

Paratext 7.6

Course 3

Participant’s Manual

Preparing for publication

SIL Chad

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# Introduction

## Goal

The participants prepare their translation for publishing with the help of ParaTExt. They will print a master of a scripture portion or a draft for the read through of the New Testament.

## Objectives for course 3

At the end of this course, participants will be able to:

### Enter additional text and markers

* Add additional text such as headings, pictures and captions.
* Add the details for the table of contents (\toc1 \toc2 \toc3)
* Add the introduction to the NT and/or individual books.
* Add terms to the glossary
* Add entries to the glossary
* Mark the words in the glossary
* Add cross-references (\x)
* Add USFM to special texts

### Basic checks

* Run the basic checks to ensure that
* All the chapters and verses have been entered
* The markers are correct (based on content not format).
* The various inventories have been setup and checks run to confirm that all the characters and punctuation are valid for the target language.

### Check all the words in the wordlist

* Before publication, all words in the wordlist contained in the book(s) must be checked for spelling mistakes. Each word in the word list must be either correct or marked as incorrect but with a frequency of 0 words.

### Check that all terms are consistent

* Run the following checks to confirm that the terms have been used consistently
* Check the Biblical Terms list
* For NT books, check the SIL NT list
* If using maps, translate all names for the maps (see NT maps list).

### Use other checks.

* Check the parallel passages (especially the Synoptic gospels)
* Use the Checklists to check/harmonise the following :
* section headings (\s1)
* the book titles (\mt1…)
* footnotes (\f)
* reference line (\r)

### Print a draft

* Produce PDF files to print the text for a final read through.

### Send the files off to produce the master

* If you are publishing a scripture portion, you will want to send the files to your Language Technology Department (or typesetter) to produce masters for Publication
* If you are publishing a New Testament you will need to send the files for typesetting.

##

# ParaTExt – Skill check Course 3

The table below lists all competences which we are going to learn in this course. For each competency:

* check the column **' Yes '** if you know how to do it without consulting this booklet
* check the column ‘**With help**’ if you can do it correctly by consulting this booklet.
* check the column **'no'** if you do not know how to do correctly even if you consult your notes.
* add other aptitude which you want to learn.

When you are satisfied with your competences, ask a supervisor to confirm that you can perform each activity and the supervisor will check the **'Chk'** column.

|  | **Skill** | **Yes** | **With help** | **No** | **Chk** |
| --- | --- | --- | --- | --- | --- |
| SS | Add the introduction to the NT and/or the book(s). |  |  |  |  |
| SS | Add USFMs to the special texts |  |  |  |  |
| SS | To add additional information such as headers, pictures and legends.  |  |  |  |  |
| SS | Add data for the Table of Contents (\toc1 \toc2 \toc3) |  |  |  |  |
| SS | Add terms in the glossary |  |  |  |  |
| SS | Add entries in the glossary |  |  |  |  |
| SS | Mark terms for the glossary in the text. |  |  |  |  |
| SS | Add cross-references (\x) |  |  |  |  |
| VT | Check all chapters / verses are present.  |  |  |  |  |
| VT | Check that the text is correctly marked (markers, styles, etc.).  |  |  |  |  |
| VT | Check that all characters and punctuation are valid  |  |  |  |  |
| VO | Correct all spelling mistakes  |  |  |  |  |
| VC | Carry out all available checks to ensure that the terms in the text are used consistently.  |  |  |  |  |
| VC | Check biblical terms |  |  |  |  |
| VC | Check key terms |  |  |  |  |
|  | Translate names for maps |  |  |  |  |
| LR | Check parallel / synoptic passages |  |  |  |  |
| LR | Check / harmonise: |  |  |  |  |
| LR |  the titles of books (\mt1 …) |  |  |  |  |
| LR |  footnotes (\f) |  |  |  |  |
| LR |  the section headings (\s1) |  |  |  |  |
| LR |  references (\r) |  |  |  |  |
| IE | Produce PDF files. |  |  |  |  |

# AD : Entering additional data

## Introduction

A published scripture portion or whole New Testament contains more than just the translated text. This module is designed to help you enter the additional data into your project before you can publish it.

