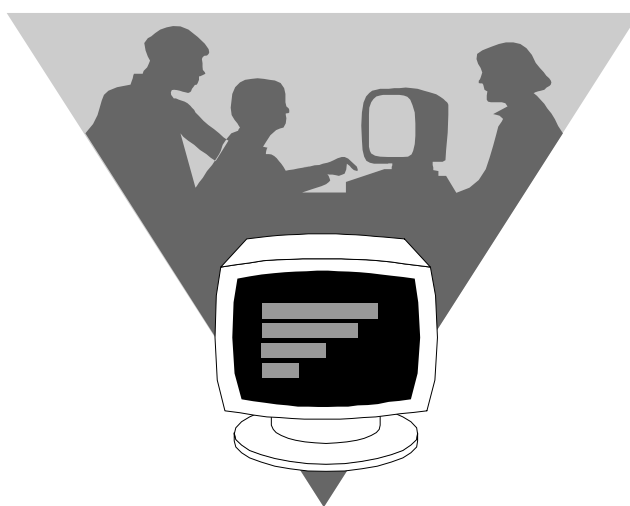# Wycliffe Associates (UK)

How to Keyboard Scripture

April, 99

THE TASK GOD HAS GIVEN

The role the Lord has given Bible Translators is to translate the Scriptures for some of the 300 million people on earth who STILL do not have any part the Bible in their own language. Some of these groups are small, some up to 20 million strong. At least half of the world's 6000 languages don't have even one word of the Scriptures yet. Translators go out and live among the people, learn their culture and language, study the grammar, produce literacy materials and translate the New Testament.

Today, computers play a very big part in this process, and lap-top computers are often carried by the translators. In the past, many Bibles were produced without the aid of computers, and they now need to be keyboarded, so that they can be revised and reprinted. You can be a part of this process, by copy typing the original material. This can save the translators a great deal of work, and bring forward revisions and reprints many years.

Another reason for keyboarding the material is computer assisted translation. For example the Maasai of Kenya had their New Testament some years ago, and do not need a revision. However, the Samburu language is similar, and a computer is being used to produce the first draft from the keyboarding done by the Wycliffe Associates keyboarding team.

Sometimes it is necessary to keyboard other material. The translators need text material to study, and to analyse the grammar. If the Psalms are being translated, the translators will need poetry from the culture to study. Literacy materials are produced using familiar stories from the culture of the people, so we type these stories too.
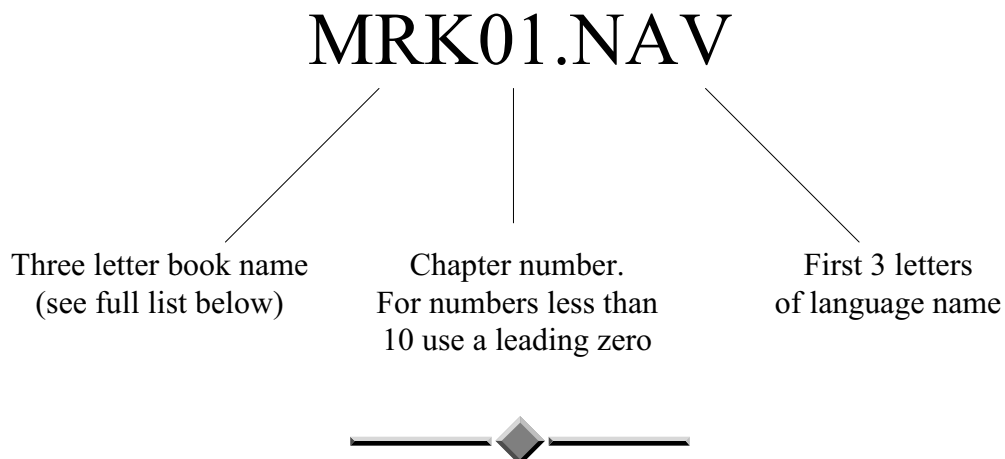
From time to time we have English to keyboard. Our objective in Wycliffe Associates is to give opportunities to people here in Britain to speed up the translation process in any way we can. One project has been to computerise the Wycliffe libraries, so that the translators can have a computer list of books which will help them in their work.

A last word about the material you will be asked to type from. Sometimes these are good copies, taken from a previously printed edition. Sometimes we have roughly duplicated or hand-written copies. So the quality may be variable. We will do our best to provide you with a good copy. For each unreadable character use an asterisk '*'.

FILES AND FILE NAMES

Here are guidelines we ask you to follow while you are keyboarding.

1. Each chapter should be saved as a separate file. For example, 1 Peter has 5 chapters so you should have 5 files.

2. When you send your chapter(s) back on disk, make sure that your name, the language name, and the book name are written on the disk label. When we return the disks, the files you keyboarded will still be on there. Please remove them before you send your disk in again. Keep a backup copy in case the original gets lost.

