished, a message is displayed



- Click Yes.

**All checks** This runs all of the checks. This is very useful as it will find all types of errors especially words with multiple types of errors.

## Missing Capitals

- A list of words is displayed which have capitalised forms but are not always capitalised (that is both forms are used). The list shows the word with a lower case, then the capitalised form below it, which has a blue link to the word



- Click the blue link to the capitalised form



- Click the appropriate blue link.

- *Show incorrect* (to see the verses)
- *The two forms are acceptable* (to accept both forms)
- *Capitalise All* (to correct all the words)

**Single Character Typos** A list of words is displayed with links to other words which are similar but only have one letter different.

**Unusual Letter Combinations** A list of words is displayed which have unusual combination of letters (such as consonant or vowel clusters ...).

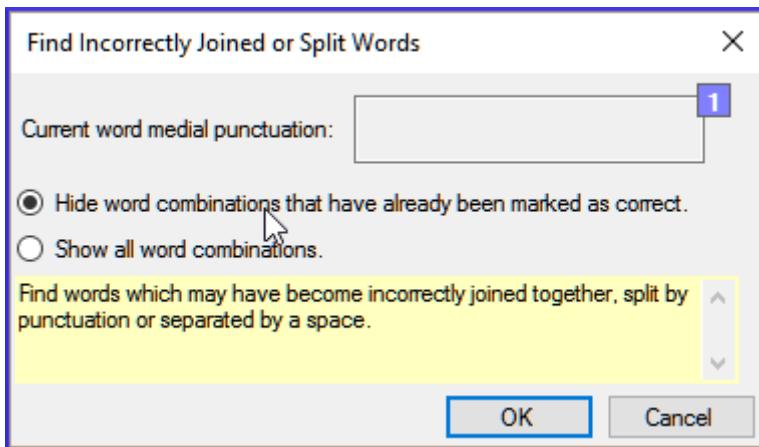
**Diacritic Errors** A list of words is displayed with links to other words which are the same except for the diacritics.

**Common Typos** A list of words is displayed which have the same type of problem which have already been corrected in other words. E.g. if you have already corrected "teh" as "the", and it finds "tehm" it will suggest "them".

**Unknown Morphology** A list of words is displayed which the computer has not been able to guess the morphology based on other words.

**Find incorrectly joined or split words** In the Wordlist ( $\equiv$  **Tab**, under **Tools** – Wordlist)

- ≡ Tab, under Tools> Find Incorrectly Joined or Split Words



- Type in any punctuation which can be in the middle of a word  
e.g. - '
- Click **OK**
  - A *list of words is displayed with similar words grouped together.*

Word	Spelling
a ahiyana	2 ?
aahiyana	8 ?
a alobwana	3 ?
aalobwana	5 ?
a Amoni	1 ?
aAmoni	1 ?

GEN 30:43 anamalaba a alobwana ni **a ahiyana**, akamelo ni abuuru.  
MAT 23:13 nyuba dha amaamukwele **a ahiyana** mwawaakaga dhookalana dheewa,

Use the Wordlist tool to review spelling, hyphenation and morphology of the words in your text.

[More help...](#) [Show Guide](#)

## Correct a word which was incorrectly marked

- Find the word in the list (using the filter if necessary)
- Click on the line to see the word in context
- Click the correct spelling status.

## 8.5 Spelling discussion note



### TIP

If you have not made a final decision on the spelling, you can add a spelling discussion note.

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

The screenshot shows the Paratext Wordlist window titled "Wordlist: MTT4". The window has a toolbar with "All words", "Find", and "Word" buttons. A dropdown menu is open above "All words". The main area is a table with columns: "Word", "Spelling", "Last used", and "Count". The table contains three rows:

Word	Spelling	Last used	Count
a	?	1975	1
aa	?	3	1

A tooltip at the bottom left says "Double-click to create spelling note." The "Spelling" column includes icons for question mark, green checkmark, and red X.

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

# 9. GL - Glossary

**Introduction** This module explains how to add entries to the glossary using the Biblical terms tool.

**Before you start** You have drafted and entered your text in Paratext 9. Now you will add some glossary entries to explain some of the terms.

**Why this is important** It is good to have a list of important words and their explanations so that the readers can understand the text well. Rather than typing directly into the glossary, it is better to use the Biblical terms tool as it keeps the Glossary in alphabetical order. The tool also keeps track of the changes to the glossary.

**What you are going to do** You will use the Biblical terms tool to add a rendering for the term and then use the glossary tab to enter the citation form and the definition.

There are four training videos available on adding, linking and editing and getting permission to edit glossaries. (P9 1A.4a-d).

## 9.1 Open the Biblical Terms tool

1. Move to a verse which contains the term you want to add to the glossary.
2. Right-click and choose **View Biblical Terms**, then **Current Verset(s)**
3. Check that you have the correct list open (e.g. your project list or the NT Key Biblical Terms [SIL])

Terme	Catégorie	English	Fréquence	Trouvé	Renderings (PTP)
Ἀαρὼν	Name	Aaron - the elder broth...	5/5	✓	Aaron
ἀββά	Beings	abba; father - (title for ...	3/3	✓	Papa Daddy
Ἄβραάμ	Name	Abraham - the patriarch...	69/69	✓	Abraham
ἀγάπη-Ι	Attributes	love - a feeling of love f...	105/105	✓	love aloha
Ἄγριό		Hagar - the handmaid ...	2/2	✓	Hagar

**PTP**      **RSV**      **NLT07**

**MAT 24:12**

Goin get mo an mo peopo dat goin erytime broke da Rules From God mo an moa, az why plenney peopo no goin get **aloha** fo each odda no moa.

And because wickedness is multiplied, most men's love will grow cold.

Sin will be rampant everywhere, and the love of many will grow cold.

**LUK 11:42**

"Bummases you Pharissee guys! You goin get it! You guys give God ten percent a eryting, even da mint, an da rue spice, an all da odda kine herbs. But same

"But woe to you Pharisees! for you tithe mint and rue and every herb, and neglect justice and the love of

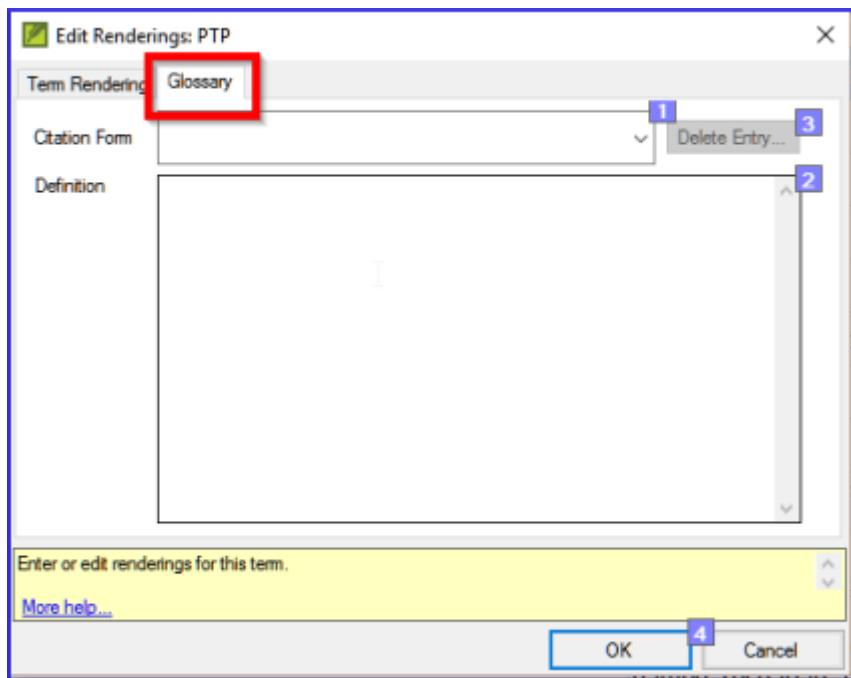
"What sorrow awaits you Pharisees! For you are careful to tithe even the tiniest income from your herb

291 of 328 terms shown | Expected in 105 verse(s): found in 104, denied in 1, missing in 0 | Match based on stems: OFF

4. To change the list, from the **≡ Tab**, under **Biblical terms** menu choose **Select biblical terms list**

## 9.2 Add an entry

1. Double-click on the term in the list in the top pane
2. Click the **Glossary** tab



3. Type the citation form of the term (i.e. the way you want it in the glossary) [1]
4. Type the Definition [2]
5. Click **OK**

- *The word(s) and the definition will be added to the glossary in alphabetical order.*

## 9.3 Link an existing entry



### TIP

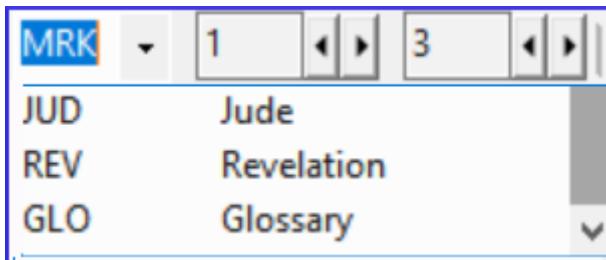
If the word is already in the glossary, you can link a biblical term to the existing entry in the glossary. Later in stage 6 you will link the biblical term to the text to add the \* in the printed text or the link in the electronic app.

1. From the **Biblical Terms** tool
2. Check that you have the correct list open (e.g. your project list or the NT Key Biblical Terms [SIL])
3. Double-click on the word in the list in the top pane
4. Click the **Glossary** tab
5. Click the down arrow near the citation form [1]
6. Choose the entry from the glossary
7. Click **OK**

## 9.4 View the glossary

In Paratext

1. Use the navigation bar to change the book



2. Choose the **GLO** book

## 9.5 Edit an entry – in the GLO book

In Paratext

1. Open the **GLO** book
2. Edit the text as normal.

## 9.6 Edit an entry – in the Biblical Terms

1.  $\equiv$  **Tab**, under **Tools > Biblical terms...**
2. Double-click on the word in the list in the top pane.
3. Click the **Glossary** tab
4. Edit the definition
5. Click **OK**.

## 9.7 Add a Biblical Term

- see the section 10.7 (Add a term – from reference text search)

## 9.8 Recall

- You open the Biblical Terms tool from the \_\_\_ menu.
- The **Glossary** tab is on the \_\_\_ dialogue. To open this dialogue you \_click on the term in the \_\_\_ pane.
- To view the glossary, you change to the \_ book (after Revelation).

 **INFO**

[Answers: right click, Edit Rendering, double, top, GLO]

# 10. BT - A 4-Step process for consistent Biblical Terms

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

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

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

**What you are going to do** This method boils down to a short list of steps:

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

## 10.1 Open the Biblical terms rendering window

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

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

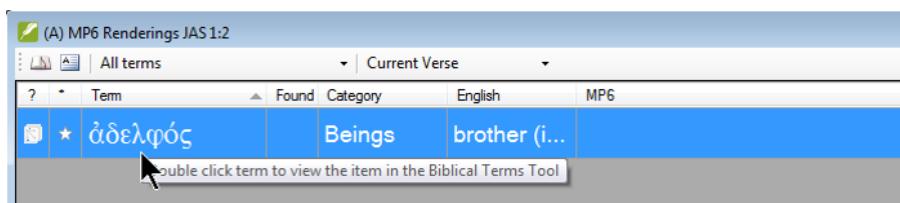
**Find the terms for the current verse**

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

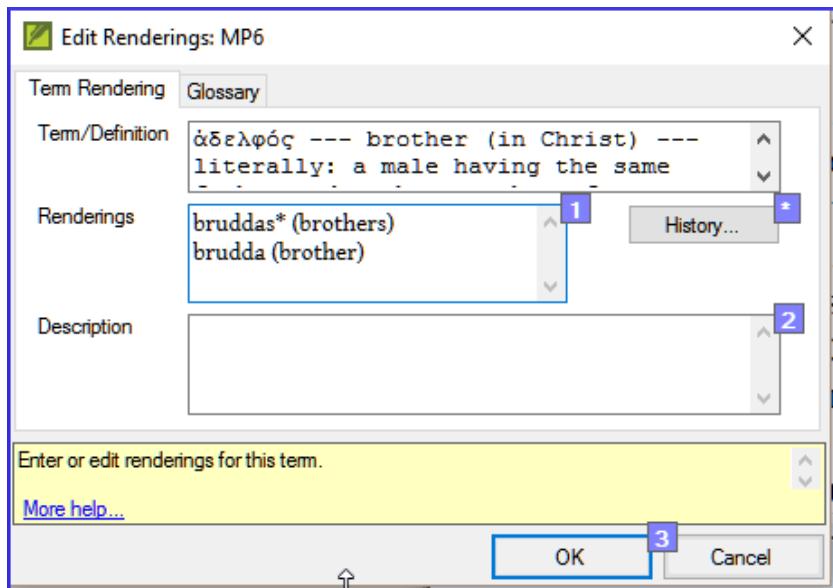
## Add another rendering

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

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



- The edit renderings dialog is displayed.



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

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

- Double-click on a word in the **Term** column
  - *The Biblical Terms Tool opens*
- From the second filter button choose **current book**

The screenshot shows the Paratext software interface with the title "Major Biblical Terms: MP6". The menu bar includes File, Edit, View, Insert, Tools. The main window displays a table of terms under "All terms". The first row shows "ἀδελφή" with a count of 13. The second row shows "ἀδελφός" with a count of 0/3. A context menu is open over the first row, listing options: All Books, Current Verse, Current Section, Current Chapter, Current Book (which is highlighted with a blue selection bar), Chapters Assigned to Me, All Books, Unsaved Filter, and Choose Verse(s)... A cursor arrow points to the "Current Book" option.

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

### Add renderings from the other verses

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

### Dealing with verses that do not use the term



#### TIP

There are times when a verse is translated without using the actual term. For example, when a pronoun is used. In this case

you need to deny that it is an error.

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



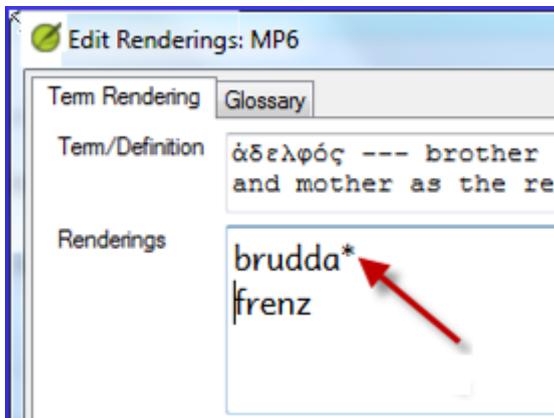
#### CAUTION

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

### 10.3 B: Identify the best term

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

- Add \* as necessary to combine similar renderings



### TIP

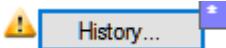
You can use *in a number of different ways: before the word for prefixes and after the word for suffixes. You can also put an in the middle of a word.* See the guide for more ways of using the \*.

## 10.4 C: Reject all the others

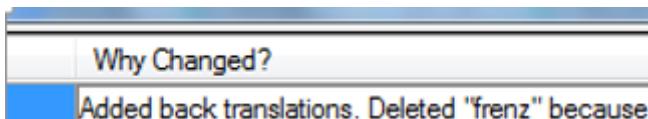
- Select and cut the other renderings.

## 10.5 D: Document the reason for the change

- Click on the **History** button



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



- Click **OK**

### If you need more than one rendering



#### TIP

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

- Open the Edit renderings dialog box
- Edit the renderings as needed.

### Clean up other books (as time permits)

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

## Add the Biblical terms notes — ongoing discussion

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



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

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

## Add the decision to the renderings description

- Double-click on the term
- Type the agreed-on rendering in the description field

The screenshot shows the Paratext software interface. On the left, a list of terms is displayed with icons and yellow stars. One term, 'ἀδελφός', is highlighted with a red arrow. On the right, the 'Edit Renderings: MP6' dialog box is open. It has tabs for 'Term Rendering' and 'Glossary'. Under 'Term Rendering', there is a 'Term/Definition' section with the Greek word 'ἀδελφός' followed by its English definition: 'brother (in Christ) --- literally: a male having the same father and mother'. Below this is a 'Renderings' section containing three entries: 'bruddas\*' (brothers), 'brudda (brother)', and 'frenz (friends)'. Under 'Description', there is a large empty text area with a red arrow pointing to it. Numbered callouts (1 and 2) are placed near the 'History...' button and the 'Description' area respectively.

- Click OK

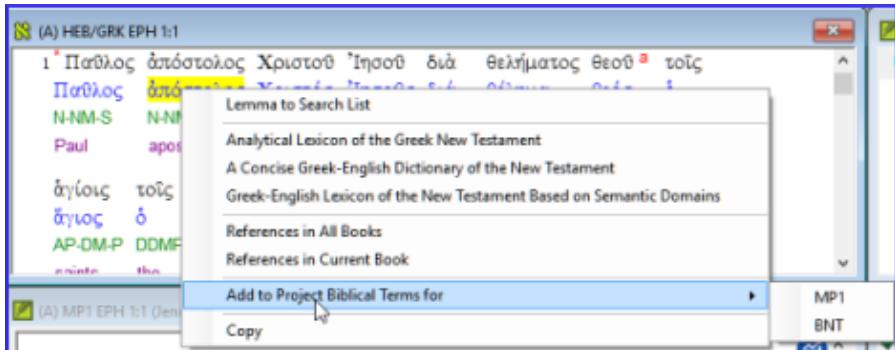
## 10.6 Add a term – from the source language text



### TIP

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

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



3. Choose **Add to project biblical terms for**

4. Choose your project

5. Edit the gloss if necessary

6. Click on the **Advanced** tab

7. Edit the terms if necessary

8. Click **OK**

### **View the new term**

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

## **10.7 Add a term – from reference text search{#107Add}**



## TIP

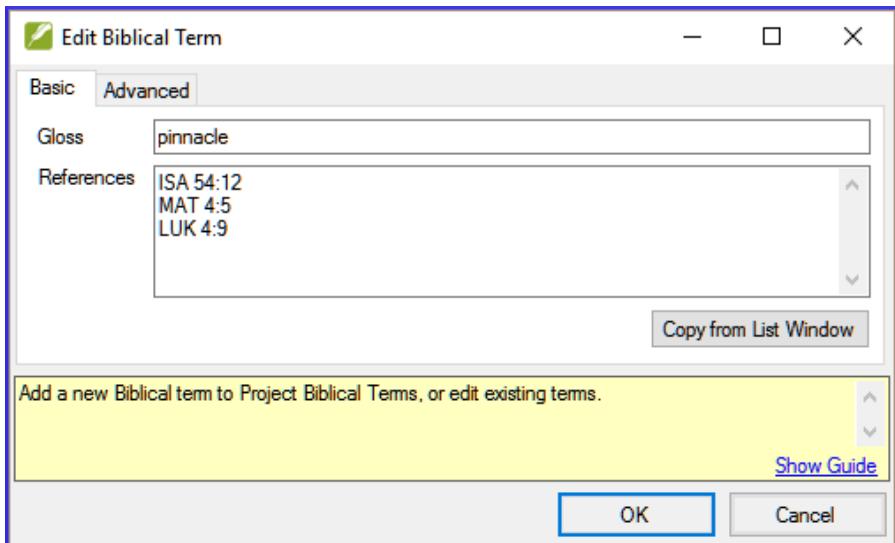
There will be terms which are important for your language and culture that are not in the list. You can add these terms to your project list.

### In Paratext

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

### From the list of results

1.  $\equiv$  Tab, under **Edit**> **Add to Project Biblical Terms**, then choose your project



2. Edit the gloss if necessary
3. Click on the **Advanced** tab
4. Type in a name for the term
5. Click **OK**

# 11. MP – Compare a word or phrase

**Introduction** In this module, you will search for a word or phrase in a project and compare it with the translation of that word or phrase in another project.

**Why this is important?** In Paratext 9 (and above), you can see where a word or phrase is found in one project and compare it with the equivalent word or phrase in one or more other projects. For example, you can see where "roi" is found in a French project and compare it with "rey" in a Spanish project.

## What will you do?

You will

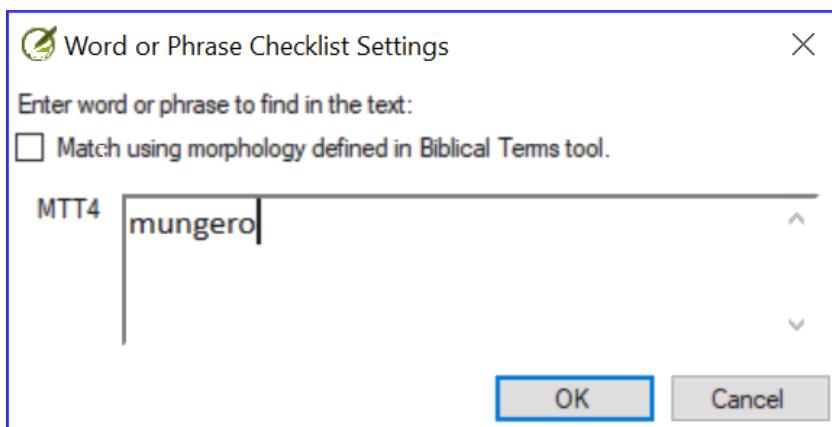
- use the checklist "Word or Phrase" from both the text and also from the Biblical Terms Tool.
- change the settings and comparative texts
- type the word or phrase to compare for each project

### 11.1 Compare a word or phrase – from the text

## TIP

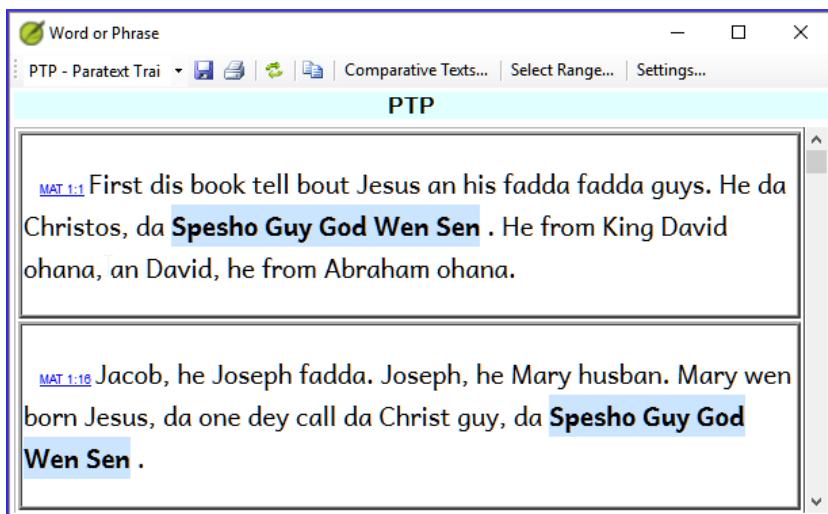
Your very first comparison won't work there are no comparative texts chosen yet. You need to type in a word to search for before it will let you set the comparative texts.

- Click in the project that you want to compare
- From the **≡ Tab**, under **Tools**, point to **Checklists**, and select **Word or Phrase**.
  - *The Settings dialog is displayed.*

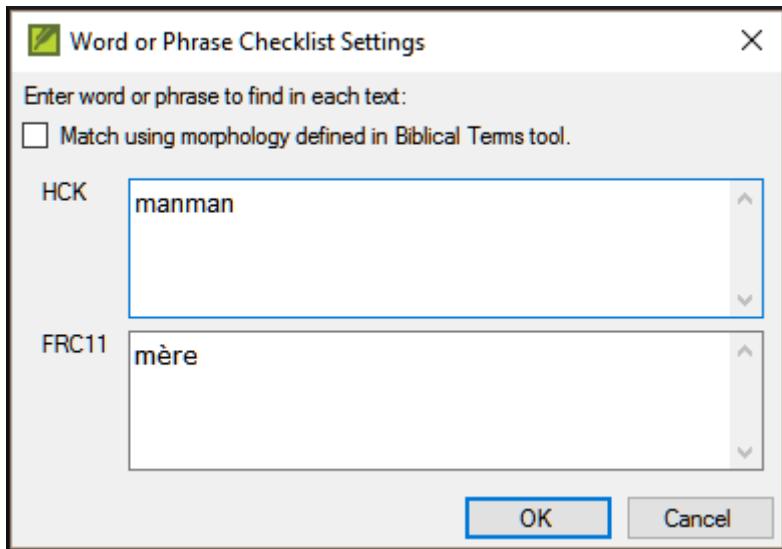


- Enter the word or phrase that you want to see into the textbox for each project of the dialogue
- Click **OK**

- A window is displayed.



- Choose the texts to compare
- Click **Comparative Texts...**
- Choose the texts that you want to compare and click **OK**.
  - The **Settings** dialogue is displayed.



## Type the word or phrase to compare

- Type the word or phrase that you want to compare in the textbox for each of the projects, then click **OK**.
  - A window is displayed with a button **Hide matches** on the toolbar.

**Hide Matches**



### TIP

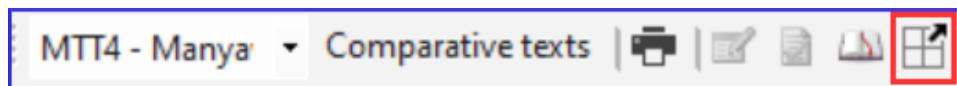
You can use the **Hide matches** button to show only those references where there are differences. The word or phrase is

highlighted in light blue.

## 11.2 Compare using a Word or Phrase from the Biblical Terms tool

In the Biblical Terms tool

- Choose a term which has a rendering
- Click on the tool icon



- *The Settings dialogue is displayed with the rendering filled-in.*



- Type the word or expression for the other projects
- Click **OK**

 **TIP**

- If you want to compare more than one word or phrase at a time, type **Enter** after each word or phrase so that they are on separate lines.

# 12. BC2 – Basic Checks

**Introduction** In this module, you will learn to do several other basic checks (**Characters**, **punctuation**, **capitals**, and **repeated words**). As in the first Basic Checks module (**BC1 – Basic checks**), it is easiest to run these checks from the project plan. However, if you want to check several books, you will need to use the **Verification** menu.

**Before you start** You have typed your translation in Paratext 9. Be sure that you have checked the chapter/verse numbers and markers, as described in **BC1 – Basic checks**, before continuing and that your administrator has either completed the setup of the checks or is with you to do the setup now.

**Why this is important?** Paratext 9 has eleven **Basic Checks**. You have already seen the first two, chapter/verse numbers and markers. This module will help you to find errors linked to spelling, punctuation, capital letters and repeated words. Even though these errors may not influence the content of the text, correcting them makes the text easier to read.

**What we are going to do:** Most of the checks require that an inventory has been completed by your administrator. In this module you will

- confirm that the setup has been done (or have the administrator do the setup)
- do the Basic Checks
- correct any errors.

## 12.1 Confirm the setup

Before you can run these other basic checks some form of setup must be done. Some checks require an inventory others require rules or settings.

### CAUTION

You can do most of the inventories, but only your Administrator can do the rules or settings.

## 12.2 Using inventories to setup checks

### TIP

These inventories show what is currently in your text, that is, both the good and the bad. You need to work through the inventory and tell Paratext 9 which elements are correct (valid) and which are errors (invalid).

Once you have finished the inventory you will be ready to do the check.

- From the **≡ Tab**, under **Tools > Checking inventories** menu, choose the appropriate inventory (for example Character inventory).
- Click on an item in the list in the top pane.
  - *The verses are shown in the bottom pane.*
- For each item in the top pane, choose either **Valid** or **Invalid**.
- Repeat for each item.
- Click **OK**.



### TIP

Instead of using the mouse, you can use **Ctrl + y** to mark an entry as **Valid** or **Ctrl + n** to mark an entry as **Invalid**.

## 12.3 Characters



### TIP

This check (and inventory) helps you identify all the incorrect characters, i.e. the characters which are not in your alphabet.

### Setup required

- ≡ **Tab**, under **Tools > Checking inventories > Character inventory**
- For each item, choose **Valid** or **Invalid**.

## Check

- ≡ **Tab**, under **Tools > Run Basic Checks**
- Check **Characters**
- Click **OK**.
  - A *list of errors is displayed.*
- Make any corrections as needed.

## 12.4 Punctuation



### TIP

Identify all the incorrect or misplaced punctuation marks. (Use the Unicode character column to clearly identify the punctuation.)

### Setup required

- ≡ **Tab**, under **Tools > Checking inventories > Punctuation Inventory**

- Check each punctuation mark in its context. ::info The contexts can be: **word initial**, **word medial**, **word final** or **isolated** (space before and after). :::

 Punctuation Inventory: MP6

Punctuation	Unicode value	Valid	Count	Context
'	0027	?	1	Word Medial
_/_	002F	?	14	Isolated
-_-	002D	?	16	Word Final
_[_	005B	?	17	Word Initial
_]	005D	?	17	Word Final
_{{	007B	?	43	Word Initial
_}}	007D	?	44	Word Final
_&	0026	?	74	Word Initial

- Click **OK**.

## Check

- ≡ **Tab**, under **Tools > Run Basic Checks**
- Check **Punctuation**
- Click **OK**.
  - A list of errors is displayed.
- Make any corrections as needed.

## 12.5 Matched Pairs

## Setup required

- ≡ Tab, under > **Unmatched pairs of punctuation**:
  - If the list is empty, then there are no errors.
  - If necessary, click **Options...** to add other pairs

## Check

- ≡ Tab, under **Tools** > **Run Basic Checks**
- Check **Unmatched pairs of punctuation**
- Click **OK**.
  - A *list of errors is displayed.*
- Make any corrections as needed.

## 12.6 Repeated words

### (!) INFO

This check is to identify words that have been repeated in the text. This may indicate an error, but not necessarily.

- ≡ Tab, under **Tools** > **Checking inventories** > **Repeated words inventory**:
  - For each item, choose **Valid** or **Invalid**.

## Check

- ≡ **Tab**, under **Tools > Run Basic Checks**
- Check **Repeated words**
- Click **OK**.
  - A *list of errors is displayed.*
- Make any corrections as needed.

## 12.7 Capitalization



### TIP

The capitalization check looks for several types of capitalization problems. There are four inventories for capitalization, but only one check. You may need to click on the **Options** button to add markers or punctuation.

### Setup required

- ≡ **Tab**, under > **Tools > Checking inventories > Markers**  
**Missing Final Sentence Punctuation**
  - For each item, choose **Valid** or **Invalid**.
- ≡ **Tab**, under > **Tools > Checking inventories > Markers followed by a lower case letter**
  - For each item, choose **Valid** or **Invalid**.

- ≡ **Tab**, under > **Tools** > **Checking inventories** > **Punctuation Followed by a Lower Case letter**
  - For each item, choose **Valid** or **Invalid**.
- ≡ **Tab**, under > **Tools** > **Checking inventories** > **Mixed Capitalization**
- If you have lowercase prefixes, click **Options** and enter the details.
  - For each item, choose **Valid** or **Invalid**.

## Check

- ≡ **Tab**, under **Tools** > **Run Basic Checks**
- Check **Capitalization**
- Click **OK**.
  - A *list of errors is displayed*.
- Make any corrections as needed.

## 12.8 Making minor corrections



### CAUTION

It is possible to make minor corrections from within a displayed inventory. However, if there are several errors it is best to run the check to make the corrections.

- Click on a verse in the lower pane
- Hold the **Shift** and double-click
- Make the correction
- Click **OK.**



### TIP

In some cases, it is preferable to use the Wordlist or the spell checker to correct several errors at once.

**Review** There are many basic checks in Paratext 9. The table below summarizes the setup needed for each of the checks.

