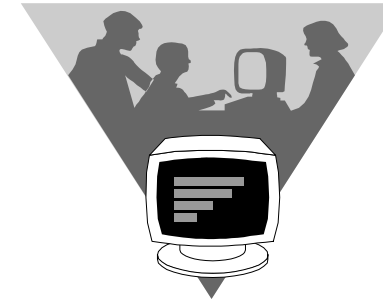




Wycliffe Associates (UK)

“WORKING HERE ...
...HELPING THERE!”



How to Edit Scripture

For more information write to:

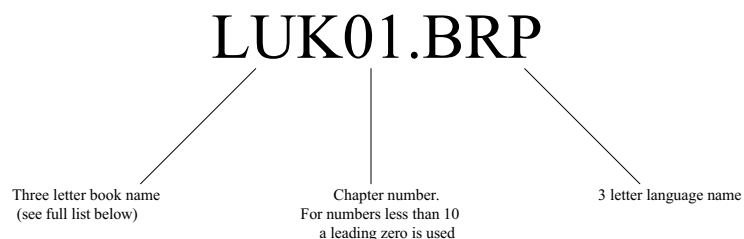
Wycliffe Associates UK
37 Albert Road
Cheadle Hulme
Cheshire, SK8 5LT
Phone or Fax: (0161) 486 9379

Reg Charity 1007772



FILES AND FILE NAMES

Here is an example of how the name of a file for Chapter 1 of LUK in the Brazilian Portuguese language should look.



Three letter book names:

NT

**MAT MRK LUK JHN ACT ROM 1CO 2CO GAL EPH PHP COL
1TH 2TH 1TI 2TI TIT PHM HEB JAS 1PE 2PE 1JN 2JN 3JN JUD
REV**

OT

**GEN EXO LEV NUM DEU JOS JDG RUT 1SM 2SM 1KI 2KI 1CH
2CH EZR NEH EST JOB PSA PRO ECC SNG ISA JER LAM EZK
DAN HOS JOL AMO OBA JON MIC NAM HAB ZEP HAG ZEC
MAL**



EDITING

Editing is correcting the typographical errors sight checked file then merging it with a duplicate file to eliminate as far as possible any errors which still exist. The completed files will be returned to the Originating Translator for revision and to prepare it for the typeset stage.

When you start editing the text, work through the file marked by the checkers. Occasionally the duplicate file is used for the printout.

The editing software should contain the following files :-
 Checker.exe, Merge4.exe Speller.exe
 Checker.ini Language.ini Files for editing

HOW TO RUN THE SOFTWARE

The files for editing are often self extracting compressed files with a .exe extension. Copy the file into a suitable directory on your hard drive then run it.

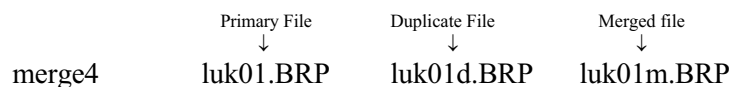
eg. md edit |enter| cd c:\edit |enter|
 copy a:*.* c:\edit |enter| lpe |enter|

The file will expand into your chosen directory

Each chapter should be a separate file. For example, 1 Peter has 5 chapters so you should now have 5 files. Using a text editor correct the files using the sightchecked printout as your guide. When all the corrections are done save the file and move to the next one. When all have been corrected run checker on them. You can run checker on them all with one command eg (with Brazilian Portuguese):- checker ?????.BRP |enter|
Warning! Checker will remove spaces from hyphens change them to # before running checker. When you have finished change them back to hyphens.

Checker will step through them one at a time and produce a report file called report.chk which you can use as a guide to correct any SFM errors.

Next run merge4



Run checker again (*don't forget the checker/hyphen problem*)

When the editing is complete, a final piece of software (Speller.exe) is available for a final spellcheck process (some editors like to use this).

Type speller luk01.BRP 99 /i|enter|

To make a word list Type speller luk01.BRP 1 /o|enter|

NOTE: only make a word list when you are sure all the words are correct.

Make a copy of the merged files and return them to the coordinator.

Please keep a copy as a backup in case the disk gets lost.

NON-ENGLISH CHARACTERS

Many texts we are asked to keyboard use a few non-English characters. We are trying to stick to a standard set of replacements, but this is not always easy. The following are some examples of our standard set.

| Character | Typed |
|-----------|-------|
| é | /e |
| è | %e |
| ë | :e |
| ê | ^e |
| ñ | ~n |
| ŋ | \$n |

Amstrad users have used ++ for ^ and + for ~ .

Please convert ++ to ^ and + to ~ and ; to : where an Umlaut character exist

We will send you a list of replacement characters to use with the specific text you are editing.

On some computers it is possible to insert “foreign” characters. Please **DO NOT** use these, but use the suggested alternatives. The use of “foreign” characters can make the software we use to crash and in some extreme cases cause the keyboarded text to disappear.

