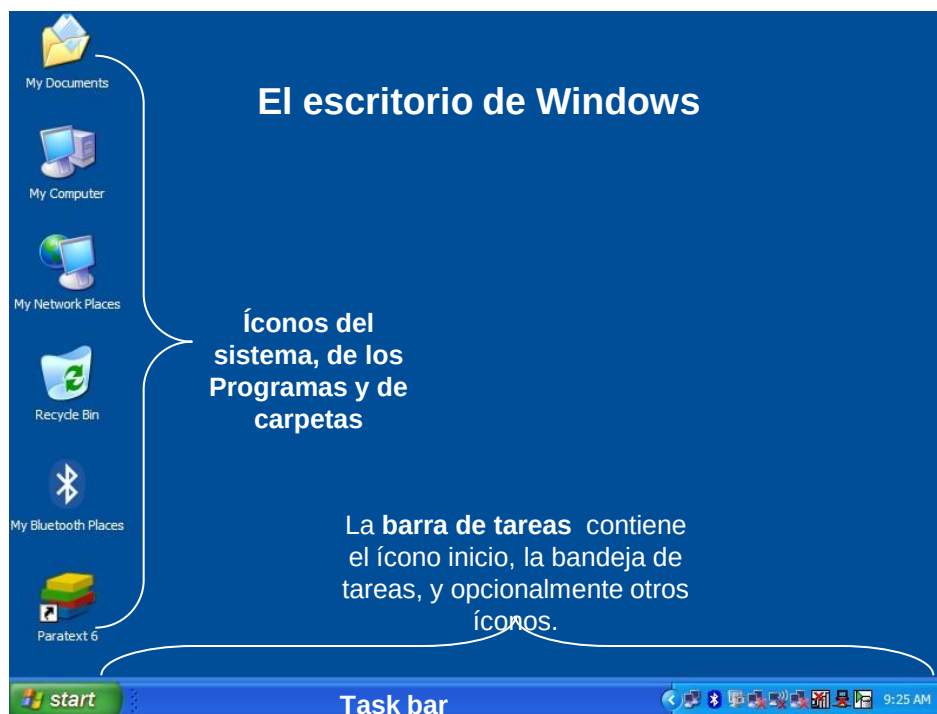


# ***Guia del usuario de Paratext Paso rápido***



**i** Cuando usted enciende su computadora, se muestra el escritorio de Windows. Éste consiste en íconos y barras de tareas. La barra de tareas contiene uno o más íconos. Al extremo derecho, la barra de tareas tiene una bandeja. La bandeja de tareas contiene los íconos de los programas activos o “cargados”. Al mover el cursor del mouse, de manera que toque un ícono, el usuario puede hacer doble clic sobre el ícono para activar un programa o abrir una carpeta.



La **bandeja de tareas** contiene el reloj y los íconos de los programas activos



**Computera** – es un dispositivo para entrar y desplegar gráficas, texto y audio. Consiste en una pantalla, un teclado y un mouse. Otras partes de la computadora se discutirán luego, cuando éstas sean relevantes.

**Sistema operativo** – un programa como Windows XP que controla como una computadora se comporta. El sistema operativo es responsable de mostrar la información en la pantalla.

**Escritorio** – representación visual de Windows XP.

**Ícono** – una gráfica que representa un programa o una carpeta o cualquier otra entidad que exista en la computadora.

**Barra de tareas** – una barra horizontal al pie de la pantalla que contiene íconos y la bandeja de tareas.

**Bandeja de tareas** – una parte de la barra de tareas que contiene los programas activos (o programas cargados)

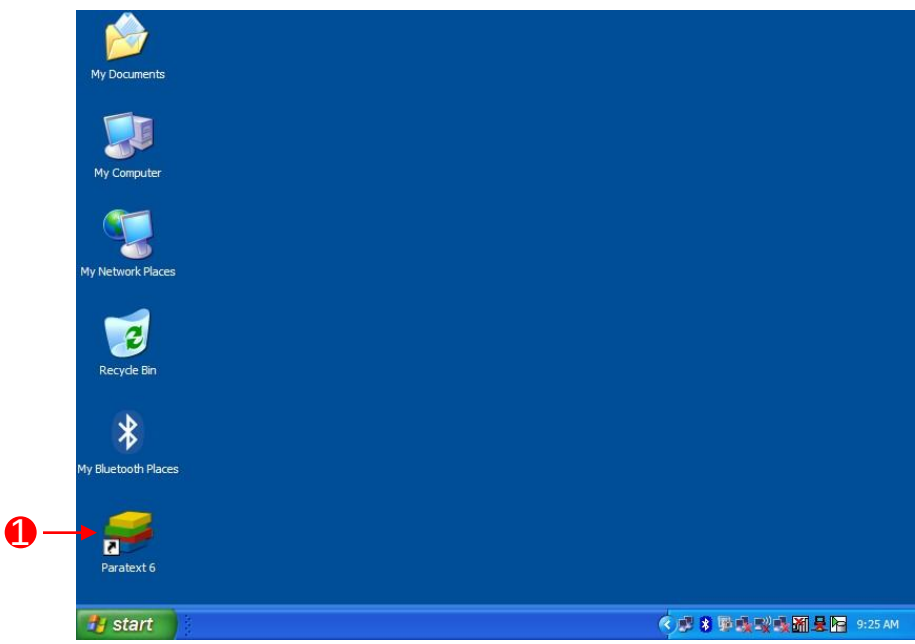
**Programa** – una herramienta del computador que puede realizar una o más tareas.

**Mouse, puntero del Mouse** – un dispositivo que sirve para que el usuario señale un elemento del menú o ícono.

**Hacer clic** – oprimir un botón del mouse, y esto hace que un ícono se active, o mueva, o cambie.

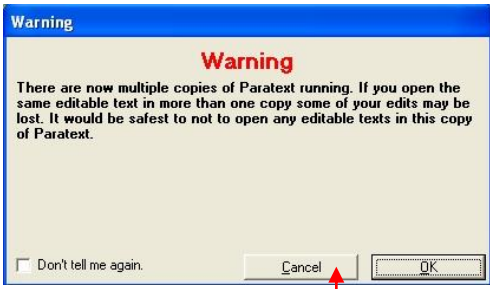
PARATEXT  
Paso rápido

- Escritorio de WINDOWS
- Inicio de Paratext
- Escritorio de PARATEXT
- INSTALAR Recursos
- ABRIR Recursos
- IR A Referencia (1)
- IR A Referencia (2)
- Organizar Ventanas
- salir de Paratext
- PROYECTO Paso rápido



1. Doble-clic  **Resultado:** Paratext comienza Ir a la **página siguiente** →

**Algunas veces:** se muestra un mensaje de alerta



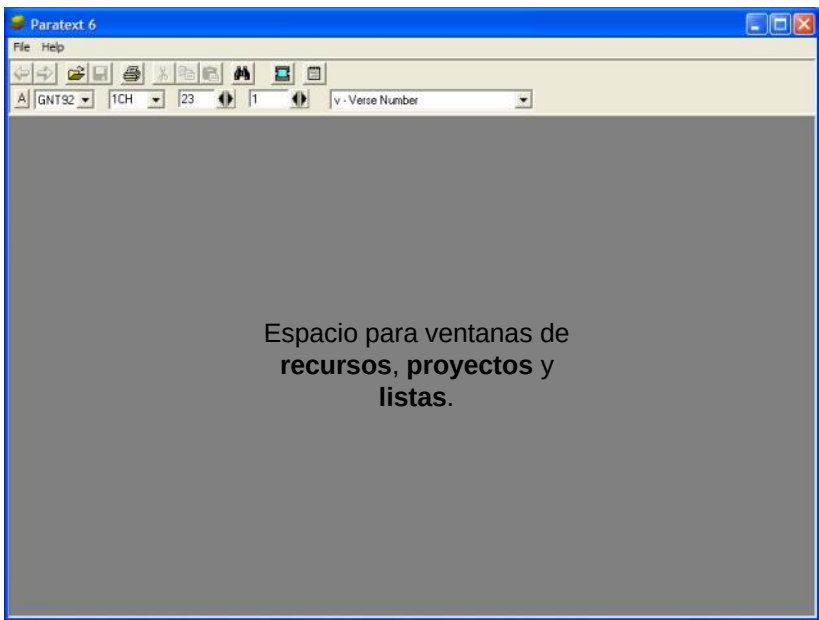
 **Si obtiene un mensaje de advertencia:**  
Este mensaje significa que hizo dos doble clic sobre el ícono de Paratex y el programa está abriendo en 2 ventanas.

2. Haga clic en **Cancelar**  
**Resultado:** El 2<sup>do</sup> comienzo se detuvo y Paratext comienza.

ir a la **página siguiente** →

Desde la última página

Resultado: si un recurso no ha sido instalado o abierto antes.



Resultado: si ya se ha instalado o abierto un recurso.

Íconos

Barra de título

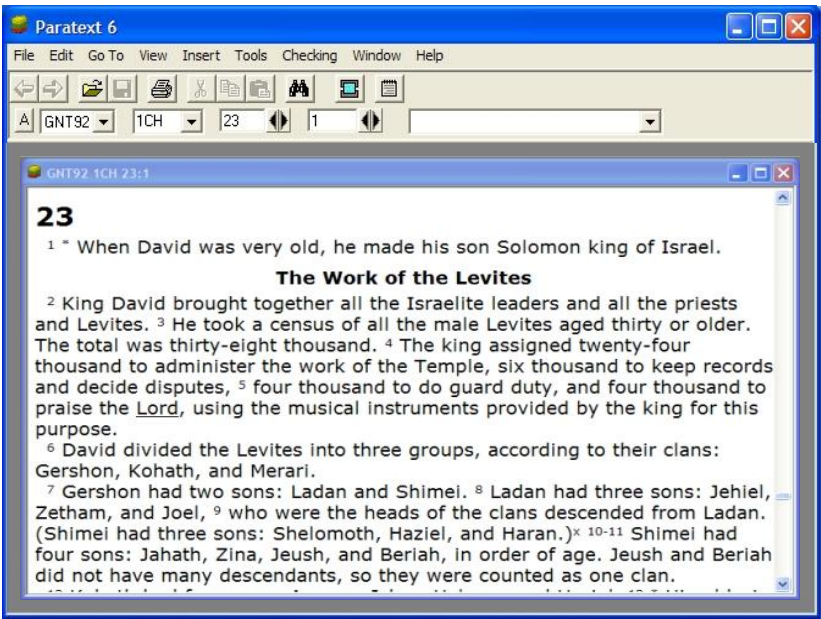
Barra de menú

Ventana de  
 recurso o  
 proyecto

Barra de texto

Barra de herramientas.

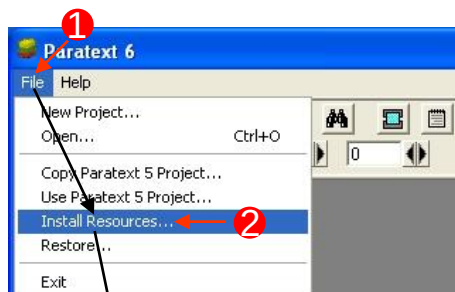
Barra de Referencias





### Antes de comenzar esta página:

- (1) Haga clic y cierre cualquier recurso o proyecto que tenga abierto. 
- (2) Inserte el CD de Paratext CD en la unidad.



### 1. Seleccione **Archivo**

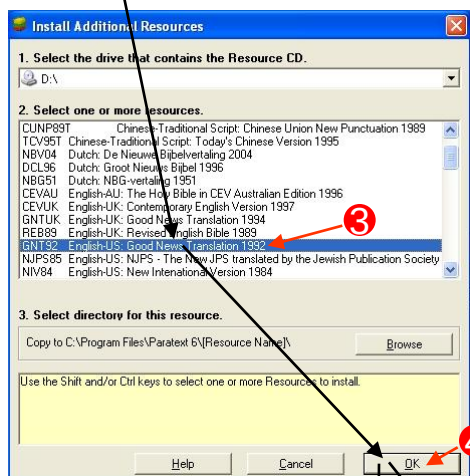
**Resultado:** una lista desplegable de las opciones archivo

### 2. Seleccione **Instalar Recursos...**

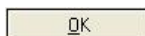
**Resultado:** Se abre la ventana "Instalar recursos adicionales"

### 3. Haga clic en **GNT92**

**Resultado:** el recurso GNT92 está seleccionado.



### 4. Clic



**Resultado:** GNT92 está instalado, y abierto.

### 5. Repita 1-4 y seleccione **RSV52**

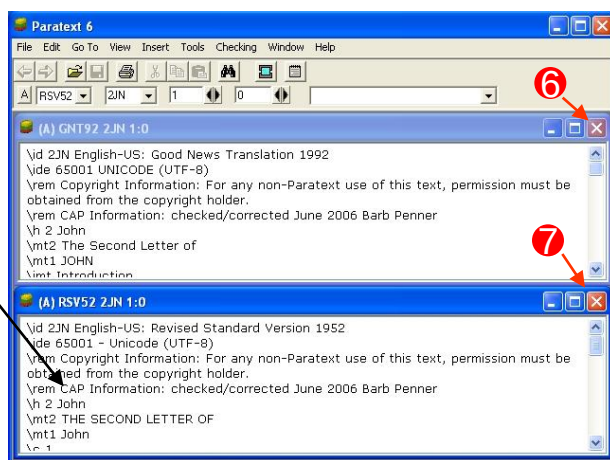
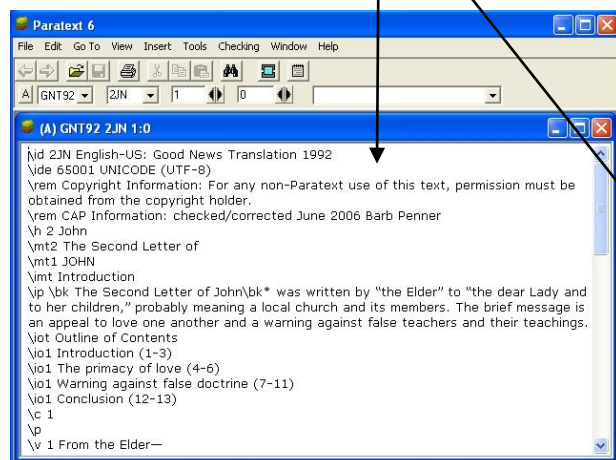
**Resultado:** RSV52 está instalado y abierto

### 6. Haga clic y cierre la **ventana de GNT92**



### 7. Haga clic y cierre la **ventana de RSV52**

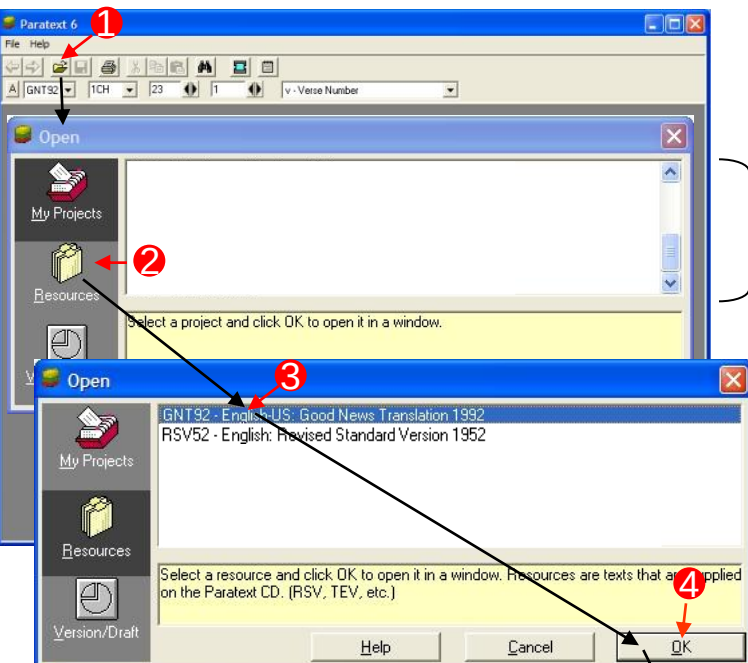
**Resultado:** Las ventanas GNT92 y RSV52 están cerradas





**Antes de comenzar esta página:**

(1) Haga clic y cierre cualquier recurso o proyecto que tenga abierto.