Check	Setup
Chapter/verse numbers	none
Markers	Marker inventory
Characters (Combinations)	Character inventory
Punctuation	Punctuation inventory

<b>Check</b>	<b>Setup</b>
Capitalization	4 inventories Markers Missing Final Sentence Punctuation Markers followed by a lower case letter Punctuation Followed by a Lower Case letter Mixed Capitalization
Repeated words	Repeated words inventory
Unmatched pairs of punctuation	Unmatched pairs of punctuation inventory
Quotations	<b>≡ Tab</b> , under <b>Project Setting &gt; Quotation rules</b>
Numbers	<b>≡ Tab</b> , under <b>Project Setting &gt; Number settings</b>
References	<b>≡ Tab</b> , under <b>Project Setting &gt; Scripture reference settings</b>
Quoted text	none

 **TIP**

It is possible to run all the checks at the same time, however when running the checks for the first time it is better to run them one at a time to avoid large list of errors.

# 13. FC - Formatting checks

**Introduction** In this module, you will find and correct formatting and layout errors.

**Before you start** You have typed your draft into a project in Paratext. You will use the checklists to find and correct errors related to the formatting and layout errors.

**Why this is important** A New Testament contains more than just chapters and verses. There are also titles, section headings, and several types of paragraphs. These checks allow you to be sure that the layout of your text is correct, and your titles etc. are consistent.

**What are you going to do?** You will use the checklists to

- compare your titles and section headings
- check your paragraph breaks
- compare the paragraph markers in your text with those of your reference text
- add markers for special text formatting.

## 13.1 Using the checklists – generic



### CAUTION

There are a number of checklists which differ slightly but they have the following in common:

## How to display the checklist

- **≡ Tab**, under > **Tools** > **Checklists** > choose the desired list
- Add a comparative text (if desired) by clicking on the Texts button. **Comparative text** button
- Select the verses/books (as necessary) using the **Select range**

## Making corrections

- Click the Edit link to correct any errors
- Click on the reference link to see more context

## Close the list

- When you have finished with the list, close it by clicking the X at the top right corner of the window.

## 13.2 Using checklist – Section headings

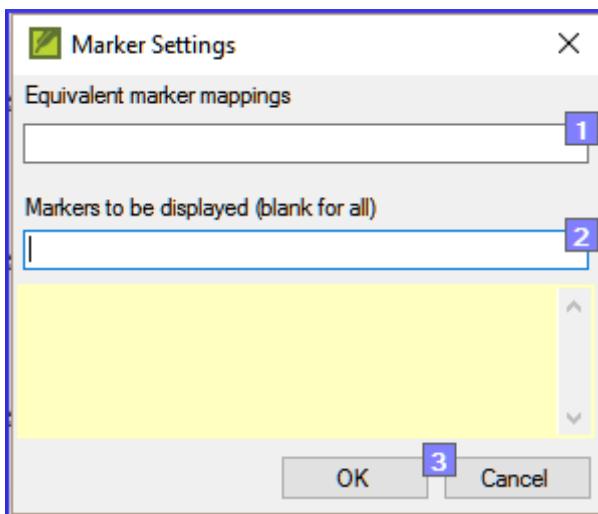
- **≡ Tab**, under > **Tools** > **Checklists** > **Markers**

Check that

- the headings are consistent with your reference text (length, grammar, style)
- all headings start with a capital
- there is not punctuation at the end
- they are not too long

### 13.3 Paragraph breaks

- ≡ **Tab**, under > **Tools** > **Checklists** > **Markers**
- Choose your reference text as the **comparative text**
- Click **Settings**



- Type the paragraph makers to be displayed (e.g. p m)

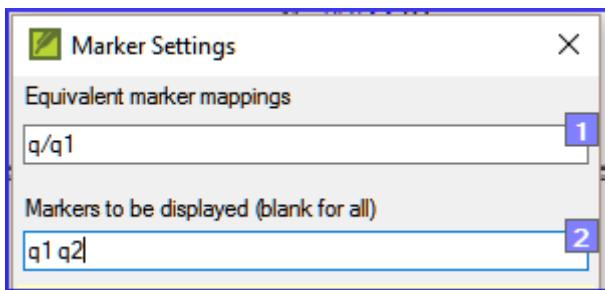
- Click **OK**
- Make any corrections by clicking on the blue **Edit** link.

OR

- Click on the blue **verse reference** link.
- Make any corrections in Paratext.
- Return to the checklist by clicking on the icon on the taskbar.

## 13.4 Layout and indents

- ≡ **Tab**, under **Tools > Checklists > Markers**
- Choose your reference text as a comparative text.
- Click **Settings**



- Type in the markers to check.

- Click **OK**.
- Look for passages that have been formatted with different markers such as q1 and q2
- Make any necessary changes (see below).

## 13.5 Add USFMs to format special text

- See the list of passages with special formatting [Appendix A](#).
- Add the USFM as necessary (see module KD or help if necessary).

# 14. PD - Printing Drafts

## Introduction

In this module you will learn how to print a draft of your translation for checking and revising.

**Before you start** You have entered and checked your translation in Paratext 9 and are now ready to print out a copy. Your project must be registered before you can print.

**Why this is important** It is much easier to revise and check your work on paper than on the computer. You can also give it to more people if it is on paper.

**What you are going to do** You will first produce a PDF version of your translation, which you can print or share with others (including non-Paratext users). If necessary, you can copy the PDF file onto your USB stick and take it to a computer with a printer.

## 14.1 Create a PDF file



### CAUTION

Make sure you have completed the **markers check** before printing a draft.

1. **≡ Tab**, under **Project > Export Draft PDF**
2. Check that your project is selected.
3. Choose which book(s) and chapters or priority to print.

## **Choose the page settings as follows**

1. Page size:
  - 210mm, 297mm (A4) or
  - 148mm, 210mm (A5)
2. Columns: 1
3. Margins:
  - 25 mm (for A4) or
  - 12 mm (for A5)

## **Choose the font for the text**

1. Text body font: Charis SIL (or Charis SIL Compact)
2. Size: 10 (or 11)

## **Choose the layout settings**

1. Line spacing:
  - 1.0 (for single spacing)

## Choose the advanced settings

1. Click on the **Advanced** tab
2. Choose the fonts
3. Choose what you want in the **Running header** (the text at the top of the page).
4. Check **mirror layout on odd and even pages**
5. Make any other choices as needed.
6. Click **OK** and wait, the file will open in your PDF reader.
  - *If there are marker errors, a message box will appear.*
    - Click **No**, then correct the errors and try again.



### TIP

The first time you print a draft it takes a long time collecting information on the fonts. But it will be much quicker the next time.

## 14.2 Print a PDF

In Adobe Reader

1. (Make sure the PDF file is open.)
2. **File > Print**

### 3. For A5

- Choose **Booklet**
- Orientation: **Portrait** (for newer printers or landscape for older printers especially Win7)

### 4. To print double-sided

- Click on the **Printer Properties** button
  - *A dialog is displayed which will may be different but will have a way of setting double-sided.* For example
  - Click on **Finishing**
  - Choose **duplex** or **two sided**.
  - Click **OK**
- Click **Print**



#### TIP

If you want to follow a punctuation system (such as French) and have spaces automatically inserted before complex punctuation, then see a consultant to have changes made to your PrintDraftChanges.txt

## 14.3 Copy PDF file to a USB stick



#### INFO

Paratext saves the PDF file in the PrintDrafts folder of your project folder. For example, C:\My Paratext 9 Projects\XXX\PrintDraft



### TIP

There are many ways to copy files. One method is described below.

1. Hold the Windows Key and type **E**
  - o *Windows Explorer opens.*
2. Go to your **My Paratext 8 Projects** folder.
3. Double-click on your project folder
4. Double-click the **PrintDraft** folder
5. Right-click on the desired PDF file
6. Choose **Send to**
7. Choose your USB stick.

# 15. UN - Using Notes

**Introduction** As you are translating and checking you may want to make comments on various errors or issues. You may also want to record your discussions on key terms and spelling issues. Paratext 9 allows you to record these comments either in the text, the Biblical terms list or the wordlist.

**Before you start** You are typing or revising your text, wordlist or keyterms and need to make comments on an issue you have seen.



## CAUTION

Notes and footnotes are very different. Footnotes are printed in the New Testament whereas notes are for questions and comments and are not printed in the New Testament.

**What you are going to do** You will:

- add more note types (administrator only)
- create notes in the text using different icons,
- open, edit, and resolve notes
- open a notes list
- filter the list

- print a list of the notes

## 15.1 Different types of project notes

You can choose from many different icons for your project notes in Paratext 9:



TIP

Don't have too many icons!

**An icon can have four different colours or shapes**



<b>Description</b>	<b>Meaning</b>
Icon has a border and a yellow background color.	The note has at least one unread comment.
Icon is red, purple, or light blue.	A project note assigned to you, or to the whole team, or unassigned.
Icon is gray.	A project note assigned to someone else.
Icon has a border and a yellow background color.	The note has at least one unread comment.
Icon is red, purple, or light blue.	A project note assigned to you, or to the whole team, or unassigned.
Icon is gray.	A project note assigned to someone else.
Icon is gray with a green tick.	A project note with resolved status.

<b>Description</b>	<b>Meaning</b>
Icon is a white question mark on the cover of a book.	There is a spelling discussion note for this word. (Wordlist only.)
Icon is gray with a question mark on the cover of a book.	There is NOT a spelling discussion note for this word. (Wordlist only.)
Icon is a light blue plus.	A consultant note.
Icon is a light blue globe.	A global consultant note.
Icon is a black exclamation point within a red triangle.	There is a Send/Receive merge conflict because two users have made different changes to the same verse.
Icon is a white arrow on a blue background.	There is a rendering discussion note for this Biblical Term. (4c.Biblical terms window or tool only)

Description	Meaning
Icon is gray with an arrow on the cover of a book.	There is NOT a rendering discussion note for this Biblical Term. (4c.Biblical terms window or tool only)

## Setup additional note tags

 **CAUTION**

One must be an Administrator

1. ≡ **Tab**, under > **Project** > **Project settings** > **Project properties**
2. Click the **Notes** tab
3. Click on the **Add** Tab button
  - *A new line is added.*
4. Click the icon on the new tag line
5. Choose the desired icon
6. Type a name for the new note type
7. Continue for any other new notes.

## 15.2 Using notes

## Inserting a project note

1. Click in the text where you want the note (and select any appropriate text).

2.  **Tab**, under **Insert > Note**

3. Choose the desired tag for the note from the list



4. Type the text for the note

5. Click **OK**.

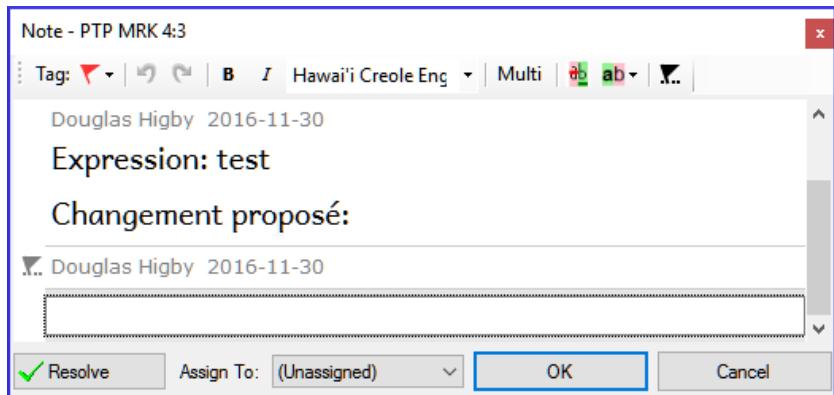
- *An icon is displayed beside the text.*

## Add comments to an existing note

- Click the icon() in the text



- *The note opens.*



- Type a note
- Click **OK**

## Assign a note to someone

- Click the icon () in the text.



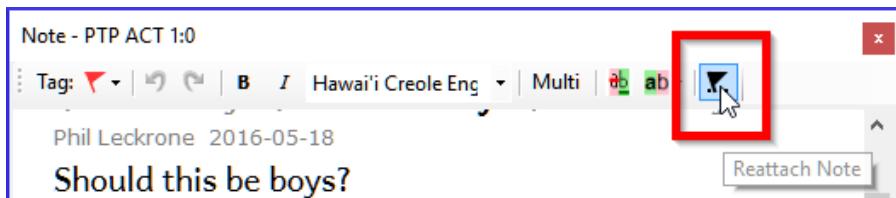
- Type your comments
- Click **Assign to**
- Choose as desired
- Click **OK**

## Apply notes to multiple projects

- Open the note from the text
- Click the **Multiple** button
- Choose the projects
- Click **OK**
- Click **OK** again to close the dialog box.

## Reattach note

- Click the note icon in the text to open the note.



- Click the Reattach Note button (on the toolbar)



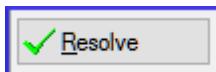
- Select the word(s) to attach it to.
- Click **OK**.
  - *The note is attached to the word(s).*

## Resolve a note

- Click on the icon () in the text



- Type another comment if necessary.
- Click the **Resolve** button



- Click **OK**

## Delete notes

- Click the note icon
- Click the small red x
- Click **Yes** to permanently delete your comment.
- If there are more comments, continue to delete the next comment.

## 15.3 Open a Notes List

When reviewing notes, it is often helpful to see them in a list.

- ⌂ Tab, under **Tools > Notes list**

- Select your project.
  - Click **OK**.
- A note list window opens.



- Adjust the filters as needed.

### TIP

If the window is blank, then change the filters using the filter buttons on the toolbar (see below).

**Notes window toolbar** There are four dropdown boxes on the toolbar

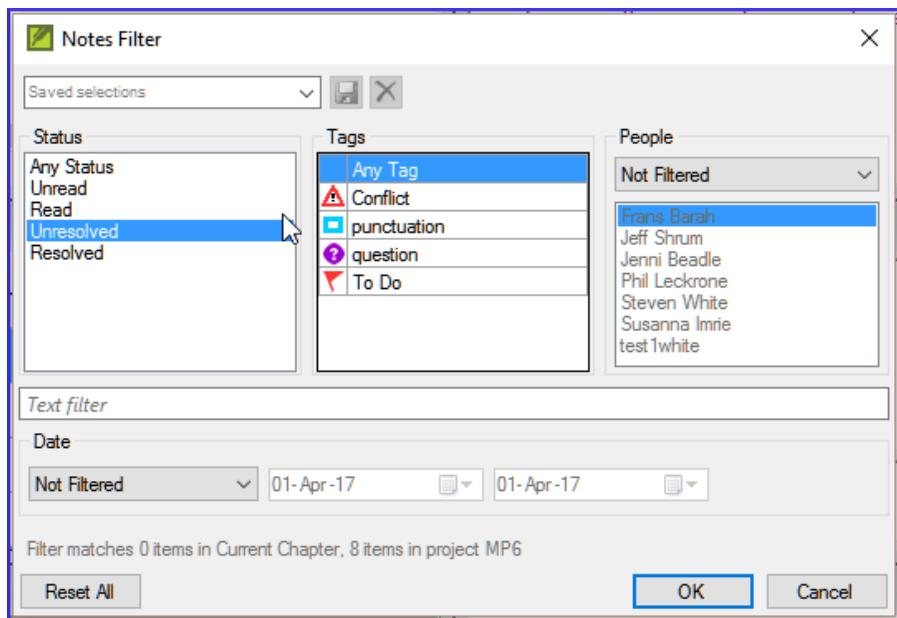
- Notes filter
- Verse filter
- Search
- Sort by [verse, date, assigned to]

### Notes list filter

- Click the first button/list
- Choose an existing filter as appropriate

## Define a new filter

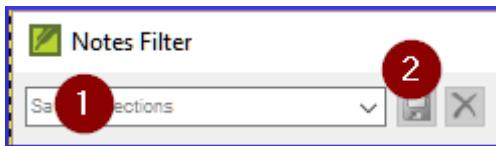
- Click the first button/list
- Choose **New filter**



- Choose the status, tag, person and date as desired.
- Click **OK**

## Save a filter

- Define the filter as needed.
- Click in the textbox at the top left (1).

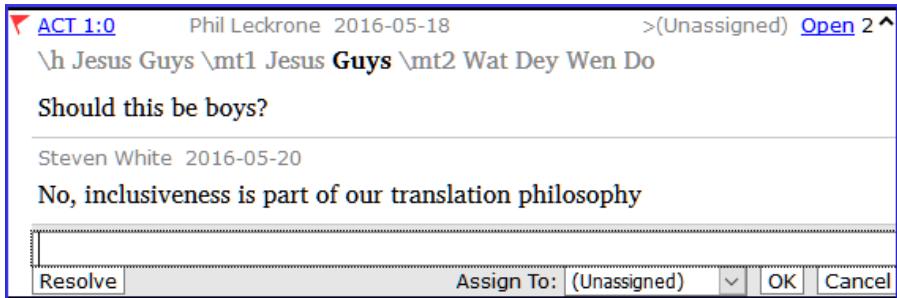


- Type a name for the filter
- Click the save icon (2).

## 15.4 Add comments from a notes window

- Click arrow to expand the note
  - *The note opens*
- Type your comments in the textbox.

[Open 2](#)



- Resolve or assign the note as needed.
- Click the arrow to collapse the note.

## 15.5 Print a notes report

- Click in a notes window.
- Filter the list as desired.
- **≡ Tab**, under **Project > Print**
- Choose the printer and any options.
- Click **OK**.
- Close the window.

# **Stage 3 – Preparing for the Consultant check**

**Introduction** In this third stage of an SIL translation project you will do comprehension testing and back translation. You will also continue with the basic checks and spell checking.

The following modules will help you in this stage:

- 1. BT1 – Draft a Back Translation**
- 2. BT2 – Interlinearize a project**
- 3. CT – Compare Text**
- 4. BC3 – Basic checks 3**

# 16. BT1 – Draft a Back Translation

**Introduction** In preparing for a consultant check, the consultant will need one or more versions of your text in a language they understand. This is often called a back-translation. There are two types of back translations. This module explains how to do a free back-translation and keep it up to date. The next module explains how to do a word-for-word back-translation using the project interlinearizer.

**Before you start** You have typed, checked and revised your translation in Paratext and are now preparing for a consultant check. Before you can start your Administrator must have created a separate project for your back translation.

**Why is this important?** Your text needs to be checked by a consultant. But because the consultant does not know your language, you need to translate your text back into a language they can understand. This is where the term “back translation” comes from. The consultant will use this translation to help your team improve your exegetical choices in the text.

It is preferable that this is done by someone who hasn't been involved in your translation. This way she will type what the text

says and not what you meant it to say. This should also be done without looking at any helps or other Bibles.

## What will you do?

- Open your project and back translation project
- Arrange your text on the screen.
- Draft your back translation
- Mark the status as finished when you complete a chapter.
- Check that your text is up-to-date (or in sync), view any differences by moving to the next change if appropriate.

### 16.1 Create a new project for the back translation



#### CAUTION

The project is created once by an Administrator. If a projects exists see 16.2 below.

- ≡ **Paratext** under **Paratext > New Project**

#### Enter the names for the project

- Click **Edit**

- Type a full name for the project and a short name
- Click **OK**

## Choose the language of the project

- Choose the language for your back translation (e.g. English)
- Leave the versification
- For the Type of project choose **Back Translation**
- For **Based on** choose your project
  - *If necessary, Paratext will change the versification to match your project.*

## Create books

- Click the **Books** tab
- Choose the desired books
- Click **OK**
- Click the **Create Book(s)** link
- Create books as needed.

### INFO

This project does not need to be registered, as it inherits the registration from your project.

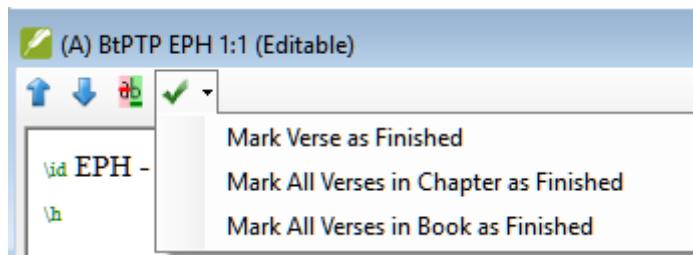
## 16.2 Draft your back translation

1. Open your project
2. Open your back translation project
3. Arrange the windows so that you can easily see both windows.
4. Click in the back translation window, (the verse in your project is highlighted).
5. Type your back translation into each verse (after the check box).
6. Continue for each verse in the chapter.

## 16.3 Mark the chapter as Finished

When you have finished the chapter

- On the toolbar at the top of your back translation window, click on the arrow beside the check mark.



- Choose **Mark All Verses in Chapter as Finished**.

- All the check boxes for the chapter are marked with green checks.

## 16.4 When a change is made to your project

Paratext will detect any saved changes to your text and will change the back translation checkbox to a red question mark



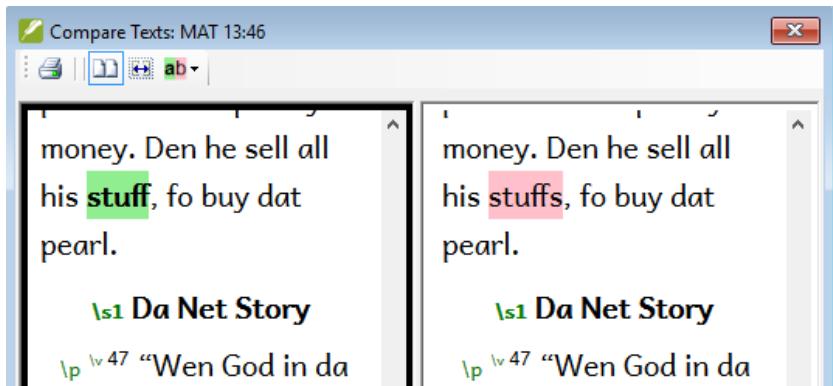
and add issues to the back translation status in the project plan.

- Click in a verse with the red question mark.
- Review and correct the back translation.
- Click the red question mark
  - It changes to a green check mark

### View the differences for outdated verses

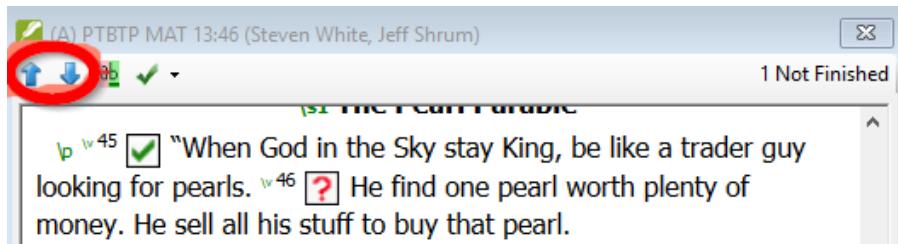


- Click on the icon on the toolbar to see the differences.
  - A comparison window is displayed.



## Move to the next differences

- Click on the up and down arrows to move to the previous or next differences.



## 16.5 Check your project plan

- Click the project plan icon



- Expand Stage 3, the back translation checks are at the end
  - *The number of issues (if any) are displayed*

Back translation (BtPTP) verse check	(Unassigned) ▾	EPH 1-6	19 issues
Back translation (BtPTP) status complete	(Unassigned) ▾	EPH 1-6	153 issues

## 16.6 Back translation verse check in project plan

- Click on the issues link
  - *A result list window lists any errors.*
  - *And the back translation window is also displayed with the cursor in the first verse with problems.*
- Correct the problem and move to the next outdated verse by clicking on the arrows on the toolbar.

## 16.7 Back translation status complete in project plan

- The back translation status is complete when there are no issues.

## 16.8 Learning task

The checkboxes in a back translation can have a number of different symbols.



1	<b>Inconsistent verse number</b>
2	No text/verse
3	Not finished
4	Finished
5	Out of date

**!** INFO

[Answers: A3, B4, C5, D1, E2]

# 17. BT2 – Interlinearize a project

**Introduction** The previous module explained how to create a back translation that expresses what a reader understands when he reads or hears the text. There is another type of back translation that is sometimes used and that is a word-for-word style back translation. Some consultants may ask for this style of back translation. If you need to make one of these, you can use Paratext's project Interlinearizer function.



## TIP

Please note that in Paratext 9 you can only use the Interlinearizer on registered projects.

**Before you start** You have typed, checked and revised your translation in Paratext and are now preparing for a consultant check by doing a word-for-word back translation. Before you can start your Administrator must have created a separate project for your word-for-word back translation. [This is separate from the readable back translation in the previous module.]

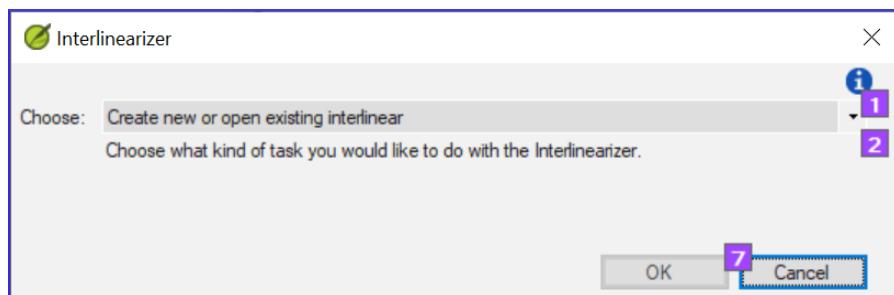
**Why this is important** Your consultant needs to have a copy of your translation in a language they can understand. The back translation done in the previous module is very useful but there are times when a literal translation is more helpful.

**What you will do** You will use the project interlinearizer to produce a word for word gloss of the text. Firstly, you will setup the interlinearizer, and then correct any errors. The computer's initial guesses are often wrong but it learns as it goes and becomes quite accurate quickly. The idea is for the gloss to be correct even though the word order is not correct. When you are happy with the verse you can approve the glosses and move to the next verse with unapproved glosses.

## 17.1 Configure the project interlinearizer

1. Click in your project

2. ≡ Tab, under **Tools > Open Project interlinearizer**



3. Click to dropdown the list [1].
4. Choose to create glosses based on a model text. This is usually your reference text or your free back translation project [2]
5. Choose your model text [3].
6. Click **OK**

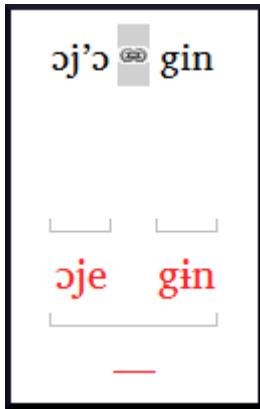
## 17.2 Correct the interlinearized text

To correct glosses

1. Click the incorrect gloss
  - *A list is displayed.*
2. Either click on the correct gloss in the list
  - *or type the correct gloss in the textbox*
3. Click **Enter**

## 17.3 Translate/gloss a phrase

1. Click between two words
-



2. Click the icon **Link words**



3. Click the red line

4. Type the gloss

## 17.4 Add extra words

- Click in the space between two glosses
- Type the extra word(s)

## 17.5 Specify the morphology – break a word into morphemes

1. Click **Add word parse**

2. Add **spaces** to separate the morphemes and add + prefixes and suffixes (see guide)
3. Click on the word in the translation line (top line)
4. Click **OK**

## 17.6 Approve and Export the text

When you approve and export the text any remaining red glosses will be approved.

- Click **Approve glosses**
- To continue, click **Next Unapproved Verse**

## 17.7 Help

For more help on using the Interlinearizer function see the following topics in the Paratext Help:

1. Introduction to Project Interlinearizer
2. How do I open the Project Interlinearizer?
3. How do I generate an interlinear back translation?
4. How do I create a back translation project with the Interlinearizer?
5. How do I create a text revision/adaptation project with the Interlinearizer?

6. What do the colours of glosses mean in the Interlinearizer?

# 18. CT – Compare Text

**Introduction** In this module, you will learn how to save your text at various points and review them later.

**Before you start** You have worked on your text and you have arrived at an important stage of your project.

**Why is this important?** As you work on your translation, you will be continually making changes. It is good to have a copy of your text as it was at a particular point, for example as it was before you went to a consultant check.

**What will you do?** You will mark a point in the history of the project. Later you can compare the text at different points.

## 18.1 Mark Point in History

- Click in your project window to make it active (in Paratext).
  - **≡ Tab** under **Project > Mark a point in project history**
  - Type a comment to describe the point.
  - Click **OK**
-

## TIP

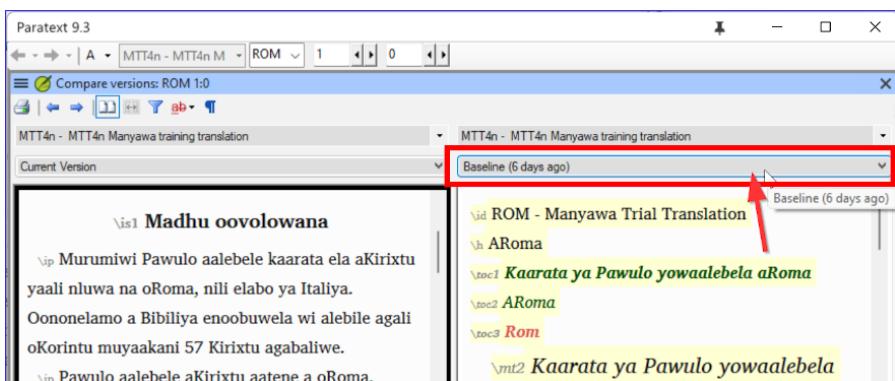
It is good to start the comment with some symbols, like **##**, to easily identify the points you have added in the long list of automatic points that Paratext creates.

## 18.2 Compare Two Versions

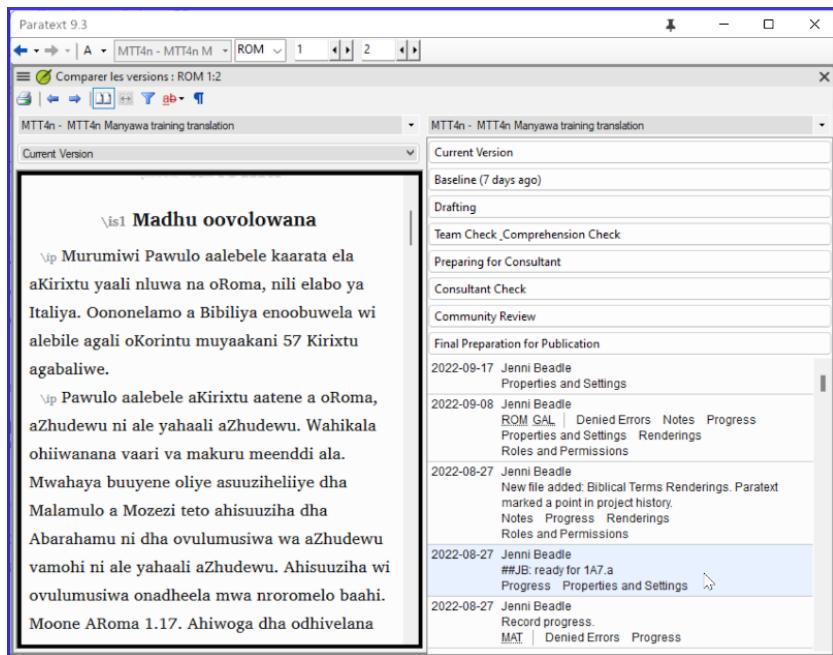
### TIP

Any text that has been deleted is crossed out. Any text that has been added is underlined.

1. **Tab** expand the menus then under **Project > Compare Versions**
2. Click on the base version dropdown list



- A list of versions is displayed.



