

# **GETTING STARTED GUIDE**

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# Introduction

There is currently no software designed specifically for the work that a Translation Consultant does, particularly the workflow associated with consultant checking. Clear Bible has been working to create the ClearDashboard application, which is meant to fill this gap. Some of the overarching goals of this project are to:

- Make it easier for Translation Consultants (TCs) to do their job effectively and efficiently by providing a common view that supports the workflows associated with consultant checking, providing easy access to the tools needed.
- Provide better interlinearization tools for target languages, especially when consultants
  are working with languages they do not know well or when talking to others in the
  organization who do not know that language.
- Allow notes to be added to translations, back translations, etc. from a single consulting view without opening each Paratext resource separately.
- Gather information from various Paratext views, including information that is not normally exposed directly, so that related information can be seen and used together.
- Make it easy for a TC to switch from one project to another without losing context in each project.
- Provide support for training Consultants in Training, Translation Facilitators /Translation Assistants, and translation team members who are growing into these roles.

This document is a Getting Started Guide to how to get going on using ClearDashboard.

# ClearDashboard Shortcuts

### **General Shortcuts**

**F1**: Help - Open the Dashboard\_Instructions.pdf (this document). For this shortcut to work the Dashboard\_Instructions.pdf must be installed.

**Ctrl + C**: Copy text from text boxes.

Ctrl +Shift+ Minus/Plus: Previous/Next Verse

**F8**: Next Chapter **F9**: Next Book

Ctrl + Shift + B: Open BiblicalTerms.

Ctrl + O: Opens the list of projects.

## **TextCollections Shortcuts**

Ctrl + F: Puts focus on the search text box.

Ctrl + Plus: Increase text size
Ctrl + Minus: Decrease text size
Ctrl + Zero: Reset text size

### BiblicalTerms Shortcuts

**Ctrl + C**: Copy the currently selected cell in the BiblicalTerms datagrid.

Ctrl + F: Puts focus on the filter text box.

### Pins Shortcuts

**Ctrl + C**: Copy the currently selected cell in the Pins datagrid.

Ctrl + F: Puts focus on the filter text box.

## Marble Shortcuts

**Ctrl + F**: Drops down and reveals the virtual keyboard.

### EnhancedView Shortcuts

Ctrl + C: Copy any selected tokens in the EnhancedView

.

**Ctrl + Shift + N**: Displays the Notes interface if any tokens are selected.

Ctrl + Plus: Increase text size
Ctrl + Minus: Decrease text size
Ctrl + Zero: Reset text size

**Shift + Mouse Hover**: Do this over tokens in the Alignment View and alignment tokens will

highlight

Ctrl + Click: Use this to select multiple tokens at once

Shift + Click: Use this when two tokens are selected (at least one token from each row of the

Alignment View, a Source and Target token) to create a new alignment

Left Click / Space: toggle selection

Ctrl + Left Click / Ctrl + Space: extend selection

Tab: move focus forward to next item

**Shift+Tab**: move focus backward to previous item

Right Click / Shift + F10 (or Menu key, if your keyboard has one): show context menu for

selected token(s)

## AlignmentViewShortcuts

**Shift + Mouse Hover**: show aligned tokens (teal for auto alignments, purple for manual

alignments)

Shift + Left Click / Shift + Space: add alignment

Alt + Click: hide alignment highlighting

# ProjectDesignSurface Shortcuts

Shift + Left/Right Click: zoom in/out

Ctrl + Drag: drag selection

# Computer Requirements

ClearDashboard requires a fairly beefy computer to do all the NLP processing and data management for visualization. Having a computer that doesn't meet the requirements will end up having a negative impact on your use of ClearDashboard. We strongly recommend that you invest in a computer that meets or exceeds the following requirements:

OS: Windows 10/11

CPU: 1Q 2022 class i7 or 2023 i5 class

RAM: 16 GB

Hard Drive: 256 - GB preferably a SSD class Monitor: 1920 x 1080 minimum resolution

Second monitor to allow for Paratext to be on one screen and ClearDashboard on the other

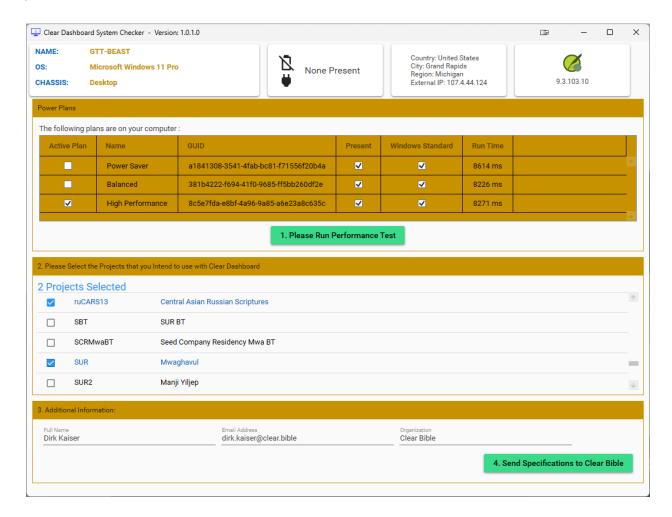
Paratext 9.

If you have any questions about your computer hardware, run the ClearDashboard Hardware Checker program as described above in the next section.

# ClearDashboard Hardware Checker

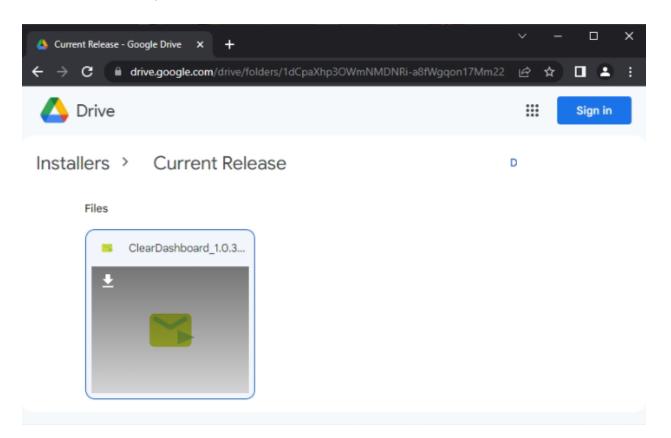
Clear has developed a tool that checks your hardware to determine if the laptop/desktop is going to have enough computing capacity to run ClearDashboard in a speedy way that will not slow down your work efforts. To that end, we recommend that you install and run the following program to verify that your computer meets the demands of ClearDashboard. You can download the program from here: <a href="https://tinyurl.com/dashboardhardwarechecker">https://tinyurl.com/dashboardhardwarechecker</a>

Running this program, you will need to go through three sections. The first section has you run a CPU performance test resulting in a time that it took to compute a large prime number. This is followed by a section where you pick the Paratext projects that you plan on using ClearDashboard with. Finally, the bottom section has your contact information. Once all sections are completed, push the "Send Specifications to Clear Bible" button which will send us your information.