1. Haga clic   
**Resultado:** La ventana "Abrir" se muestra

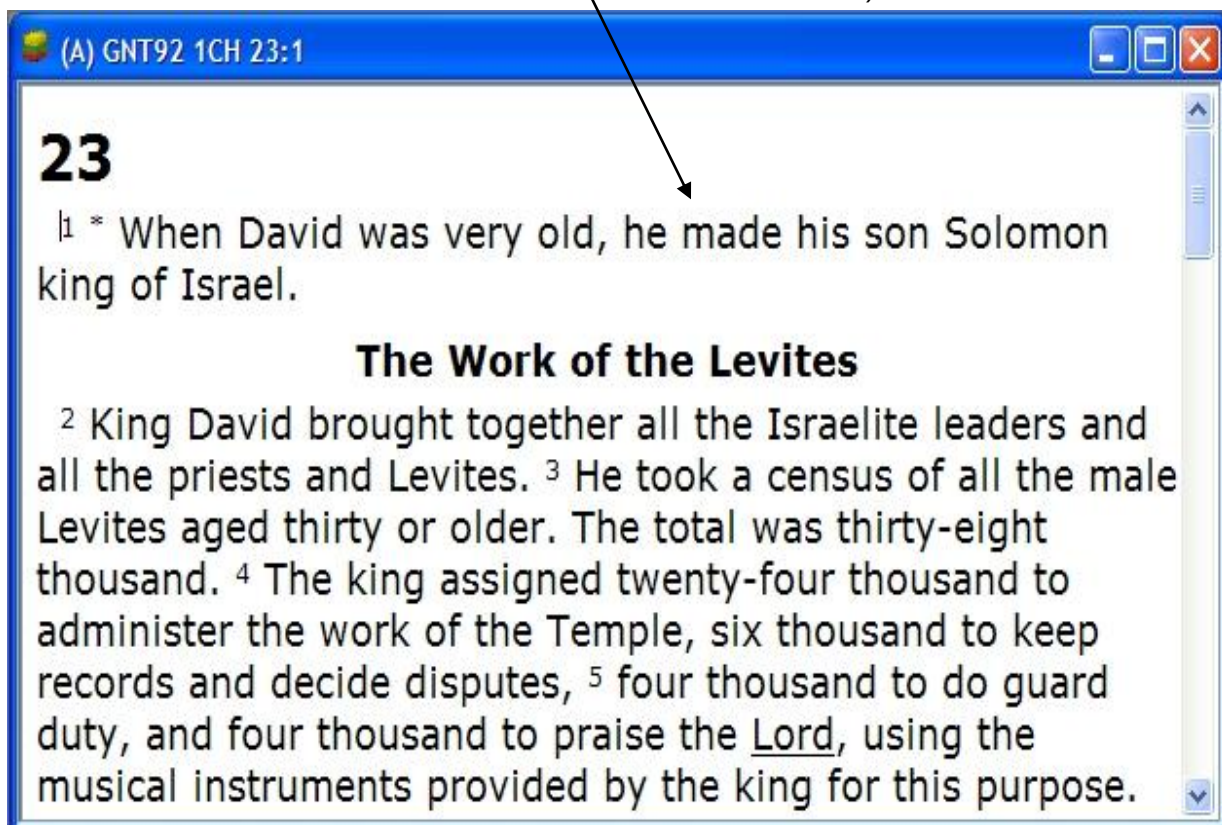
La ventana "Abrir"

2. Haga clic   
**Resultado:** Se muestran los "Recursos"

La ventana "Recursos"

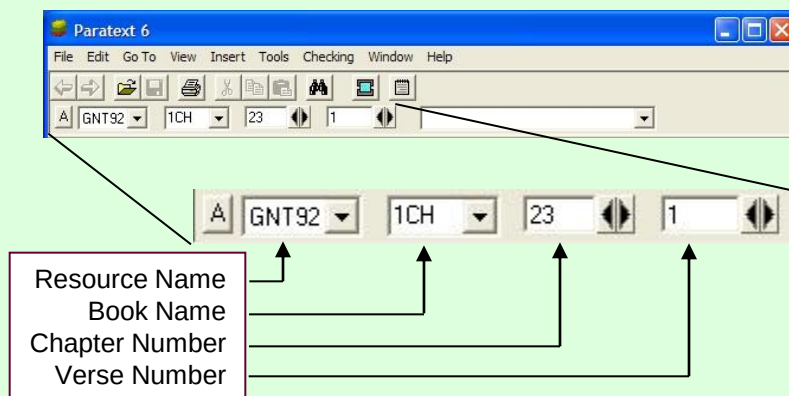
3. Seleccione **GNT92**.
4. Clic 

**Resultado:** La ventana de recurso muestra la GNT92 – (edición 1992 de Good News).



## ✓ Antes de comenzar esta página:

Vaya al menú referencia, y encuentre las siguientes funciones: Nombre de recursos, Nombre de libro, Número de capítulos, Número de versículo.

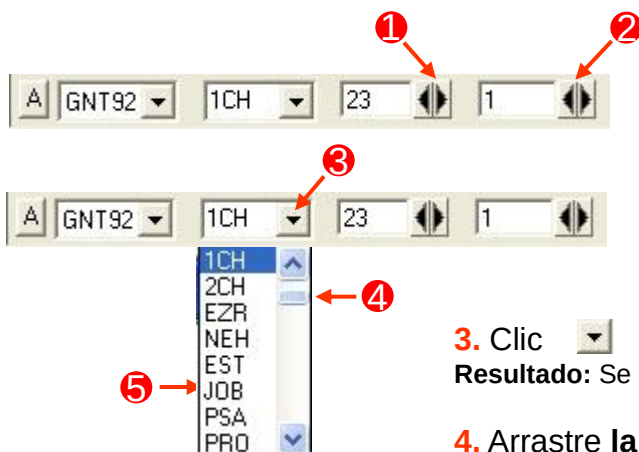


**1.** Haga Clic en para moverse al capítulo previo. Haga clic en para moverse al capítulo siguiente.

**Resultado:** el número de capítulo cambia, y el texto en la ventana de texto cambia al del capítulo previo o siguiente.

**2.** Haga clic en para moverse al versículo previo. Haga clic en para moverse al versículo siguiente.

**Resultado:** el número de versículo cambia, y el texto en la ventana de texto cambia al versículo previo o siguiente.



**3.** Clic

**Resultado:** Se despliega una lista de libros disponibles.

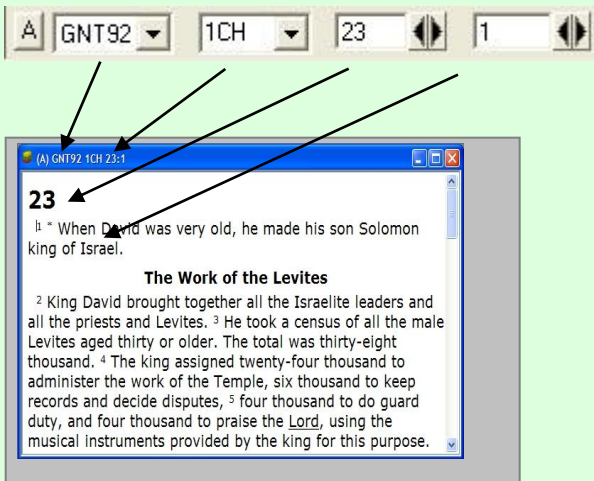
**4.** Arrastre la **barra de desplazamiento** hacia abajo o hacia arriba.

**Resultado:** los libros disponibles se mueven en la dirección seleccionada

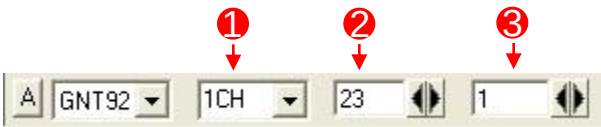
**5.** Clic **un nombre de libro.**

**Resultado:** El texto en la ventana del recurso se mueve al libro seleccionado.

✓ Antes de comenzar esta página, abra un recurso (p.e. GNT92) y vaya a 1CH 23.1 (Ver página previa para recordar como hacerlo).



Siga estos 4 pasos para ir a Génesis 12.10 (el método más rápido)



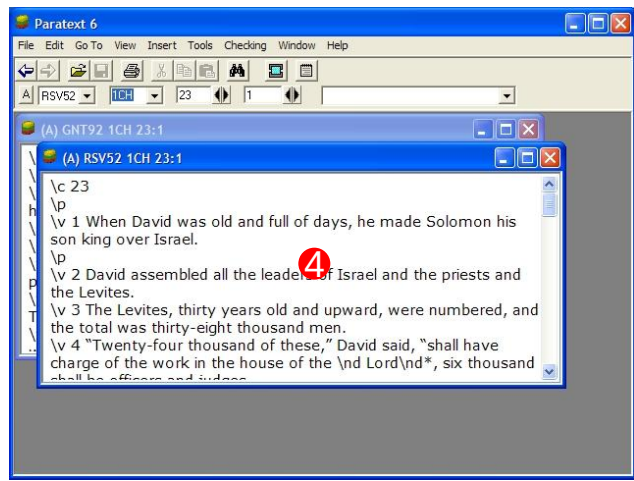
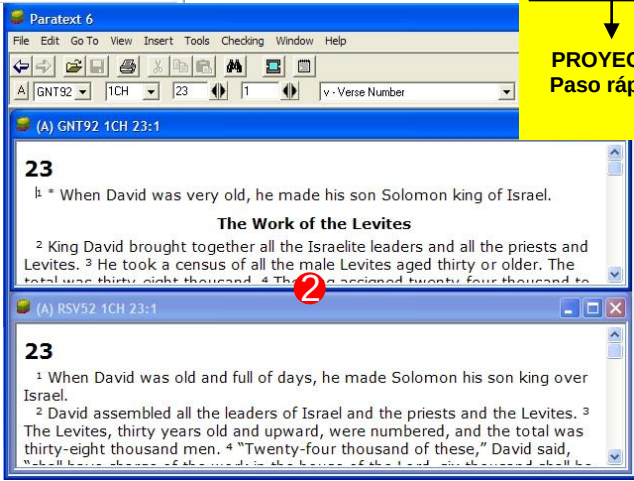
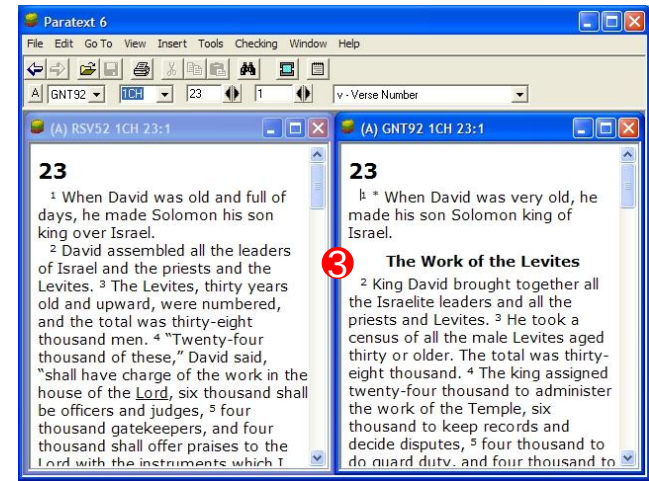
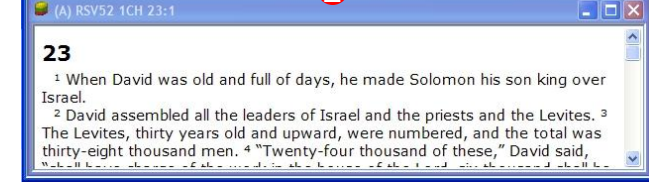
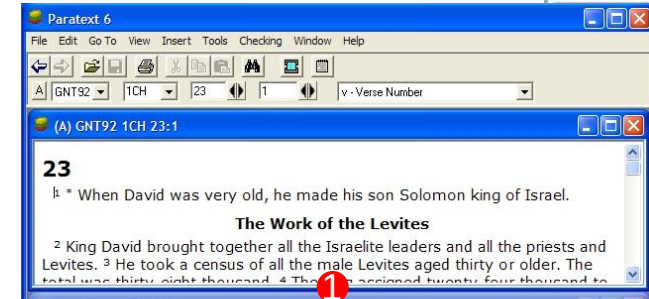
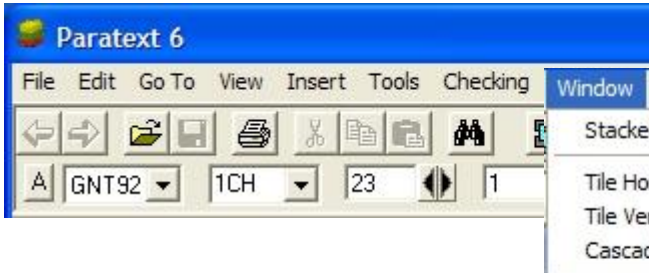
- |                                                 |         |                                                                                                  |                          |
|-------------------------------------------------|---------|--------------------------------------------------------------------------------------------------|--------------------------|
| 1. Haga clic en la <b>Caja Libro</b>            | result: | <input type="text" value="1CH"/>                                                                 | ... y escriba <b>gen</b> |
| 2. Haga clic dentro de la <b>Caja capítulo</b>  | result: | <input type="text" value="23"/>                                                                  | ... Y escriba <b>12</b>  |
| 3. Haga clic dentro de la <b>Caja versículo</b> | result: | <input type="text" value="1"/>                                                                   | ... Y escriba <b>10</b>  |
| 4. Presione la <b>TECLA KEY</b>                 | result: | <input type="text" value="GEN"/> <input type="text" value="12"/> <input type="text" value="10"/> |                          |

⚠ **No escriba en mayúsculas:**  
El escribir en mayúsculas requiere que mantenga presionada la tecla Mayus, un movimiento extra.  
Paratext automáticamente convierte todo a mayúsculas.  
    *gen cambia a GEN*  
    *exo cambia a EXO*  
    *lev cambia a LEV etc.*

**No borre:**  
Solo **escriba-sobre** el texto y los números **en el área azul**. Paratext sabe que desea escribir un nuevo libro o número y automáticamente reemplaza lo que está en ese lugar. Esto ahorra tiempo.

Antes de comenzar esta página: Abra 2 ventanas de recursos: GNT92 y RSV52

- Haga clic en **Ventana** y seleccione **Apilado**  
**Resultado:** las ventanas se organizan como mosaico horizontal, y están fijas (ver ⚠️ abajo.)
- Haga clic en **Ventana** y seleccione **Mosaico horizontal**  
**Resultado:** las ventanas se organizan como mosaico horizontal.
- Haga clic en **Ventana** y seleccione **Mosaico vertical**  
**Resultado:** las ventanas se organizan como mosaico vertical
- Haga clic en **Ventana** y seleccione **Cascada**  
**Resultado:** las ventanas se organizan como cascada.



⚠️ Cuando esta seleccionado “Fija”, todas las otras opciones de organización están bloqueadas. Esta opción es útil cuando el usuario (normalmente un nuevo usuario) desea que Paratext organice las ventanas automáticamente. Cuando el usuario tenga mas experiencia, fija normalmente no estará seleccionada sino otras opciones de organización de ventanas.

1  
↓



*PARATEXT Paso rápido*

**PROYECTO Paso rápido** <<<<<<<<<

*TRABAJO Paso rápido*

*TRABAJO EN EQUIPO Paso rápido*

## What is a Project?

a project consists of one or more **editable files** in a **project folder**.

a project has **properties and associations** (information Paratext needs to know)

- a long name and a short name
- an encoding
- a style file
- a versification file
- a language definition file

a project has various combinations of **book and non-book files**

- Old Testament files - 39 book files
- New Testament files – 27 book files
- Deuterocanon files – 0 or more files
- Front Matter Files (Bible Introductions, Division Introductions, etc)
- End Matter Files (Glossary, Index, etc)

a project consists of editable **book files** which are **named** in a consistent manner:

- a standard 2 digit **book number**
- a standard 3 character **book abbreviation**,
- the project **short name**
- and a **standard Paratext extension** (ptx).

|               |               |               |               |               |               |
|---------------|---------------|---------------|---------------|---------------|---------------|
| 01GENGCEV.PTX | 22SNGGCEV.PTX | 37HAGGCEV.PTX | 59HEBGCEV.PTX | 85PS2GCEV.PTX | 611PEGCEV.PTX |
| 02EXOGCEV.PTX | 23ISAGCEV.PTX | 38ZECGCEV.PTX | 60JASGCEV.PTX | 091SAGCEV.PTX | 622PEGCEV.PTX |
| 03LEVGCEV.PTX | 24JERGCEV.PTX | 39MALGCEV.PTX | 66JUDGCEV.PTX | 94XXAGCEV.PTX | 631JNGCEV.PTX |
| 04NUMGCEV.PTX | 25LAMGCEV.PTX | 41MATGCEV.PTX | 67REVGCEV.PTX | 95XXBGCEV.PTX | 642JNGCEV.PTX |
| 05DEUGCEV.PTX | 26EZKGCEV.PTX | 42MRKGCEV.PTX | 68TOBGCEV.PTX | 102SAGCEV.PTX | 653JNGCEV.PTX |
| 06JOSGCEV.PTX | 27DANGCEV.PTX | 43LUKGCEV.PTX | 69JDTGCEV.PTX | 111KIGCEV.PTX | 781MAGCEV.PTX |
| 07JDGGCEV.PTX | 28HOSGCEV.PTX | 44JHNGCEV.PTX | 70ESGGCEV.PTX | 122KIGCEV.PTX | 792MAGCEV.PTX |
| 08RUTGCEV.PTX | 29JOLGCEV.PTX | 45ACTGCEV.PTX | 71WISGCEV.PTX | 131CHGCEV.PTX | 803MAGCEV.PTX |
| 15EZRGCEV.PTX | 30AMOGCEV.PTX | 46ROMGCEV.PTX | 72SIRGCEV.PTX | 142CHGCEV.PTX | 814MAGCEV.PTX |
| 16NEHGCEV.PTX | 31OBAGCEV.PTX | 49GALGCEV.PTX | 73BARGCEV.PTX | 471COGCEV.PTX | 821ESGCEV.PTX |
| 17ESTGCEV.PTX | 32JONGCEV.PTX | 50EPHGCEV.PTX | 74LJEGCEV.PTX | 482COGCEV.PTX | 832ESGCEV.PTX |
| 18JOBGCEV.PTX | 33MICGCEV.PTX | 51PHPGCEV.PTX | 75S3YGCEV.PTX | 531THGCEV.PTX |               |
| 19PSAGCEV.PTX | 34NAMGCEV.PTX | 52COLGCEV.PTX | 76SU5GCEV.PTX | 542THGCEV.PTX |               |
| 20PROGCEV.PTX | 35HABGCEV.PTX | 57TITGCEV.PTX | 77BELGCEV.PTX | 551TIGCEV.PTX |               |
| 21ECCGCEV.PTX | 36ZEPGCEV.PTX | 58PHMGCEV.PTX | 84MANGCEV.PTX | 562TIGCEV.PTX |               |

a **project folder** is named after **the project short name**

a project folder is located in the “My Paratext Projects” folder, on your harddrive





1. Select **File**

2. Select **New Project...**

**Result:** The “Edit Full Name, Short Name” window

3. Type **User Guide Project**

4. Type **UGP**

5. Type **No Copyright (For learning only)**

6. Click **OK**

**Result:** The “New Project Properties and Settings” window appears.

(continued next page)

### ⚠ Further Explanation:

The “**Full Name**” should be chosen so that it identifies the project. We have chosen “User Guide Project” because this identifies this project as the project that is used with QuickTrack. A longer option for the Full Name could be “English: User Guide Project”. Others might want to add the language and the date: English: User Guide Project – Jan 2007. The goal is a useful, informative full name.

