



Paratext 7.4

Send/Receive

By Helen Barker, adapted by Ian Hewerdine



Why use Send/Receive?

- It is more efficient (after initial S/R, only saves and transfers changes to text)
- It allows safer transfer of text (not sending backup of whole project, nor sending via email)
- It allows safer merging of text (alerting you if any conflicts occur)

Why use Send/Receive?

- It builds a history and allows automatic and manual recording of points in the history (e.g. before & after Find/Replace)
- It allows sharing of Notes and lots of other data relating to the project (Wordlist, BT renderings, Interlinearizer, project progress data...)
- It allows easy backup in multiple locations if desired

ESSENTIAL: Good Project Management!

- Before Administrator sets up project sharing:
 - Must have master files (unless already sharing in 7.0+)
 - Must have Registration Names of other users
 - Must have received training
- To set up Users, Roles and Permissions:
 - Add Users
 - Assign Roles: Administrator, Translator, Consultant / Reviewer, Observer
 - Assign editing permissions for books/chapters

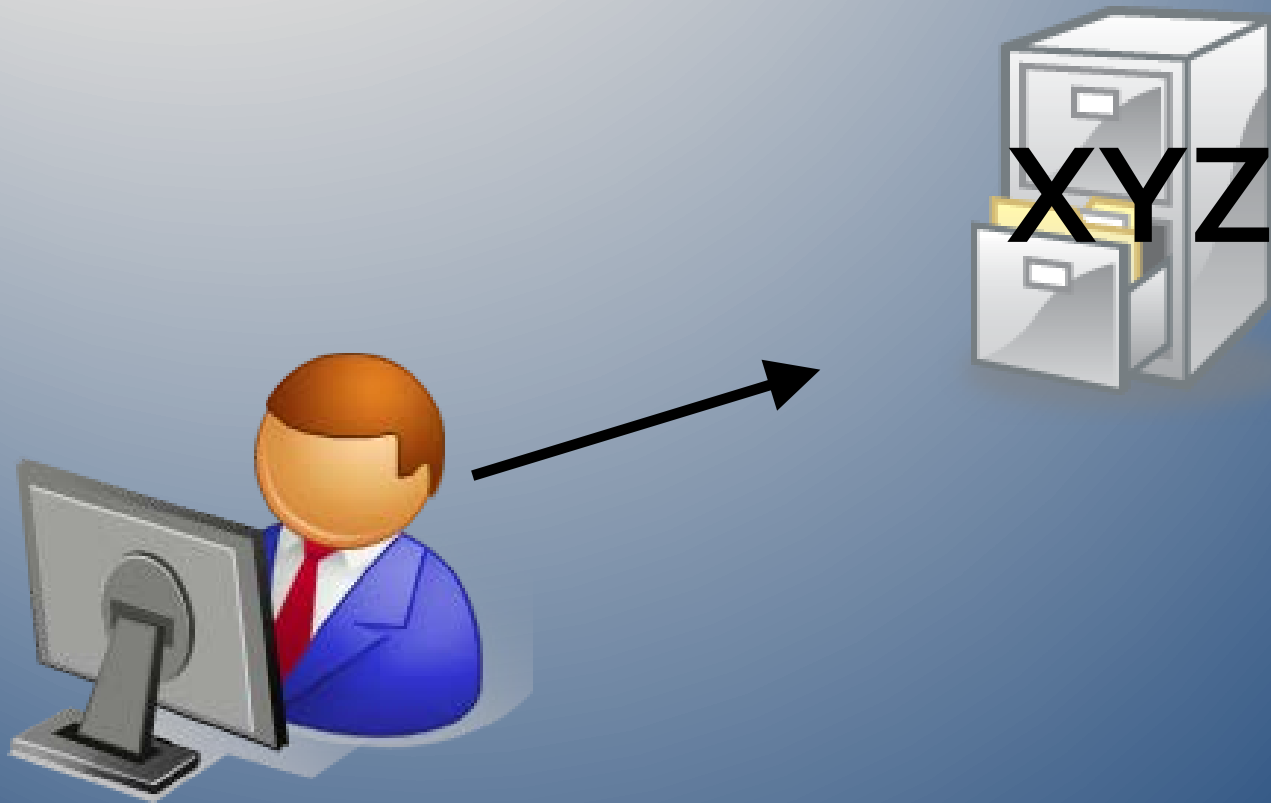
Administrator:



