Training Manual (English)

Version 9.5

https://manual.paratext.org/

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Overview of Training Manual - PDF

The training manual follows the tasks in the SIL Compact Plan. The page numbers refer to the PDF version.

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1. Paratext Course Introduction

This manual covers all six stages of translation. You cannot cover everything in one course. We suggest at least three courses with annual reviews.

- Course 1: Stage 1 and 2 plus any other modules needed by your participants.
- Course 2: Review Stage 1 and 2, Stage 3 and 4 plus any other modules.
- Course 3: Stage 5 and 6 plus any other modules. This may be done with an individual team as they publish a book.

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 equate to stages 1, 2, 5, and 6]

1.2 Course Objectives

At the end of the courses, 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.

Assignments and progress

An Administrator has to add a project plan to the project.

- Update the Assignments and Progress 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/link 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 set up 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, Numbers, 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 (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 – Overview

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. Organising your desktop
3. Assignments and progress
4. Keyboarding your draft
5. Basic checks
6. Project progress

2. Organising your desktop

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 is this 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.

VIDEOS

There are a number of videos available to help you with the different types of resources and arranging the windows. Below are some suggestions. Click on the link to see the video.

0.2.1b Basics of Projects and Resources

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

Changes in Paratext 9

The menus changed in Paratext 9.0. To see the menu, you now need to click on the menu icon ≡. There are now two types of menus.

The main Paratext menu is on the title bar. 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.

> **TIP**
>
> In this manual, when it says **≡ Paratext**, under **Menu** > **Command** (e.g. **≡ Paratext**, under **Paratext** > **Open**). It means click on the Paratext menu icon ≡, then under the menu (e.g. Paratext) choose the command (e.g. Open).
>
> 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). The most common Tab is the project menu so it may just say "**≡ project menu**".

2.1 Load the program

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

   - **OR**

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

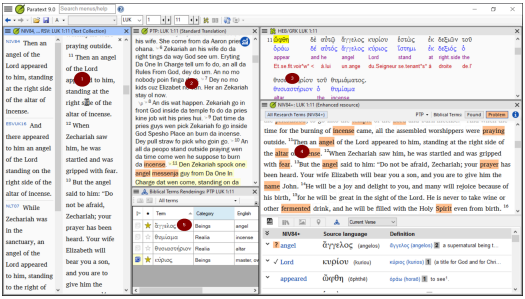
2.2 Open a saved layout

> **UPGRADE**
>
> In 9.4 there are some improvements to manage layouts. Your recently used layout should be at the top of the menu.
>
> For more details watch What's New in 9.4 - Main menu - Manage Layouts

1. Click the **≡ Paratext** menu, then under the **Layout** 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

- 1= Text collection
    - ≡ **Paratext** menu, under **Paratext** choose **Open Text Collection**, select several resources, click **Right arrow** button, click **OK**. (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. Watch Paratext videos 0.2.1b, 0.2.1c, and 0.2.3d.

> **UPGRADE**
>
> 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 new name
3. OR to replace an existing layout,
   i. Click the dropdown to the right
   ii. Choose the name of the saved layout.
4. Click **OK**

2.4 Delete a text layout

If you want to delete a saved layout,

1. ≡ **Paratext** under **Layout** > **Manage layouts**
   - *A dialog box is displayed with a list of all the saved layouts*
2. Click the three dots to the right of the name of the saved layout.
   - *A submenu is displayed.*
3. Choose **Delete** from the submenu
   - *A dialog box is displayed warning you that you will delete the layout*
4. Click **Delete** again to confirm.

2.5 Open resources in a Text collection

9.4 UPGRADE

In 9.4, Paratext can notify you when there are updates to any of your resources.

1. On the **Download/Install resources** dialog, below the list of resources
2. Click the dropdown list beside "**Check for resource updates**"
3. Choose how often to check
   i. *If a resource has changed, a green dot is shown on the Paratext menu icon.*

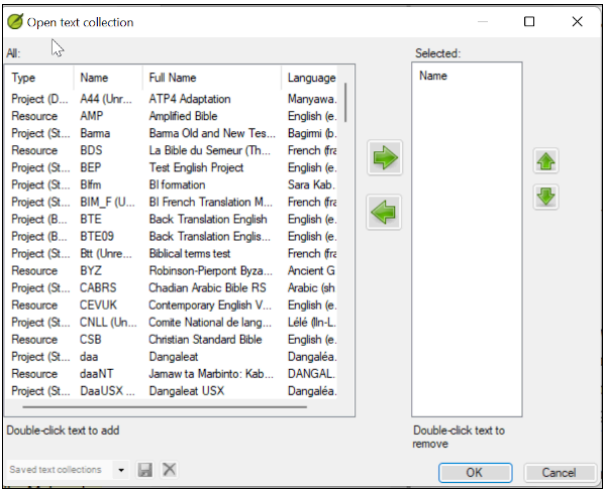
For more details, watch What's new main menu.

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.

UPGRADE

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

New method - Open directly from Paratext menu

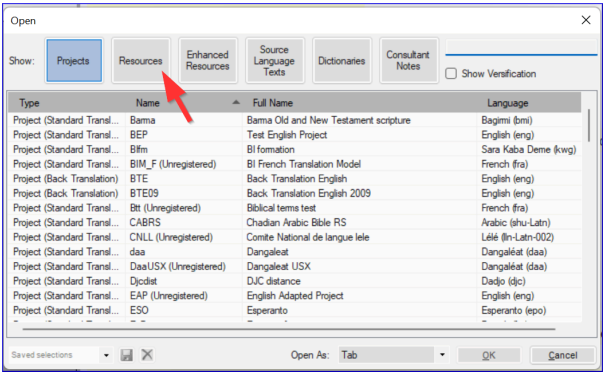


1. ≡ **Paratext** menu, under **Paratext** > **Open text collection**
2. Select several resources using the Ctrl key as you click on the resource.
3. Click on the **Right-arrow button**.
   - *The resources are listed in the Selected column*.
4. Repeat as necessary.
5. Use the up and down arrows to reorder 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**.
   - *The text collection opens*.

Previous method - Open dialog

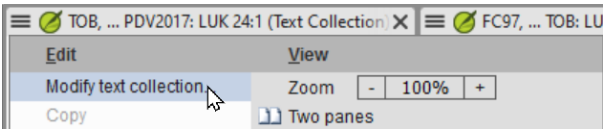


1. ≡ **Paratext** menu, under **Paratext** > **Open**
2. Click on the Resources button (at the top).
3. Select several resources using the Ctrl key as you click on the resource.
4. Repeat as necessary.
5. Click on the **Open as** dropdown list.
6. Choose **Text collection panel**
7. Click **OK**

> **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 (if available), NVSR78Col, LBS21, BDS, NFC, FRC97, PDV.

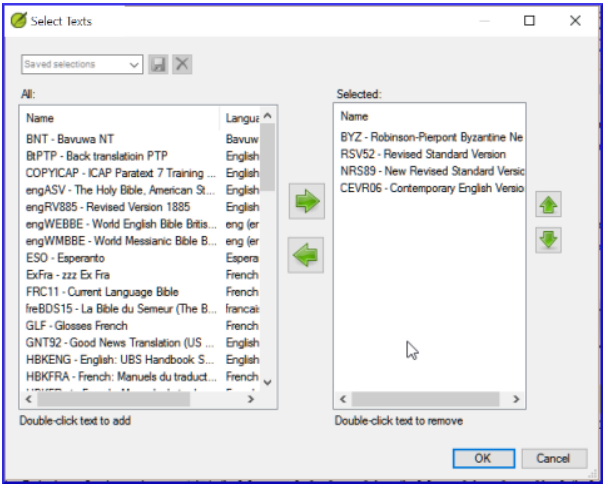
There are several ways to change the order of texts in the collection

1. ≡ **Tab**, **Modify text collection**



From the Select Texts dialog

1. Use the arrow buttons to change the order as necessary
2. Make any other changes
3. Click **OK**



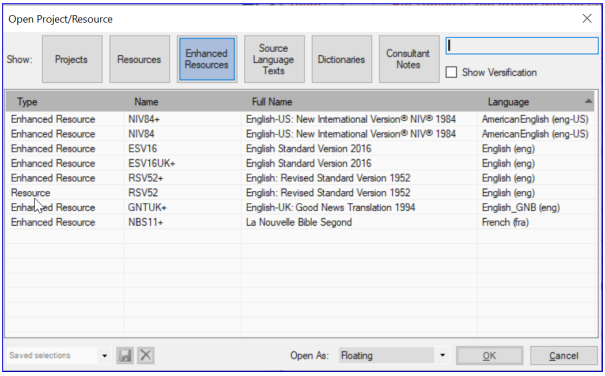
TIP

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 ≡ **Tab** under **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, **videos,** etc. When you open an Enhanced Resource, a guide opens as well.

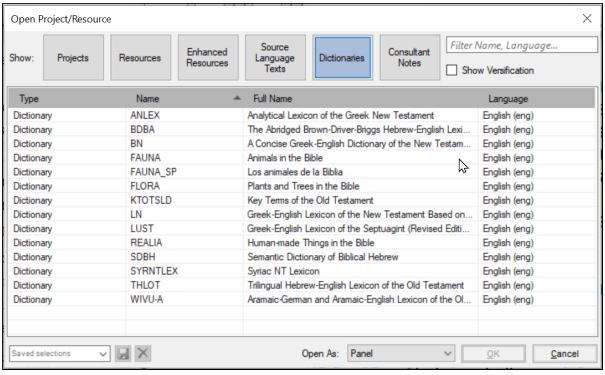
> **UPGRADE 9.4**
>
> In 9.4, Paratext can notify you when a resource has been updated.

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. ≡ **Paratext** menu, under **Paratext** > **Open**
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).

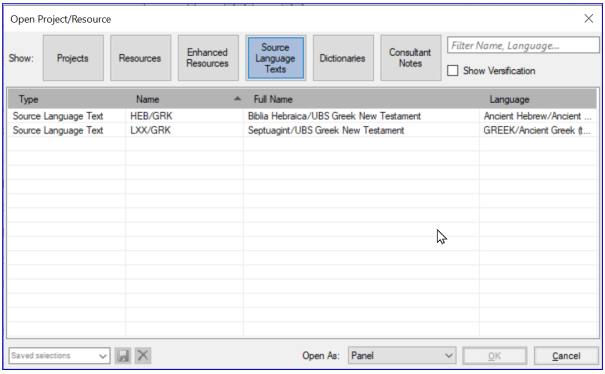
Other dictionaries (in English but with photos)

- "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. Gloss FR.

1. ≡ **Paratext**, under **Paratext** > **Open**
2. Click **Source Language Texts**
3. Choose HEB/GRK
4. Click **OK.**



If you have downloaded the special gloss resource, you can load them as follows

1. ≡ **Tab** under **View** > **Additional glosses**
2. Choose the specific resource that has the glosses (e.g. GlossFR)
3. Click **OK.**

3. Assignments and progress

Introduction You use the Assignments and Progress 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. [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 do in a translation project. It is important to have a system to make sure you do all these tasks. Now that your plan has been configured, you can use the plan to see what tasks have been assigned to you to do 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 Project progress 2).

What are we going to do? You will mark a variety of tasks as complete. The exact steps will vary slightly depending on whether you do the task once per project, once per book, or by chapter. The place to mark progress for all types of tasks is the Status column.

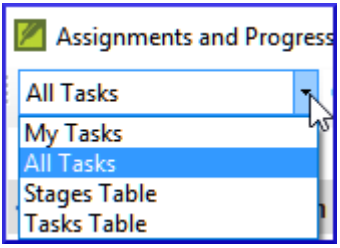
3.1 View tasks that need to be done

- In your project, click **Assignments and Progress** button

OR

- [≡ **Tab** under **Project** menu, select **Assignments and progress**]

- From the first dropdown menu, choose either **My tasks** or **All tasks**
  - *A list of the various tasks and checks are displayed.*



> **TIP**
> 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.

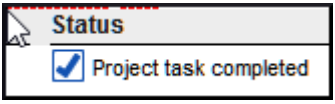
1. Identify the next task for you need to do. It will have either a green or slashed green bar.
2. Check that it is not waiting for another task. In this case it will have a red slash bar.
3. Do the task (see other modules if necessary).

> **TIP**
> When you finish the task, see the instructions below to mark it as completed. (A check is completed when there are 0 issues.)

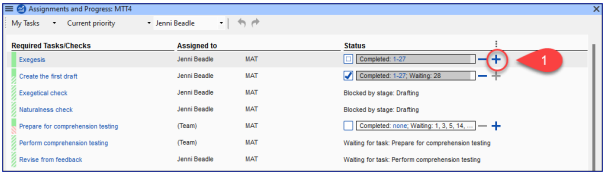
3.3 Mark a task as complete

Mark a book task as completed

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



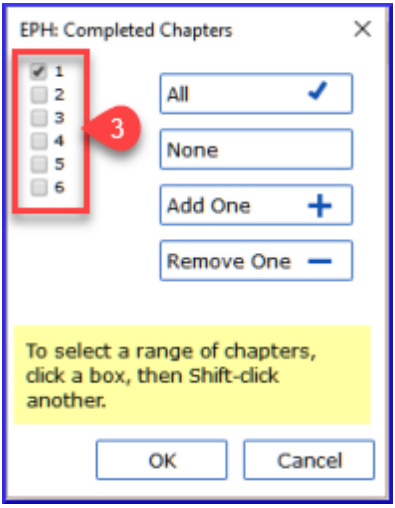
Mark a chapter task as completed



1. Click **+** to mark the next chapter as complete

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

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



3. Click the numbers of the chapters that have been completed [3].

4. Click **OK**

3.4 Checks

- If the task is a check, the status of the check will either say **Setup required** or it will show the 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 Tools menu > Checking Inventories.

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 (if desired).
4. ≡ **Paratext** under **Paratext** > **Save all** (or **Ctrl**+**s**).
5. Return to the Assignments and Progress.

> **TIP**
> The check is considered complete when there are 0 issues. If you are unable to complete a check, it is possible to postpone the check to a later stage.

Postpone check

1. ≡ **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.
    - *The check will move to that stage.*

4. 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 correct 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.

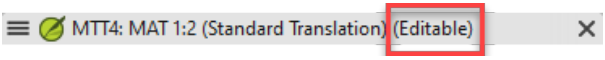
> **UPGRADE**
> In Paratext 9.3 you can copy and paste a scripture reference into the book name on the navigation bar. For example, in English: MAT 12.3, Mrk 5:4, Galatians 1:12.

> **TIP**
> If you don't know the verse reference, you could use the **Find** feature to look for a word that occurs in the verse you are looking for. Ctrl+F.

4.2 Check that the project is editable

Look at the titlebar of your project.

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



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

4.3 Changing the view

> **TIP**
> Paratext 9 has five views. You can edit all views except the Preview view.

- **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 may 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 the chart provided with your Keyman file).

TIP

You can use ≡ **Tab** under **View** > **Highlight Invalid Characters** to quickly see if you have typed any invalid characters. If you see lots of punctuation, then ask your instructor or administrator to configure your character inventory.

4.4.1 Whitespaces and invisible characters

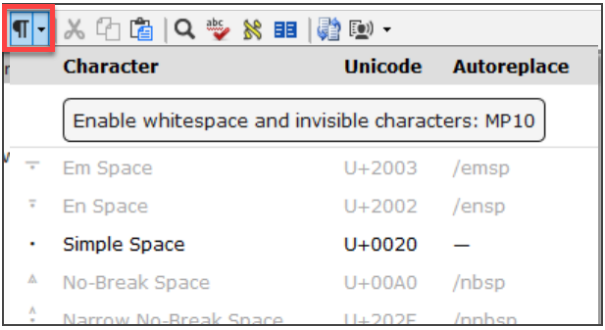
Paratext 9.5 introduces better support for displaying and entering whitespace and invisible characters. However, to use this, all members of a team must upgrade to 9.5, as the project will no longer be back-compatible

Any project can turn the display of these characters on and off. Projects that use a variety of whitespace and invisible characters will benefit from opting into or “enabling” the feature.

This feature allows teams to view and edit whitespace and invisible characters in these areas:

- Text editor, Wordlist, Spell checking dialogs, Results list,
- Scripture Reference Settings, Numbers Settings, Character inventory, Quotation Rules.

The **Administrator** enables it by clicking the dropdown on the paragraph icon on the toolbar



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**
3. Type the marker (e.g. s1 or ip) press **Enter** (or select it from the list).
4. Type the text
5. Add a paragraph marker after the text (for example: \p)

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

Character markers

> **TIP**
> Paratext has both paragraph and character markers. As the name suggests, paragraph markers format the whole paragraph. Character markers let you format part of the paragraph and so need a beginning and ending marker.