The “**Short Name**” is important because it is used by Paratext in two ways. (1) It is used in the filenames of the books (2) it is used as the folder name for the project. One should use 3-7 characters for the short name. It is recommended that the first three letters identify the language or translation, and that two digits identify the year. Examples: GNT99, RSV52, ATJ07, OJI94. For our “learning” project we have selected UGP. We could have chosen UGP07 if we wanted to include the date.

### **New Words:**

**Project** – a Bible translation draft in Paratext, which is being prepared for publishing

**Properties and settings** – every project must have properties and settings, and these determine the nature of the project (e.g. language, encoding, specifications.)

**Copyright** – protects the work of the translation and publishing team from unlawful use by others.

### **Copyright:**

*For this project, it is not necessary to have a copyright because it is for learning purposes only.*

What is a  
PROJECTOpen a  
NEW PROJECTCreate a  
NEW BOOKCLOSE a  
projectOPEN an  
existing projectText and  
MarkersVIEW  
without errorsVIEW  
with errorsCOPY and  
PASTE TextCUT and  
PASTE TextSAVE, UNDO  
and NAGARRANGE  
3 WindowsBACKUP  
your projectRESTORE  
your projectWORK  
QuickTrack

(continued from last page)

The first screenshot shows the 'New Project Properties and Settings' dialog box with the 'Stylesheet' dropdown menu open, highlighting 'usfm\_draft.sty' with a red arrow and the number 1.

The second screenshot shows the same dialog box with the 'Versification' dropdown menu open, highlighting 'English' with a red arrow and the number 2.

The third screenshot shows the same dialog box with the 'Language' dropdown menu open, highlighting 'ENGLISH' with a red arrow and the number 3.

✓ We will use **usfm.sty**, **English versification**, and **English language** definitions for this project. Your instructor/coordinator may ask you to use other choices.

i The **style sheet** identifies the different markers used in the text and tells Paratext how to interpret them for checking, publishing and display.

### Stylesheet:

1. Click
2. Click **usfm.sty**

**Result:** the stylesheet "usfm.sty" is selected

i **Versification** determines how chapters and verses are numbered in the project. Your instructor/coordinator may ask you to use other choices.

### Versification:

3. Click
4. Click **English**

**Result:** the versification "English" is selected

i The **language setting** determines how various checking tools like spelling create wordlists, and sort the words, and how it is used by Paratext to find language related errors in the text. Selecting English, means that the English rules are used. It is important to use language specific settings.

### Language:

5. Click
6. Click **English**

**Result:** the language "English" is selected

|                          |
|--------------------------|
| PROJECT QuickTrack       |
| What is a PROJECT        |
| Open a NEW PROJECT       |
| Create a NEW BOOK        |
| CLOSE a project          |
| OPEN an existing project |
| Text and Markers         |
| VIEW without errors      |
| VIEW with errors         |
| COPY and PASTE Text      |
| CUT and PASTE Text       |
| SAVE, UNDO and NAG       |
| ARRANGE 3 Windows        |
| BACKUP your project      |
| RESTORE your project     |
| WORK QuickTrack          |

(continued from last page)

**7.** Click

**8.** Click

**9.** Select **65001 – UNICODE (UTF-8)**  
**Result:** the project encoding is now selected.

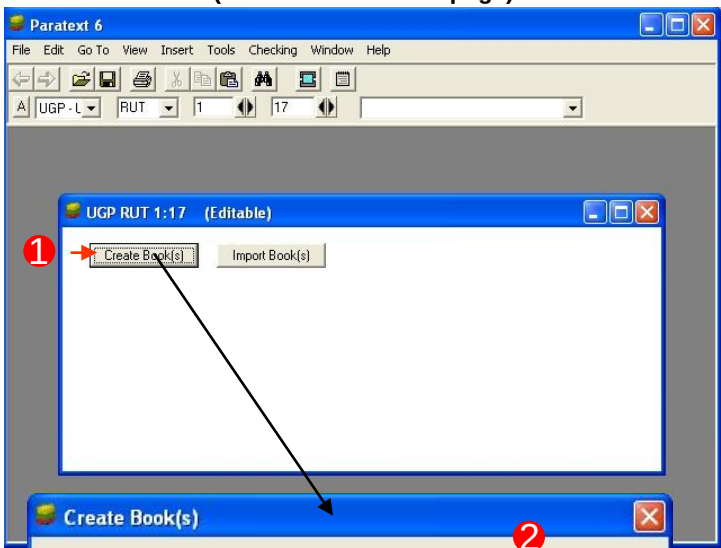
**10.** Click

Do not change these settings. They will be discussed later.

10. Click

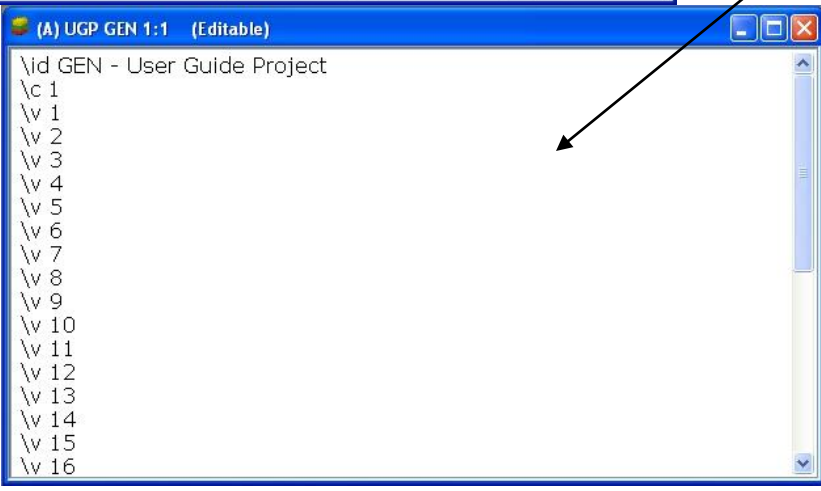
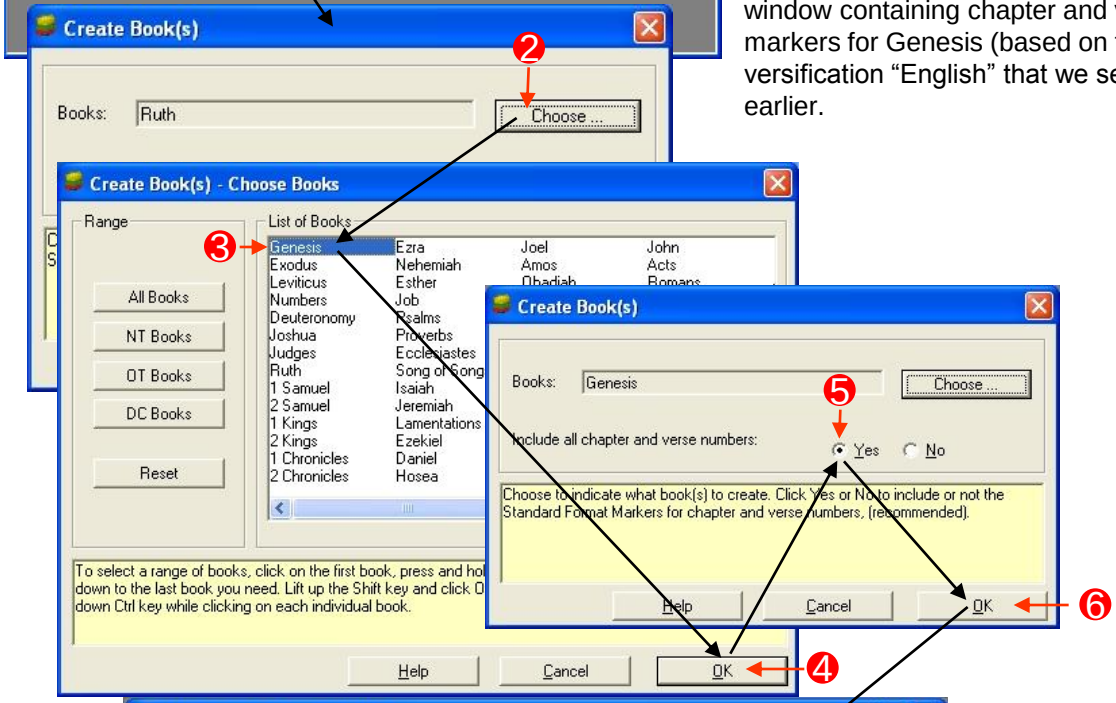


(continued from last page)



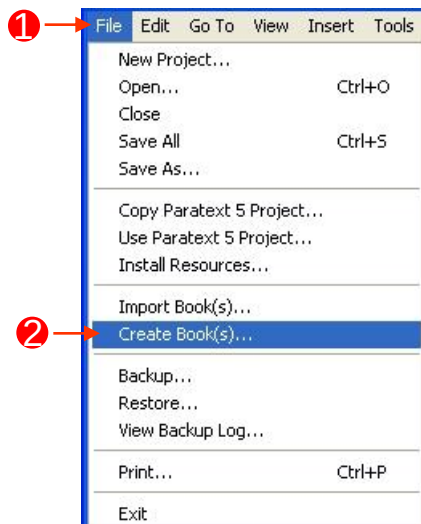
1. Click
2. Click
3. Select **Genesis** (or other book)
4. Click
5. Select **Yes**
6. Click

**Result:** We now have a blank project window containing chapter and verse markers for Genesis (based on the versification "English" that we selected earlier).



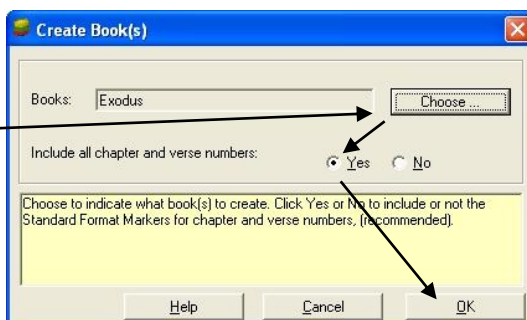
A Blank Project Window containing chapter and verse markers for "Genesis"

### Using the File Menu

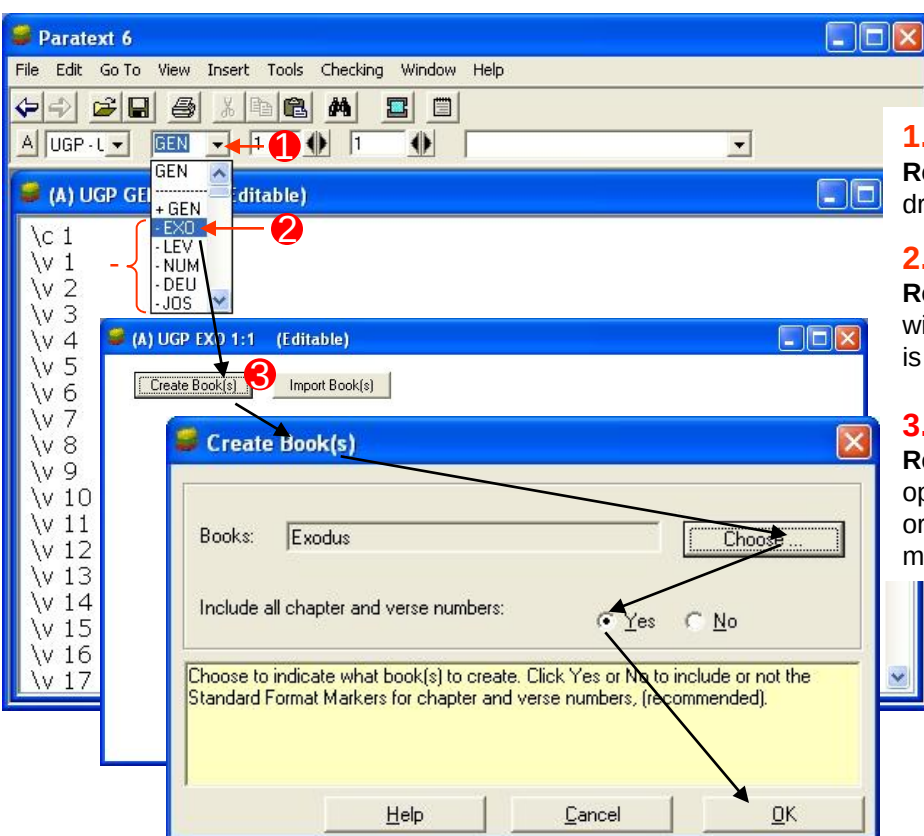


1. Click **File**
2. Click **Create Book(s)...**

**Result:** You now have an opportunity to create one or more books using the steps found on the previous page.



### Using the Book Drop-down list



1. Click **GEN**  
**Result:** the book drop-down list is shown.
2. Click **-Exo**  
**Result:** the empty book window for Exodus is shown.
3. Click **Create Books**  
**Result:** You now have an opportunity to create one or more books using the method shown previously.

When using the "Book drop-down list" to create a book, look below the dotted line. Books preceded by a minus (-) are available for creating a new book. Once a book is created, a plus sign (+) is placed in front of it. In the "Choose Books" window, you can also select multiple books using shift-select, alt-select, or clicking Bible, OT, NT, or DC.

|                          |
|--------------------------|
| PROJECT QuickTrack       |
| What is a PROJECT        |
| Open a NEW PROJECT       |
| Create a NEW BOOK        |
| CLOSE a project          |
| OPEN an existing project |
| Text and Markers         |
| VIEW without errors      |
| VIEW with errors         |
| COPY and PASTE Text      |
| CUT and PASTE Text       |
| SAVE, UNDO and NAG       |
| ARRANGE 3 Windows        |
| BACKUP your project      |
| RESTORE your project     |
| WORK QuickTrack          |

**Option 1: The Title Bar Icon**

1. Select 
2. Select **Save** (if changed)

**Result:** The project closes.

**Option 2: The File Menu.**

1. Select **File**
2. Select **Close**
3. Select **Save** (if changed)

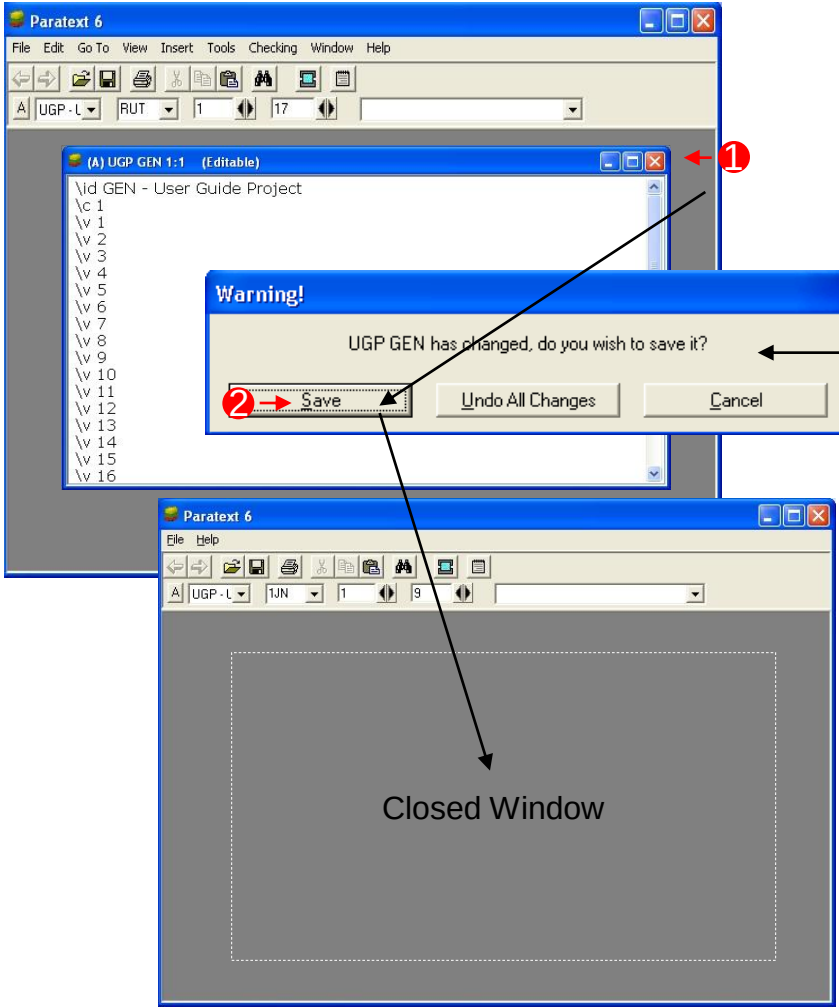
**Result:** The project closes.

