translationStudio Information

Release 0.1

Door43

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Contents

This site is the official documentation for translationStudio.

Contents:

Download Documentation

You can download the following documentation in pdf format. The downloaded documents have screenshots for each step.

translationStudio for the Desktop

translationStudio for Android

translationStudio for Android™: Getting Started

The app translationStudio for Android is a mobile app that enables offline translating. It contains the content that needs to be translated as well as translationHelps. You can share information directly from device to device, and you can upload finished content to Door43 where it can be digitally published.

2.1 Installation

1. Tap the Google Play Store icon on the Android device. Google Play Store opens.

2. In the search bar at the top of the screen, type **translationStudio** with no spaces and tap the magnifying glass on the keyboard.

3. When the Play Store has found the program, tap the tS icon.

4. Tap **Install**. The program downloads and then installs.

5. Once the program is installed, tap **Open**.

6. Tap **ALLOW** to enable translationStudio to access photos, media, and files on your device.

There may be an automatic update before the translationStudio app opens.

2.2 Login Options

When translationStudio first opens, you are presented with a request to create or log in to an account. There are two types of accounts that you can use:

- **Offline Account** – user has full use of the program except for uploading to Door43. You may want to start with an offline account and then switch to a Door43 account later when you want to upload your work (the work is attached to the device, not to the account).

- **Door43 Account** – user has full use of the program and can upload to Door43 (requires Internet connection.)

If you do not want to create a new Door43 account at this time or are not able to connect to the Internet, you can create an offline account:

1. On the opening screen, tap **Create offline Account**. The login screen opens.

2. Tap the **Your Name or Pseudonym** field.

3. Type your user name or pseudonym into the field, and then tap **Continue**. (You may use a pseudonym instead of your real name. A pseudonym is a name that cannot be traced back to you.)

4. Tap **Continue** to acknowledge the privacy notice.

If you are connected to the internet want to use an existing Door43 account, you can tap **Login with Door43 account**. Enter your Door43 credentials to log in.

If you do not have a Door43 account, but you wish to be able to use an Internet connection to upload your work to Door43, you can create a Door43 account:

1. Tap **Create new Door43 Account** to create a new Door43 user account. The Door43 Account Creation window opens. (This requires an Internet connection.)

2. Tap the **Your Name or Pseudonym** field and type your name or pseudonym into the field. This is the display name – the name that will be listed as a contributor to any project files on this device. (Because names are publicly available, you may prefer to use a pseudonym. Make up any pseudonym of your choice.)

3. Tap the **Email Address** line to enter your email address.

4. Enter your name or pseudonym in the **Login name** field. This is your Door43 user name that you will use to log in to Door43 and to the translationStudio app. If you used a pseudonym in step (2) above, enter the same pseudonym here.

5. Enter a password in both fields. Tap **Show Passwords** at the bottom of the screen to display the passwords.

6. Confirm the information, and then tap **Continue** to begin registration.

7. Tap **Continue** to acknowledge the privacy notice.

2.3 Logging Out

You do not need to log out of the app before you close it. If you do not log out, when you reopen translationStudio you will still be logged in.

However, you may want to log out to change the logged-in user. For example, you may do your work offline with an offline account, but when you want to upload your work you need to use a Door43 account.

At any time you can perform the following steps to access the initial screen to change login or translator settings:

• From the *Your Translation Projects* (home) screen:

• Tap the 3-dot icon to invoke the options menu. This icon is at the lower left if your tablet is held horizontally, or at the lower right if the tablet is held vertically.

• Tap **Log out**.

OR

• Tap **Logout** at the top right of the screen next to the user name.

2.4 How do I use translationStudio for the first time?

Complete these steps to use translationStudio for the first time:

1. If translationStudio is open, skip to step 3. If it is not open, tap the translationStudio icon on the tablet (this icon may not be on the main screen; you may need to scroll to a different screen to find it.)

2. Create or login to your account. See *Login Options* for more information.

3. Read and agree with each of the statements in the Terms of Use by performing the following steps:

   - Tap each statement.

   - Scroll through the text to read the entire statement.

   - Tap Close for each statement.

   - When you have read all statements, tap I Agree. (At any time you can view the License Agreement, Statement of Faith, Translation Guidelines and the Software Licenses information from the Settings Menu)

4. The program opens to the Your Translation Projects screen (which is the home screen).

tS for Android™: Starting a New Translation Project

3.1 How do I select what to work on?

We recommend that you begin by translating Open Bible Stories. You can work your way through the Stories however you want, but we have found that Story #31 (see https://door43.org/en/obs/31) is a good first story to translate since it is short and easy to understand. For more information read Choosing What to Translate.

3.2 How do I start a translation project?

The definition of a translation project consists of:

1. Specifying the **target language** - the language *into which* you will be translating

2. Selecting a **project category** - *what* you will be translating, such as Open Bible Stories or a book of the Bible

3. Choosing a **source text** - the language and text *from which* you will be translating, such as the English ULB (Unlocked Literal Bible)

To start a translation project, you must specify each of these elements.

Begin by clicking the blue plus sign on the home screen to start defining a new project. When you first start using translationStudio, there is also a green **Start a New Translation** button on the home screen that you can use to start a new project.

3.3 How do I select the target language?

When you start a new project, you need to choose the target language (the mother tongue language *into which* you will be translating).

1. Find your target language (the one you will be translating to):

   - Swipe up (place a finger on the white area and slide up) to find the target language

   OR

   - Tap the magnifying glass icon located at the top right of the screen.

   - The search field opens and the keyboard appears. Type the first few letters of your language to narrow the language list.

2. Tap your language to select it.

3.3.1 Can I change the target language of an existing project?

If you make a mistake and designate the wrong target language, after you have finished defining the project you can change the target language. On the Home page, tap the "i" icon next to the project whose target language you wish to change. On the information window, tap **Change** next to the target language.

The Choose target language window appears, enabling you to select a different target language. As soon as you select a language, a message displays to tell you the change is complete.

3.3.2 What if I cannot find the desired target language?

If you do not see your language in the list of target languages, first try alternate spellings, dialect names, and any variant names for your language. If you still can't find it, you can request that your language be added.

The best way to submit a request is to send an email to help@door43.org. Another method is to use the Feedback option from the options menu to submit a Bug Report. In either case, please provide as much information as you can about the language, such as the local name of the language, any other names it is known by, approximate number of speakers, where it is spoken, any similar languages, any published works in that language, etc.

To use Feedback in the 3-dot options menu to request a new language:

1. From any screen in translationStudio, tap the 3-dot icon on the left or bottom.

2. In the list of options, tap Feedback.

3. The Feedback screen opens. Type the name of the language you would like added to translationStudio. Provide the location pf the speakers and other names the language is known by. If you used a language that is already in the APP, tell which language you used.

4. Tap **Confirm** to send your request.

Note: Even after requesting a new language, certain approvals are required before it will be added to translationStudio. Until your language is added to the app, use *English Demo1* or *English Demo2*. You will need to use the Feedback option from the options menu to send a comment stating that you used another language in place of your own. Once your translation has been received, the tS workers will put it in the correct language. Your translation will then show in your language.

3.4 How do I select the project category?

After you have selected your target language, the next screen(s) enable you to specify the project category – *what* you will be translating. To designate what to work on for this project, complete the following steps:

1. Choose a project from the **Bible: OT**, **Bible: NT**, or **Open Bible Stories** to start translating.

2. If you choose either the Old or New Testament, you next choose a book for the project.

3. The new translation project opens showing the Chapter or Story view. If you choose an Open Bible Stories project, it opens to the first paragraph of The Creation.

3.5 How do I select or change the source text?

You can select and/or change your source text whenever you use translationStudio. When first creating a new project, you *must* select a source text language. This is the text you will be translating *from*.

In the translation project complete the following steps to select or change the source text:

1. Tap the rectangular icon with the + and - sign found at the top right of the project window or at the top right of a previously-chosen source text.

2. Tap the empty square box next to the desired source text and language. You can scroll down to see additional texts, or search by using the magnifying glass icon at the upper right of the *Choose source translations* box.

3. To save the selection(s), tap **Confirm** at the bottom right of the *Choose source translations* box, OR tap **Cancel** to close without saving the selected language.

You can choose multiple source texts; those selected are moved to the top portion of the *Choose source translations* box under the *Selected* heading. Choosing multiple source texts enables you to compare them as you are performing the translation work. For example, when translating the Bible you should always choose the Unlocked Literal Bible (ULB) in the source language, but you may want to also choose the Unlocked Dynamic Bible (UDB) if it is available in your language because it may be easier to understand. Looking at the UDB may help you to translate or check a passage.

Warning: You are not able to work in a project until you choose a source text.

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tS for Android™: Performing Navigation

4.1 Layout

There are two screens in the translationStudio app:

- The Home screen, or Your Translation Projects screen, shows any projects that have been created on the tablet. If there are no projects, the Home screen displays a welcome message. The Home screen also shows the user name and a Log out button.

- The Project screen shows the source and target texts, and can also display translationHelps.

The Project screen is where you perform all of the translation work on a single project. It shows the source text and the translated text. The Project screen can display three different views of these and contains navigation and menu icons to enable you to move around in the program. The navigation and menu icons are on the left of the screen if you hold the tablet or phone in a horizontal position, and at the bottom of the screen if you hold the device in a vertical (tall) position. It is best to hold the tablet or phone in a horizontal position.

In the horizontal position:

- The top three icons are the working views.

- The slider in the middle moves through the text.

- The options menu is the three dots icon at the bottom.

4.2 Working Views Icons

The project screen can display three different views of the texts that you can access by tapping the working view icons:

- The **Chapter or Story icon** is the top working views icon on the left (held horizontally) or bottom left (held vertically) and looks like 3½ horizontal lines. This shows the texts divided by chapters.

  - Swipe up to read the entire chapter or story in the source text language.

  - Swipe to either side, or tap the page behind the text, for a page to view the target language translation of the text.

- The **Chunk icon** is the middle working views icon on the left (held horizontally) or bottom (held vertically) and looks like two pages, one behind the other. This shows the text divided into chunks, or small sections of the story or chapter.

  - Swipe down or up to move from chunk to chunk.

  - Swipe to the side, or tap the page behind the chunk, for a note card to type in, view, or edit the target language translation of the text.

- The **Check icon** is the last working views icon on the left (held horizontally) or bottom (held vertically) and looks like three vertical lines. In this view, while the texts are divided by chunks as in the chunk view, the source text is on the left and the translation work is on the right so that you can compare them side-by-side. You also have Bible resources (translationNotes, translationWords, and translationQuestions) available in this view.

  - Click the pencil icon to edit the text

  - Swipe up or down to move from chunk to chunk.

  - Swipe from the right to the left side, or tap in the right margin, to show the resources for that chunk.

4.2.1 Resources

When you are in the *Check view*, you have Bible resources available to you to assist in checking and refining the draft. Swipe from the right to the left side, or tap in the right margin, to show the resources for that chunk.

The Resources pane is divided into three tabs. All of the translationNotes, translationWords, and translationQuestions are included in translationStudio.

- Tap either Notes, Words, or Questions to navigate among the tabs.

  - For **Notes** or **Words**, the words or phrases are listed as they appear in the story or in the ULB. Tap the word or phrase for help in understanding how to translate into the target language.

  - **Questions**: The questions are about information as it appears in the story on in the ULB. Read the question and answer it according to the translated text. Tap the question for the expected answer. If the given answer and the expected answer are the same then the translation might be clear and accurate.