# Installing ClearDashboard on Your System

The latest version of ClearDashboard can be found at the following website: <a href="https://tinyurl.com/cleardashboard">https://tinyurl.com/cleardashboard</a> Download the installer that is found in the Current Release folder to ensure that you have the most stable version.

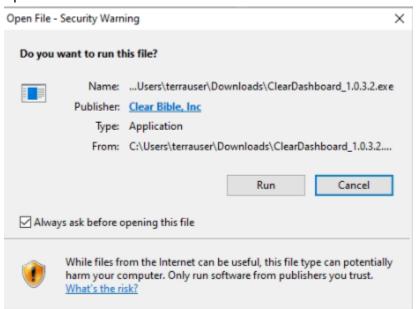


Google will alert you that it can't scan this file for viruses and ask you if you still want to download the file. Click on the "Download Anyways" button.

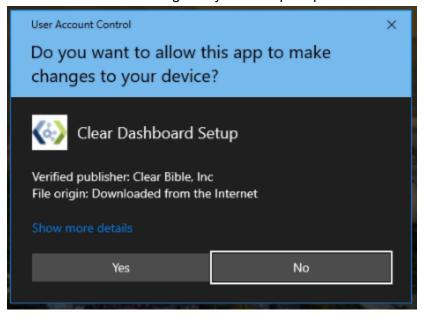


Depending on how your version of Windows has been configured, you may see one or another of the following security prompts when trying to run the installer. In all cases, continue on with installation with all the "are you sure" questions.

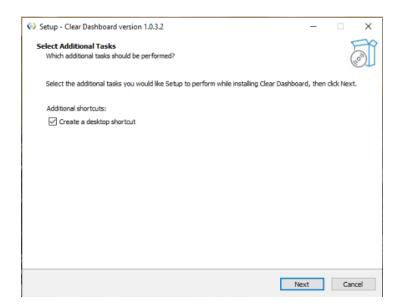
Open the downloaded installer and click the "Run" button to continue:

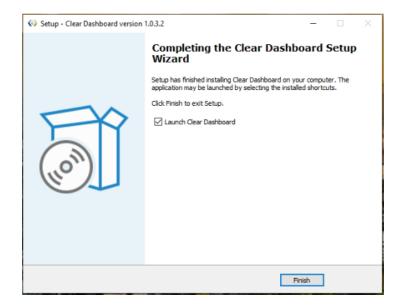


Click "Yes" on the following "are you sure" prompt from Windows:



This will walk you through the following installation steps:



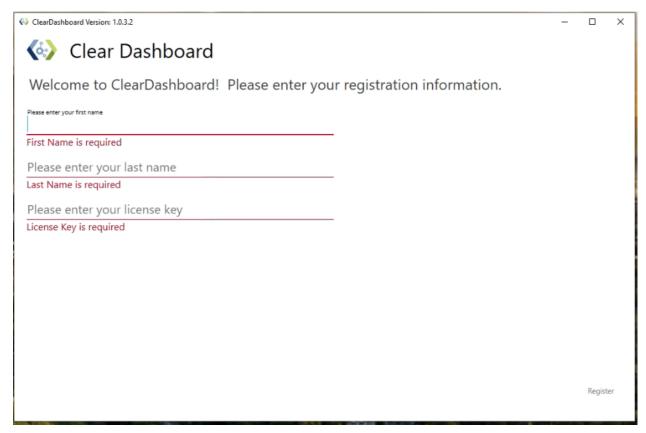


Upon completion, there will be a ClearDashboard icon on your desktop along with this Getting Started PDF:

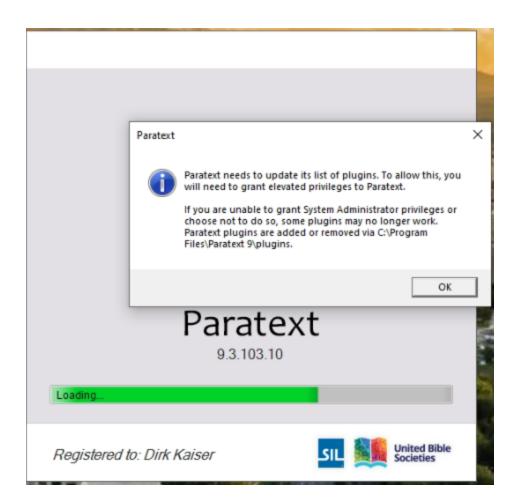


# Running ClearDashboard for the First Time

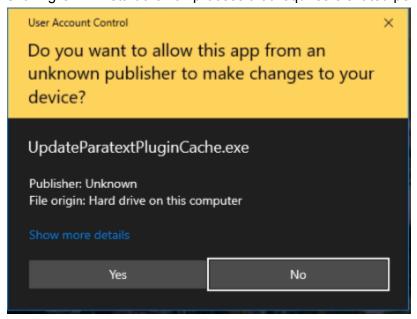
After starting ClearDashboard, you will be prompted to enter in your license information. This is a one time process. If you need to obtain a license key for your project, please contact Nifer Sims at nifer.sims@clear.bible. Paste your license key, first and last names into the appropriate boxes and then click on the Register button.



As part of the installation process, a Paratext plugin was installed. Next time you start Paratext, it will notify you that it wants to update the plugins.



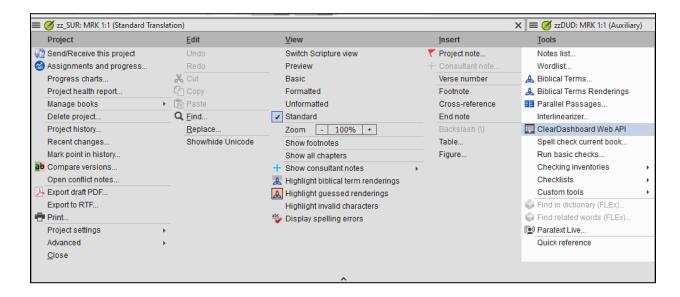
Clicking OK will start a small process that requires elevated permissions from the UAC:



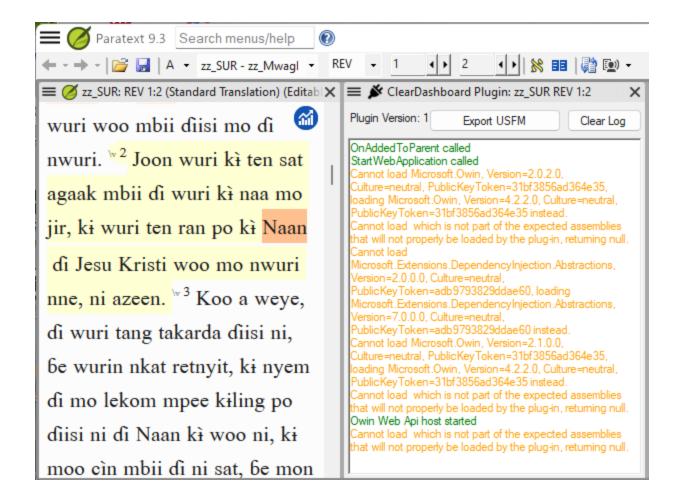
Click Yes to this for the Paratext plugin cache to be updated with the ClearDashboard Paratext Plugin. Paratext will finish launching after that but now our plugin is also present.