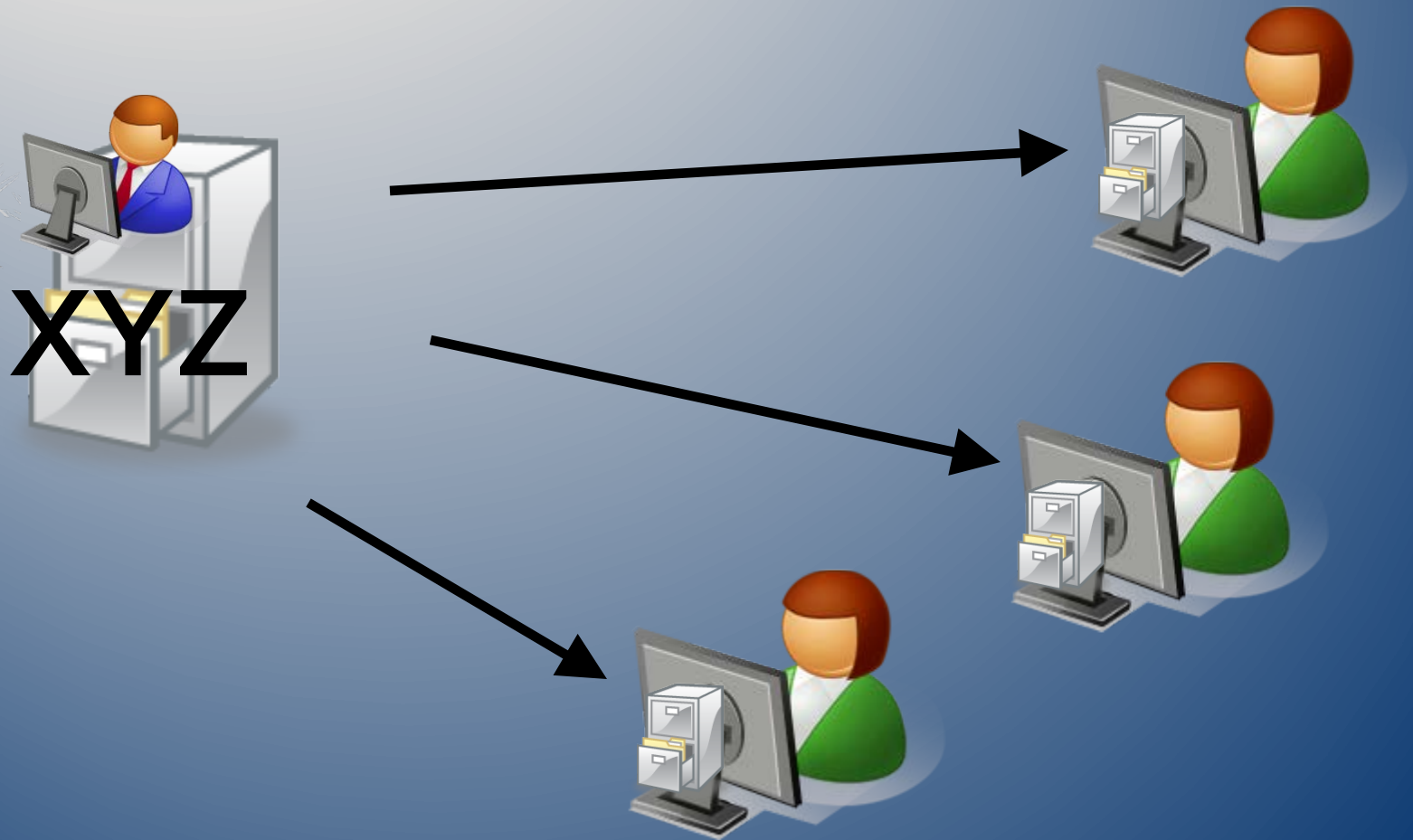
- ...sets up Users, Roles and Permissions



