translationAcademy

Process Manual Volume 1

Version 5

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Table of Contents

Introduction to translationAcademy

Welcome to translationAcademy

The "translationAcademy" is intended to enable anyone, anywhere to equip themselves so that they will be able to make high-quality translations of biblical content into their own language. translationAcademy is designed to be highly flexible. It can be used in a systematic, in-advance approach or it can be used for just-in-time learning (or both, as needed). It is modular in structure.

> This page answers the question:
>
> *What is translationAcademy?*

translationAcademy contains the following sections:

- Introduction - introduces the unfoldingWord project
- Process Manual - answers the question "what next?"
- Translation Manual - explains the basics of translation theory and practical translation helps
- Checking Manual - explains the basics of checking theory and best practices
- Audio Manual - How to do high quality audio recordings
- Gateway Languages Manual - explains issues specific to the Gateway Languages

Several of the manuals are separated into two volumes. Volume 1 of each manual covers the basics of that subject while volume 2 goes more in depth. In general, if a module is needed to translate and publish Open Bible Stories, then it is included in volume 1, if not, then it is included in volume 2.

> Next we recommend you learn about:
>
> *The unfoldingWord Project*

Why We Translate the Bible

The purpose of translationAcademy is to train you to become a Bible translator. Translating God's Word into your language to help your people grow as disciples of Jesus is an important task. You must be committed to this task, take your responsibility seriously, and pray that the Lord will help you.

God has spoken to us in the Bible. He inspired the writers of the Bible to write his Word using the Hebrew, Aramaic and Greek languages. There were about 40 different authors writing from around 1400 B.C. to A.D. 100. These documents were written in the Middle East, North Africa and Europe. By recording his Word in those languages, God ensured that the people at those times and in those places could understand it.

This page answers the question:
Why should we translate the Bible?
In order to understand this topic, it would be good to read:
The unfoldingWord Project
Introduction to the Translation Manual in *Translation Manual Volume 1*
What is Translation in *Translation Manual Volume 1*

Today, your people in your country do not understand Hebrew, Aramaic and Greek. But translating God's Word into their language will enable them understand it!

Someone's "mother tongue" or "heart language" means the language they first spoke as a child and the one which they use at home. This is the language in which they are most comfortable and which they use to express their deepest thoughts. We want everyone to be able to read God's Word their heart language.

Every language is important and valuable. Small languages are just as important as the national languages spoken in your country and they can express meaning just as well. No one should be ashamed to speak their dialect. Sometimes, those in minority groups feel ashamed of their language and try not to use it around the people who are in the majority in their nation. But there is nothing inherently more important, more prestigious, or more educated about the national language than there is about local languages. Each language has nuances and shades of meaning that are unique. We should use the language we are most comfortable with and with which we best communicate with others.

Next we recommend you learn about:
The Qualities of a Good Translation in *Translation Manual Volume 1*; *The Translation Process* in *Translation Manual Volume 1*

The unfoldingWord Project

The unfoldingWord project exists because we want to see **unrestricted biblical content in every language**.

Jesus commanded his disciples to make disciples of EVERY people group:

> "Jesus came to them and spoke to them and said, 'All authority has been given to me in heaven and on earth. Go therefore and make disciples of all the nations. Baptize them into the name of the Father, of the Son, and of the Holy Spirit. Teach them to obey all the things that I have commanded you. And see, I am with you always, even to the end of the world.'" (Matthew 28:18-20 ULB)

We have the promise that people from EVERY language will be in heaven:

> "After these things I saw, and behold, there was a great crowd, which no one was able to number, out of every nation, tribe, people, and language, standing before the throne and before the Lamb." (Revelation 7:9 ULB)

Understanding the Word Of God in one's heart language is important:

> "So faith comes from hearing, and hearing by the word of Christ." (Romans 10:17 ULB)

> This page answers the question:
>
> *What is the unfoldingWord Project?*
>
> In order to understand this topic, it would be good to read:
>
> *Introduction to translationAcademy*

How Do We Do This?

How do we accomplish the goal of **unrestricted biblical content in every language**?

- unfoldingWord Network - By partnering with other like-minded organizations
- Statement of Faith - By working with those who have the same beliefs
- Translation Guidelines - By using a common translation theory
- Open License - By releasing everything we create under an open license
- Gateway Languages Strategy - By making Biblical content available to translate from a known language

What Do We Do?

