Paratext_8_3-6_Stage6

<-- Stage 5 3 UBS: Review by the community
|Special text -->

Stage 6 [4 UBS]: Finalizing for Publication

The sixth stage of a translation project (or fourth stage for UBS) is finalizing for publication. This involves images, extra material, checking parallel passages and a number of other final checks.

Stage 6. Finalizing for Publication - Not started — Target Completion Date for MAT, Stage 6

Task/Check	Assigned to		Status
Choose final illustrations and write captions	(Unassigned)	MAT	Waiting for Stage: Review by the community
Choose maps and label place names	(Unassigned)	MAT	Waiting for Stage: Review by the community
Draft introduction to Bible/NT, preface, and other front and	(Unassigned)	MAT	Waiting for Stage: Review by the community
Check parallel passages	(Unassigned)	MAT	Waiting for Stage: Review by the community
Verify that all PT Checks are complete	(Unassigned)	MAT	Waiting for Task: Check parallel passages
Proper names final check	(Unassigned)	MAT	Waiting for Task: Verify that all PT Checks are complete
Numbers final check	(Unassigned)	MAT	Waiting for Task: Proper names final check
Money final check	(Unassigned)	MAT	Waiting for Task: Numbers final check
Weights final check	(Unassigned)	MAT	Waiting for Task: Money final check
Measures final checks	(Unassigned)	MAT	Waiting for Task: Weights final check
Consistency check-Biblical key terms	(Unassigned)	MAT	Waiting for Task: Measures final checks
Consistency check-parallel passages	(Unassigned)	MAT	Waiting for Task: Consistency check-Biblical key terms
Check references	(Unassigned)	MAT	Waiting for Task: Consistency check-parallel passages
Formatting check: Footnotes and cross references	(Unassigned)	MAT	Waiting for Task: Check references
Formatting check final: Section breaks and headings	(Unassigned)	MAT	Waiting for Task: Formatting check: Footnotes and cross references
Formatting check final: Paragraph breaks	(Unassigned)	MAT	Waiting for Task: Formatting check final: Section breaks and headings
Formatting check final: Layout and indents	(Unassigned)	MAT	Waiting for Task: Formatting check final: Paragraph breaks

The following modules will help you in this stage:

- FC: Finalizing for Publication
- PP: Compare Parallel Passages

8: Finalizing for Publication

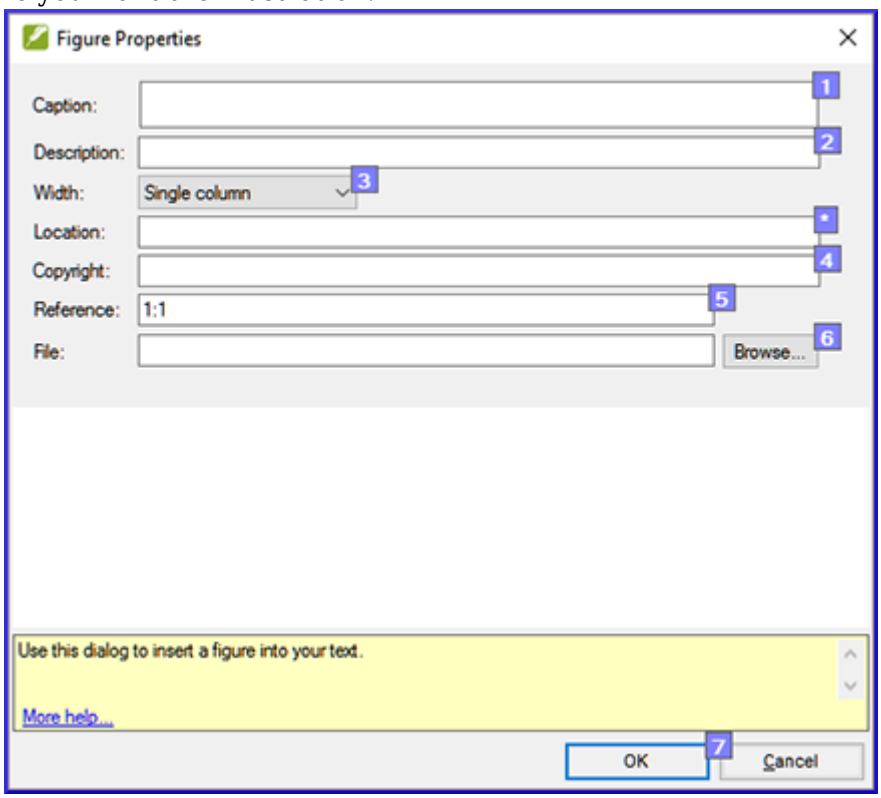
Introduction
This module looks at the variety of tasks needed to finalize the text for publication.*What you will do*

