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Introduction

Introduction

Formatting documents for use can be divided into two categories within the dcs.gitdoor43 and translationStudio ecosystem. Documents on door43 that are easily downloadable in USFM format, and documents I have to load into translationStudio first then export it.

I prefer looking for the USFM file on https://dcs.door43.org because it saves a step in the process.

The English ULB in USFM form can be found at t he Wycliffe Associate github account:

https://git.door43.org/WycliffeAssociates/en_ulb

Accessing the source text - USFM

You have 3 options to access the book you want. Download in pdf, view on web or view source.

- Download pdf.   The Entire Bible is formatted as a pdf and the download should begin immediately.

- View on Web. The data is rendered in human readable form with controls to help you navigate the Bible. You can print a pdf download the USFM from this page.

- View Source. This is the option I choose. I scroll down to the book I wish to format.   If I want Ruth, then I choose 08-RUT.usfm which brings us to:

https://git.door43.org/WycliffeAssociates/en_ulb/src/branch/master/08-RUT.usfm

Importing the source text into a document processor

Once we are looking at the source text on the web, we need to import it into our word processor.

- → On the web page, click on the "raw" tab
- → control-a to select the entire document
- → control-c to copy text to clipboard
- → Open Word or LibreOffice
- → Create a new empty document
- → control-V to paste clipboard

USFM overview

The opening lines of the book of Ruth have the USFM markers inserted. These USFM markers are universal codes that tell the computer what the following text is.   \v means the following text is a verse. \v 1 denotes verse one, \v 2 verse two, etc..

\c is the chapter USFM marker.   \c 1 means that chapter one follows this tag.

\s5 - what we are using to separate the data into chunks.
\toc - table of contents.

Here is what the first 11 lines of text for the book of Ruth looks like:

\id RUT unfoldingWord Literal Text
\ide UTF-8
\h Ruth
\toc1 The Book of Ruth
\toc2 Ruth
\toc3 Rut
\mt Ruth
\s5
\c 1
\p
\v 1 It happened in the days when the judges

We will be using the USFM codes to do a search and replace to format the document for human readable presentation.   This will involve both deleting some tags as well as a global search and replace for other tags.

Formatting – deleting unneeded USFM tags and giving the book a title.

Giving the book a title in the header is a good idea, because over time it's easy for the book to get shuffled with other books, and can take a minute to figure out which sheet goes with what book and in what order. So headers and footers are great for this.

Insert a header and give it a name such as: **Unlocked Literal Bible - The book of Ruth**

Insert a footer.   Page numbers on the right hand side of the page, and today's date or some other versioning identification on the left side. I recommend this because the ULB could be updating in the future, and it's nice to know what version you are dealing with.

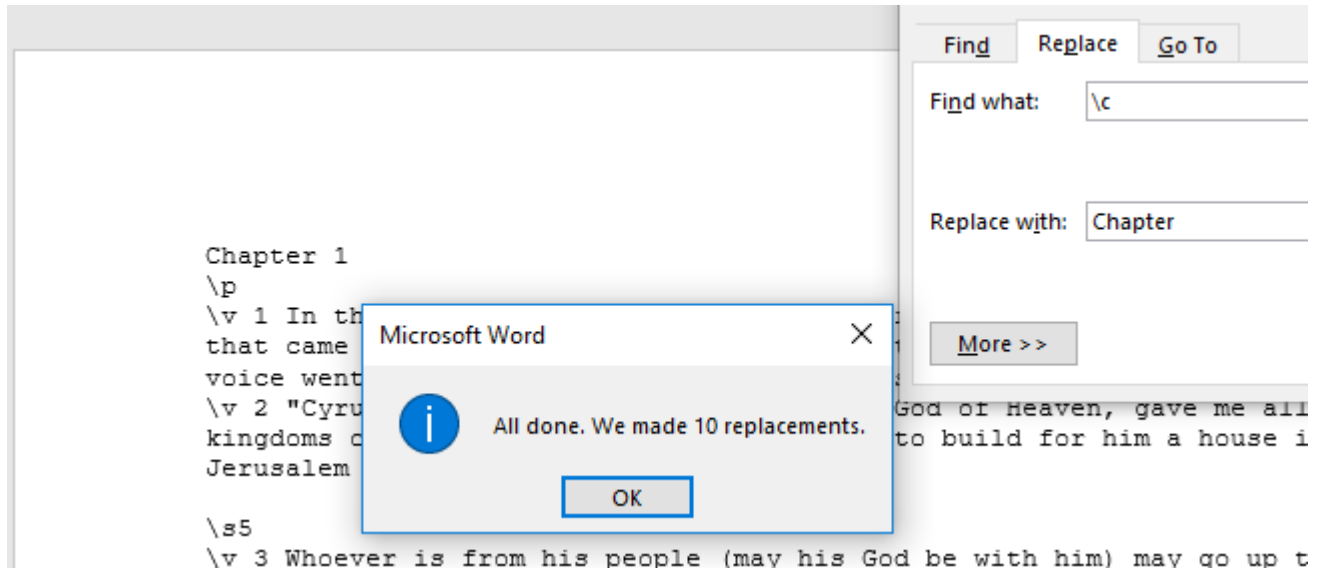Delete the first 8 lines of the book of Ruth, removing all unneeded USFM markers