- **Content** - We create and make available for translation free and unrestricted biblical content. See http://ufw.io/content/ for a complete list of resources and translations. Here are a few samples:
  - **Open Bible Stories** - a chronological mini-Bible comprising 50 key stories of the Bible, from Creation to Revelation, for evangelism and discipleship,

  in print, audio, and video (see http://ufw.io/stories/).
  - **the Bible** - the only inspired, inerrant, sufficient, authoritative Word of God made available under an open license for unrestricted translation, use, and distribution (see http://ufw.io/bible/).
  - **translationNotes** - linguistic, cultural, and exegetical helps for translators. They exist for Open Bible Stories and the Bible (see http://ufw.io/tn/).
  - **translationQuestions** - questions for each chunk of text that translators and checkers can ask to help ensure that their translation is understood correctly. Available for Open Bible Stories and the Bible (see http://ufw.io/tq/).
  - **translationWords** - a list of important Biblical terms with a short explanation, cross references, and translation aids. Useful for Open Bible Stories and the Bible (see http://ufw.io/tw/).

- **Tools** - We create translation, checking, and distribution tools that are free and open-licensed. See http://ufw.io/tools/ for a complete list of tools. Here are a few samples:
  - **Door43** - an online translation platform where people can collaborate on translation and checking, also the content management system for unfoldingWord (see https://door43.org/).
  - **translationStudio** - a mobile app and a desktop app where translators can do offline translating (see http://ufw.io/ts/).
  - **translationKeyboard** - a web and mobile app to help users create and use custom keyboards for languages without them (see http://ufw.io/tk/).
  - **unfoldingWord app** - a mobile app where translations can be distributed (see http://ufw.io/uw/).

- **Training** - We create resources to train mother tongue translation teams. translationAcademy (this resource) is our primary training tool. We also have audio recording and training resources. See http://ufw.io/training/ for a complete list of training materials.

Next we recommend you learn about:

Statement of Faith; *Gateway Languages Strategy*

Statement of Faith

The official version of this document is found at
http://ufw.io/faith/.

The following statement of faith is subscribed to by all member organizations of and contributors to the unfoldingWord project (see https://unfoldingword.org). It is in agreement with the Lausanne Covenant (see

This page answers the question:
What do we believe?
In order to understand this topic, it would be good to read:
The unfoldingWord Project

http://www.lausanne.org/en/documents/lausanne-covenant.html).

We believe that Christian belief can and should be divided into **essential beliefs** and **peripheral beliefs**.

Essential beliefs

Essential beliefs are what define a follower of Jesus Christ and can never be compromised or ignored.

- We believe the Bible to be the only inspired, inerrant, sufficient, authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: God the Father, Jesus Christ the Son and the Holy Spirit.
- We believe in the deity of Jesus Christ.
- We believe in the humanity of Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father.
- We believe that every person is inherently sinful and so is deserving of eternal hell.
- We believe that salvation from sin is a gift of God, provided through the sacrificial death and resurrection of Jesus Christ, attained by grace through faith, not by works.
- We believe that true faith is always accompanied by repentance and regeneration by the Holy Spirit.
- We believe in the present ministry of the Holy Spirit by whose indwelling the follower of Jesus Christ is enabled to live a godly life.
- We believe in the spiritual unity of all believers in the Lord Jesus Christ, from all nations and languages and people groups.
- We believe in the personal and physical return of Jesus Christ.
- We believe in the resurrection of both the saved and the lost; the unsaved will be resurrected to eternal damnation in hell and the saved will be resurrected to eternal blessing in heaven with God.

Peripheral beliefs

Peripheral beliefs are everything else that is in Scripture but about which sincere followers of Christ may disagree (e.g. Baptism, Lord's Supper, the Rapture, etc.). We choose to agree to disagree agreeably on these topics and press on together toward a common goal of making disciples of every people group (Matthew 28:18-20).

Next we recommend you learn about:

Translation Guidelines; *Open License*; *Copyrights, Licensing, and Source Texts* in *Translation Manual Volume 1*

Translation Guidelines

The official version of this document is found at http://ufw.io/guidelines/.

The following statement on the principles and procedures used in translation is subscribed to by all member organizations of and contributors to the unfoldingWord project (see https://unfoldingword.org). All translation activities are carried out according to these common guidelines.

