A6 Adapt-It Basics

BA: The Basics of Adapt It

Introduction

This module introduces the basic features of using Adapt It to adapt a text from the source language into the target language for later use in Paratext.

Where We Are

A consultant or trainer has already installed both programs and set up a project for you containing the source text in various documents. Now, we will begin adapting the source language into your target language.

Why This Skill is Important

Adapting text involves more than just typing a word-by-word equivalent of the source text. Even if the languages are very similar, there will be times when you need to use additional features to make the adapted text more natural.

Loading the Adapt It Program

You can start Adapt It in two ways:

- **From the Start Menu:**

  1. Click on the **Start Menu**.
  2. Choose **All Programs**.
  3. Select **Adapt It WX Unicode**.
- **From the Desktop:**

  1. Locate the **Adapt It WX Unicode** icon on your desktop.
  2. Double-click the icon to open the program.

Opening a Book, Chapter, or Document

After opening Adapt It, your screen will display a list of projects:

1. Click on the name of your project, then click **Next**.
2. Choose how you want to work with the project:
   - **For Paratext files:** Select **Work with my Paratext Scripture texts (collaboration on)**.
     - Choose the book and chapter to work on.
     - Click **OK**.
   - **For other Adapt It texts:** Select **Work with other Adapt It texts (Paratext texts not available: Collaboration off)**.
     - Choose the document to work on.
   - **If you are an advisor or consultant:** Select **Read-only mode**.
     - Choose the document to view.

Note: It is necessary to set up Paratext source and target projects and enable collaboration before

working on Paratext Scripture texts.

Adapting Texts: The Basic Procedure

After choosing your book or chapter, adapt the text as follows:

1. **Read the verse or sentence in the source language first.**

2. Depending on the adaptation needed:

    - **Direct Translation:**
        - If one word in the source language can be translated with one or more words in the target language:
            - Type the target language word(s) in the phrase box and press **Enter**.
    - **Choosing a Different Translation:**
        - If you have already added a word(s) in the target language but need to use a different word this time:
            - Click the **Show the Choose Translation Dialog** button.
            - Double-click on the desired translation, or type a new translation and press **Enter**.
    - **Merging Words:**
        - If you need to use two or more words in the source language for one or more words in the target language:
            - Select the words in the source text (using `Alt` + `→`).
            - Type the equivalent word(s) in the target language into the phrase box.
            - Press **Enter**.
    - **Retranslation:**
        - If the word order of a phrase or sentence is very different in the source language compared to the target language:
            - Select the word(s) in the source language.
            - Click the **Retranslate** button.
            - Type the new translation into the dialog box and press **Enter**.
    - **Inserting a Placeholder:**
        - If you need to add a word in the target language, even though there is not a corresponding word in the source language:
            - Click on the word after where you want to add the new word.
            - Click the **Insert a placeholder** button.
            - Type in the extra word(s) and press **Enter**.
    - **Skipping a Word:**
        - If you don't need to translate a word in the source text (i.e., there is no equivalent word in the target language):
            - Click the button.
            - Press **Enter**.

3. **Continue working through the document as needed.**

4. **Review and Edit:**

    - Once you have finished working on a document, reread it and make any corrections necessary to make it more natural.
    - If necessary, attach notes so that you can make further changes in Paratext (see below).

5. **Save the Translation to Paratext:**

    ◦ Press `Ctrl` + `S`.
    ◦ **Note:** Paratext must be closed before saving.

Working on Another Chapter or Book

When you have finished the current chapter, you can close that document and start on a different one.

For Paratext Projects:

1. From the **File** menu, choose **Start Working**.
2. Double-click on the desired book and then chapter.
3. Continue adaptation.

For Non-Paratext Projects:

1. From the **File** menu, choose **Start Working**.
2. Click on the **Change Folder** button.
3. Navigate to the desired book folder.
4. Click **OK**.
5. Double-click on the desired chapter.
6. Continue the adaptation.

To Work on a New Book (Non-Paratext):

1. From the **File** menu, choose **Start Working**.
2. Click on **New Document** and click **Finish**.
3. Select the input text file.
4. Continue the adaptation.

Note: If you want to work on a book that hasn't been added, consult with a trainer or consultant for assistance.

Adding a Note

There will be times when you want to add a note to explain how or why you have translated something differently than the source text.

1. Move the phrase box to the place in the text where you want to insert the note.
2. Click on the **Open a Note Dialog** button in the toolbar. The Note dialog will be displayed.
3. Type in the note.
4. Click **OK**.
5. The note window closes, and two icons (the note icon and a green wedge) are added above the text. You can move to previous or next notes using the **Jump to Previous Note** or **Jump to Next Note** buttons.

Note: Exporting Adapt It notes to Paratext is not yet supported when using Paratext Collaboration. Continuing from where we left off:

Moving Around the Document

At times, it is necessary to navigate through the document. Adapt It limits the visible text to a bundle of about 300 source text words to optimize performance.

Using the "PageUp" and "PageDown" Keys

- **To move up a bundle:**

  1. Click in the text box of the first word on the page.
  2. Press the `PageUp` key.
- **To move down a bundle:**

  1. Click in the text box of the last word on the page.
  2. Press the `PageDown` key.

Using the Adapt It Toolbar Buttons

The toolbar includes five arrows for navigation:

- **Advance To End (To End):** Click to move the Phrase Box to the last active location in the document.
- **Back To Start (To Start):** Click to return to the start of the document and place the Phrase Box at the first active location.
- **Move Down**: Click to move the Phrase Box down one step[1].
- **Move Up**: Click to move the Phrase Box up one step[2].
- **Jump Back (Back):** Click to move the Phrase Box to the previous active location. If there is no previous location, the button will be disabled.
  Note: The recent versions no longer have the concept of steps.

Using the Go To Command

To move to a specific verse in a chapter:

1. From the **Edit** menu, select **Go To**.
2. Enter the desired verse number and press **Enter**.

Note: Since each chapter is in a separate document, to go to a verse in another chapter, you must open that chapter's document.

Editing the Source Text

If you find a mistake in the source text, you should make the change in Paratext. To refresh the text in Adapt It:

1. Go to Paratext.
2. Modify the text in the Paratext project for the source text.
3. Save the Paratext project (`Ctrl` + `S`).
4. Return to Adapt It.
5. From the **File** menu, choose **Start Working**.
6. Select the book and chapter.

7. Click **OK**.

You may receive a message indicating that the "Copy Source to Target" has been turned off because the source text was edited outside of Adapt It. You will need to adapt the changed parts again. To turn "Copy Source to Target" back on:

1. From the **View** menu, choose **Copy Source**.

Saving Your Work

If your project is in collaboration with Paratext, when you save your work, Adapt It will also save the projects in Paratext. Ensure that Paratext is closed before saving:

1. Make sure Paratext is not running.
2. From the **File** menu, choose **Save (transfer translation draft to Paratext)** or press `Ctrl` + `S`.

Adapt It will save the Paratext projects as well.

For additional assistance, refer to the Adapt It Quick Start Guide[3] and the Getting Help[4] resources.

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[1] https://lingtran.net/one%20step

[2] https://lingtran.net/one%20step

[3] https://adapt-it.org/Adapt_It_Quick_Start.htm

[4] https://adapt-it.org/getting-help/