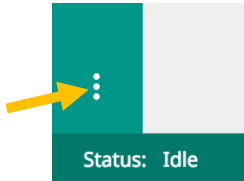


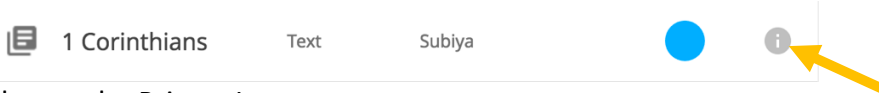
Formatting process for printing books of the Bible

1. In TS

- a. In TS Left Click on the 3 dots on the lower left side, then in the pop up window select “Home”



- b. You should be in “Your Translation Projects”.
 c. Left Click on the “i” (Details Icon) on the right side of the line of the book you want to export.

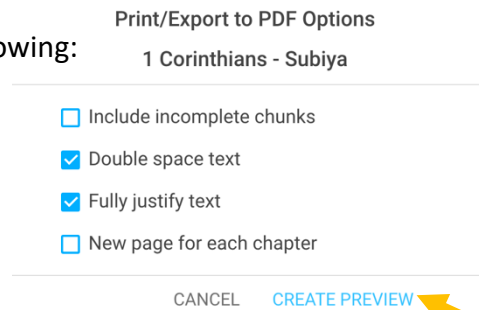


- d. Choose the Printer Icon.



- e. In the “Print/ Export to PDF options” window, do the following:

- Deselect - “Include Incomplete Chunks”
- Select - “Double Space Text”
- “Fully justify text”



- f. Then Click on “Create Preview”
 g. When the preview opens, Click in the text window and press “Ctrl” + “A” to select all, the “Ctr” + “C” to copy.

2. Open Write in LibreOffice and create a New Document. Auto spell checking is turned on. When you past a document into a document, all words will be red lined.

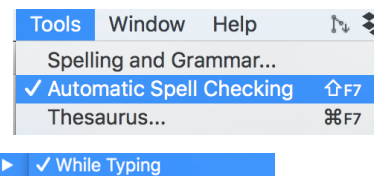
To turn this feature off:

LibreOffice Version 5.2.04 or newer go to step c

- a. Under the “Tools” menu select “Options”.
- b. Then click on the “+” to the left of “Language Settings” and the click on “Writing Aids”
 - i. Deselect the following:
 1. In “Available Language modules” - “SpellChecker”
 “Lightproof grammar checker”
 “Libhyphen Hyphenator”
 2. In “Options” – “Check Spelling as you type”
 “Check Grammar as you type”
 “Check uppercase words”
 3. Then Click o “OK”
 4. Go to step d

- c. Click on the “Tools” menu

- i. If the first Option “Spelling and Grammar” has a check mark in front of it, click on it to remove it.
- ii. Under “Auto Correct”, If “While Typing” has a check mark in front of it, click on it to remove it.



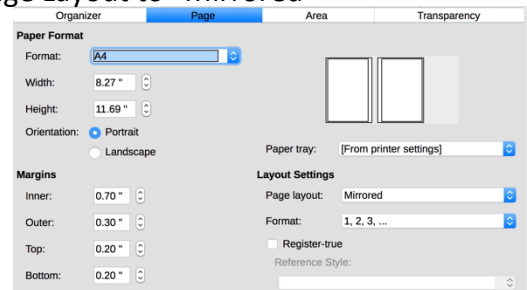
- d. Then press “CTRL” + “V” to paste the text into the document.
- e. Save the document with the name consisting of: Lang Code _ Book Name _ Checking Level _ Orig. Example: SBS_Mark_Draft_Orig.odt

If you are printing the complete New Testament, Go TO Section labeled:

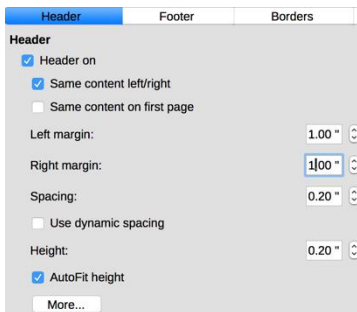
When printing the full New or Old Testament, perform the following.