- If there are no existing resources for a particular chunk, the resources pane is blank.

- If there are no resources of one of the types (such as Words), then that tab does not exist on the resources pane (you would see only the Notes and Questions tabs).

4.3 Slider

The Slider icon is a quick way to move through a story or book of the Bible.

- Tap-and-hold the dot and drag it towards the bottom (right) or the top (left) of the slider.

- Numbers may appear on the line that represent the chapter of the book at that location of the slider.

4.4 Options Menu

Tap the three dots icon at the bottom left (or right) of the screen to open the options menu. The Project screen and the *Your Translation Projects* screen (home screen) have two different menus.

- On the *Your Translation Projects* screen the options menu includes the following options:

    - **Update**: Update source or target language files or the translationStudio app

    - **Import**: Import a project or source text

    - **Feedback**: Report a bug

    - **Share this app**: Share with another tablet

    - **Log Out**: Log out of the app so you can log in as a different user

    - **Settings**: Adjust translationStudio settings; view license agreement, statement of faith, or translation guidelines (See Settings)

- On the Project screen the options menu includes:

    - **Home**: returns to the Your Translation Projects screen (home screen)

    - **Project Review**: Check completion status of project, add contributors, upload or export your work

    - **Upload/Export**: Back up or share your work

    - **Print**: Print out your work

    - **Feedback**: Same as on home screen

    - **Settings**: Same as on home screen

tS for Android™: Performing Translation

A basic translation process for any unfoldingWord project is explained here.

As you translate, be sure that you:

- Pray that God would help you make an easily-understandable, Scripturally-accurate translation

- Translate everything that is in the source text language.

- Do not add anything that that is not necessary for comprehension.

- Always do your translation according to the Translation Guidelines (see https://unfoldingword.org/guidelines/).

- Always do your translation according to the Statement of Faith (see https://unfoldingword.org/faith/).

- Use the translationNotes (see https://unfoldingword.org/tn/) and the translationWords (see https://unfoldingword.org/tw/) to help you make a better translation. These resources are also available within translationStudio, in the Check view of the project.

5.1 Create and Edit Text

5.1.1 Translate Text

To write the translation in your language:

1. Go to the story or book that is being translated.

2. The screen is arranged to appear like two sheets of paper, one behind the other, with the Chapter or Story view initially on top. In this view, read the source text.

- The app is organized to work with blind drafting.

- You may want to read MAST Core Concepts to understand the steps of blind drafting translation.

3. When you are ready to begin translating, tap the "piece of paper" that is behind the one you have been reading.

4. Tap the Begin Translating icon.

5. The Chunk view appears and displays the text divided into chunks, which are sections that you should be able to retell without looking. Read a chunk over until you can remember what it says.

6. Tap the blank paper behind the one containing the text.

7. Tap anywhere on the blank sheet of paper to open a keyboard to begin working.

8. Type in the translation for that chunk on the page. This should not be a word-for-word translation, but it should be expressed in a way that would sound natural to a native speaker of the language.

   • Start translating with a blind draft. Set aside the source text and draft the chunk as well as you can without looking back at the text.

   • Write everything that you remember about that chunk.

   • Do not look back at the source text for this chunk until you begin the editing steps.

9. When you are finished working, swipe up to work on the next chunk.

10. Continue doing this with each chunk of the chapter before moving to the checking steps. Check and Edit Translated Text

When you use translationStudio, you can create and change text. Your work is saved automatically every five minutes.

5.1.2 Check and Edit Translated Text

Use the Check view to edit existing work that you or another translator created.

To enter the Check view, tap the Check View icon at the left or bottom of the page.

In the Check view the source text is on the left and the translation work is on the right. You can compare the two and then edit the translation to include all details in the source text.

In the Check view you can access all of the translationNotes, translationWords and translationQuestions that have been included in the program.

If you need to make changes in the translated text, perform the following steps:

1) Tap the pencil icon at the top right of the translated chunk.

2) The keyboard appears. Edit the text to include all details and correct any grammatical or spelling errors.

3) Tap the check mark icon when done editing. The keyboard disappears.

4) Place the verse markers (skip this step if you are translating Open Bible Stories, which are not divided into verses).

   • There is a verse marker for each verse in the chunk.

   • Tap and hold each verse marker and drag it to the beginning of each verse, dropping it above and slightly to the left of the location where it should go.

   • Continue until all verses are marked with a verse number.

5) When you are finished working, use the toggle at the bottom of the chunk to mark the translation of that chunk done.

   • Slide the toggle to the right, or just tap it, to indicate that the chunk is finished.

   • A message appears for you to confirm that the chunk is done. Tap Confirm to indicate that the work is done, or tap Cancel to continue editing.

At any time you can slide the toggle back to the left, or just tap it, to edit the chunk again. Use the above steps to edit.

5.2 Recover Deleted Translation Text

If you accidentally delete a large amount of work, send email to help@door43.org.

tS for Android™: Working with Footnotes

A footnote is additional text that usually appears at the bottom of a book's page and is referenced within the page. In translationStudio, a footnote is shown as a black page icon that you tap to display the footnote. Footnotes can provide further explanation when:

- There are proper names, words or terms that differ between various Bible versions
- There are missing words or verses in the ULB. (There may be text in one Bible version that is not present in the ULB.)

To translate a footnote:

1. In the source text, tap the footnote to open it.

- It's not possible to copy/paste the footnote text.
- You may need to write down the translation because you can't have the original footnote open and type into the footnote translation at the same time.

2. Open the translated chunk for editing.

- If the chunk is marked as done, tap the "mark the chunk as done" toggle so that the chunk is not marked as done.
- Tap the pencil icon.

3. Tap at the place where you want to add the footnote.
4. Tap the Add Footnote icon at the top left of the translated chunk.
5. Translate the footnote in the source text into the "Add Footnote" pop-up and tap OK.
6. The footnote icon now appears inline. Tap the check mark to save the changes.

To edit or delete a translated footnote:

1. Ensure the chunk is **not** marked done and that you are **not** in Edit mode.
2. Tap the footnote.
3. Tap DELETE to delete it or EDIT to edit it.

4. When finished, mark chunk as done.

CHAPTER 7

tS for Android™: Uploading or Exporting Your Work

7.1 Why do I want to upload or export my work?

When you work in translationStudio, your text is saved every five minutes to your device. Your work is not saved to Door43 until you upload it.

You can also share your work with another program, send it to another device, or put it on an SD card. When your work is on a storage card, you can put it on a computer or device that has the translationStudio app.

Note: You can move or share only the changes that have been made on the device you are using to perform this function. In these instructions, "your work" means any changes made on this device.

7.2 How can I upload or export my work?

To share, move, or store your work:

1. Tap the 3-dot icon in a project file to access the options menu.

2. Select Upload/Export (the upward arrow icon).

There are six Upload/Export options.

1. Tap **Upload to Door43** to copy your work to the online Door43 server, making it available to other translators and creating an online backup. You can upload to Door43 only if you have an internet connection and are logged in to a Door43 account.

   • A pop-up message appears after a successful upload. This pop-up message includes the repository that the translation is in on the Door43 server.

   • Tap the link to view the repository. The translation has been uploaded to the server. There is a documentation process that takes place for public publishing.

2. Tap **Export to USFM File** to create a USFM (paratext) file.

- You can specify where to store the USFM file.

- Tap Confirm to start the export.

- You can then edit the file name or leave it as is.

- A pop-up message appears after a successful download to show the location of your file.

- Tap Dismiss to dismiss the message once you make note of the file location.

3. Tap **Export to PDF** to create a PDF file of your work.

- You have the option to include incomplete chunks or not.

- When you have decided, tap Print.

- Choose your destination folder and tap Confirm.

- You can edit the file name or leave it as is, and then tap OK, or tap Cancel to cancel the export.

- Choose where to share the PDF. A processing window appears (and may quickly disappear).

- Tap Dismiss to go back to the Upload/Export options.

4. Tap **Export Project File** to create a copy of the entire project file. The steps are the same as exporting to a PDF above.

5. Tap **Send to Friend** to export the file to another device.

- You are asked to specify a name for your device. Enter a name and then tap Confirm.

- A window then displays all available devices. Tap the one where you wish to export the file. If no devices are available, tap Cancel.

- Close the window when told that the export process is complete.

6. Tap **Send to another app** to send the file to other apps on your device, such as email. Tap the desired app:

- Tap Save to Drive to send your work to a Google Drive that has been created before. This requires an Internet connection.

- Tap Nearby Share or Android Beam to send your work to a nearby device that has translationStudio installed on it. The app will attempt to locate the device.

- Tap Bluetooth to send your work to a nearby device that is paired to yours through Bluetooth. If the app continues searching for more than a minute, exit the screen and verify that the devices are paired through Bluetooth.

- Tap Gmail to send your work to an email account. This requires an Internet connection. The app opens and enables you to send the project file as an attachment.

tS for Android™: Publishing Content

8.1 Self-Publishing

When you upload your work to Door43 it is automatically available online under your user account. This is referred to as self-publishing. You can upload to Door43 as often as you wish to create a backup of your work. (See Backup and Share Your Work.) You can access a web version of your project at http://door43.org/u/user_name/project_name (where user_name is your user name and project_name is your translation project). The translationStudio app gives you the correct link when you upload. You can also browse all works on http://door43.org.

From your Door43 project page you can:

- See the web version of your project with default formatting

- Download documents of your project (like a PDF)

- Get the links to the source files (USFM or Markdown) for your project

- Interact with others about your project

8.2 Source Text Publishing

Source text publishing is required for all Gateway Languages so that they can be used as source texts by Other Languages. Note that this process applies only to Gateway Languages. There are several steps to the process of publishing your work.

8.2.1 Prerequisites

Before a Gateway Language translation can become a source text, the following prerequisites must all be met:

- Whole Resource - The whole resource must be translated and checked to the required level. Parts of resources (e.g. half of the Open Bible Stories, only a few chapters of a book of the Bible) cannot be published.

- Checking - A translation must have reached the appropriate checking level. For Bible translations, this is checking level 3: https://live.door43.org/u/Door43/en_ta/eccd2b1a6f/04-checking.html#level3.

- On Door43 - Door43 must have the version that will be published. If the work was done on multiple devices, then it may need to be merged together. Get the help of a Content Tech to make merging easier (either email help@door43.org or use the #content-techs channel on Slack).

- Agreements - Everyone involved in the translation and checking must have agreed to the Statement of Faith, the Translation Guidelines, and the Open License. This can be done either by creating Door43 accounts or by physically signing the documents and digitizing them (scanning or photos). See http://ufw.io/forms for downloadable agreement forms.

You can use translationStudio to ensure that the project is complete and that all contributors are listed. You can perform project review by completing the following steps to publish your work:

1. In translationStudio, load your project.

2. Tap the 3-dot icon to access the options menu.

3. Tap Project Review (the double check marks icon).

    - Tap the Project tab – Review sections of the book for final review.

    1. We suggest that you review any chunk that has a review button. These are chunks that are not marked done.

    2. Tap the Review button to finish translating, or set the verse markers and then slide the 'done' toggle.

    - Tap the Contributors tab – This is where you enter who translated the work. Remember that the names will be publicly available.

        1. Tap Add Contributor.

        2. In the Add Contributor pop-up window:

          - Tap the Name or Pseudonym line and enter the contributor's name or pseudonym.

          - Tap the check box to indicate that this person has agreed to the terms of use.

          - Tap Save to add the translator.