Option 1: Step by Step

1. Click 
  2. Click **Save**
- Result:** the window closes

**Careful:** be sure to click the correct 

 **The *Warning!* window will only appear if you have made a change in the project.**



|                          |
|--------------------------|
| PROJECT QuickTrack       |
| What is a PROJECT        |
| Open a NEW PROJECT       |
| Create a NEW BOOK        |
| CLOSE a project          |
| OPEN an existing project |
| Text and Markers         |
| VIEW without errors      |
| VIEW with errors         |
| COPY and PASTE Text      |
| CUT and PASTE Text       |
| SAVE, UNDO and NAG       |
| ARRANGE 3 Windows        |
| BACKUP your project      |
| RESTORE your project     |
| WORK QuickTrack          |

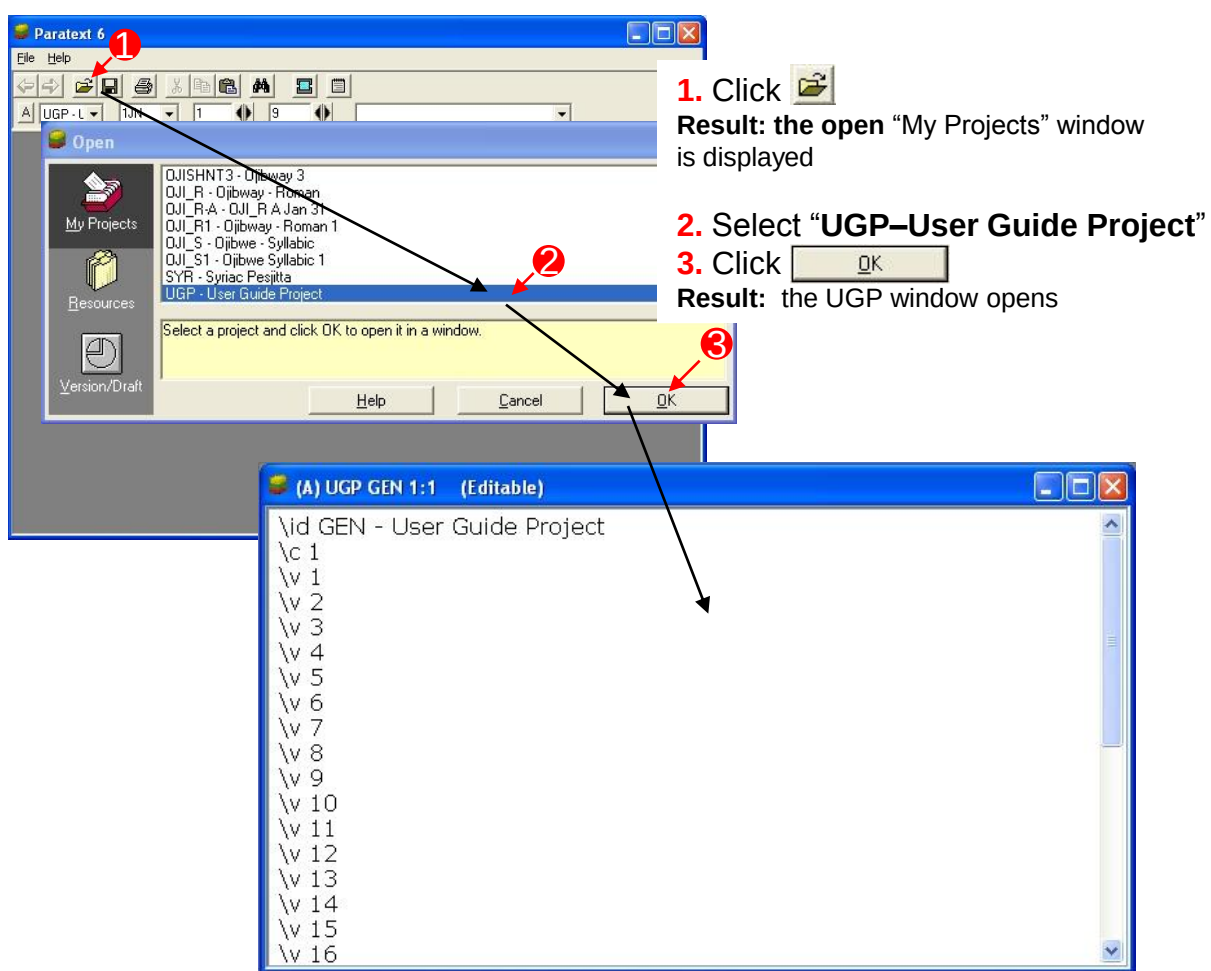
 **Option 1: The Icon Menu**

1. Select 
2. Select **UGP** or **other Project**
3. Click **OK**

 **Option 2: The File Menu**

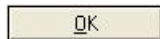
1. Select **File**
2. Select **Open**
3. Select **UGP** or **other Project**
4. Click **OK**

Option 1: Step by Step



**1.** Click   
**Result:** the open "My Projects" window is displayed

**2.** Select "UGP–User Guide Project"

**3.** Click   
**Result:** the UGP window opens

(A) UGP GEN 1:1 (Editable)

```
\id GEN - User Guide Project
\c 1
\v 1
\v 2
\v 3
\v 4
\v 5
\v 6
\v 7
\v 8
\v 9
\v 10
\v 11
\v 12
\v 13
\v 14
\v 15
\v 16
```

## Text and Markers: a gentle introduction

**Text** - consists of words, punctuation, and numbers. The text is arranged into headers, remarks titles, introduction items, section heads, paragraphs, poetry and many other forms. Text can also be given a special appearance when printed, such as section headings in larger type and bold, or paragraph indented or not, or OT Quotations in the NT set off as poetry..

**Markers or codes** - are used by the translator to tell Paratext (1) how to display the text (2) how to publish the text and allows the translator (3) to use checking tools.

**Editing programs** like **MS Word** and **WordPerfect** also use markers or codes. These codes are invisible and are placed in the text when you select items like “Bold”, “Italic” or use “Styles”.

**Paratext** has the ability to “show” or “hide” these markers (or codes).

**Unformatted (show codes)** – markers are shown, and their “effect” is not displayed

**Formatted (hide codes)** – markers are hidden, and their “effect” is displayed

### Unified Standard Format Markers (USFM)

The official name for the codes used in Paratext is “Unified Standard Format Markers” or USFM. In this User Guide, “marker” and “code” mean the same thing.

**A USFM marker consists of** (1) a back slash (\)  
(2) one or more lower-case letters or numbers  
(3) a space or \* (both act as code terminators)

**The minimum set of markers** (in a new book containing chapters and verses)

**\id GEN** The **identification marker** consists of three elements \, id, and (a space)

Note: \id must be followed by the 3 character name of a book

Some books consist of a number followed by 2 characters (e.g. 2CO)

Any other text (after the book abbreviation) e.g. the project name, is optional

**\c 1** The **chapter marker** consists of three elements \, c, and (a space)

Note: \c must be followed by a number (a chapter number, after the space)

**\v 1** The **verse marker** consist of three elements \, v, and (a space)

Note: \v must be followed by a number (a verse number, after the space)

**A Beginner set of markers** (used in 2.3.b. Entering text and markers)

(a) Main Titles \mt or \mt1 or \mt2 main title (level 1 and 2)

(b) Headings. \s or \s1 or \s2 sectionheading (level 1 and 2)

(b) Paragraphs \p paragraph with first line indented

\m paragraph with first line at the margin

(c) Poetry \q or q1 or q2 poetry (1<sup>st</sup> or 2<sup>nd</sup> levels of indent)

(d) Character (marker pairs) \w ... \w\* glossary word

\k ... \k\* keyword

\em ... \em\* emphasis

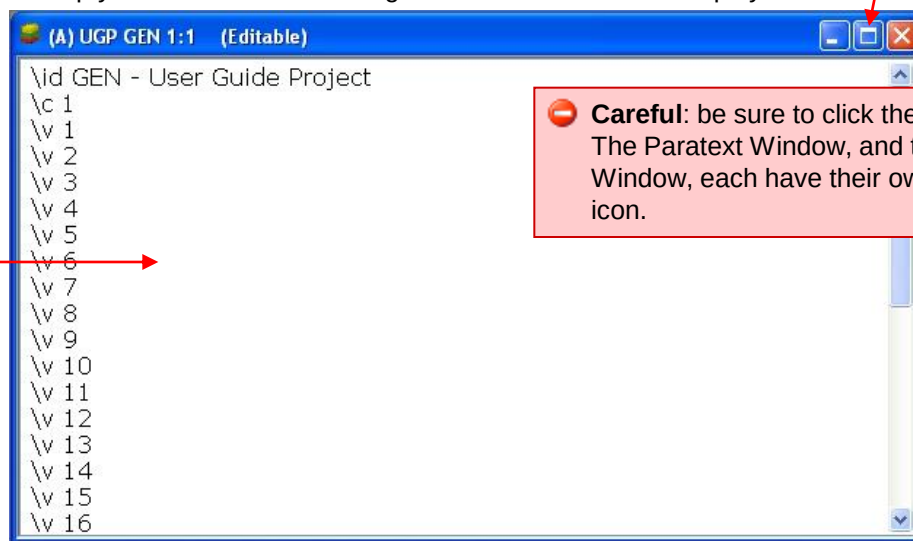
(e) Notes (marker pairs) \f ... \f\* footnote

\x ... \x\* cross-reference

(f) Remarks \rem a comment used for project communication

**1. Start Paratext****2. Maximize the Paratext window** (click )**3. Open and maximize the UGP window** (click )**4. Go to GEN 1:1**

**Result:** an empty book window containing \id \c and \v markers is displayed

**5. Add the following markers and text** to GEN 1.1-5 (see 2.3.a)

\id GEN – User Guide Project

\rem The purpose of this project is to provide an opportunity to enter markers and text

\mt2 The book of

\mt1 Genesis

\c 1

\s This is a section heading

\p

\v 1 This is the first sentence of a scripture verse paragraph. This is the second sentence. In this paragraph, a person says, “This is spoken text.” This is the last text of this verse.

\v 2 This is another sentence that belongs to the first paragraph. And this sentence is followed by four lines of poetry.

\q1 This is the first line of poetry,

\q2 This is the second line of poetry;

\q1

\v 3 This is the third line of poetry,

\q2 This is the fourth line of poetry.

\m

\v 4 This is the first sentence after four lines of poetry. It does not have its first line indented. This is the second sentence of this paragraph. This is the fourth sentence.

\v 5 And finally, this is the last sentence of the above paragraph and it is followed by another section heading.

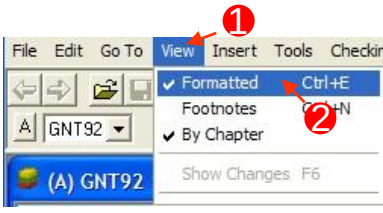
\s Another section heading

\p

\v 6

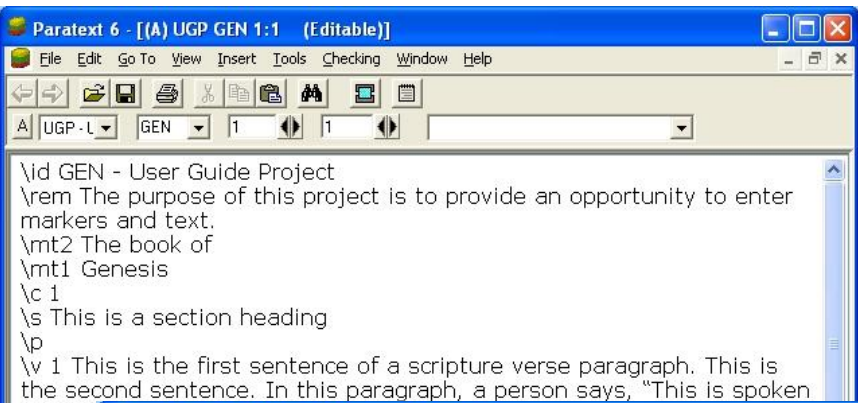
**Do not hit “enter” or “return” to force a wrap at the end of lines. Allow Paratext to do the wrapping automatically.**

|                          |
|--------------------------|
| PROJECT QuickTrack       |
| What is a PROJECT        |
| Open a NEW PROJECT       |
| Create a NEW BOOK        |
| CLOSE a project          |
| OPEN an existing project |
| Text and Markers         |
| VIEW without errors      |
| VIEW with errors         |
| COPY and PASTE Text      |
| CUT and PASTE Text       |
| SAVE, UNDO and NAG       |
| ARRANGE 3 Windows        |
| BACKUP your project      |
| RESTORE your project     |
| WORK QuickTrack          |

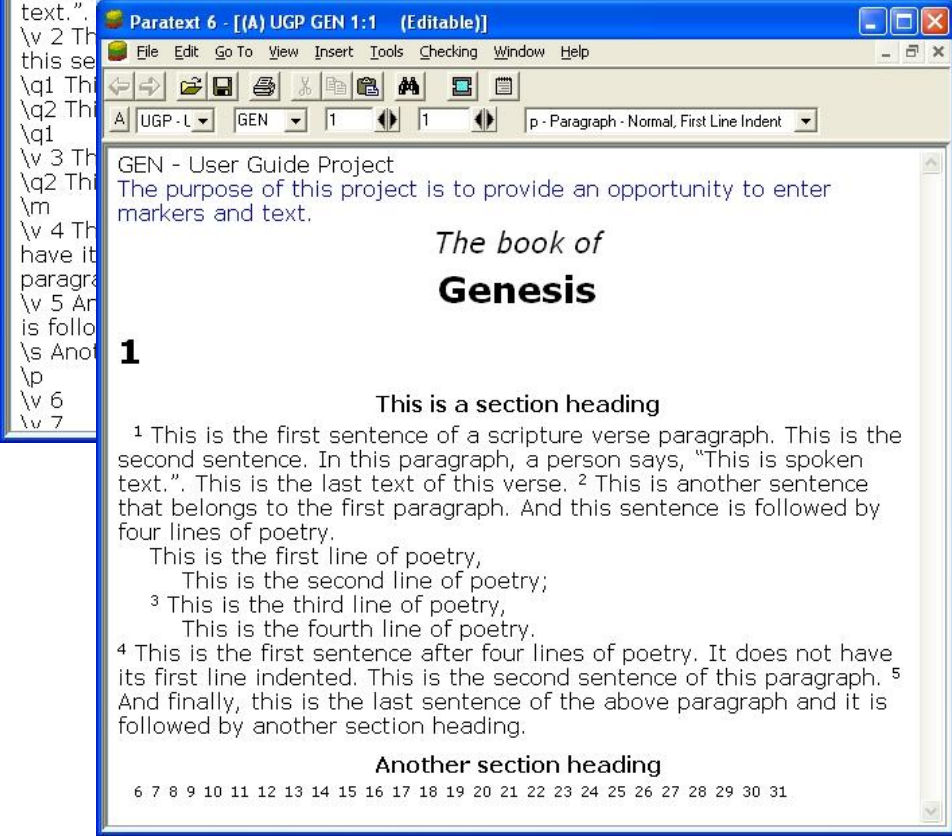


1. Select **View** from the menu.
2. Select **Formatted**  
**Result:** Text is “formatted”
3. Repeat 1. and 2.  
**Result:** Text is “unformatted”

See below.



Unformatted View  
(see codes)



See below.  
**Ctrl-E**

Formatted View  
(hide codes)

**Toggle** – is when the one action has two opposing results, one after the other.  
Select View, Formatted – result: Formatted View  
Select View, Formatted – result: Unformatted View

**Shortcut** – the user can toggle formatted and unformatted by pressing the control key, and the letter E [CTRL-E] simultaneously. Repeating CTRL-E, then selects the opposite view, etc.

⚠ First: “toggle” to select “unformatted view”

Paratext 6 - [(A) UGP GEN 1:4 (Editable)]

File Edit Go To View Insert Tools Checking Window Help

UGP - L GEN 1 4

1. \r The purpose of this project is to provide an opportunity to enter markers and text.

2. \mt1 Genesis

3. \q1 This is the first line of poetry,

4. \v 3 \q1 This is the third line of poetry,

5. \v5 And finally, this is the last sentence of the above paragraph and it is followed by another section heading.

**Quiz:** It is often difficult to see errors in unformatted view. What is wrong with each of the above five highlighted locations?

