Basic Editing

Introduction to ParaTExt Basic Editing

Tuesday, October 13, 2015

Scripture Text Views

Preview (Uneditable)

This view provides a formatted display of the text without the USFMs.

Basic (Semi-editable)

This view provides an uneditablelayout of USFMs within which text can be entered. The editable areas of the text window are displayed as white boxes while the rest of the window (including the markers) is displayed in grey.

Formatted (Editable)

This view looks and acts the same as the Preview view but with a few differences. First, it is editable. Second, if you enter a number which is a valid verse number for the current chapter, Paratext automatically formats the number as a verse number. Third, the verse numbers are displayed with a grey background.

Unformatted (Editable)

This view displays the text and USFMs with no formatting at all. Every paragraph-style marker and every verse marker starts on a new line. Footnote, cross reference and character-style markers are in-line.

Standard (Editable)

This view looks and acts the same as the Preview view but it is editable and also displays the USFMs.

Changing views:

You can change the view by selecting one from the **View**menu or you can cycle through them with the keyboard shortcut key **Ctrl+E**.

Making Footnotes and Cross References visible:

Footnotes and cross references can be shown in a pane at the bottom of the window by selecting Show Footnotes from the View menu, or as a pop-up by hovering over the caller in the text. The text scrolls along with the notes in the Footnote pane. The grey divider which separates the text and notes can be dragged up or down to show more or less of either the text or notes.

View by Chapter or by Book:

You may limit the view of a Scripture text to one chapter at a time. This view is the default, and gives the best performance since a smaller portion of the text is in memory. If you need to scroll seamlessly through an entire book, then uncheck **By Chapter** that is found under the **View**

Zoom:

If you would like to change the font size of a Scripture text without changing it for everyone on your team then use **ViewàZoom** to change the size on your screen only.

Introduction to Standard Format Markers

USFMs are used to identify (mark) parts of the text. All USFM’s begin with a backslash “\” and end with a space

There three kinds of USFM’s

- Character style (\c, \v, \qt, \it, \bd, \nd…)
- Paragraph style (\p, \q, \li…)

- Extra material (figures, tables, footnotes, cross references)

If Standard or Formatted view is used a pop-up window can be accessed to pick the USFM needed

For character level markers:

- Type backslash "\"

For paragraph level markers:

- Press the Enter key

For the extra material markers:

- Use Insert from the main menu, or by right click

Standard Format Markers that have an Opening and Closing Marker

Some USMF's have an opening a closing marker to specify where the indicated markup should begin and end.

Some such markers are:

- \f…\f* for footnotes
- \x…\x* for cross references
- \fk…\fk* for marking key terms in footnotes
- \bd…\bd* for bold character style
- \nd…\nd* for marking Divine names in the text

Inserting Opening and Closing Markers—Manual Method

Description of Method

Placing the opening closing markers for USFM's like \nd…\nd* can be done by place the cursor at the opening positon inserting that marker, then placing the cursor at the closing (ending) position and inserting the closing marker. Insert the markers by typing "\" and choosing the needed marker from the list provided.

Class Exercise:

For this exercise use PEhproject, Isaiah chapter 3 verse 13.

- Mark "Lord" with \nd…\nd*

Inserting Opening and Closing Markers—Highlighting Method

Description of Method

Highlight the word or text that needs to be surrounded by the opening and closing markers, type "\". The list of relevant USFM's will appear, click on the marker desired. ParaTExt will place the opening and closing markers in the correct positions.

Class Exercise:

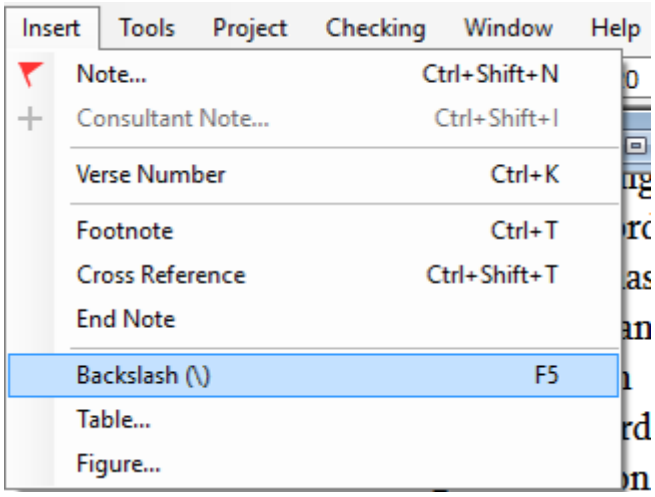
For this exercise use PEhproject, Isaiah chapter 3 verse 13.