        3. Repeat steps 1 and 2 above for each contributor you want to add.

        4. When you have finished adding contributors, tap Next to continue, or tap the Upload/Export tab.

    - When you either tap Next in the step above, or tap the Upload/Export tab, you are presented with Upload/Export Options.

    1. Select Upload to Door43 (requires an Internet connection).

    2. A pop-up message appears after a successful upload. This pop-up message includes the repository that the translation is in on the Door43 server.

    3. Tap the link to view the repository.

8.2.2 Source Text Request Form

Once you have the prerequisites, you may fill out the source text request form at http://ufw.io/pub/. A few notes about the form:

- You must have a Door43 account to create a request.

- You must include the names or pseudonyms of everyone involved. You must also include their Door43 usernames if you are not attaching signed license agreements for them.

- Note that the information you enter will be public and will become a part of the front matter of the source text.

After you submit the form, you will be contacted if anything is missing. Once the request has been approved, it will go into the publishing queue where a developer will work to make the translation a source text. You may also be contacted by the developer if there are any issues encountered during the publishing process. You will be notified when the process is completed and you may review a PDF of the work.

8.2.3 Questions Regarding the Request to Publish Form and Process

What Happens After Text is Approved?

When the Request to Publish is approved, the text is made available on unfoldingword.org for online viewing, as a downloadable, print-ready PDF, and it appears in the unfoldingWord app.

Can Text Be Changed After Level 3 Checking?

Approved text can always be modified in translationStudio even after all checking levels are completed, HOWEVER if you or another user were to submit a Request to Publish for text that has already completed Level 3 checking, there would be questions regarding the reason for overwriting the previously published and checked materials. The approver will look to see who contributed to the change and may contact the requestor and others involved with the translation of the text in question to ensure the changes are valid.

Must All Contributors Be Named?

Due to copyright laws (and these exist no matter what country you are in and no matter what people tell you about laws in that country), you must list every contributor as they prefer to be mentioned. Normally this is the person's name or pseudonym.

tS for Android™: Modifying Program Settings

There are several settings for the translationStudio app that you can view or modify. To open the settings window, tap the 3-dot icon at the bottom left (or right) of the screen and tap Settings on the menu.

Tap the Back Arrow at the top left of the screen to exit the settings window.

The Settings window enables personalization of the program. It also displays useful information. Settings are divided into four categories:

1. General

2. Server

3. Legal

4. Advanced

9.1 General Settings

Tap General to view or change general settings.

The General settings are as follows:

1. **Device name**

   - Naming the tablet is helpful when sharing with a friend. See Uploading or Exporting Your Work for more information.

   - Tap **Device name** to name the tablet. A pop-up window opens where you can enter a name for your tablet.

   - Tap **OK** to save the name.

2. **Translation Font**: The font of the translated text

   - The name of the chosen font is displayed. Tap **Translation Font** to change the displayed font in the text.

- A pop-up window shows the available fonts. Scroll through the names of the fonts and tap the name to select the desired font.

3. **Translation Font Size**: The size of the translated text

- The size of the chosen font is displayed. Tap **Translation Font size** to change the displayed font size in the text.

- A pop-up window shows the available sizes. Tap the desired size to select it. When you have selected a font, the pop-up window disappears.

4. **Source Font**: The font of the source text

- The name of the chosen font is displayed.

- Tap **Source Font** to change the displayed font in the source.

- A pop-up window shows the available fonts. Scroll through the names of the fonts and tap the name to select the desired font. When you have selected a font, the pop-up window disappears.

5. **Source Font Size**: The size of the source text

- The size of the chosen font is displayed.

- Tap **Source Font Size** to change the displayed font size in the text.

- A pop-up window shows the available sizes. Tap the desired size to select it. When you have selected a font size, the pop-up window disappears.

6. **Always Share**

- Tap in the empty square if you want the program to allow nearby translators to be able to import your translations while the app is open.

- A blue square with a white check mark means that the option has already been chosen.

7. **Version**: The version of the translationStudio program is displayed.

8. **Check for updates**: Tap to check for updates to translationStudio. This uses an internet connection.

9.2 Server Settings

Keep the settings for the server as determined by the program. There is no need to edit any of the settings unless directed by an unfoldingWord support technician.

To change the location of the online receiving server to the Wycliffe Associates Content Server - make these changes:

1. **Authentication Server**: leave this blank (remove information there)

2. **Authentication Server Port**: leave this blank (remove information there)

3. **Git Server**: git@wacs.bibletranslationtools.org (instead of git@git.door43.org)

4. **Git Server Port**: 22 (instead of 9299)

5. **Git Server API**: https://content.bibletranslationtools.org/api/v1 (instead of https://git.door43.org/api/v1)

6. **Media Server**: https://api.bibletranslationtools.org (instead of https://api.unfoldingword.org)

9.3 Legal Settings

Tap Legal to view important legal information.

- **License Agreement** - read what you are permitted to do with the content in the program and the content that you create.

- **Statement of Faith** - you, the user of the program, agreed to this the first time the program was started. Read this to review what the Essentials Beliefs are.

- **Translation Guidelines** - read this document to learn about the guidelines that can help the translator clearly, accurately and naturally translate the text.

- **Software Licenses** - this file contains all the licenses for the various softwares that are used to create the translationStudio program.

- **Attribution** - read this document to learn about the restrictions of using the derivative works and name branding.

9.4 Advanced Settings

- **Check Hardware Requirements**: Specify whether to check for suggested hardware when the app starts.

- **Backup Interval**: The program sets the backup to occur every 5 minutes. This can be changed by the end user.

  - Tap **Backup Interval** to open the option screen.

  - Tap the words to change the interval to '1 Minute', '5 Minutes', '10 Minutes' or to 'Disable Backup.' It is NOT recommended to disable the backup.

9.5 Logging Level and Developer Tools

The settings in these areas are set by the program. You should not change these settings unless directed to do so by a translationStudio technician.

translationStudio for the Desktop: Getting Started

The translationStudio for the Desktop program enables translators to do offline translating of the Bible or of Bible resources. It can be used for two purposes:

- For translators to translate the Bible (or Open Bible Stories) from English to a gateway language, or from a gateway language to a mother tongue
- For Gateway language translators to translate Bible resources from English to a gateway language

The program contains the content that needs to be translated as well as translationHelps (See: Using the translationHelps (Resources)). You can share information directly from device to device, and you can upload finished content to Door43 where it can be digitally published.

10.1 Installation

This process requires an Internet connection.

1. Go to: https://github.com/unfoldingWord-dev/ts-desktop/releases/tag/11.1

2. Click the appropriate file for your computer:

- The file with "linux" in the name is for a Linux operating system.
- The file with "osx" in the name is for an Apple Macintosh operating system.
- The file with "win_x32" in the name is for a 32-bit Windows operating system.
- The file with "win_x64" in the name is for a 64-bit Windows operating system.

  (To determine if your Windows PC is a 32-bit or a 64-bit operating system, open the Control Panel and click System.)

3. Designate where you want to save the file.

4. Allow the file to download to the computer.

5. Double-click the file name to start the install.

6. Click Run or Yes on the Warning message window and any other warning messages.

7. Choose the language that will be used during the installation from the dropdown menu.

8. Click Next on the 'Welcome to the translationStudio Setup Wizard' window.

9. Select the I accept the agreement radio button for the software license. Click Next.

10. Select the choice to 'create a desktop icon' if you wish. Click Next.

11. Click Install.

12. Please wait for the program to be installed. This may take several minutes. The installer installs translationStudio and Git, which is a version control system.

13. At the *Completing the translationStudio Setup Wizard* window, click Finish to complete the installation.

10.2 Opening translationStudio

Complete these steps to open translationStudio:

- If you chose to create a desktop icon during installation, double-click the desktop icon.

- If you did not choose to create a desktop icon you will need to find the program:

- Click the "start" icon on your computer or press the Windows key on your keyboard.

- Find translationStudio in the list of programs and click to open it.

2. Create or login to your account. See *Login Options* for more information.

10.3 Login Options

When translationStudio first opens, you are presented with a request to create or log in to an account. There are two types of accounts that you can use:

- **Offline Account** – user has full use of the program except for uploading to Door43. You may want to start with an offline account and then switch to a Door43 account later when you want to upload your work (the work is attached to the device, not to the account).

- **Door43 Account** – user has full use of the program and can upload to Door43 (requires Internet connection.)

10.3.1 Using an offline account

If you do not want to create a new Door43 account at this time or are not able to connect to the Internet, you can create an offline account:

1. On the opening screen, click **Create offline Account**. The login screen opens.

2. Tap the **Your Name or Pseudonym** field.

3. Type your user name or pseudonym into the field, and then click **Continue**. You may use a pseudonym instead of your real name. A pseudonym is a name that cannot be traced back to you. You may wish to use a pseudonym if you are working in a sensitive part of the world.

4. Tap **Continue** to acknowledge the privacy notice.

10.3.2 Using an existing Door43 account

If you are connected to the internet want to use an existing Door43 account, you can click **Login with Door43 account**. Enter your Door43 credentials to log in.

10.3.3 Creating a new Door43 account

If you do not have a Door43 account, but you wish to be able to use an Internet connection to upload your work to Door43, you can create a Door43 account:

1. Click **Create new Door43 Account** to create a new Door43 user account. The Door43 Account Creation window opens. (This requires an Internet connection.)

2. Click the **Your Name or Pseudonym** field and type your name or pseudonym into the field. This is the display name – the name that will be listed as a contributor to any project files on this device. (Because names are publicly available, you may prefer to use a pseudonym. Make up any pseudonym of your choice.)

3. Click the **Email Address** line to enter your email address.

4. Enter your name or pseudonym in the **Login name** field. This is your Door43 user name that you will use to log in to Door43 and to the translationStudio app. If you used a pseudonym in step (2) above, enter the same pseudonym here.

5. Enter a password in both fields. Click **Show Passwords** at the bottom of the screen to display the passwords.

6. Confirm the information, and then click **Continue** to begin registration.

7. Click **Continue** to acknowledge the privacy notice.

10.4 Logging Out

You do not need to log out of the app before you close it. If you do not log out, when you reopen translationStudio you will still be logged in.

However, you may want to log out to change the logged-in user. For example, you may do your work offline with an offline account, but when you want to upload your work you need to use a Door43 account.

At any time you can perform the following steps to access the initial screen to change login or translator settings:

- From the *Your Translation Projects* (home) screen:
- Click the 3-dot icon at the lower left of your screen to invoke the options menu.
- Click **Log out**.

OR

- Click **Logout** at the top right of the screen next to the user name.

10.5 Agreeing to Terms of Use

After you have logged in for the first time, translationStudio displays the Terms of Use. Read and agree with each of the statements in the Terms of Use by performing the following steps:

1. Click each statement.

2. Scroll through the text to read the entire statement. Click Close for each statement.

3. When you have read all statements, click I Agree.

Note: At any time you can view the License Agreement, Statement of Faith, Translation Guidelines and the Software Licenses information from the Settings Menu. (See: tS for Desktop: Modifying Program Settings)

4. The program opens to the *Your Translation Projects* screen (which is the home screen). The first time you use the program you have no existing projects, so the home screen displays a welcome message.

10.6 Setup Steps

10.6.1 How do I set up to translate the Bible or Open Bible Stories?

If you are using translationStudio to translate the Bible or Open Bible Stories, you need to enable Blind Edit Mode. You can enable Blind Edit Mode at any time for existing projects or for new projects that are doing this type of translation.