- 1.
- 2.
- 3.
- 4.
- 5.

## VIEW Text and Markers (with errors, continued)

⚠ First: “toggle” to select “formatted view”

What is a  
PROJECTOpen a  
NEW PROJECTCreate a  
NEW BOOKCLOSE a  
projectOPEN an  
existing projectText and  
MarkersVIEW  
without errorsVIEW  
with errorsCOPY and  
PASTE TextCUT and  
PASTE TextSAVE, UNDO  
and NAGARRANGE  
3 WindowsBACKUP  
your projectRESTORE  
your projectWORK  
QuickTrack

Paratext 6 - [(A) UGP GEN 1:4 (Editable)]

File Edit Go To View Insert Tools Checking Window Help

UGP - L GEN 1 4 v - Verse Number

GEN - User Guide Project **\remThe** purpose of this project is to provide an opportunity to enter markers and text.

**The book of \mt1Genesis**

**1**

**Errors**

This is a section heading

<sup>1</sup> This is the first sentence of a scripture verse paragraph. This is the second sentence. In this paragraph, a person says, “This is spoken text.”. This is the last text of this verse. <sup>2</sup> This is another sentence that belongs to the first paragraph. And this sentence is followed by four lines of poetry. **\q1This** is the first line of poetry, This is the second line of poetry; <sup>3</sup> This is the third line of poetry, This is the fourth line of poetry.

<sup>4</sup> This is the first sentence after four lines of poetry. It does not have its first line indented. This is the second sentence of this paragraph. **\v5** And finally, this is the last sentence of the above paragraph and it is followed by another section heading.

**Another section heading**

6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

⚠ In formatted view, some errors are easy to see ... because Paratext highlights them in red

**\remThe**  
**\mt1Genesis**  
**\q1This**  
**\v5**

Other errors are more difficult to see ... because they are not highlighted, Sometimes there are visual clues that something is wrong (e.g. verse number 3 is wrongly located at the end of a line)

**\v 3**  
**\q1 This is the third line of poetry;**

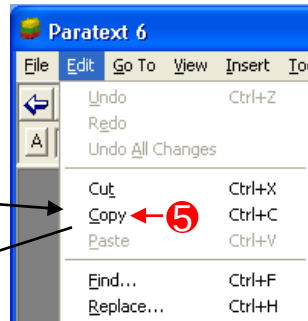
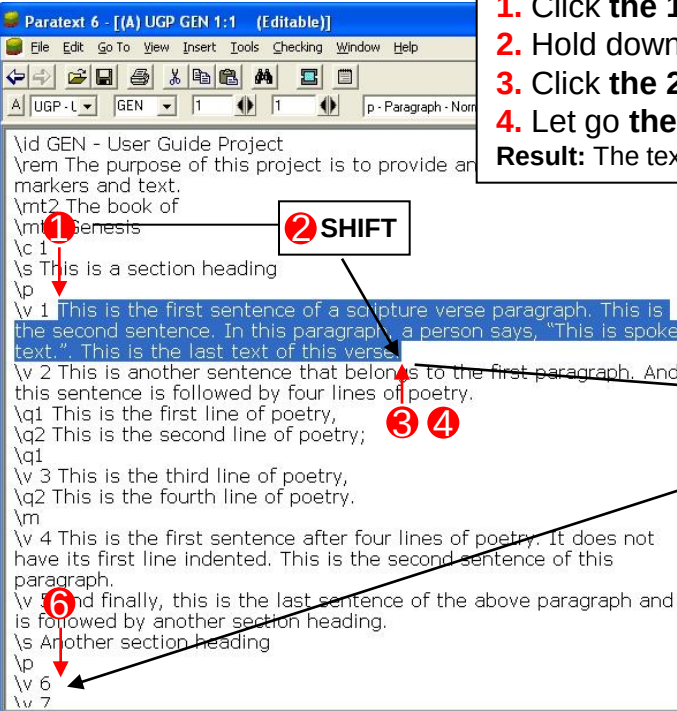
What is the error in verse 3?

If you have errors in the text you entered, try to correct and check your project until it is correct. (HINT: First - make your corrections in unformatted view. Then - use formatted view to check your corrections.)

⚠️ “toggle” to select “unformatted view” (if it is currently in “formatted view”)

**Highlight** (indicate which text is involved)

1. Click the 1<sup>st</sup> location
  2. Hold down the shift key (while doing step 3)
  3. Click the 2<sup>nd</sup> location.
  4. Let go the shift key (after completing step 3)
- Result:** The text between location 1 and 2 is highlighted



**Copy and Paste:**

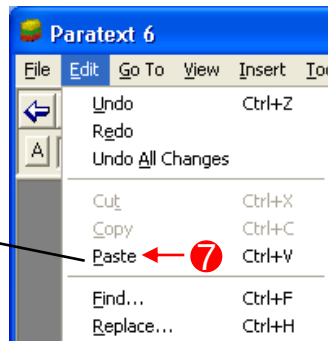
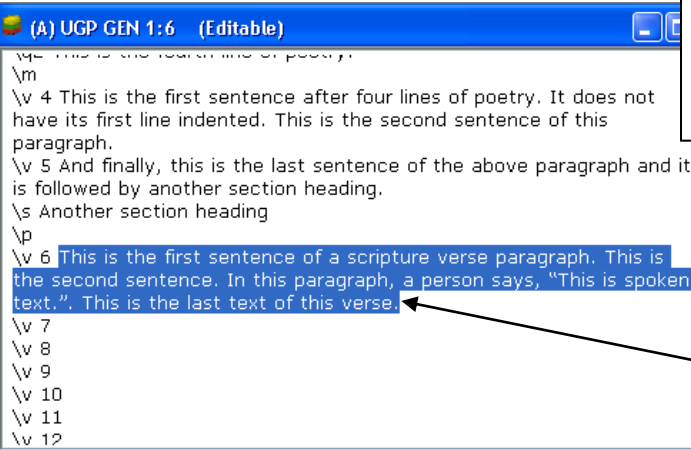
5. Select edit, copy

**Result:** The highlighted text is copied

6. Click 3<sup>rd</sup> location

7. Select edit, paste

**Result:** The highlighted text is inserted at the new location (location 3), while the text between location 1 and 3, remain unchanged.



- ⚠️ **Copy/Paste** and **Cut/Paste** are two frequently required actions and are used when
- (1) moving a copy of some text to another location – copy and paste
  - (2) relocating text, while erasing the text at the source – cut and paste.

These two operations require three sub-operations

**Copy/Paste:** (1) highlight, (2) copy and (3) paste

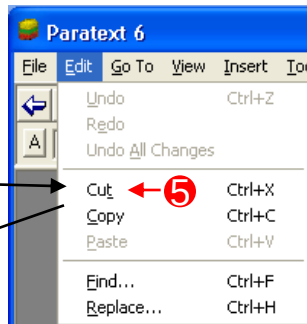
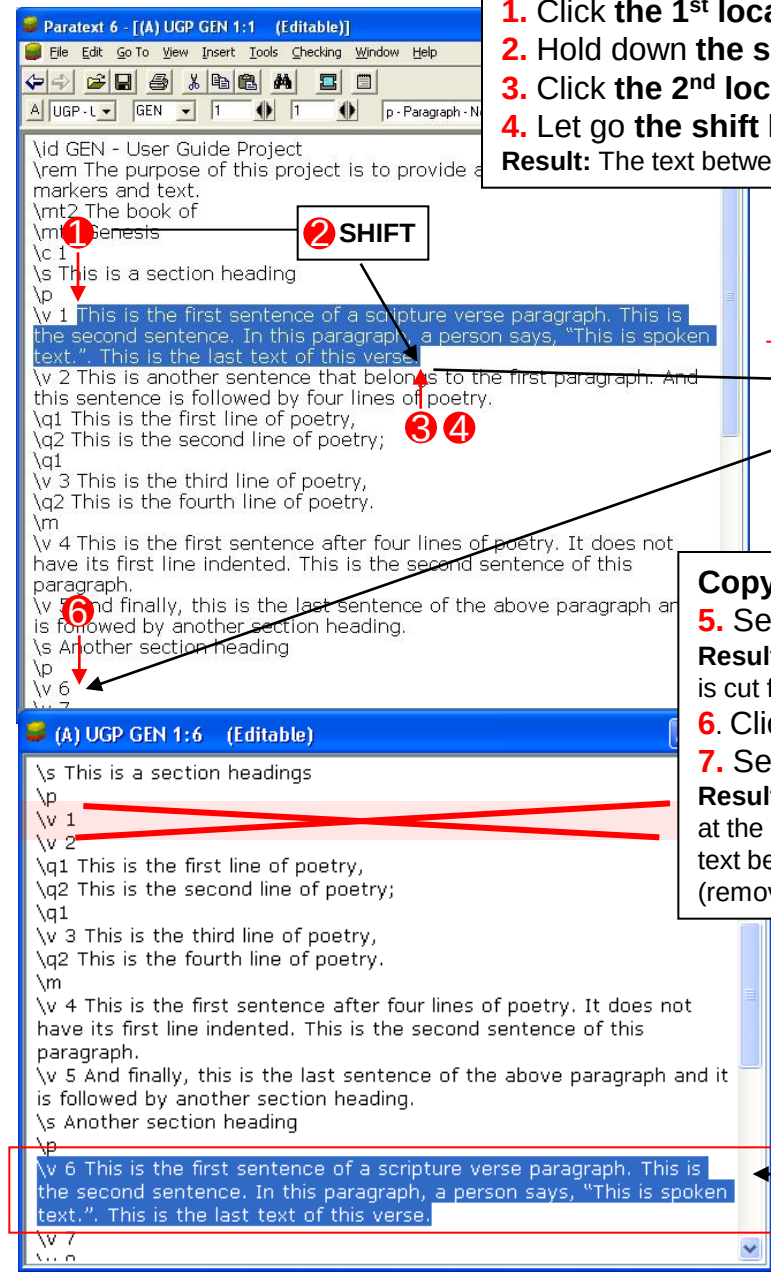
**Cut/Paste:** (1) highlight, (2) cut and (3) paste

**Highlighting** indicates to the computer, which text you want to copy or cut.

⚠️ “toggle” to select “unformatted view” (if it is currently in “formatted view”)

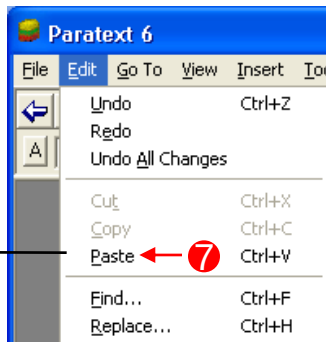
**Highlight** (indicate which text is involved)

1. Click the 1<sup>st</sup> location
  2. Hold down the **shift** key (while doing step 3)
  3. Click the 2<sup>nd</sup> location.
  4. Let go the **shift** key (after completing step 3)
- Result:** The text between location 1 and 2 is highlighted



**Copy and Paste:**

5. Select **edit, cut**
- Result:** The highlighted text is copied, and is cut from the source location.
6. Click 3<sup>rd</sup> location
  7. Select **edit, paste**
- Result:** The highlighted text is inserted at the new location (location 3), while the text between location 1 and 3, has been cut (removed) from the text.



✅ **Analysis: of highlight, cut and paste.**

~~Highlighted Text~~ -- [cut] --> -- [paste] --> Text(at new location)

What is a  
PROJECT

Open a  
NEW PROJECT

Create a  
NEW BOOK

CLOSE a  
project

OPEN an  
existing project

Text and  
Markers

VIEW  
without errors

VIEW  
with errors

COPY and  
PASTE Text

CUT and  
PASTE Text

SAVE, UNDO  
and NAG

ARRANGE  
3 Windows

BACKUP  
your project

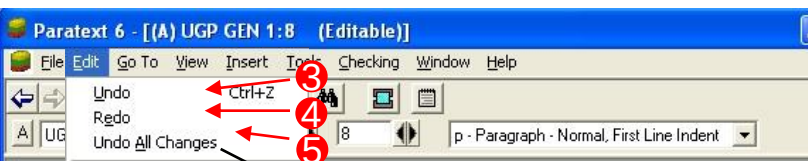
RESTORE  
your project

WORK  
QuickTrack



1. Click

Result: The project is saved.



“Undo” and “redo” only work in **unformatted view**. Before doing steps 2 and 3, make sure the project is in **unformatted view**.

project is to provide an opportunity to enter

WARNING! Ok to lose all changes since last saved? Yes No

2. Type the following text into verse 8. **This is text added to verse eight for learning about the undo features.**

\v 1 This is the first sentence of a scripture verse paragraph. This is the second sentence. In this paragraph, a person says, “This is spot text.”. This is the last text of this verse.

\v 2 This is the first line of poetry, \v 2 This is the second line of poetry;

\v 3 This is the third line of poetry, \v 2 This is the fourth line of poetry.

\v 4 This is the first sentence after four lines of poetry. It does not have its first line indented. This is the second sentence of this paragraph.

\v 5 And finally, this is the last sentence of the above paragraph and it is followed by another section heading.

\v 6 This is the first sentence of a scripture verse paragraph. This is the second sentence. In this paragraph, a person says, “This is spot text.”. This is the last text of this verse.

\v 7 This is the first sentence of a scripture verse paragraph. This is the second sentence. In this paragraph, a person says, “This is spot text.”. This is the last text of this verse.

\v 8 This is text added to verse eight for learning about the undo feature.

3. Click “Undo”

Result: the added text is removed.

4. Click “Redo”

Result: the removed text is re-added.

5. Click “Undo All Changes”

Result: a warning window is displayed.

6. Click [Yes] **(UNUSUAL!)**

Result: All changes are lost

7. Click [No] **(USUAL!)**

Result: Keep all changes.

### ✓ The Paratext Nag Feature

Paratext automatically prompts (nags) you to save your work when ...

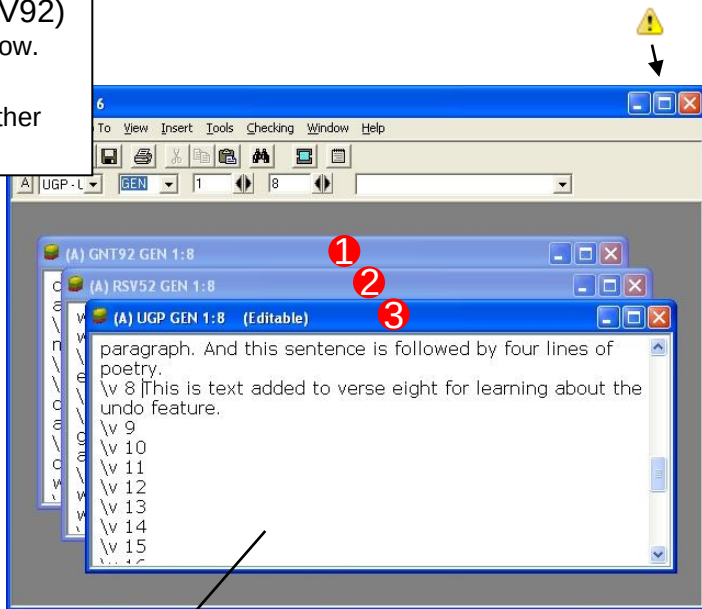
- a. You move from one chapter to another (and you have unsaved changes)
- b. You change from “formatted” to “unformatted” (and you have unsaved changes)
- c. You close a project (and you have unsaved changes)
- d. You close Paratext, (and you have unsaved changes)
- e. Every 30 minutes.

⚠ The Nag feature displays a **warning window**, which gives you an opportunity to select “Yes” or “No”. Selecting “Yes” results in your work being saved.

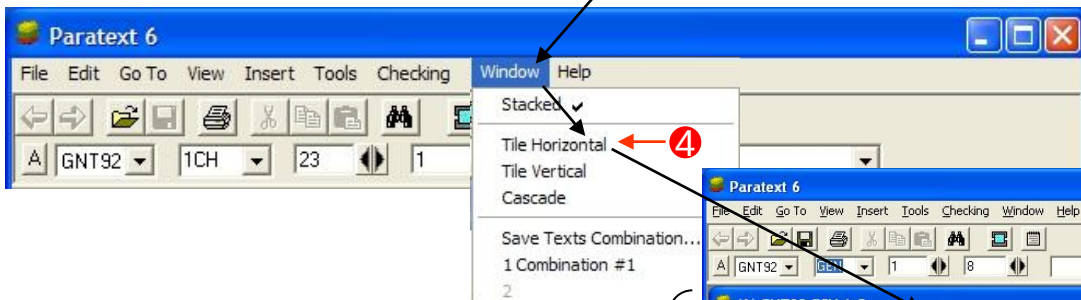
## ARRANGE 3 Windows (Horizontally)

- ⚠ Before starting this exercise, close all projects, and maximize the Paratext window.  
Reminder: To maximize the Paratext window, click  .  
Reminder: To open a resource, see page 5  
Reminder: To open a project, see page 17

1. Open a resource (e.g. GNT92)  
**Result:** GNT92 is opened in a Window.
2. Open another resource (e.g. RSV92)  
**Result:** RSV92 is opened in another window.
3. Open a project (e.g. UGP)  
**Result:** the project UGP is opened in another window

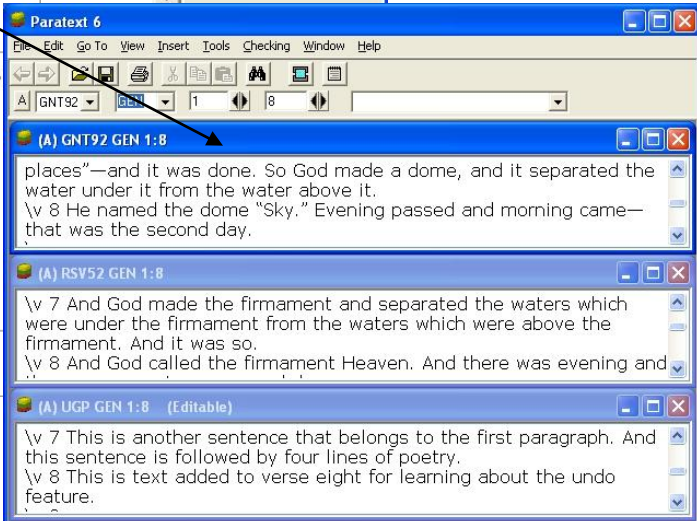


4. Go to **Window**, and select "Tile Horizontal"  
**Result:** The three windows are arranged horizontally.



✅ **Paratext Resources:** RSV52 and GNT92 are **not** editable, but are available to the translator for reference while drafting translation text.