1. Delete the \nd…\nd* from around "Lord"
2. Mark "Lord" with \nd…\nd* using the highlighting method

Problems Typing the "\" Character

The backslash character is not available on some keyboards such as Portuguese and Spanish

ParaTExt has a means for typing this character regardless of the keyboard being used:



- From main menu click: **Insert Backslash(\)**
- Or **F5**key

Class Exercise:

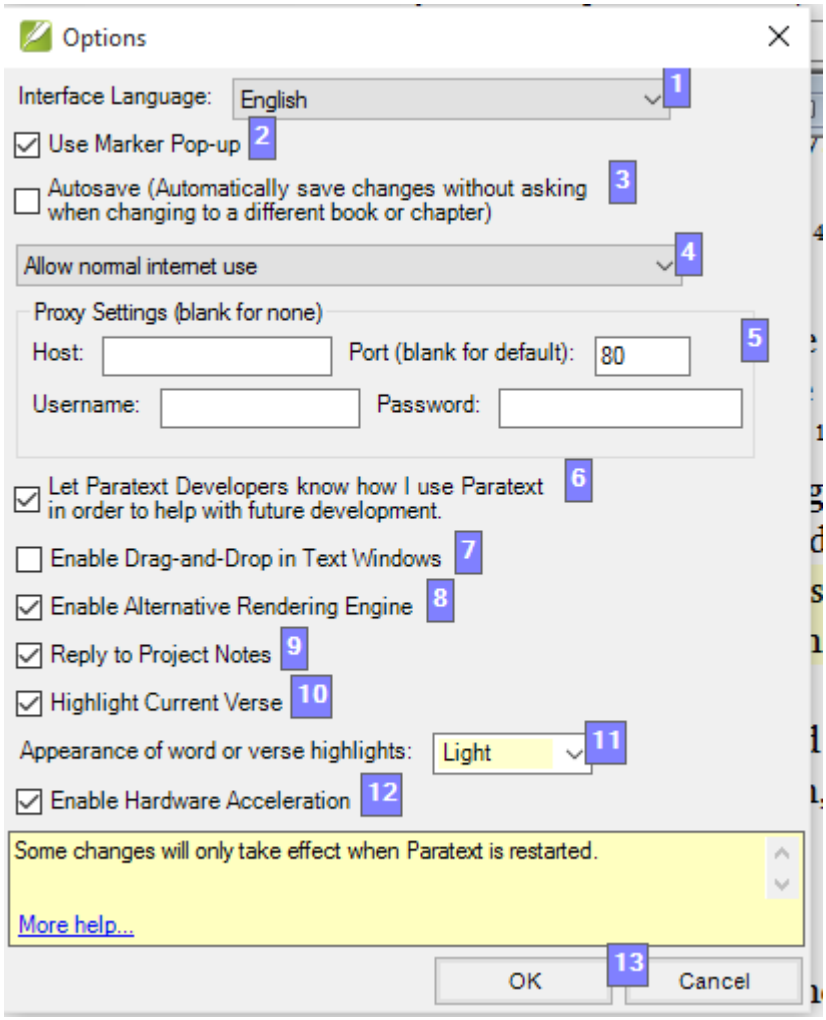
In the PEhproject in Isaiah 3

Practice typing the backslash character

Using Insert menu

F5 key

Standard Format Marker Pop-up



If you would prefer to not have the standard format marker pop-up window not open when you type “\”, it can be deactivated.

To activate/deactivate the standard format marker popup window go to **Tools|Options**and click on Use **Marker Pop-up**.

Footnotes and Cross References

Well formed footnote:

\f + \fr 5.12: \fk make me clean: \ft This disease was considered to make a person ritually unclean.\f*

Deprecated footnote form:

\f + \fr 5.12:\fr*\fk make me clean:\fk* \ft This disease was considered to make a person ritually unclean.\ft*\f*

Footnote Class Exercise:

In Luke 5 of project PEhinsert 2 or 3 footnotes. Be creative.

Cross Reference Class Exercise:

In Luke 5 of project PEhinsert 2 or 3 cross references. Be creative.

Callers—Footnotes and Cross References

Automatically-generated

(Uses characters, symbols or numbers from the Footnote caller sequence in the Language properties of your project.

Hidden

(no caller will appear in the final formatted text, though an asterisk will appear in some views in ParaTExt.)

Custom

(Will use whatever Unicode character that you specify. If custom callers are used they must be manually entered for each footnote.)