### Where are we?

You must have finished the translation and it had it checked by a consultant.

### Why are these skills important?

….

### What are we going to do?

You are going to enter the following additional information

* An introduction to each book and an introduction to the whole NT.
* Add additional USFM to special text
* Add items such as headers, pictures, captions.
* Add information for the Table of Contents (\toc1 \toc2 \toc3)
* Add terms to the glossary
* Add entries in the glossary
* Mark the terms in the glossary in the text.
* Add cross-references (\x) if desired.

Summary

This module has shown how to:

| Skill | Steps |
| --- | --- |
| Add elements such as headers headers.  | For each book (before the \c 1), you must have * \id XXX (i.e. the three letter abbreviation)
* \h followed by the short name of the book (in the target language)
 |
| Add information for the Table of Contents (\toc1 \toc2 \toc3) | After the \h line, add markers for the table of contents* \toc1 = Long title
* \toc2 = Short title
* \toc3 = Abbreviation
 |
| Adding the introduction to the NT. | * Click in your project
* Project > Create book(s)
* Click the Select button
* Select Introduction
* Click OK.
* Click OK.
 |
| Adding the introduction to books(s). | The introduction to each book is typed after the title but before chapter 1 \c 1* Type the text using the markers for the introduction:
* \ip
* \is1
* \io1 …
 |

|  |  |
| --- | --- |
| Task | Steps |
| Add pictures and captions | * Click in verse for the picture
* From the **Insert** menu, click on **Figure**

Fill in the dialogue as necessary.* [1] The legend must be in the language
* [2] Description must be in French / English
* [3] Size - can be simple column or page
* [4] type in the verse range where it is possible to put the picture (if there is not space enough in the verse range)
* [5] type the copyright for the picture
* [6] reference and verse of the cursor.
* [7] Click on **Browse** and search the file of the picture.
* Click **OK.**
 |
| Add terms to the glossary  | See module **GL** Glossary in the Course 1 & 2 Manual. |
| Mark the terms for the glossary in the text. | The typesetter is going to mark terms for the glossary in the text for you once all the corrections have been made. |
| Add cross-references (\x) | It is possible to add the cross-references from UBS* Tools> Cross-references> Insert cross-references
* In dialogue, click Browse
* Choose the desired file
* Click on **OK.**

You can also prepare your own list of cross-references. |
| Add USFMs to the special texts | * Look at the list of special texts (from Logos)
* Add markers as necessary.
 |

# RC: Checking

Repeat all checks as found in the previous Manual. See CT SP modules and CC.

### Basic checks [CT]

* Carry basic checks out to be sure that
* all chapters / verses are present.
* the elements of text are correctly marked (markers, styles, etc.).
* all characters and signs of punctuation are valid for the target language with the aid of different inventories.

### Check all words in the list of words [SP]

* Check that there are not spelling mistakes anymore with the aid of the check on orthography and on the list of words. Every word in the list of words must be is correct or wrong with 0 word.

### Check the consistency of the text content [CC]

* Carry available checks out to guarantee the consistency of the terms used in the text.
* Check Biblical terms
* Check NT key terms
* Translate names for maps**.**

# CL: Checklists

## Introduction

This module explains how you can use the Checklists to check the titles, references, footnotes etc.

### Where are we in the process?

Your translation has been checked, but now you want to check the consistency of several items

### Why is this skill important

With 27 (or more) books, it is not easy to always be consistent. The checklists allows you to see just what you are looking for (eg titles) without all the text.