✅ **Paratext Project:** UGP is **editable**, and is the window used by the translator for translating, checking and editing project drafts.



What is a  
PROJECT

Open a  
NEW PROJECT

Create a  
NEW BOOK

CLOSE a  
project

OPEN an  
existing project

Text and  
Markers

VIEW  
without errors

VIEW  
with errors

COPY and  
PASTE Text

CUT and  
PASTE Text

SAVE, UNDO  
and NAG

ARRANGE  
3 Windows

BACKUP  
your project

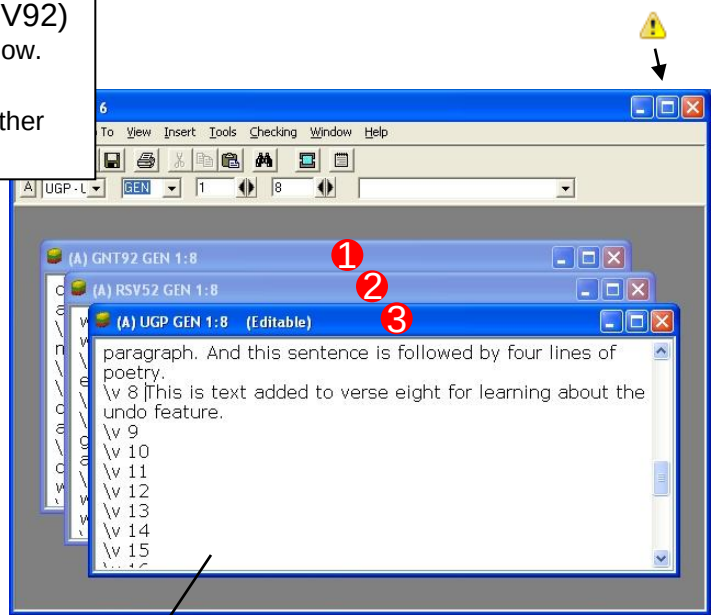
RESTORE  
your project

WORK  
QuickTrack

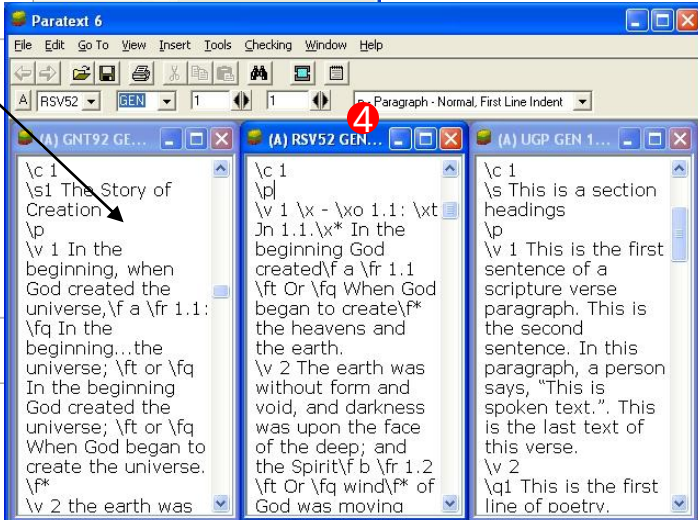
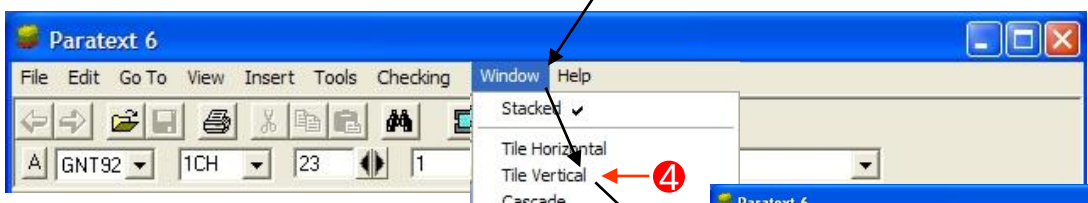
- What is a PROJECT
- Open a NEW PROJECT
- Create a NEW BOOK
- CLOSE a project
- OPEN an existing project
- Text and Markers
- VIEW without errors
- VIEW with errors
- COPY and PASTE Text
- CUT and PASTE Text
- SAVE, UNDO and NAG
- ARRANGE 3 Windows
- BACKUP your project
- RESTORE your project
- WORK QuickTrack

⚠ Before starting this exercise, close all projects, and maximize the Paratext window.  
Reminder: To maximize the Paratext window, click  .  
Reminder: To open a resource, see page 5  
Reminder: To open a project, see page 17

- 1. Open a resource (e.g. GNT92)  
**Result:** GNT92 is opened in a Window.
- 2. Open another resource (e.g. RSV92)  
**Result:** RSV92 is opened in another window.
- 3. Open a project (e.g. UGP)  
**Result:** the project UGP is opened in another window

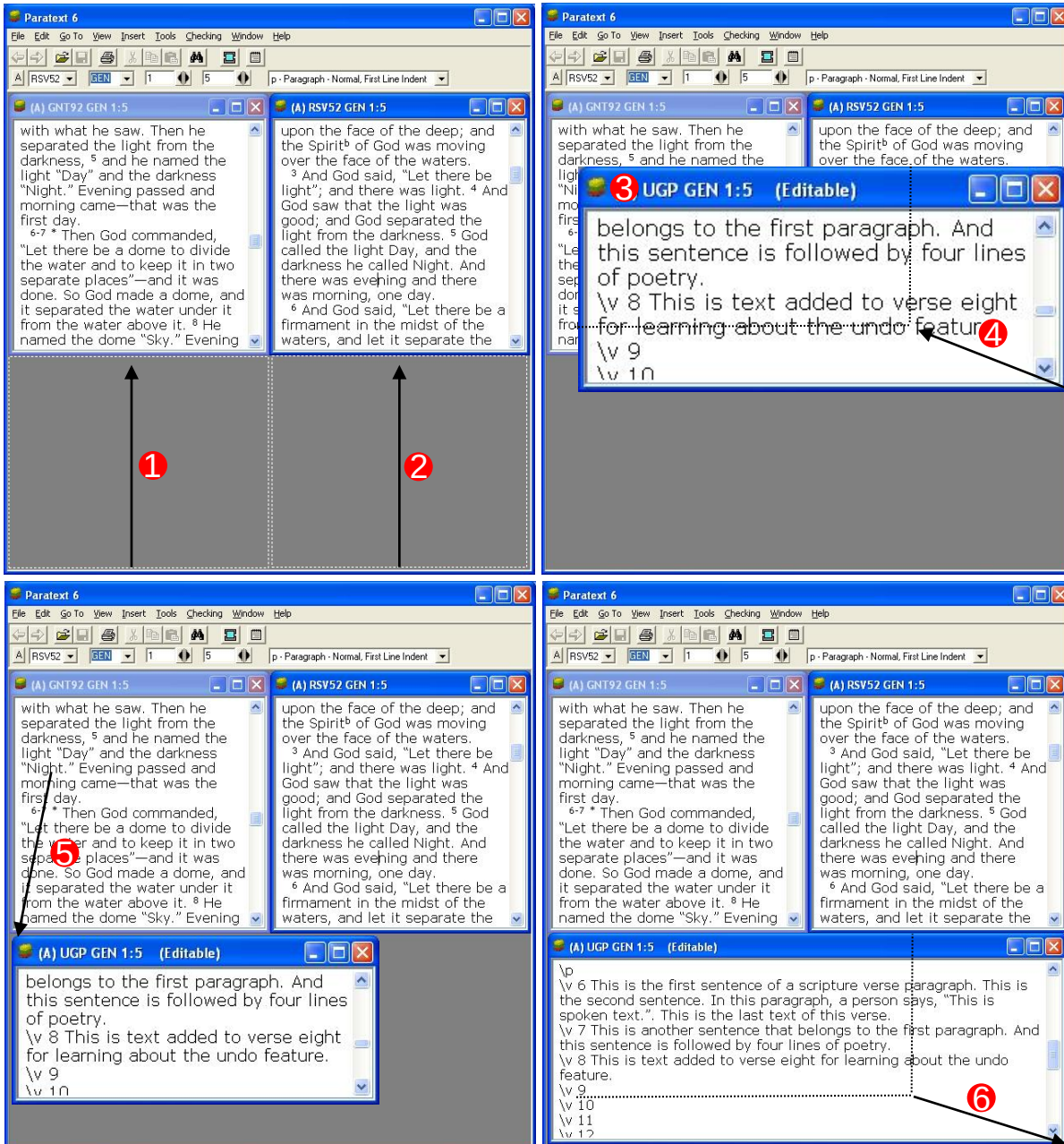


- 4. Go to **Window**, and select “Tile Vertical”  
**Result:** The three windows are arranged vertically.



 Before starting the 2-1 view, open two resources, and select tile vertical.

1. Move the bottom edge of the first window upwards to half its original size.
2. Move the bottom edge of the second window upwards to half its original size.
3. Open a project (e.g. UGP)
4. Make the project window smaller, and 5. move it into position
5. Make the project window larger and adjust it to take up the available space.



The screenshots illustrate the process of arranging three windows in a 2-1 view. The first two windows, GNT92 GEN 1:5 and RSV52 GEN 1:5, are initially full-sized. In the second screenshot, arrows indicate moving the bottom edges of both windows upwards to half their original size. In the third screenshot, a third window, UGP GEN 1:5, is opened, overlapping the others. An arrow points to its title bar. In the fourth screenshot, the UGP window is resized and moved to take up the bottom half of the screen, while the other two windows remain in the top half. An arrow points to the bottom edge of the UGP window.

 When moving a window, point to the blue title bar, and drag (hold down the left mouse button, while moving the mouse) to the new location. When resizing a window, point to an edge until the cursor changes from  to  or  and drag.

## CREATE a backup folder on the hard drive

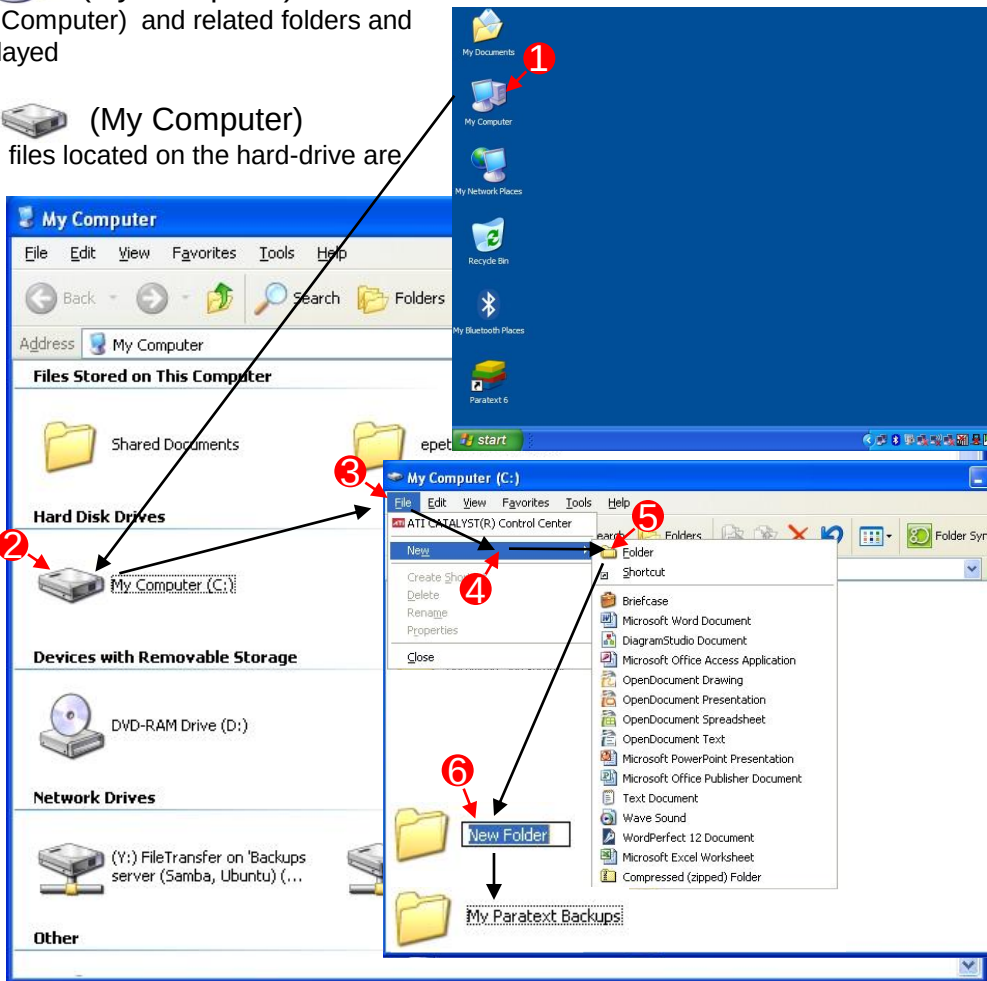
**Note:** Creating a “My Paratext Backups” folder on the hard drive only needs to be done once, before you backup your Paratext project. If the folder already exists, then move on to page 29.

1. Double-click  (My Computer)  
**Result:**  (My Computer) and related folders and peripherals are displayed

2. Double-click  (My Computer)  
**Result:** Folders and files located on the hard-drive are displayed.

3. Select File  
4. Select New  
5. Select Folder  
**Result:** A Folder called “New Folder” is displayed.

**Note:** Windows has various display settings, and the appearance of folders may vary from what is shown at the right.



6. Type-over “New Folder” with “My Paratext Backups” (do not erase first).  
**Result:** A folder called “My Paratext Backups” is now ready for backups.

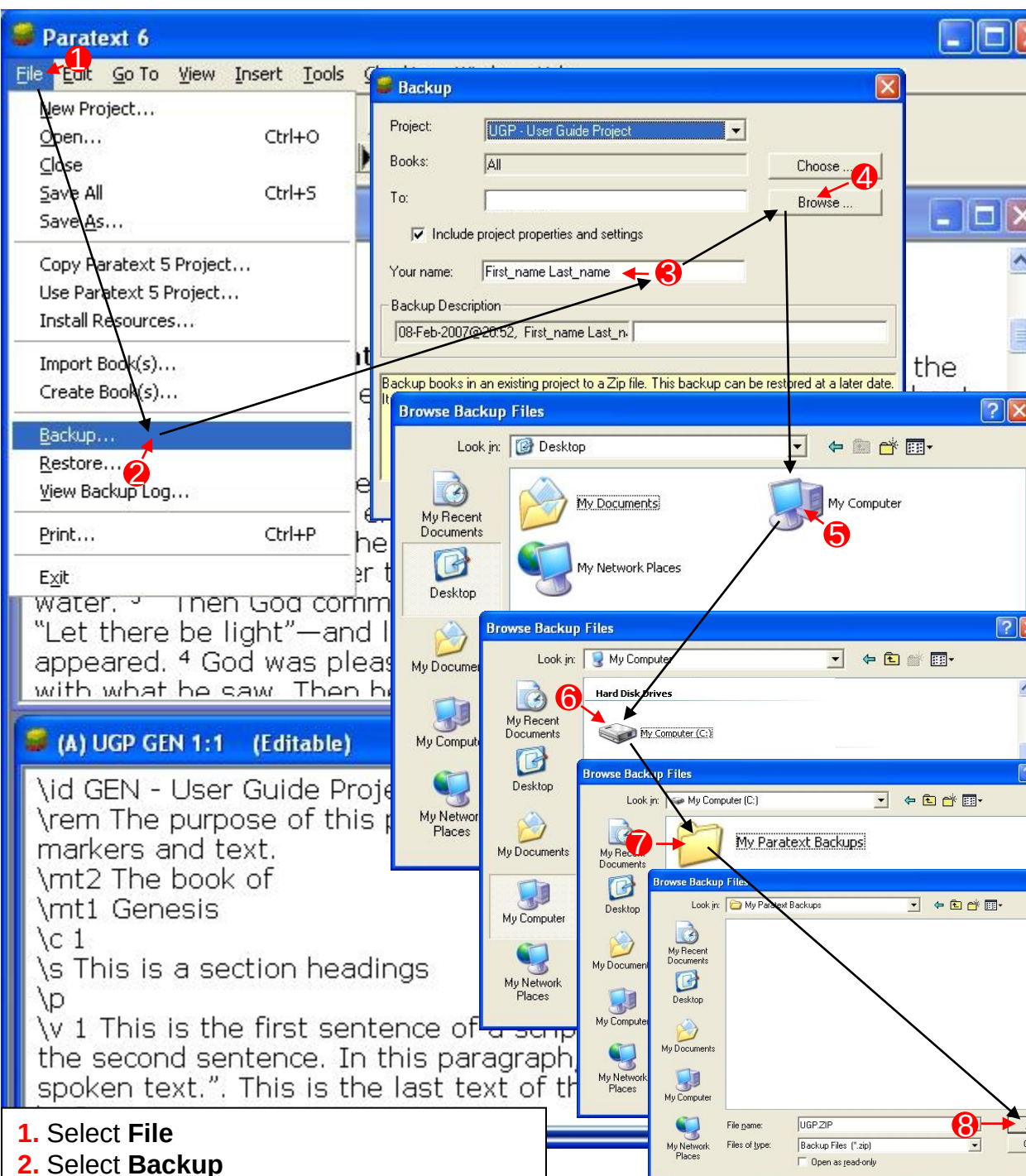
**Discussion:** Understanding the creation and organization of folders, including names and location,, requires some familiarity with the way files and folders are stored on a computer. The location of “My Paratexts Backups” can be represented a number of ways. Here is one way ...



