View menu tutorial

<u>View Menu</u>

To adjust the view within a pane, go the **View** tab. When a translation project is open in Paratext, the default view shows one chapter at a time.

- When unchecking **By Chapter**, the project displays all chapters in the book. Note that large books may slow Paratext performance, however.
- Hovering over the **Zoom** tab gives the option to adjust the text size of the selected pane. The shortcut for this option is to press **Ctrl +** to enlarge the font and **Ctrl –** to diminish it. **Ctrl 0** returns the text to the original or **Actual Size**.
- The **Full Screen** option, or **F11**, simply toggles the entire Paratext program between full and partial view.
- Clicking on **Switch Scripture View**, or pressing **Ctrl E**, switches the selected Scripture pane text between 5 views which are listed below the option: **Preview, Basic, Formatted, Unformatted,** and **Standard**.
    - The **Preview** view shows an uneditable display.
    - The **Basic** view allows partial editing (entering text only in the white boxes).
    - The **Formatted** view is similar to **Preview** but allows editing.
    - The **Unformatted** view is also editable, but the verses, footnotes, cross references, etc., are displayed in a line-by-line format.
    - The **Standard** view differs from the **Unformatted** view in that verses are shown in paragraph format.

Only the **Standard** and **Unformatted** views show editable **USFM**s (Unified Standard Format Markers), (see page 2 for more on this).
- **Show Footnotes** splits the pane to displays footnotes. Press **F7** to show or hide this.

- After hovering over **Show Consultant Notes**, checking the **GNC-Global Consultant Notes** displays all available note hyperlinks to each verse. Selecting a hyperlink opens the notes in a new pane.
- Checking **Highlight Biblical Term Renderings** highlights whatever Paratexts guesses and approves as such.
- Checking **Highlight Invalid Characters** highlights any unknown or invalid items.