To enable Blind Edit Mode, perform the following steps:

1. Click the three dots at the lower left of the window to open the Options menu and select Settings.

2. In the Settings window select the checkbox next to Blind Edit Mode to enable it.

3. In the breadcrumbs at the top left of the screen, click Home to return to the home screen.

10.6.2 How do I set up to translate Bible resources?

If you are using translationStudio to translate Bible resources (translationNotes , translationQuestions, or translationWords) from English into a Gateway language, there is a setup step that you need to perform prior to starting a project.

You must set translationStudio to use Gateway Language Mode so that the resources are available to be translated. Setting this mode does not affect existing projects, if any. It affects only the options that you see when creating new projects.

To use Gateway Language Mode for new projects, perform the following steps:

1. Click the three dots at the lower left of the window to open the Options menu and select Settings.

2. In the Settings window select the checkbox next to Gateway Language Mode to enable it.

3. In the breadcrumbs at the top left of the screen, click Home to return to the home screen.

tS for Desktop: Starting a Translation Project

11.1 How do I select what to work on?

When choosing what to work on, you need to consider several factors, such as the difficulty of the Bible book and the level of experience of the translators. Ultimately the local church decides what they want to work on. For more information read Choosing What to Translate.

11.2 How do I start a translation project?

The definition of a translation project consists of:

1. Specifying the **target language** - the language *into which* you will be translating

2. Selecting a **project category** - *what* you will be translating, such as Open Bible Stories or a book of the Bible

3. Choosing a **source text** - the language and text *from which* you will be translating, such as the English ULB (Unlocked Literal Bible)

To start a translation project, you must specify each of these elements.

Begin by clicking the blue plus sign on the home screen to start defining a new project. When you first start using translationStudio, there is also a green **Start a New Translation** button on the home screen that you can click to start a new project. (The Start a New Project button is available only if you have not previously created any projects.)

11.3 How do I select the target language?

All translationStudio projects require a target language (the mother tongue language *into which* you will be translating). When you create a new project, the first step is selecting the target language, so translationStudio presents you with a language list that is alphabetical by the language code shown in the right column of the list.

To choose your target language (the one you will be translating to), you can either scroll down the language list to find the target language OR you can search for the target language. To search, perform the following steps:

1. In the search field and the top left of the language list, type the first few letters of your language to narrow the list.

2. Click your target language to select it.

11.3.1 What if I cannot find the desired target language?

If you do not see your language in the list of target languages, first try alternate spellings, dialect names, and any variant names for your language. If you still can't find it, you can request that your language be added.

The best way to submit a request is to send an email to help@door43.org. Another method is to use the Feedback option from the options menu to submit a Bug Report. In either case, please provide as much information as you can about the language, such as the local name of the language, any other names it is known by, approximate number of speakers, where it is spoken, any similar languages, any published works in that language, etc.

To use Feedback in the 3-dot options menu to request a new language:

1. From any screen in translationStudio, click the 3-dot icon on the left or bottom.

2. In the list of options, click Feedback.

3. The Feedback screen opens. Type the name of the language you would like added to translationStudio. Provide the location pf the speakers and other names the language is known by. If you used a language that is already in the APP, tell which language you used.

4. Click Confirm to send your request.

Note: Even after requesting a new language, certain approvals are required before it will be added to translationStudio. Until your language is added to the app, use English Demo1 or English Demo2. You will need to use the Feedback option from the options menu to send a comment stating that you used another language in place of your own. Once your translation has been received, the tS workers will put it in the correct language. Your translation will then show in your language.

11.3.2 Can I change the target language of an existing project?

If you make a mistake and designate the wrong target language, after you have finished defining the project you can change the target language.

1. On the Home page, click the "i" icon next to the project whose target language you wish to change.

2. On the information window, Click **Change** next to the target language.

3. The *Choose target language* window appears, enabling you to select a different target language. As soon as you select a language, a message displays to tell you the change is complete.

11.4 How do I select the project category?

When you create a new project, the next step is selecting the project category, which is the type of project you will be working on, such as a book of the Bible, Open Bible Stories, or one of the translation resource (notes, words, or questions).

To designate what to work on for this project, complete the following steps:

1. Choose a project from the **Old Testament**, **New Testament**, or **Other** to start translating. (The Other category is for Open Bible Stories or translationWords.)

2. The next step depends on the category you chose:

   - If you chose either the Old or New Testament:

     - You next choose a book for the project.

     - If you are in Gateway Language Mode, you then also must select the type of translation – will you be translating text of either the ULB or UDB, or will you be translating Notes or Questions? (If translating Notes or Questions, you must first create a text project for the same target language/Bible book and then create a project for Notes or Questions.)

   - If you chose Other, you next choose to translate either Open Bible Stories, translationWords (these are from the Bible), or translationWords OBS (these are from Open Bible Stories). The last two types are available only in Gateway Language Mode (See *How do I set up to translate Bible resources?* in translationStudio for the Desktop.)

11.5 How do I select or change the source text?

After selecting the category and type, the project is created and opens. If it is a translationWords project, it automatically uses an English source text. However, in other types of projects you need to select a source text before you can begin to translate. This is the text you will be translating *from*.

You can add or change source texts at any time while working in the project. You are not able to work in a project until you choose a source text language.

Note: If you are doing Gateway translation, be sure to select English (en) Unlocked Literal Bible as your source text. This is the source that has the resources (notes, words, and questions) attached to it.

In the translation project, complete the following steps to select or change the source text language:

1. Click the rectangular icon with the + and - sign found at the center of the project window (or at the top right of a previously-chosen source text).

2. Click the empty square box next to the desired source text and language. You can scroll down to see additional texts, or search by using the magnifying glass icon at the upper right of the *Choose source translations* box.

3. To save the selection(s), click **Confirm** at the bottom right of the *Choose source translations* box, OR click **Cancel** to close without saving the selected language.

Note: You can choose multiple source texts; those selected are moved to the top portion of the *Choose source translations* box under the *Selected* heading.

- Choosing multiple source texts enables you to compare them as you are performing the translation work.

- For example, when translating the Bible you should always choose the Unlocked Literal Bible (ULB) in the source language, but you may want to also choose the Unlocked Dynamic Bible (UDB) if it is available in your language because it may be easier to understand. Looking at the UDB may help you to translate or check a passage.

Warning: You are not able to work in a project until you choose a source text.

---

tS for Desktop: Performing Navigation

12.1 Layout

There are two main screens in the translationStudio program:

- The Home screen, or *Your Translation Projects* screen, shows any projects that have been created on the computer. If there are no projects, the Home screen displays a welcome message. The Home screen also shows the user name and a Log out button.

- The *Project* screen shows the source and target texts, and can also display translation resources. The Project screen is where you perform all of the translation work on a single project. It shows the source text and the translated text. Depending on the type of project, the Project screen can display three different views and contains navigation and menu icons to enable you to move around in the program. The navigation and menu icons are on the left of the screen.

The appearance of the project screen and the function of the navigation buttons work a little differently depending on the type of project in which you are working:

12.1.1 Working in a Words project:

A Words project is different from the other project types in that it is not tied to a specific book of the Bible. It shows words or terms from the entire Bible or Open Bible Stories.

Words project layout

A Words project has two panes. The left pane contains the English word or term and the definition of it. The right pane is the working area containing a notecard for each word. You translate the word or term above the red line and the definition in the area below the red line. Just click the notecard to begin typing your translation.

- Translate the translationWord in the top section on the right panel.

- Click above the red line on the 'Translate word here' words.

- Type in the translation of the word or phrase.
- Translate the definition of the translationWord: Click on the words 'Translate definition here' and start typing the translation of the definition. Write translations that will help Other Language translators understand how they can determine the best word to use in their language.

Words project navigation

You navigate in a Words project by using the navigation icons at the left:

12.1.2 Working in a Notes project

The translationNotes are tied to a specific part, or chunk, of Open Bible Stories or of a book of the Bible.

Notes project layout

A Notes project is divided into chunks of text. For each chunk there are four panes. From left to right, they are:

- The source text pane: If you have multiple source texts, they are displayed on tabs.
- The translation pane: If the project contains a translation in the target language, it is shown here, but cannot be edited.
- The working area, where you can create notecards for translating the notes.
- The resources pane, containing the resources, if any, for each chunk. Different resources are on the tabs.

To translate notes, you click the Notes tab and then click each note reference to see the note text.

Then for each note in the chunk you click the plus sign in the work area to create a notecard, where you translate the note reference text above the red line and the note text below the red line. For each chunk, create a notecard and translation for each note in the chunk.

Notes project navigation

To navigate in a Notes project, use the navigation buttons at the left of the screen:

12.1.3 Working in a Questions project

The translationQuestions, like the translationNotes, are tied to a specific part, or chunk, of Open Bible Stories or of a book of the Bible.

Questions project layout

A Questions project has the same four panes as a Notes project, except that the Working pane (2nd from the right) enables you to translate Questions, rather than Notes.

To translate the questions:

1. You first click the Questions tab in the Resources pane at the far right to see the questions.
2. You click each question to see the question and answer.
3. Then in the Working pane you click the plus sign to add a notecard for the question.
4. You translate the question above the red line and the answer below the red line.
5. For each chunk that has questions, create a notecard for each question and translate each question.

Questions project navigation

Navigation in a Questions project is the same as for a Notes project.

12.1.4 Working in a Text project

The appearance and function of the text project can be different depending on the setting called Blind Edit Mode. This setting, which applies only to text projects, specifies whether the project allows for blind drafting, which changes the views available for the project. You should always use Blind Edit Mode for the initial translation of source text.

Text project layout

If you are not in blind edit mode, there are two views for a text project:

- *Edit-Review view*: The top icon at the left that looks like three vertical lines takes you to the Edit-Review view, where the source text is in the left pane, the translated text is in the middle pane, and the resources are on tabs in the right pane. The center pane can be edited.

- *Read view*: The second icon at the left that looks like 3½ horizontal lines takes you to the Read view, which is a view of the entire chapter. The source text is initially visible, but if you click the "piece of paper behind the source text, you can see the translation. Editing is not available in the Read view.

Blind Edit Mode

To use Blind Edit Mode, see *How do I set up to translate the Bible or Open Bible Stories?* in translationStudio for the Desktop

If you change the settings to Blind Edit Mode, a third view is available for text projects. You access this Blind Edit view by clicking the icon that looks like two sheets of paper.

This *Blind Edit view* shows you the source text one chunk at a time, and you click the card behind the source text to translate. You cannot see the source and the translation at the same time, so it enforces a blind draft. This is the view you should use if you are doing a translation of Bible or Open Bible Stories text.

For additional information on translating in a text project, see Translate in a Text Project.

Text project navigation

The navigation buttons in a text project are different depending on the view: * In the Blind Edit view or the Edit-Review view, the navigation buttons are the same as in the Notes or Questions projects. * In the Read view, the buttons are similar except that there are no "previous chunk" or "next chunk" buttons, since the Read view is not divided into chunks.

12.2 Slider

The Slider icon is a quick way to move through a story or book of the Bible.

- Tap-and-hold the dot and drag it towards the bottom (right) or the top (left) of the slider.

- Numbers may appear on the line that represent the chapter of the book at that location of the slider.

12.3 Resources

Note: Currently the resources are attached to the English ULB, so they are available in translationStudio only when the English ULB is used as the souce text.

All of the translationNotes, translationWords and translationQuestions are included in the translationStudio program. The resources are found in the far right pane of the Edit-Review view. To access that view, click the Edit-Review icon that looks like three vertical lines.