Your backup files will now be located here when they are saved to your computer harddrive.

Continued next page

|                          |
|--------------------------|
| PROJECT QuickTrack       |
| What is a PROJECT        |
| Open a NEW PROJECT       |
| Create a NEW BOOK        |
| CLOSE a project          |
| OPEN an existing project |
| Text and Markers         |
| VIEW without errors      |
| VIEW with errors         |
| COPY and PASTE Text      |
| CUT and PASTE Text       |
| SAVE, UNDO and NAG       |
| ARRANGE 3 Windows        |
| BACKUP your project      |
| RESTORE your project     |
| WORK QuickTrack          |



1. Select **File**
2. Select **Backup**
3. Type **your name**
4. Click **Browse**
5. Click **My Computer**
6. Click **My Computer**
7. Click **My Paratext Backups**
8. Click **Open** (continued next page)

Continued next page

|                          |
|--------------------------|
| PROJECT QuickTrack       |
| What is a PROJECT        |
| Open a NEW PROJECT       |
| Create a NEW BOOK        |
| CLOSE a project          |
| OPEN an existing project |
| Text and Markers         |
| VIEW without errors      |
| VIEW with errors         |
| COPY and PASTE Text      |
| CUT and PASTE Text       |
| SAVE, UNDO and NAG       |
| ARRANGE 3 Windows        |
| BACKUP your project      |
| RESTORE your project     |
| WORK QuickTrack          |

Paratext 6

File Edit Go To View Insert Tools Checking Window Help

Backup

Project: UGP - User Guide Project

Books: All

To: C:\My Paratext Backups\UGP.ZIP

☒ Include project properties and settings

Your name: First\_name Last\_name

Backup Description: 08-Feb-2007@21:02, First\_name Last\_n

Backup books in an existing project to a Zip file. This backup can be restored at a later date. It can also be used to copy a project to another computer.

Help Cancel OK

9. Click OK

10. Select OK

Result: Project file is backed up.

Backup

Project: UGP - User Guide Project

Books: All

To: C:\My Paratext Backups\UGP.ZIP

☒ Include project properties and settings

Your name: First\_name Last\_name

Backup Description: [Progress Bar]

Backup books in an existing project to a Zip file. This backup can be restored at a later date. It can also be used to copy a project to another computer.

Help Cancel OK

PARATEXT

Backup operation complete.  
Project = UGP - User Guide Project  
Backup file = C:\My Paratext Backups\UGP.ZIP

OK

**Discussion:**  
When Paratext backs up a project, it creates a zip file which contains all the books, and a number of other files that belong to the project. This makes it possible to restore the project along with all the files that belong to it.

What is a  
PROJECT

Open a  
NEW PROJECT

Create a  
NEW BOOK

CLOSE a  
project

OPEN an  
existing project

Text and  
Markers

VIEW  
without errors

VIEW  
with errors

COPY and  
PASTE Text

CUT and  
PASTE Text

SAVE, UNDO  
and NAG

ARRANGE  
3 Windows

BACKUP  
your project

RESTORE  
your project

WORK  
QuickTrack

1. Select **File**

2. Select **Backup**

3. Click **OK**

4. Click **OK**

**Result:** The project is backed up again.

⚠ **Why “1<sup>st</sup> Backup” and “Ongoing Backup”?** Paratext always remembers the last location that you backup to. The “1<sup>st</sup> Backup occurs” whenever you (a) Backup the first time to the harddrive or (b) Backup to another place (e.g. thumbdrive), and then want **to return** again the original location. If you back up a number of times in a row to the same place (**ongoing backup**), then the steps are much simpler because “**Paratext remembers**”.

Continued next page

|                          |
|--------------------------|
| PROJECT QuickTrack       |
| What is a PROJECT        |
| Open a NEW PROJECT       |
| Create a NEW BOOK        |
| CLOSE a project          |
| OPEN an existing project |
| Text and Markers         |
| VIEW without errors      |
| VIEW with errors         |
| COPY and PASTE Text      |
| CUT and PASTE Text       |
| SAVE, UNDO and NAG       |
| ARRANGE 3 Windows        |
| BACKUP your project      |
| RESTORE your project     |
| WORK QuickTrack          |

**1. Select File**  
**2. Select Backup**  
**3. Click Browse**  
**4. Click My Computer**  
**5. Click Thumbdrive**  
**6. Click Open**  
**7. Click OK**  
**8. Click OK**

**Backup**  
Project: UGP - User Guide Project  
Books: All  
To: C:\My Paratext Backups\UGP.ZIP  
Choose ...  
Browse ...

**Browse Backup Files**  
Look in: My Paratext Backups  
UGP.ZIP 13 KB  
My Recent Documents  
Desktop  
My Documents  
My Computer  
My Network Places

**Browse Backup Files**  
Look in: My Computer  
Devices with Removable Storage  
DVD-RAM Drive (D:)  
Thumbdrive (E:)

**Browse Backup Files**  
Look in: Thumbdrive (E:)

**Backup**  
Project: UGP - User Guide Project  
Books: All  
To: E:\UGP.ZIP  
Choose ...  
Browse ...  
Open  
Cancel

**Backup**  
Project: UGP - User Guide Project  
Books: All  
To: E:\UGP.ZIP  
Include project properties and settings  
OK

**PARATEXT**  
Backup operation complete.  
Project = UGP - User Guide Project  
Backup file = E:\UGP.ZIP  
OK

What is a  
PROJECT

Open a  
NEW PROJECT

Create a  
NEW BOOK

CLOSE a  
project

OPEN an  
existing project

Text and  
Markers

VIEW  
without errors

VIEW  
with errors

COPY and  
PASTE Text

CUT and  
PASTE Text

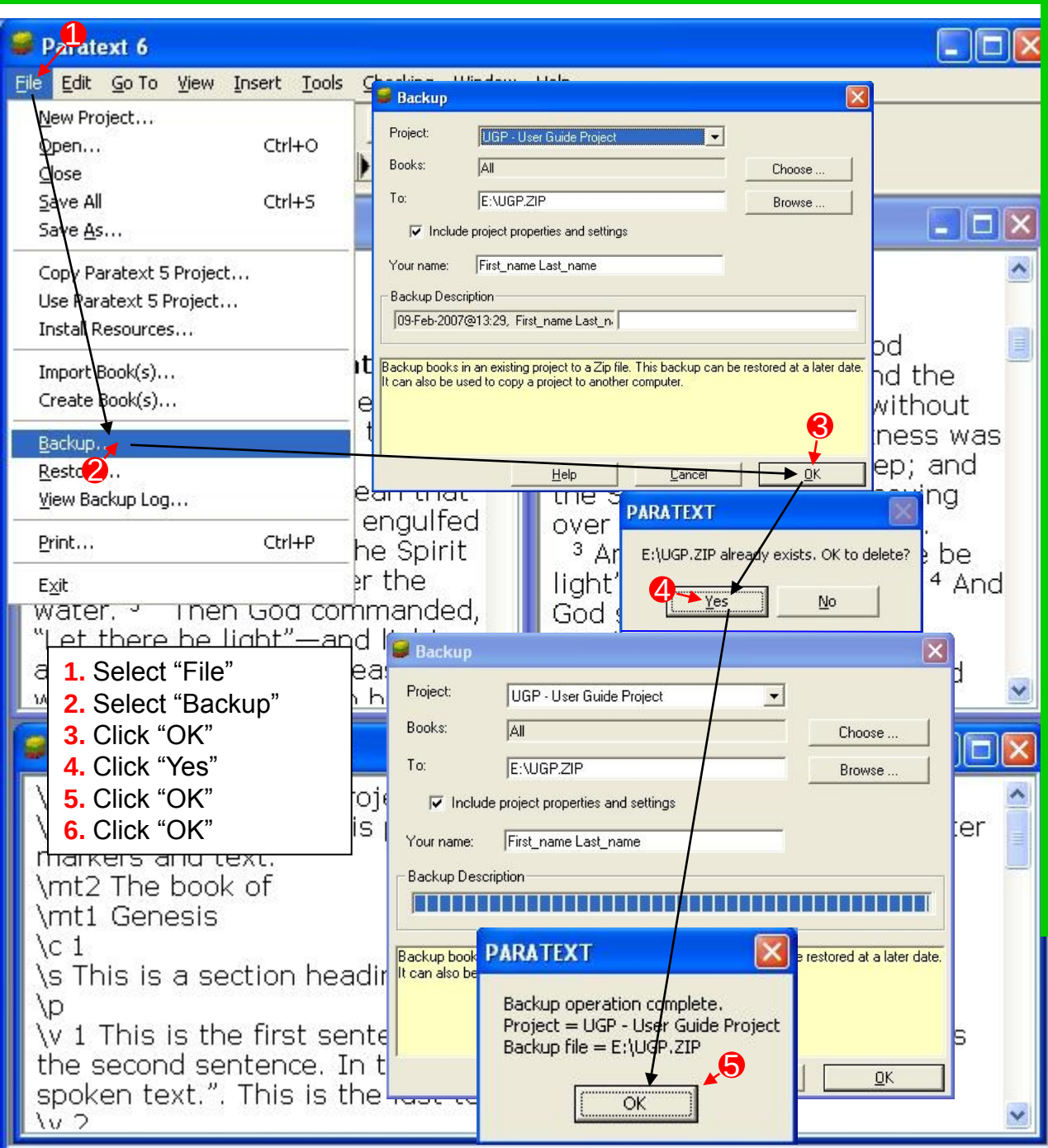
SAVE, UNDO  
and NAG

ARRANGE  
3 Windows

BACKUP  
your project

RESTORE  
your project

WORK  
QuickTrack



⚠ **Why "1st Backup" and "Ongoing Backup"?** Paratext always remembers the last location that you backup to. The "1st Backup occurs" whenever you (a) Backup the first time to the thumbdrive or (b) Backup to another place (e.g. harddrive), and then want **to return** again the original location. If you back up a number of times in a row to the same place (**ongoing backup**), then the steps are much simpler because "**Paratext remembers**".

Continued next page

What is a  
PROJECT

Open a  
NEW PROJECT

Create a  
NEW BOOK

CLOSE a  
project

OPEN an  
existing project

Text and  
Markers

VIEW  
without errors

VIEW  
with errors

COPY and  
PASTE Text

CUT and  
PASTE Text

SAVE, UNDO  
and NAG

ARRANGE  
3 Windows

BACKUP  
your project

RESTORE  
your project

WORK  
QuickTrack

1. Click "Insert" or

2. Click "My Computer"

3. Click "My Paratext Backups"

4. Click "UGP.zip" or other project

5. Click "Insert"

✓ If you want to send somebody just one book, or just certain books (not the whole project), do a backup in which you "choose" books. You should name this backup differently from a full backup.

a full backup (contains all books)

a backup which just contains Matthew

a backup which contains the gospels

a backup which contains two books

INL07.zip

INL07-MAT.zip

INL07-GOSPELS.zip

INL07-EZR-PRO.zip

## 1<sup>st</sup> RESTORE – from the hard drive

What is a  
PROJECT

Open a  
NEW PROJECT

Create a  
NEW BOOK

CLOSE a  
project

OPEN an  
existing project

Text and  
Markers

VIEW  
without errors

VIEW  
with errors

COPY and  
PASTE Text

CUT and  
PASTE Text

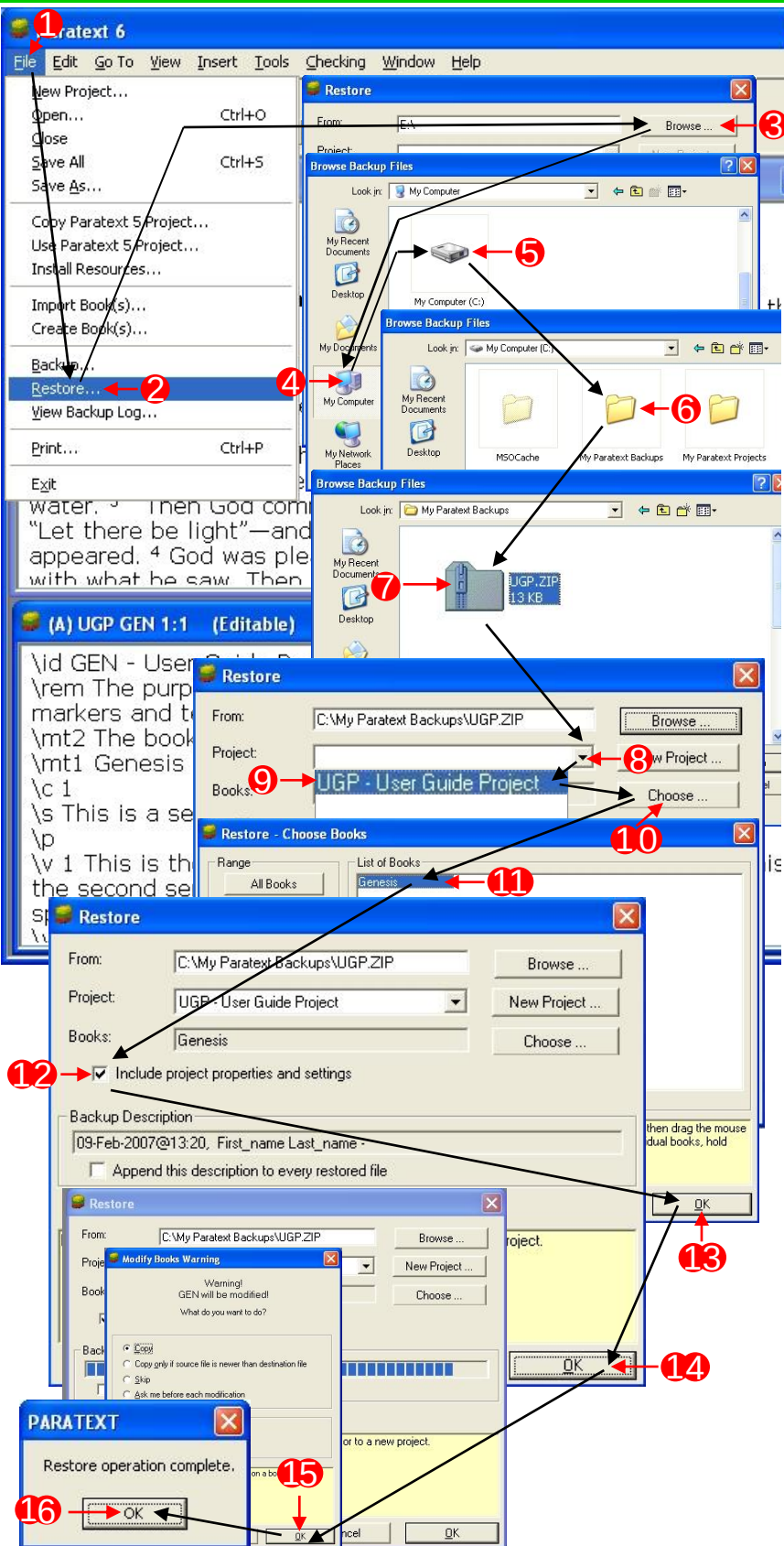
SAVE, UNDO  
and NAG

ARRANGE  
3 Windows

BACKUP  
your project

RESTORE  
your project

WORK  
QuickTrack



1. Click **File**
2. Click **Restore...**
3. Click **Browse**
4. Click **My Computer**
5. Click **My Computer(C:)**
6. Click **My Paratext Backups**

**Result:** Project backups are displayed

7. Click a **project**  
(e.g. if UGP.ZIP is selected, it will be restored)

8. Click
9. Select a **project**

**Result:** a project is identified for replacement in Paratext. (e.g. if UGP is selected, it will be replaced by the project selected in step 7.)