The printed copy which the checker has marked will usually look like the original



Take regular breaks

Save your material frequently as you go along in case of a power failure

STANDARD FORMAT MARKERS

The chapters and verses are typed using “Standard Format Markers”. This enables us to put the text through the computer programs which will print out in the style and print required. The Standard Format Markers should always be typed at the left hand margin of the page.

| | | |
|-------------|--|--|
| \id | Identify the book with the 3 letter book name | e.g. LUK (upper case) |
| \id2 | Language name, your name | |
| \n | Keyboarders comments and questions etc. | |
| \mt | Book name — using the foreign language name | (First Chapter ONLY please) |
| \st | Sub-title e.g. “The Gospel according ...” | (First Chapter ONLY please) |
| \c 1 | Chapter number | (leave a space between the c and the number) |
| \s | Section heading | e.g. “ Peter heals a man ” |
| \r | Reference if there is one | |
| \p | Paragraph marker | Paragraph marker before a new paragraph — on a separate line. |
| \v 1 | Verse number. Leave a space between the \v and the number, and continue typing on the same line. | |
| Note | If a verse follows \c, \s, or \r, the verse should be preceded by \p | |
| \q | Indented text or poetry | |
| \m | Left margin marker. Shows the end of indented text or poetry within a paragraph | |
| \r | Use this for cross-references to other parts of scripture | e.g. \r Mt 15: 1–20 |
| Speech | Speech marks “ ” should be typed << for opening speech and >> for closing speech. If there are single speech marks ‘ ’ use < to open and > to close. | |
| \b | Blank lines (not normally used) | |
| *f1* | Use to mark a footnote within a text — the number is incremented at each footnote within the chapter | |
| \f1 | Footnote reference number followed by the footnote | |
| \F | End of footnote. If there are several footnotes in the chapter put the \F on a separate line after the last footnote | |

NOTE all the footnotes should be placed at the end of their chapter

**DO NOT precede the format markers with blank lines.
DO NOT use tabs or more than one space between words.**

The Good News According to MARK

John the Baptist prepares the way

(Mat 3: 1–11; Lk 3: 2–16)

1 The beginning of the gospel about Jesus Christ, the Son of God. ^a

² It is written in Isaiah the prophet:

“I will send my messenger ahead of you, who will prepare your way” ^b

³ “a voice of one calling in the desert, ‘Prepare the way of the Lord, make straight paths for him.’” ^c

⁴ And so John came, baptising in the desert region and preaching a baptism of repentance for the forgiveness of sins. ⁵ The whole Judean countryside and all the people of Jerusalem went out to him. Confessing their sins, they were baptised by him in the Jordan River. ⁶ John wore clothing made of camel’s hair, with a leather belt around his waist, and he ate locusts and wild honey. ⁷ And this was his message: “After me will come one more powerful than I, the thongs of whose sandals I am not worthy to stoop down and untie. ⁸ I baptise you with water, but he will baptise you with the Holy Spirit.”

The Baptism and Temptation of Jesus

⁹ At that time Jesus came from Nazareth in Galilee and was baptised by John in the Jordan. ¹⁰ As Jesus was coming up out of the water, he saw heaven being torn open and the Spirit descending on him like a dove. ...

^a1 Some manuscripts ... ^b2 Mal 3:1 ^c3 Isaiah 40:3

Jesus Heals a Paralytic

2 A few days later, when Jesus again entered Capernaum, the people heard that he had come home. ² So many gathered that there was no room left, not even outside the door, ³ Some men came, bringing to him a paralytic, carried by four of them. ⁴ Since they could not get him to Jesus because of the crowd, ...

```
\id MRK
\id2 English, John Smith
\st The Good News According to
\mt MARK
\s John the Baptist prepares the way.
\r Mat 3: 1–11; Lk 3: 2–16
\c 1
\p
\v 1 The beginning of the gospel about Jesus Christ, the Son of God.*f1*
\v 2 It is written in Isaiah the prophet:
\q <<I will send my messenger ahead of you, who will prepare your way>>*f2*
\q
\v 3 <<a voice of one calling in the desert, <Prepare the way of the Lord, make straight paths for him.>
>>*f3*
\m
\v 4 And so John came, baptising in the desert region and preaching a baptism of repentance for the
forgiveness of sins.
\v 5 The whole Judean countryside and all the people of Jerusalem went out to him. Confessing their sins,
they were baptised by him in the Jordan River.
\v 6 John wore clothing made of camel’s hair, with a leather belt around his waist, and he ate locusts and
wild honey.
\v 7 And this was his message: <<After me will come one more powerful than I, the thongs of whose
sandals I am not worthy to stoop down and untie.
\v 8 I baptise you with water, but he will baptise you with the Holy Spirit.>>
\s The Baptism and Temptation of Jesus
\p
\v 9 At that time Jesus came from Nazareth in Galilee and was baptised by John in the Jordan.
\v 10 As Jesus was coming up out of the water, he saw heaven being torn open and the Spirit descending
on him like a dove ....

\f1 Some manuscripts ...
\f2 Mal 3:1
\f3 Isaiah 40:3
\F
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\id MRK
\id2 English, John Smith
\s Jesus Heals a Paralytic
\c 2
\p
\v 1 A few days later, when Jesus again entered Capernaum, the people heard that he had come home.
\v 2 So many gathered there was no room left, not even outside the door,
\v 3 Some men came, bringing to him a paralytic, carried by four of them.
\v 4 Since they could not get him to Jesus because of the crowd, ...
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