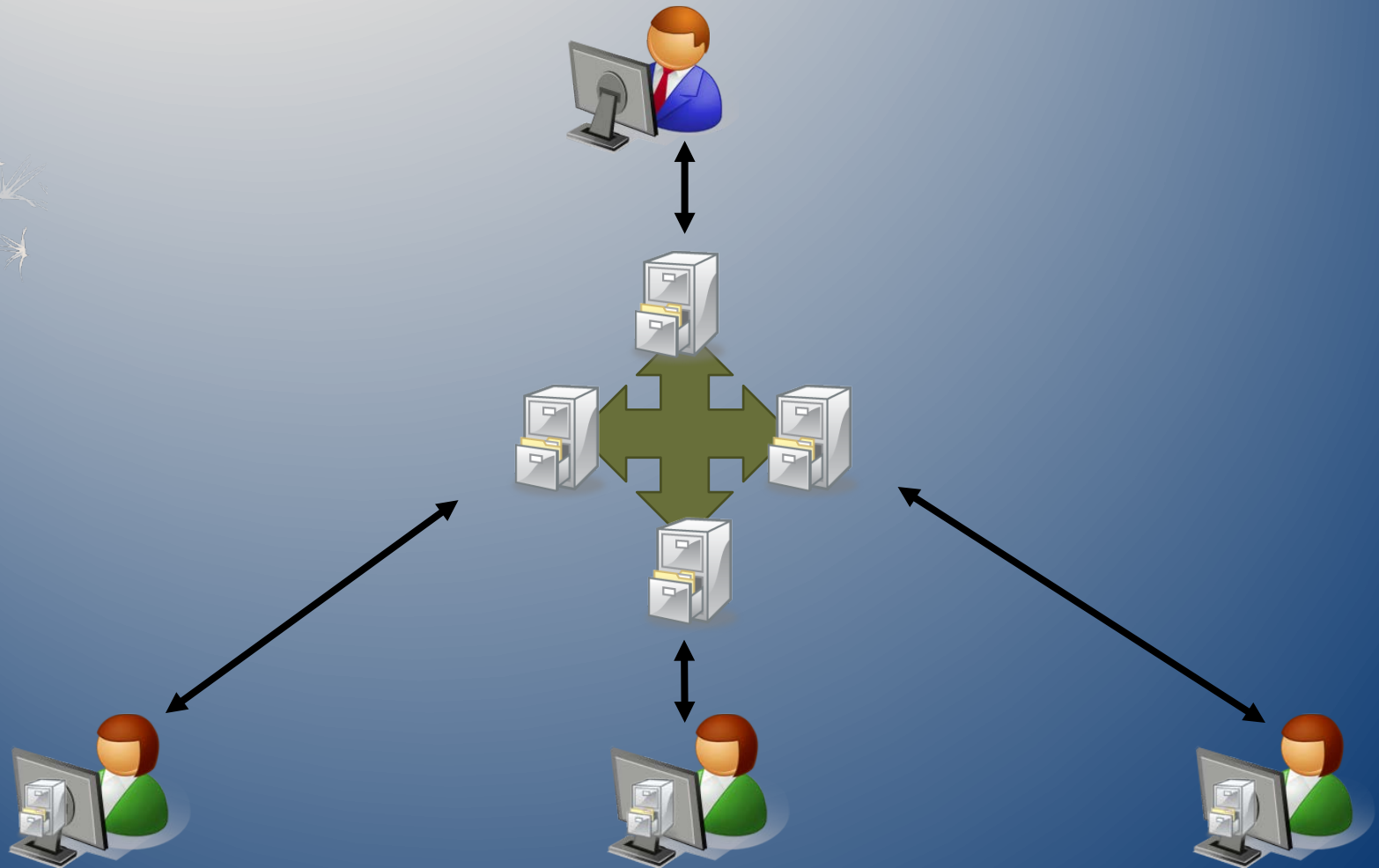
Administrator: sends project
to internet



Other users: receive from
Administrator via the internet



Individual project work is shared;
text is backed up



Summary

- Administrator sets up project
- Administrator does initial Send
- Other users get project
- S/R to individual internet project copies
- Text shared via Administrator or directly with each other
- S/R is like a “free” backup. If your computer breaks or you get a new one, just S/R to get your project(s) back.

Ongoing Send/Receive

- Always S/R before you start work each day
- Always S/R when you finish work each day
- S/R during your work session
- S/R to the same location as everyone else (and additional locations if necessary)
- Use Mark point in project history before and after you do something major



Important things to be aware of

- Very important to start from the right point (master files on Administrator's computer)
 - Changing other settings after set-up will affect everyone else on the project
 - Stylesheet, Language, Versification
 - Editing, adding and deleting books
 - Backup and Restore should NOT be used once S/R has been set up
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Optional settings

- S/R via locations other than the internet, i.e. USB or shared network drive – or a combination of all 3
 - Set up sharing via the Administrator or peer-to-peer
 - Set up more than one Administrator or change the Administrator over the course of the project
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Any questions?