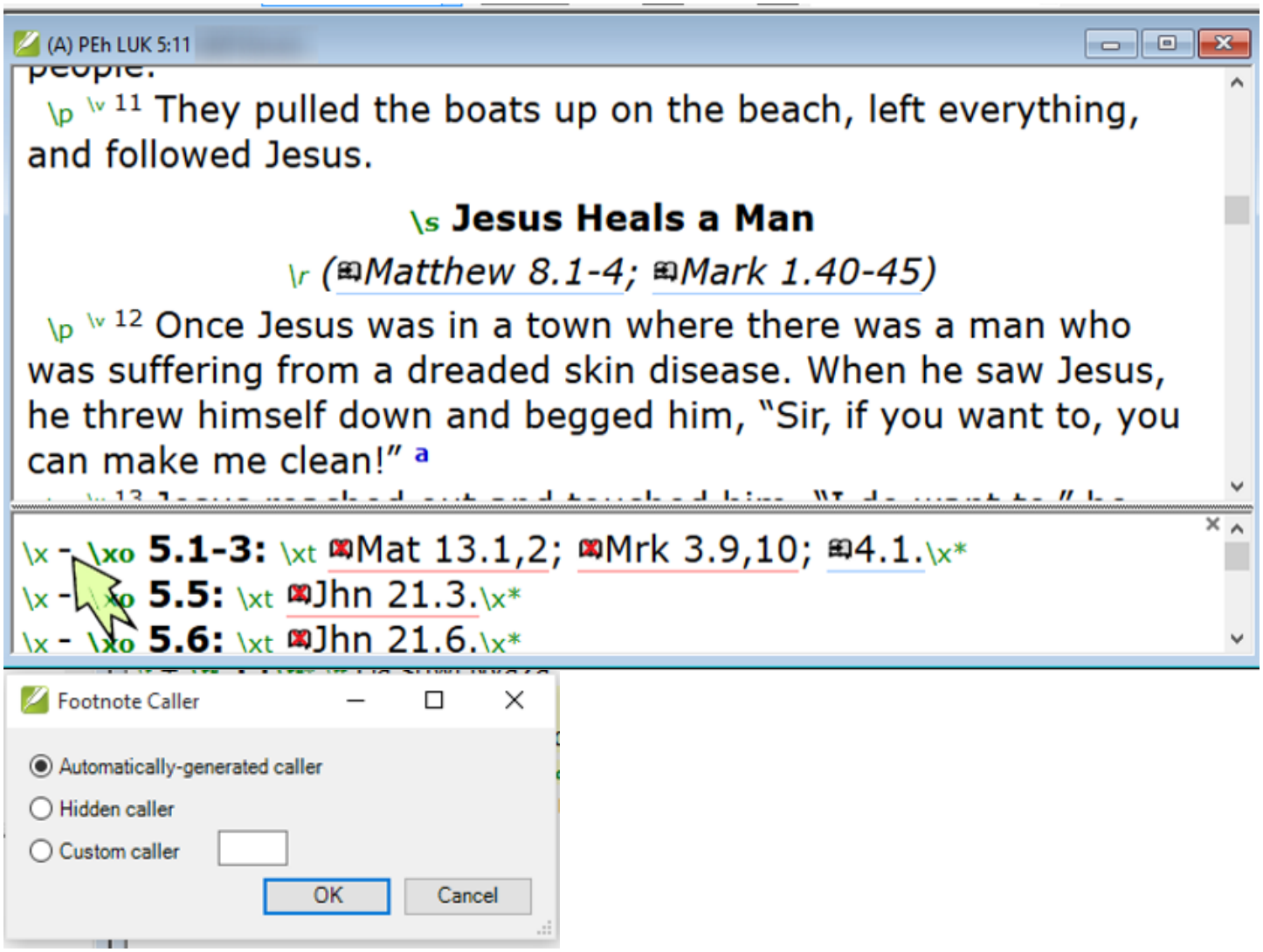
Inserted footnotes have automatically-generated callers by default

Inserted cross references have hidden callers by default

These defaults currently cannot be changed

Callers can be manually changed

Changing Caller Type



To change a caller type, be in standard view with footnotes visible. Click on the caller symbol (either "-" or "+") in the footnote pane, then click on the new desired caller type, then click **OK**.

Caller Type Class Exercise:

In Luke 5 of project change several footnotes and cross references between automatic and hidden callers. Do not worry about custom callers for now.

Caller Sequences

Caller sequences for footnotes and cross references can be changed to match the requirements of your language, and can be specified in Language Settings of your project.

