

Which Paratext Tool When

## **Which Paratext Tool to use when, as you move through the consulting process.**

This guide was compiled by John Nystrom, but is open for additions and corrections.

Commands in Paratext are formatted in blue.

Beginning

### **On being assigned to the project to consult for a certain portion, book or books, the Consultant and Team should Agree on standards/objectives:**

- *How is the translation drafted?*
- *What stages will there be in the project?*
- *Which stages must be completed and how before the consultant check.*
- *What type of back translation is required? Interlinear? BT Project? Both?*
- *At what point will the consultant begin reviewing the work?*
- *At what point will the translation be ready to publish?*

### **Project Progress Settings**

Define the stages and establish what they mean.

**Before telling consultant “it’s ready for you.”**

**Team (whoever is Administrator in Paratext for these projects)**

*Add the consultant to both the project and the back translation project, giving ability to view and make notes in the text.*

### **Users, Roles and Permissions**

#### **Project > Users, Roles and Permissions**

Add consultant’s Paratext user name as a “Consultant” on the translation and the back translation.

*Look at parallel passages to ensure consistency.*

### **Parallel Passages**

#### **Tools > Parallel Passages**

*Write back translation, mark each verse as complete*

### **Back Translation tracking boxes**

*Make Biblical Terms consistent, include back translations for renderings.*

#### **File > Biblical Terms Renderings,**

#### **Tools > Biblical Terms**

Use Biblical Terms Renderings as team translates, use Biblical Terms Tool to ensure consistency.

*Standardize spelling*

#### **Tools > Wordlist**

4-step process (See document from UBS)

*Clean up Standard Format*

#### **Checking > Run Basic Checks OR**

#### **Project > Tasks and Checks**

Periodically run checks to ensure text is clean. “Tasks and Checks” (“Required Tasks and Checks” in

Paratext 7.5) is the easiest way.

*Communicate with each other and consultant about the translation and BT.*

## **Project Notes**

[Insert > Note](#)

Assign notes as desired

*Interlinearize a few chapters to help consultant understand the vernacular text.*

## **Project Interlinearizer**

[File > Open Project Interlinearizer](#)

Approve glosses.

Maybe export to another text, maybe not.

*Ensure BT has all the same elements as the translation.*

## **Tools > Checklists**

Compare both projects side by side for section headings, markers, book titles, footnotes, etc.

Team, then Consultant

*Send updates to consultant*

## **Send/receive**

[File > send/receive projects](#)

Pre-face-to-face check

This is what a consultant does when he's at his own office and is preparing for the face-to-face check, when he is looking closely at the translation, looking for opportunities for improvement.

Consultant

*Set up screen to maximal advantage.*

## **Saved Text Combinations**

[Windows > Save Text Combinations](#)

A saved text combination can easily be recalled. Overlapping windows may be required.

*Set electronic bookmark so that later, all can see what changed as a result of consulting session.*

[Project > Mark Point in Project History](#)

Mark the point in the project history with a note you will understand later: "Before consultant begins checking Luke."

*Make notes about problems in the translation.*

## **Project Notes**

[Insert > Note](#)

*Review Biblical Terms*

[File > Open Biblical Terms Renderings](#)

## **Tools > Biblical Terms**

### **Project > Project Health Report**

Biblical Terms Renderings verse-by-verse.

Biblical Terms to see all occurrences of a term.

Biblical Terms to see if all occurrences are accounted for using “count” column.

In Health Report, Total rendered terms and % of rendered occurrences should go up.

*Review team’s spelling status*

### **Tools > Project Health report**

% of words marked as correctly spelled should go up.

*Check condition of SFMs*

### **Checking > Run Basic Checks, OR**

#### **Project > Tasks and Checks**

Run checks on the book consultant is checking.

*Ensure BT has all the same elements as the translation.*

### **Tools > Checklists**

Compare both projects side by side for section headings, markers, book titles, footnotes, etc.

After finishing pre-face-to-face check

When consultant has finished the above check.

Consultant

*Send the translation and back translation back to the team*

### **Send/receive**

### **File > Send/receive projects**

Team

*Respond to notes from consultant*

### **Project Notes, Notes List Window**

**File > Open Notes**, then filter for “Unresolved” notes.

*Send/receive the translation and back translation*

Consultant

*Respond to team’s responses, resolve notes*

### **Notes List Window**

Filter for “unresolved notes assigned to me.”

Face-to-face check

Consultant

See *beyond the BT to the translation itself*

## **Project Interlinearizer**

### **File > Open Project Interlinearizer**

Use glosses to find vernacular expressions. Ask questions about the vernacular expressions, not about the BT.

After face-to-face check

Team

*Make corrections to translation.*

Edit translation. Re-assign notes to consultant for to review and hopefully to “resolve.”

Consultant

*See what has changed in the translation*

## **Compare Texts**

### **Tools > Compare Texts**

Compare with point in project history previously marked.

*See changes to BT*

## **Compare Texts**

Compare with point in project history previously marked.

*See changes resulting from notes*

## **Compare tool in Notes Editing Window**

Open note, click the compare icon.

*Resolve outstanding issues*

## **Notes List Window**

### **File > Open Notes**

Resolve notes where corrections are acceptable.

*Send text back to team*

## **Send/receive**

Team

*Update BT*

## **BT tracking**

Find all the question marks and update the BT accordingly.

*Remove consultant from project.*

### **Project > Users, Roles and Permissions**

If the relationship will not continue, this is appropriate.