

## Stage 5 [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.

Stage 5. Review by the community - Not started			Target Completion Date for MAT, Stage 5
Task/Check	Assigned to		Status
Naturalness review	(Unassigned) MAT 1-28		Waiting for Stage: <a href="#">Consultant Check</a>
Fourth revision	(Unassigned) MAT 1-28		Waiting for Task: <a href="#">Naturalness review</a>
Team progress report	(Unassigned) MAT 1-28		Waiting for Task: <a href="#">Fourth revision</a>
Community review of Biblical Key terms	(Unassigned) MAT 1-28		Waiting for Task: <a href="#">Team progress report</a>
Key term Revision	(Unassigned) MAT 1-28		Waiting for Task: <a href="#">Community review of Biblical Key terms</a>
Team Biblical Key terms report	(Unassigned) MAT 1-28		Waiting for Task: <a href="#">Key term Revision</a>

The following modules will help you in this stage:

- PPR: Progress report
- BBTR: Biblical key terms report

## 6: 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?*

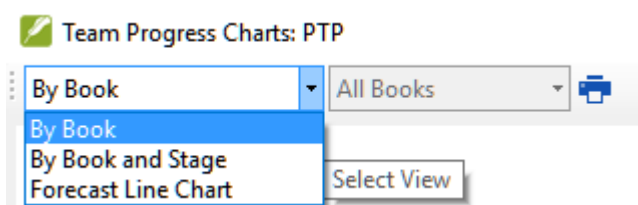
- Check that your project plan is up-to-date.
- Produce several reports.

### 6.1: Check your plan

- Open your project
- Click on the Project plan icon
- Update your progress as necessary.

### 6.2: Produce team progress chart

- From the **Project** menu, choose **Progress chart**



- Click on the dropdown list in the top left.

- Choose as appropriate.
- Click the print icon A window opens
- Click the **Print** icon
- Choose your printer (or PDF printer)

- Click **OK**.

## 7: 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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### 7.1: Biblical terms tool

- Click in your project
- **Tools - Biblical Terms**
- 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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### 7.2: Save the list to a file

- **File > Save as HTML**
- Type a name for the file
- Click **Save**
- Open the file in **Word/LibreOffice**

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### 7.3: Other ways to identify renderings

#### 7.3.1: Sort on terms notes

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

•	?	Term
☆	☒	ἁπλῶν
★	☒	ἀπώρα

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

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

&lt;-- Stage 4: Consultant Visit | Stage 6 4 UBS: Finalizing for Publication --&gt;