

How to directly insert images, illustrations, and figures into a Paratext project from a searchable database

The SIL Repository provides over 2800 black and white or color illustrations. Finding the best image among so many can be a challenge. However, it is now possible to do an image search from within Paratext, searching by chapter reference or by keyword in multiple languages. Here's how:

Download and Unzip Image Files and Folders

1. Visit the official [SIL Sample Illustration Repository](#) (hosted in Dropbox).
2. Alternatively, you can check out the experimental space for sample illustrations at tiny.cc/sampleimages. This contains beta versions of the color images, and beta versions with keywords in other major languages. It's hosted on Google Drive.
3. If using the official repository site:
 1. Download the folders that you want to use directly to a folder on your computer
OR
 2. Download the folders that you want to use directly to your Dropbox
4. If using the experimental Google Drive site:
 1. Either browse within the appropriate language folder for the sets of images you want, and download those OR
 2. Download all images by right-clicking on the language folder and selecting Download.
 3. *Alternatively, you can add the relevant folder to your own Google Drive folder, and sync that to your local drive using Google File Stream (on corporate accounts) or Google Backup & Sync (on personal accounts)*
5. Note that these are low-resolution watermarked images.
 1. In all cases except for WBT image sets licensed under CC, the full-resolution originals are available only for bona fide typesetters, who will automatically substitute them for your sample images at typesetting time.
6. Unzip this collection to a folder within your Pictures folder.
 1. This will ensure that the images are included in Windows' search index.
 2. If you'd rather store these files in another location, add that folder to Windows' search indexing. [Here's](#) how to add it.
 3. Troubleshooting: On some systems, the Windows Search Index might be able to return results for filenames but not for key terms, such as "sheep" or "LUK02". This may be because it's been somehow corrupted or misconfigured.
 1. If you are unable to diagnose and correct the problem, one workaround is to open the File Explorer App, click on the "3 dots" menu (for More menu items), then click on Options to open the Folder Options dialog. Next, click on the Search tab. Finally, under the heading "When searching in non-indexed locations", check the option for "Always search file names and contents".
 2. Alternatively, you can explicitly search for key terms by prefixing them with "tags:". For example, "tags:sheep AND tags:LUK02"

Find and Insert Images in Paratext

1. In Paratext, position the cursor in the passage where you want to insert a picture.
2. Go to the **Project menu > Insert > Figure...**
3. Click the **Browse** button:

 **Figure Properties** ✕

Caption:

Description:

Width: Single column ▾

Location:

Copyright:

Reference:

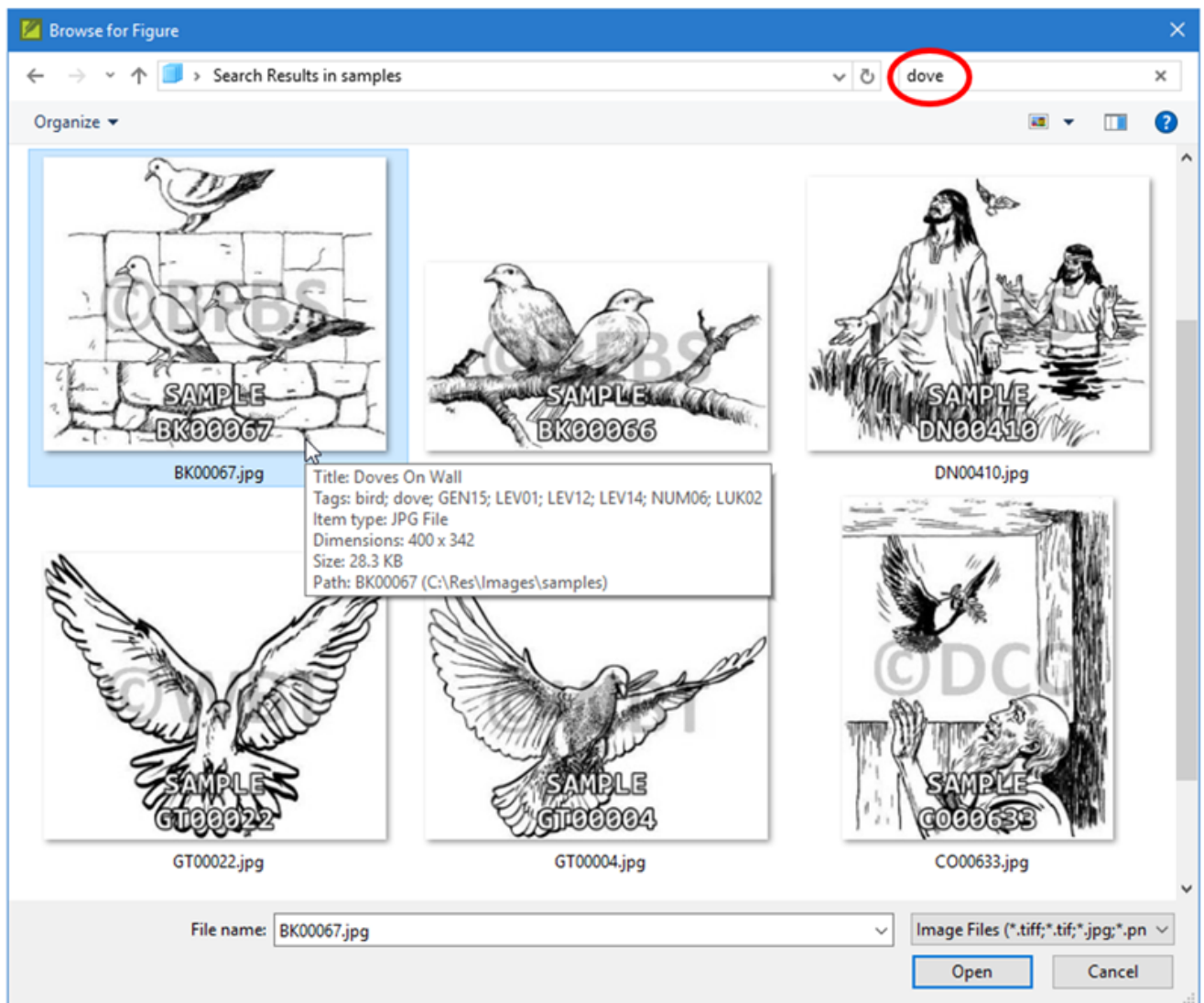
File:

Browse...

4. Navigate to the folder where you unzipped your collection.
5. Click in the SEARCH box in the top right corner:



6. Enter one or more terms to search for.
 1. For example: baptism or dove:



7. There are a number of search terms/filters you can use:

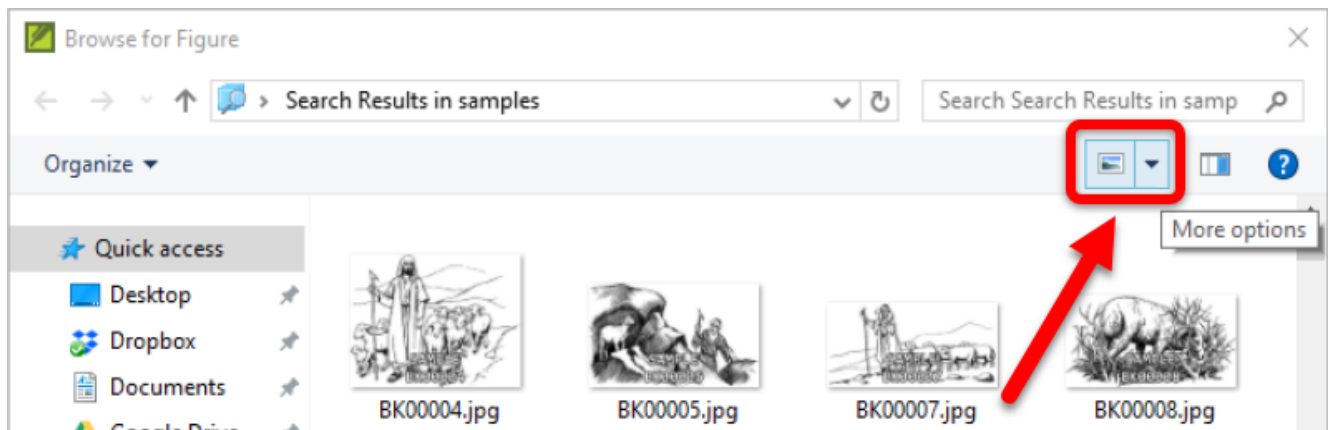
Search Term/Filter	Description	Example(s)
{keyword}	Search for an image by keyword .	dove baptism altar GEN MRK LUK GEN03 MRK01 JHN10
Bible book	Search for a book using the 3-letter Paratext book code .	sheep OR lamb
Chapter reference	Search for a chapter using the 3-letter book code plus the 2-digit chapter number .	sheep digital
OR search	OR will include images with any of the search terms . <i>Example: Find images of a sheep or lamb</i>	sheep -lamb
digital	digital will include images with permission to use in a Scripture app. <i>Example: Find images of a lamb that can be used in a Scripture app</i>	sheep color
minus {term}	Using the minus sign in front of a term will exclude the term from the search. <i>Example: Find images of a sheep that are NOT pictures of a lamb</i>	sheep black
color	The color keyword will include color images (excluding black and white images). <i>Example: Find color images of a sheep</i>	
black	The black keyword will include black and white images (excluding color images). <i>Example: Find black and white images of a sheep</i>	