### 3. Choose the desired point in the history

- The screen shows the differences.

Paratext 9.3

← → A MTT4n - MTT4n M ROM 1 2 ↗ ↘

Comparer les versions : ROM 1:2

MTT4n - MTT4n Manyawa training translation

Current Version 2022-08-27 00:42 - Jenni Beadle - ##JB ready for IAT.a

galaleye Muselu Wapama waaye.<sup>x + \xa0 1.1 \xt</sup>  
Moone Meerelo a Arumiwi 9.15; 13.2.\x<sup>w 2</sup> Muselu oyo  
oliye ahiroromeliha wale odheela wa  
anamavuhulela aaye mMalebani Ootaleleya.<sup>w 3</sup>  
Muselu Wapama onawoga dha Mwaanaye.  
Vowoga dha omuthu wa Mwaana oyo: oliye  
namabaliwelamo a Davidi,<sup>x + \xa0 1.3 \xt</sup> Moone  
Samuweli a Nabiili 7.12-16; Matewuzhi 1.6.\x<sup>w 4</sup> vano

galaleye Muselu Wapama waaye.<sup>x + \xa0 1.1 \xt</sup>  
Moone Meerelo a Arumiwi 9.15; 13.2.\x<sup>w 2</sup> Muselu oyo  
oliye ahiroromeliha wale odheela wa  
anamavuhulela aaye mMalebani Ootaleleya.<sup>w 3</sup>  
Muselu Wapama onawoga dha Mwaanaye.  
Vowoga-dha omuthu wa Mwaana oyo: oliye  
namabaliwelamo a Davidi,<sup>x + \xa0 1.3 \xt</sup> Moone  
Samuweli a Nabiili 7.12-16; Matewuzhi 1.6.\x<sup>w 4</sup> vano

# 19. BC3 – Basic checks 3

**Introduction** In this module you will learn how to run the remaining basic checks (references, quoted text, numbers, punctuation in pairs and quotations). As in the first two basic checks modules, it is easier to run the checks from the project plan. However, if you want to check more than one book then you need to run the checks from the checking menu.

**Before you start** You have typed your translation into Paratext. Make sure you have done the checks described in modules [BC1](#) and [BC2](#) before continuing. And that either your administrator has done the setup for the checks or is available to do the setup with you.

**Why this is important** Paratext has eleven basic checks. You have already seen the first six checks. This last set of checks helps you find errors related to material referred from other books. You want to be sure the references are accurate so that the reader can find those passages.

**What you are going to do** As before, most of the checks require some setup to be done by your administrator. In this module you will:

- Confirm that the setup has been done
- Run the basic check
- Correct any errors.

## 19.1 Unmatched pairs of Punctuation



### TIP

This check looks at punctuation that occurs in pairs (opening and closing) and lists errors where it is not matched by the other half of the pair. This may be deliberate but is more likely to be an error, e.g. ( ), [ ], etc."

### Setup – inventory

1.  $\equiv$  Tab, under **Tools > Checking Inventories > Unmatched pairs of punctuation:**
  - If the list is empty, then there are no errors.
2. If necessary, click **Options...** to add other pairs.
3. Click **OK**.

### Run the check

1.  $\equiv$  Tab, under **Tools > Run Basic Checks**
2. Check "**Unmatched pairs of punctuation**"

3. Click **OK**
  - o A list of errors is displayed.
4. Make any corrections as needed.

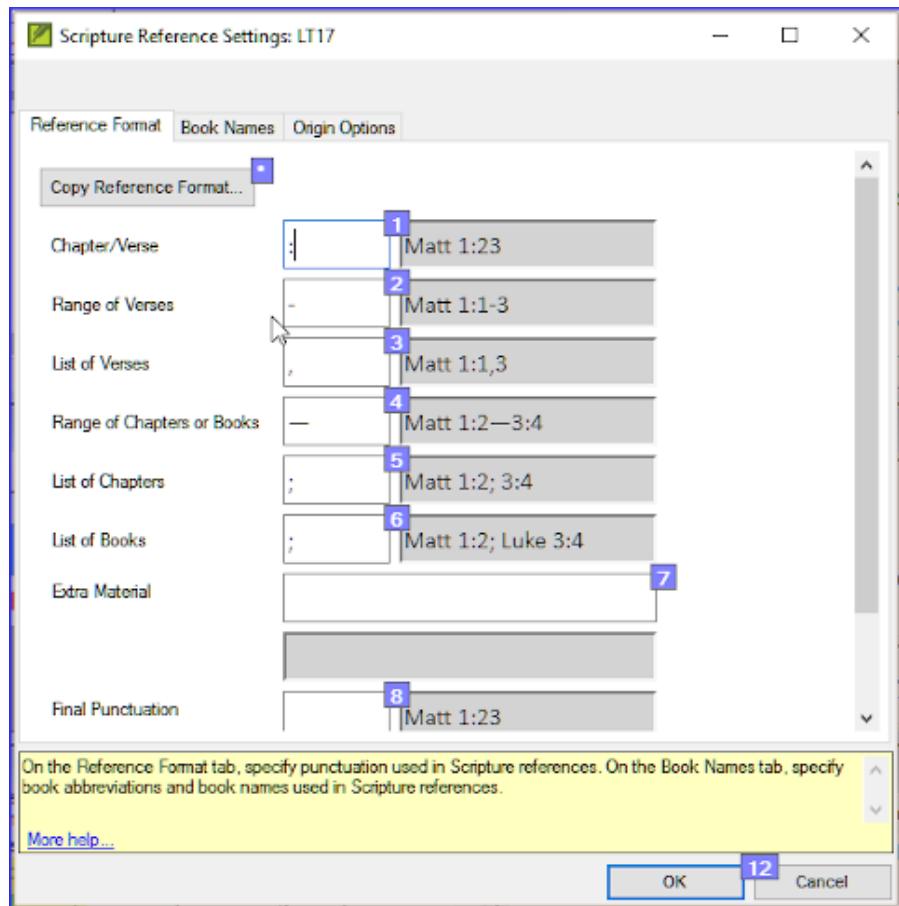
## 19.2 References

### Settings

 **CAUTION**

Before you can run the references check, your **Administrator** must define various settings.

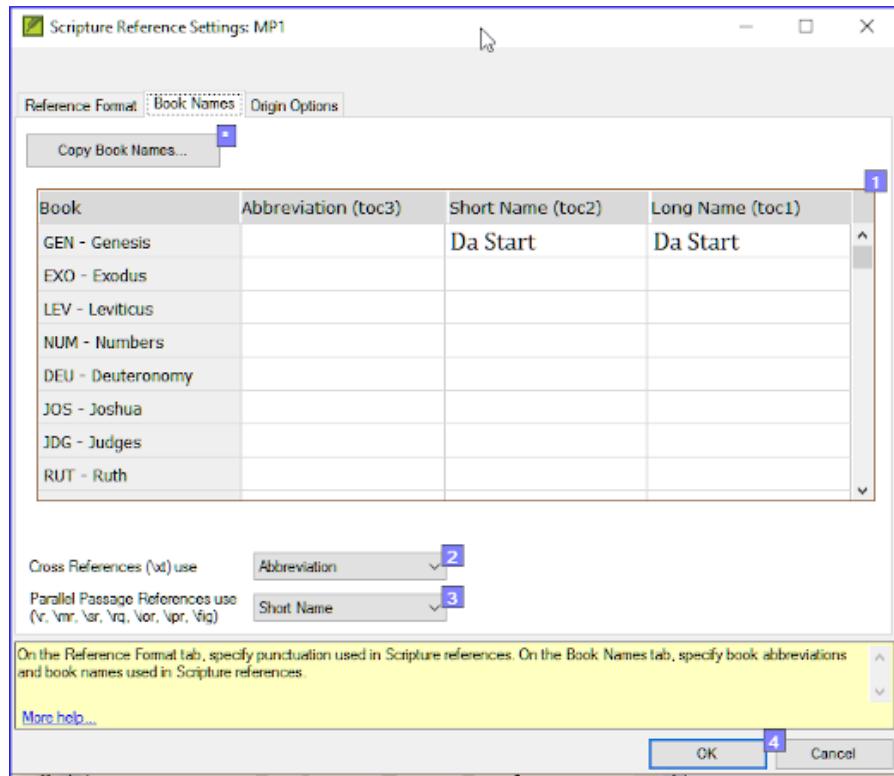
1.  $\equiv$  Tab, under **Project > Scripture reference settings**



2. For each setting, type the punctuation in the box

- *The sample will be updated on the right.*

3. Click the **Book names** tab



- Fill-in the three columns [1] with abbreviation, short name and long name.
- Choose **Abbreviations** [2] and [3] for both cross-references and references
- Click **OK**

## Check

1.  $\equiv$  **Tab**, under **Tools > Run Basic Checks**
2. Click **References**
3. Click **OK**
4. Correct any errors.



#### **CAUTION**

Paratext will inform you if there are any inconsistencies between these book name settings and the \toc lines and will allow you to check conflicts.

## **19.3 Numbers check**

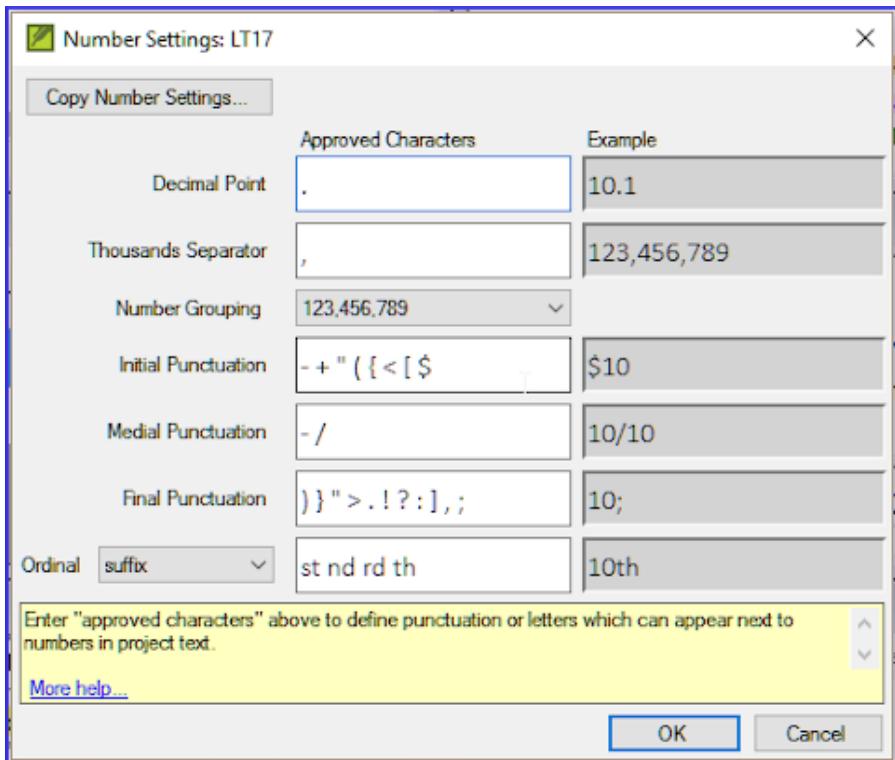
### **Settings**



#### **CAUTION**

Before you can run the numbers check, your Administrator must define various number settings.

1.  $\equiv$  **Tab**, under **Project settings > Number settings**
2. Fill in the dialog box.



3. Click **OK**

## Check

1.  $\equiv$  **Tab**, under **Tools > Run basic checks**

2. Click **Numbers**

3. Click **OK**

## 19.4 Quotation

The quotations check is used to ensure you have been consistent in marking the direct speech correctly.

## Settings



### TIP

Before you can run the quotation check, your Administrator must define the rules for your quotations.

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

## Quotation check

1.  $\equiv$  **Tab**, under **Tools > Run basic checks**
2. **Quotations**
3. Click **OK**.
  - o A list of errors is displayed. It also includes four correct quotations before and after the possible error.
4. Double-click the first item which doesn't start with ...
5. Correct as necessary.

6. Click **Rerun** button to confirm you have corrected the error.

## 19.5 Quoted text



### TIP

The Quoted text check looks at text in footnotes or cross-references which has been marked with \qt \qt\* markers. It checks that the quoted text matches the text in the verse.

1. ≡ **Tab**, under **Tools > Run basic checks**
2. **Quoted text**
3. Click **OK**.
  - A *list of errors is displayed.*
4. Make corrections as needed.



### CAUTION

The quoted text has to be exactly the same as in the text. That is, even additional punctuation cannot be in the \qt ... \qt\* markers. :::

# **Stage 4 – Consultant Visit**

**Introduction** The fourth stage of an SIL translation project is the consultant visit. You will meet with the consultant and evaluate your text, make notes and revise your texts and back translations as needed. You will want to ensure that you have updated the status of your translation in the project plan.

Most of the tasks in this stage have been covered in previous modules.

The following modules will help you in this stage:

## **1. CT - Collaboration Tools**

See also modules in Stages one to three. In particular, Stage 3 - 16.

### **BT1 – Draft a Back Translation**

### **Stage 3 - 17. BT2 – Interlinearize a project**

# 20.Collaboration-tools

## CAUTION

Paratext Live has changed in Paratext 9.3.

**Introduction** In this module you will use Paratext Live as a way that the team can collaborate together so that everyone can see the changes to the text on their own computers.

**Before you start** We have already seen how to collaborate with Send/Receive. There are times, for example during a consultant check, when several people need to look at the same text, and perhaps edit it together. Paratext Live allows everyone to look at the text on their own computer and see the changes being made in real time.

**Why this is important** There are several other ways to let everyone look at the same text. But Paratext Live not only lets everyone see the text, but it also allows more than one person to edit the text.

## What are you going to do?

- Connect all users to the same network.
- Send/receive.

- Start Paratext Live and join a session
- Edit the document
- Exchange all files
- Exit Paratext Live
- Send/receive

### INFO

The video [4.1 Collaboration Tools](#) has been revised for  
Paratext 9.3. :::

You may want to try switching to screensharing while working on spelling, Biblical terms, etc, so everyone can see the changes. And then switch back to using Paratext Live as it requires lower bandwidth.

:::

### UPGRADE

Paratext 9.3 allows you to choose a server. Everyone in a particular live session still needs to use the same server (either Primary or Secondary), it is just that from 9.3 you can work with someone on 9.1 or someone else on 9.2 (**just not at the same time.**)

## 20.1 Paratext Live



### TIP

It is no longer required for all users to do a **send/receive** before starting but if Paratext detects too many changes it will advise that you do a send/receive. Everyone must be connected to the same network.

## Connect to the same network

Paratext Live can use

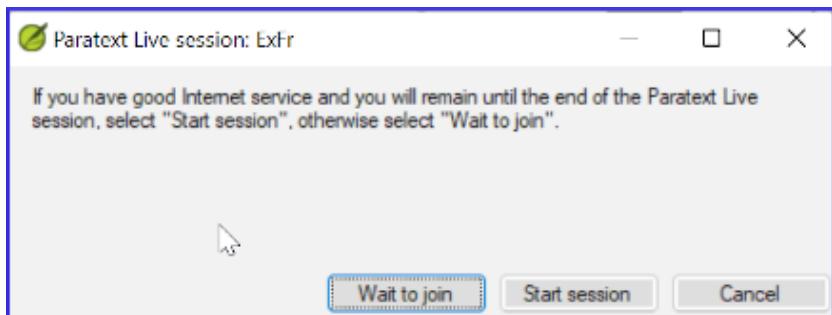
- Internet
- a local network
- offline WiFi router
- hotspot with mobile data disabled.

## Start Paratext Live

- Open the **menu** for the project.
- Under **Tools**, click **Paratext Live**.
- Or use the icon on the toolbar.
  - *Two choices are displayed*

# Choose the server

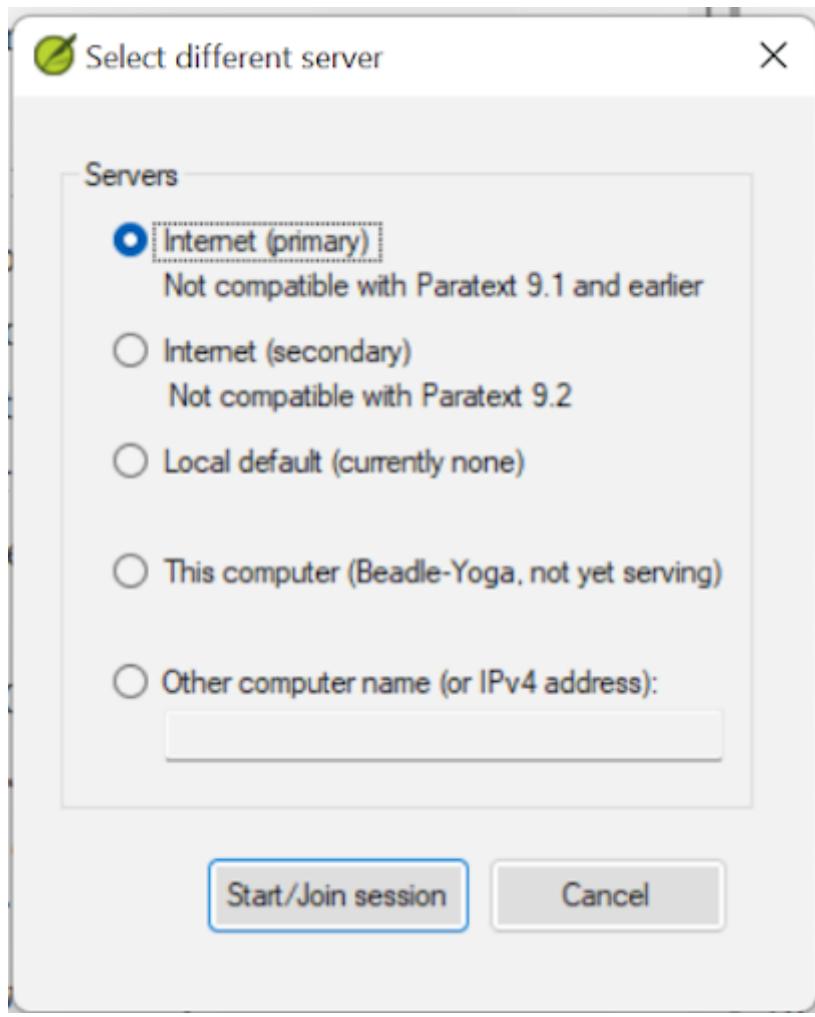
- If all users are using 9.2 or above, you can choose the first option **Internet (primary)** to connect to the Internet.
  - A dialog box is displayed



- Click either "Wait to join" or "Start session" (to be the host) as appropriate.
  - A dialog box may be displayed
  - If Autosave in Paratext Settings is not on, the Live session will turn it on for the duration of the session.

If not,

- Choose the second option **Select different server**.
  - A dialog box is displayed showing the five options.



## Which one do you choose?

- Choose the first option Internet (primary) if all users have Paratext 9.2 or above

- Choose the second option Internet (secondary) if any user has Paratext 9.0 or 9.1.
- Choose the third option if you are all connected to a local area network and want to use that LAN to connect.
- Click **OK**.

## Start or wait

- Click **Start/Join Live session**.
  - *Paratext then effectively asks if you are the host (that is, you will remain until the end)*
- If you are **not** the primary editor/host, click **wait**, don't press cancel as that will cancel your joining the live session.
- If you **are** the host, click **Start Session**.
  - *With a session active, the Paratext Live button is green*

## Sharing changes from Tools

All scripture text is shared when you do a send/receive. However, changes made with various tools are not shared automatically. Examples of these unshared changes are to spelling status, Parallel passage status, Biblical Terms and their identified renderings, and Notes. To share these changes:

- Click the Paratext Live button on the toolbar,
-

## Paratext Live Sessions

MTT4n      Exchange all files      End/Leave Live session  
Using Internet server (primary)

Jenni Beadle MAT 1:1

⚠ Before starting a Paratext Live session, communicate with your team to ensure that you are all using the same server.  
Internet server (primary) is not compatible with Paratext 9.1 and earlier.

Help

- Click “**Exchange all files**”
  - All of the users then receive updates to these files.

### ⚠ CAUTION

Changes from all users are shared, but if two people have changed the exact same item differently, only one person's change will be saved.

## End the Paratext Live session

- Click on the Paratext Live icon.
- Choose **End/Leave Live session**.

- If you are the principal editor (host), you will see a message.
- Click **End the session normally**.
- Send/Receive.

 **INFO**

**For more help**, search for **live** in the search box on the title bar. There are lots of useful topics on Paratext Live.

# **Stage 5 / Stage 3 UBS – Review by the community**

**Introduction** The fifth stage of an SIL translation project (or third stage of UBS) is the review by the community. In the review you will check for naturalness, produce a team progress report and revise the key terms.

The following modules will help you in this stage:

- 1. PPR: Progress report**
- 2. BTR: Biblical key terms report**

# 21. PPR – Progress report

**Introduction** In this module you will create a progress report.

**Before you start** As you have been working on your translation, you have been updating your project plan with your progress on completed chapters and books. Now you will prepare a project a report.

**Why this is important** Your administrators and funders need accurate reports of your progress.

## What are you going to do?

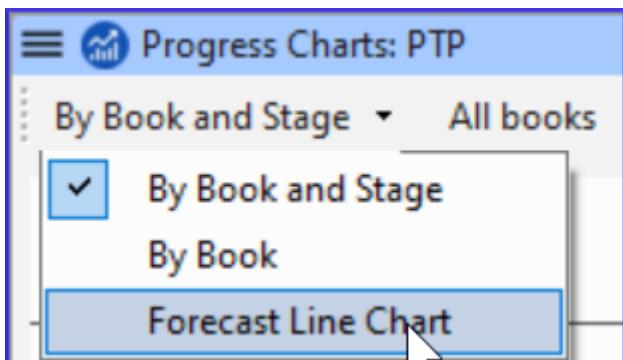
- Check that your project plan is up-to-date.
- Produce several reports.

### 21.1 Check your plan

1. Open your project
2. Click on the Project plan icon
3. Update your progress as necessary.

### 21.2 Produce team progress chart

1. From the **Tab** menu, under **Project** choose **Progress chart**
2. Click on the dropdown list in the top left.



3. Choose as appropriate (e.g. Forecast Line Chart).
  - o A *window appears with the graphic*
4. Click the print icon
  - o A *window opens*
5. Click the **Print** button
  - o *The print dialog is displayed.*
6. Choose your printer (or PDF printer)
7. Click **OK**.

# 22. BTR – Biblical key terms report

**Introduction** One task in this stage is to produce a report of the changes made in the key biblical terms.

**Before you start** In working on your translation you have identified and changed a number of key biblical terms.

**Why is this important?** Although you can't use Paratext to write the report, it can produce of list of the terms that you have been dealing with and may need to include in your report.

**What are you going to do?** In the Biblical terms tool you will filter on the book(s) that you want to include in your report. You will then save the list of the terms as a separate HTML file. You can also filter the list on any discussion notes you may have made.

## 22.1 Biblical terms tool

1. Click in your project
2.  $\equiv$  Tab, under **Tools > Biblical Terms**
  - o If this menu option is not displayed, click on the down arrow at the bottom of the menus to show the complete menus.

3. Set the terms filter
4. Set the verses filter (for the books you have been working on).
5. Sort the list as desired.

## 22.2 Save the list to a file

1. **≡ Tab**, under **Biblical terms** > **Export as HTML**
2. Type a name for the file
3. Click **Save**
4. Open the file in **Word/LibreOffice**

## 22.3 Other ways to identify renderings

### Sort on terms notes

- Click on the **?** (second column heading) to sort on Rendering discussion notes.

*	?	Term
★	☒	Ἄρεβος
★	☒	ἀπέρριψα

### Find terms with text in the rendering description

1. Click the arrow beside **Find** on the toolbar

## 2. Choose **Rendering Description**

3. In the text box to the right, type the text to find

- o *The list is filtered.*

4. Save the list to HTML (as above).

# **Stage-6 – Finalising for publication**

**Introduction** The sixth stage (SIL) [or fourth stage USB], of a translation project is the finalisation for publication. This involves redoing many of the previous checks. It also involved checking the Parallel Passages.

The following modules will help you in this stage:

- 1. PP: Parallel Passages**
- 2. FFP: Finalising for Publication**
- 3. Create a study Bible**

# 23. PP - Compare Parallel Passages

**Introduction** There are thousands of passages in the NT where either the same event is being described or where another verse is being quoted from the Old or New Testament. These verses need to be compared to make sure they are consistent.

**Before you start** Normally you will have translated and checked the text of both books with a consultant first before comparing the texts. Though there are times that you will want to compare the other verses before you translate the second passage.

**Why this is important** The parallel passages need to be consistent but they do not always need to be exactly the same. The Parallel Passages tool displays the various passages and highlights the text which is the same. But it is the meaning (not necessarily the form) that is important.

Normally you would make the comparisons after you have translated the passage because you don't want to be influenced by what could be a bad earlier translation. But there are times when you will want to be able to see a second passage while you are translating.

## What you are going to do

- use the Parallel Passages tool to compare the verses.
- use the check boxes to tell Paratext that you have checked the passages
- filter for any changed verses
- open a quick reference window in Paratext to see another passage while you are translating.
- open a third passage in a window.

### 23.1 Open the Parallel passages window

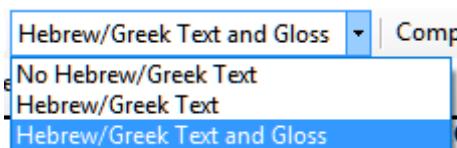
1. Navigate to the desired chapter and verse.

2. **≡ Tab**, under **Tools > Parallel passages**

- A window is displayed showing a list and parallel passages.

### 23.2 Display source texts

1. Click the dropdown arrow beside the source text options



2. Choose as appropriate

- *The display changes to show the source language text at the top of the table.*



### TIP

In Paratext 9.3 you can reduce or expand the Greek / Hebrew by clicking the little arrow.

Paratext 9.3

← → A PT4B\_B - Paratext ACT 9 25

Parallel Passages: PT4B\_B

Hebrew/Greek Text and Gloss Comparative Texts...

All references Current book All parallels

Status	Selected passage	Parallels								
<input type="checkbox"/> ACT 9:25	2CO 11:33									
ACT 10:3-4	ACT 10:30-31 ACT 11:13									
ACT 10:5-6	ACT 10:32 ACT 11:13									
<b>ACT 9:25</b>		<b>2CO 11:33</b>								
<b>GRK</b>  <table border="1"> <tr> <td>λαβόντες δὲ οἱ μαθηταὶ αὐτοῦ take but the follower he</td> <td>καὶ διὰ θυρίδος ἐν and by.way.of window with</td> </tr> <tr> <td>νυκτὸς διὰ τοῦ τείχους night down the wall</td> <td>σαργάνῳ ἔχαλάσθην διὰ basket lower by.way.of</td> </tr> <tr> <td>καθῆκαν αὐτὸν χαλάσσαντες ἐν let.down he lower in</td> <td>τοῦ τείχους καὶ ἐξέφυγον τὰς the wall and escape the</td> </tr> <tr> <td>σαρνόδιν basket</td> <td>χεῖρας αὐτοῦ power he</td> </tr> </table>			λαβόντες δὲ οἱ μαθηταὶ αὐτοῦ take but the follower he	καὶ διὰ θυρίδος ἐν and by.way.of window with	νυκτὸς διὰ τοῦ τείχους night down the wall	σαργάνῳ ἔχαλάσθην διὰ basket lower by.way.of	καθῆκαν αὐτὸν χαλάσσαντες ἐν let.down he lower in	τοῦ τείχους καὶ ἐξέφυγον τὰς the wall and escape the	σαρνόδιν basket	χεῖρας αὐτοῦ power he
λαβόντες δὲ οἱ μαθηταὶ αὐτοῦ take but the follower he	καὶ διὰ θυρίδος ἐν and by.way.of window with									
νυκτὸς διὰ τοῦ τείχους night down the wall	σαργάνῳ ἔχαλάσθην διὰ basket lower by.way.of									
καθῆκαν αὐτὸν χαλάσσαντες ἐν let.down he lower in	τοῦ τείχους καὶ ἐξέφυγον τὰς the wall and escape the									
σαρνόδιν basket	χεῖρας αὐτοῦ power he									
PT4B_B <input type="checkbox"/>	Edit But nite time da guys dat stay tight wit Saul put him inside one big basket, an drop him down thru one big window in da wall nite time.	Edit I wen go inside one big basket, an my frenz wen put me down wit one rope, from one window inside da big wall, fo go outside town. An I wen run away from da govna. Dat time, I no can handle fo shua!								

PT4B\_B: All references; ACT (Current book); 138 sets of parallels

## 23.3 Select comparative texts

1. Click the **Comparative texts** button
2. Click a resource (on the left)
3. Click the right arrow

4. Repeat as necessary

5. Click **OK**

## 23.4 Filters

- Choose the filters as desired: [e.g. All references, Current book, Synoptic gospels]

## 23.5 Compare the passages

- Click on a line of references in the top pane.
  - *The texts are displayed in the bottom pane.*



### INFO

Text is shown in **grey** in a project (or **green** in source texts) when the text is exactly the same as in the other passage. Text is shown in **yellow** (in source texts) when it has the same meaning (or thought) even though it is not exactly the same as in the other passage.



### TIP

If the text is **green** in Greek, then **your text** should also be the same (but **grey**). Normally, if the text is different in the Greek than it should be different in your text, but not always.

## 23.6 To correct the text

1. Click the blue link **Edit**
2. Make the corrections.
3. Click **OK**.

## 23.7 Copying a text



### TIP

If two passage need to be the same, you should choose one (normally your later translation) and copy it over the other.

### Copy

1. Click the blue link **Edit**
2. Select the text
3. Copy (Ctrl+C)
4. Click **OK**.

### Paste

1. Click blue link for the other text
2. Select the text

3. Paste (Ctrl+V)

4. Click **OK**.



### CAUTION

Be careful when there is more than one verse. You don't want to paste the \v.

## 23.8 Mark the passage as checked

- Click the check box beside the reference.
  - *The set of references are approved.*

## Three modes for approving

In this version of Paratext there are three modes for approving.

1. Open the **menu** for the window.
2. Under **View** you can choose between
  - **Approve Sets of Parallels** - which is the default -
  - **Approve Passages individually** individual check boxes
  - **Approve by Set or Individually**, which allows you to switch back and forth between modes.

## To change from set to individually

1. Open the menu for the window.
2. Under View, choose Approve by Set or Individually.
  - o *Initially, a checkbox for the entire set is shown in the Status column.*
3. Hover the mouse over the lower checkbox for the set
4. *A pencil icon is shown.*
5. Click the **pencil**
  - o *The checkboxes move to the other mode but only for this set of passages.*

## 23.9 Passages which have changed

Identify the passages which have been changed since they were marked as finished

1. In the Parallel passage tool
2. Change the passage filter to **Changed Text**
3. Click **ab** icon under the passage reference.



- o *A comparison window is displayed in Paratext.*

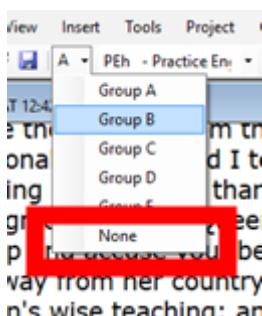
4. Change the text as necessary.
5. Return to the Parallel passages tool (using the task bar icons)
6. Click the check box to mark it as finished.

