

### 3 Migration Scenarios

#### Team Migration Scenarios

##### **Prerequisites:**

You need to make sure that you have the most authoritative copy of all text in the project. If all users are currently using send/receive, this can be achieved through running send/receive on each machine.

If there are multiple unconnected copies of the text (i.e. your team has not been using send/receive), you need to carefully merge these into a single authoritative copy.

Any daughter projects **MUST** be connected to your front translation before migration. This includes backtranslations, transliterations, daughter translations, and other types of auxiliary projects. These projects should be connected to the main translation by choosing a **project type** and **based on** under **Project > Project Properties and Settings**. Once the daughter projects are connected, they receive registration as part of the front translation.

While you are in this dialogue, verify that the other options such as **Copyright holder**, **Language**, **Language Code** and others are correct.

#### Team all connected to Internet

- Every team member or consultant:
  - Open Paratext 7
    - Do Send/Receive.
    - Stop working in Paratext 7
    - Locate Paratext 7 registration code (Tools | Registration Information)
  - Download and install Paratext 8.
  - Go to [registry.paratext.org](https://registry.paratext.org) and register using Paratext 7 registration code.
  - Receive new code by email. (Can be instant if there are no issues)
  - Start Paratext 8 and enter new code. (It should be automatically entered if you choose copy from website)
  - Choose and install resource texts from the File menu.
- Administrator
  - Open Paratext 7
    - Do final Send/Receive in Paratext 7 and verify that each team member is listed in the S/R results.
    - Mark a point in the project history for Paratext 7: i.e. "Migration to 8"
    - Close Paratext 7
  - Open Paratext 8
    - In File | Send/Receive Projects select the Paratext 7 project(s) to be migrated and initiate migration (step 1).
      - NOTE: This process is only done for "Standard Projects". Derived projects (like a back

translation) will be migrated with the standard project.

- Supply information about project on the Paratext registry site when sent there from Paratext migration.
- Return to Paratext 8.
- Complete migration (step 2) by checking boxes and doing migration.
  - NOTE: Paratext will not complete the migration if there are changes that have not been sent from Paratext 7.
- Open Users, Roles, and Permissions and verify that the proper users are assigned to the project.
- Attach and configure the Project Plan, assigning the first tasks to team members.
- Do a Send/Receive in Paratext 8
- In Paratext 7
  - Open team project
  - Open Project Properties and Settings | Advance tab
  - Uncheck the box for Editing enabled.
  - Do Send/Receive one last time on 7 with the team to prevent the project from being accidentally edited in Paratext 7.
- Team Members
  - Do one last Send/Receive in Paratext 7 to disable editing
  - Do Send/Receive in Paratext 8 to get the new project on all computers (from within PT8)
  - Receive training on how to follow the Project Plan (if configured).
  - Begin working in Paratext 8

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Team offline scenario - an administrator on site

- Every team member
  - Open Paratext 7
    - Stop editing in Paratext 7
    - Do send/receive to a flash/thumb/pen drive with all team members on location for all shared projects.
    - Locate Paratext 7 registration code (Tools | Registration Information) for administrator
    - Close Paratext 7
- Administrator (while on site)
  - Open Paratext 7

