

: Intro and Stage 1|Intro and Stage 1

- 1: Introduction|Introduction
 - 1.1: Goal|Goal
 - 1.2: Course Objectives|Course Objectives
- 2: OD: Organising your desktop|OD: Organising your desktop
 - 2.1: Load the program|Load the program
 - 2.2: Open a saved text combination|Open a saved text combination
 - 2.3: Create a new text combination|Create a new text combination
 - 2.3.1: Open and arrange the windows|Open and arrange the windows
 - 2.3.2: Save the text combination|Save the text combination
 - 2.4: Delete a text combination|Delete a text combination
 - 2.5: Open resources in a Text collection|Open resources in a Text collection
 - 2.6: Open a dictionary|Open a dictionary
 - 2.7: Make a list of verses of a specific term from the source language text|Make a list of verses of a specific term from the source language text
 - 2.8: Recall|Recall
- 3: PP1 : Project Plan and progress|PP1 : Project Plan and progress
 - 3.1: Make sure your project is active|Make sure your project is active
 - 3.2: View tasks that need to be done|View tasks that need to be done
 - 3.3: Identify the next task|Identify the next task
 - 3.4: Mark a task as complete|Mark a task as complete
 - 3.4.1: Mark a book task as completed|Mark a book task as completed
 - 3.4.2: Mark a chapter task as completed|Mark a chapter task as completed
 - 3.5: Checks|Checks
 - 3.5.1: Checks - setup required|Checks - setup required
 - 3.5.2: Checks - issues|Checks - issues
- 4: KD: Keyboarding your draft|KD: Keyboarding your draft
 - 4.1: Load the program|Load the program
 - 4.2: Go to a Biblical verse|Go to a Biblical verse
 - 4.3: Check that the project is editable|Check that the project is editable
 - 4.4: Changing the view|Changing the view
 - 4.5: Typing special characters|Typing special characters
 - 4.6: Adding text in another marker - title or introduction|Adding text in another marker - title or introduction
 - 4.7: Add paragraph breaks|Add paragraph breaks
 - 4.8: Saving your work|Saving your work
 - 4.9: Insert Footnotes|Insert Footnotes
 - 4.10: Send/receive to a USB stick to backup your data|Send/receive to a USB stick to backup your data
 - 4.11: Moving your cursor efficiently|Moving your cursor efficiently
 - 4.12: Recall :|Recall :
- 5: GL: Glossary|GL: Glossary
 - 5.1: Add an entry|Add an entry
 - 5.2: Link an existing entry|Link an existing entry
 - 5.3: View the glossary |View the glossary
 - 5.4: Edit an entry - in the GLO book|Edit an entry - in the GLO book
 - 5.5: Edit an entry - in the Biblical Terms|Edit an entry - in the Biblical Terms
 - 5.6: Add a Biblical Term|Add a Biblical Term

- 5.7: Recall|Recall
- 6: BC1: Basic checks|BC1: Basic checks
 - 6.1: Running checks from the project plan|Running checks from the project plan
 - 6.2: Running checks from the project plan|Running checks from the project plan
 - 6.3: Running the checks from the menus|Running the checks from the menus
 - 6.4: « Chapter/ Verse »|« Chapter/ Verse »
 - 6.5: Markers check |Markers check
- 7: PP2: Project progress|PP2: Project progress
 - 7.1: How to make sure the progress of the plan is up to date|How to make sure the progress of the plan is up to date
 - 7.2: Change an assignment|Change an assignment
 - 7.3: Produce a progress report|Produce a progress report
 - 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
- 9: PN: Proper Names|PN: Proper Names
 - 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
 - 10.4: Spell checking - current book|Spell checking - current book
 - 10.5: Using the new checks|Using the new checks
 - 10.6: All checks|All checks
 - 10.7: Missing Capitals |Missing Capitals
 - 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
- 16: UN: Using Notes|UN: Using Notes
 - 16.1: Different types of project notes|Different types of project notes
 - 16.2: Setup additional note types|Setup additional note types
 - 16.3: Inserting a project note|Inserting a project note
 - 16.4: Open notes|Open notes
 - 16.5: Add comments to an existing note |Add comments to an existing note
 - 16.6: Add comments from a notes window|Add comments from a notes window
 - 16.7: Assign a note to someone |Assign a note to someone
 - 16.8: Apply notes to multiple texts|Apply notes to multiple texts
 - 16.9: Reattach note|Reattach note
 - 16.10: Resolve a note|Resolve a note
 - 16.11: Print a notes report|Print a notes report

- [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