

--

You can download the [Paratext 9 Course Manual \(PDF\)](#) here.

--

Paratext 9.2

Course Manual: (English)

Table of Contents

[Paratext Course Introduction](#)

- [1: Introduction](#)
 - [1.1: Goal](#)
 - [1.2: Course Objectives](#)
 - [1.3: Course Plan](#)

[Stage 1 – Drafting](#)

- [2: OD – Organising your desktop](#)
 - [2.1: Load the program](#)
 - [2.2: Open a saved layout](#)
 - [2.3: Create a new text layout](#)
 - [2.3.1: Open and arrange the windows](#)
 - [2.3.2: Save the layout](#)
 - [2.4: Delete a text combination](#)
 - [2.5: Open resources in a Text collection](#)
 - [2.6: Open an Enhanced Resource](#)
 - [2.7: Open a dictionary](#)
 - [2.8: Working with the Source language text](#)
- [3: PP1 – Project plan and progress](#)
 - [3.1: View tasks that need to be done](#)
 - [3.2: Identify the next task](#)
 - [3.3: Mark a task as complete](#)
 - [3.3.1: Mark a book task as completed](#)
 - [3.3.2: Mark a chapter task as completed](#)
 - [3.4: Checks](#)
 - [3.4.1: Checks – setup required (Administrator)](#)
 - [3.4.2: Checks – issues](#)
 - [3.4.3: Postpone check](#)
- [4: KD – Keyboarding your draft](#)
 - [4.1: Go to a Biblical verse](#)
 - [4.2: Check that the project is editable](#)
 - [4.3: Changing the view](#)
 - [4.4: Typing special characters](#)
 - [4.5: Adding text in another marker – title or introduction](#)
 - [4.6: Add paragraph breaks](#)
 - [4.7: Saving your work](#)
 - [4.8: Insert Footnotes](#)
 - [4.9: Send/receive](#)
 - [4.9.1: Send/receive this project to the Internet](#)
 - [4.9.2: Send/receive to the Internet](#)
 - [4.9.3: Send/receive to a USB stick to backup your data](#)

- 4.9.4: Send/Receive Again
 - 4.10: Moving your cursor efficiently
 - 4.11: Recall:
- 5: BC1 – Basic checks
 - 5.1: Running checks from the project plan
 - 5.2: Running the checks from the menus
 - 5.2.1: « Chapter/ Verse »
 - 5.2.2: Markers check
- 6: PP2 – Project progress
 - 6.1: Make sure the progress of the plan is up to date
 - 6.2: Change an assignment
 - 6.3: Produce a progress report
 - 6.4: View team progress charts

Stage 2: Team Checking

- 7: PN – Proper Names
 - 7.1: Run the Biblical Terms tool
 - 7.1.1: Open list of terms
 - 7.1.2: Choose your reference text as a comparative text
 - 7.1.3: Change various settings
 - 7.1.4: Filter for names
 - 7.2: Guess Renderings for proper nouns
 - 7.3: Adapt names
 - 7.3.1: Enter the changes for the individual letters (or letter clusters)
 - 7.3.2: Then revise and approve the Adapted Name
 - 7.4: Ensure your text is consistent
 - 7.5: Add an alternative rendering
 - 7.6: Dealing with verses that do not have the name translated
 - 7.7: Recall
- 8: SP – Spell Checking
 - 8.1: Configure the word list
 - 8.1.1: Approve the spelling of common words
 - 8.1.2: Check the words that Paratext thinks are incorrect
 - 8.1.3: Check similarly spelled words
 - 8.2: Spell checking – from the text
 - 8.2.1: Making corrections
 - 8.3: Spell checking – current book
 - 8.4: Spell checking – from the wordlist
 - 8.4.1: Using the checks
 - 8.4.2: All checks
 - 8.4.3: Missing Capitals
 - 8.4.4: Single Character Typos
 - 8.4.5: Unusual Letter Combinations
 - 8.4.6: Diacritic Errors
 - 8.4.7: Common Typos
 - 8.4.8: Unknown Morphology
 - 8.4.9: Find incorrectly joined or split words
 - 8.4.10: Correct a word which was incorrectly marked
 - 8.5: Spelling discussion note
- 9: GL – Glossary
 - 9.1: Open the Biblical Terms tool
 - 9.2: Add an entry
 - 9.3: Link an existing entry