> This page answers the question:
>
> *By what principles do we translate?*
>
> In order to understand this topic, it would be good to read:
>
> *The unfoldingWord Project Statement of Faith*

1. **Accurate** — Translate accurately, without detracting from, changing, or adding to the meaning of the original text. Translated content should faithfully communicate as precisely as possible the meaning of the original text as it would have been understood by the original audience. (see Create Accurate Translations)
2. **Clear** — Use whatever language structures are necessary to achieve the highest level of comprehension. This includes rearranging the form of a text and using as many or as few terms as necessary to communicate the original meaning as clearly as possible. (see Create Clear Translations)
3. **Natural** — Use language forms that are effective and that reflect the way your language is used in corresponding contexts. (see Create Natural Translations)
4. **Faithful** — Avoid any political, denominational, ideological, social, cultural, or theological bias in your translation. Use key terms that are faithful to the vocabulary of the original biblical languages. Use equivalent common language terms for the biblical words that describe the relationship between God the Father and God the Son. These may be clarified, as needed, in footnotes or other supplemental resources. (see Create Faithful Translations)
5. **Authoritative** — Use the original language biblical texts as the highest authority for translation of biblical content. Reliable biblical content in other languages may be used for clarification and as intermediary source texts. (see Create Authoritative Translations)
6. **Historical** — Communicate historical events and facts accurately, providing additional information as needed in order to accurately communicate the intended message to people who do not share the same context and culture as the original recipients of the original content. (see Create Historical Translations)
7. **Equal** — Communicate the same intent as the source text, including expressions of feeling and attitudes. As much as possible, maintain the different kinds of literature in the original text, including narrative, poetry, exhortation, and prophecy, representing them with corresponding forms that communicate in a similar way in your language. (see Create Equal Translations)

Identifying and Managing Translation Quality

The quality of a translation generally refers to the fidelity of the translation to the meaning of the original, and the degree to which the translation is understandable and effective for the speakers of the receptor language. The strategy we suggest involves checking the forms and communicative quality of the translation with the language community, and checking the fidelity of the translation with the Church in that people group.

The specific steps involved may vary significantly, depending on the language and context of the translation project. Generally, we consider a good translation to be one that has been reviewed by the speakers of the language community and also by the leadership of the church in the language group so that it is:

1. **Accurate, Clear, Natural, and Equal** — Faithful to the intended meaning of the original, as determined by the Church in that people group and in alignment with the Church global and historical, and consequently:
2. **Affirmed by the Church** - Endorsed and used by the Church. (see Create Church-Approved Translations)

We also recommend that the translation work be:

1. **Collaborative** — Where possible, work together with other believers who speak your language to translate, check, and distribute the translated content, ensuring that it is of the highest quality and available to as many people as possible. (see Create Collaborative Translations)
2. **Ongoing** — Translation work is never completely finished. Encourage those who are skilled with the language to suggest better ways to say things when they notice that improvements can be made. Any errors in the translation should also be corrected as soon as they are discovered. Also encourage the periodic review of translations to ascertain when revision or a new translation is needed. We recommend that each language community form a translation committee to oversee this ongoing work. Using the unfoldingWord online tools, these changes to the translation can be made quickly and easily. (see Create Ongoing Translations)

> Next we recommend you learn about:
>
> *Open License*; *Introduction to the Translation Manual* in *Translation Manual Volume 1*; *Introduction to Translation Checking* in *Checking Manual Volume 1*

Open License

A License for Freedom

To achieve **unrestricted biblical content in every language**, a license is needed that gives the global church "unrestricted" access. We believe this movement will become unstoppable when the Church has unrestricted access. The

> This page answers the question:
>
> *What freedoms do users have with unfoldingWord content?*
>
> In order to understand this topic, it would be good to read:
>
> *The unfoldingWord Project*
> *Statement of Faith*
> *Translation Guidelines*

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- **CC0 Public Domain Dedication (CC0)**
- **CC Attribution (CC BY)**
- **CC Attribution-ShareAlike (CC BY-SA)**
- **Free Translate License**

See Copyrights, Licensing, and Source Texts for more information.

> Next we recommend you learn about:
>
> *Gateway Languages Strategy*; *Copyrights, Licensing, and Source Texts* in *Translation Manual Volume 1*

Gateway Languages Strategy

The official version of this document is found at http://ufw.io/gl/.

Explanation

The objective of the gateway languages strategy is to equip 100% of the people groups that comprise the global Church with biblical content that is released from copyright restrictions and made available in a language they understand well (a language of wider communication) together with unrestricted translation training and tools that enable them to translate it into a language they understand fully (their own language). A "gateway language" is a language of wider communication through which second-language speakers of that language can gain access to content and translate it into their own language.

