

## Paratext 8 Stages 1 and 2

### Course Manual 1 & 2: (English)

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  - 2.3: Create a new text combination|Create a new text combination
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- 5: GL: Glossary|GL: Glossary
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  - 5.2: Link an existing entry|Link an existing entry
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- 5.7: Recall|Recall
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  - 6.2: Running checks from the project plan|Running checks from the project plan
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  - 7.2: Change an assignment|Change an assignment
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  - 7.4: View team progress charts|View team progress charts: Stage 2 : Team Checking|Stage 2 : Team Checking
- 8: Stage 2 : Team Checking|Stage 2 : Team Checking
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  - 9.1: Run the Biblical Terms tool|Run the Biblical Terms tool
  - 9.2: Open list of terms|Open list of terms
  - 9.3: Choose your reference text as a comparative text|Choose your reference text as a comparative text
  - 9.4: Change various settings|Change various settings
  - 9.5: Choose the type of terms |Choose the type of terms
  - 9.6: Adapt names|Adapt names
  - ((PARATEXT\_8\_1-2\_Stage2|9.7: Enter the changes for the individual letters (or letter clusters)|Enter the changes for the individual letters (or letter clusters)))
  - 9.8: Then revise and approve the Adapted Name|Then revise and approve the Adapted Name
  - 9.9: Ensure your text is consistent|Ensure your text is consistent
  - 9.10: Add an alternative rendering|Add an alternative rendering
  - 9.11: Dealing with verses that don't have the name translated|Dealing with verses that don't have the name translated
  - 9.12: Recall|Recall
- 10: SP: Spell Checking|SP: Spell Checking
  - 10.1: Configure the word list|Configure the word list
    - 10.1.1: Approve the spelling of common words|Approve the spelling of common words
    - 10.1.2: Check the words that thinks are incorrect |Check the words that thinks are incorrect
    - 10.1.3: Check similarly spelled words|Check similarly spelled words
  - 10.2: Spell checking - from the text |Spell checking - from the text
  - 10.3: Making corrections|Making corrections
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  - 10.8: Single Character Typos |Single Character Typos
  - 10.9: Unusual Letter Combinations |Unusual Letter Combinations
  - 10.10: Diacritic Errors|Diacritic Errors
  - 10.11: Common Typos |Common Typos
  - 10.12: Unknown |Unknown
  - 10.13: Find incorrectly joined or split words|Find incorrectly joined or split words
  - 10.14: Correct a word which was incorrectly marked |Correct a word which was incorrectly marked
- 11: BT: A 4-Step process for consistent Biblical Terms |BT: A 4-Step process for consistent Biblical Terms
  - 11.1: Open the Biblical terms rending window|Open the Biblical terms rending window

- 11.2: Find the terms for the current verse|Find the terms for the current verse
- 11.3: Add another rendering|Add another rendering
- 11.4: Find other verses in the current book with the same Biblical term|Find other verses in the current book with the same Biblical term
- 11.5: Add renderings from the other verses|Add renderings from the other verses
- 11.6: Dealing with verses that don't use the term|Dealing with verses that don't use the term
- 11.7: Identify the best term|Identify the best term
- 11.8: Reject all the others|Reject all the others
- 11.9: Document the reason for the change|Document the reason for the change
- 11.10: If you need more than one rendering|If you need more than one rendering
- ((PARATEXT\_8\_1-2\_Stage2|11.11: Clean up other books (as time permits)|Clean up other books (as time permits)))
- 11.12: Add the Biblical terms notes - ongoing discussion|Add the Biblical terms notes - ongoing discussion
- 11.13: Add the decision to the renderings description|Add the decision to the renderings description
- 11.14: Add a term|Add a term
- 12: MP: Compare a word or phrase|MP: Compare a word or phrase
  - 12.1: Compare a word of phrase - from the text|Compare a word of phrase - from the text
  - 12.2: Compare using a Word of Phrase from several translations - from the Biblical Terms tool|Compare using a Word of Phrase from several translations - from the Biblical Terms tool
- 13: BC2: Basic checks|BC2: Basic checks
  - 13.1: Confirm the setup|Confirm the setup
  - 13.2: Using inventories to setup checks|Using inventories to setup checks
  - 13.3: Character |Character
  - 13.4: Punctuation|Punctuation
  - 13.5: Paires correspondantes|Paires correspondantes
  - 13.6: Repeated words|Repeated words
  - 13.7: Capitalization |Capitalization
  - 13.8: Making minor corrections|Making minor corrections
    - 13.8.1: Review|Review
- 14: FC: Formatting checks|FC: Formatting checks
  - 14.1: Using the checklists - generic|Using the checklists - generic
  - 14.2: Using checklist - Section headings|Using checklist - Section headings
  - 14.3: Paragraph breaks|Paragraph breaks
  - 14.4: Layout and indents|Layout and indents
  - 14.5: Add USFMs to format special text|Add USFMs to format special text
- 15: PD: Printing Drafts|PD: Printing Drafts
  - 15.1: Create a PDF file|Create a PDF file
  - 15.2: Print a PDF|Print a PDF
  - 15.3: Copy PDF file to a USB stick|Copy PDF file to a USB stick
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- [16.12: Delete notes](#)|Delete notes
- [16.13: Notes window](#) |Notes window
- [16.14: Notes filter](#)|Notes filter
- [16.15: Define a new filter](#) |Define a new filter
- [16.16: Save a filter](#)|Save a filter

Appendix: Special text

Appendix: Three letter abbreviations

Appendix: Chad special characters

Appendix: Common USFM Markers