Adapt It   
Beginner’s Course

(Adapt It 6.0)

Trainer’s Guide

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## Goal

This course is designed to enable participants to use an automatic adaptation program (Adapt It 6.1.0) to adapt a source text that has been setup for them. Participants will also export the resulting text to a translation project (Paratext 7.2 or above) for further editing and checking. They will also be backing up their data.

## Objectives

The objectives have been defined at two levels. Firstly, independent of the specific computer program used and then specifically for Adapt It 6.0.

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

|  |  |
| --- | --- |
| **(objectives for the task)** | **(objectives for Adapt It 6.0)** |
| * Start the program | * Start the Adapt It 6.0 program |
| * adapt the text | * adapt the text by word, selecting a phrase, retranslate a word/phrase, add a word, not adapt a word, add multiple translations |
| * use a keyboarding system to type Cameroon characters | * use a keyboarding system (MS-Keyboards or Keyman) to type Cameroonian characters |
| * efficiently move around the text | * efficiently move the phrase box around the text * page up/page down, start/end document * go to a specific verse * open another chapter * open another book/chapter |
| * open subsequent books and chapters | * start working on different chapters/books * change folder as necessary |
| * export the text for further editing and checking | * import from / export to Paratext using Paratext Collaboration * export text from Adapt It * import text into Paratext |
| * recover from common errors | * edit the knowledgebase * use a consistency check * print a retranslation list |
| * create a backup of the data | * backup data using MyWorkSafe software |

## Materials required:

* student manuals
* projector
* Computer for each student
* Power for student computers.
* CD containing installation files
* electronic copy of source text (Paratext project or text file)

## Computer setup

Participant's computers need the following installed:

* Adapt It 6.0
* Use the Administrator’s menu to move the Adapt It Work folder to their language folder\Trans\NT
* Paratext 7.2 or above (note requires licence code) DO NOT use someone else’s code or it will create problems in future with data loss!
* Paratext project of the source language
* MS Keyboards for Afrikaans, or Keyman
* Unicode fonts

### Documents for class exercises

Participants will be expected to work on their own data throughout the course.

## List of Modules

|  |
| --- |
| **English** |
| GS – Getting Started  BA – The Basics of Adapt It  BF – Baking up Files  EP – Export to Paratext  AF – Advanced Features |

## Suggested order of modules

The order of modules is as listed above. The intention is to work through each module section by section. The sections are indicated by the roadmap at the top of each module. No time has been allocated to the modules. It is suggested to demonstrate the section and then have the participants practice the sections before moving on to the next section.

## Suggested Course Timetable

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** |
| 8.00 – 8.30 | Welcome/Devotions | Devotions | Devotions |
| 8.30 – 10.00 | Introductions  Setup computers | Review and reinforce Basics | Resolving problems |
| 10.00 – 10.30 | **Break** | | |
| 10.30 – 12.00 | Setup computers and source texts | Continuing with the next chapter/book | Work on own project  BF – Backups |
| 12.00 – 2.00 | **Lunch** | | |
| 2.00 – 3.30 | BA – Basics of Adapt It | EP – Export to Paratext |
| 3:45 – 5.00 | BF – Backups | BF – Backups |

## Daily Lesson Plan

Most modules can be presented as follows:

### Connection:

Have a participant(s)/facilitator read the sections

* Introduction
* Where we are
* Why is this Skill Important?
* What we will be doing

After reading the introduction, have the participants **think** through whether they already know how to do it or **what will be new to them.**

### Content:

Demonstrate a content section of the module with participants watching, either using the projector or having them gather around the trainer’s computer.

(that is, one section as marked in the roadmaps at the top of the page.)

If appropriate, after the trainer’s demonstration, have another student demonstrate the procedure on the projector as well before the class practices individually. Be sure to invite questions from the other students.

### Challenge:

Have all the students repeat the demonstration on their computers either individually or in pairs.

### Change:

Have the participants work on their own project implementing the various skills as needed in their own work.