10. Click **Choose...**

**Result:** available books are displayed.

11. Select **Book name** or name(s)

12. Click ☒
- Result:** Project properties and settings are included.

13. Click **OK**

14. Click **OK**

15. Click **OK**

16. Click **OK**

**Result:** the project is restored.

1

File

2

Restore...

3

Browse...

4

UGP.ZIP

5

Project...

6

UGP - User Guide Project

7

Choose...

8

Genesis

9

Include project properties and settings

10

OK

11

OK

12

OK

13

OK

Note: In an ongoing restore Paratext remembers where you backed up previously. In this case, Paratext begins the restore sequence from the backup location on your hard drive.

1. Click File

2. Click Restore...

3. Click Browse

Result: Project backups are displayed

4. Click a project  
(e.g. if UGP.ZIP is selected, it will be restored)

5. Click Project...

6. Select a project  
Result: a project is identified for replacement in Paratext.  
(e.g. if UGP is selected, it will be replaced by the project selected in step 7.)

7. Click Choose...

Result: available books are displayed.

8. Select Book name or name(s)

9. Click ☒

Result: Project properties and settings are included.

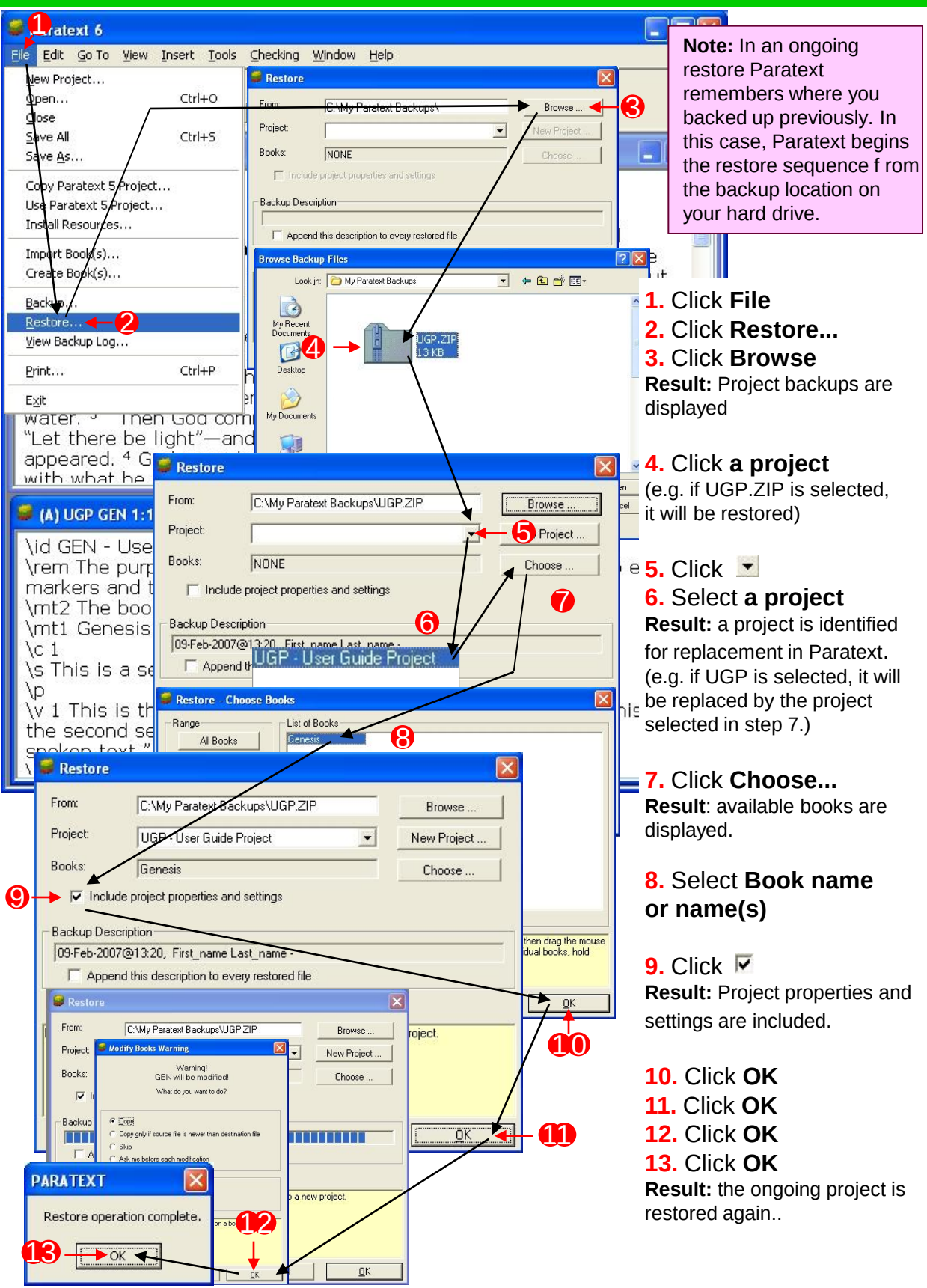
10. Click OK

11. Click OK

12. Click OK

13. Click OK

Result: the ongoing project is restored again..



# PROJECT QuickTrack

## 1<sup>st</sup> RESTORE – from a thumbdrive

Page 38

PROJECT  
QuickTrack

What is a  
PROJECT

Open a  
NEW PROJECT

Create a  
NEW BOOK

CLOSE a  
project

OPEN an  
existing project

Text and  
Markers

VIEW  
without errors

VIEW  
with errors

COPY and  
PASTE Text

CUT and  
PASTE Text

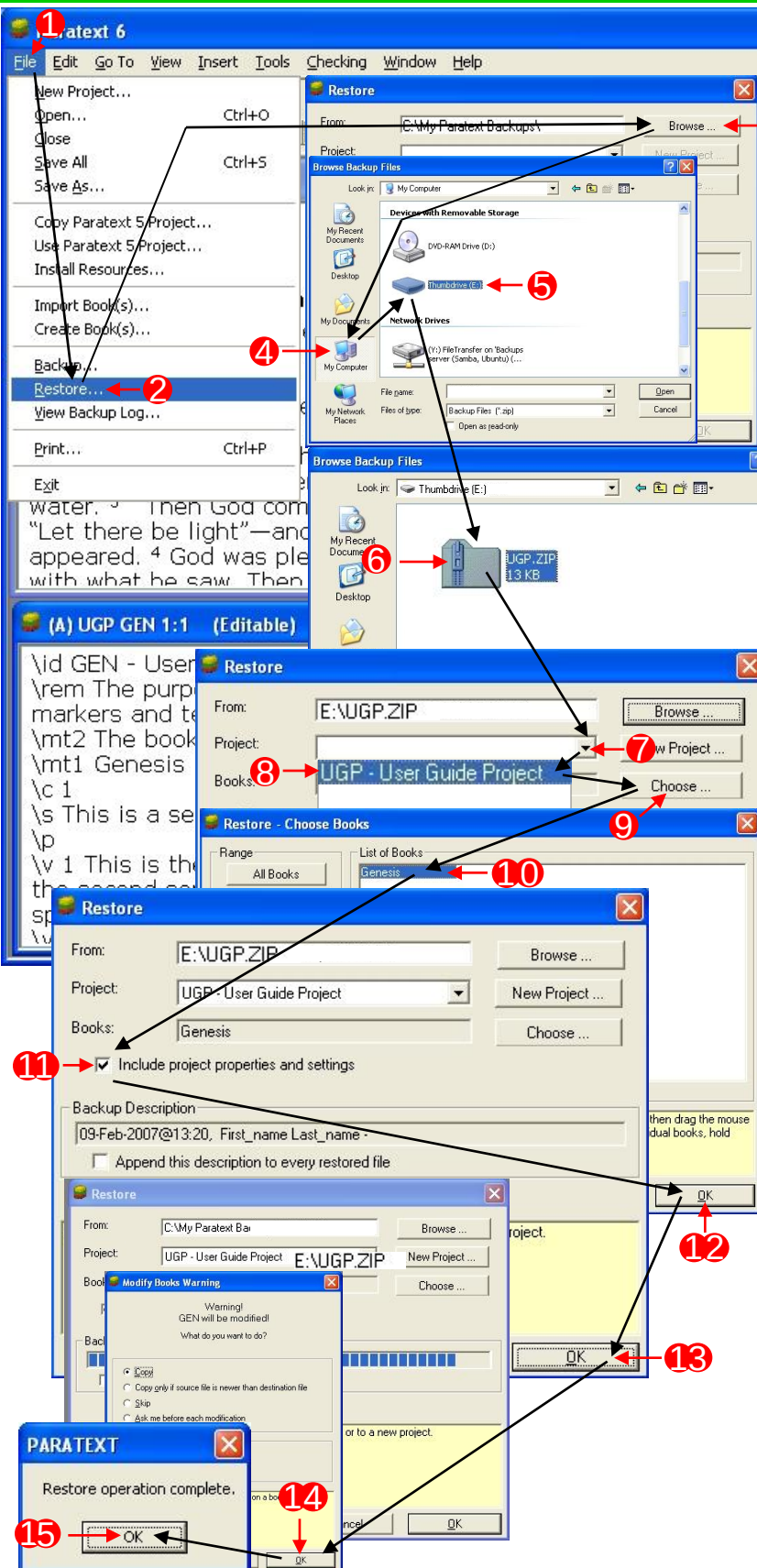
SAVE, UNDO  
and NAG

ARRANGE  
3 Windows

BACKUP  
your project

RESTORE  
your project

WORK  
QuickTrack



**Note:** The 1<sup>st</sup> Time restore is when (a) You have never restored from this thumbdrive before, or (b) your previous backup or restore was to/from a hard drive.

|                          |
|--------------------------|
| PROJECT QuickTrack       |
| What is a PROJECT        |
| Open a NEW PROJECT       |
| Create a NEW BOOK        |
| CLOSE a project          |
| OPEN an existing project |
| Text and Markers         |
| VIEW without errors      |
| VIEW with errors         |
| COPY and PASTE Text      |
| CUT and PASTE Text       |
| SAVE, UNDO and NAG       |
| ARRANGE 3 Windows        |
| BACKUP your project      |
| RESTORE your project     |
| WORK QuickTrack          |

1. Click File

2. Click Restore...

3. Click Browse

4. Click a project (e.g. if UGP.ZIP is selected, it will be restored)

5. Click [dropdown arrow]

6. Select a project (e.g. if UGP is selected, it will be replaced by the project selected in step 7.)

7. Click Choose...

8. Select Book name or name(s)

9. Click [checkbox]

10. Click OK

11. Click OK

12. Click OK

13. Click OK

Note: In an ongoing restore Paratext remembers where you backed up previously. In this case, Paratext restores from the backup location on your thumbdrive.

Result: Project backups on the thumbdrive are displayed

Result: a project is identified for replacement in Paratext.

Result: available books are displayed.

Result: Project properties and settings are included.

Result: the ongoing project is restored again..

Paratext 6

Restore

Browse Backup Files

Restore

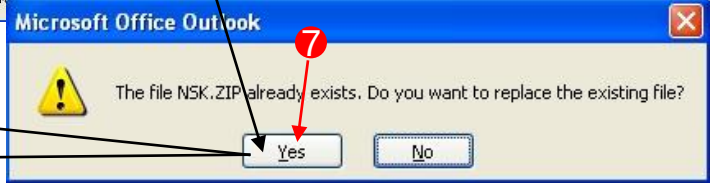
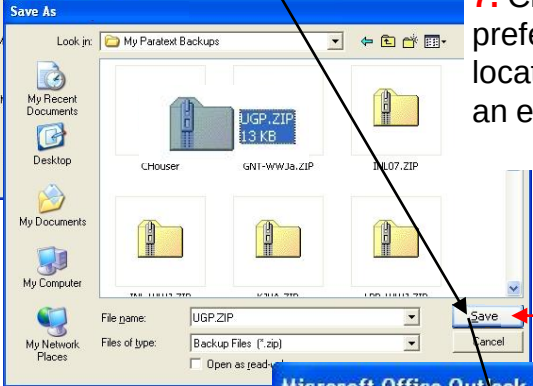
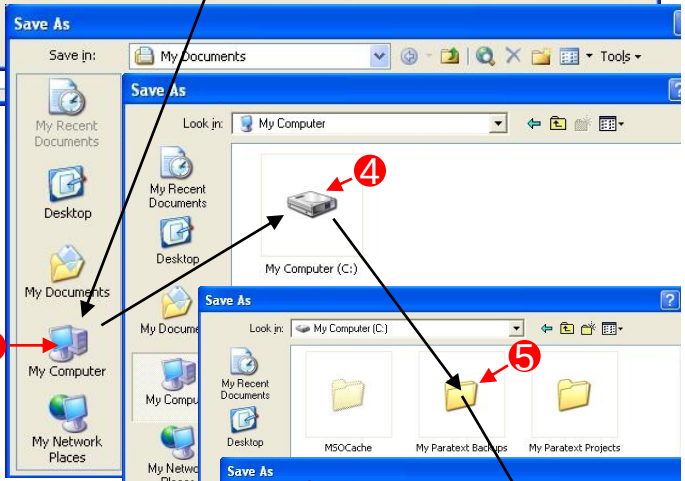
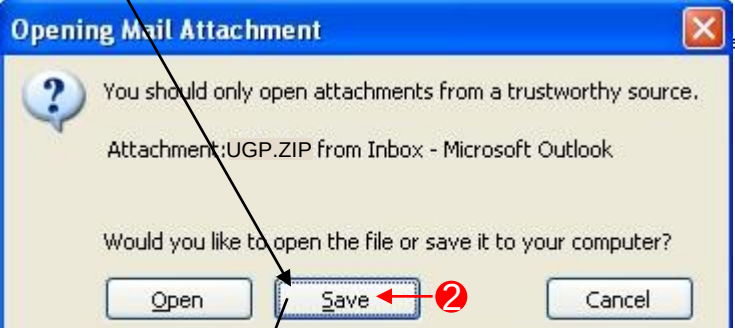
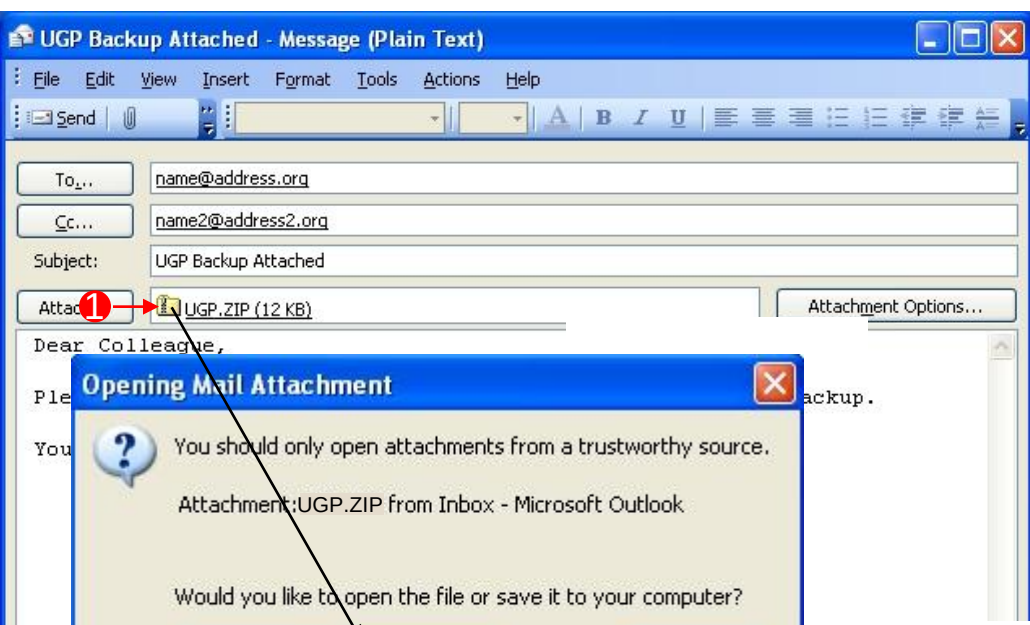
Restore - Choose Books

Restore

Modify Books Warning

PARATEXT

|                          |
|--------------------------|
| PROJECT QuickTrack       |
| What is a PROJECT        |
| Open a NEW PROJECT       |
| Create a NEW BOOK        |
| CLOSE a project          |
| OPEN an existing project |
| Text and Markers         |
| VIEW without errors      |
| VIEW with errors         |
| COPY and PASTE Text      |
| CUT and PASTE Text       |
| SAVE, UNDO and NAG       |
| ARRANGE 3 Windows        |
| BACKUP your project      |
| RESTORE your project     |
| WORK QuickTrack          |



1. Click attached zip file (e.g. USP.ZIP)
2. Click **Save**  
(Outlook defaults to My Documents)
3. Click **My Computer**
4. Click **My Computer(E:)**
5. Click **My Paratext Backups** or other location.
6. Click **Save**
- If the file already exists then ...
7. Click **Yes** (or **No**, if you prefer to save it to another location and not overwrite an existing file.)

1st Project Restore (see page 36)  
Ongoing Project Restore (see page 37)