

# Paratext 9 – Stage 5

[<-- Stage 4: Consultant Visit](#) | [Stage 6 / 4 UBS: Finalising for Publication](#) -->

## Stage 5 / Stage 3 UBS: Review by the community

### **Introduction**

*Note: This is equivalent to the third stage of the UBS plan.*

The fifth stage of a translation project is the review by the community. In the review you will check for naturalness, produce a team progress report and revise the key terms.

The following modules will help you in this stage:

- [21: PPR: Progress report](#)
- [22: BTR: Biblical key terms report](#)

## 21: PPR: Progress report

### **Introduction**

In this module you will create a progress report.

### **Where we are**

As you have been working on your translation, you have been updating your project plan with your progress on completed chapters and books. Now you will prepare a project a report.

### **Why this is important**

Your administrators and funders need accurate reports of your progress.

### **What are you going to do?**

- Check that your project plan is up-to-date.
- Produce several reports.

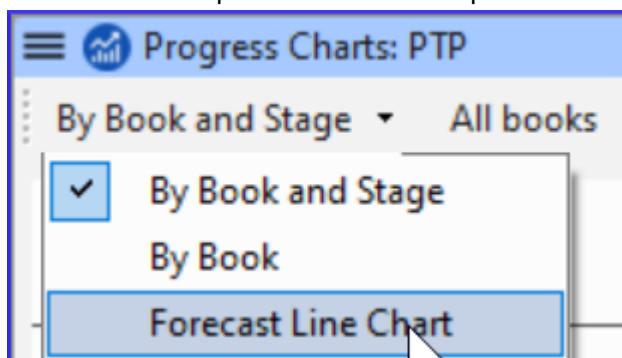
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## 21.1: Check your plan

- Open your project
  - Click on the Project plan icon
  - Update your progress as necessary.
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## 21.2: Produce team progress chart

- From the **Tab** menu, under **Project** choose **Progress chart**
- Click on the dropdown list in the top left.



- Choose as appropriate (e.g. Forecast Line Chart).  
*A window appears with the graphic*
- Click the print icon  
*A window opens*
- Click the **Print** icon  
*The print dialog is displayed.*
- Choose your printer (or PDF printer)
- Click **OK**.

## 22: BTR: Biblical key terms report

### **Introduction**

One task in this stage is to produce a report of the changes made in the key biblical terms.

### **Where we are**

In working on your translation you have identified and changed a number of key biblical terms.

### **Why is this important?**

Although you can't use Paratext to write the report, it can produce a list of the terms that you have been dealing with and may need to include in your report.

### **What are you going to do?**

In the Biblical terms tool you will filter on the book(s) that you want to include in your report. You will then save the list of the terms as a separate HTML file. You can also filter the list on any discussion notes you may have made.

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## 22.1: Biblical terms tool

- Click in your project
- **≡ Tab**, under **Tools** > **Biblical Terms**
- If this menu option is not displayed, click on the down arrow at the bottom of the menus to show the complete menus.
- Set the terms filter

- Set the verses filter (for the books you have been working on).
  - Sort the list as desired.
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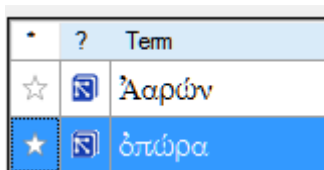
## 22.2: Save the list to a file

- ≡ **Tab**, under **Biblical terms** > **Export as HTML**
  - Type a name for the file
  - Click **Save**
  - Open the file in **Word/LibreOffice**
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## 22.3: Other ways to identify renderings

### 22.3.1: Sort on terms notes

- Click on the ? (second column heading) to sort on Rendering discussion notes.



?	Term
☆	Ἀαρών
☆	ὀπώρα

### 22.3.2: Find terms with text in the rendering description

- Click the arrow beside **Find** on the toolbar
- Choose **Rendering Description**
- In the text box to the right, type the text to find  
*The list is filtered.*
- Save the list to HTML (as above).