Towards the end of each day get the participants to look at the skills check sheet and have them rate their own ability on the skills learnt so far (today’s and previous days).

### Skills check

In addition to the daily self-evaluation, the instructors should work individually with participants to ensure that by the end of the week all participants can perform the skills at least with the help of their notes if not independently. When achieved independently sign off the skill in their binders. (see next page)

## Adapt It 6.0 – Skills Check

The table below lists all the skills we have learnt this week. For each of the skills:

* tick the ‘**yes’** column if you are happy that you know how to do this skill,
* tick the ‘**with help**’ column if you can do it by looking at your notes
* tick the ‘**no’** column if you still do not know how to do it even if you look at your notes.

When you are happy with the skills, ask a course supervisor to confirm that you can perform each skill and they will tick the **Chk** column.

| **Skills** | **yes** | **with help** | **no** | **Chk** |
| --- | --- | --- | --- | --- |
| 1. Start the Adapt It program |  |  |  |  |
| 1. Open your project |  |  |  |  |
| 1. Turn on Keyman or MS Keyboard |  |  |  |  |
| 1. Type text in a vernacular language |  |  |  |  |
| 1. Adapt the text word by word |  |  |  |  |
| 1. Make a phrase and adapt the phrase |  |  |  |  |
| 1. Enter a retranslation |  |  |  |  |
| 1. Insert a word (in the target language) |  |  |  |  |
| 1. Use of <No Adaptation> |  |  |  |  |
| 1. Add an alternative translation (multiple glosses) |  |  |  |  |
| 1. Go to a specific chapter/verse |  |  |  |  |
| 1. Go to the start/end of a document |  |  |  |  |
| 1. Open another chapter |  |  |  |  |
| 1. Open another book and chapter |  |  |  |  |
| 1. Export the target text as SFM file |  |  |  |  |
| 1. Import the chapter into Paratext |  |  |  |  |
| 1. Edit the knowledge base |  |  |  |  |
| 1. Backup Language data |  |  |  |  |
| 1. Use Consistency check |  |  |  |  |

# Summary of Modules

The following summary of modules:

| **Module Name** | **Purpose and sections** | **Content – demo** | **Change – Skills Check** |
| --- | --- | --- | --- |
| GS Getting Started | This module deals with setting up the computers and is designed for the **consultants** and not for participants | Consultants should follow the steps to ensure that the software and source text is correctly installed for the participants. This module is not included in the participant’s folders. |  |
| BA Basics of Adapt It | This module deals with the major features of Adapt It.   * adapting text (6 basic tasks) * changing documents * moving around documents * attach a note | Start Adapt It and choose an appropriate project and document to work on.  The goal is to work through the six basic adaption tasks (word by word, phrase by word/phrase, …) and then have participants work on their texts to reinforce each skill.  This will be dependent on the specific languages as it may be difficult to find examples of each type of tasks. You may need to use a PigLatin example as demonstration.  After participants have worked on several of the adaptation tasks, get them to change to another document.  Get them to return to the first document and then move down to a specific chapter/verse.  Attach a note to explain areas for further work, or areas where they have translated it differently from the source text. |  |
| BF Backup files | This module is designed to follow the procedure used in the basics course | Demonstrate using the MyWorkSafe software and have participant’s practice. |  |
| EP Export to Paratext | This module shows how to export the target text then import into Paratext | Export the target text to SFM.  Switch to Paratext  Import the chapter.  NOTE: It is possible that all participants will use Paratext Collaboration to import/export from Paratext, but they should also be familiar with manual import/export |  |
| AF Advanced Features | This module is designed to help users with some more advanced features they may need that are not covered in other modules. Particularly editing the knowledge base. | Demonstrate how to use the consistency check.  Demonstrate how to edit the Knowledgebase. |  |
| BT Back Translations | This module is designed to introduce methods which can be used for doing back translations using Adapt It. | Free Translations  Word for Word Translation  Literal Glossing  Exporting the Back Translation (Interlinear format) |  |

# Seating Guide

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|  |  | Trainer’s Desk |  |  |
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