1. Select the text you want to apply the character style
2. Type **
3. Select the marker from the list (e.g. nd)
4. Press **Enter**

- Paratext adds the two markers (before and after the text) (for example: \nd LORD\nd*)

> **TIP**
> It is important to note that pressing **Enter displays paragraph markers** and typing **\ displays character markers.**

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**

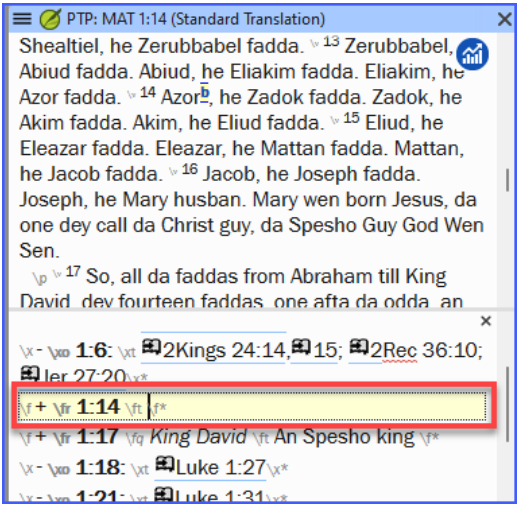
4.8 Insert Footnotes

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.
- or right-click the footnote text and choose **delete**.

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. **≡ Tab** under **Project**,> **Send/Receive this project**
   - *Paratext will immediately Send/Receive i.e. without offering the different options.*

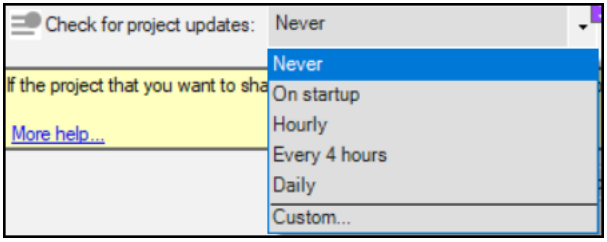
UPGRADE

In 9.4, Paratext can notify you when there are updates to any of your projects.

On the Send/Receive dialog, below the list of projects

1. Click the dropdown list beside "**Check for project updates**"
2. Choose how often to check
   - *If a project has changed, a green dot is shown on the project menu icon.*

For more details watch What's new main menu.



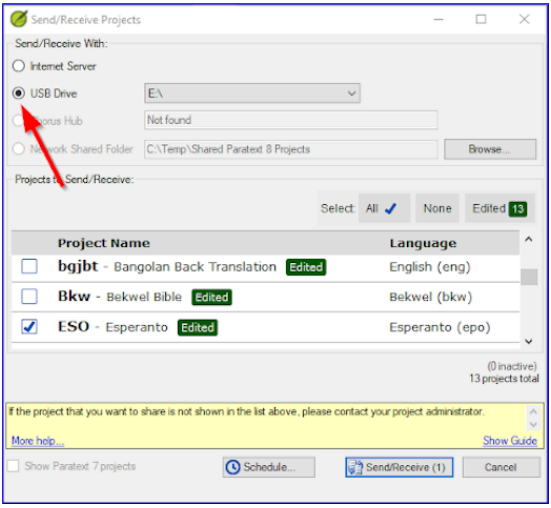
Send/receive to the Internet

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. ≡ **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**.
   - *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. ≡ **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.

- Insert your USB stick into your computer or connect to the Internet.

- 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)
- Try pressing **Ctrl** + any of those keys. Some may be quite different to what you expect.
  - Ctrl + Arrow Down = Next Verse (Ctrl + Arrow Up for previous verse)
  - F8 = Next Chapter (Ctrl + F8 for previous chapter)
  - F9 = Next Book (Ctrl + F9 for previous book)
  - Alt + Arrow Left/Right = previous/next reference in history
  - Alt + Arrow Up/Down = previous/next reference in a list
  - Ctrl + B = go to the navigation area of the toolbar.

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, Project, Send/Receive this project]

5. Basic checks 1

Introduction In this module, you will check the chapters/verses and the markers using two methods: The Assignments and Progress and the project menu (4a.Checking).

Before you start You must have already typed some 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 Basic Checks 2 and Basic Checks 3.

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 Assignments and Progress. However, you can also do the checks from the project menu **(Tools)** if you need to check more than one book at a time.

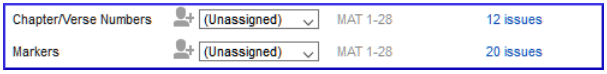
5.1 Running checks from the Assignments and Progress

It is easier to run the checks from the Assignments and Progress.

View and correct errors

1. View the Assignments and Progress by clicking on the **blue icon** (at the top right of your project window).

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



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

2. Double-click a line in the list.

3. Correct the error in your project.

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

5. Continue for each error.

Confirm that the errors have been corrected

1. Click **Rerun** button.
   - *A results list shows any remaining errors*.
2. Fix any errors

3. Close the results list window (if desired).
4. Return to the **Assignments and Progress**
5. Click on the link to show the issues from the markers check.

> **TIP**
>
> When you have finished with a check, some people like to close the results list, others like to keep it open particularly if it changes your window layout. You can also move it to a tab of another window.

> **INFO**
>
> Watch the video How to use Checking Tools' for examples of how to correct some common errors.

5.2 Running the checks from the menu

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. ≡ **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(s) you want to check
6. Click **OK**
   - *A results list 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, if desired.

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. Review the list for markers (see below)
3. Close the marker inventory (if desired).
4. **≡ Tab**, under **Tools** > **Run Basic Checks**
5. Check the **Markers**
6. Click **OK**
7. Correct any errors.

> **INFO**
>
> What to look for. Markers that only occur a few times. Similar markers \q and \q1. Markers that appear together but do not have the same count (e.g. \f and \f*).

6. Project progress 2

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 Assignments and Progress 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 report 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 Assignments and Progress (the blue button)
2. Update the progress on all tasks (see 3. Assignments and Progress for instructions on each type of task).

6.2 Change an assignment

CAUTION

> You can only do this if you have **progress permissions**.

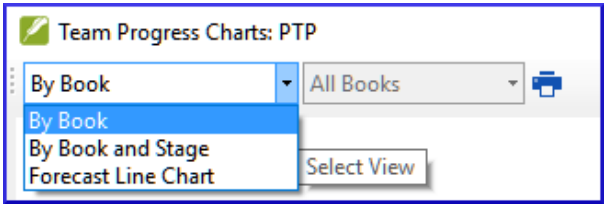
1. From the ≡ **Tab**, under **Project** menu, select **Assignments and Progress...**
2. From the first drop-down list at the top left of the dialog, select **All Tasks**.
3. In the **Assigned to** column, use the drop-down list to choose who will have responsibility for the task or check (listed in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

6.3 Produce a Project Health Report

1. From the **Project** 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

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



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

6. Click **OK**.

Stage 2 – Overview

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:

7. Proper Names (see Help)
8. Spell Checking
9. Glossary
10. A 4-Step process for consistent Biblical Terms
11. Compare a word or phrase
12. Basic Checks
13. Formatting checks
14. Printing Drafts
15. Using Notes

7. Proper Names

> **NOTE**
> This module has been deleted from the manual.

Paratext has a feature called "**Adapt Names**" that helps you check that the proper names in your project have been **transliterated** consistently from the source text.

Using “Adapt Names”

If you want to use this feature, refer to the following Paratext help topics

- Introduction to adapted names.
- How do I adapt names?

Checking the proper names entered manually

If you want to check the Proper Names you have entered in your text, use the Biblical Terms list, and filter for category **Names**.

If you find errors that occur multiple times, consider using the Wordlist to correct them all at once.

8. 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 wordlist.
- Add a spelling discussion note to words that need further discussion before deciding on a correct spelling.

8.1 Configure the wordlist

TIP

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

Approve the spelling of common words

In Paratext

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

In the Wordlist

1. **≡ Tab**, under **Tools** > **Approve spelling of common words**

2. Enter a number

> **TIP**
> The number is the number of times the words must appear to automatically mark it as 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).

3. Click **OK**

4. Click **Yes** (to confirm that you cannot undo)

Check the words that Paratext thinks are incorrect

- Make sure you are in the Wordlist.
  - *If you are back in Paratext Window, go to the Wordlist (__≡ **Tab** under **Tools** > **Wordlist**__)*

- ≡ **Tab**, under **Tools** > **Spell Check** > **All checks**
  - *A list of words is displayed.*

- Click on a word in the top pane.
  i. If the word is **correct** – click on the green icon at the top of the column
  ii. If the word is **incorrect**, but Paratext 9 has **suggested** the correct word, then click the **blue link** for the correct word.
  iii. If the word is **incorrect**, and Paratext 9 **hasn't suggested** the correct word, click on the red checkbox and correct the word. (See 8.1)

Check similarly spelled words

In the Wordlist

1. ≡ **Tab**, under **Tools** > **Find Similar Words**

2. 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".

3. Click **OK**

   - *A list of words is displayed.*

4. Correct the words (as described above).

8.2 Spell checking – from the text

In Paratext

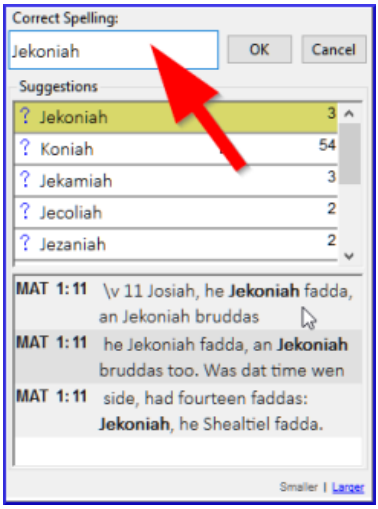
- ≡ **Tab**, under **View** > **Display spelling**

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

Making corrections

> **TIP**
> Paratext 9 will underline in red the words that you have not approved in the wordlist. This either means that the word is misspelled or unknown.

1. Right-click a word which is underlined in either red or grey
    - *A dialogue is displayed*
2. Either type the correction in the box or select the correct word from the list
3. 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.

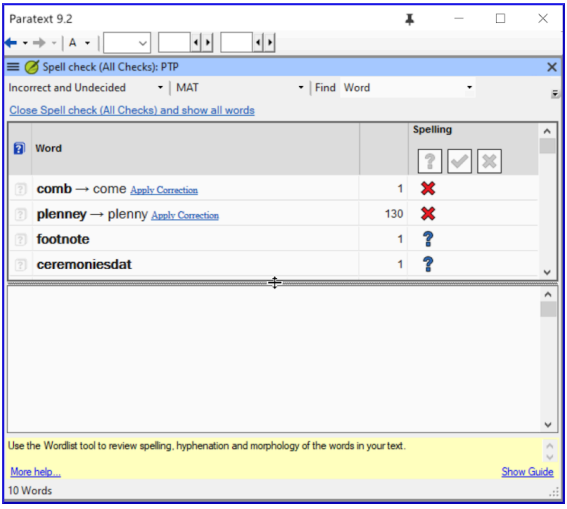
When there is more than one correction, a dialog box is displayed.

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

1. ≡ **Tab**, under **Tools** > **Spell Check Current Book**
    - *A window appears with a list of some words in the current book.*
2. Make corrections as explained above 8.2
3. Click **More items available** to see additional words.
4. Continue as needed.

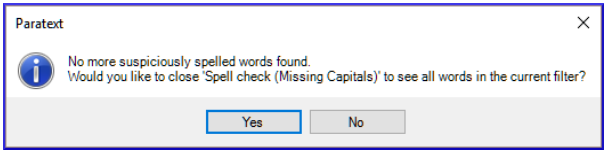


8.4 Spell checking – from the wordlist

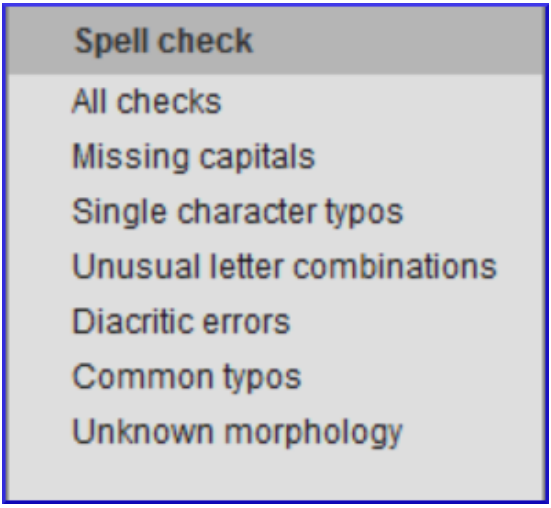
Using the checks

In the Wordlist

1. ≡ **Tab**, under **Tools**> **Spell check >**
2. Choose the desired check (see descriptions below)
    - *A list of words is displayed*.
3. Make the corrections as needed.
4. Click **More items available** to see more words.
5. Continue as needed.
6. When you have finished the list, a message is displayed



7. Click **Yes**.



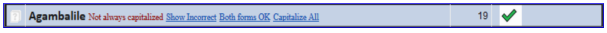
All checks

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

Missing Capitals

1. 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

2. Click the blue link to the capitalised form



3. Click the appropriate blue link.

4. *Show incorrect* (to see the verses)

5. *The two forms are acceptable* (to accept both forms)

6. *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’.

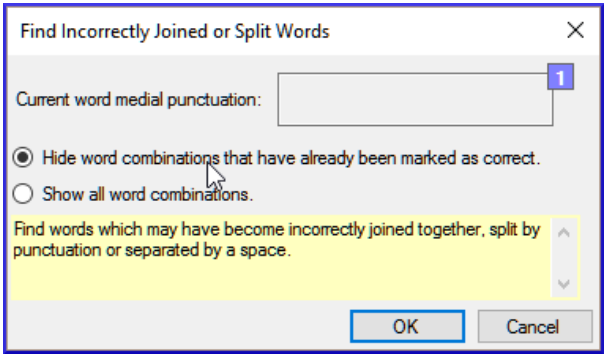
Unknown Morphology

A list of words is displayed that the computer has not been able to guess the morphology based on other words.

Find incorrectly joined or split words

In the Wordlist (≡ **Tab**, under **Tools** – Wordlist)

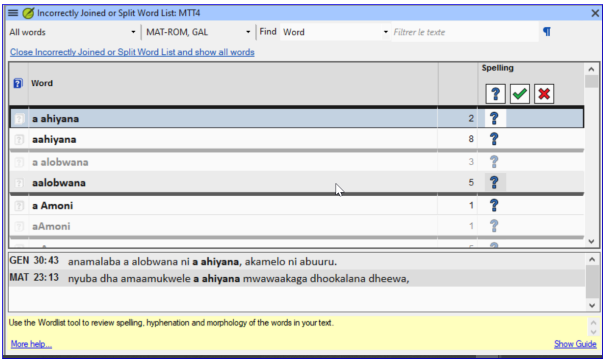
- ≡ **Tab**, under **Tools**> **Find Incorrectly Joined or Split Words**



- 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.*



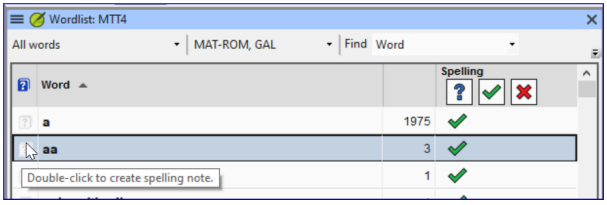
Correct a word which was incorrectly marked

1. Find the word in the list (using the filter if necessary)
2. Click on the line to see the word in context
3. 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.

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



2. Type in the note

3. Assign the note as necessary, and click **OK**.

9. 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.

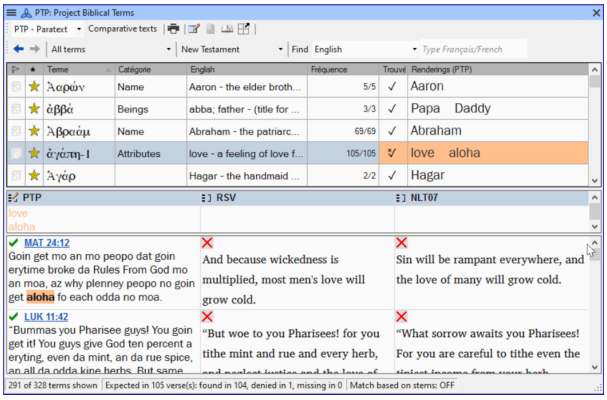
There are four training videos available on adding, linking and editing and getting permission to edit glossaries. (P9 1A.4a-d).