- 9.4: View the glossary
- 9.5: Edit an entry – in the GLO book
- 9.6: Edit an entry – in the Biblical Terms
- 9.7: Add a Biblical Term
- 9.8: Recall
- 10: BT – A 4-Step process for consistent Biblical Terms
 - 10.1: Open the Biblical terms rendering window
 - 10.2: A: Find all the ways you have rendered this term
 - 10.2.1: Find the terms for the current verse
 - 10.2.2: Add another rendering
 - 10.2.3: Find other verses in the current book with the same Biblical term
 - 10.2.4: Add renderings from the other verses
 - 10.2.5: Dealing with verses that do not use the term
 - 10.3: B: Identify the best term
 - 10.4: C: Reject all the others
 - 10.5: D: Document the reason for the change
 - 10.5.1: If you need more than one rendering
 - 10.5.2: Clean up other books “as time permits”;
 - 10.5.3: Add the Biblical terms notes — ongoing discussion
 - 10.5.4: Add the decision to the renderings description
 - 10.6: Add a term – from the source language text
 - 10.7: Add a term – from reference text search
- 11: MP – Compare a word or phrase
 - 11.1: Compare a word or phrase – from the text
 - 11.2: Compare using a Word of Phrase from the Biblical Terms tool
- 12: BC2 – Basic Checks
 - 12.1: Confirm the setup
 - 12.2: Using inventories to setup checks
 - 12.3: Characters
 - 12.4: Punctuation
 - 12.5: Matched Pairs
 - 12.6: Repeated words
 - 12.7: Capitalization
 - 12.8: Making minor corrections
 - 12.8.1: Review
- 13: FC – Formatting checks
 - 13.1: Using the checklists – generic
 - 13.2: Using checklist – Section headings
 - 13.3: Paragraph breaks
 - 13.4: Layout and indents
 - 13.5: Add USFMs to format special text
- 14: PD – Printing Drafts
 - 14.1: Create a PDF file
 - 14.2: Print a PDF
 - 14.3: Copy PDF file to a USB stick
- 15: UN – Using Notes
 - 15.1: Different types of project notes
 - 15.1.1: Setup additional note types
 - 15.2: Using notes
 - 15.2.1: Inserting a project note
 - 15.2.2: Add comments to an existing note
 - 15.2.3: Assign a note to someone
 - 15.2.4: Apply notes to multiple projects

- 15.2.5: Reattach note
- 15.2.6: Resolve a note
- 15.2.7: Delete notes
- 15.3: Open a Notes List
 - 15.3.1: Notes window toolbar
 - 15.3.2: Notes list filter
 - 15.3.2.1: Define a new filter
 - 15.3.2.2: Save a filter
- 15.4: Add comments from a notes window
- 15.5: Print a notes report

Stage 3: Preparing for the Consultant check

- 16: BT1 – Draft a Back Translation
 - 16.1: Create a new project for the back translation
 - 16.2: Draft your back translation
 - 16.3: Mark the chapter as Finished
 - 16.4: When a change is made to your project
 - 16.4.1: View the differences for outdated verses
 - 16.4.2: Move to the next differences
 - 16.5: Check your project plan
 - 16.6: Back translation verse check in project plan
 - 16.7: Back translation status complete in project plan
 - 16.8: Learning task
- 17: BT2 – Interlinearize a project
 - 17.1: Configure the project interlinearizer
 - 17.2: Correct the interlinearized text
 - 17.3: Translate/gloss a phrase
 - 17.4: Add extra words
 - 17.5: Specify the morphology – break a word into morphemes
 - 17.6: Approve and Export the text
 - 17.7: Help
- 18: CT – Compare Text
 - 18.1: Mark Point in History
 - 18.2: Compare Two Versions
- 19: BC3 – Basic checks 3
 - 19.1: Unmatched pairs of Punctuation
 - 19.1.1: Setup – inventory
 - 19.1.2: Run the check
 - 19.2: References
 - 19.3: Numbers check
 - 19.4: Quotation rules
 - 19.5: Quotation check
 - 19.6: Quoted text

Stage 4: Consultant Visit

- 20: Collaboration tools
 - 20.1: Paratext Live
 - 20.1.1: Send/receive
 - 20.1.2: Connect to the same network
 - 20.1.3: Start Paratext Live
 - 20.1.4: Sharing changes from Tools
 - 20.1.5: End the Paratext Live session

Stage 5 / Stage 3 UBS: Review by the community

- 21: PPR: Progress report
 - 21.1: Check your plan
 - 21.2: Produce team progress chart
- 22: BTR: Biblical key terms report
 - 22.1: Biblical terms tool
 - 22.2: Save the list to a file
 - 22.3: Other ways to identify renderings
 - 22.3.1: Sort on terms notes
 - 22.3.2: Find terms with text in the rendering description

Stage 6 / 4 UBS: Finalising for Publication

- 23: Finalising for Publication
 - 23.1: Choose illustrations and write captions
 - 23.1.1: Download a folder of searchable images
 - 23.1.2: Test various searches
 - 23.2: Add illustrations and captions
 - 23.3: Verify all checks are complete
 - 23.3.1: Current book
 - 23.3.2: Several books
 - 23.3.3: Word list checks
 - 23.4: Proper Names final check
 - 23.5: Numbers, money, weights and measures
 - 23.6: Formatting checks
- 24: Finalising for Publication – extra tasks for New Testament
 - 24.1: Map names
 - 24.2: Draft Introduction to the NT/Bible
 - 24.3: Verify all checks are complete
 - 24.3.1: Current book
 - 24.3.2: Several books
 - 24.3.3: Word list checks
 - 24.4: Proper Names final check
 - 24.5: Numbers, money, weights and measures
 - 24.6: Formatting checks
 - 24.7: Check and link glossary entries
 - 24.8: Enter Publication Information
 - 24.9: Check parallel passages
- 25: PP – Compare Parallel Passages
 - 25.1: Open the Parallel passages window
 - 25.2: Display source texts
 - 25.3: Select comparative texts
 - 25.4: Filters
 - 25.5: Compare the passages
 - 25.6: To correct the text
 - 25.7: Copying a text
 - 25.8: Mark the passage as checked
 - 25.9: Passages which have changed
 - 25.10: Compare the text as you translate
 - 25.11: To see a third passage

Appendix: : Special text

Appendix: : Three letter abbreviations