- Add illustrations and captions
- Identify names for the maps
- Draft Introduction to the NT/Bible
- Check parallel passages
- Verify all checks are complete
- Proper Names final check
- Numbers, money, weights and measures check
- Formatting checks.

-

8.1: Add illustrations and captions

- Go to the verse where you want the illustration.
- **Insert** > **Figure**



- Type in the caption for the image (in your language). [1]
- Type in a description of the image (in the language of the typesetter) [2]
- Choose the width (either single column or page) [3]
- If applicable, type in a verse range as an acceptable location [*] (optional)
- Type in the copyright information [4]
- Paratext will fill-in the reference (of the current verse). [5]
- Click **Browse...** then find figure/illustration file. [6]
- Click **OK**.

-

8.2: Map names

Teacher's Note: The NT Maps Biblical Terms list is not a standard list in Paratext 8. It is available here: ((https://raw.githubusercontent.com/erros84/PTManuals/master/Resources/CombinedNTMapBiblicalTerms.xml|https://raw.githubusercontent.com/erros84/PTManuals/master/Resources/CombinedNTMapBiblicalTerms.xml)) and, once downloaded, the file should be copied into ((C:\My Paratext 8 Projects|C:\My Paratext 8 Projects)).

- Click in your project.
- **Tools** > **Biblical Terms**
- **File** > **Select Biblical Terms List**
- Choose NT MapBiblicalTerms
- Filter on a specific map number (e.g. [01])
- Add renderings for all terms
- **File** > **Save as HTML**
- Type a name for the file
- Click **Save**.

-

8.3: Draft Introduction to the NT/Bible

- Change to the book INT
- Make sure there is an \h line
- Type your introduction using the following markers: \mt1 \is \ip
- Type in the overall introduction to the Bible/NT in the book **INT**

-

8.4: Check parallel passages

- See module PP: Parallel passages

-

8.5: Verify all checks are complete

8.5.1: Current book

- Open the project plan.
- Confirm that there are no issues on any of the checks.

8.5.2: Several books

- Redo the inventories.
- **Checking** > **Run basic checks**
- Make sure all checks are ticked
- Make sure all books to be published are chosen
- Click **OK**.
- Correct any errors.

8.5.3: Word list checks

From the word list

- **Toos** > **Spell check** > **All checks**
- **Tools** > **Find Similar Words**
- **Tools** > **Find Incorrectly Joined or Split Words**

-

8.6: Proper Names final check

- **Tools** > **Biblical Terms**
- From the **File** menu, **Select Biblical Terms list** and choose the **Major Biblical Terms** list
- Filter on names with missing renderings
- Check that all names have an rendering (add if necessary).

-

8.7: Numbers, money, weights and measures

- Click in your project.
- **Tools** > **Biblical Terms**
- **File** > **Select Biblical Terms List**

- Choose the appropriate list.
- Add renderings as usual.

-

8.8: Formatting checks

- Redo the module FC: Formatting checks.
- **Tools** > **Checklists** > **Long/short verses**
- **Tools** > **Checklists** > Word or phrase

9: PP: Compare Parallel Passages

Introduction
There are thousands of passages in the NT where either the same event is being described or where another verse is being quoted from the Old or New Testament. These verses need to be compared to make sure they are consistent.*Where we are*
Normally you will have translated and checked the text of both books with a consultant first before comparing the texts. Though there are times that you will want to compare the other verses before you translate the second passage.*Why this is important*
The parallel passages need to be consistent but they do not always need to be exactly the same. The Parallel Passages tool displays the various passages and highlights the text which is the same. But it is the meaning (not necessarily the form) that is important.
Normally you would make the comparisons after you have translated the passage because you don't want to be influenced by what could be a bad earlier translation. But there are times when you will want to be able to see a second passage while you are translating.*What you are going to do*

- use the Parallel Passages tool to compare the verses.
- use the check boxes to tell Paratext that you have checked the passages
- filter for any changed verses
- open a quick reference window in Paratext to see another passage while you are translating.
- open a third passage in a window.