### What are you going to do?

We will run the various checklists to check:

* The titles of the books (\mt1…)
* The footnotes (\f)
* The section headings (\s1)
* The reference lines (\r)

Summary

This module has shown how to:

| Skill | Summary of steps |
| --- | --- |
| Use the checklists – generic | * Tools > Checklists> *choose the desired list*

The list is displayed.* Add a comparative text (usually the reference text) by clicking on the “Comparative Texts… button
* Select the range of books/verses using the « Select Range » button
* Click the link « edit » to correct any problems
* Click the verse reference link to see the content in ParaTExt
* When you have finished, click the X to close the window.
 |
| Using the checklists – Section headings (\s1) | Check that* They all start with a capital.
* There is no punctuation at the end.
* They are not too long.
 |
| Using the checklists – Book Titles (\mt1…) | Check that* The titles of the gospels are consistent.
* The titles of the epistles are consistent.
* The usage of numbers (one two, 1, 2) are consistent.
* There is no punctuation at the end.
 |
| Using the checklists – References (\r) | Mark sure you have set the scripture settings first* Project > Scripture Reference Settings
* Tools > Checklists > References
 |
| Using the checklists – Footnotes (\f) | * The punctuation is consistent.
* …
 |
| Markers | * The poetry/quotes are consistent.
* …
 |
| Quotation marks | * Use with the quotation basic check.
 |

# PP: Parallel Passages

* Check at least the synoptic gospels.
* If the computer can match two or more words in any two column it highlights them in green.
* The yellow in the Greek/Hebrew is where the same root word is used even though it is not the exact word.
* When they should be the same, it is often best to choose the passage which was translated last.
* Remember at times you want to maintain the differences.

## Summary

This module has shown how to:

| **Skill** | **Summary of steps** |
| --- | --- |
| **Parallel passages** *– this tool has significantly changed in the new version!* |
| * 1. Open the parallel passages window
 | * Go to the book (or chapter and verse) you want to check.
* **Tools** > **Parallel Passages**
* There are two panes. The first lists the verses showing whether they have been checked. The lower pane show the verse text.
 |
| Select the comparative text  | * Choose whether to see the Greek/Hebrew text with or without English gloss.
* Click **Comparative texts** button
* Click a **resource** (on the left)
* Click right arrow
* Repeat as necessary
* Click **OK**
 |
| Making corrections  | * Click the blue **edit** link
* Make the corrections
* Click **OK**

**OR*** Click the blue verse reference link .
* Make the corrections in ParaTExt.
* Save the project (Ctrl+S).
* Return to the Parallel passages window by clicking on the taskbar.
 |

# PD: Printing

Printing the master will vary depending on whether you are producing a scripture portion or preparing for typsetting. In either case you will need to produce one or more PDFs using Print Draft.

### Print a draft

* Use the Print Draft feature to produce a PDF to print texts before the final master following the PD module from the previous course

*Send files for the final master of scripture portion*

* The Language Technology Department Technology will need a copy of the following files:
* The file from ParaTExt (xx.sfm) or the project.
* The files of the pictures.
* The choices of layout.
* Once the master has been produced:
* You will need to check the printouts.
* Resubmit for corrections if necessary

# Books of the Bible

## Three letter abbreviations

**Old Testament**

|  |  |  |
| --- | --- | --- |
| Genèse [Genesis] [GEN] | Exode [Exodus] [EXO] | Lévitique [Leviticus] [LEV] |
| Nombres [Numbers] (NUM) | Deutéronome [Deuteronomy] (DEU) | Josué [Joshua] [JOS] |
| Juges [Judges] (JDG) | Ruth [RUT] | 1 Samuel [1SA] |
| 2 Samuel [2SA] | 1 Rois [1 Kings] [1KI] | 2 Rois [2 Kings] [2KI] |
| 1 Chroniques [1 Chronicles] [1CH] | 2 Chroniques [2 Chronicles] [2CH] | Esdras [Ezra] [EZR] |
| Néhémie [Nehemiah] [NEH] | Esther [EST] | Job [JOB] |
| Psaumes [Psalms] [PSA] | Proverbes [Proverbs] [PRO] | Ecclésiaste [Ecclesiastes] (ECC)  |
| Cantique des cantiques [Song of Songs] [SNG] | Ésaïe [Isaiah] [ISA] | Jérémie [Jeremiah] [JER] |
| Lamentations [LAM] | Ézékiel [Ezekiel] [EZK] | Daniel [DAN] |
| Osée [Hosea] [HOS] | Joël [JOL] | Amos [AMO] |
| Abdias [Obadiah] (OBA) | Jonas [Jonah] (JON) | Michée [Micah] (MIC) |
| Nahoum [Nahum] (NAM) | Habacuc [Habakkuk] [HAB] | Sophonie [Zephaniah] [ZEP] |
| Aggée [Haggai] [HAG] | Zacharie [Zechariah] [ZEC] | Malachie [Malachi] [MAL] |