- f. Otherwise, do the following. You will see the pages with the License is improperly formatted.
 1. Select all the text for the “License” including the book title.
 2. Then press “Ctrl” + “M” to clear formatting.
- g. Select the text from the Chapter 1 through the last word of the book. Do not use the “Select All” command.
- h. Under the Format on the tool bar, select “Page” and perform the following:
 - i. In the “Page” tab, set the following:
 1. Set the paper size to A4
 2. Under “Layout Settings”, Change “Page Layout to “Mirrored”
 3. Set Margins to:

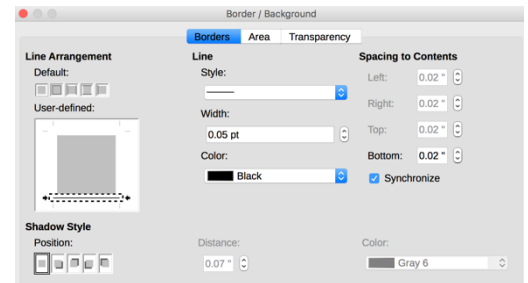
Inner: 0.70
Outer: 0.30
Top: 0.20
Bottom: 0.20



4. Click on “Apply”
5. Under “Header” set the following:



- a. Select “Header on”
- b. Select “Same content on Left and right pages”
- c. Deselect “Same content on first page”
- d. Left and Right margin to 1.0
- e. Select “AutoFit Height”
- f. Click on the “More” Button
- g. On the “Borders” tab, click on the bottom of the gray box in the square under “User-defined”. Two arrows should appear with a line between them. This is a line that will separate the header from the text.
- h. Click on “OK” on the bottom of the window.
- i. Click on “Apply” or “OK”



6. Under “Footer” set the following:

- a. Select “Footer on”
- b. Select “Same content on Left and right pages”
- c. Deselect “Same content on first page”
- d. Left and Right margin to 1.0
- e. Select “AutoFit Height”
- f. Click on the “More” Button
- g. On the “Borders” tab, click on the Top of the gray box in the square under “User-defined”. Two arrows should appear with a line between them. This is a line that will separate the header from the text.
- h. Click on “Apply” or “OK”

- i. Under the Format on the tool bar, select “Paragraph”, then on the “Indents & Spacing” tab, set the “Above Paragraph” and “Below Paragraph” to 1.0
- j. Under “Insert” on the tool bar, select “Section”
 1. On the “Columns” tab, set Columns to two.
 2. Click on “Insert” or “OK”
- k. On the License page, center the Book Title.
- l. On the first page of the book text, click in the header area and enter the following:
 1. Space over to the beginning of the text block, enter the Level of Checking: Draft, Level 1, 2, 3, 4 in their language
 2. Space over to the center column and enter the book name. Then adjust spaces before the book title to center the title over the column.
 3. Click to the right of the title and space over and enter the books level of checking so the last letter lines up with the outside edge of the text.
- m. Click on the footer of the page and enter:
 1. Type in the word for “PAGE” in that language.
 2. Under “Insert” on the tool bar, select “Page Number”
 3. The Page numbering starts on the title page, to correct this, Click on the License page
 4. Click on “Title Page” under “Format”
 5. Under “Page Numbering” select “Reset Page number after title page” and set the page number to 1.
- n. Save the document with the name consisting of: Lang Code _ Book Name _ Checking Level _ FP.
Example: SBS_Mark_Draft_FP.odt (FP stands for Formatted for Printing)
- o. If you are printing multiple books, print the following:
 1. Cover for the book.
 2. Contact Page
 3. Index Page. On this page you will list all book contained in this publication. Since each book has its own page numbers, use a different colored sheet to separate each of the books. Then on the index page put a Circle filled with the color of the separator page just before this book.
 4. Under “File” select “Export As” and chose “Export as PDF”
 - a. Deselect “Create PDF form”
 - b. Deselect “Export bookmarks”
 - c. Click on “Export “button and save it to the appropriate folder.
 5. You are now Ready to print.

When printing the full New or Old Testament, perform the following.