## 23.10 Compare the text as you translate

1. Click in your project.
2.  $\equiv$  **Tab**, under **Tools > Quick reference** (Ctrl+q)
  - o A window opens with the scroll group set to none.
3. Change the reference to the other passage.

## 23.11 To see a third passage

1. Open you project a second time [ $\equiv$  **Paratext > Paratext > Open** and double-click your project]
2. Change the scroll group from **[A]** to **None**.



3. Change the reference to the other passage.

# 24. Finalizing for Publication

**Introduction** This module looks at the variety of tasks needed to finalize the text for publication.

## What you will do

- Add **illustrations** and captions
- Identify names for the maps
- Draft Introduction to the NT/Bible
- Check parallel passages
- Verify all checks are complete
- Proper Names final check
- Numbers, money, weights and measures check
- Formatting checks.

## 24.1 Choosing illustrations and captions

There are over 2800 images available, so it can be difficult to choose illustrations. Fortunately, it is now possible to search for images by chapter reference and by keywords in French. Note that any illustration you insert into Paratext will increase the size of your project. Only add these small jpg files (or alternatively just the file

name). When composing, they will be replaced by larger, high-resolution images.

## Create a folder of images to search

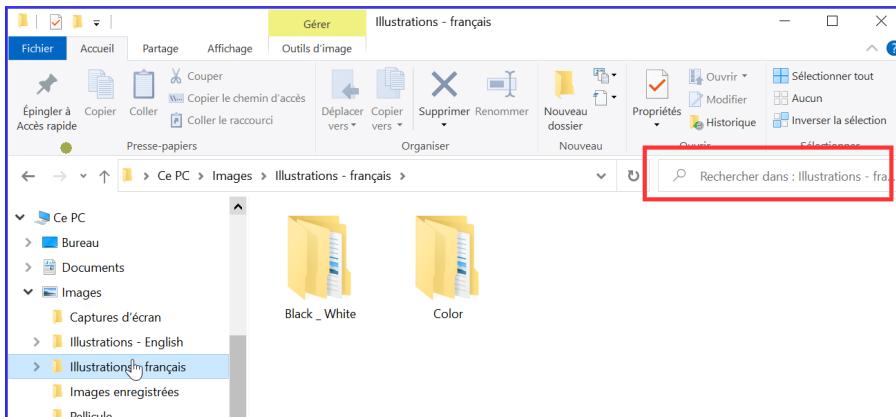
First time:

1. Open the link <https://tiny.cc/sampleimages> on the Internet
2. Right-click on the folder **Illustrations - French**,
3. Select **Download**
  - *It will download about 121MB.*
4. Search and open the downloaded **zip file**.
5. Extract the single folder in the archive: **Illustrations - French** and put it in your **Images** folder
  - *(Windows starts to index the contents of the images...)*

## Try various searches

When your images are indexed, you can try different searches.

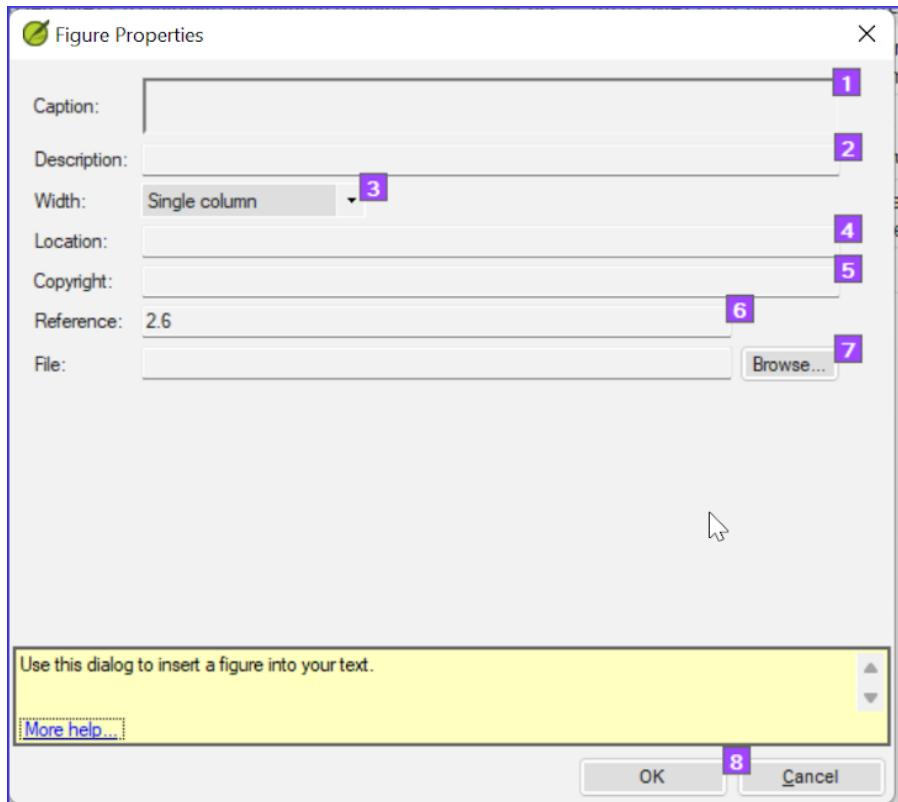
1. Open this new folder in the **File Explorer**.



2. Type in the search field:
3. **A search word**, like cross, sheep, house, etc.
4. **A Bible reference**, like MAT27, ACT03, etc. (using at least 2 digits for the chapter).
5. Add **black** or **color** to display only black and white images.

## 24.2 Adding illustrations and captions

1. In your project, navigate to the desired verse.
2. From the **Insert** menu, choose **Image**



3. Enter a **caption** to be printed with the image (in your language) [1].
4. Enter a **description** to be printed with the image (in your language) [2].
5. Indicate if the image should fill the width of a column or a page. [3]

6. If applicable, type in a verse range as an acceptable location.

[\*][Optional]

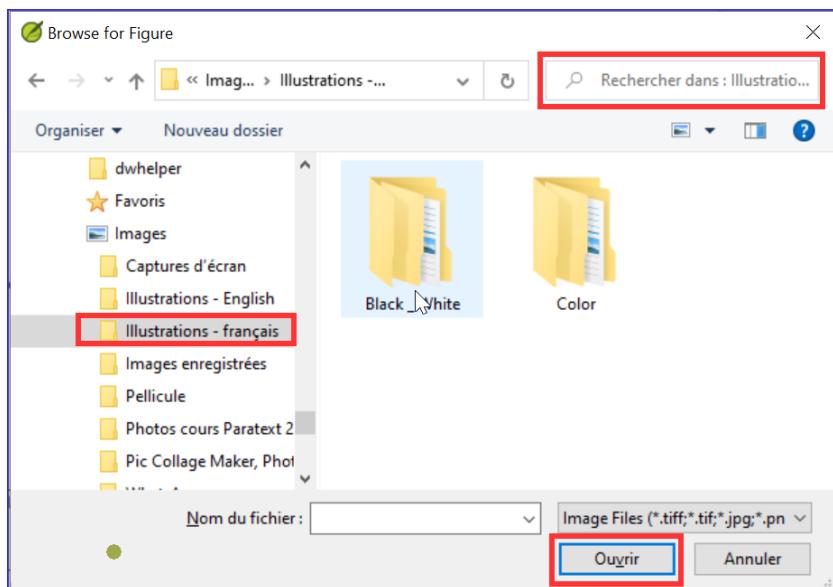
7. Enter the necessary copyright information about the image [4]

8. Paratext will fill in the chapter and verse reference that pertains to the image. [5]

## Browse to find the image file

1. Click **Browse...** to search for the image file. [7]

- o A dialog box is displayed.



2. In the dialog, select the **Images - Illustrations - English** folder on the left
3. Click in the **Search** field (top right) and type to filter the images (as above)
4. Click on the desired image and click on the **Open** button.
5. Click on **OK**.



#### TIP

To make searching easier, double click on the title bar to **enlarge the window, show** the very large icons and **hide the viewing pane**. :::

## 24.3 Map names

The Combined NT Maps Biblical Terms list is not a standard list in Paratext 9. It is **available here**: and once downloaded, the file should be copied into "My Paratext 9 Projects"

:::

1. Click in your project.
2.  $\equiv$  **Tab**, under **Tools > Biblical Terms**

3. ≡ **Tab**, under **Biblical Terms** > **Select Biblical Terms List**

4. Choose NT MapBiblicalTerms

5. Add renderings for all terms

6. ≡ **Tab**, under **Biblical terms** > **Export as HTML**

7. Type a name for the file

8. Click **Save**.

## 24.4 Draft Introduction to the NT/Bible

1. Change to the book INT

2. Make sure there is an \h line

3. Type your introduction using the following markers:

- \mt1
- \is
- \ip

4. Type in the overall introduction to the Bible/NT in the book

**INT**

## 24.5 Check parallel passages

- See module **PP Compare Parallel passages**

## 24.6 Verify all checks are complete

## **Current book**

1. Open the project plan.
2. Confirm that there are no issues on any of the checks.

## **Several books**

1. Redo the inventories.
2.  $\equiv$  **Tab** under **Tools** > **Run basic checks**.
3. Make sure all checks are ticked.
4. Make sure all books to be published are chosen.
5. Click **OK**.
6. Correct any errors.

## **Word list checks**

From the word list, do the following checks:

1.  $\equiv$  **Tab**, under **Tools** > **Spell check** > **All checks**
2.  $\equiv$  **Tab**, under **Tools** > **Find Similar Words**
3.  $\equiv$  **Tab**, under **Tools** > **Find Incorrectly Joined or Split Words**

## **24.7 Proper Names final check**

1.  $\equiv$  **Tab**, under **Tools** > **Biblical Terms**

2.  $\equiv$  **Tab**, under **Biblical terms** > **Select Biblical Terms list** and choose the **Major Biblical Terms** list
3. Filter on names with missing renderings
4. Check that all names have an rendering (add if necessary).

## 24.8 Numbers, money, weights and measures

1. Click in your project.
2.  $\equiv$  **Tab**, under **Tools** > **Biblical Terms**
3.  $\equiv$  **Tab**, under **Biblical terms** > **Select Biblical Terms list**
4. Choose the appropriate list.
5. Add renderings as usual.

## 24.9 Formatting checks

1. Redo the module FC: Formatting checks.
2.  $\equiv$  **Tab**, under **Tools** > **Checklists** > **Long/short verses**
3.  $\equiv$  **Tab**, under **Tools** > **Checklists** > **Word or phrase**
4.  $\equiv$  **Tab**, under **Tools** > **Checklists** > **Section headings**
5.  $\equiv$  **Tab**, under **Tools** > **Checklists** > **Book titles**
6.  $\equiv$  **Tab**, under **Tools** > **Checklists** > **References**

7. ≡ **Tab**, under **Tools > Checklists > Footnotes**

# 25. Creating a Study Bible with Paratext 9.2 (and above)

**Introduction** With Paratext 9.2 (and above) you can create a study Bible based on your translation by adding introductory paragraphs, sidebars and detailed footnotes and additional cross-references to help your user have a deeper understanding of the Bible text.

**Before you start** Before you can create a study Bible you will want to translate and consultant check your New Testament (or portions). Then your administrator can create a new project (see below).

**Why is this important?** Study Bible information is created in a separate project with links to the translated text. If the translated text changes the link can be broken. Links can be fixed, but it is less likely to be a problem if the text is stable.

**What will you do?** You (or your administrator) will create a **Study Bible Additions project**. As the name suggests, this is where you can add the study materials (without affecting your translation).

This separate project contains a read-only copy of your project and your additional text. When you are ready you can merge the Study

Bible Additions project with your translation project into a third project.

- Create a new project of Study Bible Additions based on your translation
- Register the new project
- Add the additional material (introductions, sidebars, footnotes and cross-references)
- Hide any non-biblical text in the base translation (e.g. headings)
- Merge the projects to create a publication project.

## Create a Study Bible Additions project

1. Use the Paratext menu to create a new project
2. Set the type of project to Study Bible Additions (Annexe de la Bible d'étude)
3. Choose your translation project for the "based on" project.
4. You will need to register the new project.
  - *A grey-out read-only copy of your project is displayed, with a toolbar at the top.*

# Add the additional material

## Introductory material

1. Position your cursor where you would like the additional material
2. Click **Add +** on the toolbar
3. A blue box with an \ip is added.
4. Type the text.

## Sidebar text

1. Position your cursor where you would like additional material
2. click **\esb** on the toolbar
3. A sidebar panel is opened with a \ms marker added
4. Type the title after the \ms marker
5. Press Enter
6. Choose a marker for the following text.
7. Type the text.
8. Continue as needed.

## Extended cross-reference

1. Position your cursor where you would like the cross-reference caller
2. click **\ex** on the toolbar
3. A footnote panel is opened with a \ex markers added
4. Type in the cross-reference.

## Extended footnote

1. Position your cursor where you would like the additional footnote
2. click **\ef** on the toolbar
3. A footnote panel is opened with the appropriate \ef markers
4. Add footnotes as needed.

## Hide non-scriptural material

You can hide non-scriptural material such as headings from the translation

1. Position your cursor where you would like the additional footnote
2. Click **Hide** on the toolbar
3. The text is displayed in a greyed-out box.

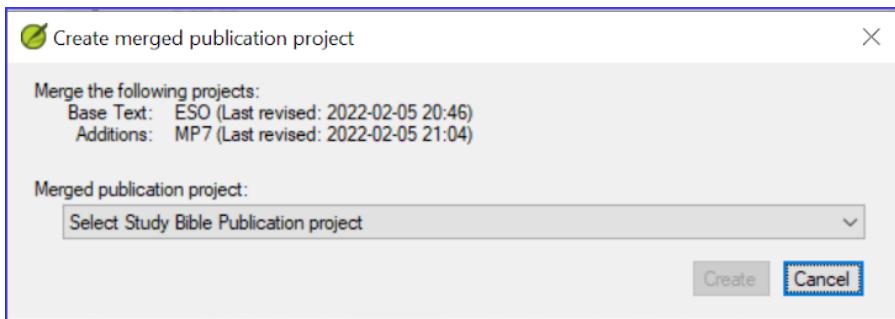
# Compare versions

1. Open a Study Bible Additions project
2. From the **Project** menu,
3. Under **Project**, choose **Compare Versions***The changes in the additions are displayed.*

## Merge the projects to create a publication project

To publish the study Bible, you need to create a publication project.

1. Click the Project menu
2. Choose “Create merged publication project”



3. Click the dropdown list “Merged publication project”.

4. Create a new project or choose a previous project

5. Click **Create**

- *Paratext merges the translation project and the Bible Study Additions project and displays the Merged publication project.*

6. If necessary change the view to Preview.

## Making changes

You now have three projects.

1. Your original translation project,

2. The Bible Study Additions project and

3. The Merged publication project.

- *Any corrections to the translation* should be made to the *original translation project*.
  - These corrections will be updated in the Bible Study Additions project when you next recreate the merge publication project.
  - *Any corrections to the Bible study material* should be made in the *Bible Study Additions project*.

- The *merged publication project* is read-only and cannot be changed.
  - To update the changes, recreate the merged publication project again.

## Bible Study Additions project - Compare versions

In Paratext 9.3, can now Compare versions

1. Open a Study Bible Additions project
2. From the **Project** menu,
3. Under **Project**, choose **Compare Versions**
  - *The changes in the additions are displayed.*

## Printing the Study Bible with PTXPrint

PTXPrint version 2.1.x (and above) can print the merged publication project. For detailed instructions,

see <https://software.sil.org/ptxprint/how-to-study-bible-layout/>

# A Special text

The following passage often have special formatting (by adding other USFM codes).

- Matt 1.2-16: The genealogy, which is not normal prose. Often set in a special poetic form so the fathers line up and the form indicates this is a special list (with comments).
- Matt 5.3-10: The beatitudes. Often set in poetic form.
- Matt 6.9-13: The Lord's prayer. Often set in poetic form.
- Matt 21.9: The greeting to Jesus. Often set in poetic form.
- Matt 27.37: The sign on the cross. Often set in small caps.
- Matt 27.46: The scream of Jesus. Sometimes marked by \tl and \tl\*, the marker for transliteration (because it is in another language).
- Mark 5.41: The command to the dead girl. Sometimes marked by \tl and \tl\*, the marker for transliteration (because it is in another language).
- Mark 11.9: The greeting to Jesus. Often set in poetic form.
- Mark 14.36: "Abba." Sometimes marked by \tl and \tl\*, the marker for transliteration (because it is in another language).
- Mark 15.26: The sign on the cross. Often set in small caps.

- Mark 15.34: The scream of Jesus. Sometimes marked by \tl and \tl\*, the marker for transliteration (because it is in another language).
- Mark 16.9: A note indicating another ending of Mark. Sometimes separated by a horizontal rule.
- Luke 1.46-55: The song of Mary (or Elizabeth; the Magnificat). Often set in poetic form.
- Luke 1.68-79: The song of Zechariah. Often set in poetic form.
- Luke 2.14: The chant of the angelic choir. Often set in poetic form.
- Luke 2.29-32: The praise of Simeon. Often set in poetic form.
- Luke 3.23-38: The genealogy. Often set in a special poetic form similar to the genealogy in Matthew.
- Luke 6.20-22: The beatitudes (blessings). Often set in poetic form.
- Luke 6.24-26: The beatitudes (woes). Often set in poetic form.
- Luke 11.2-4: The Lord's prayer. Often set in poetic form.
- Luke 19.38: The greeting to Jesus. Often set in poetic form.
- Luke 23.38: The sign on the cross. Often set in small caps.
- John 7.53-8.11: The story of the woman caught in the act. The section head usually occurs prior to verse 53. Sometimes, although rarely, separated by a horizontal rule before and after the text.

- John 12.13: The greeting to Jesus. Often set in poetic form.
- John 17.1-27: The prayer of Jesus. Sometimes, although rarely, set in paragraphs with added indentation from the left margin.
- John 19.19: The sign on the cross. Often set in small caps.
- Acts 15.23-29: The letter. Often set in paragraphs with added indentation from the left margin.
- Acts 23.26-30: The letter to Claudius Lysias. Often set in paragraphs with added indentation from the left margin.
- Rom 8.15: "Abba." Sometimes marked by \tl and \tl\*, the marker for transliteration (because it is in another language).
- Rom 11.33-36: The doxology. Often set in poetic form.
- Rom 16.3-16: The special greetings. Sometimes set in a special poetic form similar to the genealogies.
- Gal 4.6: "Abba." Sometimes marked by \tl and \tl\*, the marker for transliteration (because it is in another language).
- Phil 2.6-11: The attitudes. Sometimes set in poetic form.
- 1 Tim 2.5-6: A creed. Sometimes set in poetic form.
- 1 Tim 3.16: A creed. Often set in poetic form.
- 2 Tim 2.11-13: A creed. Often set in poetic form.
- 1 John 2.12-14: I write to you. Sometimes set in poetic form.
- Rev 1.4-7: The greeting and doxology. Sometimes set as poetry and prose.

- Rev 2-3: The seven letters. Often set in paragraphs with added indentation from the left margin.
- Rev 4.8: A chant. Sometimes set in centered poetic form.
- Rev 4.11: A chant. Often set in poetic form.
- Rev 5.9-10, 12, 13: Songs. Often set in poetic form.
- Rev 7.5-8: A list. Often set in a special poetic form.
- Rev 7.10, 12: Chants. Often set in poetic form.
- Rev 7.15-17: A declaration. Sometimes set in poetic form.
- Rev 11.15, 17-18: Chants. Often set in poetic form.
- Rev 12.10-12: A declaration. Often set in poetic form.
- Rev 15.3-4: A song. Often set in poetic form.
- Rev 16.5-7: A declaration. Often set in poetic form.
- Rev 17.5: A sign. Often set centered, in small caps.
- Rev 18.2-8: A declaration. Often set in poetic form.
- Rev 18.10-24: A series of woes. Often set in poetic form.
- Rev 19.1-8: A series of declarations. Often set in poetic form.
- Rev 19.16: A sign. Often set centered, in small caps.
- Rev 21.19-20: A list. Sometimes, although rarely, set in poetic form [2]

[2] Eppler, D., Goller, T., Wendland, E. R., Culy, M. M., Harold Greenlee, J., & Deibler, E. (July 2008). NOT No. 3 (Vol. 7, Mt 1:2–Re 21:19). SIL International.

# B Three letter abbreviations

<b>Old Testament</b>		
Genesis - GEN	Exodus - EXO	Leviticus - LEV
Numbers - NUM	Deuteronomy - DEU	Joshua - JOS
Judges - JDG	Ruth - RUT	1 Samuel - 1SA
2 Samuel - 2SA	1 Kings - 1KI	2 Kings - 2KI
1 Chronicles - 1CH	2 Chronicles - 2CH	Ezra - EZR
Nehemiah - NEH	Esther - EST	Job - JOB
Psalms - PSA	Proverbs - PRO	Ecclesiastes - ECC
Song of Songs - SNG	Isaiah - ISA	Jeremiah - JER
Lamentations - LAM	Ezekiel - EZK	Daniel - DAN

<b>Old Testament</b>		
Hosea - HOS	Joël - JOL	Amos - AMO
Obadiah - OBA	Jonah - JON	Micah - MIC
Nahum - NAM	Habakkuk - HAB	Zephaniah - ZEP
Haggai - HAG	Zechariah - ZEC	Malachi - MAL

<b>New Testament</b>		
Matthew - MAT	Mark - MRK	Luke - LUK
John - JHN	Acts - ACT	Romans - ROM
1 Corinthians - 1CO	2 Corinthians - 2CO	Galatians - GAL
Ephesians - EPH	Philippians - PHP	Colossians - COL
1 Thessalonians - 1TH	2 Thessalonians - 2TH	1 Timothy - 1TI

<b>New Testament</b>		
2 Timothy - 2TI	Titus - TIT	Philemon - PHM
Hebrews - HEB	James - JAS	1 Peter - 1PE
2 Peter - 2PE	1 John - 1JN	2 John - 2JN
3 John - 3JN	Jude - JUD	Revelation - REV

# C. Common USFM Markers

## ⓘ NOTE

- All Styles of type "Paragraph" require using the "Enter" key when choosing the marker in "Standard" view
- All Style Type "Note" and "Character" require using the "Backslash" key when choosing the marker in "Standard" view

USFM	Description	Style
\id	File - Identification	Paragraph
\h	File - Header	Paragraph
\c	Chapter Number	Paragraph
\v	Verse Number	Character
\p	Paragraph - Normal - First Line Indent	Paragraph
\m	Paragraph - Margin - No First Line Indent	Paragraph

<b>USFM</b>	<b>Description</b>	<b>Style</b>
\q1	Poetry - Indent Level 1	Paragraph
\q2	Poetry - Indent Level 2	Paragraph
\r	Heading - Parallel References	Paragraph
\s1	Heading - Section Level 1	Paragraph
\s2	Heading - Section Level 2	Paragraph
\mt1	Title - Major Title Level 1	Paragraph
\mt2	Title - Major Title Level 2	Paragraph
\mt3	Title - Major Title Level 3	Paragraph

## Less-common Markers

<b>USFM</b>	<b>Description</b>	<b>Style</b>
\pc	Paragraph - Centered (for Inscription)	Paragraph

<b>USFM</b>	<b>Description</b>	<b>Style</b>
\nb	Paragraph - No Break with Previous Paragraph	Paragraph
\li	List Entry - Level 1 - Single Level Only	Paragraph

## Introduction Markers

<b>USFM</b>	<b>Description</b>	<b>Style</b>
\imt1	Introduction - Major Title Level 1	Paragraph
\iot	Introduction - Outline Title	Paragraph
\io1	Introduction - Outline Level 1	Paragraph
\io2	Introduction - Outline Level 2	Paragraph
\ip	Introduction - Paragraph	Paragraph
\im	Introduction - Paragraph - no first line indent	Paragraph

<b>USFM</b>	<b>Description</b>	<b>Style</b>
\ipq	Introduction - Paragraph - quote from text	Paragraph

## Cross Reference Markers

<b>USFM</b>	<b>Description</b>	<b>Style</b>
\x	Cross Reference	Note
\xo	Cross Reference – Origin Reference	Character
\xt	Cross Reference - Target References	Character
\x*	Cross Reference End	Note

## Figure/Illustration Markers

<b>USFM</b>	<b>Description</b>	<b>Style</b>
\fig	Auxiliary - Figure/Illustration/Map	Note

<b>USFM</b>	<b>Description</b>	<b>Style</b>
\fig*	Auxiliary - Figure/Illustration/Map End	Note

## Footnote Markers

<b>USFM</b>	<b>Description</b>	<b>Style</b>
\f	Footnote	Note
\fr	Footnote - Reference	Character
\ft	Footnote - Text	Character
\fk	Footnote - Keyword	Character
\fq	Footnote - Quotation or Alternate Rendering	Character
\fqa	Footnote - Alternate Translation Rendering	Character
\f*	Footnote End	Note

# Glossary

USFM	Description	Style
\k ... k*	Keyword (in the glossary)	Character
\w ... \w*	Indicates a word in the glossary (in the text)	Character
\p	Paragraph	Paragraph
\li1	Glossary list paragraph (1st level indent)	Paragraph
\li2	Glossary list paragraph (2nd level indent)	Paragraph

# Overview of Video Summaries

To display the summary, either click on the code below.

## Introduction

- What is Paratext (0.1)

## Arranging Windows and Navigation

- How To Change The User Interface Language (0.2.1a)
- The Basics Of Projects And Resources (0.2.1b)
- Finding Menu Items (0.2.1c)
- How To Arrange Windows (0.2.1d)
- How To Open And Modify A Text Collection (0.2.2a)
- How To Control Which Windows Scroll Together (0.2.3a)
- How To Set The Default Keyboard For A Project (0.2.3b)
- How To Swap A Text In A Window (0.2.3c)
- Further Tips On Arranging Windows (0.2.3d)
- How To View Other Bible Related Texts In Paratext (0.2.3e)
- Quick Bible Reference Navigation (0.2.4)
- Finding Help (0.3)

## Project Sharing

- What Is Send & Receive Why Do I Need it (0.4a)
- How To Receive A Shared Project For The First Time (0.4b)
- Send & Receive Regularly To Keep A Shared Project In Sync (0.4c)
- How to Avoid Causing Conflicts When Using Send & Receive (0.4d)
- What is a Conflict? (1.6a)
- Paratext Conflict Notes - What They Look Like And How To Deal With Them (1.6b)

## **Enhanced resources**

- How To Download And Install Resources And Enhanced Resources (0.3a)
- Introduction To Enhanced Resources (0.5)

## **Stage 1 Drafting**

- How To View Tasks Assigned To You (1.1)

## **USFMs and Views**

- Understanding USFMs - Introduction (1.2.1)
- How Standard View Helps You Add Markers (1.2.2a)
- How To Work With USFMs In Formatted View (1.2.2b)

- How To Use Basic View (1.2.2c)
- What Is Unformatted View For (1.2.2d)
- What Is Preview - How It Is Different From Formatted View (1.2.2e)

## More drafting

- How To Type A Backslash When There Isn't One On Your Keyboard (1.2.3)
- The Best Way To Add Verse Numbers (1.2.4)
- How To Mark Non-Biblical Text (1.2.5)
- How To Scroll Between Chapters In A Window (1.3a)
- How To Change The Size Of Text In A Window (1.3b)
- Required Paragraph Markers (1.3c)

## Basic checks 1

- How To Use Checking Tools (1.4)
- Marking Tasks as Complete (1.5)
- See *introduction for* (1.6a)

## Additional items (Footnotes, Glossary, Illustrations and Introductions)

- How To Insert, View And Edit Footnotes (1A.3)

- Glossary: Adding Entries (1A.4a)
- Glossary: Permission to Edit (1A.4b)
- Glossary: Finding/Linking Entries (1A.4c)
- Glossary: Editing Entries (1A.4d)
- Illustrations (1A.5a)
- More about Illustrations (1A.5b)
- Book Introductions (1A.6)

## Basic Checks 2

- Characters Inventory (1A.7a)
- Punctuation Inventory (1A.7b)

## Stage 2 Team check and comprehension check

### Spell check and wordlist

- Approve Spellings of Common Words (2.1a)
- Spell Check Current Book (2.1b)
- Spell Check: Common Typos (2.1c)
- More on Wordlist Tool (2.1d)
- Wordlist: Edit Verse (2.1e)
- Spell Check: Display Spelling Errors (2.1f)

## **Biblical terms**

- Introduction (2.2a)
- Identify Renderings (2.2b)
- Edit/Delete Renderings (2.2c)
- Print a Draft (2.4a)

## **Project notes**

- How to Insert (2.5a)
- Comment, Assign, Tag, Edit, Delete (2.5b)
- Compare, Resolve (2.5c)
- Notes List (2.5d)
- Filter and Sort (2.5e)
- Search and Hashtags (2.5f)
- Reattach (2.5g)

# **Stage 3 Prepare for the consultant**

## **Biblical terms**

- Comparative Texts (3.1a)
- Consistency achieved (3.1b)
- Filters and Guesses (3.1c)

## **Back translation**

- What is it and What Makes a Good One? (3.2a)
- How to Prepare for and Create the Project (3.2b)
- How to Draft and Mark as Finished (3.2c)
- How the Status Boxes Help (3.2d)
- Ready for the Consultant and their Notes (3.2e)
- How and When to Use the Interlinearizer (3.3)

## **Basic Checks**

- References (3.4a)
- Quotations (3.4b)
- Quoted text (3.4c)
- Unmatched pairs (3.4d)
- Numbers (3.4e)
- Capitalization (3.4f)
- Repeated words (3.4g)
- Exceptions (3.4h)

## **Stage 4-6 Check and finalisation for publication**

### **Stage 4 - Consultant check**

- Collaboration Tools: Paratext Live (4.1)
- Collaboration Tools: Chorus Hub (4.2)

## **Stage 5 - Community check of changes**

- Book Name USFMs (5.1)
- Find and replace (5.2)

## **Stage 6 - Finalising for publication**

- Parallel Passages Tool (6.1a)
- Parallel Passages Tool: Filters and Changed Text (6.1b)

# Video Summaries by Features

See also the detailed list in [order by tasks](#)

To display the summary, click on the code below.