9.1 Open the Biblical Terms tool

1. Within Paratext, move to a verse which contains the word(s) you want to add to the glossary.

2. Right-click and choose **View Biblical Terms**, then **Current Verse(s)**

3. Check that you have the correct list open (e.g. your project list or the NT Key Biblical Terms [SIL])



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

> ⓘ **INFO**
>
> If the Biblical Term is not on either list, ask your Administrator to add the Biblical term to your project list.

9.2 Add an entry

1. Double-click on the term in the list in the top pane

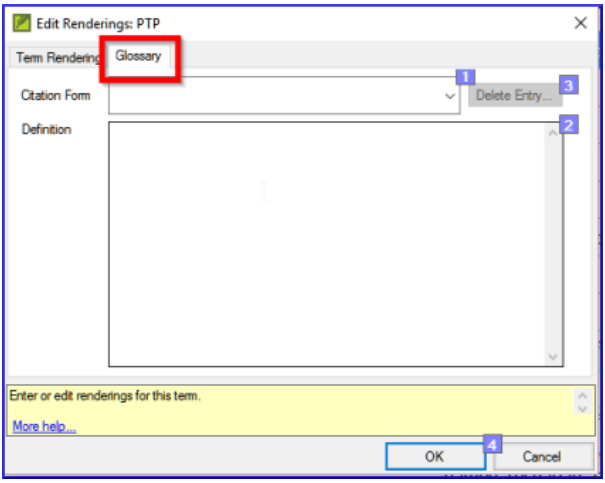
2. Click the **Glossary** tab

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.

Find the Biblical term

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

Link to glossary entry

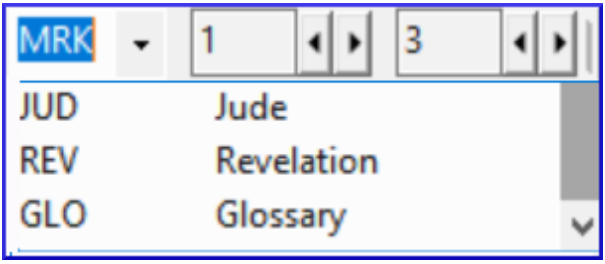
1. Click the **Glossary** tab
2. Click the down arrow near the citation form [1]
3. Choose the entry from the glossary
4. Click **OK**

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

> **TIP**
> It is recommended to use the Biblical Terms tool to work on glossary entries. However, it can be useful to edit the definitions from the GLO book.

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

9.6 Edit an entry – in the Biblical Terms

1. **≡ 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**.

> **PARATEXT 9.3**
> You can now edit the citation form in this tab without breaking the link to the entry.

9.7 Add a Biblical Term

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

9.8 Recall

- You can 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. A 4-Step process for consistent Biblical Term

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. You should consider this process as 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 you have already 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 you made the changes.

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.
- You will also use the new Paratext 9.4 feature to export terms from the Biblical terms list and share it with your colleagues.

10.1 Open the Biblical terms rending 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

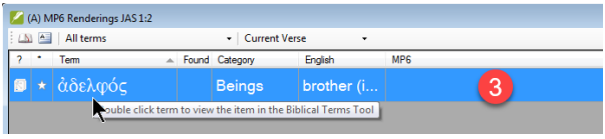
- Is there a tick/checkmark in the found column?
- If there is a tick/checkmark, your verse uses the term, and you can continue with the next term.

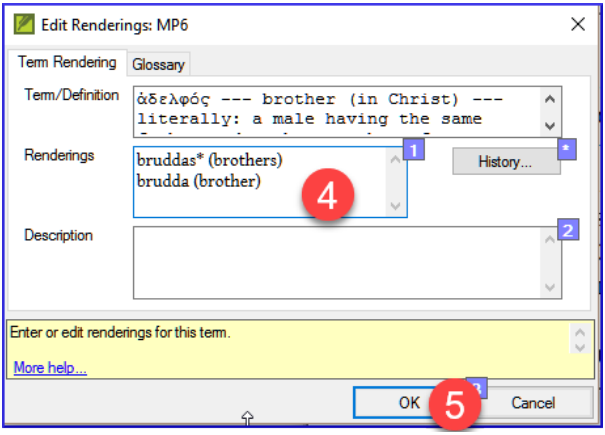
- If not, you need to either correct your text or add the new term you have used (see below).

Add another rendering

If the term you have used is not on the list, you can add it:

1. Select the rendering of the term in your text.
2. Copy it (**Ctrl**+**C**)
3. Double-click in the renderings cell of the Biblical Terms rendering window.
    - *The edit renderings dialog is displayed*.
4. Paste (**Ctrl**+**V**) the rendering in the dialog box.
5. Click **OK**.

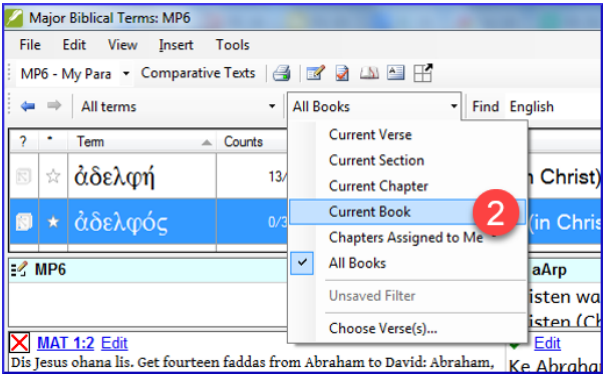




Find other verses in the current book with the same Biblical term

In the Biblical Terms rendering window

1. Double-click on a word in the **Term** column
   - *The Biblical Terms Tool opens*
2. From the second filter button choose **current book**
3. Add renderings for the term in the verses until you have identified the terms in all those verses (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 you have identified the terms in all those verses.

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 you use a pronoun. In this case you need to deny that it is an error.

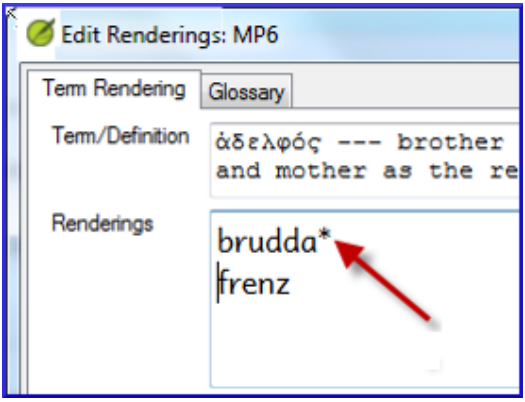
- Click the red cross to the left of the verse reference link
  - *The red cross turns into a green tick with a small red x*

> **⚠ CAUTION**
> If you click on the cross by mistake, click the green tick and it will return to the red cross.

10.3 B: Identify the best term

1. Double-click on the term in the top pane.

    - *The edit rendering dialog is displayed listing all the renderings you added.*



2. Decide on the best rendering

3. Select, then Cut (**Ctrl**+**x**) and paste (**Ctrl**+**v**) it to the top of the dialogue box

4. Add ***** as necessary to combine similar renderings

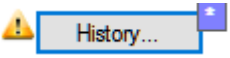
> **TIP**
> You can use ***** in a number of different ways: before the word for prefixes and after the word for suffixes. You can also put an ***** in the middle of a word. See the guide for more ways of using the *****.

10.4 C: Reject all the others

- Select and cut the other renderings.

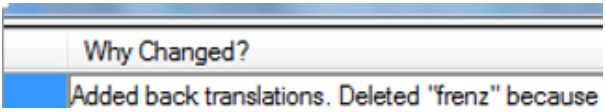
10.5 D: Document the reason for the change

- Click on the **History** button



- Type in the reason why you rejected the others 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)

1. Open the Edit renderings dialog box
2. Edit the renderings as needed.

Clean up other books (as time permits)

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

Add the Biblical terms notes — ongoing discussion

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

2. Type in the note

3. Assign the note as necessary.

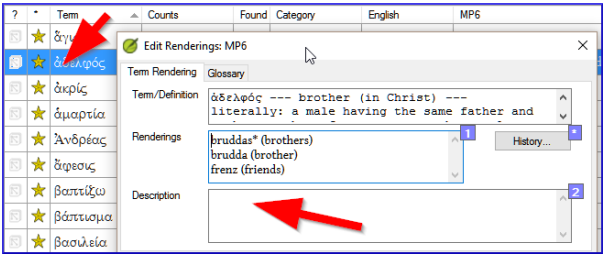
4. Click **OK**.

Add the decision to the renderings description

1. Double-click on the term

2. Type the agreed-on rendering in the description field

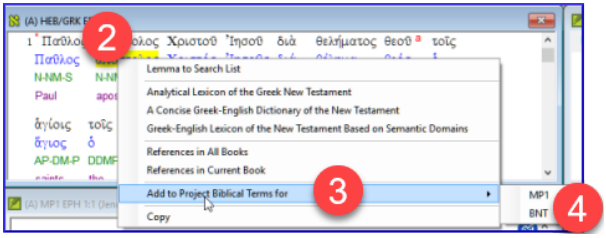
3. Click **OK**



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. Then 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

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

10.7 Add a term – from reference text search

> **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 **≡ Tab**, under **Edit** > **Find**) and search for the term.
  - *A list is displayed showing the verses with that term.*

From the list of results

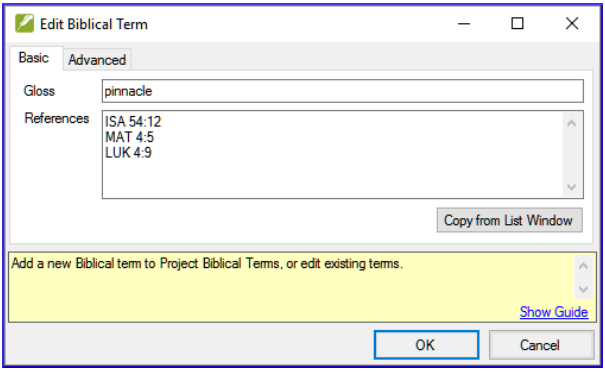
1. **≡ Tab**, under **Edit**> **Add to Project Biblical Terms**, then choose your project

2. Edit the gloss if necessary

3. Click on the **Advanced** tab

4. Type in a name for the term

5. Click **OK**



10.8 Share a Biblical Terms List (optional)

> ⓘ **UPGRADE**
>
> In Paratext 9.4, you can import or export terms from a Biblical Terms list. You can then share that exported list with your team members. Here is an overview. For more details, watch What's New in Paratext 9.4 Biblical Terms

1. From the ≡ **Project**, Open **Biblical Terms**
2. Select or filter the desired terms
3. From the ≡ **Tab**, choose **Export Filtered Biblical Terms**
4. Type a name for the file
5. Share the file with a colleague.
6. They can open the shared list, ≡ **Tab**, choose **Import Filtered Biblical Terms list** in the Biblical Terms tool.

11. 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.

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 of 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.

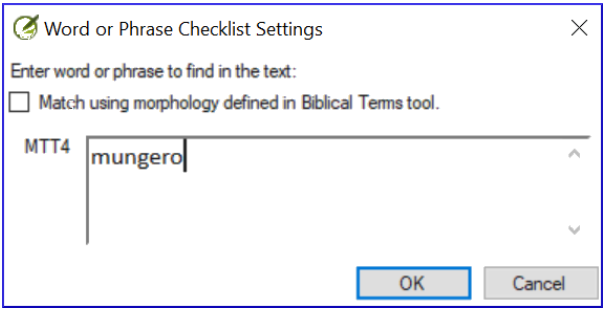
1. Click in the project that you want to compare

2. From the ≡ **Tab**, under **Tools**, point to **Checklists**, and select **Word or Phrase**.

3. Enter the word or phrase that you want to see into the

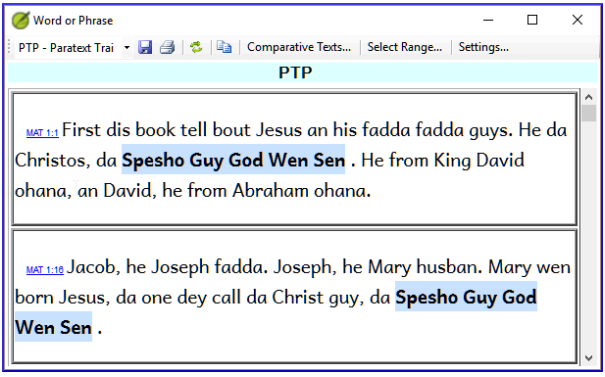
textbox for each project of the dialogue

- *The Settings dialog is displayed.*



4. Click **OK**

- *A window is displayed.*

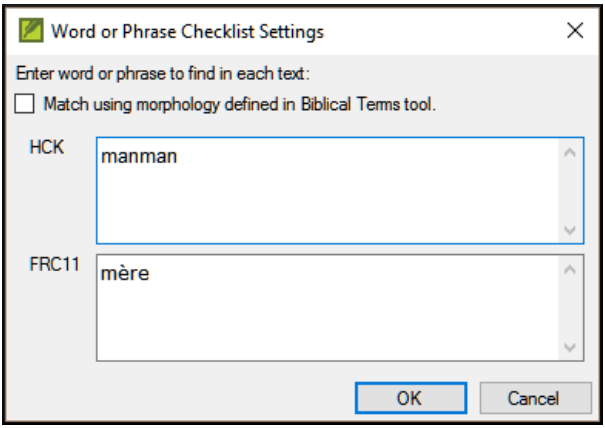


Choose the texts to compare

1. Click **Comparative Texts**...

2. Choose the texts that you want to compare and click **OK**.

    - *The **Settings** dialogue is displayed.*

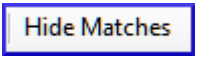


Type the word or phrase to compare

1. Type the word or phrase that you want to compare in the textbox for each of the projects

2. Click **OK**.

    - *A window is displayed with a button **Hide matches** on the toolbar.*



> **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

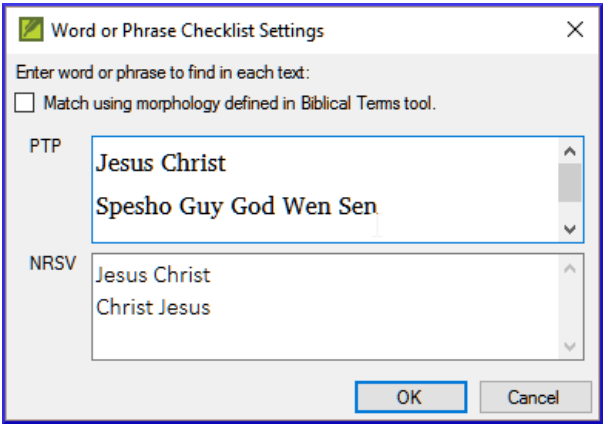
1. Choose a term which has a rendering

2. Click on the tool icon

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

3. Type the word or expression for the other projects

4. 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. Basic Checks 2

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 (5. Basic checks 1), it is easiest to run these checks from the Assignments and Progress. However, if you want to check several books, you will need to use the **Tools** 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 5. Basic checks 1, before continuing and that your administrator has either completed the setup of the checks or is with you to do the setup now.

Why is this 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 characters, 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 will do: Most of the checks require that your administrator has completed an inventory. In this module, you will

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

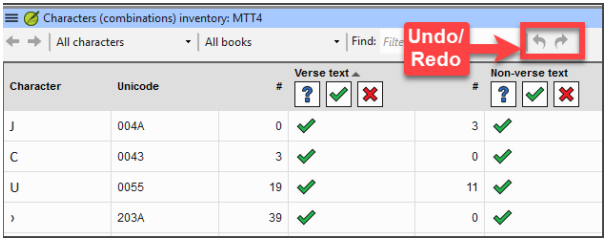
12.1 Confirm the setup

Before you can run these other basic checks, someone must set them up. Some checks require an inventory, and 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 Changes to inventories

> **ⓘ INFO**
>
> In Paratext 9.5, the inventories have changed. They now look and behave like the Wordlist panel. A new feature allows you to approve an item based on its location. That is, you can now approve an item based on whether it is in verse text or non-verse text.
>
> - Click on the Inventory menu and choose “Set verse and non-verse status separately”.



- there are an undo and redo icons (top right)
- **filtering** to help users easily find and organize inventory items.
- inventory panels can also be docked

12.3 Using inventories to setup

> **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 check.

1. From the ≡ **Tab**, under **Tools** > **Checking inventories** menu, choose the appropriate inventory (for example, Character inventory).
2. Click on an item in the list in the top pane.
   - *The verses are shown in the bottom pane.*
3. For each item in the top pane, choose either **Valid** or **Invalid**.
4. Repeat for each item.
5. 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**.