# How to setup a new project

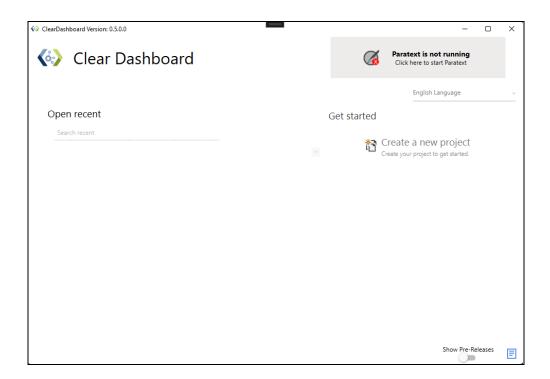
Let's first start in Paratext, setting up the plugin. Open the project menu for the Bible that you wish to be working with in ClearDashboard. In the case of the screenshot below, we are using the menu from the zz\_SUR project as shown in the top left of the pane of your chosen project. It is important to have the plugin attached to the correct project as the data reflected in ClearDashboard (e.g., Biblical Terms, Text Collection, synchronized Enhanced Views, and Pins ) is dependent on and displays information based upon which project the plugin is attached to in Paratext. To attach the plugin, click on the "ClearDashboard Web API" plugin in that menu under the Tools section:



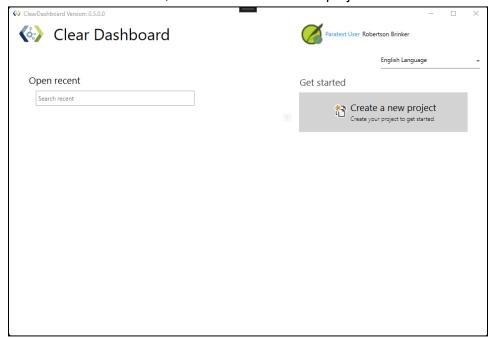
A window will pop up in Paratext showing the plugin running. This window will update with additional information as the ClearDashboard runs. Feel free to resize and move the plugin window around as needed. DO NOT MOVE THIS WINDOW TO THE AUTOHIDE AREA. Doing so will cause Paratext to ignore it running.



Starting ClearDashboard after registering your license key, you will see the initial screen of ClearDashboard from where you can create new or continue on with previously constructed projects. In the screenshot below, you can see that Paratext is not running by the warning button in the upper right corner. If Paratext isn't already running then start Paratext either by clicking the button in ClearDashboard or how you would typically do it.



Back in ClearDashboard, click the "Create a new project" button.

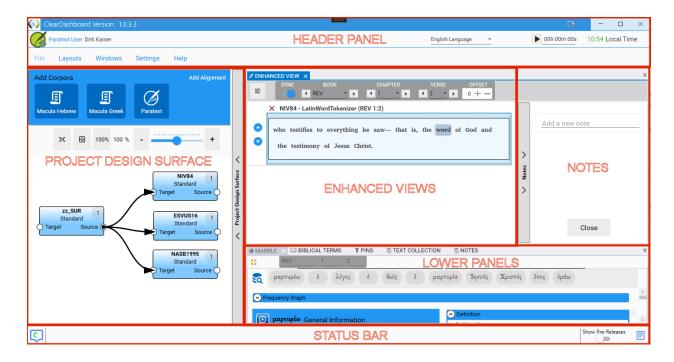


Enter in a project name and click on the Create button:



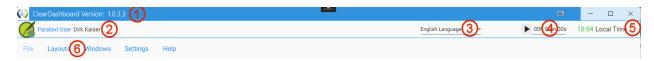
# An Overview of ClearDashboard's Layout

Once you are inside the project window of the ClearDashboard, the window looks like the following with the following sections highlighted in red:



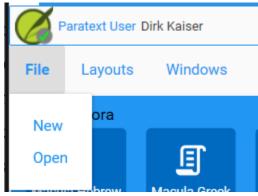
- Header Panel this section contains information about the user, current user interface language, some time management tools, and the overall menus
- Project Design Surface In this area, you create new interactions between the various corpora that you want to interact with.
- **Enhanced Views** A set of one or more windows by which you can expose corpus verse information, alignments, interlinears, and other plugin information such as AQUA.
- Notes A panel to create, edit, or delete notes.
- **Lower Panels** An area that contains the following panels of information:
  - MARBLE A deep dive word study guide into the manuscript words that make up a verse
  - Biblical Terms A representation of the Biblical Terms window in Paratext
  - PINS A tool to look at data that is normally hidden in Paratext such as biblical terms, lexicon, spelling, and term renderings in a searchable format.
  - Text Collection A representation of the Paratext text collection window of the currently connected project.
  - Notes A searchable tool to view all notes throughout the current ClearDashboard project.
- Status Bar Additional information about current background tasks and updates

# **Header Panel**



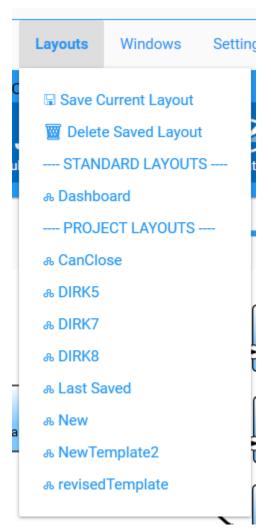
- 1. This displays the current version information of ClearDashboard that you are using.
- 2. The current name and connection status for the user in Paratext
- 3. A dropdown of several languages in which you can switch the user interface between
- 4. A timer that you can enter in a time (e.g., 20 minutes) and press the play button to have it count down.
- 5. A control to be able to set up teammates in their time zones so that you can always see what their current local time is.
- 6. Menus for ClearDashboard

#### File Menu



- File \ New Creates another instance of ClearDashboard by which you are creating a new ClearDashboard project.
- File \ Open Opens another instance of ClearDashboard from which you can load an existing project.