3. Please save the file as a "text only" or ASCII file. (see page 10).
4. Turn automatic word-hyphenation off.
5. Turn "smart quotes" off

6. File names. Here is an example of how to name a file for Chapter 1 of Mark in the Navaho language.

MRK01.NAV

| Three letter book name (see full list below) | Chapter number. For numbers less than 10 use a leading zero | First 3 letters of language name |

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

NON-ENGLISH CHARACTERS

Many texts we are asked to keyboard use a few non-English characters, and we will give you some replacements to make for them. 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.

For the character	Type
é	/e
è	%e
ë	:e
ê	^e
ñ	~n
ŋ	$n

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

On some computers it is possible to type "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 be lost.
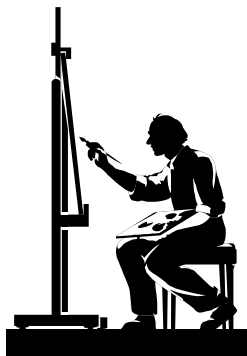
STANDARD FORMAT MARKERS

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 **<u>always</u>** be typed at the left hand margin of the page.

\id	Identify the book with the 3 letter book name e.g. **LUK**	(**3 upper case letters <u>only</u>**)
\id2	Language name, keyboarder's name:	
\n	Keyboarders comments and questions etc.	
\st	Sub-title e.g. "The Gospel according ..."	(First Chapter **<u>ONLY</u>**!)
\mt	Book name	(First Chapter **<u>ONLY</u>** !)
\c 1	Chapter number	
\s	Section heading e.g.\s "**Peter heals a man**"	
\r	Reference cross-references to other parts of scripture e.g. \r Mt 15: 1–20	
\p	Paragraph marker	
\v 1	Verse number.	
<u>Note</u>	\p (Always before \v 1 and always after \st, \ s, \r but **<u>not</u>** between them)	

\q	Indented text, centred text or poetry.
\m	to cancel \q to normal text within a paragraph.

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.

f1	Used 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
\fe	To show the end of a footnote

NOTE Footnotes should be placed after the end of the verse or paragraph containing the footnote marker.

\it italicised words	**\-it end of italicised words**
\gk Greek words	**\-gk end of Greek words**
\gw Transliterated Greek words	**\-gw end of Transliterated Greek words**
\hb Hebrew words	**\-hb end of Hebrew words**
\hw Transliterated Hebrew words	**\-hw end of Transliterated Hebrew words**

NOTE: Some markers may be changed to suit SIL requirements.

- **DO NOT precede the format markers with blank lines.**
- **DO NOT use blank lines.**
- **DO NOT use \b**
- **DO NOT use tabs or more than one space between words.**
- **DO NOT place \q after \v always put it before the verse marker**

The SFM order should follow the order of this page

ORIGINAL

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. ...

[a]1 Some manuscripts ...   [b]2 Mal 3:1   [c]3 Iasaih 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, ...

HOW IT SHOULD BE KEYBOARDED

\id MRK
\id2 English, John Smith (if it was scanned, put scanned after your name)
\st The Good News According to
\mt MARK
\c 1
\s John the Baptist prepares the way.
\r Mat 3: 1–11; Lk 3: 2–16
\p
\v 1 The beginning of the gospel about Jesus Christ, the Son of God.*f1*
\f1 Some manuscripts ...\fe
\v 2 It is written in Isaiah the prophet:
\q <<I will send my messenger ahead of you, who will prepare your way>>*f2*
\f2 Mal 3:1 \fe
\q
\v 3 <<a voice of one calling in the desert, <Prepare the way of the Lord, make straight paths for him.> >>*f3*
\f3 Isaiah 40:3 \fe
\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 ....

\id MRK
\id2 English, John Smith (if it was scanned, put scanned after your name)
\c 2
\s Jesus Heals a Paralytic
\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, ...

HOW TO CHEXK FOR MISSTAKS

When you have finished keyboarding some of the text, it is important to check it. There are several common mistakes.

> Words or phrases or even several lines missed out
> Letters re-arranged or transposed
> Extra letters inserted due to two keys being hit simultaneously
> Words or phrases or several lines typed twice.

Some simple checks are:

1. Check that you have not missed any words or verses
2. Look at the sizes of each verse, and see it any verse looks too big or small —
                                                                              if so re-check it.
3. Look carefully at any verses where the photocopy was poor.
4. Check the verse numbering
5. Make sure your Special Format Markers are correct.

After this, it would help if you got a friend to read out the text to you, so that you can check it. Don't worry about pronunciation! However, do not delay too long over the checking. We do a thorough sight and computer check on the whole book, but *missing words* are very hard to find with the computer.

Take regular breaks

Save your material frequently as you go along in case of a computer "crash" or power failure

NOTES FOR AMSTRAD PCW USERS

If you are using an Amstrad PCW word processor, you can obtain \ (which doesn't appear on your keyboard) by holding down the ALT key, and at the same time pressing the ½ (half) key.