The Resources pane is divided into four tabs: Notes, Words, Questions, and UDB. The UDB tab simply contains the UDB (Unlocked Dynamic Bible) text for the chunk.

If there are no existing resources for a particular chunk, the resources pane is blank. If there are no resources of one of the types, then that tab does not exist on the resources pane. For example, if there are no Words for a chunk, then you would see only the Notes and Questions tabs on the Resources pane for that chunk.

12.3.1 translationNotes

Click the Notes tab for the translationNotes.

The words or phrases are listed as they appear in the story or in the ULB. Click the phrase for help in understanding how to translate into the target language. See Using the translationNotes for more information.

12.3.2 translationWords

Click the Words tab for the translationWords.

The words are listed as they appear in the story or in the ULB. Click the word or phrase for help in understanding how to translate the word into the target language.

12.3.3 translationQuestions

Click the Questions tab for the translationQuestions.

The questions are about information as it appears in the story or in the ULB. Read the question and answer it according to the translated text. Click the question for the expected answer. If the given answer and the expected answer are the same then the translation might be clear and accurate.

12.4 Options Menu

Tap the three dots icon at the bottom left (or right) of the screen to open the options menu. The Project screen and the *Your Translation Projects* screen (home screen) have two different menus.

- On the *Your Translation Projects* screen the options menu includes the following options:

    - **Update**: Update source or target language files or the translationStudio app

    - **Import**: Import a project or source text

    - **Feedback**: Report a bug

    - **Share this app**: Share with another tablet

    - **Log Out**: Log out of the app so you can log in as a different user

    - **Settings**: Adjust translationStudio settings; view license agreement, statement of faith, or translation guidelines (See Modifying Program Settings)

- On the Project screen the options menu includes:

    - **Home**: returns to the Your Translation Projects screen (home screen)

    - **Project Review**: Check completion status of project, add contributors, upload or export your work

    - **Upload/Export**: Back up or share your work

    - **Print**: Print out your work

    - **Feedback**: Same as on home screen

– **Settings**: Same as on home screen

tS for Desktop: Performing Translation

A basic translation process for any unfoldingWord project is explained here.

As you translate, be sure that you:

- Pray that God would help you make an easily-understandable, Scripturally-accurate translation

- Translate everything that is in the source text language.

- Do not add anything that that is not necessary for comprehension.

- Always do your translation according to the Translation Guidelines (see https://unfoldingword.org/guidelines/).

- Always do your translation according to the Statement of Faith (see https://unfoldingword.org/faith/).

- Use the translationNotes (see https://unfoldingword.org/tn/) and the translationWords (see https://unfoldingword.org/tw/) to help you make a better translation. These resources are also available within translationStudio, in the Edit-Review view of the project.

13.1 Working in a Text Project

You can create and edit translations of Open Bible Stories or books of the Bible. To write the translation in your language:

13.1.1 Translate

1. For the initial translation, use Blind Edit Mode, which is organized to work with blind drafting. To use Blind Edit Mode, see *How do I set up to translate the Bible or Open Bible Stories?* in translationStudio for the Desktop

2. You may want to read MAST Core Concepts to understand the steps of blind drafting translation.

3. Open the project for the story or book that is being translated and click the Read view icon.

4. The screen of the Read view is arranged to appear like two sheets of paper, one behind the other, with the Chapter or Story view initially on top. In this view, read the source text, consuming the entire chapter.

5. Verbally retell what you have read to another person, preferably using the target language.

6. When you are ready to begin translating, click the Blind Edit icon.

   Note: This icon is available only if you are using Blind Edit Mode.

7. The Blind Edit view appears and displays the text divided into chunks, which are sections that you should be able to retell without looking. Read a chunk over until you can remember what it says.

8. For the chunk you want to translate, click the blank paper behind the one containing the text.

9. Type in the translation for that chunk on the page. This should not be a word-for-word translation, but it should be expressed in a way that would sound natural to a native speaker of the language.

   • Start translating with a blind draft. Draft the chunk as well as you can without looking back at the text.

   • Write everything that you remember about that chunk.

   • Do not look back at the source text for this chunk until you begin the editing steps.

10. When you are finished working, navigate to the next chunk.

11. Continue doing this with each chunk of the chapter before moving to the checking steps.

When you use translationStudio, your work is saved automatically every five minutes.

13.1.2 Check and Edit Translated Text

Use the Edit-Review view to edit existing work that you or another translator created. To enter the Edit-Review view, click the Edit-Review view icon, which looks like 3 vertical lines, at the left of the page.

In the Edit-Review view the source text is on the left and the translation work is on the right. You can compare the two and then edit the translation to include all details in the source text.

In the Edit-Review view you can access all of the translationNotes, translationWords and translationQuestions that have been included in the program. See *Resources* in tS for Desktop: Performing Navigation for more information.

If you need to make changes in the translated text, perform the following steps:

1. Click the pencil icon at the top right of the translated chunk.

2. Edit the text to include all details and correct any grammatical or spelling errors.

3. Click the check mark icon when done editing.

4) Place the verse markers (skip this step if you are translating Open Bible Stories, which are not divided into verses).

   • There is a verse marker for each verse in the chunk.

   • Click and hold each verse marker and drag it to the beginning of each verse, dropping it on the first word of the verse.

   • Continue until all verses are marked with a verse number.

5. When you are finished working, use the toggle at the bottom of the chunk to mark the translation of that chunk done. Slide the toggle to the right, or just click it, to indicate that the chunk is finished.

6. A message appears for you to confirm that the chunk is done. Click Confirm to indicate that the work is done, or click Cancel to continue editing.

At any time you can slide the toggle back to the left, or just click it, to edit the chunk again. Use the above steps to edit.

13.2 Working in a Resources Project

If you are translating resources (translationNotes, translationWords, or translationQuestions), you must have created your project in Gateway Language Mode (see *How do I set up to translate Bible resources?* in translationStudio for the Desktop and *How do I select the project category?* in tS for Desktop: Starting a Translation Project.

13.2.1 Translating translationNotes

See Translating translationNotes for Gateway Languages Using translationStudio – Desktop v11.1

13.2.2 Translating translationWords

See Translating translationWords for Gateway Languages Using translationStudio – Desktop v11.1

13.2.3 Translating translationQuestions

See Translating translationQuestions for Gateway Languages Using translationStudio – Desktop v11.1

13.3 Recover Deleted Translation Text

If you accidentally delete a large amount of work, send email to help@door43.org.

tS for Desktop: Working with Footnotes

A footnote is additional text that usually appears at the bottom of a book's page and is referenced within the page.

In translationStudio, a footnote is shown as a black page icon that you click to display the footnote. For example, there is a footnote in 1 Cor. 10.28.

Footnotes can provide further explanation when:

- There are proper names, words or terms that differ between various Bible versions

- There are missing words or verses in the ULB. (There may be text in one Bible version that is not present in the ULB.)

14.1 To translate a footnote:

1) Copy the footnote.

- In the source text, click the footnote icon to open it (for example, in 1 Cor. 10:28)

- Highlight the text of the footnote.

- Copy the footnote text – [Ctrl + C] on Windows.

- Dismiss the footnote.

2) Paste the footnote into the translated text.

- If the chunk has been marked "done", click the toggle at bottom right of the translated chunk.

- Click the Edit icon (pencil).

- Click the appropriate spot in the translated text.

- Paste the footnote text – [Ctrl + V] on Windows).

3) Add footnote coding. Footnote coding identifies the text as a footnote and separates it from the surrounding text. To add footnote coding:

- Type the following text at the beginning of the footnote, separated from the surrounding text by spaces:

```
\f + \ft
```

- Type the following text at the end of the footnote, separated from the surrounding text by spaces:

```
\f*
```

- If there is a quote within the footnote:

  - Replace the beginning quotation mark with:

```
\fqa
```

    and separate from the surrounding text by spaces.

  - Replace the ending quotation mark with:

```
\fqb
```

    and separate from the surrounding text by spaces.

4) Translate the footnote text.

- Translate the text of the footnote.

- Click the check mark to save the edits on the chunk.

- Mark the chunk as done.

For example, the code for the chunk containing the footnote in 1 Cor. 10:28 looks like this:

```
\v 28 But if someone says to you, "This food was from a pagan sacrifice," do not eat␣
→it. This is
for the sake of the one who informed you, and for the sake of conscience. \f + \ft␣
→Some older
copies add, \fqa For the earth and everything in it belong to the Lord. \fqb But the␣
→best copies
do not have this. \f* \v 29 I do not mean your own conscience, but the other person's␣
→conscience.
For why should my freedom be judged by another's conscience? \v 30 If I partake of␣
→the meal with
gratitude, why am I being insulted for that for which I gave thanks?
```

tS for Desktop: Uploading or Exporting Your Work

When you work in translationStudio, your text is saved every five minutes to your computer. Your work is not saved to Door43 until you upload it.

While you are in a project in translationStudio, click the 3-dot icon to access the options menu. Select Upload/Export (the upward arrow icon).

Note: The upload/export option is not available in the 3-dot menu on the home screen, but is available only from the project screen.

There are four options to choose from when exporting from translationStudio.

15.1 Upload to Door43

This requires an Internet connection.

This option copies your work to the online Door43 server, making it available to be downloaded by other translators, merged with other projects, or used as an online backup. You can upload to Door43 only if you have an internet connection and are logged in to a Door43 account.

Follow this process to upload to Door43:

1. When you are in a project, click the 3-dot menu.

2. Click the bar Upload to Door43.

3. Wait while the upload process takes place.

4. If you are connected to the Internet and signed into a Door43 Account, you will receive an "Upload Complete" message.

 • The message displays a link to the online repository of the file.

 • Click the link to open the repository, OR click Close to close the window.

5. If you are NOT connected to the Internet, you will receive be an "Upload Failed" message.

- Click Close to close the window.

- When you can be connected to the Internet, start the upload process again.

15.2 Export to USFM File

This creates a file of your project with a usfm extension. United Standard Format Marker (USFM) is the international standard of Biblical text.

Follow this process to export, or save, the project to a usfm file:

1. Click the bar Export to USFM File.

2. The computer's File Explorer window opens to the translationStudio folder. Using the file manager, navigate to the desired location on the computer to save the file.

3. Rename the file if desired.

4. Click Save. A window shows a 'Project Exported' message.

5) Click Close to close the window.

15.3 Export to PDF File

This creates a pdf file of your project. Portable Document Format (PDF) is an international standard for sharing documents.

Follow this process to export, or save, the project to a pdf file:

1. Click the bar Export to PDF File.

2. Choose the options from the menu. You may choose any number of the options.

  - Include incomplete chunks - these are chunks in the translation that have not been marked 'done.'

  - Double space text - this adds an extra empty line between each line of text.

  - Fully justify text - this creates a document where the text is all the way to the beginning and the end of each line of text.

  - New page for each chapter - this creates a document where the start of each chapter is on a new page.

3. Click Create Preview. Wait for the document to be created.

4. Scroll through the preview to see what the document looks like.

5. If changes are needed . . .

    - To the content - return to the Project.

    - Click on Project at the left edge of the top green bar.

    - Make changes to the content.

    - To the formatting of the document - return to the Project.

    - Click on Project at the left edge of the top green bar.

    - Click the 3-dot icon to invoke the Options menu.

    - Choose Upload/Export on the menu.

    - Repeat steps 1 -5 above.

6. To save the document:

- Click Save to PDF on the top bar.

- The computer's File Explorer window opens.

- Using the file manager, navigate to the desired location on the computer to save the file.

- Click Save.