> This page answers the question:
>
> *How can every language be reached?*
>
> In order to understand this topic, it would be good to read:
>
> *The unfoldingWord Project*
>
> *Open License*

The "gateway languages" at the world level comprise the smallest number of languages through which content can be delivered to every other language, via translation by bilingual speakers. For example, French is a gateway language for minority languages in Francophone Africa in that content available in French can be translated by bilingual speakers from French into their own languages.

At the country level, the gateway languages of a given country are the fewest languages of wider communication required for bilingual speakers in every minority language native to the country (not located there due to immigration) to gain access to content. For example, English is the gateway language for North Korea, given that all people groups native to North Korea can be reached by translation of content into their language from English.

Effects

This model has two basic effects: First, it empowers all languages to "pull" content to their language once the content and helps have been "pushed" into a language accessible to every language of the world (a gateway language). Second, it limits the amount of translation that needs to be done as the translation helps only have to be translated into the gateway language. All other languages can translate only the biblical content, since no language will be dependent upon them for understanding the translation helps.

Thus, whether or not a language is a gateway language will determine what needs to be translated into that language.

For Other Languages, we recommend they translate at least Open Bible Stories. They

are welcome to translate whatever other resources they like.

To see what must be translated for Gateway Languages, go to Translating in the Gateways. If you are translating into a gateway language, you will find the Gateway Languages Manual particularly helpful because it deals with certain issues that specifically appear for gateway languages.

Next we recommend you learn about:

Translating in the Gateways in *Gateway Languages Manual*; *Finding Answers*

Finding Answers

How to Get Answers

There are several resources available for finding answers to questions:

- **translationAcademy** - This training manual is available at http://ufw.io/ta and has much information including:
    - Introduction - introduces the unfoldingWord project
    - Process Manual - answers the question "what next?"
    - Translation Manual - explains the basics of translation theory and practical translation helps
    - Checking Manual - explains the basics of checking theory and best practices
    - Audio Manual - How to do high quality audio recordings
    - Gateway Languages Manual - explains issues specific to the Gateway Languages
- **Slack Chatroom** - Join the Team43 community, post your questions to the "#helpdesk" channel, and get real-time answers to your questions (sign up at http://ufw.io/team43)
- **Helpdesk** - email help@door43.org with your questions

1. Getting Started

Introduction to the Process Manual

Welcome

The Process Manual is a step-by-step guide to hep translation teams know what they need to do, from the start of a project to its completion. This guide will help a translation team from its initial setup to final publishing of translated and checked content.

> This page answers the question:
>
> *What is the Process Manual?*
>
> In order to understand this topic, it would be good to read:
>
> *Finding Answers* in
> *Introduction to translationAcademy*

Getting Started

Translation is a complicated task and takes organization and a plan. There are many required steps to take a translation from an idea to completed, checked, distributed, and in use translation. The information in this Process Manual will help you know all of the necessary steps in the translation process.

2. Setting Up a Translation Team

Setting Up A Translation Team

Choosing a Team

As you begin selecting a translation and checking team, there are many different types of people and roles that are needed. There are also specific qualifications that are needed for each team.

<table>
<tr><td>
This page answers the question:

How can I set up a translation team?

In order to understand this topic, it would be good to read:

The Translation Process in *Translation Manual Volume 1*
</td></tr>
</table>

- Choosing a Translation Team - Describes many of the roles that are needed
- Translator Qualifications - Describes some of the skills needed by the translators
- Remember that everyone on the team needs to sign a statement that they agree with (forms are available at http://ufw.io/forms/):
  - Statement of Faith
  - Translation Guidelines
  - Open License

- Everyone on the team also needs to know the qualities of a good translation (see The Qualities of a Good Translation).
- The team will also need to know where they can find answers (see Finding Answers).

Translation Decisions

There are many decisions the translation team will have to make, many of them right at the beginning of the project. Included are the following:

- Choosing What to Translate - Choosing what to translate first is another decision to be made
- Choosing a Source Text - Choosing a good source text is very important
  - Copyrights, Licensing, and Source Texts - Copyright issues must be considered when choosing a source text
  - Source Texts and Version Numbers - Translating from the latest version of a source text is best

- Alphabet/Orthography - Many languages have alphabet decisions that need to be made
- Decisions for Writing Your Language - Writing style, punctuation, translating names, spelling, and other decisions have to be made

Next we recommend you learn about:

Choosing a Translation Team in *Translation Manual Volume 1*; *Translator Qualifications* in *Translation Manual Volume 1*; *Choosing a Source Text* in *Translation Manual Volume 1*; *Alphabet/Orthography* in *Translation Manual Volume 2*; *Decisions for Writing Your Language* in *Translation Manual Volume 1*; *Choosing What to Translate* in *Translation Manual Volume 1*

3. Translating

Training Before Translation Begins

What to Know Before Translation

It is recommended that you consult the Translation Manual frequently as you translate this content. Before you start translating, we recommend that you start working your way through the Translation Manual at least until you know the difference between a literal translation and a meaning-based translation. Much of the rest of the Translation Manual can be used as a "just-in-time" learning resource.