## Layouts Menu

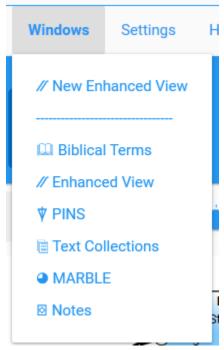


This menu has to do with the currently loaded window management system by which you can move all the Enhanced Views and Lower Panels around to different positions. There are some standard menu items in this list:

- Save Current Layout allows you to save the current way the panels are distributed into a new layout. New layouts will show up under the PROJECT LAYOUTS section in the menu.
- Delete Saved Layout will allow you to remove created project layouts from the menu

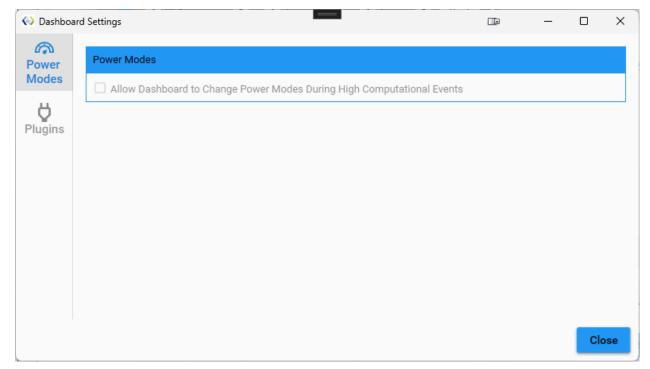
Standard Layouts - A listing of the standard layouts that come with ClearDashboard Project Layouts - A listing of all the custom layouts that have been created and which can be selected to load in that layout

### Windows Menu



Other than the "New Enhanced View", these menu items will either unhide or bring to the front one of the existing panels. The "New Enhanced View" menu will create a new, blank Enhanced View in that area.

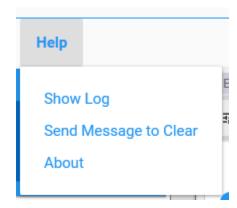
# Settings Menu



In this panel, you can set additional behaviors about how ClearDashboard runs.

- Power Modes by checking this box, during times of high computational events, ClearDashboard will turn your laptop into High Performance mode which can accelerate the completion of tokenization or parallelization tasks. Note, this option is disabled for desktop computers.
- Plugins Located in this section are the enabling/disabling of plugins for ClearDashboard. Some of these plugins may be experimental so be advised that not everything may work correctly or continue to work correctly as the plugins are developed.

# Help Menu

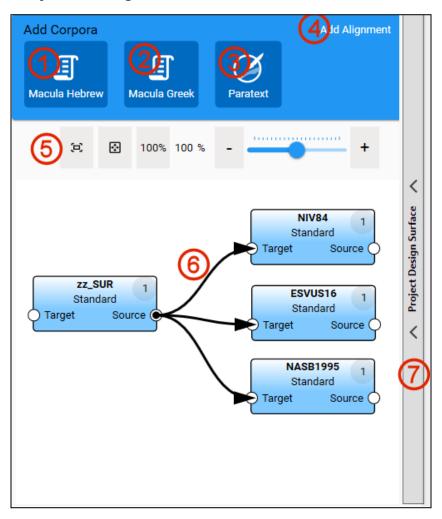


- **Show Log** will show the current debug log that can be useful for developers and debugging purposes
- **Send Message to Clear** brings up the following panel by which you can send error messages and information to Clear:

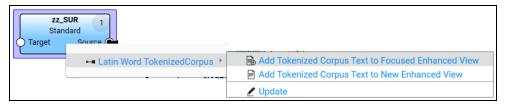


- **Send Message to Clear** brings up the following panel by which you can send error messages and information to Clear:
- **About** brings up a dialog with the current version information

# **Project Design Surface**



- 1. This adds in the MACULA Hebrew to the Project Design Surface and tokenizes it.
- 2. This adds in the MACULA Greek to the Project Design Surface and tokenizes it
- 3. This brings up a new panel that shows all the available Paratext Corpora that can be added to the Project Design Surface and tokenized.
- 4. The current ClearDashboard project name.
- 5. Controls to zoom in/out and move about the Project Design Surface. Likewise, your mouse scroll button will zoom in and out.
- 6. This area contains boxes that show each tokenized corpus. For each corpus, it has the short name of the corpus (e.g., NIV84, NASB1995, etc) the type of corpus (e.g., Standard, MACULA, Back Translation, Daughter, etc), the number of tokenizations, and two connection points (Target and Source) from which parallelization lines can be connected to. Right clicking on a corpus node exposes a menu by which you can add the corpus text to the current Focused Enhanced View (the one showing) or into a new Enhanced View



Likewise, there are the parallelization lines that go between the different corpus' Target/Source connections. Those represent different alignments or interlinears that have been made between the two corpora that are connected. Right clicking on the line (easiest if you right click on the arrow head) will also bring up a menu by which you can send alignments or interlinears to the Enhanced Views just like the corpus nodes.

Hovering over a line or corpus node will also show a Delete icon that looks like Clicking on that icon will remove the corpus and any associated parallelizations that are connected to that corpus node.

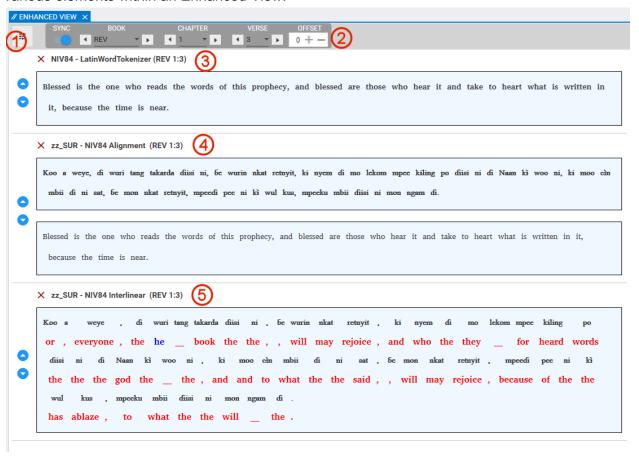
7. This is a sidebar expander button. Clicking on this will expand or collapse the Project Design Surface panel.

### **Enhanced Views**

The Enhanced View is a panel that contains various controls. By default it can contain the following three types of controls:

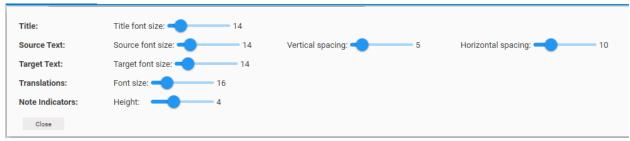
- Verse corpus display
- Alignment display
- Interlinear display

It can also display plugin data such as AQUA. In the image below, there is a depiction of the various elements within an Enhanced View:



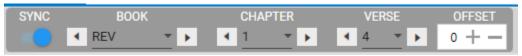
#### 1. Enhanced View Controls

This control allows the user to open up a panel by which they can control the displays and how they are rendered; especially the font sizes.



## 2. Book/Chapter/Verse control (BCV) -

Controls the verse that is currently displayed throughout this Enhanced View instance as well as whether or not the verse is in sync with the current verse in Paratext (of the connected Paratext project) and how many offset verses to show in relation to that verse.