- p. Create a License document by do the following:
 1. This can be one of two ways.
 2. Create a new document
 3. Enter License text that has been translated.
 4. Format Text
 5. Save document with the name consisting of: Lang Code _ License
 6. Under “File” select “Export As” and chose “Export as PDF”
 - a. Deselect “Create PDF form”
 - b. Deselect “Export bookmarks”
 - c. Click on “Export “button and save it to the appropriate folder.
 7. OR Copy the License page from the copied text from one of the books, then create a new document and past the text, then perform steps 3,4, and 5.
- q. Open Write in LibreOffice and create a New Document

1. Under the "Tools" menu select "Options".
 2. Then click on the "+" to the left of "Language Settings" and then click on "Writing Aids"
 3. Deselect the following:
 4. In "Available Language modules" - "SpellChecker"
 - "Lightproof grammar checker"
 - "Libhyphen Hyphenator"
 5. In "Options" – "Check Spelling as you type"
 - "Check Grammar as you type"
 - "Check uppercase words"
 6. Then Click on "OK"
- r. Then press "CTRL" + "V" to paste the text into the document.
 - s. Save the document with the name consisting of: Lang Code _ Book Name _ Checking Level _ Orig. Example: SBS_Mark_Draft_Orig.odt
 - t. Select and Copy the title of the book, then paste it next to Chapter 1.
 - u. Select all the text for the "License" and Delete.
 - v. Now the first line should be Chapter 1 and the Title.
 - w. Press "Ctrl" + "A" to select the text.
 - x. Under the Format on the tool bar, select "Page" and perform the following:
 1. In the "Page" tab, set the following:
 2. Set the paper size to A4
 3. Under "Layout Settings", Change "Page Layout" to "Mirrored"
 4. Set Margins to:
 - Inner: 0.70
 - Outer: 0.30
 - Top: 0.20
 - Bottom: 0.20
 5. Click on "Apply"
 6. Under "Header" set the following:
 - a. Select "Header on"
 - b. Select "Same content on Left and right pages"
 - c. Deselect "Same content on first page"
 - d. Left and Right margin to 1.0
 - e. Select "AutoFit Height"
 - f. Click on the "More" Button
 - g. On the "Borders" tab, click on the bottom of the gray box in the square under "User-defined". Two arrows should appear with a line between them. This is a line that will separate the header from the text.
 - h. Click on "Ok" on the bottom of the window.
 - i. Click on "Apply"
 - y. Under "Footer" set the following:
 1. Select "Footer on"
 2. Select "Same content on Left and right pages"
 3. Deselect "Same content on first page"
 4. Left and Right margin to 1.0
 5. Select "AutoFit Height"
 6. Click on the "More" Button

7. On the "Borders" tab, click on the Top of the gray box in the square under "User-defined". Two arrows should appear with a line between them. This is a line that will separate the header from the text.
8. Click on "Apply"
- z. Under the "Columns: tab:
 1. Select Two Columns
 2. Click on "Apply"
- aa. Under the Format on the tool bar, select "Paragraph", then on the "Indents & Spacing" tab, set the "Above Paragraph" and "Below Paragraph" to 1.0
- bb. On the first page of the book text, click in the header area and enter the following:
 1. Space over to the beginning of the text block, enter the Level of Checking: Draft, Level 1, 2, 3, 4 in their language
 2. Copy the book name next to chapter 1 and paste it into the header.
 3. Delete the book name next to chapter 1.
 4. Then adjust spaces before the book title to center the title over the column.
 5. Click to the right of the title and space over and enter the books level of checking so the last letter lines up with the outside edge of the text.
- cc. Do nothing with the footer. PDFSam will enter the page number.
- dd. Save the document with the name consisting of: Lang Code _ Book Name _ Checking Level _ FP.
Example: SBS_Mark_Draft_FP.odt (FP stands for Formatted for Printing)
- ee. Under "File" select "Export As" and chose "Export as PDF"
 1. Deselect "Create PDF form"
 2. Deselect "Export bookmarks"
 3. Click on "Export "button and save it to the appropriate folder.
- ff. You are now Ready to print.

This process can be simplified in two ways.

1. Save a copy of the Formatted book out as a template. Then open the template and past the new text over the old text. You will need to just correct the book title in the header.
2. Create a macro for the process.