## Introduction

- What is Paratext (0.1) ... *p.8*

## Project Collaboration (Send/Receive)

- What Is Send & Receive Why Do I Need it (0.4a) ... *p.40*
- How To Receive A Shared Project For The First Time (0.4b) ... *p.41*
- Send & Receive Regularly To Keep A Shared Project In Sync (0.4c) ... *p.43*
- How to Avoid Causing Conflicts When Using Send & Receive (0.4d) ... *p.45*
- What is a Conflict? (1.6a) ... *p.46*
- Paratext Conflict Notes - What They Look Like And How To Deal With Them (1.6b) ... *p.47*
- Collaboration Tools: Paratext Live (4.1) ... *p.194*
- Collaboration Tools: Chorus Hub (4.2) ... *p.198*

## **Translation Notes (Project Notes)**

- How to Insert (2.5a) ... p.132
- Comment, Assign, Tag, Edit, Delete (2.5b) ... p.135
- Compare, Resolve (2.5c) ... p.138
- Notes List (2.5d) ... p.140
- Filter and Sort (2.5e) ... p.142
- Search and Hashtags (2.5f) ... p.145
- Reattach (2.5g) ... p.147

## **Enhanced resources**

- How To Download And Install Resources And Enhanced Resources (0.3a) ... p.49
- Introduction To Enhanced Resources (0.5) ... p.51

## **Biblical terms**

- Introduction (2.2a) ... p.119
- Identify Renderings (2.2b) ... p.123
- Edit/Delete Renderings (2.2c) ... p.127
- Comparative Texts (3.1a) ... p.149
- Consistency achieved (3.1b) ... p.150
- Filters and Guesses (3.1c) ... p.153

## **Translation Plans Project Progress**

- How To View Tasks Assigned To You (1.1) ... p.55
- Marking Tasks as Complete (1.5) ... p.79

## **Arranging Windows and Navigation**

- How To Change The User Interface Language (0.2.1a) ... p.18
- The Basics Of Projects And Resources (0.2.1b) ... p.19
- Finding Menu Items (0.2.1c) ... p.21
- How To Arrange Windows (0.2.1d) ... p.23
- How To Open And Modify A Text Collection (0.2.2a) ... p.25
- How To Control Which Windows Scroll Together (0.2.3a) ... p.28
- How To Set The Default Keyboard For A Project (0.2.3b) ... p.30
- How To Swap A Text In A Window (0.2.3c) ... p.31
- Further Tips On Arranging Windows (0.2.3d) ... p.33
- How To View Other Bible Related Texts In Paratext (0.2.3e) ... p.35
- Finding Help (0.3) ... p.37
- Quick Bible Reference Navigation (0.2.4) ... p.36

## **Drafting**

### *Tasks*

- How To View Tasks Assigned To You (1.1) ... p.55

## *USFMs and Views*

- Understanding USFMs - Introduction (1.2.1) ... p.67
- How Standard View Helps You Add Markers (1.2.2a) ... p.69
- How To Work With USFMs In Formatted View (1.2.2b) ... p.70
- How To Use Basic View (1.2.2c) ... p.72
- What Is Unformatted View For (1.2.2d) ... p.73
- What Is Preview - How It Is Different From Formatted View (1.2.2e) ... p.74

## *Other*

- How To Type A Backslash When There Isn't One On Your Keyboard (1.2.3) ... p.57
- The Best Way To Add Verse Numbers (1.2.4) ... p.58
- How To Mark Non-Biblical Text (1.2.5) ... p.60
- How To \*\*\*\*Scroll Between Chapters In A Window (1.3a) ... p.62
- How To Change The Size Of Text \*\*\*\*In A Window (1.3b) ... p.63
- Required Paragraph Markers (1.3c) ... p.65
- Book Introductions \*\*\*\*(1A.6) ... p.100
- Find and replace (5.2) ... p.200
- How To Insert, View And Edit Footnotes \*\*\*\*(1A.3) ... p.203

- Book Name USFMs (5.1) ... p.207
- Print a Draft (2.4a) ... p.212

## Illustrations

- Illustrations (1A.5a) ... p.96
- More about Illustrations (1A.5b) ... p.98

## Parallel Passages

- Parallel Passages Tool (6.1a) ... p.207
- Parallel Passages Tool: Filters and Changed Text (6.1b) ... p.212

## Back translation

- What is it and What Makes a Good One? (3.2a) ... p.157
- How to Prepare for and Create the Project (3.2b) ... p.159
- How to Draft and Mark as Finished (3.2c) ... p.161
- How the Status Boxes Help (3.2d) ... p.163
- Ready for the Consultant and their Notes (3.2e) ... p.165

## Glossary

- Glossary: Adding Entries (1A.4a) ... p.89

- Glossary: Permission to Edit (1A.4b) ... p.91
- Glossary: Finding/Linking Entries (1A.4c) ... p.92
- Glossary: Editing Entries (1A.4d) ... p.94

## Checking Tools

- How To Use Checking Tools (1.4) ... p.77
- Characters Inventory (1A.7a) ... p.80
- Punctuation Inventory (1A.7b) ... p.82
- References (3.4a) ... p.170
- Quotations (3.4b) ... p.174
- Quoted text (3.4c) ... p.177
- Unmatched pairs (3.4d) ... p.180
- Numbers (3.4e) ... p.182
- Capitalization (3.4f) ... p.184
- Repeated words (3.4g) ... p.189
- Exceptions (3.4h) ... p.191

## Custom Interlinear

- How and When to Use the Interlinearizer (3.3) ... p.167

## Spell check and wordlist

- Approve Spellings of Common Words (2.1a) ... *p.102*
- Spell Check Current Book (2.1b) ... *p.104*
- Spell Check: Common Typos (2.1c) ... *p.108*
- More on Wordlist Tool (2.1d) ... *p.110*
- Wordlist: Edit Verse (2.1e) ... *p.114*
- Spell Check: Display Spelling Errors (2.1f) ... *p.116*

# What is Paratext? (0.1)

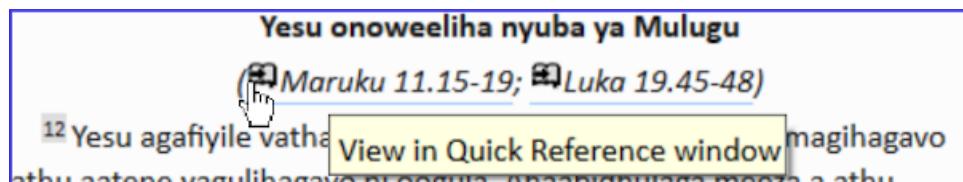
Paratext is the premier Bible translation platform used by over 10,000 people worldwide for planning, managing, drafting, reviewing and checking Bible translations in more than 2,300 languages. Here are some of the tools Paratext has to offer.

- A Project Plan, which lays out all the stages needed to be completed in order for a high quality translation to be achieved, with the order in which books should be translated.
- Team members can communicate through a system of notes.
- Paratext supports translation itself in numerous ways, with hundreds of resources and several Enhanced Resources which enable translators less confident in Greek and Hebrew.
- Team collaboration is facilitated by either working off-line or online with Paratext Live.
- Paratext has specialized features for translation of the Bible, such as the Parallel Passages tool, and the Biblical Terms tool.
- Paratext provides spellchecking features by looking for abnormal patterns to detect potential spelling errors.
- When the text is ready for a translation consultant to check, users can prepare a written back translation for the consultant, and/or prepare a more literal back translation using the interlinearisation tool

- There is a rich provision of training materials available including online videos in multiple languages.
- To download Paratext and apply for a free licence, go to [Paratext.org](http://Paratext.org).

# Open a quick reference window:

- Click on a link in \r line or \xt
- *The Quick Reference window comes up showing me that other reference.* OR



- Click the **≡ menu** for the project, expand the menu, under **Tools > Quick Reference**



## TIP

Hint: If you add the window to Autohide, or Dock the window, Paratext will use it to open parallel heading links or cross reference links.

## UPGRADE



## TIP

From **Paratext 9.1** any floating window has controls for changing the **reference**. From **Paratext 9.3** any floating window also has controls for changing the **project**.

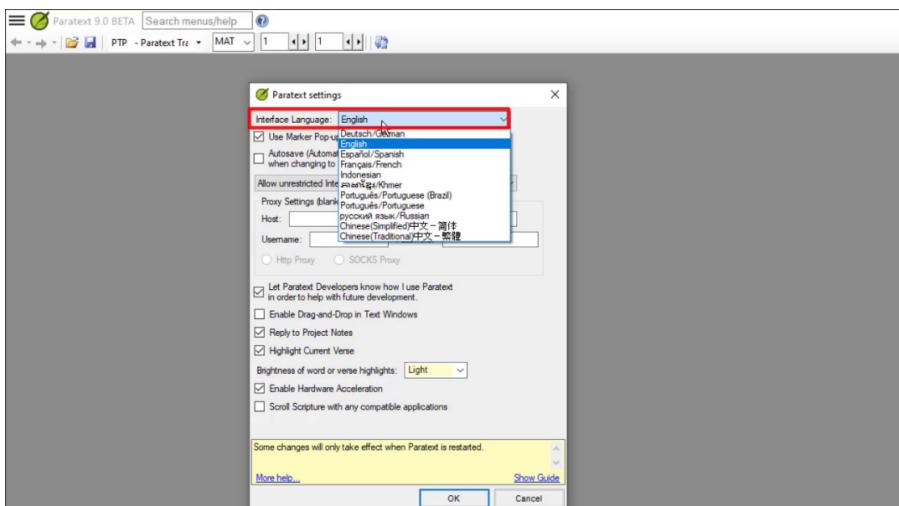
# Change the interface language (0.2.1a)

Paratext interface is available in many different languages.

1. Click Paratext Menu  > under Paratext menu > **Paratext Settings** >

2. Dropdown the list of **Interface languages** > *Choose language*

3. Click **OK**



# Basics of project/resource (0.2.1b)

Paratext allows you to view several projects or resources at the same time.

Each project or resource is shown in a window, with its own title bar and menu. Projects can be editable but resources are never editable.

## To open a project or resource

- Click the **main Paratext menu** , and then click **Open**. *The Open Project/Resource dialog box appears.*

Open Project/Resource X

Show:	Projects	Resources	Enhanced Resources	Source Language Texts	Dictionaries	Consultant Notes	<input type="text"/>
Type	Name	Full Name				Language	
Project (Standard Transl...	PTP	Paratext Training Project				Hawai'i Creole English (...)	
Resource	AMP	Amplified Bible				English (eng)	
Resource	BYZ	Robinson-Pierpont Byzantine New Testament				Ancient Greek (to 1453)...	
Resource	GNTD	English: Good News Translation US 1992				English (eng)	
Resource	HEB/GRK	Biblia Hebraica/UBS Greek New Testament				Ancient Hebrew/Ancien...	
Resource	LXA	Septuagint (Alternative Texts)				GREEK (grc)	
Resource	LXX/GRK	Septuagint/UBS Greek New Testament				GREEK/Ancient Greek ...	
Resource	NASB	New American Standard Bible				English (eng)	
Resource	NET08	English: New English Translation (NET Bible) 1996 - ...				English-NET Bible (eng)	
Resource	NIV11R	New International Version 2011 (Revised format)				English (eng-US)	
Resource	NRSV	English: New Revised Standard Version 1989				English (eng)	
Resource	SYA	Syriac Peshitta (Alternative Texts)				Classical Syriac (syc)	
Resource	SYR	Syriac Peshitta				Classical Syriac (syc)	
Source Language Text	HEB/GRK	Biblia Hebraica/UBS Greek New Testament				Ancient Hebrew/Ancien...	
Source Language Text	LXX/GRK	Septuagint/UBS Greek New Testament				GREEK/Ancient Greek ...	

Saved selections    Open As:  Panel  OK  Cancel

## Filter or search for the files you want

- The row of **buttons** along the top allows you to **filter** which types of files you see displayed in the list below.
- Alternatively, you can use the **search box** to find the file you need to open.

## To open a file

- Click the filename in the list

2. Choose the type of window to **open as** (panel, tab, floating window, etc)
3. Click **OK**.
  - o *A new window opens.*



### TIP

When you start Paratext it will re-open the projects and resources you had open when you last closed Paratext. It also places your cursor in the verse where you last had your cursor.

# Finding Menu items (0.2.1c)

Remember there are two menus –

- (1) one for all of Paratext and
- (2) the second for any project window or pane.



There are three other things to know about the menus:

1. Not just projects and resources, but other windows have their own menus
2. There are two sets of menus – standard and full.
  - o A standard menu can be expanded by clicking on the wedge at the bottom.
3. You can search for menu commands

## Search for menu commands

- Click on search box, type command



- Click on the desired command in results list The menu search works even if you are in standard menus and the command you are searching is normally hidden.

The screenshot shows a search results window with a blue header bar containing the text "Formatted". Below the header, there is a list of items. The first item, "PTP: (Standard Trans...)" has a red box drawn around its "View > Formatted" option. Other items in the list include "View > Unformatted" for PTP, and "View > Formatted" and "View > Unformatted" for NIV11R and NRSV resources. At the bottom of the list, under "Help topics", there are two links: "How do I insert markers in my project text?" and "What is the difference between the Preview, Basic, Formatted, Unformatted, and Standard view in Paratext?".

PTP: (Standard Trans...)	<a href="#">View &gt; Formatted</a> <a href="#">View &gt; Unformatted</a>
NIV11R: (Resource)	<a href="#">View &gt; Formatted</a> <a href="#">View &gt; Unformatted</a>
NRSV: (Resource)	<a href="#">View &gt; Formatted</a> <a href="#">View &gt; Unformatted</a>
<b>Help topics</b>	<a href="#">How do I insert markers in my project text?</a> <a href="#">What is the difference between the Preview, Basic, Formatted, Unformatted, and Standard view in Paratext?</a>

The same search also shows help topics.

# Arrange windows (0.2.1d)

A window within Paratext can be configured to be shown as a panel, a tab, an autohide window or a floating window.

**Open a window** as a specific type: In the Open Project/resource dialog box, use the **Open as** dropdown.

**Re-arrange:** Click on titlebar and drag panels to re-arrange them, release mouse when blue box in the desired position. The blue box shows the space a panel being dragged will move to.

**Resize:** Windows can be resized by dragging the borders.

**Convert:** To convert a window into an autohide or floating window, right-click on the title bar and select the appropriate option.

**Autohide:** Click the button (in autohide column) to see it, click outside window to hide it. Right-click a titlebar to send to autohide.

**Floating window:** Good to maximize a window or send it to a second screen. Right-click on titlebar > Open as floating window.  
[To return: Right-click > Dock window]

## Save current layout

1. Click the **Paratext menu** and select “**Save Current Layout...**”.
2. Give the layout a name that will help you remember what it includes.
3. Click **OK**.
  - *The layout name is now shown on the main Paratext menu.*

## Display different layout

- Click the **Paratext menu** and click the layout name.
  - *Paratext opens the windows.*

# Text collection (0.2.2a)

## UPGRADE

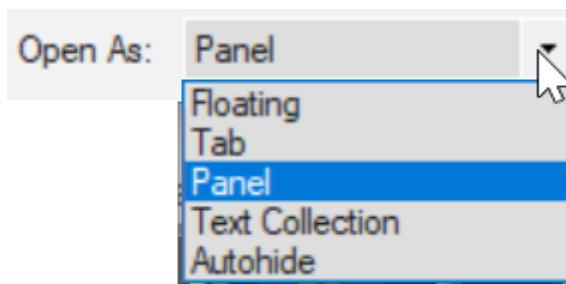
In Paratext 9.3 there are two ways to open a text collection.

A Text Collection allows us to display several resources in one window. Unlike a tabbed window, a text collection shows us one verse at a time from each resource.

## Create a text collection

- ~~Close any resources that are already open~~

1. Click the **Open** button on the toolbar.
2. Hold the CTRL key down while clicking to select several files.
3. In the **Open As** dropdown, select **Text Collection panel**.



#### 4. Click **OK**.

- *Paratext opens the selected resources in a new window, and displays the current verse.*

## **Text collection – see more context**

1. Click blue hyperlink of a resource name OR
2. Click Tab menu, under **View > Two panes**

## **Text collection – close right-hand pane**

1. Click the little **X** within the right-hand pane.
2. OR Click the menu button on the title bar, under View, click **Two Panes**

## **Modify text collection**

You can modify the text collection by change the order of resources, removing a resource or adding a resource.

### **Change order of resources**

- Right-click on one and select Move up or Move down.

### **Remove a resource from the text collection.**

- If we want to remove this resource, right-click and select **Close**.

## Add resources

1. Open the menu for this window panel.
2. Click “**Modify Text collection**”.
  - *The “Select Texts” dialog box opens.*

The list on the left is all the available projects and resources. The list on the right is what is currently shown in the text collection window.

1. Click **left** or **right** arrows to add or remove resources
2. Click **up** or **down** arrow to reorder resources
3. Click **OK** to make changes occur in the text collection window.

# **Scroll group (0.2.3a)**

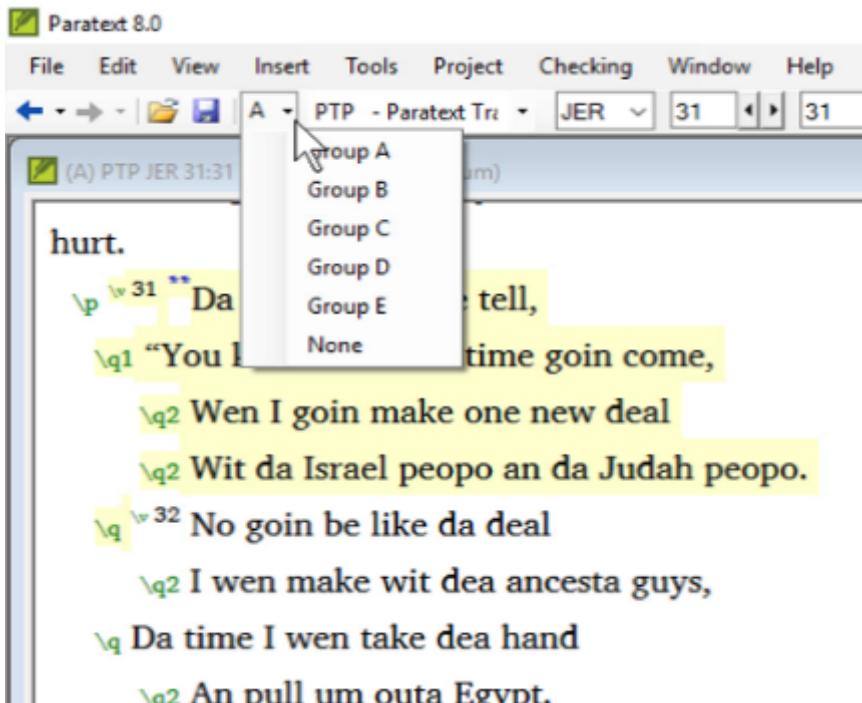
Scroll groups allow you to look up a different reference without having all the windows scroll to the new reference,

Paratext allows up to five different scroll groups, A through E. In addition, we can choose “none.”

The small dropdown control which contains the letter A is how we control the scroll groups.

## **Change scroll group**

1. Click to activate the window
2. Click the scroll group on the toolbar
3. Choose the desired scroll group



- Small letters are shown next to the project abbreviations on the window title bars when the windows are not all in group A.



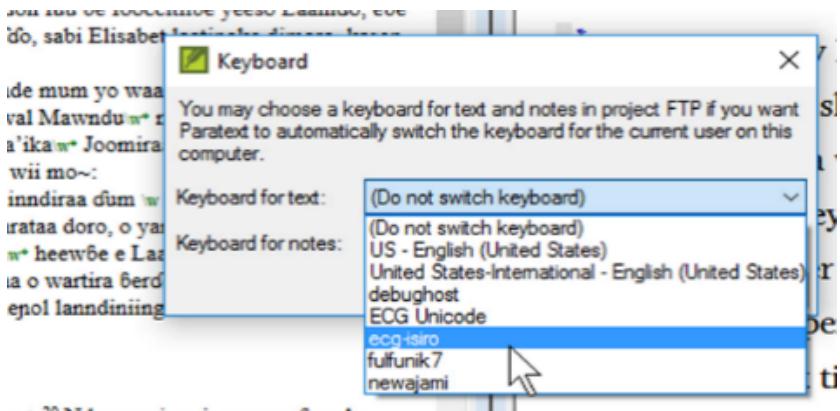
### TIP

When you open a new window, it will be in the same scroll group as the last active one.

# Keyboard (0.2.3b)

Paratext can be set to turn on a keyboard automatically when the cursor is in a project that needs it.

1. Click the **Project** menu
2. Move the mouse over **Project Settings**.
3. In the submenu, select **Keyboard**.
  - *The Keyboard dialog for this project opens.*

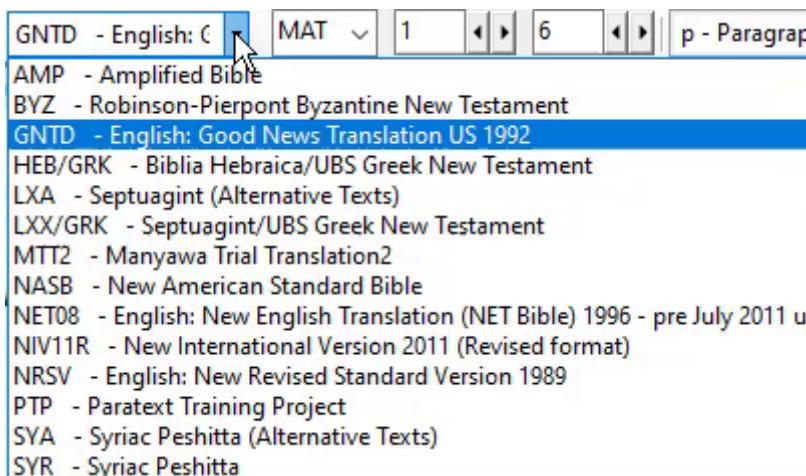


4. Choose the Keyman keyboard for typing text.
5. Choose the Keyboard for typing notes.
6. Click **OK**.

# Swap text in a window (0.2.3c)

You can change which text a window displays. This is a way of opening a different text instead of one of your open ones, leaving your window layout the same.

1. On the toolbar, click the project list.



2. Select the text you wish to display.

- *The window now shows the new version instead and the window layout remains the same.*

## NOTE

## NOTE

At this time, you can only open another similar resource in the window using the project list (i.e Project, Enhance Resource, Biblical terms).

## TIP



### TIP

Remember if the saved layout contains the other version, it will be re-opened if you use the saved layout again. If the **current text** selection is what you want to use in future, **re-save the layout** as it currently is.

# **Further tips on Arranging Windows (0.2.3d)**

## **Tip 1: How to swap windows**

Swapping two windows may involve two or more steps. [For example, drag one to the left edge and end up with an extra column, then drag the other to the lower right corner (back to original number of columns).]

An alternative way to swap these two texts is by using the project list.

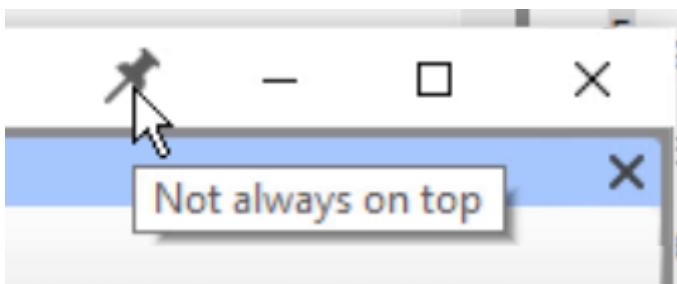
## **Tip 2: How to undo moving a window**

If you make a mistake with a drag,

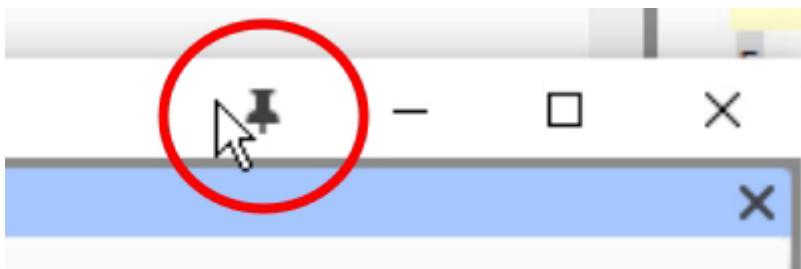
1. Click on the main Paratext menu.
2. Click Undo Tab move.

## **Tip 3: How to unpin floating windows**

- When the thumbtack is slanted, this window no longer stays on top all the time.



- If you want it to always stay on top again, click the thumbtack icon to pin it.



## Tip 4: How to widen the autohide column

The autohide column can be made a little wider if desired.

- Click the arrow at the top of the column.



## Tip 5: How to undo closing a window

1. Click the main Paratext menu
2. Choose Undo Tab Close

# **Going to non-Biblical books (0.2.3e)**

There are many non-biblical books listed after REV (also Deuterocanonical books)

e.g. GLO, XXA ... XXG

MAT	1	2
2TH	2 Thessalonians	^
1TI	1 Timothy	
2TI	2 Timothy	
TIT	Titus	
PHM	Philemon	
HEB	Hebrews	
JAS	James	
1PE	1 Peter	
2PE	2 Peter	
1JN	1 John	
2JN	2 John	
3JN	3 John	
JUD	Jude	
REV	Revelation	
XXA	Extra A	
XXB	Extra B	
XXC	Extra C	
XXD	Extra D	
XXE	Extra E	
XXF	Extra F	
XXG	Extra G	
GLO	Glossary	v

# Quick Bible Reference Navigation (0.2.4)

## Go to a specific Bible Reference

1. Ctrl+ B
2. Type the 3 letter abbreviation of book name
3. Type SPACE type the chapter number
4. Type SPACE type the verse number **ENTER**

## Go to the beginning of a book

- Ctrl+ B, type 3 letter book name press **ENTER**

## Go to the beginning of a chapter

1. Ctrl+ B, type 3 letter abbreviation of book name
2. Type **SPACE** type the chapter number press **ENTER**

## Go to a book by title

1. Ctrl+B
2. Start typing the title of the book
3. Choose from the list.

4. Press **Enter**

# Help in Paratext (0.3)

## Search menus/help

1. Click in the search menus/help box on the titlebar.
2. Type, and then simply wait while Paratext searches.
  - *The top items in the list are actual **commands** within Paratext.*
  - Paratext uses the **project short name** to show us which window the action will apply to.
3. If we click any of these commands, Paratext will do the action.

## Help

In the second part of the search results Paratext lists all the help topics which match your search.

- Click on the description to open it.
  - *The help topic opens in the help window.*

Any text marked in blue is a link to a different topic.  
There are also some topics listed under See  
Also. Each title is a link you can click.

1. You can go back by clicking the green back button.
2. By scrolling down you can browse other potentially relevant help topics.
3. Close by clicking the X in the top right corner.

## Guide

- Open a dialog box (e.g. Main Paratext **menu** > **Download/install resources**)
  - *A guide appears to the right of the dialog box.*

### Close guide/show guide

1. Click the red **X** to close the guide.
2. Click the **Show guide** link to open the guide.

Closing a guide only affects the current dialog box.

## Help menu

1. Click on the Main Paratext **menu**
2. Click on **Help**,
  - *The help menu opens.*



**TIP**

You can open the Help file, and other useful functions which are only available here.

## Online help

- Paratext website.
- A user forum is also available at LingTran.net

# Send/Receive Explanation (0.4a)

Teamwork is essential for good Bible translation. To facilitate this teamwork, Paratext allows you to collaborate using a feature called Send/Receive. Send/Receive also creates a back-up of your project on another device and is incredibly valuable even for translators working on their own.

## Send/receive – various methods

- Send/receive by Internet (ideal)
- Send/receive by USB
- Network folder or Chorus Hub.

## Avoiding two people editing at the same

With several people actively working on the same project at the same time, some organization is necessary to avoid situations like two translators drafting the same chapter at the same time!

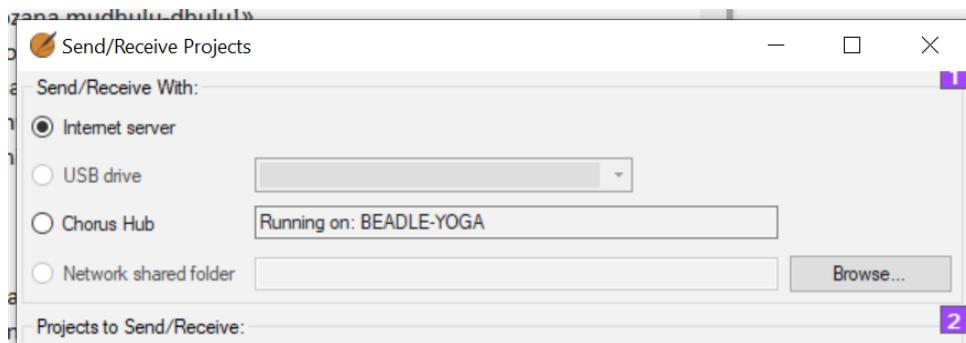


### CAUTION

An administrator needs to **add** you to a project, and **assign** books to you.

# Send/Receive for the first time (0.4b)

When you hear that the administrator has added you to the project, use the Send/Receive command to get a copy of the project on your computer.



## Send/receive by Internet

1. Open the main Paratext menu  $\equiv$ .
2. Click **Send/receive projects**
3. Choose the appropriate method (**Internet** or **USB** see below)
4. Choose the project (**New** means new to my computer)
5. Click **Send/receive** button
  - o *Project will open.*

## **Send/receive by USB**

1. **Insert USB** into computer
2. Open the main Paratext menu.
3. Click **Send/receive projects**
4. Choose **USB drive**
  - *If it is greyed out, cancel and insert USB*
5. Choose project (**New** means new to my computer)
6. Click **Send/receive** button
  - *Project will open.*

## **Send/receive by Network folder**

1. File > Send/receive projects
2. Choose Network Shared folder
3. Click browse and choose the network folder
4. Choose project (New means new to my computer)
5. Click Send/receive button
  - *Project will open.*

# Working in a shared project (0.4c)

In this video, you learnt about using send/receive regularly to keep sharing your work with your colleagues, and to receive their changes.

## Send/receive – icon on taskbar

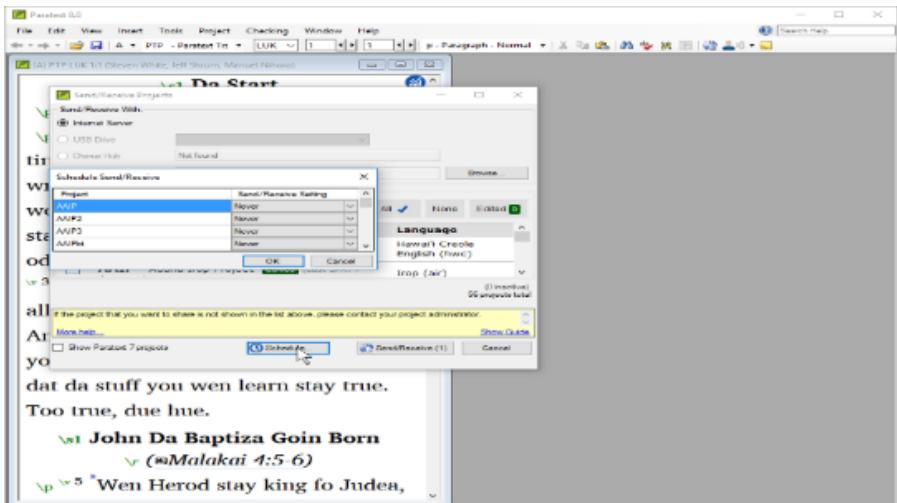
Use the shortcut icon on taskbar to do the same type of send/receive.

## Send/receive – project menu $\equiv$

- Click the project  $\equiv$  **menu**
- Choose Send/Receive this project

## Schedule Send/Receive

1. Click the main  $\equiv$  **menu** Paratext
2. Choose **Send/Receive projects**



### 3. Click **Schedule**

### 4. Select the project

### 5. Choose schedule setting (hourly, every four hours, daily, or on startup and shutdown)

### 6. Click **OK** to set the schedule

### 7. Click **Cancel** to close Send/receive dialog.

# Avoiding Conflicts in a shared project (0.4d)

## Avoiding conflicts

- Only **one member** at a time should have **editing permission**.
- **Other users** should **add notes**.
- Do **Send/receive regularly**.

# Paratext Conflicts (1.6a)

## What is a Conflict

A **conflict** occurs when two or more people **edit the text at the same time**. Paratext gets confused and does not know which one to keep. It chooses one and adds a conflict note.

It is best to have **only one translator edit a text** at a time. Other team members should **add notes** of their suggestions.



### TIP

See later videos on notes.