- a. Sync button if enabled, will keep the verse in sync with Paratext
- b. Book the current book name
- c. Chapter the current chapter number
- d. Verse the current verse number
- e. Offset how many verses to also display that are lower than or greater than the current verse. Note: it stops at chapter boundaries.

## 3. Corpus Verse Display

This control shows the text for a corpus.

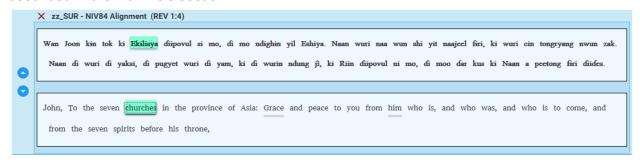


The blue up/down controls on the left side allow this control to move up or down the order stack on the Enhanced View page. The red X on the top left will delete this control from the Enhanced View. The title shows the currently displayed corpus short name as well as the tokenization method, and also the verse or verse range that is displayed. Within the verse text, the gray underlined text shows where notes are present. The gray background word(s) show the currently selected token (note that one or more tokens can be selected at a time by CTRL clicking on each token; also note that a word can be made up of multiple tokens). Left clicking on a word with an underline will show the associated note in the Notes section to the right. Right clicking on a token (or a selection of tokens) will allow the user to View or Create a note (see the Notes section), send the word to the PINS pane to be searched on, or copy that token to the clipboard so that it can be pasted in another application.

# 4. Alignment Display

This control shows two corpora's verses with one on top of the other. The order is dependent on which corpus is the source versus the target with the source corpus on top of the target corpus. The left side and header items are the same as described in #3 above. By holding down the SHIFT key while you mouse over either the source or target tokens, if there is an alignment (or many alignments) the corresponding token in the other corpus will back highlight in green. The view can be different depending on which

corpus you are highlighting. This control also allows editing of the alignment. That is described in the How To's section.



## 5. Interlinear Display

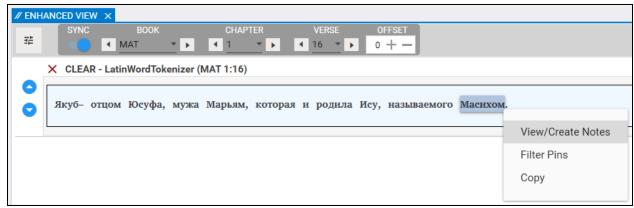
This control is much like the interlinearizer control within Paratext. The verse for a corpus is displayed in black



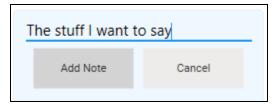
# **Notes**

### How to add a note

In the Enhanced View select a token and right click on it. Choose View/Create Notes.



Write the content of the note and click add note.



### How to delete a note

Click on the "X" next to the date the note was created.



### How to add a label

Press the plus next to the word "Labels" and then write out your label.



After this press enter.

### How to delete a label

Press the "x" in the label you want to delete



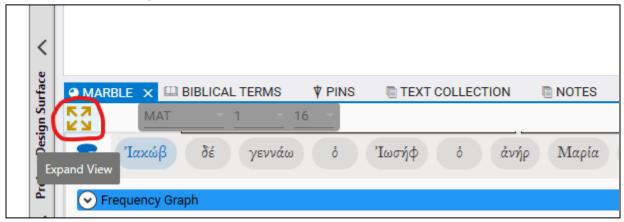
### How to send a note to Paratext

Not all corpora can send notes to paratext, only projects.

To send a note to paratext click on the icon and say yes to the confirmation dialog.

### **Lower Panels**

In all the Lower Panels the Expand View button in the top left can be clicked to create a duplicate of the panel. This duplicate can be fully expanded to fill the screen and has a sliding bar on the left to enlarge or shrink all contents of the panel.



#### Marble

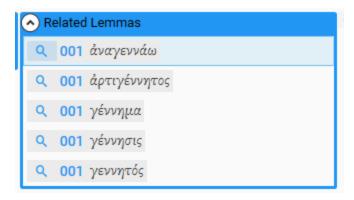
This tab displays information from the MARBLE dataset, giving information about individual words.

To search for a word click on the icon in the top right of the panel and use the virtual keyboard that appears. The text box to the right of the keyboard can also be used to search via English gloss.

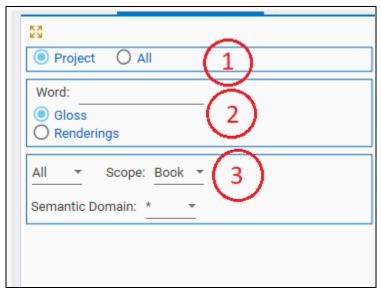


You can change the keyboard to the Greek or English alphabet using the using the licon in the bottom right of the keyboard.

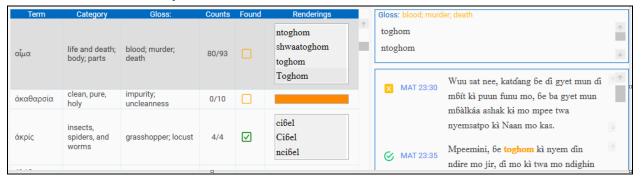
Clicking on the magnifying glass icon in "Related Lemmas" will change the tab to display data concerning that word.



#### **Biblical Terms**

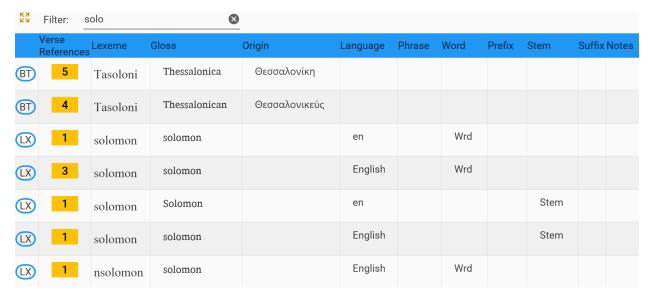


- 1. Determine the set of Biblical Terms to use, either "Project" or "All"
- 2. Enter a word to filter the terms and determine the what to use when filtering, either the "Gloss" or "Renderings" of a term
- 3. Filter Biblical Terms by looking at either "All" terms or only those with "Missing Renderings". The scope of what terms to show can change between "Book", "Chapter", and "Verse". Lastly, determine what terms to show based on the semantic domain.

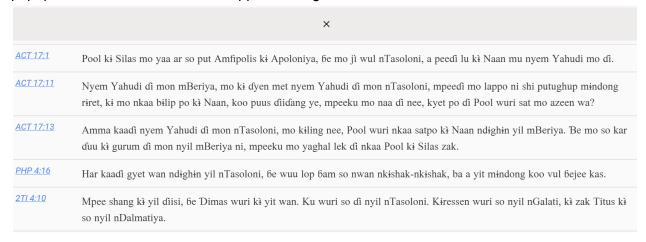


If any Rendering ends in an asterisk then hover over it to reveal a list of many renderings that share a common prefix.

