Paratext 9 Manual_Table of Contents

Paratext 9.2

Course Manual: (English)

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- 5: BC1 – Basic checks
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        - 7.1.1: Open list of terms
        - 7.1.2: Choose your reference text as a comparative text
        - 7.1.3: Change various settings
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    - 7.2: Guess Renderings for proper nouns
    - 7.3: Adapt names
        - 7.3.1: Enter the changes for the individual letters (or letter clusters)
        - 7.3.2: Then revise and approve the Adapted Name
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- 8: SP – Spell Checking
    - 8.1: Configure the word list
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        - 8.1.2: Check the words that Paratext thinks are incorrect
        - 8.1.3: Check similarly spelled words
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    - 9.5: Edit an entry – in the GLO book
    - 9.6: Edit an entry – in the Biblical Terms
    - 9.7: Add a Biblical Term
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- 10: BT – A 4-Step process for consistent Biblical Terms
  - 10.1: Open the Biblical terms rending window
  - 10.2: A: Find all the ways you have rendered this term
    - 10.2.1: Find the terms for the current verse
    - 10.2.2: Add another rendering
    - 10.2.3: Find other verses in the current book with the same Biblical term
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  - 10.5: D: Document the reason for the change
    - 10.5.1: If you need more than one rendering
    - 10.5.2: Clean up other books (as time permits)
    - 10.5.3: Add the Biblical terms notes — ongoing discussion
    - 10.5.4: Add the decision to the renderings description
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    - 15.4: Add comments from a notes window
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Stage 3: Preparing for the Consultant check

- 16: BT1 – Draft a Back Translation
    - 16.1: Create a new project for the back translation
    - 16.2: Draft your back translation
    - 16.3: Mark the chapter as Finished
    - 16.4: When a change is made to your project
        - 16.4.1: View the differences for outdated verses
        - 16.4.2: Move to the next differences
    - 16.5: Check your project plan
    - 16.6: Back translation verse check in project plan
    - 16.7: Back translation status complete in project plan
    - 16.8: Learning task
- 17: BT2 – Interlinearize a project
    - 17.1: Configure the project interlinearizer
    - 17.2: Correct the interlinearized text
    - 17.3: Translate/gloss a phrase
    - 17.4: Add extra words
    - 17.5: Specify the morphology – break a word into morphemes
    - 17.6: Approve and Export the text
    - 17.7: Help
- 18: CT – Compare Text
    - 18.1: Mark Point in History
    - 18.2: Compare Two Versions
- 19: BC3 – Basic checks 3
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        - 19.1.1: Setup – inventory
        - 19.1.2: Run the check
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    - 19.4: Quotation rules
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Stage 4: Consultant Visit

- 20: Collaboration tools
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        - 20.1.3: Start Paratext Live
        - 20.1.4: Sharing changes from Tools
        - 20.1.5: End the Paratext Live session

Stage 5 / Stage 3 UBS: Review by the community

- 21: PPR: Progress report
    - 21.1: Check your plan
    - 21.2: Produce team progress chart

- 22: BTR: Biblical key terms report
  - 22.1: Biblical terms tool
  - 22.2: Save the list to a file
  - 22.3: Other ways to identify renderings
    - 22.3.1: Sort on terms notes
    - 22.3.2: Find terms with text in the rendering description

Stage 6 / 4 UBS: Finalising for Publication

- 23: Finalising for Publication
  - 23.1: Choose illustrations and write captions
    - 23.1.1: Download a folder of searchable images
    - 23.1.2: Test various searches
  - 23.2: Add illustrations and captions
  - 23.3: Verify all checks are complete
    - 23.3.1: Current book
    - 23.3.2: Several books
    - 23.3.3: Word list checks
  - 23.4: Proper Names final check
  - 23.5: Numbers, money, weights and measures
  - 23.6: Formatting checks
- 24: Finalising for Publication – extra tasks for New Testament
  - 24.1: Map names
  - 24.2: Draft Introduction to the NT/Bible
  - 24.3: Verify all checks are complete
    - 24.3.1: Current book
    - 24.3.2: Several books
    - 24.3.3: Word list checks
  - 24.4: Proper Names final check
  - 24.5: Numbers, money, weights and measures
  - 24.6: Formatting checks
  - 24.7: Check and link glossary entries
  - 24.8: Enter Publication Information
  - 24.9: Check parallel passages
- 25: PP – Compare Parallel Passages
  - 25.1: Open the Parallel passages window
  - 25.2: Display source texts
  - 25.3: Select comparative texts
  - 25.4: Filters
  - 25.5: Compare the passages
  - 25.6: To correct the text
  - 25.7: Copying a text
  - 25.8: Mark the passage as checked
  - 25.9: Passages which have changed
  - 25.10: Compare the text as you translate
  - 25.11: To see a third passage

Appendix: : Special text
Appendix: : Three letter abbreviations
Appendix: : Common USFM Markers