6 Keeping track of Biblical term renderings

Introduction (4 min)

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Where are we?

How do we help teams to keep one eye on their key terms while they are translating?

Why is this Important?

The **Biblical Terms Renderings Window** (on the **File** menu, as opposed to the **Tool** on the **Tool** menu) contains just the terms that apply to the current verse. If the translators keep the window open, it will be there to constantly remind them of key terms during translation. As a consultant, you also can be displaying them during the checking session to assure that they have been dealt with properly.

What are we going to do?

We are going to learn how to use the **Biblical Terms Renderings Window** during exegesis and checking.

Lesson (20 min)

If Paratext is being taught to the teams by computer support personnel, it is unlikely that they will be made to understand the importance of the key terms tool. That means the job falls to you as consultants to help mentor them in a good working method to manage key terms.

With the **Biblical Terms Renderings Window** (**File** menu) placed next to or below the translation text window, the translator will always be reminded of the terms that they used in other contexts without having to go and search always. They will make less mistakes in the text, and when the translation for the current verse is different, they can add an additional rendering and be more aware of the nuances. In addition, they will have a record of the different choices that were made over the course of the project, since Paratext remembers the previous terms that were tried.

Demonstration

1. Open the **Biblical Terms Renderings Window**
2. Drag and drop a term from the translation into the window
3. Double click on a term to add a note
4. Change a term, and then see how the history is updated
5. Guess and fill the terms for an entire book

Exercises

For this exercise, the administrator must change you from a consultant to a translator, and assign you at least one book. On the administrator's computer:

1. **Project** | **Users, Roles, and Permissions**
2. Change the user's role (if necessary)
3. Assign a book or books

Open the Biblical Terms Renderings Window

This is not the **Biblical Terms Tool** from the **Tools** menu, but the **Open Biblical Terms Renderings** from the **File** menu.

Usage during translation:

- Open the window and place it next to the PLKJV version
- The window shows just the terms for the current verse
- Find a word in the PJKJV text that corresponds with a key term in the window
- Double-click the word to select it
- Drag and drop the term to its corresponding word in the **Renderings** window
- Double-click the newly added rendering to open the **Biblical Terms Tool**
- Add some comments about your reason for the choice.

Changing a key term

Usage during translation and also during checking:

- Change the spelling of a word that you previously added to the **Renderings** window.
- Save the text with the save button.
- Notice that the check mark is gone next to the word.
- Double click the rendering to open the **Edit Renderings** window.
- Correct the spelling to match what is in the text.
- Notice the blinking yellow warning next to the History button. Click on the history button.
- The cursor is in the text window next to the new rendering, giving you an opportunity to explain the reason for the change. Type: "Spelling change"

Note how all the choices that have ever been used are listed here. Now we have a tool that is designed to trace the development of a translation project over time, not just to record its current state.
If you try a new term and then want to go back to the previous term, you can use the Revert button to revert back to the previous term that was used.

Check the Consistency of Biblical Terms

In the **Biblical Terms Renderings Window**, you see that some boxes are checked. The check marks indicate that a known rendering is found in the Biblical terms list. But to add the terms after the translation has been drafted, there is an easier way to do it than to drag and drop in each verse.

- Open the **Biblical Terms Tool** from the **Tools** menu.
- Verify that the PLKJV text is the one selected at the top.
- Set a filter:
    - Range: **Current chapter**
    - View: **Missing renderings**
    - Select **OK**
- Add the equivalent words by selecting them from the verses in the lower part of the window.

- Drag and drop them next to the equivalent term above.