To change the footnote caller sequence:

Click on the PEhproject to make sure it has focus

Click on ProjectàLanguage Settings

Fill in Footnote caller sequence(box #2) with the desired sequence per instructions in the guide

Click OK

Change Viewto Formatted. You will see the new caller sequence

Caller Sequence Class Exercise:

Imagine an orthography without letters***"c", "k"*** and***"q".***

Go to the Footnote caller sequence and enter in the alphabet***a, b, d, e, f, g, h, I, j, l, m, n, o, p, r, s, t, u, v, w, x, y, z.***

Look at how that changes the footnotes in PEh.

Tables

Demonstrate inserting a table in Revelation 7:5

Figures

Demonstrate inserting map, “Chapter32-33.jpg” into Isaiah 10:20

Insert Figure Class Exercise:

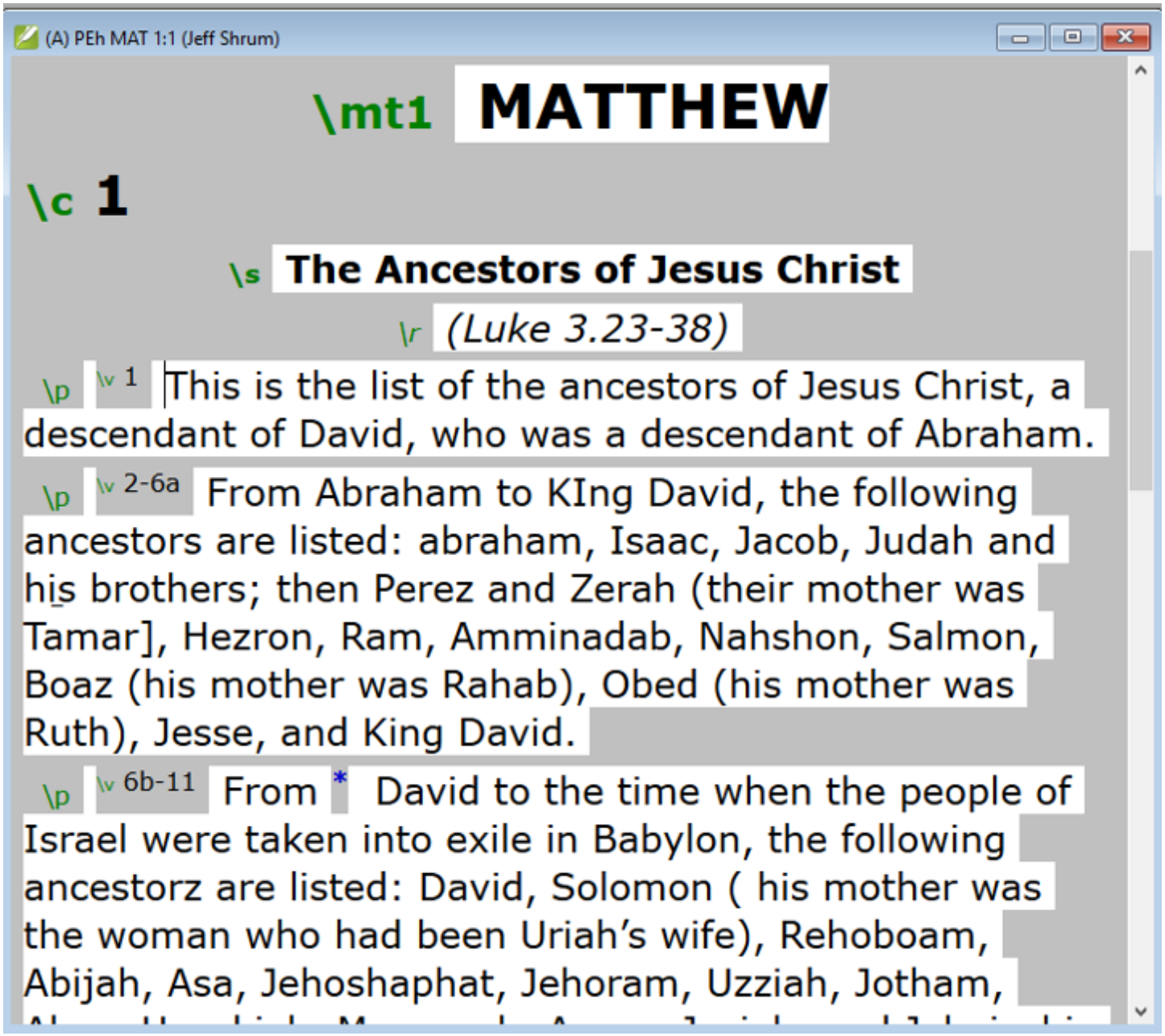
Insert the other three figures in c:\My Paratext Projects\clipart into other verses in Isaiah in project PEh. Make up captions.