> This page answers the question:
>
> *What should I know about translation before I start?*
>
> In order to understand this topic, it would be good to read:
>
> *The Translation Process* in *Translation Manual Volume 1*
>
> *Why We Translate the Bible* in *Introduction to translationAcademy*

Some important subjects that must be learned before starting a translation project:

- The Qualities of a Good Translation - The definition of a good translation
- The Translation Process - How a good translation is made
    - Form and Meaning - The difference between form and meaning
    - Meaning-Based Translations - How to make a meaning-based translation

Some other important topics as you get started include:

- Choosing What to Translate - Suggestions for where to start translating
- First Draft - How to make a first draft
- Help with Translating - Using translation helps

> Next we recommend you learn about:
>
> *Choosing a Translation Team* in *Translation Manual Volume 1*; *Choosing a Source Text* in *Translation Manual Volume 1*; *Alphabet/Orthography* in *Translation Manual Volume 2*; *Decisions for Writing Your Language* in *Translation Manual Volume 1*; *Choosing What to Translate* in *Translation Manual Volume 1*

Choosing a Translation Platform

Recommended Platform

The recommended platform for doing translation in the Door43 ecosystem is translationStudio (http://ufw.io/ts/). This is where the translation and checking teams will do their work. You may setup translationStudio on Android, Windows, Mac, or Linux devices, see Setting up translationStudio for more information.

> This page answers the question:
>
> *What tool can I use to translate?*
>
> In order to understand this topic, it would be good to read:
>
> *Introduction to the Process Manual*
>
> *File Formats* in
> *Translation Manual Volume 1*

Other Options

If using translationStudio is not an option for your team then you may consider using other online or offline tools. Note that it will be your responsibility to get the content into USFM or Markdown format if you do not use translationStudio (see File Formats for more information).

> Next we recommend you learn about:
>
> *Setting Up translationStudio*; *Training Before Translation Begins*

Setting Up translationStudio

Installing tS for Mobile

The mobile (Android) edition of translationStudio is available from the Google Play Store or via direct download from http://ufw.io/ts/. If you install from the Play Store then you will be notified by the Play Store when a new version is available. Note that you may also side load the installation apk to other devices to share the app.

> This page answers the question:
>
> *How do I set up translationStudio?*
>
> In order to understand this topic, it would be good to read:
>
> *Choosing a Translation Platform*

Installing tS for Desktop

The latest version of translationStudio for desktop or laptop computers (Windows, Mac, or Linux) is available from http://ufw.io/ts/. To install the program, navigate to the "Desktop" section and download the latest release. Note that you may also copy the installation file to other computers to share the app.

Using tS

Once installed, both editions of translationStudio are designed to work similarly. You *do not* need an internet connection to use translationStudio! First time use of translationStudio will require an agreement to the Statement of Faith, the Translation Guidelines, and the Open License.

After the first use screen, you will be brought to the Home screen where you can create a new project. Once your project is created, you may start translating right away. There are translationHelps built right into the app which you are encouraged to use to gain a better understanding of the source text. Note that your work is automatically saved. You may also choose to backup, share, or upload your work at various intervals (use the menu to access these functions).

After Using tS

1. We strongly recommend that your translation be checked (see Training Before Checking Begins).
2. Once the checking is complete (to any level), you may upload your work from the app (Menu → Upload).
3. Once uploaded, you can see your work online on Door43 (see Publishing)

4. Checking

Training Before Checking Begins

Before Checking

It is recommended that you consult the
Checking Manual frequently as you check this content.
Before you start checking, we recommend that you
start working your way through the Checking Manual
until you understand what is required at each level. As
you work through the checking process, you will need
to consult the Checking Manual frequently.

This page answers the question:

What should I know about checking before I begin?