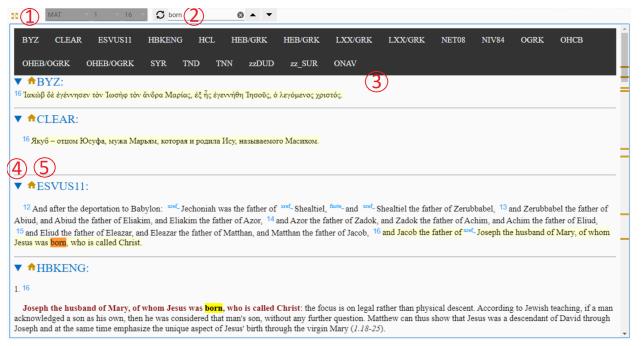
### Pins



Clicking on the Verse References button when the number is greater than zero will cause a popup similar to the one below to appear, listing the verses that use the term selected.

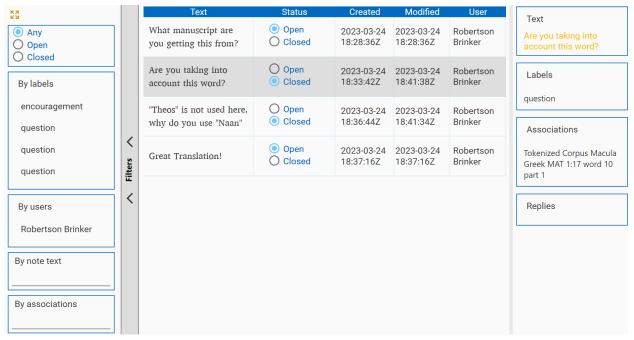


#### **Text Collections**



- 1. For details on the Book Chapter Verse (BCV) control refer to the Enhanced Views section
- 2. The refresh button lets you manually update Dashbaord's Text Collections if there's been a change in Paratext that hasn't been reflected in ClearDashboard's Text Collections
- 3. Search all text in the Text Collections panel using the search box
- 4. Navigate from the top of the Text Collections page to an text in the collection with the navigation bar
- 5. Collapse or expand different text with the blue arrow
- 6. Click on the house to return to the top of the Text Collections Panel

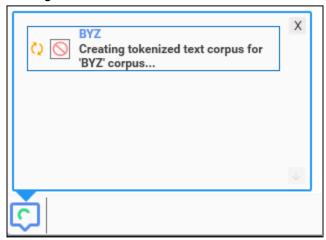
### **Notes**



- 1. The left hand panel offers various ways of filtering including by: whether or not the note is marked "Open" or "Closed", by the labels attached to a note, by the user who made the note, and by the verse the note is associated with.
- 2. In the middle section notes can be viewed and their status can be changed.
- 3. In the right hand panel the details of the selected note are displayed.

#### Status Bar

On the right side of the Status Bar is the Background Task window. When tasks such as Corpus tokenization or alignment are running they will appear in this window. Tasks can be canceled by clicking on the red cancel button.



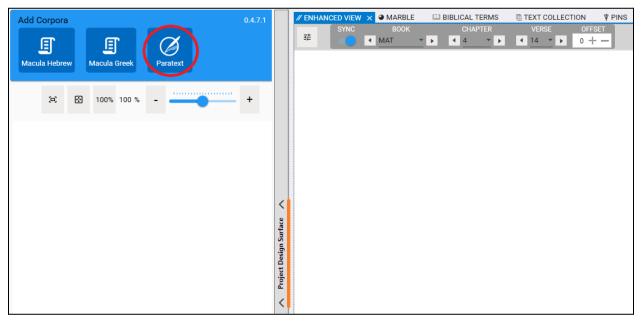
On the left side of the status bar the user can be notified if a new release is out, navigate to where they can download the latest installer, manage if they want to opt in to be notified of pre-releases, and view known issues and release notes.



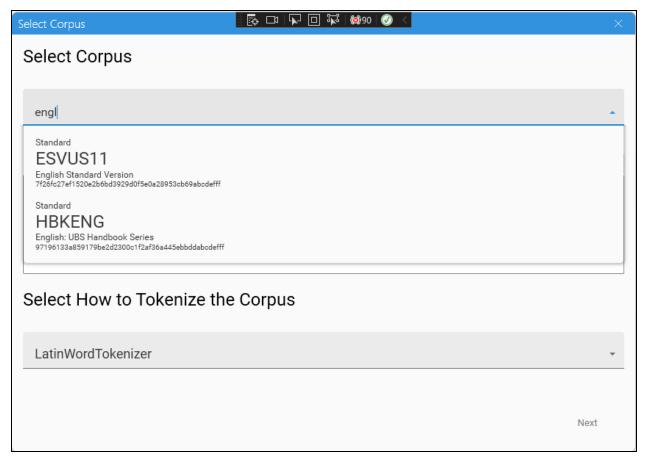
# How-To's

# How to add a corpus (a.k.a. anything you have access to in Paratext)

In a project click on the button labeled "Paratext" on the left side of the screen. If you do not see this button you may need to expand the "Project Design Surface" by clicking on the vertical gray bar with that name.

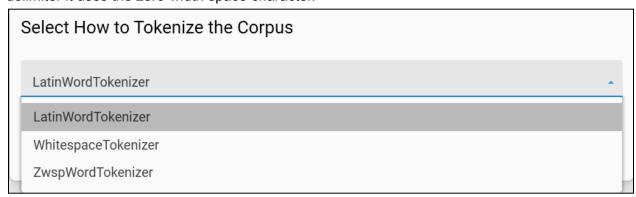


The "Select Corpus" window will appear. Select a corpus either by entering its name or scrolling down in the dropdown list of corpora.



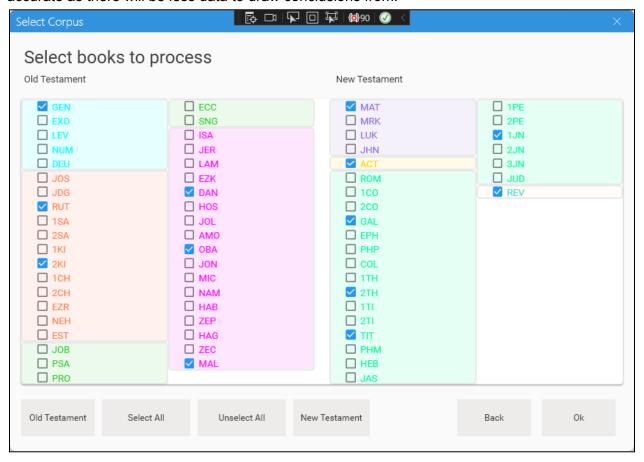
After you select a corpus from the dropdown, ClearDashboard will start a basic check of the USFM to verify that there are not any chapter or verse mistakes. Any errors will show up in the box below the drop down.