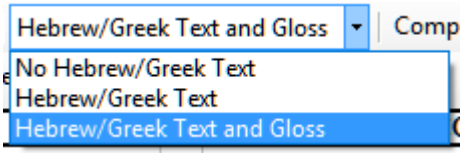
-

9.1: Open the Parallel passages window

- Navigate to the desired chapter and verse.
- **Tools** > **Parallel passages** A window is displayed showing a list and parallel passages.

-

9.2: Display source texts

- Click the dropdown arrow beside the source text options 

- Choose as appropriate The display changes.

-

9.3: Select comparative texts

- Click the **Comparative texts** button
- Click a resource (on the left)

- Click the right arrow
- Repeat as necessary
- Click **OK**

-

9.4: Filters

- Choose the filters as desired: [e.g. All references, Current book, Synoptic gospels]

-

9.5: Compare the passages

- Click on a line of references in the top pane. The texts are displayed in the bottom pane.

Text is shown in green when the text is exactly the same as in the other passage.
Text is shown in yellow when it has the same meaning (thought) even though it is not exactly the same as in the other passage.
If the text is green in Greek, then your text should also be the same.
Normally, if the text is different in the Greek than it should be different in your text, but not always.

-

9.6: To correct the text

- Click the blue link « Edit »
- Make the corrections.
- Click **OK**.

-

9.7: Copying a text

If two passage need to be the same, you should choose one (normally your later translation) and copy it over the other.

- Click the blue link « Edit »
- Select the text
- Copy (ctrl+c)
- Click **OK**. >
- Click blue link for the other text
- Select the text
- Paste (ctrl+v)
- Click **OK**. >

Be careful when there is more than one verse. You don’t want to paste the \v.

-

9.8: Mark the passage as finished

- Click the check box beside the reference.

-

9.9: Passages which have changed

Identify the passages which have been changed since they were marked as finished

- In the Parallel passage tool
- Change the passage filter to « Changed Text »
- Click ab icon under the passage reference. 

A comparison window is displayed in Paratext.
- Change the text as necessary.
- Return to the Parallel passages tool (using the task bar icons)
- Click the check box to mark it as finished.

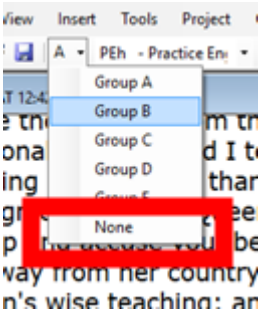
-

9.10: Compare the text as you translate

- Click in your project.
- **Tools** > **Quick reference** (Ctrl+q) A window opens with the scroll group set to none.
- Change the reference to the other passage.

-

9.11: To see a third passage

- Open you project a second time [File-Open project/resource]
- Change the scroll group from [A] to None. 

- Change the reference to the other passage.

-

9.12: Learning task

Do you know what the colours and symbols mean? Match the symbols with their meanings for the upper and lower pane:
Upper pane Lower pane

1 MAT 1:1 (black)	a	Approved	1	A	Finished
2 MAT 1:1 (green)	b	Changed since approved	2	B	No permission
3 MAT 1:1 (grey)	c	No text or verse no. missing	3	C	No text/verse no.
4 MAT 1:1 (red)	d	Not part of the project	4	D	Not finished
5 MAT 1:1 (red)	e	Not yet approved	5	E	Out of date

6	no box	F	Verse missing

Answers:
Upper pane: 1e, 2a, 3d, 4c, 5b
Lower pane: 1B, 2D, 3A, 4E, 5F, 6C
<-- Stage 5 3 UBS: Review by the community
|Special text -->