12.4 Characters

> **TIP**
> This check (and inventory) helps you identify all the incorrect characters, i.e. the characters that are not in your alphabet (as defined in the language settings ≡ Tab, under **Project**

Properties > **Language Settings** > **Alphabetic characters**.

Setup required

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

> ⚠ **CAUTION**
> If one of your alphabetic characters is currently "Unknown", then that your Administrator should add the character to your language settings by the administrator.

Check

≡ **Tab**, under **Tools** > **Run Basic Checks**

1. Check **Characters**
2. Click **OK**.
   - *A list of errors is displayed.*
3. Make any corrections as needed.

12.5 Punctuation

> 💡 **TIP**
> This check (and inventories) helps you identify all the incorrect or misplaced punctuation marks. (Use the Unicode character column to clearly identify the punctuation.)

Setup required

1. ≡ **Tab**, under **Tools** > **Checking inventories** > **Punctuation Inventory**

2. Check each punctuation mark in its context.
    - The contexts can be:
        - **word initial**, **word medial**, **word final** or **isolated**
    - For each punctuation in its context,
        - choose **Valid** or **Non valid** or leave as **Unknown**

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

3. When finished click **OK**.

4. **≡ Tab**, under **Tools** > **Checking inventories** > **Markers Missing Final Sentence Punctuation**

5. For each item, choose **Valid** or **Invalid**.

Check

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

12.6 Matched Pairs

Setup required

1. ≡ **Tab**, under Tools > **Checking inventories** > **Unmatched pairs of punctuation**:
2. If the list is empty, then there are no errors with these pairs of characters.
3. If necessary, click **Options...** to add other pairs

Check

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

12.7 Repeated words

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

Setup required

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

Check

1. ≡ **Tab**, under **Tools** > **Run Basic Checks**
2. Check **Repeated words**
3. Click **OK**.
   - *A list of errors is displayed.*

- Make any corrections as needed.

12.8 Capitalization

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

Setup required

1. ≡ **Tab**, under **Tools** > **Checking inventories** > **Markers followed by a lower case letter**
2. For each item, choose **Valid** or **Invalid**.
3. ≡ **Tab**, under **Tools** > **Checking inventories** > **Punctuation Followed by a Lower Case letter**
4. For each item, choose **Valid** or **Invalid**.
5. ≡ **Tab**, under **Tools** > **Checking inventories** > **Mixed Capitalization**
6. If you have lowercase prefixes, click **Options** and enter the details.
7. For each item, choose **Valid** or **Invalid**.

Check

1. ≡ **Tab**, under **Tools** > **Run Basic Checks**
2. Check **Capitalization**

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

12.9 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.

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

> ⚠ **CAUTION**
> 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	none. (Marker inventory displays all current markers)

Check	Setup
Characters (Combinations)	Character inventory
Punctuation	Punctuation inventory Markers Missing Final Sentence Punctuation
Capitalization	3 inventories Markers followed by a lowercase 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	≡ **Tab**, under **Project Setting** > **Quotation rules**
Numbers	≡ **Tab**, under **Project Setting** > **Number settings**
References	≡ **Tab**, under **Project Setting** > **Scripture reference settings**
Footnotes Quotes	none

⚠ CAUTION

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

13. 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 **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** > **Section Headings**

Check that

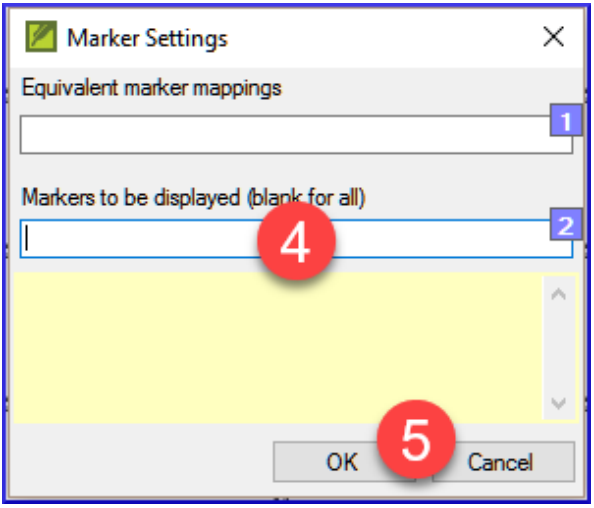
- the headings are consistent with your reference text (length, grammar, style)
- all headings start with a capital
- there is no punctuation at the end
- they are not too long

13.3 Paragraph breaks

1. **≡ Tab**, under > **Tools** > **Checklists** > **Markers**
2. Choose your reference text as the **comparative text**
3. Click **Settings**
4. Type the paragraph makers to be displayed (e.g. p m)

5. Click **OK**.

6. Make any corrections by clicking on the blue **Edit** link.



OR

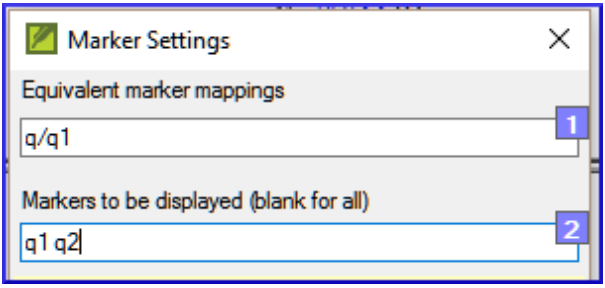
1. Click on the blue **verse reference** link.
2. Make any corrections in Paratext.
3. Return to the checklist by clicking on the icon on the taskbar.

13.4 Layout and indents

1. ≡ **Tab**, under **Tools** > **Checklists** > **Markers**
2. Choose your reference text as a comparative text.
3. 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 in Appendix A.
- Add the USFM as necessary (see module KD or help if necessary).

14. 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. In Paratext 9.4, your project does not need to 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.

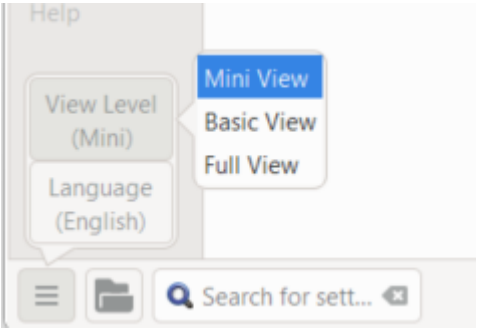
What you are going to do You will first produce a PDF version of your translation, which you can print or share with others (including non-Paratext users). If necessary, you can copy the PDF file onto your USB stick and take it to a computer with a printer.

UPGRADE PARATEXT 9.4

PTXPrint has replaced the old Print Draft PDF.

It is currently only available in Arabic, Chinese (Simplified), English, French, Hungarian, Indonesian, Portuguese, Romanian, Russian and Spanish.

If it is not installed, it will ask you to download and install it first. PTXPrint is very powerful and has many options. We recommend that you select a language and then use **Mini View**.



14.1 Create your first PDF file

CAUTION

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

1. ≡ **Tab**, under **Project** > **Export Draft PDF (PTX Print)**
2. At the bottom left, click the **menu button**
3. Click **View Level > Mini View**
4. Click **Basic** at the top left of the sidebar
5. Check that your project is selected.

6. **Either** choose **Single book**, then choose the book and chapters
7. **OR** If you want to print your priority or more than one book, choose **Portions or multiple books** and enter the references manually.

Choose the page settings as follows

1. Click **Layout** on the left sidepanel. Choose the page settings as follows
2. Page size:
   - 210mm, 297mm (A4) or
   - 148mm, 210mm (A5)
3. Adjust the **Base Font size** as necessary (normallly 11pt)
4. Adjust the **Base Line Spacing** (single spacing is 120% of font)
5. Turn off **Two Column Layout**

Choose the font for the text

1. Click **Fonts+Scripts** on the left sidebar
2. Choose the font for the **Body Text (Regular)**: Charis SIL (or Charis SIL Compact)
3. Size: 10 (or 11)

Print (Make PDF)

1. Click on the **Print (Make PDF)** button
2. PTXPrint will make the PDF
   - *The PDF opens in your default PDF program.*

Need further changes?

TIP

The Mini View is good to test your PDF. If you want to make any changes, you can change the view level to **Basic View**. Full view is very advanced and good for your final publication.

1. Change to Basic View
   i. At the bottom left, click the **menu button**
   ii. Click **View Level > Basic View**
2. Click **Layout** towards the top left of the sidebar
   i. Choose **Margins**
   ii. Check **Mirror Pages**
3. Click **Header+Footer** in the sidebar.
   i. Choose what you want in the **Header** (the text at the top of the page).
   ii. Choose what you want in the **Footer**
   iii. Make any other choices as needed.
4. Click **Print (Make PDF)** and wait, the file will open in your PDF reader.

Print an A5 Booklet

TIP

Make sure you have changed to Basic View

In PTXPrint

1. Click on **Finishing** in the sidebar
2. Under **Booklet Pagination, Pages Per Spread**
3. Choose **2-up**
4. Check that the physical paper size is correct.
5. Click **Print (Make PDF)**

In you PDF software

1. **File** > **Print**
2. Print the 2-up version double-sided

- Click on the **Printer Properties** button
  - *A dialog is displayed which 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\local\ptxprint

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

1. Hold the Windows Key and type **E**
    - *Windows Explorer opens*
2. Go to your **My Paratext 9 Projects** folder
3. Double-click on your project folder
4. Double-click the **local** folder then the **ptxprint**
5. Right-click on the desired PDF file
6. Choose **Send to**
7. Choose your USB stick.

15. 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 Biblical terms 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

> ⓘ **UPGRADE**
>
> In Paratext 9.4 there is an Option to **show/hide project notes.**
>
> - ≡ **Project** under **View > Show Project Notes**.
> - *Note icons will be either shown or hidden.*

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

Description	Meaning
Icon has a **border** and a **yellow background color**.	The note has at least one unread comment.
Icon is r**ed, 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.

Description	Meaning
Icon is **gray** with a **green tick**.	A project note with resolved status. (This will not appear in the text, but only in the notes list.)
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. (Biblical terms window or tool only)
Icon is **gray** with an **arrow on the**	There is NOT a rendering discussion note for this

Description	Meaning
cover of a book.	Biblical Term. (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

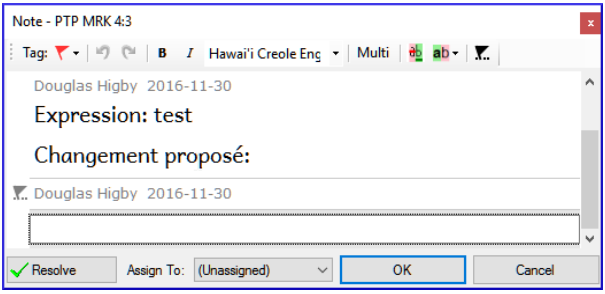
5. Click **OK**.

    - *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

1. Click the icon in the text.

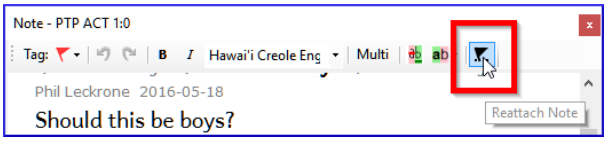
1. Type your comments
2. Click **Assign to**
3. Choose as desired
4. Click **OK**

Apply notes to multiple projects

1. Open the note from the text
2. Click the **Multiple** button
3. Choose the projects
4. Click **OK**
5. Click **OK** again to close the dialog box.

Reattach note

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



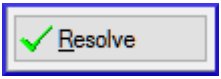
- Click the Reattach Note button (on the toolbar)

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

Resolve a note

1. Click on the icon in the text
2. Type another comment if necessary.
3. Click the **Resolve** button
4. Click **OK**

.



Delete notes

1. Click the note icon
2. Click the small trash can
3. Click **Yes** to permanently delete your comment.
4. If there are more comments, continue to delete the next comment.

.

> **TIP**
> You can only delete your own comments if they are the last in the list.

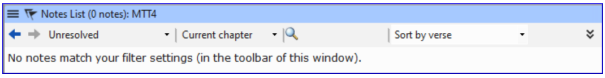
15.3 Open a Notes List

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

1. ≡ **Tab**, under **Tools** > **Notes list**
2. Select your project.
3. Click **OK**.
   - *A note list window opens (see below).*
4. 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 list toolbar



There are four dropdown boxes on the toolbar

1. Notes filter
2. Verse filter
3. Search
4. Sort by [verse, date, assigned to]

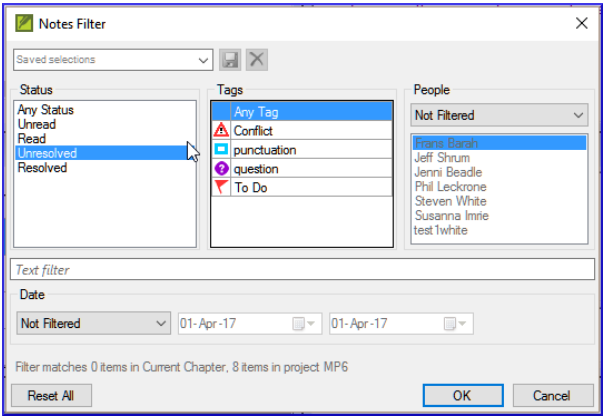
Notes list filter

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

> **INFO**
>
> Paratext 9.5 added an **“Unread and unresolved”** filter to the **Project notes list**.

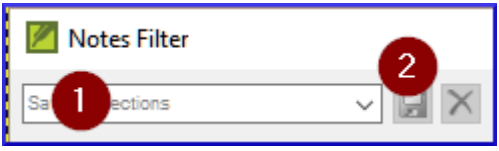
Define a new filter

- Click the first button/list
- Choose **New filter**
- Choose the status, tag, person and date as desired.
- Click **OK**



Save a filter

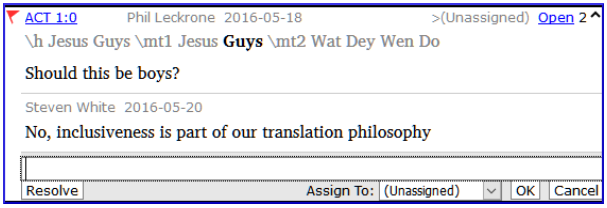
1. Define the filter as needed.
2. Click in the textbox at the top left (1).
3. Type a name for the filter
4. Click the save icon (2).



15.4 Add comments in the notes list

- Click the arrow to expand the note
  - *The note opens*

- Type your comments in the textbox.



- Resolve or assign the note as needed.

- Click the arrow to collapse the note.

> **TIP**
> You can also click the **Open** link to open the note window.

15.5 Print a notes report

1. Click in a notes list window.
2. Filter the list as desired.
3. **≡ Tab**, under **Project** > **Print**
4. Choose the printer and any options.
5. Click **OK**.
6. Close the window.

Stage 3 – Overview

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:

16. **Draft a Back Translation**

17. **Interlinearize a project**

18. **Compare Text**

19. **Basic checks 3**

16. 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? You need to get your text 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 consult will use this translation to help your team improve your exegetical choices in the text.

It is preferable that someone who is not involved in your translation checks it. This way she will type what the text says and not what you meant it to say. They should not look 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.

> **UPGRADE**
>
> Your project is the base project of your back translation project. In 9.4, you can now open your project from the back translation (≡ **Project** choose **Open base project ...**).

16.1 Create a new project for the back translation

> **CAUTION**
>
> The project is created once by an Administrator. If a project 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 settings of the project

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

5. Click **OK**
    - *The new project opens with links to Create book(s) or Import book(s)*.

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

Create books

- Click the **Create Book(s)** link
- Create books as needed.

> **CAUTION**
> Use the option **Create based on** [your project]. so that all of the markers are added to match your project.

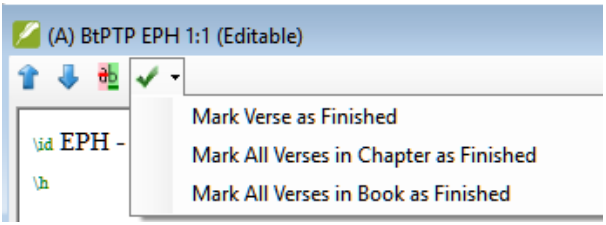
16.2 Draft your back translation

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 checkboxes for the chapter are marked with green checks.*

16.4 When you make a change to your project

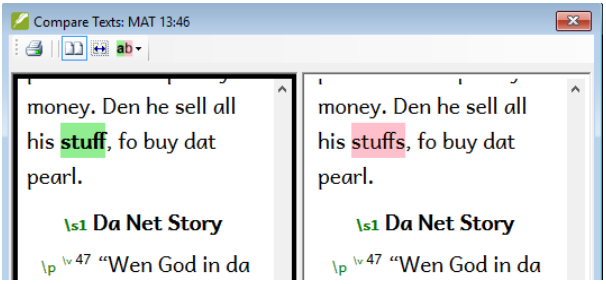
Paratext will detect any saved changes to your text and will change the back translation checkbox to a red question mark and add issues to the back translation status in Assignments and Progress.

