

## Learning Objectives

At the end of these sessions, the participants will be familiar with the [ParaText Course 3 “Prepare for Publication”](#) (from Chad Branch).

They will have used ParaText 7.6 to complete the following:

- Add additional text in appropriate USFM markers (\h, \toc1 ...)
- Rerun the basic checks (and inventories as needed).
- **Run checks on the wordlist.**
- Check the consistency of the text using the project Biblical terms list and any additional lists (e.g. NT maps)
- **Check Parallel passages.**
- **Use Checklists for additional checks.**
- **Prepare a cross-references list and insert those cross-references**
- Add glossary entries and mark the entries in the text.
- Print a draft (for the read-through).

The participants will also review the newer features of ParaText 7.6 (not already covered in the earlier sessions), especially convert project to normalise characters (composed/decomposed).

## Learning Task 1 (Sessions 1-4)

The ParaText Course 3 “Prepare for Publication” contains several modules which build on the previous Courses 1 and 2. We will work through the Course 3 modules, referring back to Course 1 and 2 as necessary. That is,

AD: Entering additional data (page 8)

RC: Redo Checks

- CT - check text
- SP - check spelling
- CC - check content

**CL: Checklists (page 12)**

**PP: Parallel Passages (page 15)**

PD: Print draft

## Learning Task 2 (Session 5)

In using ParaText 7.6 in the earlier sessions we have already covered a number of useful changes. There are three main changes in 7.6.

1. An upper pane of references in the Parallel Passages (as you have seen).

2. Project Progress has significantly changed but will change again in 8.0.
3. Convert project to normalise data (composed or decomposed).

Use the new normalise feature to convert a project to **normalise composed**. A new project will be created for the converted project.

#### Open old project

1. Open a project which had accents/tones.
2. Examine the Character Inventory and see how inconsistent the accents/tones are.

#### Create new project

1. Create a new Project for the normalised project [File-New Project](#)
2. On the Advanced tab, set the normalisation to **Composed**.

#### Convert the project

1. From the **Tools** menu choose **Advanced**, then **Convert project**
2. The Convert project dialog is displayed:
3.  Type a short name for the new project (that you just created).
4. choose normalization composed
5. Make any other changes as necessary
6. Click **Convert** (and wait)

#### Check converted project

1. Open the new project.
2. Examine the Character Inventory to confirm that there is only composed characters (where possible).