- Do send/receive to get all changes from team.
- Note down Paratext 7 registration code for each team member
- Administrator (connects to Internet, traveling to another location if necessary)
  - Download and install Paratext 8
  - Register for Paratext 8 with Paratext 7 registration code
  - Register each team member for Paratext 8 with their old Paratext codes (must have these in advance) and generate new registration codes on the project page of the registration site (this functionality will soon be available)
  - In Paratext 7
    - Do a final send/receive in Paratext 7 to Internet
    - Mark a point in the project history for Paratext 7: i.e. "Migration to 8"
    - Close Paratext 7
  - Open Paratext 8
    - In File | Send/Receive Projects select the Paratext 7 project(s) to be migrated and Initiate migration (step 1).
      - NOTE: This process is only done for "Standard Projects". Derived projects (like a back translation) will be migrated with the standard project.
      - Supply information about project on the Paratext registry site when sent there from Paratext migration.
      - Return to Paratext 8.
    - Complete migration (step 2) by checking boxes and doing migration.
      - NOTE: Paratext will not complete the migration if there are changes that have not been sent from Paratext 7.
    - Open Users, Roles, and Permissions and verify that the proper users are assigned to the project.
    - Attach and configure the Project Plan, assigning the first tasks to team members.
    - Do a Send/Receive to the Internet
    - Do a Send/Receive to the USB so that the team can receive the project(s)
    - Close Paratext 8
  - Save resource texts and Paratext 8 offline installer to USB
    - Download all needed resource texts using File | Install Resources
    - Copy the .p8z files from \My Paratext 8 Projects\\_Resources to a flash drive.
    - Download Paratext 8 Offline installer to the flash drive.

- In Paratext 7
  - Open team project
  - Open Project Properties and Settings | Advance tab
  - Uncheck the box for Editing enabled.
  - Do Send/Receive one last time on 7 with the team to prevent the project from being accidentally edited in Paratext 7.
- Return to team
- Team
  - Open Paratext 7
    - Do one last Send/Receive in Paratext 7 to disable editing
    - Close Paratext 7
  - Install Paratext 8 from flash drive with registration codes provided by the administrator.
  - Open Paratext 8
    - Install Paratext 8 resource texts from flash drive.
    - Do Send/Receive with flash drive to receive the new project(s).
    - Receive training on Assignments and Tasks in the Project Plan.
    - Begin working in Paratext 8

#### Team offline scenario - no administrator on site

- Administrator (well in advance)
  - Download and install Paratext 8
  - Register for Paratext 8 with Paratext 7 registration code
  - Register each team member for Paratext 8 with their old Paratext codes (must have these in advance) and generate new registration codes on the project page of the registration site (this functionality will soon be available)
  - Initiate migration of project (step 1) in Paratext 8 via Send/Receive.
    - In File | Send/Receive Projects select the Paratext 7 project(s) to be migrated and initiate migration (step 1).
      - NOTE: This process is only done for “Standard Projects”. Derived projects (like a back translation) will be migrated with the standard project.
      - Supply information about project on the Paratext registry site when sent there from Paratext migration.
    - Return to Paratext -- Do Not Do Migration step 2 yet.
  - Install the needed resource texts

- Prepare a flash drive with the Paratext 8 installation files, resource texts and new Paratext 8 codes.
- Send flash/usb/thumb/pen drive to the team
- Team
  - Install Paratext 8 using supplied registration codes
  - Install Paratext 8 resource texts
  - If successful, communicate this to the administrator
- Administrator
  - Tell the team to proceed with the upgrade
- Team
  - All do final send/receive on Paratext 7 via flash drive or local server, stop working in PT7
  - Send data
    - send thumbdrive to project administrator
    - send someone to connect to Internet for send/receive
- Administrator
  - Open Paratext 7
    - Mark a point in the project history for Paratext 7: i.e. "Migration to 8"
    - Do send/receive
      - with flash drive
      - with Internet to merge team data in PT7.
    - Close Paratext 7
  - Open Paratext 8
    - Do project migration (step 2)
    - Do send/receive in PT8 to Internet, then flash drive
    - Close Paratext 8
  - Open Paratext 7
    - Open team project
    - Open Project Properties and Settings | Advance tab
    - Uncheck the box for Editing enabled.
    - Do Send/Receive one last time on 7 with the team to prevent the project from being accidentally edited in Paratext 7.

- Close Paratext 7
- Send flash drive to team
- Team
  - Open Paratext 7
    - Do one last Send/Receive in Paratext 7 to disable editing
    - Close Paratext 7
  - Open Paratext 8
    - Do Send/Receive with flash drive to receive the new project(s).
    - Begin working in Paratext 8