1. Click in a verse with the red question mark.
2. Review and correct the back translation.
    - *If the changes are not clear, see the “View the differences for outdate verses” below.*
3. When it is correct, click the red question mark
    - *It changes to a green check mark*

> **INFO**
> Derived projects can open the base project.

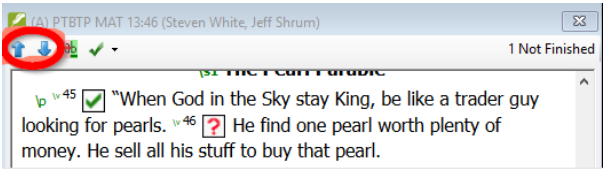
View the differences for outdated verses

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



Move to the next differences

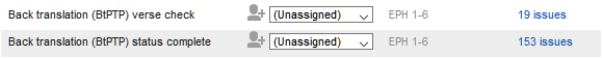
- Click on the up and down arrows to move to the previous or next differences.



16.5 Check your Assignments and Progress

- Click the Assignments and Progress icon

- Expand Stage 3, the back translation checks are at the end
    - *The number of unapproved or changed verses (if any) are listed as issues*



16.6 Back translation verse check in Assignments and Progress

- 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 Assignments and Progress

- 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	**Inconsistent verse number**
2	No text/verse
3	Not finished
4	Finished
5	Out of date

INFO

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

17. 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.

> ⚠ **CAUTION**
>
> 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. If you want to export the interlinear to a separate project, then 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.

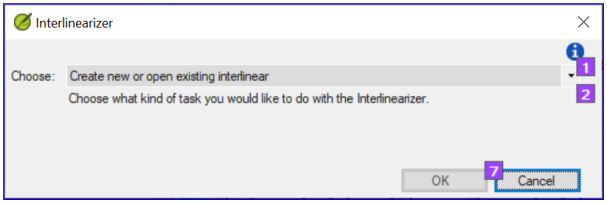
What you will do: You will use the project interlinearizer to produce a word-for-word gloss of the text. Firstly, you will set up the interlinearizer and then correct any errors. The computer's initial guesses are often wrong, but it learns as it goes and becomes quite

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** > **Interlinearizer**



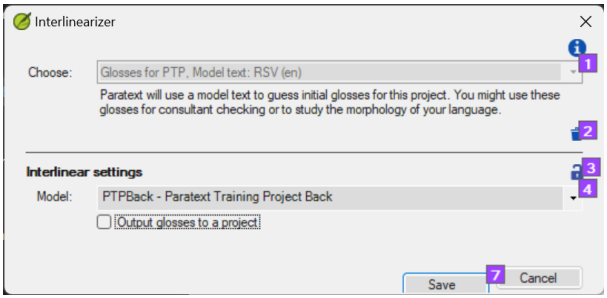
3. Click to drop down the list [1].

4. Choose to create glosses based on a model text. This is usually your reference text or your free back translation project [2].

Export glosses to a project

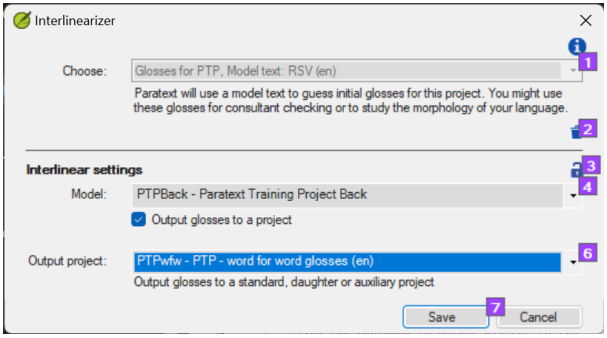
1. If necessary, click the lock icon [3] to unlock the settings.

2. Choose your model text [4].



3. Click the checkbox to output glosses to the project that the administrator created

4. Choose the output project created by your administrator



5. Click **OK**

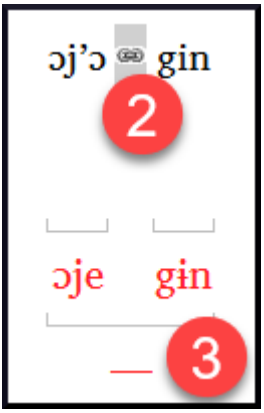
17.2 Correct the interlinearized text

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 chain icon **(Link words)**
3. Click the red line
4. Type the gloss



17.4 Add extra words

1. Click in the space between two glosses
2. Type the extra word(s)

17.5 Specify the morphology – break a word into morphemes

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

4. Click **OK**

17.6 Approve and Export the text

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

1. Click **Approve glosses**
2. 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. 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

1. Click in your project window to make it active (in Paratext).
2. **≡ Tab** under **Project** > **Mark a point in project history**
3. Type a comment to describe the point.
4. 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.

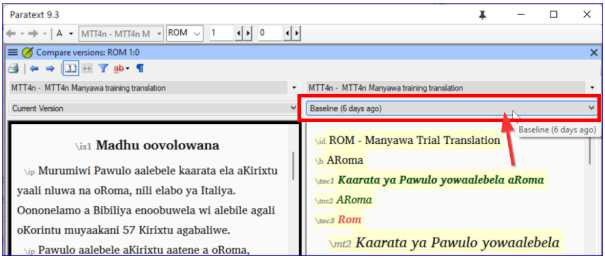
18.2 Compare Two Versions

> **TIP**

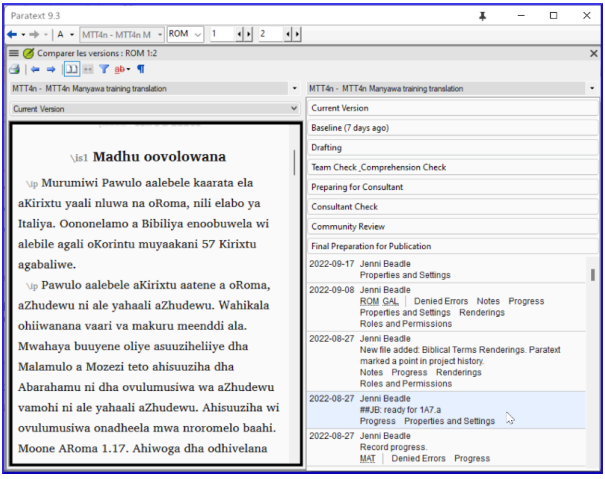
Any text that has been deleted is crossed out. Any text that has been added is red or underlined.

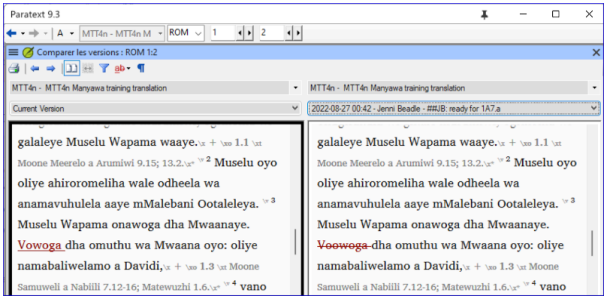
- ≡ **Tab** expand the menus then under **Project** > **Compare Versions**

- Click on the base version dropdown list
  - *A list of versions is displayed.*



- Choose the desired point in the history
  - *The screen shows the differences.*




Paratext 9.3
MTT4n - MTT4n M
ROM
1
2
Comparer les versions : ROM 1:2
MTT4n - MTT4n Manyawa training translation
MTT4n - MTT4n Manyawa training translation
Current Version
2022-08-27 00:42 - Jenni Beadle - ##JB: ready for 1A7.a
galaleye Muselu Wapama waaye. 1.1
Moone Meerelo a Arumiwi 9.15; 13.2. 2 Muselu oyo
oliye ahiroromeliha wale odheela wa
anamavuhulela aaye mMalebani Ootaleleya. 3
Muselu Wapama onawoga dha Mwaanaye.
Vowoga dha omuthu wa Mwaana oyo: oliye
namabaliwelamo a Davidi, 1.3 Moone
Samuweli a Nabiili 7.12-16; Matewuzhi 1.6. 4 vano
galaleye Muselu Wapama waaye. 1.1
Moone Meerelo a Arumiwi 9.15; 13.2. 2 Muselu oyo
oliye ahiroromeliha wale odheela wa
anamavuhulela aaye mMalebani Ootaleleya. 3
Muselu Wapama onawoga dha Mwaanaye.
Voowoga dha omuthu wa Mwaana oyo: oliye
namabaliwelamo a Davidi, 1.3 Moone
Samuweli a Nabiili 7.12-16; Matewuzhi 1.6. 4 vano

19. 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 Assignments and Progress. 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 your administrator to do some setup. In this module you will:

- Confirm that the setup is 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. ≡ **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. ≡ **Tab**, under **Tools** > **Run Basic Checks**
2. Check "**Unmatched pairs of punctuation**"
3. Click **OK**
   - *A list of errors is displayed.*
4. Make any corrections as needed.

19.2 References

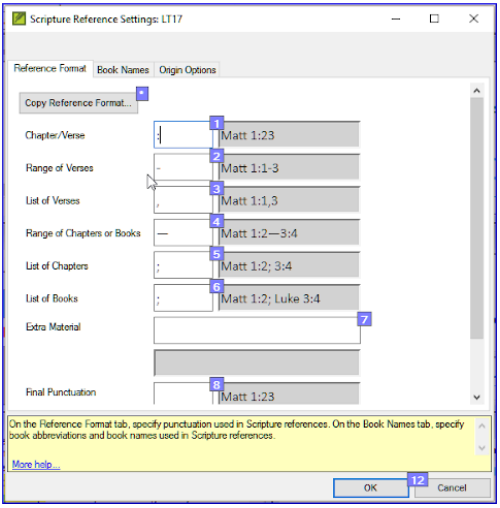
Settings

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

1. ≡ **Tab**, under **Project** > **Scripture reference settings**

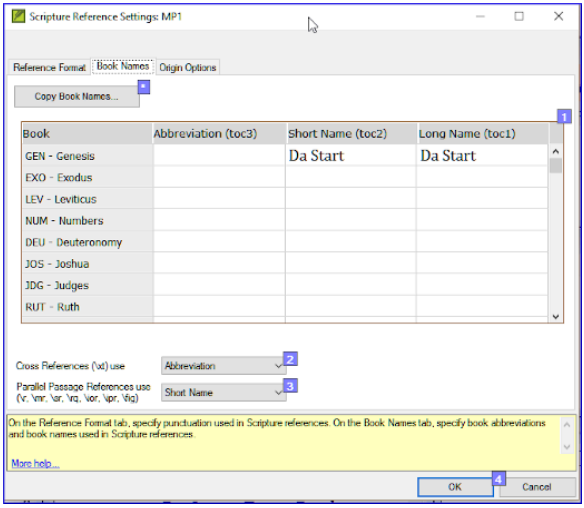
2. For each setting, type the punctuation in the box

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



Book names

1. Click the **Book names** tab
2. Fill-in the three columns [1] with abbreviation, short name and long name.
3. Choose **Abbreviations** [2] and [3] for both cross-references and references
4. Click **OK.**
    - *Paratext will update the \toc fields in the text.*



> **⚠ CAUTION**
>
> Paratext will inform you if there are any inconsistencies between these book name settings and the \toc lines and will advise you to Resolve conflicts. This needs to be done by the Administrator.

Check

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

19.3 Numbers check

Settings

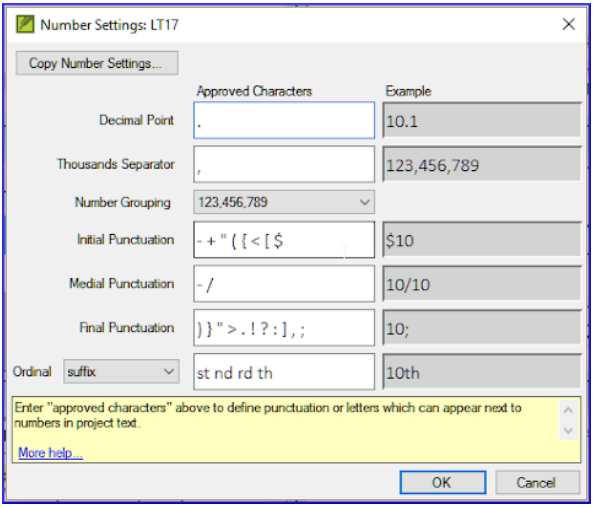
> **⚠ CAUTION**

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

1. ≡ **Tab,** under **Project settings** > **Number settings**

2. Fill in the dialog box with the correct information.

3. Click **OK.**



⚠ CAUTION

You may need to remove unneeded items.

Check

1. ≡ **Tab**, under **Tools** > **Run basic checks**
2. Click **Numbers**
3. Click **OK**

19.4 Quotation

The quotations check ensures you have been consistent in marking the direct speech correctly. It only checks the quotations you have marked.

> **UPDATE**
> The new "Quotation Types" Basic Check knows where quotations should occur in the text based on Glyssen (audio script) data and can ensure that they are all marked appropriately. It is more advanced than this course. But if you want more details, watch the video on Quotation Types in Paratext 9.4.

Settings

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

1. ≡ **Tab**, under **Project settings** > **Quotation rules**
2. Fill-in the quotation marks used for each level [1] - [9]
3. **Check Flag all quotes near other errors [12]**
4. Click **OK**.

Quotation check

1. ≡ **Tab**, under **Tools** > **Run basic checks**
2. **Quotations**
3. Click **OK**.
   - *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 the **Rerun** button to confirm you have corrected the error.

19.5 Footnote Quotes

> ⚠ **CAUTION**
>
> The Footnote quotes check (previously Quoted text) looks at text in a footnote (after the \fk or the \fq marker) or in a cross-reference (after the \xk or the \xq marker) to make sure it matches text in the verse where the footnote or cross-reference is located.

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

Stage 4 – Overview

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 Assignments and Progress.

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

The following module will help you in this stage:

20. Collaboration Tools

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

16. Draft a Back Translation

17. Interlinearize a project

20. Collaboration-tools

> ⚠ **CAUTION**
> Paratext Live 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 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

4.1 Collaboration Tools The video has been revised for Paratext 9.3.

TIP

You may want to try switching to screen sharing (using a tool like Skype or Zoom) 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

All users do not need 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

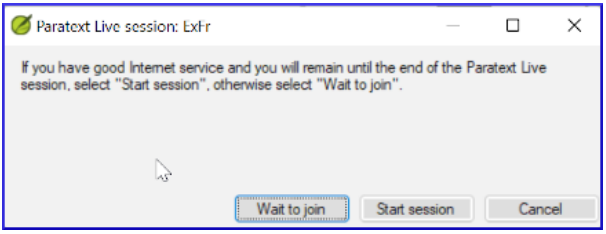
1. Open the **menu** for the project.
2. Under **Tools**, click **Paratext Live**.
3. Or use the icon on the toolbar.
   - *Two choices are displayed*

Choose the server

> **NOTE**
> You can use a Local dedicated Paratext Live server. Start it using a command line command. Ask your LangTech consultant for assistance. See Help topic: How do I start a local dedicated Paratext Live server?

If all users are using 9.2 or above

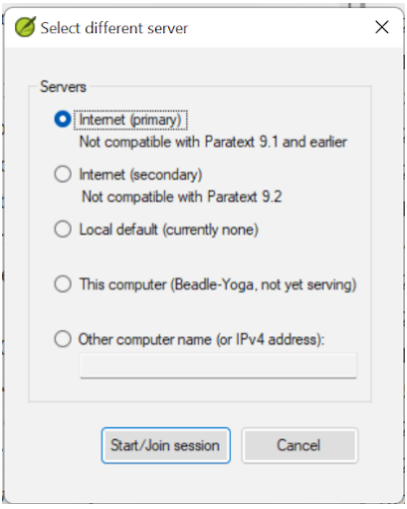
- You can choose the first option **Internet (primary)** to connect to the Internet.
  - *A dialog box is displayed*



- 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 in Paratext Live. 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,

- 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 – Overview

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:

21. Progress report

22. Biblical key terms report

21. 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 Assignments and Progress 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 Assignments and Progress is up-to-date.
- Produce several reports.