8. You can also combine these filters with parenthesis and additional terms.

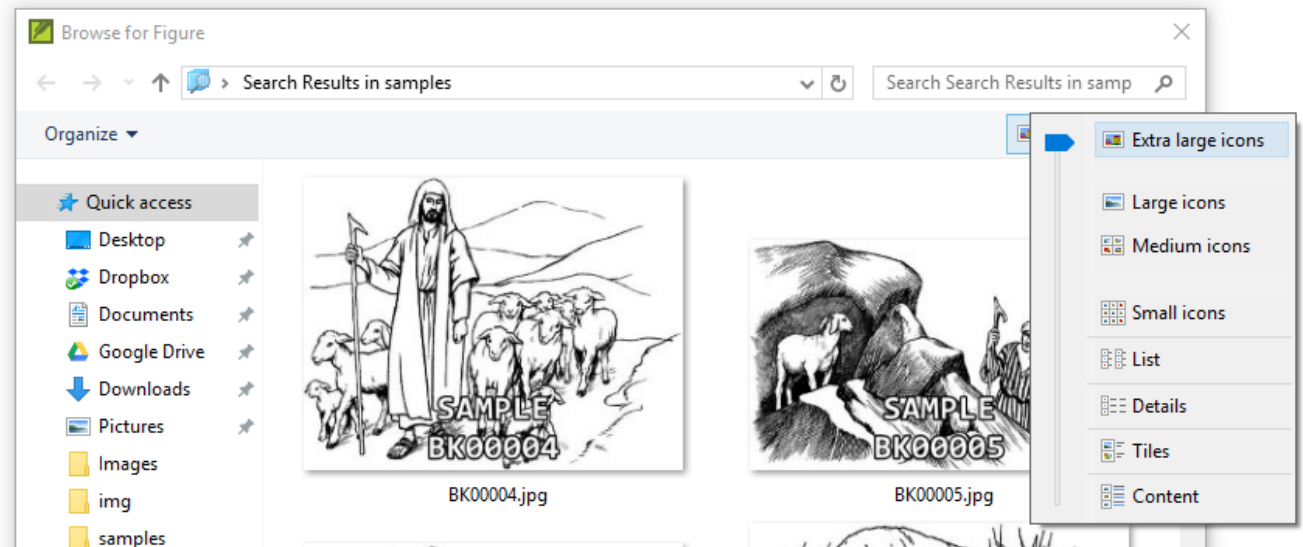
- For example: Find images of sheep or lambs that can be used in a Scripture app: **(lamb OR sheep) digital**

Adjust Display Settings

- Typically, the first time you do a search, you'll need to adjust the display settings for the results.
- If your search results are not displayed with extra large icons:
 - In the upper-right corner, click the drop-down arrow to open the view options:



2. Select "Extra large icons":



3. Optional View Settings:

1. To make space for even more images, you may want to hide the navigation pane: go to **Organize > Layout** and uncheck **Navigation pane**.
2. You can resize this window to fit more images by dragging a corner or edge, or by double-clicking on the title bar to maximize it.
4. Double-click on an image from the search results to select it.
5. Enter a Caption:

 Figure Properties ✕

Caption: Jon da Dunker dunkim Jisas

Description:

Width: Single column ▾

Location:

Copyright:

Reference:

File: Browse...



Use this dialog to insert a figure into your text.

[More help...](#) [Show Guide](#)

OK Cancel

6. *Best Practice*: If you only want this illustration to be used in print publications or you don't expect to receive permission to use it in app or Web, enter "p" for Location.
 1. See [How to tell Paratext which images are for print and which are for electronic outputs](#).
7. Click **OK**.

Regarding Translating the Keywords into Languages of Wider Communication

Note that in many cases, Google Translate gets thrown off by the English wording. Titles in English often omit the articles (a/an/the) and use a present participle verb without the context of a complete sentence; Google Translate does poorly with such wording, so we are tidying up the English first to get Google's best translation. Then there are issues of Google Translate's skewing due to its training corpus: It wants to translate *ram* into Hindi as the name of the god Ram; or *bush* into Swahili as the former president Bush. The A.I. folks have said they can refine the Google Translate result for us to focus it on Biblical vocabulary. Finally, after these steps are complete, we'll need mother-tongue speakers of each language to review the results and manually correct them where needed. Please let us know if you'd like to contribute to this effort.

We also need to determine which languages are worth supporting here. I just picked Hindi, Swahili, French and Spanish out of thin air without any real data on number of translation teams that would be relying on each. If you have any estimate of the number of current and projected translation projects that would need keywords in any language of wider communication, please give me your estimates. It needs to

either be a language supported by Google Translate or one that you have a way to process for us. (Tok Pisin??)

Contact Den at images@sall.com.