# Paratext Conflict Notes (1.6b)

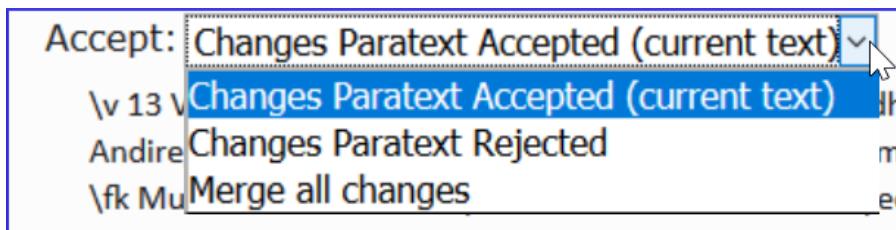
## What they look like and how to deal with them

In this video we will see what conflict notes look like and how to deal with them. This is the same in Paratext 8 and 9.

1. Do a Send/Receive
2. Click link Open unresolved conflict notes list window.

## Open note and resolve conflict

1. **Open note**
2. If the note is assigned to you, or you are an administrator, there will be a dropdown list
3. Click the Dropdown the list at the top



4. Choose an option as appropriate

- **Accept** the changes Paratext **accepted** (leave it as is)
- **Accept** the changes Paratext **rejected** (and reject the other change)
- **Merge** all changes (accept both changes)

5. Click **OK**

6. **Resolve** the note to make the flag go away.

7. Do a Send/Receive



### TIP

Special warning flag for conflict notes are either at the very beginning of the book or at the verse number.

## Complex conflicts

If there are many conflicts, your administrator may need to **revert** the book(s).

# Download resources (0.3a)

Paratext allows you to view numerous Bible resources to help you in your translation work, including enhanced resources.

*Both types can be downloaded within Paratext from the Digital Bible Library, or DBL.*

## To download any resource

1. Go to the main Paratext menu.
2. Select "**Download/Install Resources**".
3. If necessary, click "**Show Resources only in languages that match...**" to shorten the list.

## Filter for resources

1. Filter the list by typing in the **Filter box** for ones you want.
2. Click the checkbox to select a resource.
3. Click the **Download/Install** button to start the installation.
  - *When finished downloading Paratext opens one of the resources automatically.*

The resources are now available in the Open dialog.

## Download Enhanced resources

1. Open the **main Paratext menu**.
2. Select **Download/Install Resources**.
3. In the filter box, start to type enhanced.
  - *Enhanced Resources always have a plus sign after the short name as well as showing Enhanced Resource in the full name.*

## Install the images (once only)

If you want to see maps and other information, you need to download the largest of these three image files that your internet connection will allow.

- Click the **Download/Install** button to start the installation process.
  - *This can take a long time if you are downloading the image files.*

## Open the resources

1. Click the **Open** button on the toolbar.
2. To see the Enhanced Resources, I need to click **Enhanced Resources**.

3. Select one or more resources
4. Select from **Open As** dropdown
5. Click **OK**.



**TIP**

It is possible to share the downloaded resources. So if you are in an area with slow Internet, check with your IT or LangTech department to see if they have already downloaded the files.

# Enhanced resources – Introduction (0.5)

Enhanced Resources are now available in addition to ordinary resources. An enhanced resource is a translation in a major language which has been 'enhanced' by having keywords in the text linked to the Greek or Hebrew terms they translate.

## Download/Install

Enhanced Resources can be downloaded in a similar way to resources. See the video "How to download Resources and Enhanced Resources".

## Open an Enhanced Resource

- Click the **Open** icon on toolbar.
- If necessary, click **the Enhanced Resources button** to include enhanced resources in the list. (Note the plus sign after the short name).
- Select an enhanced resource and click **OK**.
  - *The Enhanced Resource opens, as well as a guide. This warning explains that the enhanced resource is a work in*

*progress.*

- Close the warning.

## Viewing research terms

### View all research terms

- Click “All Research Terms” button.
  - *All research terms are highlighted.*
- Click the button again
  - *The terms are only highlighted when you hover over a term.*

### View a research term

- Click a research term
  - *The research pane will filter for that term and display the dictionary entry.*
- Click the number of occurrences to open a list of all the places this sense occurs.
- **To turn off the Word filter**, click the X.
- Without a filter on, the pane shows **all** the research terms in the current verse.
- Alternatively, you can choose to view the research terms for a **section or a chapter**.

## Found/Problem

Make sure the enhanced resource is linked to the relevant project,

- Click **Found** to turn on and off highlighting of approved renderings of Biblical terms in both windows.
- Click **Problem** to turn on and off highlighting of missing or guessed renderings of Biblical terms.

### INFO

**Problem** only means that Paratext hasn't found a rendering. It may or may not be an actual problem in the text.

## Expanding entries

When viewing multiple terms, the entries are not expanded by default. This number shows which sense is relevant in this verse.

- Click the down arrow to expand the entry. OR
- Alternatively, the double chevron expands all the entries.

## Entry with multiple senses

The sense which is relevant for this verse is shown in black, and the others are in grey. At the end of each sense, the number of occurrences of that sense is shown.

- Click the link with a number
  - A search result list shows all the verses which contain this sense.

## The research pane has four tabs

When a tab is **gray** it indicates that there is no information available about that selection of text. The tab icon is **black** if information is available in that tab for the current filter.



- **Dictionary tab** is where you can see the definition and other information about the terms.
- **Encyclopedia tab** (in English)
- **Media tab**. Pictures and other media related to the verse or section. (In English only)
- **Maps tab**. Maps are very helpful to understand the context of some passages.

- The Biblical terms tool icon opens the Biblical terms tool for the linked project.

# My Tasks - Project Plan (1.1)

The administrator of your project can assign tasks to you in Paratext. The task assignments control what you can edit.

## View tasks assigned to you

- Click on the blue button to open Assignments and progress.



- *The Assignments and Progress window opens, showing **My Tasks** in the **Current Priority** or the last view.*

Required Tasks/Checks	Assigned to	Status
Create the first draft	Jenni Beadle	ACT Blocked by 1 task ⓘ
Chapter/Verse Numbers	Jenni Beadle	ACT 1 issue

## Next/Previous Links

- **Prev priority** – previous book with tasks
- **Next priority** – next book with tasks
- Change to **All Tasks** – to see tasks waiting

## View tasks by book

1. Where it says **Current Priority**, click to view the menu.
2. Click **Current Book**.
  - *This is the default filter if your administrator has not set up Priorities.*
3. View tasks in another book by clicking **Next book** or **Previous book**.

## State of tasks

- **Green**: Tasks that can be started right away are marked with **green**.
- **Striped green**: Waiting on you to finish another task.
- **Red**: Tasks are dependent on earlier tasks being finished by others.
- **Grey**: Task is complete

## See more information

- Hover the mouse over the **information icon** to find out what is blocking it.
- Click **Show more tasks** to see hidden tasks.

# Backslash key (1.2.3)

In this video you will learn that F5 is an alternative way to type backslash. Backslash is an important key in Paratext because it starts every USFM tag, and opens the menu of markers in Standard view and Formatted view.

Since it is not available on all language keyboards, Paratext provides alternatives.

## To insert a backslash character

- Press **F5** to insert (\)

**OR**

1. Open the menu  $\equiv$  for the project.
2. Expand the menu if needed.
3. Under **Insert**, hover over **Backslash (\)**
  - A reminder of the keyboard shortcut is displayed in the lower left corner



### TIP

In standard and formatted view, \ brings up the menu of markers. In unformatted view, it simply enters a \*\*\*\*



# Adding verse numbers (1.2.4)

In this video we will learn the best way to insert verse numbers.

Many Paratext users type their translation into a book outline, that includes all the chapter and verse numbers they need up front. However, there are still times when you might need to insert a verse number.

## Add a missing verse number (menu)

1. Place the cursor where you want the verse number to be inserted.
2. Open the **≡ menu** for the project.
3. Under **Insert**, choose **verse number**.
  - *The verse marker is inserted along with the appropriate verse number.*

## To use the keyboard shortcut

1. Place the cursor where you want the verse number to be inserted.
2. Press **Ctrl+K**.
  - *The verse marker is inserted along with the appropriate verse number.*



## TIP

If you try to add a verse number between two consecutive verses nothing happens. If you try to add another verse number at the end of the chapter nothing happens. This feature does not allow you to add more verse numbers than there should be in the given chapter.

# Non-biblical USFMs (1.2.5)

In this video, we will learn about how to mark non-Biblical text. Translators often include extra text in their Bible translations to introduce a book, indicate the start of a different topic in an epistle, indicate the start of a different topic in an epistle, or a different event in narrative, etc.

## Section headers

\s1, \s2, \s3 \s4

1. Place the cursor where you want to add a section heading here.
2. Press **ENTER**
3. Type **s**
  - *The section header markers are now listed.*
4. To match the heading above, type **1** and then press **ENTER** to confirm.
  - *The marker is displayed in the middle of the window ready for you to enter the heading.*

## Book introductions

The ordinary paragraph marker should not be used in the introduction to a book.

1. Place the cursor where you want to add the introduction.
2. Press **ENTER**
3. Type **i**
  - *The introduction markers are now listed.*
4. Choose the appropriate marker.

# Show by chapter (1.3a)

In this video we will learn how to view more than one chapter at a time in a Paratext window. When we open a project or resource in Paratext, by default it only shows us the current chapter.

1. Click the **Ξ menu** button for the project.
2. Click the expand arrow to view Full menus.
3. Under View, click “**Show all chapters**”.
  - *Paratext loads the entire book into the Window.*
4. (Checked = by chapter, unchecked = by book)



## TIP

We recommend that you leave 'View By Chapter' checked most of the time as it can slow Paratext down when it updates the book.

# Zooming In and Out (1.3b)

In this video we will learn how to change the size of text in a Paratext window panel.

## Using the menu

1. Click the **≡ menu** button on the title bar.
  - *Under View, there is a command **Zoom** with the current zoom level displayed and and + either side.*
2. To make the text look bigger, click **+**.
3. To make the text look smaller click **.**
4. Click in the window to close the menu.

## Return to original text size

1. Open the menu for the project.
2. In the zoom control, select the zoom level number
3. Type “**100**”.
4. Press **ENTER**.
5. Click on the window to close the menu.

## Keyboard shortcut

- **Ctrl+** increase **Ctrl-** decreases it.

Zoom factor is remembered when you reopen that project.



**TIP**

Only affects your computer not other members.

# Adding Paragraphs (1.3c)

## ! INFO

This video was created in Paratext 8 but applies equally to Paratext 9. In this video we learn there are a few places where you must insert a paragraph marker.

At a minimum, Paratext needs a paragraph at the beginning of each chapter.

## In standard view

1. Click where you want to put the paragraph,
2. press **ENTER**, and then select the paragraph marker from the list.

## Add after section headings markers

\s1, \s2, \s3 \s4

Be sure to add another paragraph marker after the heading.

## Add after Parallel reference headings

\r

Be sure to add another paragraph marker after the reference heading.



### TIP

Remember,

1. you **always** need a paragraph marker **before verse 1** of any chapter.
2. you **always** need a paragraph **after** any **section head \s...** or **parallel passage heading \r.**

## Other common markers

- \p standard paragraph
- \m for a paragraph with no first line indent,
- \nb paragraph with no break with the previous paragraph
- \pi where all the paragraph is indented,
- \q1 or \q2 for indented quotes or poetry.

# Understanding USFMs – Intro

## (1.2.1)

In this video you learn all about how Paratext uses special tags called USFMs. The tags

- provide the structure of the document by identifying the start of each book, as well as the sections within them.
- help you navigate around the translation using Bible references.
- facilitate the appropriate formatting of the translation by the typesetter according to what each bit of text really is, such as a heading, chapter number, or something special in the Bible text itself such as poetry or a quotation.

USFM stands for **Unified Standard Format Marker**.

USFMs always start with a **backslash**, then a **code**, then a **space**.  
(e.g. \ft )

With the exception of a closing marker which ends with an asterisk and doesn't need a space.

- The most common USFMs are: \p (paragraph) \c (chapter) \v (verse)

- The latest USFM standard is online -  
<https://paratext.org/about/usfm> then click on **USFM documentation** and **USFM documentation** again a second time. or go directly using [this link](#)

# Adding markers in standard view (1.2.2a)

This video looked at how to insert Unified Standard Format markers or USFMs in standard view. Standard view shows the USFM markers, but they are small and grey. This view is recommended for ordinary work when drafting and editing a translation. In this view there are some helps for entering the right marker.

## To add a new paragraph

1. Press **Enter** to add a new paragraph
  - o *Paratext automatically opens a menu showing us the possible markers for starting a paragraph, the most frequent are at the top.*
2. Either use the mouse or type the appropriate letter
3. E.g. type P and press **ENTER**

## To add other (character) markers

1. Select the words you wish to mark
2. Press \*\*\*\*
3. Select the marker from the list

# How to work in Formatted View (1.2.2b)

In this video we changed to Formatted view and learnt about adding and removing USFM styles here.

The view options are available on the menu for the project.

- Click the  $\equiv$  menu icon on the project's title bar.
- Expand the menu if necessary  $\vee$ .
  - *The option with the checkmark or tick is the currently selected view.*
- Click **Formatted**.
  - *The view changes and the USFM tags are hidden.*

## Entering character markers

- Press \ backslash
  - *The character marker menu just as in Standard view.*

## Entering paragraph breaks

- Press **ENTER**
  - *A new **normal paragraph** is inserted.*

## Using style chooser on the toolbar

In both Standard and Formatted views the marker which applies to the text is shown in the Style chooser on the toolbar.

- Select the text
- Click the chooser.
  - *The most commonly occurring markers are shown at the top.*
- Select a marker

If you select a paragraph style, it will be applied to the entire paragraph. If you select a character style will be applied to the selected text.

## Removing an unwanted character style

- Select the text
- On the Style chooser select **Clear formatting**.
  - *The text goes back to normal and behind the scenes the USFM tags have been removed.*

# How to use Basic View (1.2.2c)

In this video we learnt how to work in **Basic** view.

Basic view shows the USFM markers, but you cannot change the markers or add markers in this view. You can only type and have the cursor in the white areas. To use this view, someone needs to have set up all the markers needed in your translation for you beforehand.

## To switch to Basic view

1. Open the **≡ menu** for the project.
2. Expand the menu if needed.
3. Under view, click **Basic**.

## To move to the next place to type

- Use the **arrow key** to move to the next place to type.
- **Or click on the text box** to move the cursor there.

# Unformatted View (1.2.2d)

In this video we look at Unformatted View.

## To switch to Unformatted view

1. Open the **Ξ menu** for the project.
2. Expand the menu if needed.
3. Under view, click **Unformatted**.
  - *Unformatted view shows the entire document as plain text.*

### NOTE

- In unformatted view the USFM tags and the Bible text are not visually distinguished by any kind of formatting.
- There are no tools to help you apply or enter USFM tags, but you can edit them directly by simply typing.
- This view facilitates manual editing of the tags if needed.
- This view is not recommended for drafting the translation.

# Preview (1.2.2e)

In this video we learn about the view called Preview.

## To switch to Preview

- Open the **Ξ menu** for the project.
- Expand the menu if needed.
- Under View, click **Preview**.
  - *This view looks very like Formatted view, with USFM tags hidden, and only their effect on the style of the text shown.*

Preview goes even further to make the text look like it will be seen by eventual readers of the translation.

### NOTE

- There is no grey highlighting of the verse numbers.
- A figure is sized more appropriately.
- In Preview, you cannot edit at all.
- Clicking the figure does not bring up the Figure Properties dialog box.
- You can still click a footnote or cross reference caller to open and view the footnote pane.

Preview view looks similar to Formatted view but does not allow any editing of the text or styles at all. It is useful for viewing the text without any risk of editing.

## **Summary - Adding markers in different views**

There are five views in Paratext:

<b>Standard view</b>	<b>has visible but distinguished markers, formatted text, and is fully editable.</b>
<b>Formatted view</b>	is the same, except the markers are hidden.
<b>Unformatted view</b>	has visible markers, no formatting of text or markers, and is fully editable.
<b>Basic view</b>	is the same as 'Standard view', except that only the text is editable, not the markers.
<b>Preview</b>	is the same as 'Formatted view', except that it is not editable at all.

# How to use the checking tools

## (1.4)

Paratext has several tools for checking the consistency and accuracy of a translation. These Checks are listed in the My Tasks view in the Assignments and progress window. Some checks require some set-up.

It is important to correct any problems with chapter and verse markers, so Paratext can show exactly where problems are found.

You do not need to have finished drafting a book before you start looking at the issues.

## To view Chapter/Verses Number issues

1. Click the issue count.
  - *Paratext lists the items in a window panel.*
2. Close the **Assignments and progress window**.

You may need to adjust your window layout to view the issues and the translation in a convenient way.

- Double click an issue
  - *Paratext moves to that reference.*

## Typical issues

- **Duplicated verse:** This can often be due to an error later in this chapter.
- **Verse Number in heading :** When there is a section heading followed by a cross reference heading, you need to add a paragraph before the verse number (e.g. \p).
- **Verse Missing :**
  - *Is there a space between the v and the verse number? If not add a space.*
  - *Is there is a space after the verse number?*
  - *Is there a space after the \? If so, delete it.*
  - *Click **Rerun**, click **Yes** to save the changes.*

Next time you open the Assignments and Progress dialog it will display the up-to-date number of issues left to be dealt with for this check.

## To run the checks without a project plan

1. Open the menu for the **project** and under Tools, click **Run Basic Checks**.
2. Click **OK** to run the selected checks.
  - *Paratext lists the items in a window panel.*

There will be a Verses Missing issue shown for a span of text that hasn't been drafted yet.

**Rerun** the check whenever you want to remove resolved issues from the list.

# How to Mark Tasks as Complete (1.5)

As you work on the tasks assigned to you in Paratext, you need to record what you have finished. This allows the team to see your progress, and **most importantly** allows other team members, who are waiting for your task to be finished, to get started on their tasks.

## Open Assignments and progress

- Click on the blue button .



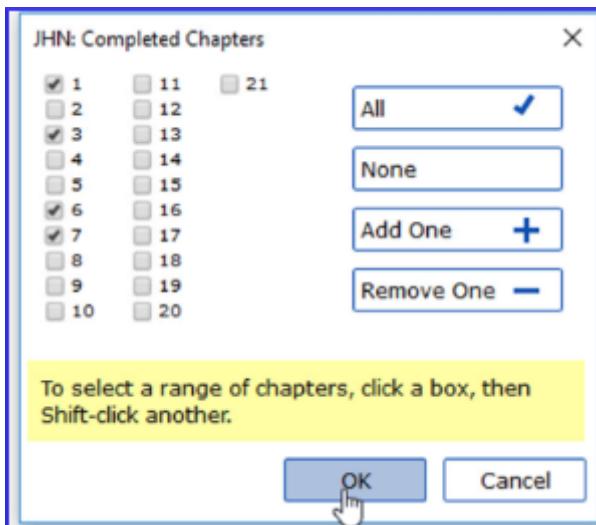
## Mark tasks as complete

- Mark **project task** or **book task** as complete: click the check box

Assigned to		Status
Isabela Novidades	PTP	<input type="checkbox"/> Project task incomplete
Isabela Novidades	JHN	<input checked="" type="checkbox"/> Completed: 1, 3, 6-7 <span style="float: right;">- +</span>
Isabela Novidades	JHN	<input type="checkbox"/> Completed: none <span style="float: right;">- +</span>
Isabela Novidades	JHN	<input type="checkbox"/> JHN incomplete

- Mark **chapter task** as complete: click blue +, or unmark click blue

1. For more control, click none (or chapter numbers), click the chapter numbers



2. Click **OK**

## Useful links:

Prev (Book or Priority), Next (Book or Priority), All tasks

## Send/Receive

Remember to Send/Receive so that other team members receive the progress status information.

# Character Inventory (1A.7a)

In this video we will learn how to tell Paratext which characters it has found in the text are valid and which are invalid. This set-up task is required for the **Character Check**.

Before Paratext can check that the team has only used characters which are relevant for this project, someone needs to tell Paratext what the valid characters are!

- Any character in the language settings dialog is automatically marked as valid.
- If a significant proportion of characters are new and no one has yet marked if they are valid or invalid, the Assignments and Progress dialog will show “Set up Required” next to that check.
- It may be that you deal with all the unknown characters in one book and later find you need to deal with a few more when you move on to check the next book.

## To set up the characters check

- In the Assignments and progress window, click “**Set Up Required**”.
  - *The Characters Inventory opens.*

Here you can tell Paratext whether characters are valid or invalid for this project.

1. Select a character.
2. Review where it is used
3. Click the relevant button: **Valid**, **Invalid** or **Unknown**.

## Change the status of multiple characters

1. Click the first character
2. Use shift with your second click.
3. To save the changes, click **OK**.

If sufficient characters have been marked as valid or invalid, the Assignments and Progress dialog will now show the number of issues in the current book.

## To re-open the Characters Inventory

1. Open the **menu for the project**.
2. **Expand** the menu.
3. Hover the mouse over **Checking Inventories**.
4. Click **Characters Inventory**.
  - *The Characters Inventory re-opens.*

# Punctuation Inventory (1A.7b)

In this video we will learn how to tell Paratext which uses of punctuation marks that it has found in the text are valid and which are invalid. This set-up task is required for the **Punctuation Check**.

Before Paratext can check that the team has only used punctuation correctly someone needs to tell Paratext what the valid use of punctuation marks is in this project!

- We need to inform Paratext not only whether a punctuation mark is a **valid character** or not, but what the **valid and invalid ways** of using each one are, in terms of the surrounding words or spaces.
- If Paratext finds a significant proportion of punctuation usage patterns are new and no one has yet marked if they are valid or invalid, the Assignments and Progress dialog will show "Set up Required" next to the check.
- It may be that you deal with all the unknown punctuation patterns in one book and later find you need to deal with a few more when you move on to check the next book.

## To set up the Punctuation check

## CAUTION

The setup needs to be done by an Administrator.

- Click “**Set Up Required**”.
  - *The Punctuation Inventory opens.*
- Each punctuation pattern is marked as either **valid**, **invalid** or **unknown**.
- The same punctuation character will be listed twice if it occurs in two contexts.
- The underscore character (\_) represents a space.

With **Show Sequences unchecked**, other punctuation is ignored when the punctuation patterns are analysed.

1. Select a punctuation pattern.
2. Review where it is used
3. Click the relevant button: Valid, Invalid or Unknown.

## **Change the status of several punctuation patterns at once**

1. Click the first character
2. Use shift with your second click.

Sorting and filtering are useful ways to examine the punctuation.

- To save the changes, click **OK**.

If sufficient punctuation patterns have been marked as valid or invalid, the Assignments and Progress dialog will now show the number of punctuation issues in the current book.

## To re-open the Punctuation Inventory

1. Open the menu for the project.
2. Expand the menu.
3. Hover the mouse over Checking Inventories.
4. Click Punctuation Inventory.

## Show sequences

It is recommended that you start working on the punctuation inventory with the **Show sequences** box unchecked.

# Footnote and Cross References

## - Intro (1A.3)

In this video we will learn how to insert a footnote, and how to open and close the Footnotes pane. As with many features, there is more than one way to insert a footnote.

### Using the menu

1. Place the cursor where you wish to see the footnote caller.
2. Open the **≡ menu** for the project.
3. Under **Insert**, click **Footnote**.

 **NOTE**

Keyboard shortcut **Ctrl+T**.

### Using the right-click menu

- Right click in the text where you wish to see the footnote caller.
- On the menu, select **Insert Footnote**.
  - *A pane is displayed at the bottom of the window.*

## NOTE

The markers for the new footnote have been added. The cursor has been placed ready for me to type the footnote.

## Resize the pane

- Click on the divider and dragging it upwards or downwards while holding down the left mouse button.

## Close the pane

- Click the **X** in the top right corner.

## View a footnote

- Hover the mouse pointer over the caller
  - *The footnote is displayed in a pop-up.*

## Edit the footnote

- Click on the caller
  - *The footnote pane is opened again, to the size you set it to, and you can edit the footnotes if needed.*

## Open the footnote pane using the menu

1. Click on the **≡ menu** for the project
2. Under **View**, click **Show Footnotes**.
  - *The Footnotes pane will reopen to the size you set it to last time.*

# Adding Glossary Entries (1A.4a)

Some Bibles include a glossary at the back. A glossary is a special kind of dictionary that helps readers understand the Bible text by explaining special Biblical terms and providing information about people, places, events, or customs that many readers will not already know.

## Open the Biblical terms tool

1. Open the project **menu**.
2. Expand the menu.
3. Under **Tools**, click **Biblical Terms**.
  - *The Biblical Terms Tool opens.*

## Search for a Biblical term

1. Select the language
2. Type in the search box.
  - *Wait after typing, and Paratext will display the results.*

## Add glossary entry

1. Double-click the rendering.
  - *The Edit Renderings dialog box opens*

2. Click the **Glossary tab**.
3. In the Citation form box, start typing the headword of the glossary entry.
  - *As you type, Paratext displays existing glossary entries which match what you have typed.*

Use an existing entry

- If one of these was the right one, we could click it to link this rendering to the existing glossary entry.

Add a new entry

1. To add a new entry, keep typing the citation
2. Click the definition field and type a definition
  - *The definition can contain standard format markers if needed to format the text.*
3. Click **OK**.
  - *The new glossary entry has been saved in the glossary.*

## Edit a glossary entry

1. Double-click a rendering
  - *The **Edit Renderings** dialog box opens.*
2. Click on the **Glossary tab**

3. Edit the glossary entry as needed.

# **Permission to Edit (1A.4b)**

Like editing other books in Paratext, it is necessary for a user to have the relevant task assignments or user permissions in order to add renderings to the glossary or to edit the glossary book directly.

## **Can you type in the citation form?**

- Does the Titlebar of Edit Renderings dialog box says "**Not Editable**"

## **Contact your administrator**

- Your administrator can give you the necessary permission if appropriate.

# Finding/Linking Entries (1A.4c)

There are three ways to find out if a term already has an entry in the glossary or not.

## Filter for “Glossary Entries”

- Change the filter from “All terms” to “Glossary Entries”.
  - *Paratext will now only list the Biblical terms that do have a glossary entry.*

## An asterisk = it has glossary entry for the current term

- No asterisk = no glossary entry linked
1. Click on the Glossary tab.
  2. Click the dropdown arrow at the end of the citation form box.
    - *A list of all the citation forms in the Glossary appears.*
  3. Type the citation form to filter the list.
  4. If on the list, select the entry.
    - *Paratext fills in the citation form and definition fields automatically using the information from the entry in the glossary.*

## Glossary (GLO) book

1. Click the book dropdown arrow and select Glossary (GLO).
  - *All of the project's glossary entries are listed alphabetically.*
2. Scroll down to where the entry should be, and verify if it is there or not.

# Editing Entries (1A.4d)

If you initially typed a very simple **definition** and need to improve it later, you can do this either in the Edit Renderings dialog box, or in the Glossary book itself. If you need to edit the **citation form** for some reason, things are a bit more complicated.

Paratext experts recommend you only edit the citation form in the Glossary book, as this guarantees keeping the glossary tidy, but the link from the rendering to the entry is broken and will need to be relinked.

## Find the renderings

1. Change the **Verses filter** to "All books".
2. Click the Current **Biblical Terms** filter and select **New Filter**.
3. In the Text Filter, select the **language** you wish to search in.
4. Type part of the term, in order to search for it.
5. Click **OK**.
  - o *You should now see the renderings you need to relink listed.*

## Open the renderings dialog box

1. Double-click the rendering

2. Click **Yes** if prompted to save changes.
3. Click the **Glossary tab**.
4. Start to type the citation form.
5. Select the entry.
6. Click **OK**.
  - *Use the Bible Terms Tool if you have several as it provides direct access to the search feature.*



### TIP

When you edit citation forms in the Glossary, if the edit causes the entries to need to be in a different order, make sure that you reorder them if needed (using copy/paste), according to the alphabetic sort.

# Illustrations (or figures) (1A.5a)

In our sample project we see some illustrations like this one have been inserted. Paratext refers to these as figures and all of the commands related to them use the term figures



## CAUTION

It is important to know that figures must be used carefully, respecting the usage permissions of the artist.

## How to insert a figure

1. Click to place the cursor at the end of the paragraph.
2. Click the  $\equiv$  project menu
3. Under **Insert** choose **Figure**.
  - o *The Figure Properties window will open.*

Add the file

1. Click on the **Browse** button
2. Navigate to the folder and select the file
3. Click on **Open**.
  - o *A small version of the figure will now appear in the Figure properties window.*

## Add more details

1. Type the caption in the caption box.
2. Enter a **description** of the image in the LWC for the area.
3. In the Width box choose **Single column** or **Entire Page**.
  - *Choosing the "Single column" option does produce a slightly smaller figure than the "Entire Page" option.*
4. The **location** box is optional.
5. In the copyright information, type what you know.
6. The **reference** box is filled in automatically.
7. Click **OK**.

 **INFO**

To see the picture switch to either **formatted** or **preview** view.

# More about Illustrations (1A.5b)

There are some other fields that can be filled in for illustrations. In this video we will look at what these fields are for.

## To access the Figure/Image Properties dialog box

for a figure any time after the picture was inserted,

- simply click on the figure markers,
- or on the picture itself in Formatted view.
  - *The Figure Properties dialog box opens.*

You can change any of the fields, including which picture file is selected. In this video we will only edit the fields which were not covered in the video "How to insert an illustration".

### Description field

This will not be published in the Bible. It is used to help those preparing the text for publication who are unlikely to speak the language. So enter it in another language.

## Location field

1. The Location field can be used to specify a range of verses where the illustration could acceptably be placed.
2. Location field can be used to specify whether an illustration is only for use in a printed publication (B/W) and not in digital publication (color), or vice versa.

 **INFO**

If you use the Location field this way, a technical support worker needs to add a line of code to the top of the front matter book. They can find instructions online.

## Copyright

It is important for images to have their copyright properly acknowledged in the front matter. The Copyright field can be left blank if you are using a picture from a collection, but if you are using a more unique picture, put the artist's name here.

- Click **OK** to save your changes.

# Book Introductions (1A.6)

Many translation projects add introductions to each book of the Bible. In this video, I will show you how to make a basic book introduction that will be adequate for most projects.

The **book introduction** is considered **everything between the book title and the chapter one marker**.

All of the markers used in book introductions begin with a lowercase letter “**i**”. You can read about the markers in the USFM User Reference that is available on the Paratext website.

## Paragraph markers

- **Headings:** \imt or \is
- **Paragraphs:** \ip

See the Paratext manual for more markers

## Introduction Outline

- title: \iot or Introduction Outline Title marker.
- Level 1: \io1 or Introduction Outline level 1 marker.
- Other levels: \io2 or \io3 and so forth

# Introduction Outline Reference

- **\ior** (Introduction Outline Reference marker).
- **\xt** (Cross Reference - Target Reference marker) in the body of the text

 **INFO**

Adding the \xt ... \xt\* around references allows Paratext to check such references for errors.

## Word level markers

- **\bk** Book Name marker
- **\qt** Quoted text marker

# Approve Spelling Common Words (2.1a)

In this video we have learnt that the wordlist tool is the key tool for dealing with spellings.

## To open the Wordlist tool

1. Open the menu for the project.
2. Under **Tools**, click **Wordlist**.
  - *The Wordlist window opens for this project. lists all the words found in your project and each one's spelling status.*

## Approving commonly occurring words

1. Open the Wordlist menu.
2. Under **Tools**, select **Approve Spelling of Common Words**.
3. Enter the lowest number of occurrences you are confident are spelled correctly.
4. Click **OK**.
  - *Paratext informs us how many words it will set to Approved.*
5. Click **Yes** to carry out the bulk approve.