Select how the corpus should be tokenized. Using the default LatinWordTokenizer will often be sufficient but in the case of languages that don't use the Latin alphabet the other tokenizers are more appropriate. The WhitespaceTokenizer splits up the selected corpus into tokens wherever there is a space. The ZwspWordTokenizer does the same but instead of using a space as the delimiter it uses the zero-width space character.



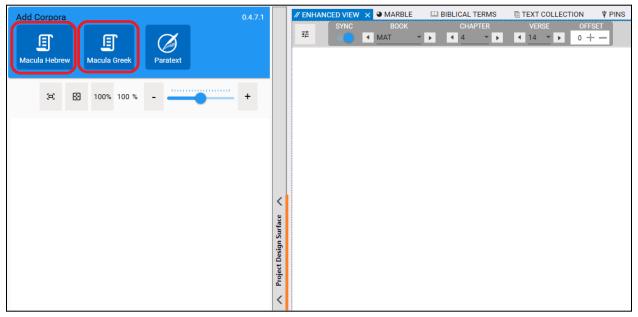
Clicking "Next" takes you to a window where you choose what books to include in your selected corpus. Including fewer books speeds up the tokenization time and will make any alignments

using this corpus process faster but it will also make those alignments and interlinears less accurate as there will be less data to draw conclusions from.

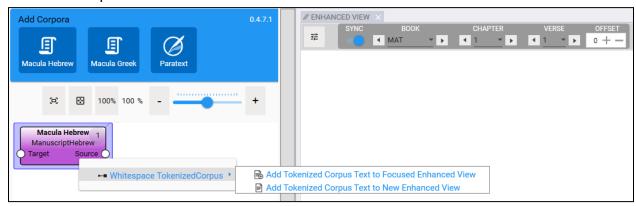


#### How to see MACULA data on Hebrew/Greek words

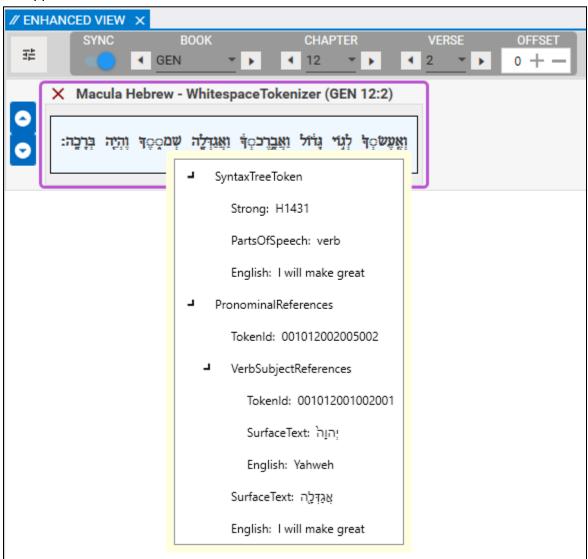
To see MACULA data on Hebrew and Greek words either the MACULA Hebrew or MACULA Greek corpus must first be added to the Project Design Surface. To do this click on either the "Macula Hebrew" or "Macula Greek" buttons on the left hand side of the screen. You may need to expand your Project Design Surface by clicking on the vertical gray bar with that name.



Add the corpus to the Enhanced View by right-clicking on the corpus box and selecting "Add Tokenized Corpus to Focused Enhanced View".

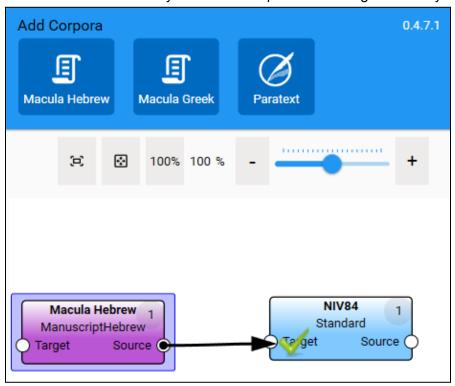


Hover over any word from that corpus in the Enhanced View and the associated MACULA data will appear below.

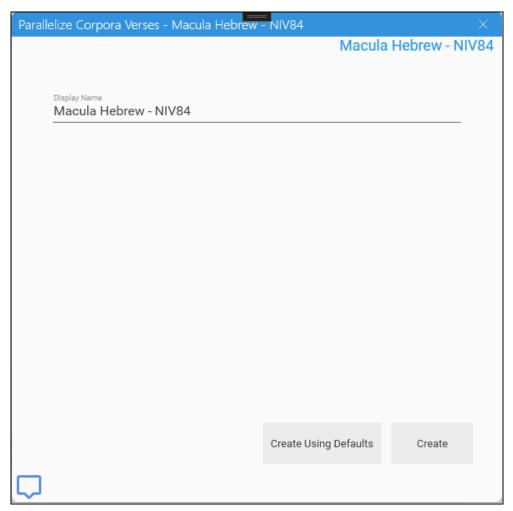


#### How to show an Interlinearizer

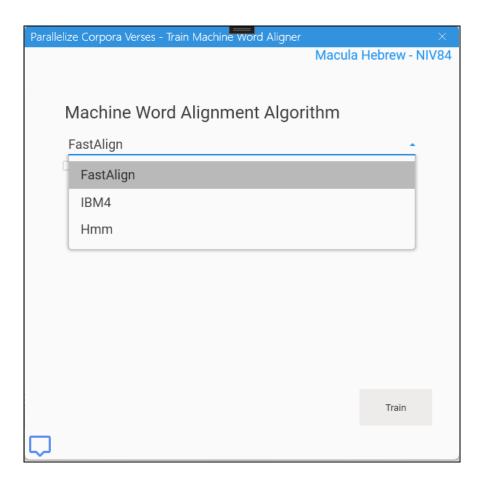
To show an Interlinearizer you must first have aligned two corpora. To do this first choose which corpus you want to be treated as the "Source" and which will be the "Target". Click and drag from the "Source" end of your source corpus to the "Target" end of your target corpus.



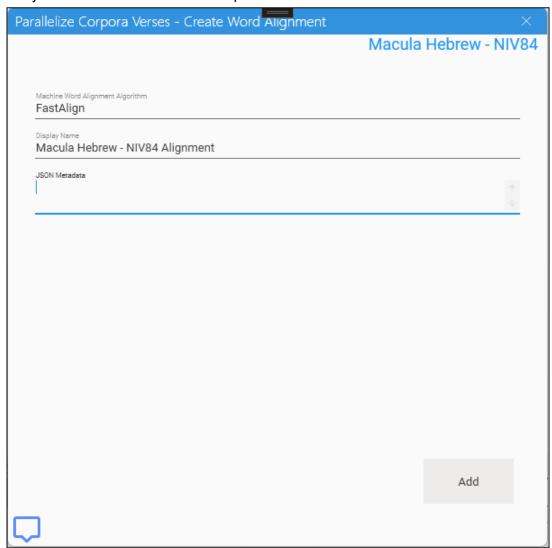
The "Parallelize Corpora Verses" window will appear and you can name your alignment and choose either to use the default settings for alignment creation or your own custom settings by clicking "Create".