7. A window displays a 'PDF Created' message.

8. Click Close to close the window.

15.4 Export Project File

This creates a file of your project with a tstudio extension. This can be used in any other translationStudio version 11 program for either Desktop or Android.

Follow this process to export, or save, the project to a tstudio file:

1. Click the bar Export Project File.

2. The computer's File Explorer window opens to the backup folder for translationStudio. Using the file manager, navigate to the desired location on the computer to save the file.

3. Click Save. A window displays a 'Project File Complete' message.

4. Click Close to close the window.

tS for Desktop: Importing a Project

The translationStudio program enables you to import a project from various sources. To import a project, start from the Home page:

1. Click on the 3-dot icon at the bottom left of the window.

2. Select Import from the menu.

There are four options to choose from when importing to translationStudio.

16.1 Import from Door43

This requires an Internet connection.

If you are logged into translationStudio with a Door43 account; choosing this option opens a screen with a list of all your Door43 online projects.

You could also search for another user's project:

1. Remove your user name from the left search field.

2. Type in the Door43 user name of the user whose project you want to import.

Another possibility is to search for a project by the book name or language:

1. Remove your user name from the left search field.

2. Type in either the book abbreviation or the language code in the right field, or a combination of both (for example, fr_eph for French Ephesians).

3. Optional: type in a user's account in the User Name field to filter by the User.

Once you have located the project you wish to import:

1. Click the desired file to import it, or click **CANCEL** to close the option and return to the Import Options menu.

2. If you import the file, you receive a success message. Click **CLOSE** to close the window.

16.2 Import Project File

This process imports into the program a translationStudio project from a file on the computer. These are files that have an extension of tstudio.

Follow this process to import a tstudio file:

1. Click **Import Project File** to import a project from the hard drive of the computer.

2. The program opens the file manager to the directory of the translationStudio backups. Either choose one of the backup projects or navigate to the desired file. Hint: you will be able to view only the files that have an extension of tstudio.

3. Click to select the desired .tstudio file, and then click **Open**.

4. The import begins; when the import is completed a window displays a success message. Click **CLOSE** to close the window.

16.3 Import USFM File

This process imports a file that is formatted as a USFM document. United Standard Format Marker (USFM) is the international standard of Biblical text.

Follow this process to import a usfm file:

1. Click **Import USFM File** to import a file from the hard drive of the computer.

2. The program opens the file explorer to the translationStudio backups folder. Navigate to find the desired file. **Hint**: you will be able to view only the files that have an extension of txt or usfm.

3. Click to select the desired file, and then click **Open**.

4. Click to select the target language on the 'Choose a Target Language' screen. You can search for a language by typing the first few letters of the language in the search field.

5. The remaining screens depend on what information is contained in the USFM file.

  • You may be asked to choose a category. Click the desired category to select it.

  • You may be asked to choose a book name. Click the desired book name to select it.

  • You may be asked to choose the project type. Click the desired type to select it.

6. The import begins, and when the import is completed a window displays a success message. Click **CLOSE** to close the window.

16.4 Import Source Text

If you have a file containing source text that you want to use for a project, you can select this option to do so. Refer to the information on http://resource-container.readthedocs.io/en/latest/index.html to create your own source text file that can be imported into the translationStudio program.

Making the choice to import source text opens the File Manager. Navigate to the desired source text file, click the file name, and click **Open** to import it.

16.5 Importing Duplicate Projects

If you are importing a project that is the same as a project already in the local program, you will receive a warning message that states:

- For a USFM file:

  Overwrite?

  This target translation already exists.

  Overwrite?

- For a project file:

  Project Already Exists

  This project already exists locally. How would you like to proceed?

The possible actions for dealing with importing duplicate projects are:

- Cancel: Clicking Cancel closes the message and the project does not get imported.

- Merge Projects

  - The importing process continues.

  - When the message that the import is complete shows, click **Close**.

  - Open the project.

  - If the imported translation has recent changes, they now show in the text.

- Overwrite Project

  - **Warning**: Choosing to overwrite the project removes all information on the computer related to the previous local project and substitutes it with the information from the imported project.

  - We recommend that you do not choose this option if you have previously uploaded the project to Door43.

  - If you run into difficulty you can always contact help@door43.org for help or submit a ticket using the following link: http://help.door43.org/en/topics/new.

16.6 Merge Conflicts

Occasionally, there may be differences between the information in the program and the information that is in the imported project. This is known as a conflict. When this happens, you see this message:

  Import Complete

  Your project has been successfully imported. There are 2 chunks that contain new conflicts that need your attention.

Resolve the differences by following these steps:

- Click **Close** to close the message window.

- Open the project.

- Observe that there is a triangle icon in the left column. Click the triangle icon to view only the chunks with a conflict.

  - The text that was in the translation before the import is in a green box.

  - The text that is new is in the blue box.

- – Choose the text that has the preferred translation by clicking on that box.
- – Click **Confirm** to use the selected text. Click **Cancel** to not select the text.
- – The text that you did not select disappears.

Repeat all the above steps until all the conflicts have been resolved by choosing the desired translations.

NOTE: resolve all conflicts before doing another export or import of the project.

tS for Desktop: Publishing Content

17.1 Self-Publishing

When you upload your work to Door43 it is automatically available online under your user account. This is referred to as self-publishing. You can upload to Door43 as often as you wish to create a backup of your work. (See Upload/Export Your Work.)

You can access a web version of your project at http://door43.org/u/user_name/project_name (where user_name is your user name and project_name is your translation project). The translationStudio app gives you the correct link when you upload. You can also browse all works on http://door43.org.

From your Door43 project page you can:

- See the web version of your project with default formatting

- Download documents of your project (like a PDF)

- Get the links to the source files (USFM or Markdown) for your project

- Interact with others about your project

17.2 Source Text Publishing

Source text publishing is required for all Gateway Languages so that they can be used as source texts by Other Languages. Note that this process applies only to Gateway Languages. There are several steps to the process of publishing your work.

17.2.1 Prerequisites

Before a Gateway Language translation can become a source text, the following prerequisites must all be met:

- Whole Resource - The whole resource must be translated and checked to the required level. Parts of resources (e.g. half of the Open Bible Stories, only a few chapters of a book of the Bible) cannot be published.

- Checking - A translation must have reached the appropriate checking level. For Bible translations, this is checking level 3: https://live.door43.org/u/Door43/en_ta/eccd2b1a6f/04-checking.html#level3.

- On Door43 - Door43 must have the version that will be published. If the work was done on multiple devices, then it may need to be merged together. Get the help of a Content Tech to make merging easier (either email help@door43.org or use the #content-techs channel on Slack).

- Agreements - Everyone involved in the translation and checking must have agreed to the Statement of Faith, the Translation Guidelines, and the Open License. This can be done either by creating Door43 accounts or by physically signing the documents and digitizing them (scanning or photos). See http://ufw.io/forms for downloadable agreement forms.

You can use translationStudio to ensure that the project is complete and that all contributors are listed. You can perform project review by completing the following steps to publish your work:

1. In translationStudio, load your project.

2. Click the 3-dot icon to access the options menu.

3. Click Project Review (the double check marks icon).

    - Click the Project tab – Review sections of the book for final review.

    1. We suggest that you review any chunk that has a review button. These are chunks that are not marked done.

    2. Click the Review button to finish translating, or set the verse markers and then slide the 'done' toggle.

    - Click the Contributors tab – This is where you enter who translated the work. Remember that the names will be publicly available.

    1. Click the Name or Pseudonym line and enter a contributor's name.

    2. Click the check box to indicate that this person has agreed to the terms of use.

    3. Click Add Contributor to add the translator.

    4. When you have finished adding contributors, click Next to continue.

    - When you either click Next in the step above, or click the Upload/Export tab, you are presented with Upload/Export Options.

    1. Select Upload to Door43 (requires an Internet connection).

    2. A pop-up message appears after a successful upload. This pop-up message includes the repository that the translation is in on the Door43 server.

    3. Click the link to view the repository.

17.2.2 Source Text Request Form

Once you have the prerequisites, you may fill out the source text request form at http://ufw.io/pub/. A few notes about the form:

- You must have a Door43 account to create a request.

- You must include the names or pseudonyms of everyone involved. You must also include their Door43 usernames if you are not attaching signed license agreements for them.

- Note that the information you enter will be public and will become a part of the front matter of the source text.

After you submit the form, you will be contacted if anything is missing. Once the request has been approved, it will go into the publishing queue where a developer will work to make the translation a source text. You may also be contacted by the developer if there are any issues encountered during the publishing process. You will be notified when the process is completed and you may review a PDF of the work.

17.2.3 Questions Regarding the Request to Publish Form and Process

What Happens After Text is Approved?

When the Request to Publish is approved, the text is made available on unfoldingword.org for online viewing, as a downloadable, print-ready PDF, and it appears in the unfoldingWord app.

Can Text Be Changed After Level 3 Checking?

Approved text can always be modified in translationStudio even after all checking levels are completed, HOWEVER if you or another user were to submit a Request to Publish for text that has already completed Level 3 checking, there would be questions regarding the reason for overwriting the previously published and checked materials. The approver will look to see who contributed to the change and may contact the requestor and others involved with the translation of the text in question to ensure the changes are valid.

Must All Contributors Be Named?

Due to copyright laws (and these exist no matter what country you are in and no matter what people tell you about laws in that country), you must list every contributor as they prefer to be mentioned. Normally this is the person's name or pseudonym.

tS for Desktop: Modifying Program Settings

There are several settings for the translationStudio program that you can view or modify. To open the settings window, click the 3-dot icon at the bottom left of the screen and click Settings on the menu.

Click the Back Arrow at the top left of the screen to exit the settings window.

The Settings window is the same regardless of whether you invoke it from the home screen or from a project screen.

The Settings window enables personalization of the program. It also displays useful information. Settings are divided into five categories:

1. General

2. About

3. Legal

4. Upload

5. Advanced

18.1 General Settings

The General settings are as follows:

1. **Gateway Language Mode**: Select this setting if you are working to translate Bible resources into a gateway language. See *How do I set up to translate Bible resources?* in translationStudio for the Desktop.

2. **Blind Edit Mode**: Select this setting to enable the Blind Edit view for a text project. See *How do I set up to translate the Bible or Open Bible Stories?* in translationStudio for the Desktop.

3. **Target Translation Font**: The font of the translated text

   • The name of the chosen font is displayed. Click **Target Translation Font** to change the displayed font in the text.

- A pop-up window shows the available fonts. Scroll through the names of the fonts and click the name to select the desired font.

4. **Source Translation Font**: The font of the source text

- The name of the chosen font is displayed.

- Click **Source Translation Font** to change the displayed font in the source.

- A pop-up window shows the available fonts. Scroll through the names of the fonts and click the name to select the desired font. When you have selected a font, the pop-up window disappears.

5. **Target Translation Font Size**: The size of the translated text

- The size of the chosen font is displayed. Click **Target Translation Font size** to change the displayed font size in the text.

- A pop-up window shows the available sizes. Click the desired size to select it. When you have selected a font, the pop-up window disappears.

6. **Source Translation Font Size**: The size of the source text

- The size of the chosen font is displayed.

- Click **Source Translation Font Size** to change the displayed font size in the text.

- A pop-up window shows the available sizes. Click the desired size to select it. When you have selected a font size, the pop-up window disappears.

7. **Backup Location**

- Shows where backups are stored on your computer. The program automatically backs up your work every 5 minutes.

- Click **Backup Location** to change where backups are stored.