## Sort wordlist

- Click on the column heading (e.g. **Count**)
  - *The words are now sorted in order of occurrence with the most frequent ones shown at the top of the list.*

# Spell Check Current Book (2.1b)

In this video we learnt how to do the second task in checking spellings how to use the feature "Spell Check Current Book".

It is helpful to have used Approve Spelling of Common Words first.

## Spell Check Current Book

1. Open the menu for the project.
2. Under **Tools**, click **Spell Check Current Book**.
  - *The Wordlist tool opens in a special filtered mode.*



### TIP

It is only showing the words in current book which are Incorrect or Undecided.

## Set spelling status

1. Click in the row for that word.

2. To mark a word as **correct**, click the **green** checkmark.
3. To mark a word as **incorrect**, click the **red X**.

## Make correction

1. Click on the row for the word.
  - *Paratext lists all the references with that word.*
2. Click the red X for the word
  - *Paratext opens a dialog asking what the correct spelling is and making some suggestions based on similar words.*
3. Use a suggestion or type in a new spelling,
4. Click **OK**.
  - *Paratext then has you check each replacement in context.*
5. Click **Yes** to change the word
6. Click **No** to skip this verse
7. Continue for all other verses.

### NOTE

Please note, that although we are only spell checking the current book, the Wordlist tool corrects the spelling of this word in **all of the other books** where it occurs as well. However, Paratext will only make those changes if you have permission to edit those books.

## Use an alternative spelling

Sometimes Paratext will suggest an alternative spelling for a word and this is shown in blue.

1. *To use a spelling, click on the blue link.*

- *Paratext opens a dialog box and shows the "Before", and then with the new spelling, labeled "After.*



### TIP

This allows you to see the word in context before you make any changes.

1. If you are **sure** that the change should be made in this verse, click **Yes**.
2. Otherwise, click **No** to skip making the change in this verse.
  - *Paratext will then make the change in all of the remaining verses.*

## Correct misspelled words when Paratext has no suggestions

1. When I click on the red X, Paratext can only find a few words that are similar.

- When none of the words listed are the correct spelling of this word.
2. Click in the **Correct Spelling** box and edit the spelling.
  3. Click on the **OK** button to continue.
    - Paratext will show each verse where this word occurs.
  4. Click the [**Yes**] button to accept the change and to view the next occurrence.

## See more words

Paratext does not load all the potentially misspelled words into this window at once.

- Scroll down, to **More items available...** and click
  - Paratext adds more words to the list for me to check.



### TIP

You will probably have to click "More items available..." several times until Paratext finds no more words that need checking in the current book. Note: Paratext learns as you make corrections, so the next list of items changes depending on your corrections to the current list.

# Spell Check Common Typos (2.1c)

In this video we learnt to use one of the Spell Check features which is only available in the Wordlist window.

## Open the Wordlist

1. Open the menu for the project.
2. Under Tools, click **Wordlist**.
  - *The Wordlist window opens for this project.*
3. Open the **menu** for this window.
4. Under **Tools**, hover over **Spell Check** to view the submenu.
  - *There are 6 special spell checks listed here, or you can run them all at once.*

## To use the Common Typos

1. Click **Common Typos**.
  - *The Wordlist enters a Spell Check mode showing probable Common Typos.*



Paratext lists words containing a pattern of letters that was **previously corrected in other words**, along with a suggested respelling.

1. Click on a suggestion.

- *Paratext opens the Replace dialog which shows each occurrence of the misspelled word and checks we want to replace it.*

2. Click 'Yes' or 'Yes to all' to make the replacement.

## To return to normal mode in the Wordlist window

- Click the blue command link **Close Spell check (Common Typos) and show all words.**
  - *This switches off the Common Typos spell check.*

# More Features of the Wordlist (2.1d)

In this video we looked at some features of the Wordlist tool that we didn't cover or only covered in passing in the other videos on spell checking.

- Wordlist tool is the key tool for spell checking in Paratext.
- It is an inventory of all the words in your project and their spelling status.

## Open the Wordlist

- On the project's menu under **Tools**.
- **OR** (quicker) right click on any word in the scripture text, and select **Wordlist**.
  - *This opens the Wordlist tool with that word selected.*



You can use the right click option even when the wordlist tool is already open.

## **Filters**

Across the top of the Wordlist window are various filters.

- In the Words filter, you can filter by spelling status.
- The Verses filter allows you to reduce the range of scripture text the words are drawn from.

### **To turn off a filter**

- Choose the most broad option in the filter list.

### **Using the Find Word filter text box**

- You can search in the words themselves.
- Type a word or part of word
  - *There is no need to press Enter; the search happens straight away.*

### **Change the spelling status of the words**

The tool works in the same way, verifying replacements and saving corrections. If you change your mind on a selected status, or realise you have made a mistake, you can always set it back to Undecided in addition to choosing Correct or Incorrect.

## To turn off the Find filter

- backspace over your search string or use the All Words option on the Words filter menu.

## Sort

1. Click any of the column headers.
2. Clicking a second time reverses the sort order.

## Select more than one word at a time

- Use Shift+click for a range or Ctrl+click for any rows.

## Change the status of more than one row

1. Select the row(s)
2. Open the menu for the window.
3. Use one of the **Set Spelling Status** menu options to change the status of all the selected words at once.

## View old spelling errors

1. Open the menu for the Wordlist window.

2. Under View, click **Show reviewed words which no longer exist in project.**

 **INFO**

We can now view words we know have zero occurrences that we corrected or changed the status of previously.

## How to delete a wrong saved correction

### If actually correct

If a word is marked as incorrect with a saved correction, and the word is actually spelled correctly

- Click **Correct**.
  - *The saved correction is removed.*

### If it is actually incorrect

If on the other hand the word is spelled incorrectly, but you accidentally selected the wrong correction,

- Click the **x** again, even though it is already the selected status.
  - *Paratext gives you a fresh opportunity to enter or select the right correction.*

## **Capitalisation**

Paratext takes sentence position into account when analysing words and only lists words which are probably proper nouns with their capital letters.

# Wordlist - Edit Verse (2.1e)

Two ways to edit text when you notice something that needs editing in any concordance view.

## Method 1

1. Double click anywhere on the row containing the verse you need to edit.
  - *In the main window, Paratext goes to that verse and selects the relevant word.*
2. Edit the text.
3. Restore the Wordlist or spell check window by hovering over the **Windows taskbar**
4. Select **Spellcheck** or **Wordlist** depending on the window you were in.

## Method 2

- Hold down shift and double click anywhere on the row containing the verse you need to edit.
- *A small Edit window opens.*

 **TIP**

It is in unformatted view. Be careful not to edit any markers.

# Spell Check Red Squiggles (2.1f)

You can choose to see words which have undecided or incorrect spelling status highlighted with a squiggly underline.

## How display spelling errors

1. Open the **menu for the project**.
  2. Under **View**, click **Display Spelling Errors**.
    - *Words which are not known to be correct are now highlighted with a squiggly underline.*
- OR click Display spelling on toolbar.

## Red squiggles

A red squiggle is displayed on words which are incorrect or which Paratext calculates are probably incorrect.

## Grey squiggles

Grey indicates that Paratext doesn't know anything about the spelling status and can't work out if it is suspicious.

- These words are all undecided.

## Record the correct spelling

If a spelling is wrong, it is helpful to have Paratext record what the correction is.

1. Right click the word.
  - *The Correct Spelling dialog opens.*
2. Select one of the suggested spellings or type in the **Correct Spelling** box.
3. To make the change click **OK**.
  - *Paratext saves the new spelling as correct, sets the old spelling to incorrect, saves the correction AND offers to make the change in all the places the old spelling is used.*

## Remove the squiggle

1. Right click the word.
  - *The Correct Spelling dialog opens.*
2. Click **OK**.
  - *Paratext saves the new status and removes the squiggle.*

## Right-click menu

- Right-click a squiggle a second time to get the **menu**
- If you wanted the Correct Spelling **dialog**, simply right click the word again.

# Introduction (2.2a)

Examining how a team has rendered Biblical terms helps ensure consistency in the way those key terms are being translated.

There are two tools to help with this. *The Biblical Terms Tool* and its mini version the *Biblical Terms Renderings window*.

## The Biblical Terms Renderings window

- is a simplified version.
- opens as a panel
- shows the biblical terms for the current verse.
- is designed to be used alongside a translation as it is drafted and edited.
- It is available directly on the project **menu**, under **Tools**.

## The Biblical Terms tool

- has the same core functionality but with some additional features
- an expanded toolbar and a find filter.
- more menu options,
- a count column,

- a second display of the renderings of the selected biblical term and any description that has been added.
- a concordance of the relevant verses
- an option to display comparative texts.
- the Biblical Terms window is designed to be used in a larger window.
- expand the menu to access it.

## Core functionality shared by both tools

- The table lists the biblical terms that occur in the selected range of verses.
- In both tools, you can change the verses filter to see more terms listed.
- The full Biblical Terms Tool is used with a larger verse range for checking consistency across many chapters or books.

## Transliterate terms

If you can't easily read the Greek and Hebrew alphabet, you can choose to view the terms in Latin script.

1. In either tool, click the **menu** for the window.
2. Under **View** click **Transliterate terms**.
  - *The Terms are now shown in Latin script.*

## Renderings column

- contains the actual renderings, or translations, of the biblical terms.
- shows all the renderings identified or guessed.
- shows how the term has been rendered elsewhere in this project.
- If the panel is open as you type the initial draft of the verse, it acts as a prompt, which prompts consistency.
- The **orange background**
  - A rendering has not been identified for that Biblical term.
  - Or if a rendering is shown but with an orange background there is a computer guess that needs to be confirmed or rejected.

## Found column

- ✓ contains a checkmark or tick when a confirmed rendering is present in **all** the verses in the current verse range.
- ? contains a **question mark** when a **guessed** rendering is found in **all** the verses.
- is **blank** if **any** of the verses included in the verse range don't contain an identified or guessed rendering.

## **How does Paratext know what the key Biblical terms are?**

- Each project is linked to a Biblical terms list.
- It is best to use the Project Biblical Terms list, populated with terms from the other lists.
- The project administrator needs to select the list.

# Identify Renderings (2.2b)

- Open the **menu** for the project and select **Biblical Terms Renderings**.

There are two ways to identify a rendering of a biblical term in the mini Biblical Terms Renderings panel.

- Paste or type the rendering in the Edit renderings dialog
- Drag and drop

## Using the Edit renderings dialog box

1. Double-click to select the rendering in the text.
2. Press **Ctrl C** to copy it.
3. Double-click the Renderings cell in the row for the Biblical Term.
  - *The Edit Renderings dialog box opens.*
4. Type or paste it in the Renderings box.
5. Click **OK**.
  - *The rendering is now shown in the Renderings column, and a tick is shown in the Found column to show it is present in this verse.*

## To approve a guessed rendering

The guessed rendering is shown in the Renderings box with its orange background.

1. Double-click the Renderings cell
  - *The Edit Renderings dialog box opens.*
2. Select the box “**Approve guessed renderings**”.
3. Click **OK**.
  - *The orange background is removed.*

## Drag and drop – one-time setup

By default, drag and drop is disabled in Paratext to prevent you from reordering words by accident.

1. Open the main Paratext menu.
2. Under Paratext, click **Paratext Settings**.
  - *The Paratext Settings dialog box opens.*
3. “Enable Drag-and-Drop in Text Windows” is **not selected**.
4. Click the checkbox.
5. Click **OK** to save the settings.
  - *Drag and drop is now enabled.*

## Using Drag and drop

1. First, select the relevant word or phrase.
2. Then click on the selection but keep holding down the **left** mouse button.
3. Whilst keeping the mouse button down, drag the mouse pointer to the row for the term in the Biblical Terms Renderings panel.
4. Let go of the mouse button.
  - *The word appears in the Renderings column.*

## Using the full Biblical Terms window

The full Biblical Terms window provides another way to identify a rendering and approve a guess.

1. Open the **menu** for the window.
2. **Expand** the menu.
3. Under **Tools**, click **Biblical Terms**.
  - *In the Biblical Terms window, the lowest pane displays the verses where the selected Biblical term occurs.*

## To identify the rendering of a biblical term

1. Select the rendering in the verse text.
2. On the toolbar, the button “**Add Rendering**” identifies the selected text as a rendering. (or Ctrl+A)

## To approve the guessed renderings for a biblical term

1. Select one or more biblical terms (using Ctrl or Shift-click)
2. Open the **menu** for the window.
3. Click “**Approve guessed renderings in selected terms**”.

# Edit/Delete Renderings (2.2c)

When several words have been identified as being renderings of a term all have the same central root, we can use a wildcard, the asterisk, to identify the root as the rendering. This will then match other inflected forms that are used in the future.

## To edit or delete a rendering

1. Double-click the rendering in the table.
  - *The Edit Renderings dialog box opens.*
2. Edit the top rendering and change the prefix and suffix to an asterisk.
3. Unwanted or superfluous renderings can simply be deleted.

**Add a gloss to a rendering** You can type a gloss in parentheses after then rendering to clarify the usage.

**The Guide** The Guide contains useful information about using the asterisk, adding a gloss and expressing a phrase.

**History** When you make a change to the renderings, there is a warning indicator next to the [History] button.

1. Click the **[History]** button.

- o *The Renderings History dialog box opens.*
- 2. You can explain the changes you just made in the "Why Changed?" column.
- 3. Click [**OK**].

## Questions or descriptive notes

You can also optionally add questions or descriptive notes about the renderings in the Description field. These will be shown in the central panel of the Biblical Terms Window, under the renderings

1. Close the Edit Renderings dialog box.
2. Click [**OK**] to save our changes.
  - o *The words in the Renderings column have now been updated according to the changes made in the dialog.*

# Print a draft (2.4a)

To allow you to check or test the translation, you probably will need to print it on paper. Paratext has several ways to print out your project but don't use Print!

## Export Draft to PDF

- Project Menu > “**Export Draft to PDF**” command.
  - *The Export Draft to PDF dialog box opens.*

### Choose from the various configuration options

1. Select the chapters or click **Choose** to select the books you need to print
2. Click “**Combine Books**” to put all books into one PDF file.
3. Choose the **page size** (A4 or Letter).
  - Getting it right is crucial.
4. You can set the width of the margins, columns, font and font size, and basic layout options, such as justifying paragraphs.
5. Add a note about the purpose of the printout in the comment field.
6. The Advanced tab has a number of advanced options regarding font, headers, versification and pictures.

7. When the settings are ready to try, click **OK**.
  - o *Paratext creates the export... then the PDF file opens in a PDF reader.*

## Changing layout or formatting

1. Close the file and use “**Export Draft to PDF**” again.
  - o *The settings you used last time will be preselected.*
2. Change some settings to improve the output.
3. Click **OK**.

## Print from the PDF reader program

- When you are happy with the appearance of the PDF file, use **Print** in the PDF reader.
  - o *The pages will be printed exactly as they are shown on the screen.*

## Open the PDF file after closing it

1. Open **Windows Explorer**
2. Navigate to your Paratext project folder, which is usually at the root of the C drive.
  - o *By default, this folder is called My Paratext (8 or) 9 Projects.*

3. Open the folder for the relevant project.
4. Open the **PrintDraft** folder.
5. Double-click the PDF file to open it.
6. You can now print the extra copies you need.

 **TIP**

You could also copy the file onto a USB drive, or send it to someone in an email as needed.

## Help about the options

1. First try the **guide** on the Export Draft to PDF dialog,
2. Alternatively **search** in the Help file for “*export draft*”.
  - *The top Help topic “How do I make a draft printout of my translation?” is the relevant one for this dialog box.*

## PTXPrint

PTXPrint is a separate program which similarly creates a PDF file from a Paratext project. It has far more configuration options, such as

- more precise picture placement,
- fine-grained control of footnotes,
- headings, and
- columns.
- It can print diglots and include page borders.

To learn more, go to <http://software.sil.org/ptxprint/>

# How to Insert (2.5a)

Project Notes make it easy to communicate with your translation team or translation consultant, or even to make notes for yourself, about day-to-day translation questions, but they are not published.

In this video we will see how to insert notes, choose which part of the verse the note is about, and who it is assigned to, if anyone. We will also learn how to open a previously added note to read it.

## Insert a note

1. Click the word that you wish to write a note about.
2. Click the **menu** for the project.
3. Under **Insert** click **Project Note**. OR
4. Alternatively, **right-click** the word and select "**Insert Note**".
  - *The Note window opens, ready for you to type the new note.*
5. Type your note
6. Click **[OK]**
  - *The note is saved and the window closes. A red flag shows in the text.*

## View a note

- Hover the mouse pointer over the flag,
  - A summary of the note is displayed.

## See details of a note

- Click on the flag.
  - The Note window opens to show you all the details of the note.

## Assign a note

You can choose a specific person to assign it to, if needed.

1. Click **Assign to** list
2. Choose a team member
3. Click **OK**.

## To insert a note in a footnote

1. Click the footnote caller to open it.
2. Select the word or phrase which you need to discuss in the note,
  - make sure you *do not include any markers* in your selection.
3. Right-click and select “**Insert Note**”.

- *The Note window opens, with the text I selected shown in bold at the top.*

## Write a note about a whole verse

1. Right-click once on the verse number,
2. Select **Insert Note**.
  - *The Note window opens, with the entire verse shown in bold.*

# **Comment, Assign, Tag, Edit, Delete (2.5b)**

The Notes feature is largely unchanged in Paratext version 9.

In this video, we will see how to reply to a note, and how to edit a previously added note.

## **Note colours**

- A note icon in colour, it is one that you might need to act on.



- A note with the yellow background is new since the last send/receive.



- A grey note is assigned to someone else.



## **Add a comment to a note**

1. Click on the note icon.
  - o *The Note window opens.*
2. Type the comment in the empty box.
3. Click OK
  - o *The comment is saved within the same note,*
4. **Send/receive.**

## Assign a note

1. Click Assign to
2. Choose a team member
3. Click **OK**

## Change tag

If other tags have been set up, you can change a tag.

1. Insert or open a note
2. Click on **Tag**
3. Choose a suitable tag
4. Click **OK**
  - o *The flag is now changed to the icon associated with that tag.*

## Edit a note

Edit your last comment

1. Click on the note icon
  - *The Note window opens.*
2. Click on the icon with the pencil.
  - *Paratext puts the note in an edit box.*
3. Make the change.
4. Click [**OK**] to save your changes.
  - *The Note window closes.*

## Delete a note

Only delete notes which were made by mistake.

1. Open the note
2. Click the trash can icon
3. Click **Yes** to confirm the deletion

# Show Changes, Resolve (2.5c)

In this video, we will learn how to view what has changed in the verse since the note was created, and how to resolve a note when the to-do item has been taken care of.

## See what has changed since the note was originally inserted.

- Click the multi-coloured button which includes the strikethrough and underline.
  - *This button turns a special comparison pane on and off.*

## Change display style

- Click the button next to the Show Changes button, to change the view

There are three possible views,

1. The first view (the default)
  - **new text** is shown with a **green** background and
  - **deleted text** is shown with a **red** background.
2. The second view
  - **added** text with **underlines** and
  - **deleted** text with **strikethrough**,

### 3. The third view

- **added** text with **underlines** and
- **deleted** text **superscripted**.

## Resolve notes (mark as complete)

When a note is completed, you resolve the note.

- Click the **Resolve** button.
  - *The note icon is removed from the scripture view, although the note is still stored in the project and can be viewed again if needed.*



### TIP

You can find all Notes in a special Notes window.

# Notes List (2.5d)

In this video, we are going to learn how to see a list of all the notes for a project. When we are focusing on dealing with notes, the easiest way to view them is in the Notes list for the project.

## Open the notes list

1. Open the **menu** for the project.
2. Under **Tools**, click **Notes List**.
  - *The Open Notes dialog box opens.*
3. Check Paratext has selected the right project,
4. Click **OK**.
  - *The Notes List for this project opens as a panel located below your project window.*



### TIP

Each note is shown in one row and only shows the original note, not any subsequent comments.

## View the scripture reference

- Click the Bible **reference** in the Note's row.

- *The scripture window scrolls and the cursor is placed in the relevant verse.*

**View additional actions** When the number > 1, it means that additional actions have been made on the note

### To view the note dialog box

- Click **Open**.

### Expanding a row

- Click the single down arrow next to the number v.

### Close the expanded row

- Click the up arrow next to the number.

### Expand all the notes at once

- Clicking the **Expand All** button.

### Reduce the view back to the summary style

- Click the **Collapse All** button to collapse the rows.

# Notes List, How to Filter and Sort (2.5e)

In this video we will learn how to filter and sort notes in the Notes List. Filter, search and sort options are available at the top of the Notes List window.

## Open Notes List

- Click the project **menu**, under **Tools**.

## Notes Filter

Allows us to filter by the *status* of the notes, who they are *assigned* to, or by their *tag*.

1. Click the **Notes filter** to see the other filter options.
2. To select a different filter, click the option.
  - **Unresolved** = only unresolved notes.
  - **All Notes** = Resolved Notes + Unresolved notes.
  - **Green checkmark** or tick = resolved.
  - "Unresolved Notes **Assigned** to Me"
  - **Unread notes** = yellow background
  - **Specific tags**

## Reopen a resolved note

- click the **Edit** button and then click **Unresolve**.
  - *This note is now unresolved and has the red flag icon again.*

## Verses Filter

This controls the scripture range.

- Click the **Verses Filter** to view the filter options for scripture range.
- Current Book.
- Current chapter
- Chapters assigned to me ...

## Sort order (third) option

- Click to see the options.
- **Sort by Verse** = order of occurrence in the scripture text.
- **Sort by Date** = date and time of the *most recent action* for the notes.
- **Sort by Assignee** = a person or the team

## Access notes from Assignments and Progress

- Click Assignments and progress button

- In My Tasks, unresolved Project Notes are listed.

## To view the notes

- Click the issue count.
  - *The Notes List is automatically filtered for the selected set of Notes.*

## Display combination of active filters

- Hover over the Notes filter.

## Back and Forward buttons

- Allows you to go back and forth between previous *filter combinations*.

# Search and use Hashtags (2.5f)

In this video, we are going to see how to search in the Notes List to find notes.

1. Click in the search box
2. Start typing
  - As you type, matching notes will be shown in the list.

A note matches if the search text is found in

- the original note,
- any of its comments,
- the names of team members
- the Scripture text which this note is attached to.

## Add hashtags to your notes

A hashtag is a typed tag which begins with the hash symbol (or pound sign). Notes can have multiple hashtags.

## Add hashtag

- Type a # and a tag anywhere in a note

## Search for hashtag

- In the filter, type the hash symbol in the search box and then continue to type the rest of the tag.
  - *The search implements a filter straightaway and as you continue to type it gets narrowed down further.*

# Reattach (2.5g)

If a note does not refer to the right scripture text, you can use the “Reattach Note” button move the note to a new text selection.

## To reattach within the same verse

1. Open the Note dialog box for the note.
2. Click **Reattach Note**.
  - *The Reattach Note dialog box opens.*
3. Select words by clicking and dragging.

## To attach note outside of the current verse

1. After clicking the Reattach Note button
2. Click **Show Whole Chapter**.
  - *Now the whole chapter is shown.*
3. Select the text
4. Click **OK**
  - *The dialog box closes and the Note window is updated to show the new text selection in bold for the current note.*
  - *The flag is also moved to the new location.*



**INFO**

Notice that this dialog box does not allow you to make a selection which includes a marker, such as a verse number or footnote text.



### TIP

Your selection must be within a verse.

## **Reattach Note when the attached scripture text has changed**

When the scripture text to which the note is attached has been changed, Paratext places the note reference at the beginning of the verse.

1. Click the note icon.
2. Follow the instructions above to reattach the note.

# Comparative Texts (3.1a)

One of the additional features in the full Biblical Terms window is the option to display comparative texts.

## To display comparative texts

1. Click **Comparative Texts** on the toolbar.
  - *The Select Texts dialog box opens.*
2. Scroll down to find the resource you want to add,
3. Click on the resource.
4. Click on the **move right** arrow to add it to the list of Selected texts.
5. Do this for any other texts that will help you, like important reference texts such as the NIV or RSV.

## Reorder texts

1. Add texts to the selected texts list.
2. Click the up and down arrows.
3. Click **OK**
  - *The texts are displayed in the concordance area next to your vernacular text.*

The renderings are listed as well as being highlighted in the verse.

# Achieving consistency (3.1b)

In this video we are going to look at some additional ways that the Biblical Terms Tool can help us achieve a consistent translation.

## Set the verse filter

1. Click the verses filter and select "**Choose**".*The Choose dialog box opens.*
2. Click the Books tab.
3. Click New Testament.
  - o *All the books in the New Testament are now selected.*
4. Click [**OK**].

## Find a biblical term

1. Click in the Find box.
2. Type the text to find.

## To correct a typo

1. Click on the term
2. Click the **Edit** hyperlink.
3. Edit the text in this small window.
4. Click **OK** to save the changes.

- *Paratext now recognises the rendering.*

## Approve a wording even though different

- Click on the **red X**.
  - *This tells Paratext that the wording is appropriate in this context even though there is not a specific, explicit rendering.*

## Add a note to remind to discuss this rendering

1. Double-click the first column next to the term.
  - *A note window opens*
2. Type the note...
3. Click **[OK]**.

## Add another rendering

1. Select the text
2. Click **Add Rendering**.
  - *The new rendering is added to the row in the Biblical Terms table.*

## Change a synonym

For consistency's sake we should change it.

1. Click the **Edit** hyperlink.
2. Change the word.
3. Click **OK**.

## Found column

- When all occurrences of the biblical term have an identified rendering a tick is shown in the found column.
- When the symbol in the Found column includes a tiny **X** it is to remind us that one of the renderings is a permitted omission of a rendering.

# Filters and guesses (3.1c)

In this video we will learn a new way to open the Biblical Terms Tool, how to filter the Biblical Terms list by category, and how to make Paratext guess renderings.

## Open the Biblical Terms window to a specific verse range

1. Place your cursor in the verse
2. Right-click in the text.
  - You have three choices:
    - View Biblical Terms for Current Verse(s), Current Chapter(s), Current Book.
3. Click **Current Book**.
  - The Full Biblical Terms Window opens with the verse filter set to current Book.

## Filter on categories

The Biblical Terms listed include names, attributes, beings...

1. Click on the **Current Biblical Terms Filter**.
2. Click **New Filter...**
  - The Biblical Terms Filter dialog box opens.

3. Select the category **Name**.
4. Type a name for the filter in the box labelled “**saved selections**”.
5. Click the **save icon** button to save the new filter.
6. Click **[OK]** to apply the filter.
  - *The list is filtered to the Biblical Terms with the category ‘name’.*

## Guess renderings

The guess renderings feature uses statistics to guess which words in the translation are probably the rendering of which Biblical Term. It can be quite accurate at guessing proper names.

1. Open the menu for the **Biblical Terms** window.
2. Under Tools, click **Guess Renderings**.
  - *The Guess Renderings dialog box opens. By default, it already has the Name category selected.*
3. Optionally, you can use a model text.
4. Click **OK**.
  - *Paratext analyzes the texts and makes guesses of **all** names in the project.*
  - *When it finishes, it informs us that all the guessed renderings are highlighted in orange.*

5. Click [OK] to dismiss the message.

## Approve guessed renderings

Renderings with an orange background are guessed, approved renderings have a white background. Guessed renderings should be reviewed and approved or corrected by a member of the team.

## Approve renderings one at a time

1. Double-clicking the renderings to open the Edit Renderings box.
2. Click the checkbox **Approve Guessed Renderings**.
3. Click **OK**.
  - *The rendering no longer has an orange background.*

## Approve many renderings

1. Select the rows you want to approve by using Shift click for a span or Ctrl click for individual rows.
2. Open the menu for the Biblical Terms window.
3. Under Edit, click **Approve Guessed Renderings of Selected Terms**. (or Ctrl+G.)
  - *The renderings of all the selected terms have been approved.*

## Correct renderings

Not all the guesses will be correct.

1. Double-click the rendering.
2. Type or paste the correct rendering.
3. Click **[OK]**.

## Remove all guessed renderings

- Menu > under **Tools** > **Clear Guessed Renderings**.

## Mark Renderings as correctly spelled

After you approve a large number of renderings, it is helpful to mark those words as correctly spelled.

1. Open the **menu** for the Biblical Terms window.
2. Under **Tools**, click **Mark Renderings as Correctly Spelled**.
  - *A message box opens informing you of how many renderings will be marked as correct and checking whether you want to go ahead.*
3. Click **Yes** to go ahead or **No** to cancel.
  - *When you click Yes, all of the manually added or approved renderings will be marked as being correctly spelled.*

# **What is a back translation? (3.2a)**

## **What is a back translation?**

## What Makes a Good One?

{#09415eb3cb33430a91770f4110420b8b}



A back translation is a way to check a translation. In Bible translation, the vernacular text is translated into a major language so that a translation consultant who is not fluent in the vernacular

can examine the translation and help the team improve it. In Paratext, a back translation is done in a separate but linked project.

## **What are the qualities of a good back translation?**

- Done by someone not involved in drafting the vernacular translation.
- Natural, and reflect how the back translator understands the sense of the vernacular text.
- Without using any helps or other Bibles.
- Reflect what the vernacular text says and not what it should say.

# Back translation - Create (3.2b)

Before drafting the back translation, make sure that all the prerequisite tasks have been done and there are no outstanding issues blocking the drafting task. Dealing with these issues first means you have a more stable vernacular translation to be working from. A back translation is stored in a separate but linked project.

## Create a project for the back translation

To create the project,

1. Open the **main Paratext menu**.
2. **Expand** the menu.
3. Click **New Project...**
  - *The Project Properties dialog opens.*

## To change the project's name

1. Click the **Edit** button.
2. Click **OK**.

## Fill-in more details

1. In **Language**,

2. select the major language the translation **consultant** is fluent in.

3. In **Type of Project**,

4. select **Back translation**.

5. In **Based on**,

6. select the project this is a back translation of.

- *Versification and registration are inherited from the linked project.*

7. Click **OK**.

8. Select USFM 3 or 2 as appropriate to your needs.

## Create the books you need

1. Click **Create Book**.

2. The pre-selected option is correct to copy the format markers from the linked project.

3. Click **OK**.

- *The back translation project is created and has all the standard format markers from the base project.*

# How to Draft and Mark as Finished (3.2c)

## Go to Basic view

It is best to draft the back translation in Basic view.

1. Press Ctrl+E.
2. With Ctrl held, press E repeatedly until Basic is selected.

## Type the text

1. Place the cursor in the white box after the verse number.
  - *The corresponding verse text is highlighted in the vernacular project.*
2. Type the verse,
3. Press **Tab** to move to the next white space.
  - *You do not need to use the mouse.*

## Mark the back translation as finished

1. Use the **Mark Status** button on the toolbar to mark one verse at a time,

2. or periodically, click the **arrow** next to the check mark and select “**Mark All Verses in Chapter as Finished**”.

- *This will only mark the verses in the chapter that have text.*

# How the Status Boxes Help (3.2d)

When a back translation has been marked as complete, and someone subsequently edits and saves the vernacular, the status of the affected verse is changed to outdated. It needs checking.

## If no change is needed

- Mark the verse as finished.

## To move between verses which need checking

- Use the up and down arrow buttons at the top of the window.