**New Testament**

|  |  |  |
| --- | --- | --- |
| Matthieu [Matthew] [MAT] | Marc [Mark] [MRK] | Luc [Luke] [LUK] |
| Jean [John] [JHN] | Actes [Acts] [ACT] | Romains [Romans] [ROM] |
| 1 Corinthiens [1 Corinthians] [1CO] | 1 Corinthiens [2 Corinthians] [2CO] | Galates [Galatians] [GAL] |
| Éphésiens [Ephesians] [EPH] | Philippiens [Philippians] (PHP | Colossiens Colossians (COL) |
| 1 Thessaloniciens [1 Thessalonians] (1TH) | 1 Thessaloniciens [2 Thessalonians] (2TH) | 1 Timothée [1 Timothy] (1TI) |
| 2 Timothée [2 Timothy] (2TI) | Tite [Titus] (TIT) | Philémon [Philemon] (PHM) |
| Hébreux [Hebrews] (HEB) | Jacques [James] (JAS) | 1 Pierre [1 Peter] (1PE) |
| 2 Pierre [2 Peter] (2PE) | 1 Jean [1 John] (1JN) | 2 Jean [2 John] (2JN) |
| 3 Jean [3 John] (3JN) | Jude (JUD) | Apocalypse [Revelation] (REV) |

#

# Chad Unicode characters

Many of the Chadian characters are not found on the keyboard. To type these you need to press more than one key.

The tables below show the Chadian characters.

|  |  |  |
| --- | --- | --- |
| **Keyman / MS Claviers (Tur…)** | **Chadian Characters** | **The tones** |
| Type to get | Type … to get |
| ;’  ’  | ;n ŋ |  ] | à low tone |
| ;b ɓ | ;o ɔ |  [ | á high tone |
| ;c ç | ;p œ |  = | ā mid tone |
| ;d ɗ | ;y ƴ |  ^ | â falling tone |
| ;e ɛ |  |  | | ǎ raising tone |
| ;f ə |  |  # | ä umlaut |
| ;h ɦ |  |  ~ | ã tilde |
| ;k ɨ |  |  \_ | a̰ tilde below |
| ;m ɲ |  |  ` | a̧ cedilla |

|  |  |
| --- | --- |
| **Keyman / MS Claviers (Tur…)** | **Punctuations** |
| Type … to get |
| ;; | ; |
| ;{ | “ |
| ;} | ” |
| ;( | ’ |
| ;) | ’ |
| ;<(TR) | « |
| ;>(TR) | » |
| << (Keyman) | « |
| >> (Keyman) | » |

# USFM frequently used markers

|  |  |
| --- | --- |
| **ParaTExt 7.5** | **Frequent USFM Markers** |
| \c chapter\v verse\p paragraph (small indent)\m same paragraph (at the margin)\s1 section heading\r parallel references | \q1 poetry level 1\q2 poetry level 2\h header\mt1 main title\mt2 secondary title**Introductions**\**i**p paragraph \**i**s section heading\**i**o1 outline 1\**i**li1 list level 1\**i**li2 list level 2 |

\k .... \k\* glossary keyword (in the actual glossary)

\w ... \w\* this word can be found in the glossary (in the text)

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