18.2 About Settings

These settings cannot be changed by the user; they are only for display.

1. **App Version** - The version of translationStudio

2. **Git Version** - The version of Git (version control software)

3. **Data Path** - The path to data used by translationStudio

18.3 Legal Settings

Click **Legal** to view important legal information.

- **License Agreement** - read what you are permitted to do with the content in the program and the content that you create.

- **Statement of Faith** - you, the user of the program, agreed to this the first time the program was started. Read this to review what the Essentials Beliefs are.

- **Translation Guidelines** - read this document to learn about the guidelines that can help the translator clearly, accurately and naturally translate the text.

- **Software Licenses** - this file contains all the licenses for the various softwares that are used to create the translationStudio program.

- **Attribution** - read this document to learn about the restrictions of using the derivative works and name branding.

18.4 Upload Settings

These settings cannot be changed by the user; they are only for display.

- **Data Server**: The Door43 server
- **Media Server**: The unfoldingWord server

18.5 Advanced

- **Developer Tools**: You should not open developer tools unless directed to do so by a translationStudio technician.

Updating Program Elements

Select **Update** from the Options menu on the home page to see the options for updating program elements. You must be connected to the internet to exercise any of the update options.

The options are:

- Update List of Available Source Texts

- Download Available Source Texts

- Update List of Available Target Languages

- Check for Updates to translationStudio

19.1 Updating Source Text Lists

To update the source text lists, select **Update List of Available Source Texts** from the Update menu. This process updates ONLY the list of the available source texts, not the texts themselves. The purpose for downloading only the list of source texts is to reduce the number of files that would need to be downloaded. You will need to download a source text before using it.

Updating the list takes several minutes, so you need to wait for the process to complete.

Note: You may receive a notice that the process is not complete; sometimes this notice is not accurate.

When the process is complete, the program notifies you of the number of new source texts that you can download. You may close the window.

The program now presents you with choices to download selected source texts. If you don't want to download now, click **Home** in the breadcrumbs at the top of the page. If you do wish to download one or more source texts, the process is shown below.

19.2 Downloading Available Source Texts

When you choose **Download Available Source Texts** from the Update menu, you have a choice to look at the source texts in one of two ways:

- By Language – this choice enables you to download multiple books at once for a single language. If you choose to view by language and select a language, only the books that are available for that language are shown. Other books may become available as more source texts get translated and checked.

    1. Type the language name in the search box or scroll to the desired language.

    2. Click the language to select it (if you click a language by mistake, click the back arrow next to the language to return to the language list.)

    3. On the Choose Category list, click to select a category. Some languages have more or fewer categories, depending on what source texts are available.

    4. Click the check box next to the source text(s) you wish to download, and then click Download.

    5. The selected text(s) download (this may take a few minutes) and then you should receive a success message. Click Close.

    6. The downloaded texts have a green check mark next to the name on the Source list.

Note: You may receive an unsuccessful message. One or more choices have a red x next to the name. This source text was not downloaded. You may try again to download the texts that were not successfully downloaded.

- By Book – this choice enables you to download multiple languages at once for a single book. If you choose to view by book, only the languages for which that book is available are shown. Other books may become available as more source texts get translated and checked.

    1. Click to select a category. The possible categories are:

    – Old Testament: Opens a list of Old Testament books

    – New Testament: Opens a list of New Testament books

    – Other

        * Open Bible Stories

        * translationWords

        * translationWords OBS

    2. Once you have selected a book category, a list of available source texts opens. Select one or more source texts and click Download.

    3. The selected text(s) download (this may take a few minutes) and then you should receive a success message. Click Close.

    4. The downloaded texts have a green check mark next to the name on the Source list.

Note: You may receive an unsuccessful message. One or more choices have a red x next to the name. This source text was not downloaded. You may try again to download the texts that were not successfully downloaded.

19.3 Updating List of Available Target Languages

Select **Update List of Available Source Texts** from the Update menu to update the list of all the target languages available in the program.

A progress window opens. At the end of the process a message shows how many new target languages were added. Click **CLOSE** to return to the Home screen.

19.4 Checking for Updates to translationStudio

Select **Check for Updates to translationStudio** from the Update menu to open the Internet web page with the latest translationStudio-Desktop release. If there is a release later than the version you have installed, you may wish to update:

1. Close translationStudio.

2. On the web page in your browser click the appropriate version for your platform to download the installer:

   • File ending in "linux_x64.zip" is for Linux

   • File ending in "osx_x64.zip is for Mac

   • File ending in "win_x32.exe" is for 32-bit Windows (older machines)

   • File ending in "win_x64.exe" is for 64-bit Windows

3. Navigate to the downloaded file and double-click to install the program. For more detailed information, see Installation.

Using the translationHelps (Resources)

To help translators make the best translation possible, translationHelps have been created. Once you have consulted the translationHelps, then you are ready to make the best translation. Please use these resources when checking your translation!

The Resources include:

20.1 translationWords

The translationWords are important terms found in Open Bible Stories and the Bible. It is crucial that they be translated correctly. Each translationWord has a small article written about it as well as cross-references to other places that term is used in Open Bible Stories and the Bible to ensure that it has been translated correctly there, too. See https://unfoldingword.org/tw/

20.2 translationQuestions

The translationQuestions are comprehension questions that can be used to check the translation. These questions can be asked of anyone checking the translation work. Can the Target Language translation be used to correctly answer each of the questions? Read the question, answer the question from the information in the translated text, look at the answer in the program. Do both of the answers match? If so, then the translation is clear and accurate.

For Open Bible Stories questions, see https://door43.org/en/obs/notes/questions/home.

For Bible questions, see https://unfoldingword.org/tq/

20.3 translationNotes

The translationNotes are cultural, linguistic, and exegetical notes that help to describe and explain the context in which the stories from Open Bible Stories and the Bible were written. They also inform the translator of translation options available to them. See *Using the translationNotes* for more information.

For Open Bible Story notes, see https://door43.org/en/obs/notes.

For Bible notes, see https://unfoldingword.org/tn/.

20.4 Using the translationNotes

20.4.1 To Translate from the ULB

Read the ULB. Do you understand the meaning of the text so that you can accurately, clearly and naturally translate the meaning into your language?

- YES? Start translating.

- NO? Look at the UDB if you have selected it as one of your source texts. Does the UDB help you understand the meaning of the ULB text?

    - YES? Start translating.

    - NO? Read the translation notes for help.

Translation Notes are words or phrases copied from the ULB and then explained. In English, every note that explains the ULB starts with a bullet point, the ULB text in bold followed by a dash, and then translation suggestions or information for the translator.

For example:

- **copied ULB text** - translation suggestion or information for the translator

There are many different types of notes in the Translation Notes. Each type of note gives the explanation in a different way. Knowing the type of note will help translators make decisions on the best way to translate the Bible text into their language.

Notes with Definitions - Sometimes you may not know what a word in the ULB means. Simple definitions of words or phrases are added without quotes or sentence format.

Notes that Explain - Simple explanations about words or phrases are in sentence format.

20.4.2 Suggested Translations

There are several types of suggested translations.

Notes with Synonyms and Equivalent Phrases - There are times that the notes provide a translation suggestion that can replace the word or phrases in the ULB. These replacements can fit into the sentence without changing the meaning of the sentence. These are synonyms and equivalent phrases and are written in double-quotes. These mean the same as the text in the ULB.

Notes with Alternate Translations (AT) - An alternate translation is a suggested change to the form or content of the ULB because the target language has a different form. The alternate translation should only be used when the ULB form or content will not fit into the form of your language.

Notes that Include a Quote from the UDB - There may be no note if the UDB provides a good alternate translation for the ULB. However, on occasion there may be text from the UDB as well as a suggested translation. There will be "(UDB)" after the text from the UDB.

Notes that have Alternate Meanings - Alternate meanings refer to when there are multiple ways to express something or when there are different understandings of what the word or phrase means.

Notes with Possible Meanings - Sometimes Bible scholars do not know for sure, or do not agree on, what a particular phrase or sentence in the Bible means. Some reasons for this include: there are minor differences in the ancient Bible

texts, or a word may have more than one meaning or use, or it may not be clear what a word (such as a pronoun) refers to in a particular phrase.

Notes that Identify Figures of Speech - In the notes there will be an explanation on how to translate the Figure of Speech that is in the passage. Sometimes an Alternate Translation (AT:) is provided. There will also be a link to the translationAcademy page for additional information and translation strategies to help the translator accurately translate for the meaning of the passage.

Notes that Identify Indirect and Direct Quotes - There are two kinds of quotations: direct quotation and indirect quotation. When translating a quotation, translators need to decide whether to translate it as a direct quotation or an indirect quotation.

Notes for Long ULB Phrases - Sometimes there are notes for a phrase and separate notes for portions of that phrase. In that case, the larger phrase is first, and its parts afterward. The longer phrase is broken down so that translation suggestions for parts of the phrase can be explained for each part.

20.4.3 Notes with Definitions

Description

Sometimes you may not know what a word in the ULB means. The notes may have a definition or a description of the word or phrase to help you understand what it means.

Translation Notes Examples

Simple definitions of words or phrases are added without quotes or sentence format. Here are examples:

> *It is like children playing in the marketplace, who sit and call to one another and say, 'We played a flute for you* (Matthew 11:16-17 ULB)

- **marketplace** - a large, open-air area where people would come to sell their goods

- **flute** - a long, hollow musical instrument which is played by blowing air in or over one end

> ...*people who dress in splendid clothing and live in luxury are in kings' palaces* (Luke 7:25 ULB)

- **kings' palaces** - a large, expensive house that a king lives in

Translation Principles

- Use words that are already part of your language if possible.

- Keep expressions short if possible.

- Represent God's commands and historical facts accurately.

Translation Strategies

See Translate Unknowns for more information on translating words or phrases that are not known in your language.

20.4.4 Notes that Explain

Description

Sometimes you may not know what a word or phrase in the ULB means. And sometimes the same word or phrase is also used in the UDB. So the word or phrase is explained in the notes.

These explanations are meant to help you understand the word or phrase. Do not translate the explanations into your Bible. Instead use them to help you understand the meanings so you can translate the Bible text correctly.

Translation Notes Examples

Simple explanations about words or phrases are written as full sentences. They begin with a capital letter and end with a period ("..").

For example:

> *The fishermen had gotten out of them and were washing their nets.* (Luke 5:2 ULB)

> - **washing their nets** - They were cleaning their fishing nets in order to use them again to catch fish.

> If you did not know that fishermen used nets to catch fish, you might wonder why the fishermen were cleaning their nets. This explanation can help you choose good words for "were washing" and "nets."

> *they motioned to their partners in the other boat* (Luke 5:7 ULB)

> - **motioned** - They were too far from shore to call so they made gestures, probably waving their arms.

> This note can help you understand what kind of motion the people made. It was a motion that people would be able to see from a distance. This will help you choose a good word or phrase for "motioned."

> *He will be filled with the Holy Spirit, even while in his mother's womb.* (Luke 1:14 ULB)

> - **even while in his mother's womb** - The word "even" here indicates that this is especially surprising news. People had been filled with the Holy Spirit before, but no one had heard of an unborn baby's being filled with the Holy Spirit.

> This note can help you understand what the word "even" means in this sentence, so you can find a way of showing how surprising this was.

20.4.5 Notes with Synonyms and Equivalent Phrases

Description

Sometimes immediately after the bolded words and hyphen there is a phrase in double quotation marks. This phrase means the same as the bolded words from the ULB and it can replace it in your translation. It may clarify who or what a pronoun refers to, or it may use words that you understand better.