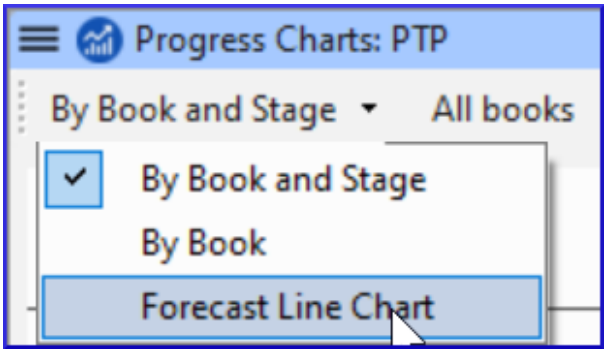
21.1 Check your Assignments and Progress

1. Open your project
2. Click on the **Assignments and Progress** icon
3. Update your progress as necessary.

21.2 Produce team progress chart

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

2. Click on the dropdown list in the top left.



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

22. 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. ≡ **Tab**, under **Tools** > **Biblical Terms**
   - 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

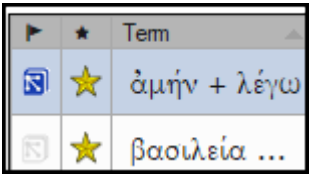
1. ≡ **Tab**, under **Biblical terms** > **Export to HTML**

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 flag icon (first column heading) to sort on Rendering discussion notes.



Find terms with specific text in the rendering description

1. Click the first filter on the toolbar
2. Choose **Rendering Description**
3. In the text box to the right, type the text to find
   - *The list is filtered.*
4. Save the list to HTML (as above).

Stage 6 – Overview

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:

23. Compare Parallel Passages

24. Finalising for Publication

25. Create a Study Bible

23. 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

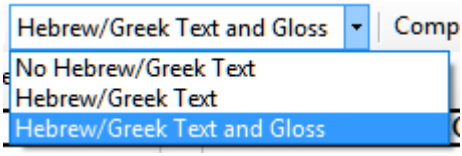
- use the Parallel Passages tool to compare the verses.
- use the checkboxes to tell Paratext that you have checked the passages
- filter for any changed verses
- open a quick reference window in Paratext to see another passage while you are translating.
- open a third passage in a window.

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

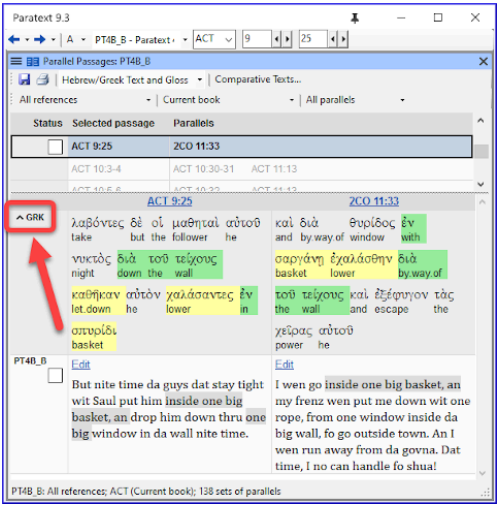
1. Click the dropdown arrow beside the source text options



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.



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.
> - For many people the grey is very hard to see. You can make this darker by going to the main Paratext Settings and changing the highlight to **Bright**. This will also affect highlights in the text and menus.

> **TIP**
>
> If the text is **green** in Greek, then **your text** should also be the same (but **darker green**). 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 checkboxes
   - **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.
   - *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**
   - *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.

   - *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

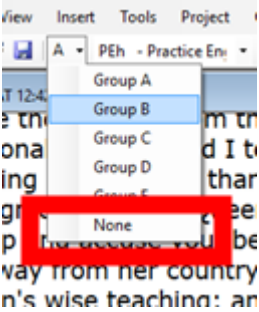
1. Click in your project.
2. ≡ **Tab**, under **Tools** > **Quick reference** (Ctrl+q)
   - *A floating window opens with the scroll group set to none.*
3. Change the reference to the other passage.

23.11 To see a third passage

1. Open you project a second time [≡ **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. Finalising for Publication

Introduction This module looks at the variety of tasks needed to finalise 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.
- Mark glossary items in the text.

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 English. 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:

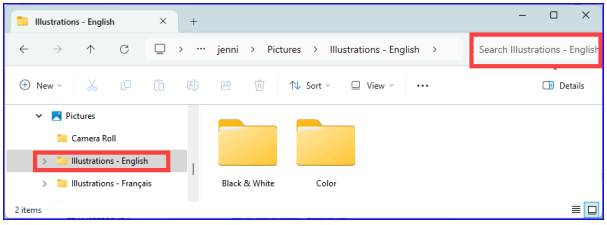
1. Open the link https://tiny.cc/sampleimages on the Internet
2. Right-click on the folder **Illustrations - English**,

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 - English** and put it in your **Pictures** 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.

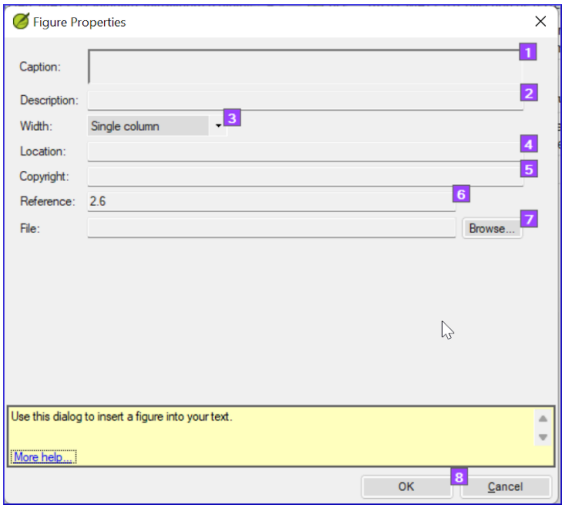
4. **A Bible reference**, like MAT27, ACT03, etc. (using at least 2 digits for the chapter).

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 **Figure**



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]

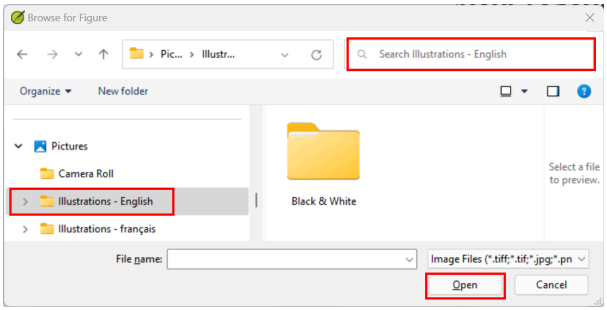
8. Paratext will fill in the chapter and verse reference that pertains to the image. [5]

Browse to find the image file

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

    - *A dialog box is displayed*.

2. In the dialog, select the **Pictures - 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**.

> ⚠ **CAUTION**
>
> 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

> ⓘ **INFO**

A plug-in for doing map names will soon be available (Map Labeler Plugin). In the meantime you can continue with the old system of identifying map names as explained below.

⚠ CAUTION

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. Use the Biblical Terms tool **(≡ Tab**, under **Tools** > **Biblical Terms)**
3. Open the liste **(≡ Tab**, under **Biblical Terms** > **Select Biblical Terms List)**
4. Choose the list **CombinedNTMapBiblicalTerms**
5. Add renderings for all the names
6. Save the HTML file **(≡ Tab**, under **Biblical terms** > **Export as HTML)**
7. Type a name for the file
8. Click **Save**.
9. Fill-in the Word document from the typesetter for the maps.

24.4 Draft Introduction to the NT/Bible and the Appendix

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**

Appendix

- The Appendix/Appendices can be typed in books XXA, XXB, XXC

OR

- One of the specific books: Back Matter (**BAK**), Other Matter **OTH**, Topical Index (**TDX**), Names Index (**NDX**)…

> **TIP**
> - Check with your typesetter.

24.5 Check parallel passages

- See module PP Compare Parallel passages

24.6 Verify all checks are complete

Current book

1. Open the **Assignments and Progress**.
2. Confirm that there are no issues on any of the checks.

Several books

1. Redo the inventories.
2. **≡ 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. ≡ **Tab**, under **Tools** > **Spell check** > **All checks**
2. ≡ **Tab**, under **Tools** > **Find Similar Words**
3. ≡ **Tab**, under **Tools** > **Find Incorrectly Joined or Split Words**

24.7 Proper Names final check

1. ≡ **Tab**, under **Tools** > **Biblical Terms**
2. ≡ **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 a rendering (add if necessary).

24.8 Numbers, money, weights and measures

1. Click in your project.
2. ≡ **Tab**, under **Tools** > **Biblical Terms**
3. ≡ **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. ≡ **Tab**, under **Tools** > **Checklists** > **Long/short verses**
3. ≡ **Tab**, under **Tools** > **Checklists** > **Word or phrase**
4. ≡ **Tab**, under **Tools** > **Checklists** > **Section headings**
5. ≡ **Tab**, under **Tools** > **Checklists** > **Book titles**
6. ≡ **Tab**, under **Tools** > **Checklists** > **References**

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

24.10 Mark (Link) Glossary Words in the Text

It is common to mark words in the printed text with an asterisk when there is a glossary entry for the word/phrase or add a link in the electronic versions. It is recommended to leave this until the end to avoid missing words because of spelling errors. You do this in the Biblical Terms Tool using the Link Renderings to Glossary command.

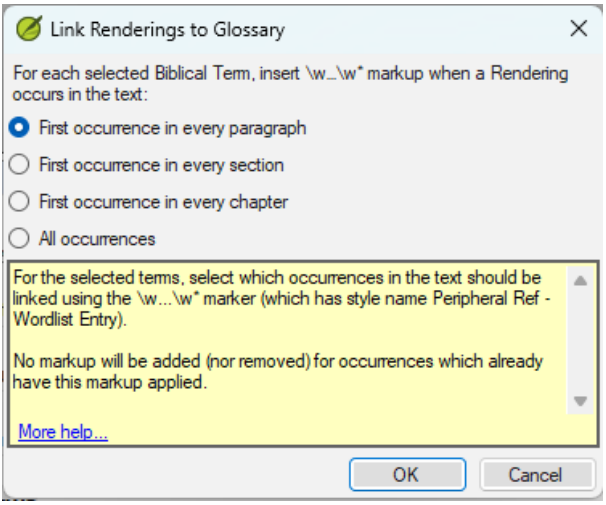
What about entries in the glossary that are not on the Biblical Terms list? For these, you need to add entries to your project list. This involves finding the word/phrase in the text and creating an entry in your project Biblical terms list. (see 10.7) It is recommended start by doing a few glossary entries at a time.

1. Ensure you have editing permission for all book.

2. In the Biblical Terms tool, select a few glossary entries.

3. ≡ **Tab**, under **Edit** > **Link Renderings to Glossary**

    i. The dialog box is displayed.



4. Choose **First occurrence in every section**.

    - *Paratext will search through the text and add \w ... \w* markers. Then displays a results list of verses changed.*

5. Carefully check through the results list for errors.

> **TIP**
>
> If there are many unwanted results, you can undo by selecting the entries and choosing **Unlink Renderings to Glossary.**

> **TIP**
>
> - If you have both a phrase and a word, link the longer entry first.
> - If you have two very different renderings, consider creating a second term in the Biblical Terms Tool.
> - If you have used "" *in the rendering, carefully review the results and manually delete the \w ... \w* from the verse.
> - Be careful if any Biblical Term rendering is a homograph of a rendering for another Biblical Term.

Creating a Study Bible with Paratext 9.5

There are a number of improvements to the Study Bible Additions in Paratext 9.5 listed below. These will be further documented in the next edition of the manual.

Study Bible Additions (SBA) Improvements

- SBA now includes support for **Assignments and Progress** tracking!
- Adds support for displaying **figures in footnotes and sidebars**.
- **Scripture Reference Settings** within SBA projects can now override the settings of the base project.
- Improved **checking features**, ensuring more accurate and efficient review processes.
- It is now possible to add extended notes and sidebars for added or replaced content.
- Base project additional books (GLO, etc.) are incorporated in a SBA project.
- Handling of whitespace and invisible characters is supported in a SBA project.
- Adds an option for the default location of extended note callers.
- SBA-specific spelling discussion notes can be created in the Wordlist.
- Improvements to extracting a Legacy Study Bible into an SBA.

Paratext 9.4

This section details the improvements in 9.4. The further improvements in 9.5 have not yet been added

below.

> **INFO**
>
> The **Study Bible Additions (SBA)** features implemented in **9.4 beta** requires that the SBA project be migrated, due to a data format change. The new 9.4 SBA data format is NOT compatible with the PT 9.3 version. In order to use the new SBA features, all project members should move to PT 9.4 beta and the project administrator should migrate the SBA project.

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.

Where are you in the process? 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 your additional text and a read-only copy of your project. When you are ready,

you can merge the Study Bible Additions project with your translation project into a third project.

- Migrate an earlier version of the Study Bible Additions

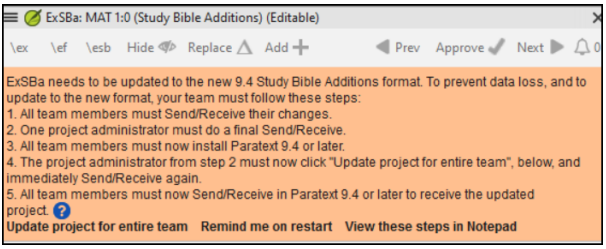
or

- 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.

> **UPGRADE**
> Paratext 9.4 allows you to re-order cross-references, footnotes, and sidebars. For more details, watch this video on Study Bible additions in 9,4

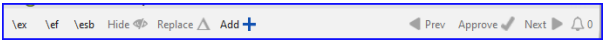
Migrate an earlier version of the Study Bible Additions

- Open your Study Bible Additions project.
  - A notice is displayed explaining how to migrate your project.



To Create a new Study Bible Additions project

1. Use the **Paratext menu** to create a **new project**.
2. Set the **type** of project to **Study Bible Additions**.
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
   - *A sidebar panel is opened with a \ms marker added*
3. Type the title after the \ms marker
4. Press Enter
5. Choose a marker for the following text.
6. Type the text.
7. Continue as needed.

Extended cross-reference

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

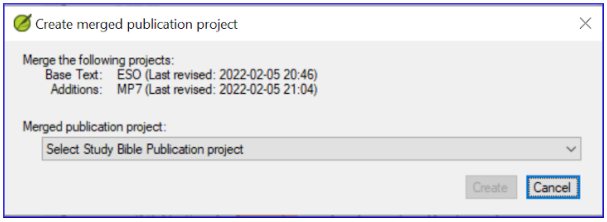
1. Position your cursor where you would like the additional footnote
2. Click **Hide** on the toolbar
   - *The text is displayed in a greyed-out box.*

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 of the Study Bible Additions project

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 Study Bible 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 Study Bible 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 Study Bible Additions project when you next recreate the merge publication project.
  - *Any corrections to the Study Bible material* should be made in the *Study Bible Additions project*.
- The *merged publication project* is read-only and cannot be changed.
  - To update the changes, recreate the merged publication project again.

Study Bible Additions project - Compare versions

In Paratext 9.3 (and above), you 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 texts

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

> **TIP**
>
> Poetic form usually uses \q1 and \q2. Small caps are marked with \sc ... \sc*.

- 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

Old Testament		
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

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

New Testament		
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
2 Timothy - 2TI	Titus - TIT	Philemon -

New Testament		
		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
\q1	Poetry - Indent Level 1	Paragraph
\q2	Poetry - Indent Level 2	Paragraph
\r	Heading - Parallel References	Paragraph

USFM	Description	Style
\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

USFM	Description	Style
\pc	Paragraph - Centered (for Inscription)	Paragraph
\nb	Paragraph - No Break with Previous Paragraph	Paragraph
\li	List Entry - Level 1 - Single Level Only	Paragraph

Introduction Markers

USFM	Description	Style
\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
\ipq	Introduction - Paragraph - quote from text	Paragraph

Cross Reference Markers

USFM	Description	Style
\x	Cross Reference	Note
\xo	Cross Reference – Origin	Character

USFM	Description	Style
	Reference	
\xt	Cross Reference - Target References	Character
\x*	Cross Reference End	Note

Figure/Illustration Markers

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

Footnote Markers

USFM	Description	Style
\f	Footnote	Note
\fr	Footnote - Reference	Character
\ft	Footnote - Text	Character

USFM	Description	Style
\fk	Footnote - Keyword	Character
\fq	Footnote - Quotation from the text	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

TIP

The full list of USFMs is found on: https://docs.usfm.bible/

AM 1. Install

Introduction In this module, you will install Paratext 9. Paratext is the world's leading software for developing and checking new translations of the Bible or revisions to existing translations. Developed jointly by ABU and SIL International, it enables consistent and accurate translation based on original texts and modelled on versions in major languages. Thanks in part to its advanced collaboration features, Paratext greatly contributes to producing higher quality translations in less time than previous tools and methods have allowed.