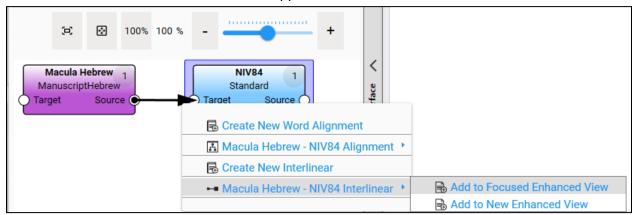
If you choose to click "Create" and not use the default settings you will then get to choose which alignment algorithm to use.



On the final page of the alignment dialog the display name of the alignment can be specified. The json metadata field is there for possible future additions.



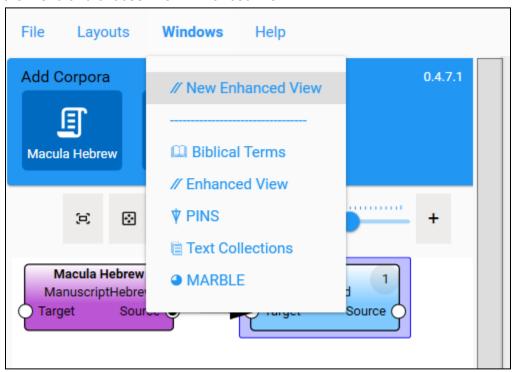
When the alignment is finished right-click on the arrow head and add the interlinear to the Enhanced View. The interlinear will then appear in the Enhanced View.



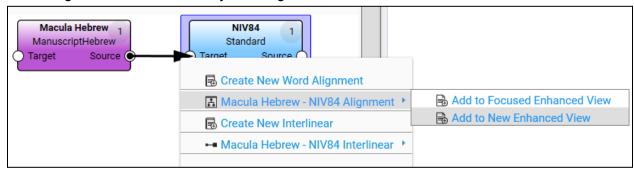
The glosses in the interlinear are generated by finding the most common alignment for the specific source token.	

## How to Setup a Second Enhanced View

There are two ways to create a second Enhanced View. One method is to go to "Windows" in the menu and choose "New Enhanced View".



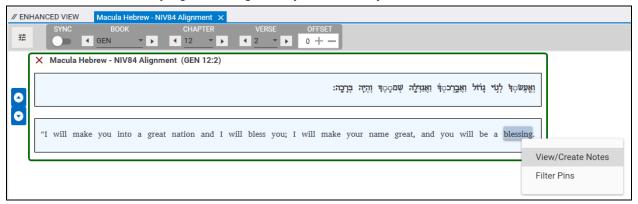
The second option is to choose "Add to New Enhanced View" when right clicking on a corpus box or alignment arrow in the Project Design Surface.



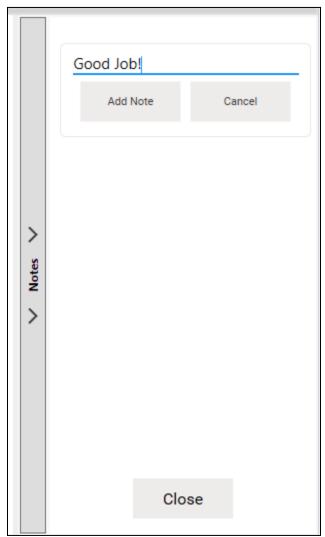
It may take a little bit for the new Enhanced View to appear and load.\

#### How to Create A Note

A note can be created by right-clicking on any token in any Enhanced View.



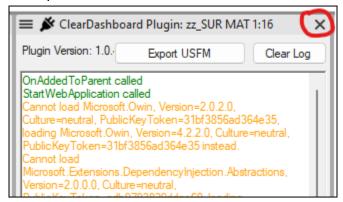
On the right-hand side of the screen write your note pertaining to the selected token and click "Add Note".



## How to Switch Between Projects

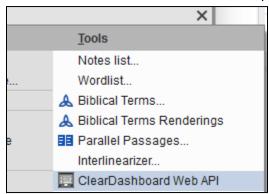
There are many parts of the ClearDashboard that are interconnected and dependent on the ClearDashboard Plugin in Paratext. For instance, the lower MARBLE and TEXT COLLECTION panels are dependent on the verse that is being displayed by the project that the Paratext Plugin is connected to. Likewise, the BIBLICAL TERMS and PINS panels are tied to the project that the Plugin is connected to and will display the data from that project.

In order to correctly display the proper data from the correct project, you will need to change which Paratext project the Plugin is connected to. To do that with the current implementation, you will first need to close the Plugin by clicking on the X button in the upper right hand corner of the panel.



As we only support one instance of the Plugin being visible at a time, you must first close any open instance in Paratext.

Once any open Plugin windows are closed, you can then go to (or open up) the project in Paratext that you wish to connect to and click on the Project's menu. From the Tool's menu, select the "ClearDashboard Web API" option.



This will open up a Plugin window in Paratext that is now connected to the selected project. At this point, you will need to shutdown Paratext and restart it. Any existing ClearDashboard instances will also need to be closed and restarted so that ClearDashboard will be forced to connect to the right project.

## How to Change the Lower Pane's Verse References

In both the MARBLE and TEXT COLLECTIONS view, their displays are controlled by the verse control at the top of the window. Those verse controls are read-only and are set to display to the current verse of the connected project in Paratext. So whatever the current verse that is displayed in Paratext for this project, these two ClearDashboard panes will follow. This allows the user to display completely separate verses in each ENHANCED VIEW that is open and is not synchronized with Paratext. ENHANCED VIEW synchronization is controlled by the toggle on the left side of its verse control.

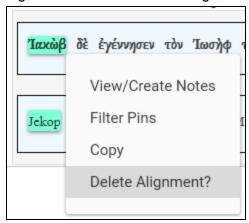


If the SYNC toggle is switched on, then changes in the verse reference will be reflected in both Paratext and in the lower MARBLE and TEXT COLLECTIONS panes. If the SYNC toggle is off, then the verse change that occurs on that control only modifies that ENHANCED VIEW's display.

# How to Change Alignments

#### How to delete an alignment

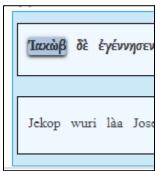
Right click on a token in the alignment view and select "Delete Alignment".



Say "Yes" to the confirmation dialog.

#### How to add an alignment

1. Select a token from the top row of the Alignment View



2. Hold CTRL and click on a token from the bottom row of the Alignment View so that both are selected.



3. Click on either token while holding shift. Say yes to the confirmation dialog.