In order to understand this topic, it would be good to read:

Training Before Translation Begins

Next we recommend you learn about:

Introduction to the Checking Manual in *Checking Manual Volume 1*; *The Goal of Checking* in *Checking Manual Volume 1*; *How to Check*

How to Check

Purpose of Checking Levels

The purpose of the Checking Levels (see
Checking Manual) is primarily to help ensure that the
translation has been made in accordance with the
Statement of Faith and the Translation Guidelines.
Another reason is to increase the input and ownership
of the community that will be using it.

> This page answers the question:
>
> *How do I check a translation?*
>
> In order to understand this topic, it would be good to read:
>
> *Training Before Checking Begins*

Checking Level 1

Checking Level 1 is done primarily by the translation team, with some input from the
language community. See Checking Level One - Affirmation by Translation Team.
After completing the Level 1 Check, you are encouraged to upload to Door43 (see
Introduction to Publishing) and continue on to Checking Level 2 (see below).

Checking Level 2

Checking Level 2 is done to verify that representative groups from the local language
community agree that the translation is a good one (see
Checking Level Two - Affirmation by Community). It is done with a language
community check (see Language Community Check) and a church leader check (see
Church Leader Check). After completing the Level 2 Check, you are encouraged to
upload to Door43 (see Introduction to Publishing) and continue on to Checking Level
3 (see below), if you so desire.

Checking Level 3

Checking Level 3 is done when leaders of at least two church networks agree that the
translation is a good one (see
Checking Level Three - Affirmation by Church Leadership). Be sure you work through
the Level 3 Checking Questions (see Questions for Checking on Level Three) while
you complete this checking level. After completing the Level 3 Check, you are
encouraged to upload to Door43 (see Introduction to Publishing). This is the highest
checking level. Gateway Languages should also complete the Source Text Process

> Next we recommend you learn about:
>
> *Introduction to Publishing*

5. Publishing

Introduction to Publishing

Publishing Overview

Once a work has been uploaded to Door43, it is automatically available online under your user account. This is referred to as self-publishing. You will have access to a web version of your project at http://door43.org/u/user*name/project*name (where user*name is your username and project*name is your translation project). The translationStudio app will give you the correct link when you upload. You can also browse all works on http://door43.org.

This page answers the question:
What is publishing?
In order to understand this topic, it would be good to read:
Training Before Checking Begins

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

Source Text Process

Source Text Process

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 only applies to Gateway Languages.

This page answers the question:
How do I make my Gateway Language translation a source text?
In order to understand this topic, it would be good to read:
Introduction to Publishing

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, that means Checking Level Three - Affirmation by Church Leadership.
- **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 by either creating Door43 accounts or by physically signing the documents and digitizing them (scanning or photos). See http://ufw.io/forms for downloadable agreement forms.

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 your form has been submitted 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 encounted during the publishing process. You will be notified when the process is completed and you may review a PDF of the work.

Finishing the Source Text Process

After the source text publishing process is completed, your work will then be available:

- Online on the unfoldingWord website
- As a PDF, downloadable from unfoldingWord
- In translationStudio as a source text for Other Languages to use (may require a tS update first)

Next we recommend you learn about:

Introduction to Distribution

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6. Distributing

Introduction to Distribution

Distribution Overview

Content is worthless unless it is disseminated and used. One advantage of using the Door43 translation and publishing platform is that it provides multiple, simple ways of distributing content.

Open License

This page answers the question:

How can I distribute content?

In order to understand this topic, it would be good to read:

Introduction to Publishing

The biggest factor that encourages distribution of content is the Open License that is used for all content on Door43. This license gives everybody the freedom they need to:

- **Share** — copy and redistribute the material in any medium or format
- **Adapt** — remix, transform, and build upon the material

for any purpose, even commercially.

Under the terms of the license.

Next we recommend you learn about:

How to Share Content

How to Share Content

Sharing Content from tS

Sharing content that is in translationStudio is easy. For offine sharing, use the Backup feature from the tS menu. For online sharing, use the Upload feature from the tS menu.

> This page answers the question:
>
> *How can I share content?*
>
> In order to understand this topic, it would be good to read:
>
> *Introduction to Distribution*

Sharing Content on Door43

If you upload your work from translationStudio then it automatically appears on the Internet on Door43. All of your uploaded content will appear under your user account. For example, if your username is *test_user* then you may find all your work at http://door43.org/u/test_user/. You can share your work with others online by giving them the link to the projects you have uploaded.

Sharing Content Offline

You may also generate and download documents from your project pages on Door43. Once you have these downloaded you can transfer them to others however you would like, including printing and distributing hard copies.