Where are we You may have already installed a previous version on your computer and now want to install Paratext 9.

Why is this important? Paratext 7, Paratext 8 and Paratext 9 can be installed at the same time, but it is important to understand the limitations of using them together.

- Multiple versions can be installed
- Some use different folders
- My Paratext Projects Paratext 7)
- My Paratext 8 Projects (Paratext 9 and 8)
- Paratext 7 used a different server (which is now closed). Paratext 8 and 9 use the same data servers.

What are we going to do? You are going to install Paratext 9 (without uninstalling Paratext 7 or 8). You will also update from an MSP file.

1.2 Installing Paratext 9

> **TIP**
> It is not necessary to uninstall a previous version of Paratext. However, you must uninstall any previous BETA versions of Paratext 9.

- Double-click on the installation file

Paratext_9.5.101.1_InstallerOffline.exe).

- Tick ‘I agree to the licence terms’
- Click **Install**.

This step may take a few minutes if the installer needs to install .NET 4.8 Framework on your computer.

- If a dialogue box appears asking for your permission, click **Yes** or provide the necessary credentials.
  - *A welcome message will appear.*
- Click **Next**
  - *The ‘Destination Folder’ step will appear*
- Accept the default folder settings.

Note: Paratext 8 and 9 projects cannot share the same folder as Paratext 7 projects.

- Click **Next**, then **Install**
- Click **Finish**, then **Close**.
- The first time you launch Paratext 9, you will need to enter your Paratext registration code. Information on how to obtain this code can be found on the registration page.

1.3 Registering a Paratext 7 user

(when running Paratext for the first time)

All users need to register again for Paratext 9.

- Run Paratext 9 (for the first time)
- Choose the interface language
  - *A dialogue box will appear asking for your registration code.*
- In your web browser, go to https://registry.paratext.org
  - *The 'Sign in' page will appear.*
- Enter your email address (Gmail)
- Click on the **Register** link
- Enter your username
- Enter (or copy) the user's Paratext 7 registration code
- Copy the new Paratext 9 code
- Return to Paratext
  - *Paratext will paste the code*
- Click **OK**.

1.4 Manually updating your existing version of Paratext

Update files have an .msp extension instead of .pud or .spud as in the past.

- Make sure Paratext is closed.
- Double-click the .msp file to install the update.

MD: Data migration

Introduction Migration is the process of moving a project (including all settings files) from **Paratext 7** to Paratext 9. Paratext 9 does not have a migration feature. However, it is still possible to do this using Paratext 8. N.B.: Paratext 9 can read Paratext 8 projects.

Where are we now? You have already installed Paratext 8 and you have a Paratext 7 project that you want to use in Paratext 9.

Why is this important? In order for all Paratext 9 features to work, your Paratext 7 project must be migrated. Paratext 7 and Paratext 9 use different servers to send/receive, so there will be no way to share a project with Paratext 7 and Paratext 8 (or 9) users at the same time. As a result, the old server will be shut down at the end of December 2018. It is therefore important to migrate projects quickly.

Users can have Paratext 7 and Paratext 8 (and 9) installed at the same time and use either one, but no projects can be shared between them.

Once you have migrated the project, everyone must receive the migrated project and work only from Paratext 8 (or 9).

To migrate a project, you need a good Internet connection. If you usually work without an Internet connection, you can continue without a connection once the project has been migrated.

What are you going to do?

You are going to

- migrate a shared project:
- migrate a non-shared project:

2.2 Migrating a shared project from Paratext 7

If you are administering an existing project in Paratext 7 and want to migrate it to Paratext 8 (or 9), here is how to proceed.

2.2.1 Preparing a Paratext 7 project for migration

All users must update at the same time.

- All users must send/receive in **Paratext 7** (and then stop working in Paratext 7).
- The administrator confirms that the text is in good condition.
- The administrator launches **Paratext 8.**
- **File** > **Open project/resource**
- Click on the box at the bottom to display Paratext 7 projects
- Select the project to be migrated.

It will probably be marked as ‘v7, unregistered.’

The project may be marked as ‘v7’ without being described as unregistered, because a number of Paratext 7 projects were pre-registered in Paratext 8. If yours is one of these, you should continue with the migration, but you can skip the registration.

- Click **OK** to start migrating the project.
  - *The Migrate Shared Project dialogue box appears.*

Paratext 8 may tell you that the project needs to be registered (if it is not pre-registered) and that it needs to be migrated to Paratext 8.

2.2.2 Register a project (before migrating the project)

- Click the **Register Online** button
- Fill in the web form. (Fields marked with an asterisk are required.)
- Short name: The short name of the project will not be editable after this process.
- Full name: You can change the full name of the project.
- Paratext 8 requires a language identifier for your language. Use the **Search** function in the language name to find the Ethnologue code for your language.
- **Scope** Will the project be a complete Bible, a complete Bible including the deuterocanonical books, the New Testament, or some other group of books?
- The **type of translation** indicates whether the project is the first translation for this language, a revision of an existing translation, a new translation, or a translation with study notes, such as a study Bible.
- **Country**: Indicate the country where the language is spoken. You can type a few letters of the name and then select the desired country. You can specify more than one country if the language is spoken across borders.
- **Rights holder**: The rights holder would be the organisation from which you expect to obtain copyright for a printed edition. This can also be changed later.
- The last four fields allow you to add other information if it is relevant to describe your project. (None of these options are required.)
- You can indicate whether your project is confidential or not. Only registered users of Paratext 8 can view the names of standard projects; a confidential project will be hidden even from other Paratext 8 users.
- Another option is to mark a project as a test or training project. You can use this option for test projects you create or for projects you use for practice in a training course.
- Confirm that you agree to follow the FOBAI guidelines in your translation project and agree to store a backup copy of your project in the Digital Bible Library.

The ‘Digital Bible Library’ (Digital Bible Library) is a tool for making translations available online or to mobile users, but your project will not be available to anyone until you agree to make it available.

- Click **Submit Registration**
  - *A message will appear saying ‘Project registered successfully.’*
- Return to Paratext

It should detect that the project is now registered and notify you.

2.2.3 Migrating a registered project

If you have just registered your project, your project is already open and you can continue with the migration. Otherwise, open the project to be migrated.

- The migration step has several boxes that you must check to verify that you understand what is involved.
- I am the team member who has been selected to carry out this process for the entire team.
- Our team understands that the PT8 project will be the official copy of the project.
- All team members have stopped editing the PT7 copy of the project.
- All team members have performed a final Send/Receive of their changes in PT7.
- This computer has received the changes in PT7.
- Check these boxes if they are true, then click **Migrate Now** to continue.

If you need to do anything else before you are ready to migrate, click **Migrate later**, then finish your preparations.

- When you click **Migrate Now**, Paratext will copy the project from your Paratext 7 to your Paratext 8 and also perform a send/receive to the Internet.

- If you receive a warning about a final send/receive in **Paratext 7**,
- Click **OK**,
  - *the migration process will stop,*
- mark a milestone in the project history in Paratext 7,
- then restart the migration in Paratext 8.
- Now your colleagues can go to Paratext 9 and do a send/receive to receive the migrated project.

If they do not have an Internet connection, you can send/receive to USB or a network folder, and they can receive the project in Paratext 9 that way.

2.3 Additional project settings

- **Language identifier:** After clicking **Migrate now**, Paratext 8 may tell you that you need to specify a language identifier for your project.

You can check the language name and language identifier for your project by going to ≡ Tab, under Project > Project settings > Language settings. The language identifier is either in brackets after the language name or below the name.

- **Books**: The project settings and project properties include a Books tab, where you specify the books you plan to have in your project.

You can choose individual books one at a time, or specify the Old Testament, New Testament, or deuterocanonical books using the buttons. You can change this list of books later in the project if your expectations for the project change.

N.B. After migrating your project, you must also migrate the retranslation and all child translation projects one by one.

2.4 Migrating a non-shared project

If a project has not been shared in Paratext 7, you do not need to register it before migrating it, but it is strongly recommended.

- Launch Paratext 8
- **File > Open Project/Resource**
- Click on **Show Paratext 7 projects**
- Select the project you want to migrate.
- Click on **Migrate now** (migrate now)

When you click **Migrate Now**, the project will be migrated to the Paratext 8 folder, ready for use. The registration status will determine which features are available for the project.

N.B. Unshared projects do not need to be registered, but it is recommended.

> **TIP**
>
> Remember that no one should edit the project in Paratext 7 anymore. This would be a wasted effort, as no one else will ever see their changes. To help your team members remember this, you could delete the project from their Paratext 7 once they have it in Paratext 8. Alternatively, they can uninstall Paratext 7 from their computer if they don't need it for other projects.

AM 3. REG Registration

Introduction From Paratext 8 onwards, it is mandatory for projects to share their basic information or metadata with the translation community. Sharing information on progress is strongly encouraged. [Some organisations and/or funders may require this.]

Where are we Paratext 8 is already installed and you have the Paratext 7 registration codes for users.

Why is this skill important? In Paratext 8, both users and projects must be registered. Access to specific text resources, such as the Word of Life, is determined by the organisation you belong to.

Projects can be registered by the administrator (or an advisor acting as administrator).

Other organisations/users are notified of your actions and may object to the BoG (Board of Governors). Basic information about the project metadata is available to all members of the Paratext community.

If your project is not registered, you will not have access to

- the interlinear generator.
- send/receive via the Internet.
- statistical glossing tools (suggest translations/equivalents).
- print the draft.

What are you going to do? You are going to register a Paratext 9 user

- You will register a new Paratext 9 project

- You will see the information that a registered project displays in the Paratext Register

3.2 Register with a Google account

- Go to https://registry.paratext.org
  - *The 'Sign in' screen will appear.*
- Enter your email address
  - *(Your address will be verified)*
- Log in using your email address (Gmail)
  - *A new screen will appear asking for your password.*
- Enter your Google password
- Click **Yes** to allow Paratext to use your profile.
  - *New Paratext 9 User will appear and you can fill in the form.*

If you do not have a Gmail address, see section 3.4

3.3 Fill in the form

- Choose one of the three user options (new, already Paratext 7, already Paratext 8)
- If you are a Paratext 7 user, provide your Paratext 7 registration code
- Choose your organisation (or leave the field blank)

> ⚠ **CAUTION**
>
> Anyone can register to use Paratext, but people who are not members of a translation organisation and who are not members of a registered project will not be able to use all of Paratext's features and will only have access to some resources.

- Select your **country**
- If applicable, enter your affiliate (entity in the field) and your supervisor
- Explain why you want to use Paratext.

- Tick (or leave unticked) the box to receive announcements.
- Click on **Register**

You will receive your registration code (also by email).

Keep this email or the code displayed here in a safe place, because if you lose it, there is no way to retrieve it. (This is a security feature; user codes are not stored on the server so that they cannot be stolen if someone attacks the server.)

3.4 Registering without a Google account

- If your email account is not on a Google server, or if you choose not to use Google for authentication, the registration server will ask you to enter a password.
- Enter the password you want to set
- Enter the password again to confirm

The server will send an email to your account with a verification link.

- Open your email, go to the link, and proceed with the Paratext registration (see 3.3).

3.5 Change (generate) a new code

There are various reasons why you may need to change your Paratext code in the future. One of the most common reasons is theft or failure of your computer.

3.5.1 Change your own code

- Go to the registration site https://registry.paratext.org.
- Log in (if you are not already logged in).
- Click on the username at the top left.

A menu will appear.

- Click on **Settings**.
- Under Paratext, click on '**Registration**'.

The registration details screen will appear.

- Click on the Generate button to generate a new code.
- *The code will be sent to your email address.*
- Launch Paratext.

If it connects to the Internet, it will detect that the old code is no longer valid and will ask you to update your registration information.

- Go to your email and copy the new code.
- Return to Paratext

Paratext may have already found your new code.

- If not, paste the new code into the registration form and click OK.

You are now re-registered.

You will need to do this on any other computer where your Paratext code is installed.

- If Paratext does not report a code change, you can do so as follows
- **≡ Tab**, under > **Help** > **Registration Information** and paste the code there.

3.5.2 Changing a code for a user

(whom *you* have registered)

- Go to the registration site https://registry.paratext.org
- Log in (if you are not already logged in)

- Click on User
- Click on the user name in the list
- Click on the down arrow (to the right of View)
- Select **Generate code**

A message will appear.

- Click on **Proceed**
- Check your email.

3.6 Register a user (without an email address)

Any administrator of a registered project can create new user registrations if they need to add people to their project. These users do not need to have an email address.

- Go to https://registry.paratext.org
- Log in using your email address
- Click on **Users**
- Click **+Register New User**

The New Paratext 9 User dialogue box appears.

- Fill in the form with their name, etc.

A user added by someone else cannot be a project administrator or advisor. If you want to make someone an advisor or administrator, they must register for Paratext themselves, and then you can add their name to the project.

- Click on **Create**

The registration code for the new user will be sent by email to the administrator after approval.

Keep this code safe, as it cannot be recovered if lost. However, you can generate a new code, see 3.5

3.7 If the translation project is not part of a recognised organisation

- If a translator is not part of a recognised organisation, a request can be made to BoG (boardofgovernors@paratext.org) to become a member of the pseudo-organisation ‘Independent Translators’.

Only a few resource text owners may grant access to this group.

CP: Create a new project

Introduction In this module, you will create and register a new project.

Where are we? You have already installed Paratext 9 and registered a user.

Why is this skill important? A new feature in Paratext 8 and 9 is that projects and users must be registered. This may seem like a complication, but it offers advantages to users.

As we saw in the user registration section, the administrator of a project can create registrations for users they want to participate in their project.

What are we going to do? We will create and register a new project.

4.2 Creating a new project

- ≡ **Paratext**, under **Paratext** > **New Project**
  - *The Project Properties and Settings dialogue box appears.*

4.2.1 Changing the project name

- Click the **Edit** button
  - *The **Edit Full Name** dialogue box appears*
- In the **Full Name** section, type a name that includes the language name

- Under **Short Name**, type the **ISO** code for the language.

> ⚠ **CAUTION**
> Once you create a project name, the short name cannot be changed, as this is the name Paratext will give to the folder containing the project files, as well as the name given to the project on the Internet server. (However, you can convert the project to a new project with a different short name. But converting a project can take many hours.)

4.2.2 Specifying the language

> 💡 **TIP**
> If you have another Paratext project in the same language, you can already choose the language from the list in Paratext **[2]**. Otherwise, you will need to create a new language.

- Click **New**
  - *The **Choose a language identifier** dialog box appears.*
- Click in the **Search** box
- Start typing the name of your language
  - *Paratext displays the matching names.*
- Click your language in the list.
  - *Paratext adds the language name.*
- Fill in the fields in the Advanced section, if necessary.
- Click **OK**.

> 💡 **TIP**
> You can also specify additional information if necessary in the ‘Advanced’ section of the language settings dialogue box.

4.2.3 Project type

- Click the drop-down list next to **Project type**

- Choose the appropriate type for your project.

> **TIP**
> If this is a dependent project such as a retranslation, child translation or transliteration project, you will need to define the source.

4.2.4 Register the new project

- Make sure you have given the project a name and selected the project type.
- Click **Register online** to access the registration page.
- Fill in the information (see above).
- Click **Register** to submit and return to Paratext.
  - *Paratext should 'automatically' detect that the project has been registered.*
- Click **OK** to create the new project.

Project types that do not need to be registered separately

- Projects that inherit registration from parent
- Retranslation
- Transliteration
- 'Auxiliary'
- Advisor notes

4.3 Modify your registration

When working on your project, you can modify your registration information later.

- In Paratext, make sure you have an Internet connection,
- **≡ Tab**, under **Project** > **Project Properties** > **Project Settings**
- Click on the **Manage Registration** link

TIP

Your registration information will be displayed. An administrator can modify the information.

AM IR: Installing resources

Introduction In this module, you will learn how to install resources.

Where are we? You have already installed Paratext 8 and registered the user.

Why is this important? In Paratext 9, resources are downloaded from the DBL (Digital Bible Library). Normally, each user downloads them directly, but if you have a limited Internet connection, it is possible to share the downloaded files.