\id RUT unfoldingWord Literal Text
\ide UTF-8
\h Ruth
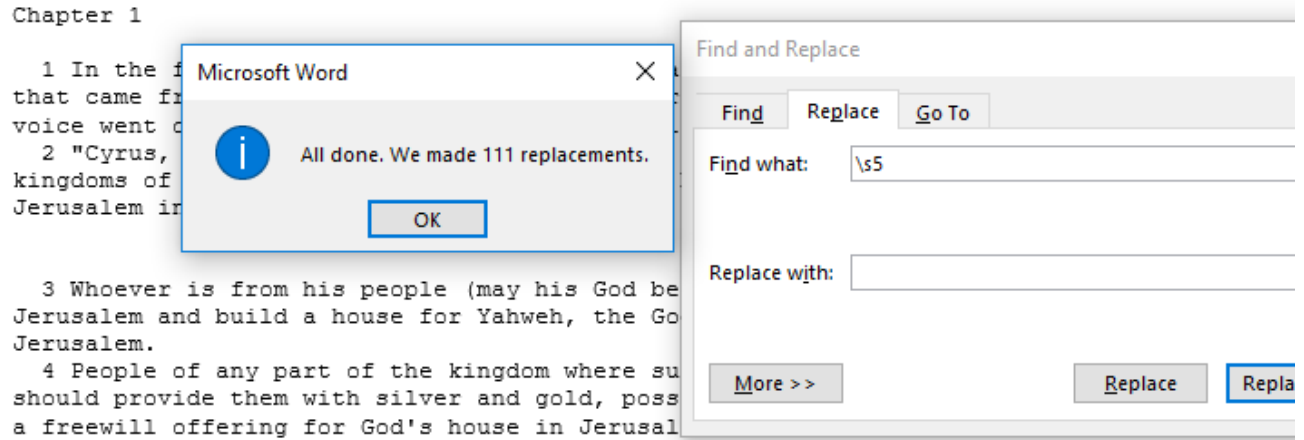\toc1 The Book of Ruth
\toc2 Ruth
\toc3 Rut
\mt Ruth
\s5

Formatting – global search and replace

In Micosoft Word, the global search and replace can be accessed from either the Home menu tab or Control-H from the keyboard.

Search and replace the \c with the word Chapter:

Pull out all the paragraph markers. \p and replace with spaces.

Find and Replace

Find   Replace   Go To

Find what: \p

Microsoft Word   ×   Replace with:

Chapter 1

ⓘ   All done. We made 43 replacements.

\v 1 In the
that came f   More >>
voice went
                OK
\v 2 "Cyrus,   god of Heaven, gave me all th
kingdoms of the earth, and he appointed me to build for him a house in
Jerusalem in Judea.

\s5
\v 3 Whoever is from his people (may his God be with him) may go up to
Jerusalem and build a house for Yahweh, the God of Israel, the God who i
Jerusalem.

Remove all \v which is the USFM verse marker.   Leave the verse number.

Find and Replace

Find   Replace   Go To

Find what: \v

Chapter 1

  1 In the first year of Cyrus, king of Pers
that came Microsoft Word   ×
voice wen
  2 "Cyru   Replace with:
kingdoms
Jerusalem ⓘ   All done. We made 280 replacements.

\s5   More >>   Rep
                OK
  3 Whoever is from his people (may his God
Jerusalem and build a house for Yahweh, the God of Israel, the God who is i
Jerusalem.
  4 People of any part of the kingdom where survivors of that land are livi
should provide them with silver and gold, possessions and animals, as well
a freewill offering for God's house in Jerusalem."