How to convert LocoScript into ASCII form
(See Pages 149–150 of the PCW Users guide OR Pages 152–153 of the LocoScript 2 User Guide: Tutorial)

1. First save your file as usual.
2. Go to the Disk Manager Screen.
3. With the file Cursor placed over the file you want to convert, press |f7| (LocoScript 1) or |f1| (LocoScript 2), and you will get a menu like *Figure 1 or Figure 2* at the bottom of this page.
4. Select **Make ASCII File** and press |ENTER|
5. A new menu appears, like *Figure 3.* The top three lines of the screen ask for the New Name, follow the example shown here, using the book name, chapter, language and with and with .ASC extension ... Then move the file cursor to the DRIVE where you want the ASCII file to end up and press |ENTER|
6. Finally, Select **Page Image File** at the bottom of this menu and press |ENTER|

If you can't make this work, please telephone for help. If you *still* can't make it work, save the file as a LocoScript file in the normal way and send it to us. Please mark the disk clearly that this is a LocoScript file.

Select Mode
Edit document
Print document
Create document
Direct printing
√ Make ASCII file

Figure 1

v 2.28 actions
> Make ASCII file
Show phrases
Load Phrases
Save phrases
Show blocks

Figure 2

Make ASCII file	
New Name:	MRK01ENG.ASC
Group:	ASCIIFIL
Drive:	A
Old Name:	MRK01 ENG
Group	LOCOFILE
Drive:	A
Simple text file	
√ Page image file	

Figure 3

ANSWERS TO SOME QUERIES

Q. Can you explain when I should use \q

A. The only place you should use \q is where the text *looks different* on the original page, like poetry or inset text like a list. In the example on *page 6* you will see that the second part of verse 2 and verse 3 are *typeset differently*. This is what you are looking for. **BUT DON'T** use your English Bible to decide when to put the \q. Only use a \q when the original you are typing looks like poetry or an inset list. The \q shows the typesetter that this section is to be treated differently from the main body text. The \q marker also shows where each new line in the poetry section starts

Q. What happens if I have a verse break in the middle of a poetry?

A. You should put a \q at the beginning of the poetry and put another **BEFORE** each verse within the poetry.

Q. What happens if I have a paragraph break in the middle of a poetry?

A. You should put a \p followed by a \q.

Q. What do I do if the poetry ends before the verse does?

A. If the text goes back to the left margin following the poetry insert a \m on the line following the poetry. If the poetry is followed by a new paragraph, then insert \p instead of \m

Q. What should I do about spaces after punctuation?

A. Always use just *one space* after each punctuation mark such as: commas, full stops, exclamation marks, question marks, colons, etc.

Q. Should I use single or double-line spacing?

A. Use single-line spacing only.

Q. What if the language text is unreadable?

A. Sometimes if you use a magnifying glass, it is easier to read a particular letter. If you can't read it at all, type an asterisk (*) in place of each character that you can't read, e.g. Paul w*nt to Damas**s.

Q. Since the text is not English, I find my eyes wandering over the page and I lose my position on the original. How can I avoid that problem?

A. You can use a "copy-holder", or use a ruler or straight edge that can show you where you are in the text.

Q. What are the ASCII files you talk about?

A. ASCII (pronounced *ASS-KEY*) stands for American Standard Code for Information Interchange. An ASCII file is a simple way of moving data from one type of computer to another. Most word processors use special hidden characters that tell the computer what the text should look like. These hidden characters vary depending on the make of word processor you are using. An ASCII file has just the actual letters you type, with all these hidden characters removed. This means any computer can read what you typed.

Q. How do I make these ASCII files?

A. Look in the index of your word processor manual for the word "ASCII". If that word is not in, try "Text File" or "Exporting text", or "Saving File". Save your file at text only. If you can't find instructions how to do it, ask your team leader for advice.

Q. Is there a deadline for returning work?

A. We do not set a deadline for returning the work, but if you cannot return it *within a month*, please contact us.

Computer keyboarding is only one of the ways you can help forward God's work through Wycliffe Associates.

- ♦ **If you are a keen computer user or a computer professional, you can join the Computer Professionals group.**

- ♦ **If you like to go shopping, you could help missionaries overseas by purchasing things they need.**
  (don't worry — you just do the shopping, they pay the bill!).

- ♦ **If you are able, you could give professional advice — medical, legal financial, educational etc. Missionaries need this.**

- ♦ **Perhaps you'd like to join the Wycliffe Associates Emergency Needs Telephone Prayer Chain.**

- ♦ **Would you like to send your magazines overseas.**
  Missionaries like to keep up, and enjoy reading.

We are looking for all kinds of skills and abilities and gifts. God has blessed you so that you can help others. Now you can use your gifts in Wycliffe Associates to bless people overseas. Please write or phone for more details.

Wycliffe Associates UK
7 Conway Street, Rhyl,
Denbighshire LL18 3ET, UK
Phone: (01745) 343300
email: wa-uk@iname.com

TELEPHONE HELP LINES

If you have some queries about your keyboarding, you can telephone

Your Team Leader
or
Fred Mellings (01293) 774365
David Landin (01745) 343300

"WORKING HERE …

…HELPING THERE!"

For more information write to:

Wycliffe Associates UK

7 Conway Street, Rhyl,
Denbighshire LL18 3ET,
Phone: **(01745) 343300**

Email: wa-uk@iname.com

Reg Charity 1007772