Translation Notes Examples

> *Make ready the way of the Lord,* (Luke 3:4 ULB)

> - **the way** - "the path" or "the road"

In this example, the words "the path" or the words "the road" can replace the words "the way" in the ULB. You can decide whether it is natural to say "way," "path," or "road" in your language.

> *whoever has food should do likewise."* (Luke 3:10 ULB)

> - **do likewise** - "do the same thing"

*In this example, the words "do the same thing" can replace the words "do likewise" in the ULB. You, as the translator, can decide what is natural for your language.

20.4.6 Notes with Alternate Translations (AT)

Description

An alternate translation is a suggested change to the form or content of the ULB because the target language has a different form. The alternate translation should be used only when the ULB form or content would give a wrong meaning or would be unclear or unnatural. The alternate translation suggestion may involve, for example, stating

implicit information clearly, changing passive voice to active, or rewording rhetorical questions as statements. The notes often explain why there is an alternate translation and have a link to a page that explains the topic.

Translation Notes Examples

The "AT:" indicates that this is an alternate translation. Some examples are:

- Making Implicit Information Clear

  it is the law of the Medes and Persians, that no decree or statute that the king issues can be changed. (Daniel 6:15 ULB)

    - **no decree…can be changed** - An additional sentence may be added here to aid in understanding. AT: "no decree…can be changed. So they must throw Daniel into the pit of lions." (See: Assumed Knowledge and Implicit Information)

      The additional sentence shows what the speaker wanted the king to understand from his reminder that the king's decrees and statutes cannot be changed. Translators may need to state some things clearly in the translation that the original speaker or writer left unstated or implicit.

- Passive to Active

  to him who blasphemes against the Holy Spirit, it will not be forgiven. (Luke 12:10 ULB)

    - **it will not be forgiven** - This can be expressed with an active verb. AT: God will not forgive him. This can also be expressed in a positive way using a verb that means the opposite of "forgive." AT: "God will consider him guilty forever" (See: Active or Passive)

      Translators whose languages do not have passive sentences will need to know how they can translate passive sentences that they find in the Bible.

- Rhetorical Question

  Saul, Saul, why are you persecuting me? (Acts 9:4 ULB)*

    - **why are you persecuting me?** - The Lord used this question to rebuke Saul. In some languages a statement would be more clear. AT: "You are persecuting me!" (See: Rhetorical Question)

20.4.7 Notes That Include a Quote from the UDB

Description

There may not be a note if the Unlocked Dynamic Bible provides a good alternate translation for the ULB. However, on occasion a note may include text from the UDB as a suggested translation. In that case the text from the UDB will be followed by "(UDB)."

Translation Notes Examples

  they implored him to stay with them (John 4:40 ULB)

  they urged him to stay a longer time with them (John 4:40 UDB)

    - **implored him** - "begged him" or "urged him" (UDB)

      Here the suggested translation for the words 'implored him' is 'begged him.' The words, 'urged him' from the UDB mean the same thing and are included as another suggestion.

  When he saw Jesus, he fell on his face (Luke 5:12 ULB)

  When he saw Jesus, he bowed down to the ground (Luke 5:12 UDB)

    - **he fell on his face** - "he knelt and touched the ground with his face" or "he bowed down to the ground" (UDB)

      Here the words from the UDB are provided as another translation suggestion.

20.4.8 Notes That Have Alternate Meanings

Description

Alternate meanings refer to when there are different understandings of what a word or phrase means. The note will have the ULB text followed by an explanation starting with the words "Possible meanings are." The meanings are numbered, and the first one is most likely correct. If a meaning is given in a way that it can be used as a translation, it will have quote marks around it.

The translator needs to decide which meaning to translate. Translators may choose the first meaning, or they may choose one of the other meanings if the people in their community use and respect another Bible version that has one of those other meanings.

Translation Notes Examples

> *You are like a young lion among the nations, like a monster in the seas (Ezekiel 32:2 ULB)*

> - **like a monster in the seas** - Possible meanings are that 1) he was powerful or 2) he was not doing anything important.

> This note has the ULB text followed by two meanings. The note starts with 'Possible meanings are,' and the meanings are numbered. The first meaning is most likely correct.

> *But Simon Peter, when he saw it, fell down at Jesus' knees (Luke 5:8 ULB)*

> - **fell down at Jesus' knees** - Possible meanings are 1) "bowed down at Jesus' feet" or 2) "lay down on the ground at Jesus' feet" or 3) "knelt down before Jesus." Peter did not fall accidentally. He did this as a sign of humility and respect for Jesus.

> This note explains what 'fell down at Jesus' knees" might mean. The first meaning is most likely correct, but the other meanings are also possible. If your language does not have a general word that could refer to any of these actions, you may need to use a word that shows specifically how Simon Peter did this.

20.4.9 Notes with Possible Meanings

Description

Sometimes Bible scholars do not know for sure, or do not agree on, what a particular phrase or sentence in the Bible means. Some reasons for this include:

- There are minor differences in the ancient Bible texts.

- A word may have more than one meaning or use.

- It may not be clear what a word (such as a pronoun) refers to in a particular phrase.

Translation Notes Examples

When many scholars say that a word or phrase means one thing, and many others say that it means other things, we show the most common meanings that they give. Our notes for these situations begin with "Possible meanings are" and then give a numbered list. We recommend that you use the first meaning given. However, if people in your community have access to another Bible that uses one of the other possible meanings, you may decide that it is better to use that meaning.

> *But Simon Peter, when he saw it, fell down at Jesus' knees, saying, "Depart from me, for I am a sinful man, Lord." (Luke 5:8 ULB)*

> - **fell down at Jesus' knees** - Possible meanings are 1) "bowed down at Jesus feet" or 2) "lay down on the ground at Jesus feet" or 3) "knelt down before Jesus." Peter did not fall accidentally. He did this as a sign of humility and respect for Jesus.

Translation Strategies

- Translate it in such a way that the reader could understand either meaning as a possibility.

- If it is not possible to do that in your language, then choose a meaning and translate it with that meaning.

- If not choosing a meaning would make it hard for the readers to understand the passage in general, then choose a meaning and translate it with that meaning.

20.4.10 Notes That Identify Figures of Speech

Description

Figures of speech are ways of saying things that use words in non-literal ways. That is, the meaning of a figure of speech is not the same as the more direct meaning of its words. There are many different types of figures of speech.

In the translationNotes there will be an explanation about the meaning of a figure of speech that is in the passage. Sometimes an alternate translation is provided. This is marked as "AT," which is the initial letters of "alternate translation." There will also be a link to a translationAcademy page that gives additional information and translation strategies for that kind of figure of speech.

In order to translate the meaning, you need to be able to recognize the figure of speech and know what it means in the source language. Then you can choose either a figure of speech or a direct way to communicate that same meaning in the target language.

Translation Notes Examples

Many will come in my name and say, 'I am he,' and they will lead many astray. (Mark 13:6 ULB)

- **Many will come in my name** - The word "name" represents the authority of Jesus. AT: "Many will come, claiming my authority and permission." (See: Metonymy)

  The figure of speech in this note is metonymy. The note explains the metonymy in this passage and gives an alternate translation. After that, there is a link to the tA page about metonymy. Click on the link to learn about metonymy and general strategies for translating metonymys.

You offspring of poisonous snakes, who warned you to flee from the wrath that is coming? (Luke 3:7 ULB)

- **You offspring of poisonous snakes** - This is a word picture. Poisonous snakes are dangerous and represent evil. AT: "You evil poisonous snakes!" or "You are evil like poisonous snakes." (See: Metaphor)

  The figure of speech in this note is metaphor. The note explains the metaphor and gives two alternate translations. After that, there is a link to the tA page about metaphors. Click on the link to learn about metaphors and general strategies for translating them.

20.4.11 Notes That Identify Indirect and Direct Quotes

Description

There are two kinds of quotations: direct quotation and indirect quotation. When translating a quotation, translators need to decide whether to translate it as a direct quotation or an indirect quotation. (See: Direct and Indirect Quotations)

When there is a direct or indirect quote in the ULB, the notes may have an option for translating it as the other kind of quote. The translation suggestion may start with "It can be translated as a direct quote:" or "It can be translated as an indirect quote:" and it will be followed by that kind of quote. This may be followed by a link to the information page called "Direct and Indirect Quotations."

There is a likely to be a note about direct and indirect quotes when a quote has another quote inside of it, because these can be confusing. In some languages it may be more natural to translate one of these quotes with a direct quote and the other quote with an indirect quote. The note will end with a link to the information page called "Quotes within Quotes."

Translation Notes Examples

> *He instructed him to tell no one (Luke 5:14 ULB)*
>
> > • **to tell no one** - This can be translated as a direct quote: "Do not tell anyone." The implied information is "that you have been healed." (See: Direct and Indirect Quotations)
> >
> > Here the translation suggestion is to change the indirect quote to a direct quote.
>
> *At the time of the harvest I will say to the reapers, "First pull out the weeds and tie them in bundles to burn them, but gather the wheat into my barn."'" (Matthew 13:30 ULB)*
>
> > • **I will say to the reapers,** "First pull out the weeds and tie them in bundles to burn them, but gather the wheat into my barn" - You can translate this as an indirect quote: "I will tell the reapers to first gather up the weeds and tie them in bundles to burn them, then gather the wheat into my barn." (See: Direct and Indirect Quotations)
> >
> > Here the translation suggestion is to change the direct quote to an indirect quote.

20.4.12 Notes for Long ULB Phrases

Description

Sometimes there are notes for a phrase and separate notes for portions of that phrase. In that case, the larger phrase is explained first, and its parts afterward.

Translation Notes Examples

> *But it is to the extent of your hardness and unrepentant heart that you are storing up for yourself wrath in the day of wrath (Romans 2:5 ULB)*
>
> > • **But it is to the extent of your hardness and unrepentant heart** - Paul compares a person who refuses to listen and obey God to something hard, like a stone. The heart represents the whole person. AT: "It is because you refuse to listen and repent" (See: Metaphor and Metonymy)
> >
> > • **hardness and unrepentant heart** - The phrase "unrepentant heart" explains the word "hardness" (See: Doublet)
> >
> > In this example the first note explains the the metaphor and metonymy, and the second explains the doublet in the same passage.

Appendices

21.1 Translator Handouts

Use these handouts to give to the mother-tongue translators. This might help them remember the steps.

Title	Links
Installing translationStudio	Android
Creating a Door43 Login	Android
Starting a New Project	Android
Navigating	Android

21.2 Videos

Sign up for the playlist from the YouTube channel!

21.3 Power Point Presentations (with PDFs)

Click **Download** *on the linked page to download the PowerPoints.*

Table 1: **Presentations**

Title	Android	Desktop
Getting Started with translationStudio	* PowerPoint or PDF	* PowerPoint or PDF
Starting a New Project	* PowerPoint or PDF	* PowerPoint or PDF
Performing Navigation	* PowerPoint or PDF	* PowerPoint or PDF
Performing Translation	* PowerPoint or PDF	* PowerPoint or PDF
Adding Footnotes	* PowerPoint or PDF	* PowerPoint or PDF
Uploading, Exporting, and Importing a Project	* PowerPoint or PDF	* PowerPoint or PDF
Modifying Program Settings	* PowerPoint or PDF	* PowerPoint or PDF
Updating Program Elements	* PowerPoint or PDF	* PowerPoint or PDF
Publishing a Project	* PowerPoint or PDF	* PowerPoint or PDF

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