The \s5 USFM tag is how the text is split into chunks.   We want to remove that USFM marker, but make sure we leave the verses in chunks. Search for \s5 and replace with a space:

Chapter 1

1 In the f   Microsoft Word   ×
that came fr
voice went o
2 "Cyrus,   i   All done. We made 111 replacements.
kingdoms of
Jerusalem ir
                              OK

3 Whoever is from his people (may his God be
Jerusalem and build a house for Yahweh, the Go
Jerusalem.
4 People of any part of the kingdom where su
should provide them with silver and gold, poss
a freewill offering for God's house in Jerusal

Find and Replace

Find   Replace   Go To

Find what: \s5

Replace with:

More >>   Replace   Repla

5 Then the heads of the ancestors' clans of Judah and Benjamin, the priests
and Levites, and everyone whose spirit God stirred to go and build his house
arose.
6 Those around them supported their work with silver and gold objects,
possessions, animals, valuables, and freewill offerings.

7 Cyrus king of Persia also released the objects belonging to Yahweh's
house that Nebuchadnezzar had brought from Jerusalem and put in his own gods'

You can tighten things up a bit by deleting the double CRLF that was left around the \s5 markers.   Search for two paragraph markers and replace with just one.   Use the control code of ^p to search for paragraph markers. Find where there are two paragraph markers together and replace with just one.

```
Chapter 1

   1 In the first year of Cyrus, king of Persia,
came from the mouth of Jeremiah, and stirred Cyr
out over his entire kingdom. This is what was wr
   2 "Cyrus, king of Persia, says: Yahweh, God of
kingdoms of the earth, and he appointed me to bu
Jerusalem in Judea.

   3 Whoever is from his people (may his God be with him) may go up to
Jerusalem and build a house for Yahweh, the God of Israel, the God who is in
Jerusalem.
   4 People of any part of the kingdom where survivors of that land are living
should provide them with silver and gold, possessions and animals, as well as
a freewill offering for God's house in Jerusalem."

   5 Then the heads of the ancestors' clans of Judah and Benjamin, the priests
and Levites, and everyone whose spirit God stirred to go and build his house
arose.
   6 Those around them supported their work with silver and gold objects,
possessions, animals, valuables, and freewill offerings.

   7 Cyrus king of Persia also released the objects belonging to Yahweh's house
that Nebuchadnezzar had brought from Jerusalem and put in his own gods'
houses.
   8 Cyrus put them into the hand of Mithredath the treasurer, who counted them
out for Sheshbazzar, Judea's leader.

   9 This was their number: thirty gold basins, one thousand silver basins
```
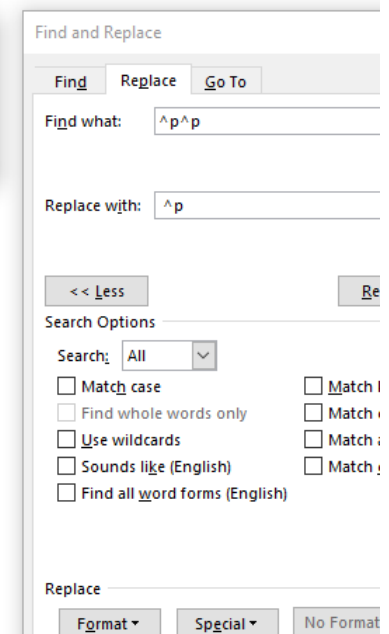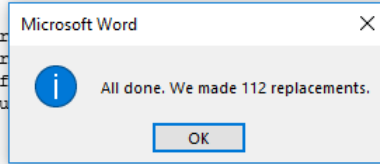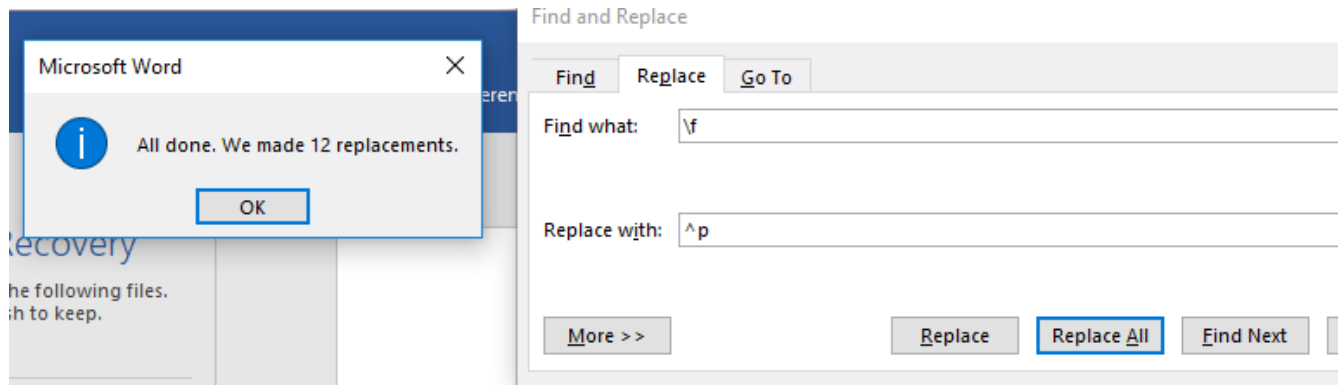
Microsoft Word ☒

ⓘ All done. We made 112 replacements.