Basic View

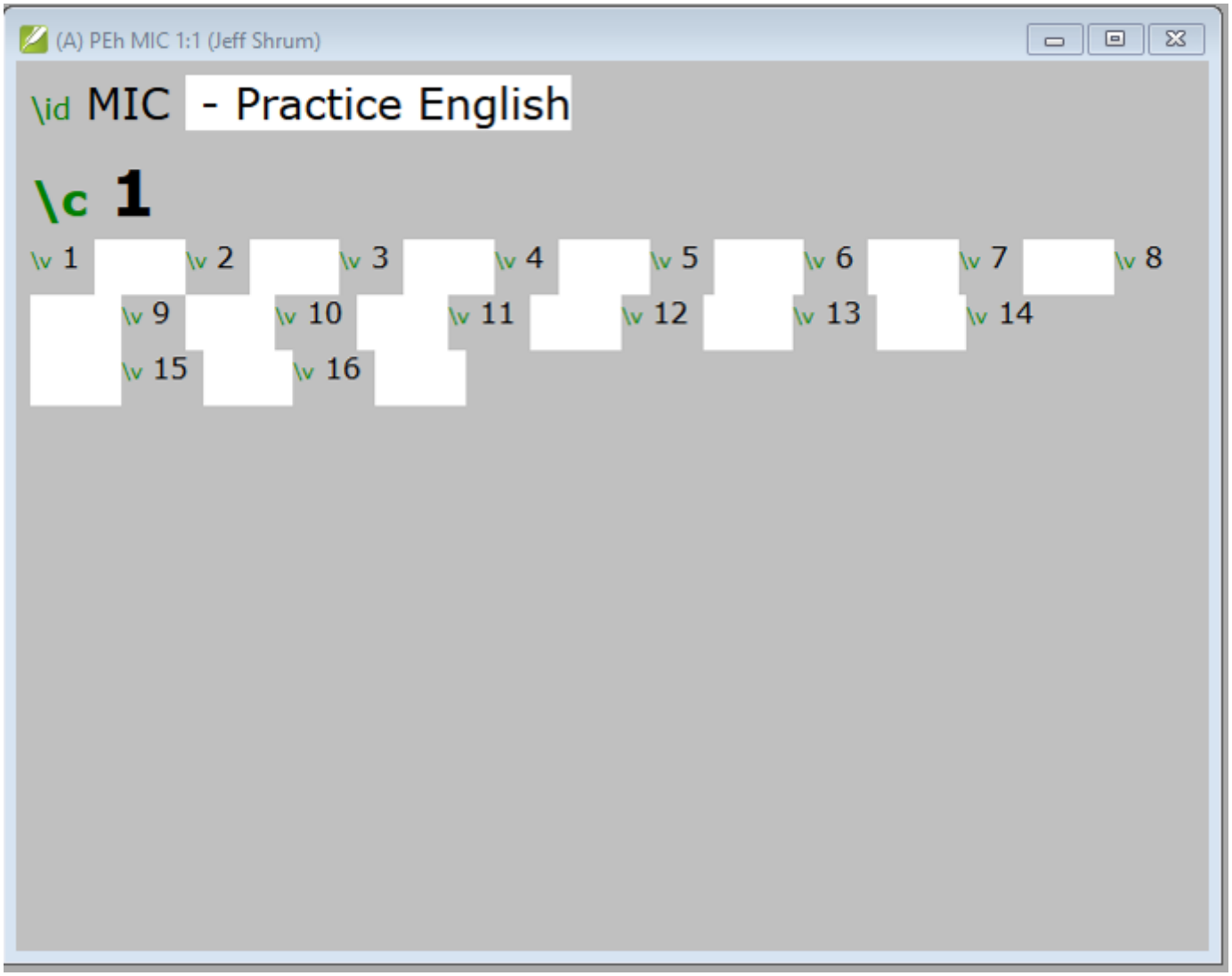
Paratext 7 provides a special “Basic” editing View which allows a new or existing project text to be displayed as a type of template, or collection of small text entry boxes. The main use of Basic view is to allow translators who know little about computers or ParaTExt to draft and edit without a need to deal with standard format markers or other aspects of ParaTExt.

In this mode only the translation text itself is editable, while the markers remain locked and cannot be changed.

Existing text looks like this:



New text looks like this:


(A) PEh MIC 1:1 (Jeff Shrum)
\id MIC - Practice English
\c 1
\v 1 \v 2 \v 3 \v 4 \v 5 \v 6 \v 7 \v 8
\v 9 \v 10 \v 11 \v 12 \v 13 \v 14
\v 15 \v 16