What will you do?

- Download resources.
- Install resources from files that have already been downloaded.

5.2 Install resources – Internet (DBL)

- Click on the ≡ **Paratext** menu, under **Paratext** select **Download/Install Resources**.
  - *A dialogue box will appear.*
- Make sure that Internet is selected.
- Filter the list by entering a search term in the **filter** box (type the name or language or the + sign for enriched resources).
- Tick the boxes next to the desired resources.

- Click **Download/Install**

5.3 Installing resources – files

- From the **File** menu, select **Install resources**.
  - *A dialogue box will appear.*
- Click **Folder**
- Click **Browse**.
- Navigate to the folder containing the resources.
- Select the desired resources
- Click **Download/Install**

AM 6. Setup for Success

Things to consider:

This is a dynamic process

- When a project is brand new, there aren't many settings that can be fixed.
- As the project matures, some of the inventories start to make sense.

Who is working on the project

- Set up users, roles, and permissions
- Would it be useful to have a ‘simplified menu’?

Do you need to customise the settings?

- custom.sty
- change the style sheet settings
- the names of markers (in other languages)
- the colour to help identify features?
- custom.vrs
- identify verses that are different from the default versification

What spelling will be used?

- Place the spelling letters in the language settings.
- (Remember that what you put in the language settings could go into the ‘Speech and Language Data Repository’.)

How will characters be entered?

- Keyman/MSKLC (Keyman is free!)
- AutoCorrect.txt

Which quotation system will be used?

- Define quotation rules [Dynamic]
- Think about your rules
- Test what you have chosen
- Adjust rules
- Make corrections to rules/text if necessary

When you have text data

- Start with inventories
- Start at the beginning [characters]
- Look for options in the inventories!
- Is the element valid all the time? Or just in certain situations?

Biblical reference settings

- Which book names do you use?
- What is the format of a reference?
- Where to place the origin of notes? [First, last...]

AM 7. Project Plan

Introduction “Progress tracking” based on a Project Plan and Assignments and Progress is an improved feature in **Paratext** 9.1 that impacts the day-to-day work of translation teams.

Before you start Before you can add the plan, the project must have been created/or migrated.

Why is this Important There are many tasks to be done in a translation project. It is important to have a system to ensure that all of these are done. It is also good to have an easy way to generate reports for supervisors and funders (see PP2: Project Plan Report).

Setting up a project plan from scratch is daunting. Various Bible translation organizations (UBS/ABU, SIL and The Seed Company) include "basic" plans that can be applied to projects. Teams need only customize these plans within the limits set by their organizations.

Typically, organizations want conformity at the “Stage” level in order to facilitate meaningful tracking of the progress of project across the entire organization. However, every plan will need to be customized at the task level.

If a task is important to you and your team and you want to track its progress, then it can be included in the project plan (even if it doesn't require Paratext to do the task).

What are you going to do? You will use a combination of two features: the settings of the **Project Plan** and the **Assignments and Progress**

(sometimes referred to as “progress tracking”) to manage the plan by assigning team members to tasks, and tracking their progress in completing those tasks.

- Add the organizational base plan to the project (remove an old plan if necessary)
- Customize the plan for the team by adding/deleting and moving tasks
- Assign the tasks to the various team members.
- Update the base plan whenever there is a new version.

7.1 Add the organisational base plan

> ⚠ **CAUTION**
> If you have an existing plan, you need to remove that plan before you can add another plan. (See below for instructions.)

1. ≡ **Tab**, under Project > **Project settings** choose **Project plan**
2. Click **Manage plans**
3. Click on the drop down arrow below **Show Base Plan**
4. Choose your organisational base plan
5. Click the **Copy Plan** arrow.
6. Click **OK twice**.
   - *The plan and its tasks are added to the project, and the blue Assignments and Progress button appears.*

Remove an old plan

> 💡 **TIP**
> If the project has an old plan, you need to delete each of the current stages before adding a new base plan.

1. ≡ **Tab**, under **Project Project plan settings**
2. Click **Manage plans**
3. Click in a stage

4. Click the **Remove Stage** button
5. Click Yes (twice) once to confirm you want to modify the plan, and again to confirm you want to delete the tasks in the stage.
6. Repeat for remaining stages
7. Add the new plan (see above)

7.2 Configure the plan

Confirm — Books to include

1. Check that the plan is closed. Then **≡ Tab** under **Project** choose **Project settings Project properties**
2. Click the **Books** tab
3. Choose the books that you want to track progress.
4. Click **OK**

Configure — Assigning checks to a stage

1. **≡ Tab** menu, under **Project**, choose **Project properties** then **Project Plan**
2. Click on the **Checks** tab
   - *Two columns are displayed: Optional stage and Required stage.*
3. For the desired check, drop down the list for the **Required stage** [12]
4. Choose the new stage or *never required*
5. Then set the **Notify only (optional)** to an earlier stage if any.
6. Continue for each check
7. Click **OK**

Configure — Reorder tasks / Move to another stage

> **TIP**
> It is possible to reorder tasks and even move tasks to another stage. However, not all organisations permit this.

1. From the ≡ **Project** menu, under **Project**, choose **Project Properties**, then **Project Plan**
2. Click the **Stages/Tasks** tab.
3. Select the task you want to move.
4. Click the up arrow or the down arrow to move the task to a different point with respect to the other tasks, or to move it to a different stage.
   - *You may get a message asking to confirm.*
5. Click **OK**.

Configure — Add tasks

1. Click on the task that is above the new task.
2. Click on the **Add task**
3. Type the name for the task and a description.

- *If desired, you can complete the configuration now following 7.3*

1. Click **OK**

Configure — Delete tasks

1. Click on the **Stage**/Tasks tab
2. Click on the task to delete
3. Click the **Remove Task** button
4. Click **OK**.

Rename or edit tasks

1. Click on the task (in the list on the left)
2. Click on the name box (in the pane on the right)
3. Type a new name for the task
4. If necessary, edit the description.

Copy a task from one plan to your project

> **TIP**
> Follow the steps below to copy a task from the **base project plan** of one project to the project plan for **your project**.

1. Open your project, **≡ Paratext** under **Paratext** select **Open**.
2. **≡ Tab**, under **Project** select **Project Settings, Project plan**
3. Click **Manage plans**
4. From the **"Show Base Plan"** drop-down, select the project plan that contains the desired task.
5. On the **Current Plan** side of the dialog, click the row that has the task that should precede the new task.
   - *If you want the new task to be the first task in the stage, select the stage name instead.*
6. On the **Base Plan** side of the dialog, hover over the task you want to add and click the solid blue arrow that appears.
   - *The task is copied to your project plan and cannot be copied again into this project.*
7. **Optional**: To move the task, click the up arrow or the down arrow that appears when you hover over a task on the Current Plan side of the dialog.
8. Click **OK** to close the "Manage Plans" dialog.
9. Click **OK** to close the "Project Plan" dialog.
   - *The copied task has the same name and progress rate as it had in the project plan for project ORIG. The short name of the project is added to the plan name.*

7.3 Check the settings for a task

1. There are three settings for each task
   - how do you mark the task as complete (once for each chapter, book or project)
   - when can the task begin (anytime, or wait for another task ...)
   - do you need editing permission (if so, which project)
2. ≡ **Tab** menu, under **Project** select **Project Settings** > **Project plan**
3. Click the task
   - *The settings are shown at the bottom right*
4. Make any changes as needed.
5. Repeat for any other task.
6. Click **OK**.

7.4 Priority Groups

Priority groups are a way to let Paratext know the order in which books or chapters will be worked on.

Using preselected set

1. Choose **Project settings** and go to **Define priorities**
2. Click **Select Priority Definition** button
3. Select a set (e.g. SIL Easy to Difficult set)
   - *a pre-selected set of books is presented.*
4. Click **OK**

Setting up priorities

1. Click the ≡ **Project** menu, choose **Project settings** and go to **Define priorities**
2. Select the desired books, then click Right arrow button
3. Hover the mouse over the title or the book name in right column

4. Click the three dots, choose **Edit**
5. Rearrange the books as needed by clicking on a book name and moving it up or down using the arrows buttons.
6. Rename the group (e.g. Gospels).

To set specific chapters,

1. Select a book name link
2. Choose which chapters
3. Click **OK**
   - *If you add a book that already has chapters defined, it will only add the remaining chapters*.
4. Change the order of priorities using the up arrow.

Using the priorities

Once priorities have been created, they can be used anywhere you would normally choose books. For instance,

1. **Find** dialog (Ctrl+F)
   - Click on **choose**
   - Select the **Priority** tab.
2. **Assignments and Progress** (blue button), book selection can be set to a priority.
3. *(Project menu) **Export PDF__**, click Choose button, then Priority tab.*
4. Any window with a filter (e.g. Wordlist, Biblical terms ...)

> ⚠ **CAUTION**
>
> PTXprint does not accept priorities yet.

You can also define or redefine your priorities if you need to.

7.5 Assign tasks to team members

Tasks can either be assigned individually or in bulk.

Assign tasks individually

1. ≡ **Tab**, under **Project**, choose **Assignments and Progress**
2. For the task to assign, click the dropdown menu and choose the team member to do the task
3. Repeat as necessary
4. Click **OK**.

Bulk assign tasks

1. Click the **Blue** Assignments and Progress button
2. Choose **Tasks Table**
3. Use the verses filter to select books
4. Below the task, click **Assign tasks**
   - Incomplete chapters can be reassigned but not completed chapters.
   - *A warning message will appear with options to overwrite all assignments or only those chapters that have not yet been assigned.*

Assign Stage or book

1. Go to the Tasks table
2. Click the **Assign stage** button (at the top of each stage).
3. Change assignments for certain tasks as needed.

> **TIP**
>
> Once you have completed the bulk assignment process, you can fine-tune the assignments in the All Tasks view

7.6 Updating the progress (for a migrated project)

> **TIP**
> For projects that have already completed a number of stages at the time of switching to Paratext 9 the **Tasks table** view and/or the **Stage table** view of Assignments and Progress can help mark multiple books, stages or tasks, as complete.

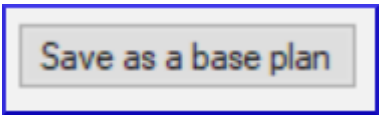
1. Click on your project.
2. Click the **Blue** Assignments and Progress button
3. Choose **Stages Table**
4. Click the **≡ Tab** and choose **Bulk Progress Mode**.
   - *Checks are temporarily turned off.*
5. Click **All stages** button
   - *All of the stages are approved.*

> **TIP**
> When you finish doing all the approvals, go back and uncheck bulk progress mode.

7.7 Saving a modified plan as a new base plan

Changes you made to your plan will be sent to the members of your project when you send/receive. If you want to share the revised plan with other teams you can save it as a new base plan.

1. Open **your** project.
2. **≡ Tab**, under **Project** select **Project Settings Project plan**
3. Hold shift key and click **Manage plans**
   - *The manage plans dialog appears with a save as base plan button at bottom right.*



4. Click on the **Save as a base plan** button
    - *A dialog box is displayed. The file will be saved to \My Paratext 8 Projects_StandardPlans.*
5. Choose as appropriate, then click **OK**
6. Share the file from \My Paratext 9 Projects_StandardPlans with the other teams.

7.8 Updating a project with a new version of the base plan

Occasionally the base plan upon which that project plan has been built will be modified. There are two ways to update the base plan.

Method 1

1. **≡ Tab**, under **project**
2. Choose **Project Settings** then **Project plan**.
    - *A warning is displayed that there is a new version of the plan and I can migrate.*
3. Click the link **Migrate to a new version of the project plan**.
4. Choose either:
    - Keep the tasks that are not in the new version
    - Remove all the tasks that are not in the new version
    - Keep tasks that had progress.
5. Click **OK**
    - *Paratext warns that you must do a send/receive,*
6. Click **OK** to clear the message
    - *The plan has been updated.*

What next?

1. A green message bar at the top gives you three options:
    - Close the message
    - View progress in the previous plan,
    - Undo the base Plan update.
    - *Note the version number has been updated.*
2. Click **OK**.

Method 2

1. Click on assignments and progress.
    - *If the base plan has been updated, then a message will appear showing that you can update*.
2. Click on **Update to new version of project plan**.
3. Choose to keep or remove the tasks.
    - *When you update it will do a send receive.*
4. Choose one of the three options in the green message bar at the top:
    - Close the message
    - View progress in the previous plan,
    - Undo the base Plan update.

AM 8. Convert Project

Introduction If you ever need to rename your project, reduce its size, change user names, change the encoding, or struggle with compound/decompound diacritics, the **Convert Project** tool will help you solve these problems.

Where are we? You must be the project administrator to make these conversions.

Why is this skill important? Only a few changes can be made to the project in the project's **Properties and settings**. Major changes require a new project to be created. The **Convert project** tool allows the new project to retain the project history.

What are we going to do? We will work through the six changes that can be made to your project.

- Change the short name of the project
- Remove deleted files from the project history
- Clear the Paratext Live history
- Convert the encoding to 65001 — Unicode [UTF8]
- Normalisation — compound or decomposed
- Replace old user names

8.2 The ‘Convert Project’ dialogue box

- **Tab** under **Tools**, select **Advanced**, then **Convert Project**

8.2.1 Change the short name of the project

- Confirm that the old project name is correct. [If not, close the dialogue box, click on the correct project window and go to the New dialogue box.]
- Enter the new short name for the project in **[1]**.

8.2.2 Scan for deleted files in project history

- **[2]** Select this option if you have deleted files [such as large illustrations] that you no longer want to be part of the project history.

8.2.3 Clean up Paratext Live history

- **[3]** Select this option if you have edited the project with Paratext Live and want to replace the names in the project history.

8.2.4 Convert encoding to 65001 — Unicode [UTF8]

- **[4]** Select this option to convert a standard Unicode encoding project.

> ⚠ **CAUTION**
>
> This will not work to change the encoding if your project contains a ‘pirated font’. Normalisation – composed or decomposed.

8.2.5 Normalisation

- **[5]** Select Compound [NFC] or one of the options in the drop-down list if the data in your project contains a mixture of compound and decomposed characters.

8.2.6 Replacing old user names

- **[6]** Select the name of the user you want to replace from the drop-down list.
- **[7]** Type the name of a registered Paratext user in this box.
- **[8]** Click **Add**,
  - *a summary of the replacement is displayed with a 'Remove' button.*
- [If you make a mistake when typing the name in the **With** field or decide not to make the replacement, click **Remove**].

8.3 Converting a project

- [9] Click **OK** to convert the project.

> **TIP**
>
> See the note in the guide about shared projects.

AM 9. Cross-references

Introduction Most languages do not have access to concordances and other Bible study resources in their own language. Adding cross-references to your New Testament can greatly help your reader understand the text by helping them find passages on similar themes.

Where are we now? Before you can insert cross-references from a template text, your administrator must have created all the books (and chapters and verses) in your project. They can be empty, but they must be present.

Why is this feature important? Reading the New Testament is not like reading a novel. Having access to cross-references allows your reader to find similar passages on related topics. However, adding cross-references one by one is too tedious. The **Insert Cross-References** menu allows you to insert all cross-references at once (book names and cross-reference punctuation will also be converted to match your **Scripture reference settings**).

What are we going to do? We are going to do three things:

If you don't have a template text with the desired cross-references, you can create your own list and import it.

9.2 Extract cross-references from a template text

- Open the template project (e.g. another project in the branch).

- ≡ **Tab** under **Project**, choose **Advanced** then **Extract Cross-References**
- Enter a file name
- Click **OK**.

> ⚠ **CAUTION**
>
> Note: Resources do not allow you to extract cross-references.

9.3 Checking the settings for Bible references

- ≡ **Tab** under **Project**, choose **Project settings** > **Bible reference settings**.
- Check that the following items have been set correctly for your project (change them if necessary).
- Punctuation in the **Reference format** tab.
- The abbreviations for books in the **Book Names** tab.
- Click **OK**.

9.4 Check the language settings

- ≡ **Tab** under **Project**, choose **Project Settings** > select **Language Settings...**
- Click the **Other Characters** tab.
- In the **Verse Segments** field, enter at least six unique characters separated by spaces.
- Click **OK**.

9.5 Insert cross-references

- ≡ **Tab** under **Project**, choose **Advanced**, then **Insert Cross-References**.
- Click **Browse...**.

- Navigate to the .xrf file containing extracted cross-references.
- Select the file, then click **Open**.
- If desired, select one of the checkboxes.
  - (See the guide for more information.)
- Click **OK**

> **TIP**
>
> If a dialogue box appears containing copyright or other information, copy the information to the appropriate place in your project.