OK

Find and Replace

Find | Replace | Go To

Find what: ^p^p

Replace with: ^p

<< Less | Re

Search Options

Search: All ▾

☐ Match case ☐ Match
☐ Find whole words only ☐ Match
☐ Use wildcards ☐ Match
☐ Sounds like (English) ☐ Match
☐ Find all word forms (English)

Replace

Format ▾ | Special ▾ | No Format

Formatting – uniform font and size

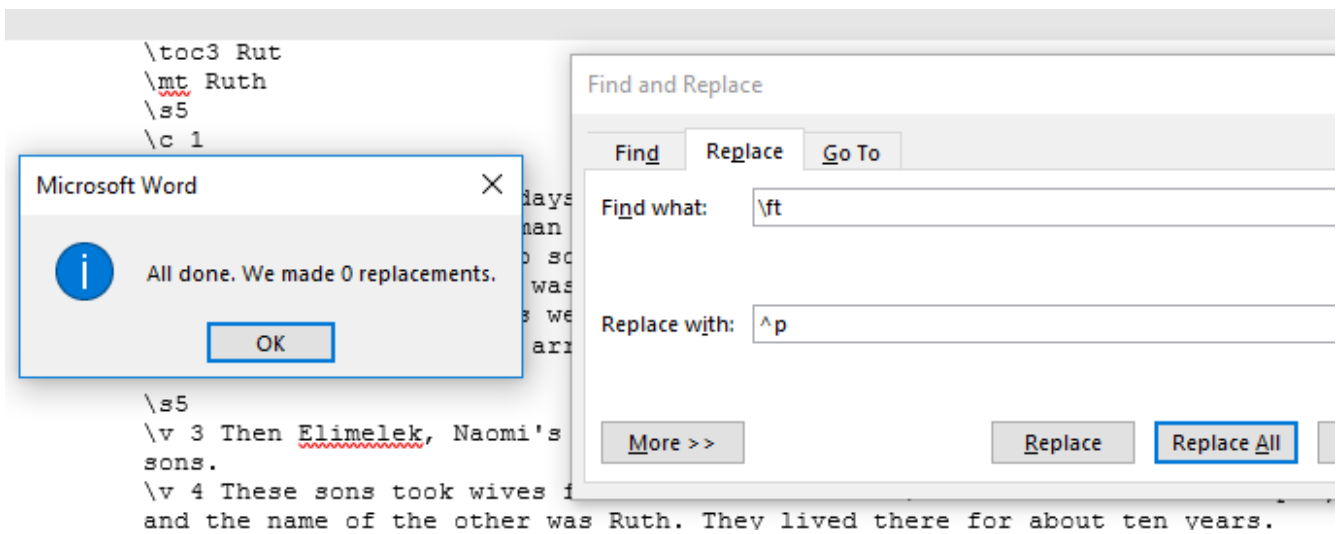To make this document pleasing to the eye and easy to read, let's apply the Times New Roman font.

- ➡ Control-a to select the entire documents
- ➡ In Micosoft Word, click on "Home", font selection of "Times New Roman"
- ➡ Next to font is the font size.   Try 14 point

Formatting – Footnote and quote USFM tags

Footnotes and quotes have a special set of USFM tags. \f \f* \ft \ft* \fqa \fqa*   should all be removed and replaced with a paragraph marker.

Microsoft Word ☒

ⓘ All done. We made 12 replacements.

OK

Find and Replace

Find | Replace | Go To

Find what: \f

Replace with: ^p

More >> | Replace | Replace All | Find Next

Sometimes there is nothing to replace in that particular book

```
\toc3 Rut
\mt Ruth
\s5
\c 1
```


With quotes, I recommend replacing the \fqa and \fqa* with an actual quote mark instead of a space. Do \fqa* first, otherwise \fqa will leave you with an *

Remember to search and replace all 6 tags.

Optional – starting each chapter on a new page.

When formatting a source text for distribution to translators, it is often the case that each chapter will be assigned to a different person.   Each chapter can start a new page by simply putting the cursor in front of the word "Chapter"" and pressing control-enter.

Additionally, in extremely large chapters that may be translated by multiple translators, the facilitator can break up the chapter an any point by using the control-enter technique.