## To see exactly what has changed in the translation

- Click the ‘**view differences**’ button
  - *The Compare Versions window opens.*

On the **left** is the **current** version, and on the **right** is **how it was** when the back translation was marked as finished. The differences between the versions are highlighted.

## Other icons

X and ! indicate a problem with the verse numbering.

1. Hover the mouse over the status box to find out what the symbol means.
  - If the problem is due to an error in the vernacular translation, edit the vernacular to correct the problem.
2. Save it
  - *the checkmark reappears in the back translation.*

# **Ready for the Consultant and their Notes (3.2e)**

When the **back translation is complete** AND **all the boxes are marked as finished**,**it is ready** to pass to a translation consultant.

The consultant can insert notes in the back translation project when they have suggestions or questions for the translation team.

# Reference check (3.4a)

The reference in a parallel passage heading or a cross reference has an icon beside it. When you click on the icon, Paratext opens a Quick Reference window to that passage.

## Problem with reference

If there is a problem with the reference, the icon has a **red X** on it.

By hovering over the red X, you can see a description of the problem.

## Scripture reference settings

### CAUTION

Only project administrators can change these settings.

1. Open the menu for the project.
2. Expand the menu.
3. Hover over **Project Settings** and click **Scripture Reference settings**.
  - *Three tabs are displayed: Reference Format shows the punctuation and Book names.*

## To view a list of the errors

*From the Assignment and progress*

- Click the number of issues beside the check.
  - *Paratext opens a panel showing the reference errors.*

## Using the menu

1. Open the menu for the project.
2. Under **Tools**, click **Run Basic Checks**.
3. Select the check and the Books to check.
4. Click **OK**.

## View an error

- Double click the item in the list.
  - *The project window scrolls to show the error and selects the part Paratext finds problematic.*

## Common errors

You might need to refer to the project's **Scripture Reference Settings** to see what is valid for your project so you can correct the errors.

- **Invalid chapter/verse separator**

- The separator is often either a period (full stop) or a colon between the chapter number and the verse number.
- Correct the character.
  - *When Paratext recognizes that the error is fixed, the red x on the icon goes away.*

- **Invalid verse separator**

- The separator is usually either comma (with or without a space).
- For a **range of verses**, use the range of verses separator, which, is usually a hyphen.

- **Invalid book**

- In the book names tab, you set three names for each book: the long name, the short name, and an abbreviation.
  - Set the names to be used for \xt field and parallel references.
  - Edit the book name.
    - *The error goes away.*

- **Invalid verse separator**

- Errors for this problem can be harder to see.
- Check the separator character and any spaces.

## Other Possible Errors

- Paratext only checks for references in \r, \ior, \x, \xo, \xt, \fr.
- Other markers are not checked. A way to spot that a marker isn't being checked is to notice when the reference icon is **missing**.

# Quotations (3.4b)

The Quotations check examines quotation marks in the text, and verifies that they follow the project's rules for quotations.

## Quotation rules

Only administrators can change the rules, but you can look at them.

1. Open the **menu** for the project.
2. Expand the menu.
3. Under **Project Settings** click **Quotation Rules**.

See the example at the bottom of the dialog box to see the three levels of quotes.

1. Quotes
2. Quotes within quotes, and
3. Quotes within quotes within quotes.

In addition to opening and closing quotation marks, there is a continuer quotation mark.

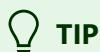
## Project plan

To view a list of the errors

1. Click the blue Assignments and progress button
  2. Check for outstanding issues for Quotations
  3. Click the **number of issues**.
    - *Paratext opens a panel showing the quotation errors.*
4. To view an error in the scripture text, double-click the item in the list.
- *Paratext selects the quotation mark or text it finds problematic.*

You do need to have **permission to edit** the relevant chapter in order to correct each issue.

1. Correct problems adding missing quotation marks and continuers.
2. Click **Rerun** and see if the error goes away.



**TIP**  
Several issues listed can be caused by one error. It can take some careful detective work to figure out the cause of the problem.

## List all quotation marks near the error

If you are struggling to see the cause of an error, it can help to see a list of all the quotation marks near the error.

Ask your administrator to turn this option on for you.

1. Open the **menu** for the project.
2. **Expand** the menu.
3. Under **Project Settings** click **Quotation Rules**.
4. Check the box labelled **Flag all quotes near other errors**.
  - *When you rerun the check, there are many more items listed (but not all are errors).*
  - *Nearby quotation marks have ..... at the start.*
5. Double-click elements in the list to step through the opening and closing quotation marks and discover what is missing.

## See a single list of quotation marks for the entire project

1. Open the **menu** for the project.
2. Under **Tools**, click **Run Basic Checks...**
3. Select the **Quotations check**.
4. Select the books you wish to check.
5. Click **OK**.

- *The list now displays errors from all the checks that were selected and in all the books selected.*

# Quoted Text (3.4c)

The Quoted Text check has nothing to do with quotes in the text marked with quotation marks.

Rather, this check verifies that any text marked as quoted in a footnote (\fq) or cross-reference (\fx) or keyword (\fk) matches the text in the verse.

## Adding \fq, \fx

1. Select text (in the verse)
2. Insert a footnote (Ctrl+Shift+N)
  - *The text is copied into the footnote with the quoted text markers.*

A **discrepancy** will arise if the verse text is edited **after** the text is quoted in the footnote, and no one remembers to **update** the footnote.

## Run check from Assignments and Progress dialog

To view a list of the Quoted Text issues

1. Open the Assignments and Progress dialogue (blue button),

2. Expand Stage 2
3. Click the issue count.
  - *Paratext opens a panel showing the issues.*
4. To view the mismatching text in the project window, double-click the item in the list.
  - *Paratext selects the quoted text that needs updating.*

You need to look at the verse text to figure out what is different.

1. Correct the quoted text.
2. To verify you have correctly fixed the problem, click **Rerun**.
  - *The corrected issue is removed.*

## Run Quoted Text check across the entire New Testament

To do this,

1. Open the **menu** for the project.
2. Under **Tools**, click **Run Basic Checks...**
3. Select the **Quoted Text check**.
4. **Deselect** any checks you don't wish to run at the same time.
  - *You can select more than one check at a time and the results will be displayed in one list.*
5. **Choose** the books you wish to check.

6. Click **OK**.

- *The list now displays errors from all the checks that were selected and in all the books selected.*

# Unmatched Pairs of Punctuation (3.4d)

The Unmatched Pairs of Punctuation check examines punctuation characters that should always occur in pairs to make sure that there are no unpaired ones.

Punctuation examined by this check includes parentheses, square brackets and curly brackets.

This check *does not* check quotation marks.

## View and change the list of punctuation

1. Open the **menu** for the project.
2. **Expand** the menu.
3. On the **Tools** menu, hover over **Checking Inventories**.
4. Click **Unmatched pairs of Punctuation**.
  - *The Unmatched Pairs of Punctuation Inventory opens.*
5. Click **Options**.
  - *Each pair is listed with the first character, then a slash, then the second character, followed by a space.*
6. Click **OK** to save the changes.

- *The check will now report every occasion either of these marks occurs in isolation.*

## Run Check from the Assignments and Progress

To view the issues,

1. Click the **issue count**.
  - *The list of issues opens or updates an existing list window.*
2. Double-click an issue to see the problem in context.
3. Edit to correct the problem.
4. To verify we have solved this problem, click **Rerun**.

## Run Check across a range of books

1. Open the **menu** for the project
2. Under **Tools**, click **Run Basic Checks**.
3. Select the **Unmatched pairs of punctuation** and the book range you wish to check.
4. Click **OK**.

# Numbers (3.4e)

The Numbers check verifies the consistent formatting of numbers. It does not check that the correct number occurs in a verse.

## Number settings

1. Click on the **menu** for the project.
2. **Expand** the menu.
3. Hover over **Project Settings**.
4. Click **Number** Settings.
  - *The number Settings dialog box opens.*

These settings govern the formatting, mainly punctuation, that is used in and around numbers. The Numbers check verifies these settings are being followed in scripture, glossary entries and footnotes.

## Run Check from Assignments and Progress

Depending on your project plan and assignments, the tally of Number formatting issues will be shown in the Assignments and Progress dialog.

1. Click the issue count to view the issues.

- Paratext opens a panel to show the issues or updates a previously opened panel.
2. Double-click an issue to see the problem in context.
  3. Correct the text.

## Checking scripture references

Paratext will only check references when they have been correctly identified with an appropriate format marker!

1. Select the text
2. Type backslash () and select (\xt).
3. Click **Rerun** to verify the problems have been fixed.

## Run Numbers Check - range of books

1. Open the **menu** for the project
2. Under **Tools**, click **Run Basic Checks**.
3. Select the **Numbers** check and the book range.
4. Click **OK**.
5. Click **Rerun** to verify the problems have been fixed.



**TIP**

Common errors are using the wrong thousands separator (often a space).

# Capitalization (3.4f)

The Capitalization check looks for words that might be incorrectly capitalized.

The capitalization check depends on three inventories:

1. the Mixed Capitalization inventory,
2. the Punctuation Followed by a Lowercase Letter inventory
3. and the Markers followed by a lowercase letter inventory.

To view the inventories,

1. Open the **menu** for the project.
2. **Expand** the menu.
3. Hover over **Checking Inventories**.
4. The three inventories that this capitalization check depends on are listed together at the bottom of the menu.

## Mixed Capitalization Inventory

Some languages capitalize the root of a proper noun, even when it is not the first letter due to a prefix.

1. Open the Mixed Capitalization Inventory

2. Click the column heading for **Mixed Capitalization Word**

- *The table is sorted by word to more easily see patterns.*

3. Click **Options**.

4. Enter lowercase prefixes

5. Click **Capitalized Prefixes**

6. Enter the capitalized forms.

7. Click **OK**.

- *The forms with those prefixes have been removed from the list.*

8. Go back into the **Options** dialog and add any others as well.

9. Click **OK**.

Any remaining forms will be flagged by the Capitalization check.

## **Markers followed by a lowercase letter**

This inventory is where you identify markers that don't have to be followed by a capital letter. These are markers that can occur in the middle of a sentence.

1. Open the inventory.

2. Click the **Count** column to sort the most frequent ones to the top.

3. Use **Valid** and **Invalid** to mark each marker.

4. Click **OK** to save the work done in the inventory.

## Punctuation followed by a lowercase letter

This inventory lists all the times a punctuation character is followed by a lowercase letter.

Use the **Valid** and **Invalid** buttons for each punctuation character.



### CAUTION

You should not choose Valid unless that punctuation can always be followed by a lowercase letter.

1. It can be helpful to check the box '**Show sequences**'.
  - *The dialog then also lists unique sequences of punctuation which are followed by a lowercase letter.*
2. Click **Options**
3. Add any abbreviations that end in a full stop or period.
4. Click **OK**.
5. Click **OK**.



## TIP

The more thoroughly you work through those inventories to mark what is valid and invalid or to specify patterns though the Options dialogs, the fewer false issues will be found when you run the Capitalization check.

## Run Check from Assignments and Progress dialog

1. Open the **Assignments and Progress** dialog.
2. To view the issues, click the **issue count**.
  - *Paratext opens a panel or updates one to show the Capitalization issues.*
3. Double-click the item in the list.
  - *The project window scrolls to show the text in question and selects the text Paratext thinks is potentially wrong.*
4. Make the corrections.
5. Click **Rerun**.

## CAUTION

You need to have permission to edit the relevant chapter to make the corrections.

## Setup Required

If Paratext determines that even more work on the inventories would be helpful before you run the check, it will display Setup Required instead of the numbers of issues.

This can happen even if you have worked on the inventories but left a few things undecided.

## Run Check across a range of books

1. Open the **menu** for the project
2. Under **Tools**, click Run Basic Checks.
3. Select the **Capitalization** check and the book range you wish to check.
4. Click **OK**.
  - *Paratext opens a panel or updates one to show the Capitalization issues.*

# Repeated Words (3.4g)

The Repeated words check finds words which have been repeated in succession in the text. These are not necessarily all typing mistakes.

## Repeated Words inventory

1. Open the **menu** for the project.
2. **Expand** the menu.
3. Hover over **Checking Inventories**.
4. Click **Repeated Words**.
  - *All the words which are found repeated in succession are listed here.*
5. To record words as correct, click **Valid**.
6. To record words as incorrect, click **Invalid**.

If a repeated word is correct in some contexts but not necessarily always correct, *leave the status as unknown*.

## Run Check from Assignments and Progress dialog

1. Click the issue count to view the issues.*Paratext opens a panel or updates a panel to show the issues.*

2. To view an issue in the Scripture text, double-click the issue.
  - o *Paratext scrolls the project window to show the repeated word and selects it.*

If the repetition is a mistake, we can delete it.

## Run Repeated Words Check across a range of books

1. Open the **menu** for the project
2. Under **Tools**, click **Run Basic Checks**.
3. Select the **Repeated Words** check and the book range you wish to check.
4. Click **OK**.

# Exceptions (3.4h)

Most checks have inventories or settings that allow you to record the rules governing those items so thoroughly that when you run the check all the issues found are things you need to correct in the text.

However, some checks seek to verify items which are not as consistent in what is valid and invalid. It is worth **leaving it as Unknown** so that the check continues to find it.

## To record that an occurrence is permissible

1. In the panel containing the issues, with the issues selected,
2. Click the **menu** button.
3. Under **Edit** there is a menu command **Deny**.
  - *Paratext applies strikethrough to the issue in the list.*

By using Deny, you are disagreeing with Paratext that this instance is an error. You are denying it is an error even though it should be an error according to the rules and settings.
4. Click **Rerun**,

- *The specific instance of the issue will be hidden, Paratext notifies you that there are hidden denied issues.*

## View Denied Errors

1. Open the **menu** for the panel.
2. Under **View**, click **Denied Messages**.
  - *The issues with the strikethrough are shown again.*

You can double-click on an issue to view it in the scripture window as usual.

## Remove the denial

If you realize an item has been incorrectly marked as an exception using Deny, you can remove the denial.

1. Open the **menu** for the panel.
2. Under **Edit**, click **Remove denial**.
  - *The strikethrough is removed.*

You would then either correct the error or mark it as valid in the associated inventory or settings.

**You should use Deny sparingly.** If you find yourself wanting to deny a lot of issues, you should **go back to the inventory or**

**settings** related to the check and review if you can mark it as valid or use settings to reduce the number of spurious issues you are seeing when you run the check.

**Deny is just to be used for exceptions which cannot be handled some other way.**

# Collaboration tools (4.1)

## ! INFO

This video has been revised with the changes in Paratext 9.3.

See also the [Paratext manual for details](#)

We have already seen how to collaborate with Send/Receive. There are times when several people need to look at the same text, and perhaps edit it together. Paratext Live allows everyone to look at the text on their own computer and see the changes being made in real time.

Paratext Live can use

- Internet
- a local network,
- offline WiFi router, or
- hotspot with mobile data disabled.

## Pre-requisites

- It is no longer required to do a Send/Receive before starting. But if Paratext Live detects too many differences it will tell you that you need to Send/Receive.

## Start Paratext Live

- Open the **menu** for the project.
- Under **Tools**, click **Paratext Live**.
- Or use the **icon** on the toolbar.
- Click **Start/Join Live session**.

### INFO

*If you have not turned on Autosave in Paratext Settings, the Live session will inform you it will be turned on automatically for the duration of the session.*

- Paratext then asks if you are the **primary editor**.
- If you are not the primary editor, wait for one of the other participants to click Start as Primary Editor.
  - *Don't press cancel as that will cancel your joining the live session.*
- If you are the primary editor, click **Start as Primary Editor**.

### TIP

With a session active, the Paratext Live button is green.

## Unshared changes from Tools

Paratext Live only shows (and shares) changes to scripture text but not tools.



### TIP

You may want to switch to **screen sharing** while working on these tools and then switch back to **Paratext Live** when changing the text to make sure of the lower requirements for bandwidth.

Examples of these unshared changes are to spelling status, Parallel passage status, Biblical Terms and their identified renderings, and Notes.

- Click the Paratext Live button on the toolbar, then click “**Exchange all files**”.
  - *All of the users in the Paratext Live session then receive updates to these files.*



### CAUTION

Changes from all users are shared, **but if two people have changed the exact same item differently, only one person's change will be saved.**

## End the Paratext Live session

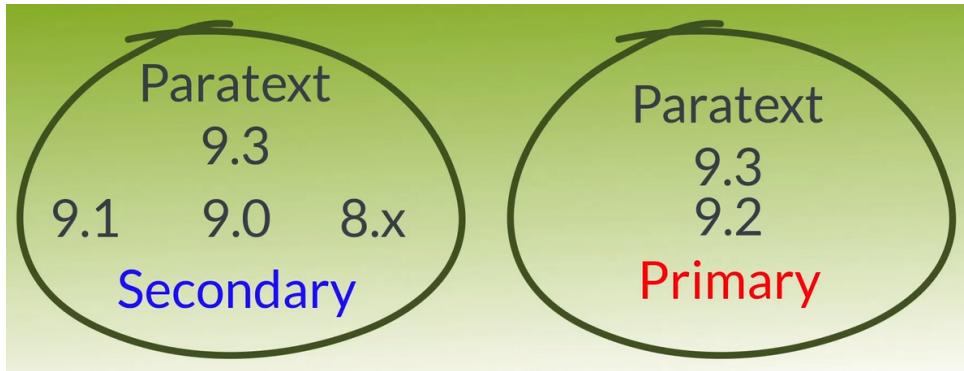
- Click the Paratext Live button and then click **End/leave Live session.**
  - If you are the Primary Editor, you will see this message box.
- Click **End Session normally.**
- Do a send/receive

## Different Paratext versions and servers



### UPGRADE

- In Paratext 9.2, if one of the participants upgraded, **all** participants had to upgrade.
- In Paratext 9.3, there are two servers and all participants must use the same server. **Paratext 9.3 allows you to choose which server.** From 9.3 you can work with someone on 9.1 or someone else on 9.2 (**just not at the same time**).



## More help

- For more help, search for **live** in the search box on the title bar.
  - *There are lots of useful helpful topics to help you use Paratext Live.*

# Chorus Hub (4.2)

Translation teams that do not have a good Internet connection but sometimes work in the same office can still use Send/Receive to collaborate on a project by using ChorusHub. It uses a local area network.

## Set up Chorus Hub

- Just **one** team member downloads and installs Chorus Hub.
  - Once installed, the Chorus Hub service runs in the background.

## Send/receive to Chorus Hub

1. Click Paratext menu, then **Send/receive**
2. Choose **Chorus Hub**.
3. Click **Send/receive** button.
  - Paratext does a send/receive to the local network.

## Send/Receive to Internet



### CAUTION

It is also important to do a Send/Receive to the Internet occasionally.

Chorus Hub Send/Receive only makes a copy on the local network; it does not automatically go to the Internet server.

# USFM book names (5.1)

In this video we learn about some special USFM markers which contain different versions of the name of the Bible book for various purposes.

## USFM markers

\h marker is the top of page header. Before publishing, each book must have the \h marker.

\toc1 contains the long or complete name of the book. It is often used to populate the Table of Contents (TOC).

\toc2 contains a shorter version of the book name.

\toc3 contains the abbreviation of the book name. It is often used in references.

\mt contains the major title of the book and can be in up to four parts mt1-4 so you can format different parts of the title differently.

## Scripture Reference Settings

1. Open the **menu** for the project

2. Under **Project**, click **Project settings**, then **Scripture Reference Settings**

3. Click on the **Books Names** tab.

4. Enter the book names in the dialog.

 **TIP**

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

## Conflict between \toc and Scripture reference settings

- Paratext automatically keeps the book names table and the project file up-to-date no matter where a name is added.
- If a name is edited and a conflict arises, Paratext will inform you of it **when you open the Scripture Reference Settings**.

 **INFO**

An **administrator** can click Resolve Conflicts to view the problems and decide which version to use.

## Create new book

When you create a new book, If the book names have already been entered,

- Paratext automatically inserts the name-related markers
- appropriate book names
- \h markers containing toc2

## Adding markers manually

If the book names were not entered when you created a new book, you can either add them manually to the book, **or** to the Scripture Reference Settings.

### Adding markers manually to the book

1. Add the \h marker directly after the \id marker at the beginning of the book.
2. Then add the **TOC** markers should be entered in reverse order (3, 2, 1).
  - *The \toc markers will be added to the Scripture Reference Settings.*

### Adding markers manually to the Scripture Reference Settings

1. Add the book names to the **Scripture Reference Settings**
2. Then do a **send/receive**
  - o *The \toc markers with the book names will be automatically added to the book.*
3. Add the **\h** marker directly after the **\id** marker at the beginning of the book.

# Find and Replace (5.2)

To search for a particular word in a project or resource,

1. Open the **menu** for the window.
2. Under **Edit**, click **Find**.
  - o *The Find/Replace dialog box opens.*
3. Type the word you want to look for, and click **Find**.
  - o *Paratext displays the matches in a list window.*
4. Double click a reference in the list window
  - o *The matched text is shown in context.*

## Other ways of opening the find dialog

**Find icon** in the toolbar, or

**Ctrl-F** the keyboard shortcut.

**Menu > Edit > Find.**



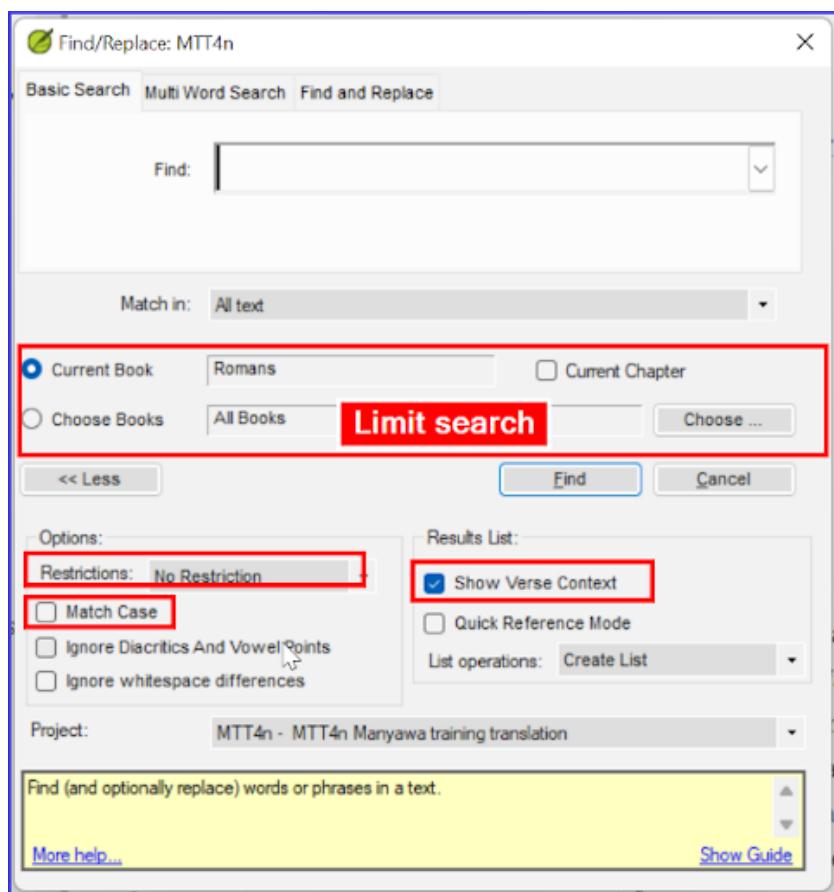
### TIP

It's helpful if the window you want to search in is active first.

## The Find dialog box

- **Find** text box shows your previous search
- **Match in**
  - All text - everywhere
  - or Verse text
- Limit search to **current book current chapter** or choose a range of books using **Choose** button
- **More** button gives additional options.
- **Restrictions**
  - **No restriction** means matches can be any part of a word or a whole word.
  - **whole word only**,
  - at the **beginning of the word** or
  - at the **end of the word** or
- **Match Case**—match whether the characters are uppercase or lowercase.
- **Show Verse Context** means the list shows the matching word or string, with some adjacent words in the verse as well.
- To hide the additional options, click **Less**.

- To carry out the search click **Find**.
  - The list is updated to show the results.



## Replace

There are three ways of opening the Replace tab

1. From the Find/Replace dialog – click the **Replace** tab
2. **Ctrl-H** the keyboard shortcut.
3. **Menu > Edit > Replace.**
4. Open the Find and Replace dialog.
5. Change the text in the **Find** box if needed.
6. Type the text you want to replace it with in the **Replace with** box.
7. Click **Replace** button.
  - *Instead of showing you a list of matches, Paratext opens the Replace dialog and shows you one match at a time.*

## Replacing matches

- **Yes** or **No** approve each change individually.
- **Yes to all** will approve all the remaining proposed changes, so this needs to be **used with care**.
  - *Make absolutely sure it is a change you want to make everywhere (e.g. review with Find first).*
- If you want to stop the process completely, click **Cancel**.
  - *Please note, any changes you have already clicked Yes for will not be cancelled.*
  - *Paratext will inform you how many matches were not changed because you did not have the permission to edit*

*them.*

 **NOTE**

Find and Replace Yes to all only makes changes in places you have permission to edit.

# Parallel Passages tool (6.1a)

The Parallel Passages tool displays and aligns very similar passages from different books, such as the same event being recounted repeatedly in the gospels. The tool enables you to check you have translated these passages with wording that is suitably similar or different, in accordance with the original texts. Knowledge of which passages are similar to each other is built into Paratext. Paratext calls these parallel passages.

## Open the Parallel passages tool

- Open the **menu** for the project.
- **Expand** the menu.
- Under **Tools**, click **Parallel Passages**.
  - *The Parallel Passages Tool opens in a floating window.*

## To display a resource or project

- Click “**Comparative Texts**”.
- Select and add the resources or projects you want to view.
- Click **OK**.
  - *The resources are now displayed below.*

## Display the original language versions

- Click the “Hide/Show Hebrew/Greek Source Text” chooser on the toolbar.
- Select one of the “Hebrew/Greek Text” options.
  - *The original language version of the passages is displayed at the top of the table.*



### TIP

**Identical words in the source text are highlighted in green and similar words are highlighted in yellow.** Identical words in the translation project are highlighted in **grey**.



### 9.3 UPGRADE

## You can collapse the Hebrew/Greek source text

**Collapse:** To the left of the text, click the ^ beside the project name. *The row is reduced with the name of the text and an expand icon*

**Expand:** To expand it again, click the v *The text is visible again.*

Paratext 9.3

← → A PT4B\_B - Paratext ACT 9 25

Parallel Passages: PT4B\_B

Hebrew/Greek Text and Gloss Comparative Texts...

All references Current book All parallels

Status	Selected passage	Parallels
<input type="checkbox"/> ACT 9:25	2CO 11:33	
ACT 10:3-4	ACT 10:30-31 ACT 11:13	
ACT 10:5-6	ACT 10:32 ACT 11:13	
<b>ACT 9:25</b>		<b>2CO 11:33</b>
<b>λαβόντες δὲ οἱ μαθηταὶ αὐτοῦ</b> take but the follower he <b>νυκτὸς διὰ τοῦ τείχους</b> night down the wall <b>καθῆκαν αὐτὸν χαλάσαντες ἐν</b> let.down he lower in <b>σπυρίδιν</b> basket		<b>καὶ διὰ θυρόδος ἐν</b> and by.way.of window with <b>σαργάνῳ ἔχαλάσθην διὰ</b> basket lower by.way.of <b>τοῦ τείχους καὶ ἐξέφυγον τὰς</b> the wall and escape the <b>χεῖρας αὐτοῦ</b> power he
PT4B_B <input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Edit</a>
	But nite time da guys dat stay tight wit Saul put him inside one big basket, an drop him down thru one big window in da wall nite time.	I wen go inside one big basket, an my frenz wen put me down wit one rope, from one window inside da big wall, fo go outside town. An I wen run away from da govna. Dat time, I no can handle fo shua!

PT4B\_B: All references; ACT (Current book); 138 sets of parallels

## To edit one of the passages

- Click the **Edit** command displayed above the passage.
- The passage opens in a small window which uses unformatted view.*



## CAUTION

Take care not to accidentally edit one of the USFM markers.



## TIP

The Edit command will not be displayed if you do not have editing permission for that passage.

## To view a passage in context

- Click the Passage reference immediately above it.
  - *The project window scrolls to display the relevant passage.*
- You can edit there instead, assuming you have editing permission.

## To return to previous book

If Paratext has scrolled to a different book

- Click the ← back button
  - *The book you were looking at before is displayed.*

## Approve passages

When the parallel passages have been compared and you are satisfied that they have been translated appropriately,

- Click the checkbox next to the project text (or in the status column).
  - *This checkmark means the **entire set** of parallel passages has been approved.*

## Three modes for approving

- Open the **menu** for the window.
- Under **View** you can choose between
- **Approve Sets of Parallels** - which is the default -
- **Approve Passages individually** individual check boxes
- **Approve by Set or Individually**, which allows you to switch back and forth between modes.

## To change from set to individually

- Open the menu for the window.
- Under View, choose Approve by Set or Individually.
  - *Initially, a checkbox for the entire set is shown in the Status column.*
- Hover the mouse over the lower checkbox for the set
  - *A pencil icon is shown.*

- Click the **pencil**
  - *The checkboxes move to the other mode but only for this set of passages.*

# Parallel Passages Filters and changed text (6.1b)

In this video we will look at how the Parallel Passage tool alerts us if one of the passages has been edited. We'll also look at some additional filters we can use to focus on Parallel Passages that need our attention.

## Open the Parallel passages tool from Assignments & Progress

1. Click the blue **Assignments and Progress** button
  - *In stage 6 it will show us if there are Parallel passages that need attention.*
2. We can click the **issue count**
  - *The Tool opens with the default filter applied.*

## Open the Parallel passages tool from the menus

1. To do this, open the **menu** for the project.
2. **Expand** the menu.

3. Under **Tools**, click **Parallel Passages**.

- *The Parallel Passages Tool opens in a floating window.*

## The three Filters menus

Below the toolbar, there are three filter menus.

### Passage filter

- Click the passage filter
  - “**All references**” is the default.
  - “**Unapproved References**” have not yet been approved; they have no tick or question mark.
  - “**Changed Text**” these have been edited since they were approved. They all have a red question mark and the edited passage has the **Show Differences** icon next to it.
  - “**Not yet drafted**” displays parallel passages where one or more of the verses has not been drafted.
    - *The selected passage reference is shown in grey and the box is empty.*

### To see how the passage has been changed

- Click the “**Show differences**” icon.

- *The Compare Versions window opens with the new and deleted text marked. This is not an editable window.*

## To update any of the passages

- Click the appropriate Edit command,
- OR the **reference** to view the text in the project window.
  - *When we are satisfied with the set of parallel passages once more,*
- Click the ? question mark to approve it again.

## Passage filter

## To change the verses filter

- Click “**current book**”.
  - *A list of dropdown giving options*
- Choosing the **current chapter**, **section**, or **verse** restricts the parallel passages shown to ones from that verse range.
- “**Chapters Assigned to Me**” will display parallel passages from any chapters which are assigned to the current user.
- Clicking the **Choose...** option, allows you to select a specific book, set of books, priority or even chapter range.

# The type of parallel passage filter

- Click “**All Parallels**” to view the filter options.
- “**NT/NT**” will reduce the displayed passages to parallel passages within the New Testament.
- “**NT/OT**” shows the New Testament references that have Old Testament parallel passages,
- and “**OT/OT**” shows only those only within the Old Testament.
- The last selection is the “**Synoptic Gospels**” which will display parallel passages from Matthew, Mark, and Luke.