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Consultant Skills

2: Notes

Because the consultant normally does not have the right to modify project text, a consultant will communicate with the team through notes.

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2.1: Regular Notes

To learn how to use notes, see the section *Using Notes* in the book *Stages 1 and 2*.

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2.2: Consultant Notes Project

As a consultant, you can create a shared project that does not contain Bible books, but only notes. This project can be shared with multiple teams.
As stated in the Paratext help:

A Consultant Notes project is NOT intended for a note from a consultant to a translator about a particular translation project (which can be assigned to the translator), but instead for notes which are relevant for multiple translation projects. For example:

- A consultant can insert notes in a personal project which represents a checklist for consulting with translators.
- A consultant can insert notes in a personal project which represents a checklist for consulting with translators.
- Several translators and consultants can have roles on a project for discussions which affect an entire cluster of related languages (for example, to reach a consensus about biblical terms).

Because this type of note cannot be resolved, you should choose an icon that is easily distinguished from project notes. The default icon for a consultant note is a light blue plus sign.

2.2.1: Creating a Consultant notes project

From the Supporters Manual, follow the process to create a new project, but select "Consultant Notes" as the **Type of project**.

2.2.2: Add a Consultant Note

If you have a Consultant notes project, you can add a note on any passage from any Bible.

- Click in the verse.
- From the **Insert** menu, choose **Consultant Note**.
- Write the note and save it. The Consultant notes will now show up in Notes project.

2.2.3: Sharing a Consultant notes project

A Consultant notes project can be shared in the same way as a regular project:
From the Supporters Manual, follow the process to create a new project, but select "Consultant Notes" as the **Type of project**.

- Open your new Consultant notes project and click inside.
- From the **Project** menu, choose **Users, Roles and Authorizations**.
- Respond to the four questions and click OK.
- Paratext will ask you to Send/Receive, do it (by Internet).

Once the Project is Shared, you can add each translator as an Observer of your project:

- From the **Project** menu, choose **Users, Roles and Authorizations**.
- Click on **Add User**.
- Type the name of the translator *exactly* as typed in the translator's Paratext registration. By default, the user will be added as an Observer.
- Click **OK**.
- **Send/Receive** your notes project.

On each Translator's computer:

- **File** > **Send/Receive**
- Check the box beside the Consultant notes project.
- Click **Send/Receive**.

2.2.4: Show Consultant notes in a project

From the Supporters Manual, follow the process to create a new project, but select "Consultant Notes" as the **Type of project**.

- Open the translation project and click inside.
- From the **View** menu, choose **Show Consultant Notes**. The Consultant notes will now show up in the translation project.

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