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1.1: Goal

The participants will process their translation with the help of Paratext 8, a program created for entering, storing, and checking the translated texts. They will also print drafts for revision.

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1.2: Course Objectives

At the end of the course, the participant will be able to:*Start Paratext 8*

- Start the Paratext 8 program using a desktop icon (or Start Menu).

Stage 1 : Drafting

Open projects and resources to understand the text before translating

- Open projects and additional resources, for example an English Bible, a source text, a source text dictionary, etc.
- Organise these windows on the screen and save as a text combination.*Enter the translation*
- Effectively use the navigation toolbar to move to the desired book, chapter, and verse.
- Type the text in an open project with the help of USFM markers such as \c, \v, etc. in a suitable view.
- Use a keyboarding system (MS-keyboards or Keyman) to type special characters.
- Add additional markers for section headings, introductions, etc.
- Add footnotes.
- Draft glossary entries and add using the Biblical terms tool.
- Use the Send/Receive feature to share and backup their project to the Internet or a USB key.*Basic checks*
- Run the chapter/verses check to make sure that all the chapters/verses are present.
- Run the markers check to make sure all the text has the correct markers.*Project progress*
- Update the project plan with any completed tasks.

Stage 2 : Team checking

Proper names

- Transliterate proper names.
- Check that proper names are consistent.*Biblical terms consistent*
- Use the Biblical terms rendering window and tool to ensure you are consistent in the use of terms.*Checks*
- Use Checklists to correct any formatting problems in section breaks and headings, paragraph breaks, layout and indents.
- Run various checks to make sure all the characters, punctuation, capitalisation and repeated words are valid. (Administrators need to setup the inventories/settings as required).
- Correct any spelling mistakes using the spell checking function and/or checks from the Wordlist.*Using notes*
- Add project notes as needed to communicate with other team members and/or consultants.
- Add project, Spelling and Biblical term notes to discuss various issues and record the decisions made.*Print draft*

- Produce and print PDF file for reviewers.

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1.3: Course Plan

Introductions, setupIntroduce yourself

The participant and facilitators should introduce themselves giving:

- their name
- their language
- their town
- what was the first and last (most recent) version of Paratext that you have used.

5.0	6.0	7.0	7.1	7.2	7.3	7.4	7.5	8
1998	2003	2008	2010	2011	2012	2013	2014	2017

While the facilitators install Paratext 8 on the computers, the participant should read the introductory material and tick (check) the objectives that they feel confident doing in the most recent version of Paratext they have used.*For each module*

- Do a revision activity of the previous module.
- Present the introduction (read, sketch, PowerPoint, etc.)
- If a skill is quite simple, ask a participant to come and demonstrate the skill.
- Follow the summary for the other skills:
- Demonstration
- Do it together
- Let the participants redo it themselves
- Ask a participant to demonstrate the skill.
- Ask questions.
- Do a revision activity.
- Give the participant time to reflect, fill in the recall exercise, add to Anki.

Stage 1: Drafting -->