

EASY-KEYTOOLKIT FOR TEAM LEADERS

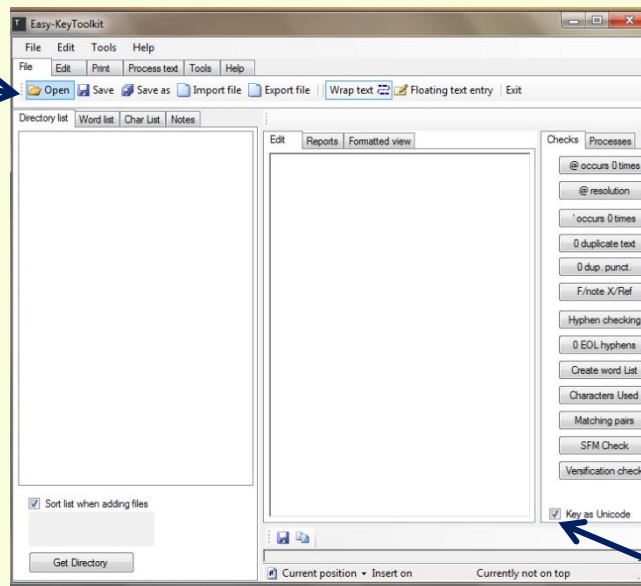
Easy-KeyToolkit is a useful and quick way for a Team Leader to perform checks and identify errors. You will only need to use the following functions:

1. SFM check
2. Versification check (will identify missing verses and discrepancy between \id abbreviation and filename)
3. Duplicate text
4. Use of @

GETTING STARTED

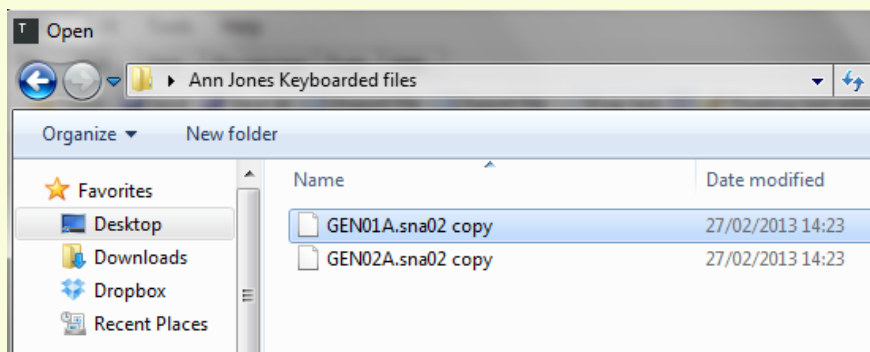
Begin by opening Easy-KeyToolkit from Start Menu or desktop shortcut then open a keyboarded file:

1. Click the **Open** icon



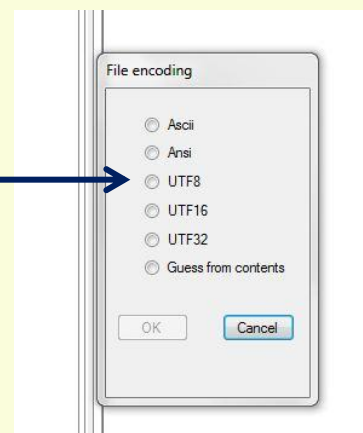
Ensure this box is ticked

2. Navigate to the file you wish to check



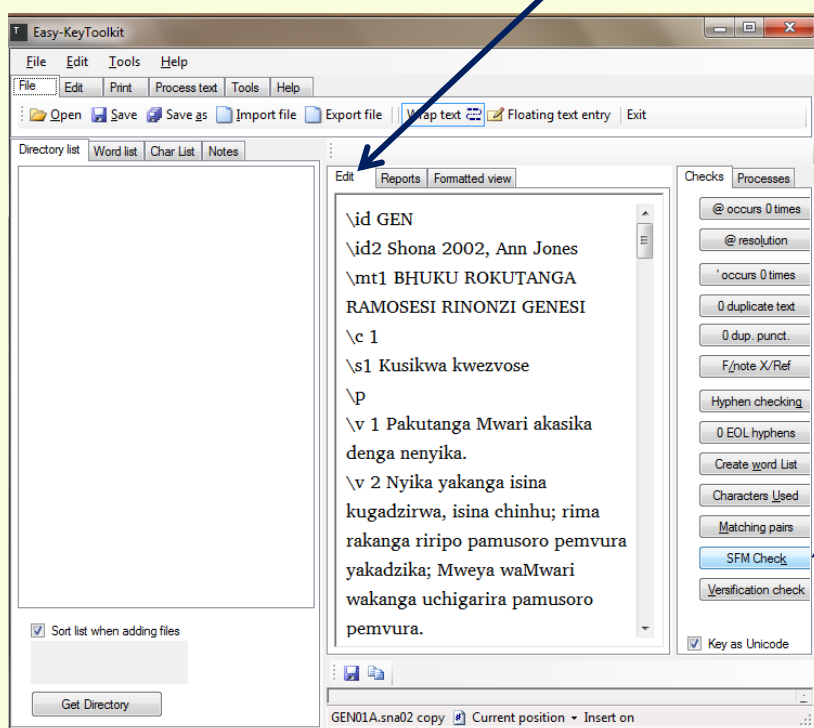
If the files are in not in *text only* format you will see this message:

Select UTF8 to **convert to Unicode UTF8**



The file will open in the Edit pane of Easy-KeyToolkit:

Ensure the **Edit tab** is selected



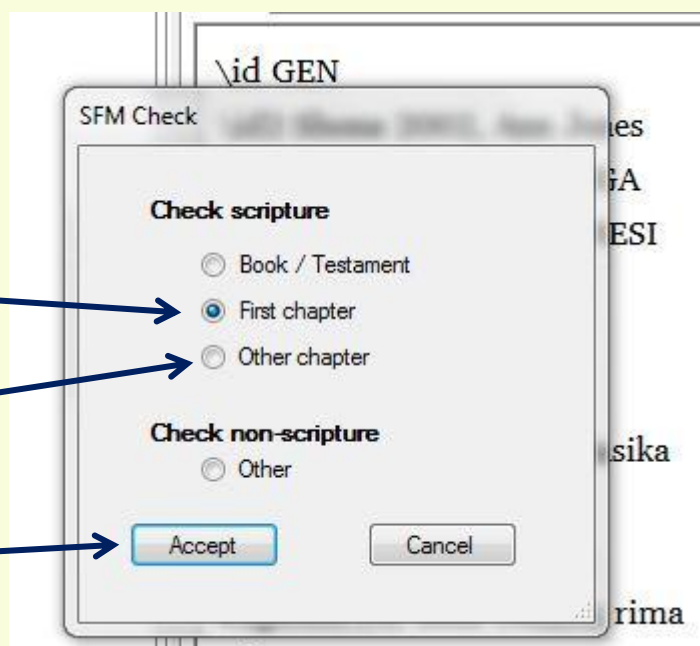
3. Click on **SFM Check**

A new dialogue box will open.

4. If this is the first chapter of a Book of Scripture click **First chapter**

Otherwise click on **Other chapter**

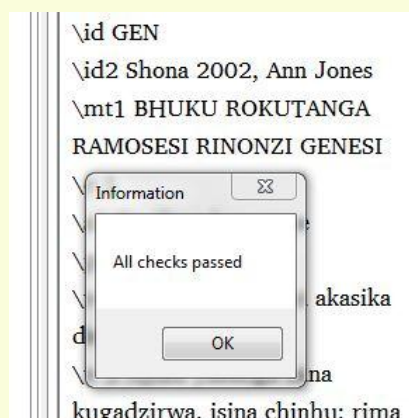
Then click on **Accept**

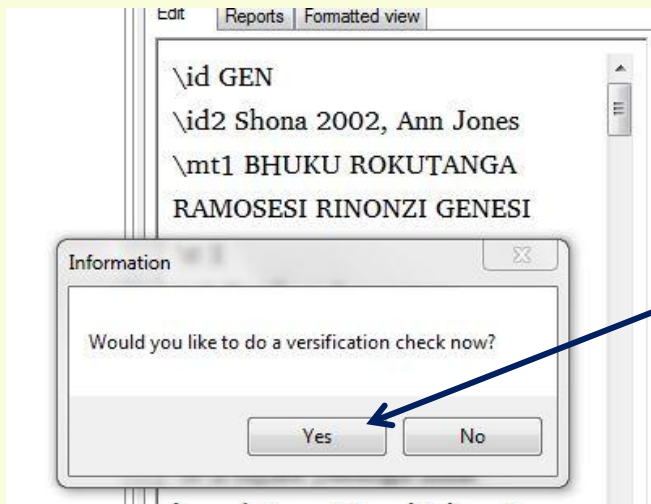


Hopefully you will see this message:

All checks passed.

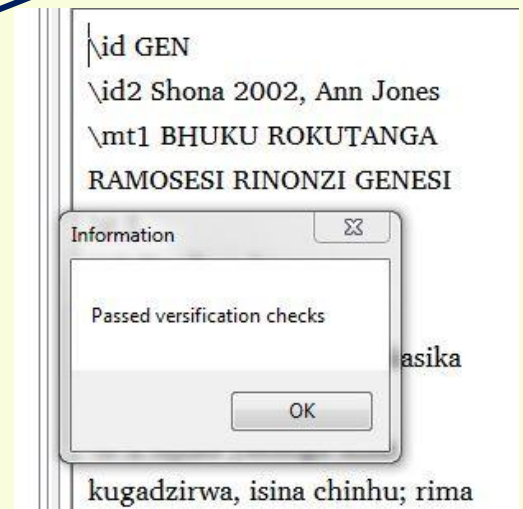
Click **OK**





5. You will now be asked if you would like to do a versification check. Click **Yes**

This confirms that the verses have been correctly numbered and none are missing. Click **OK**

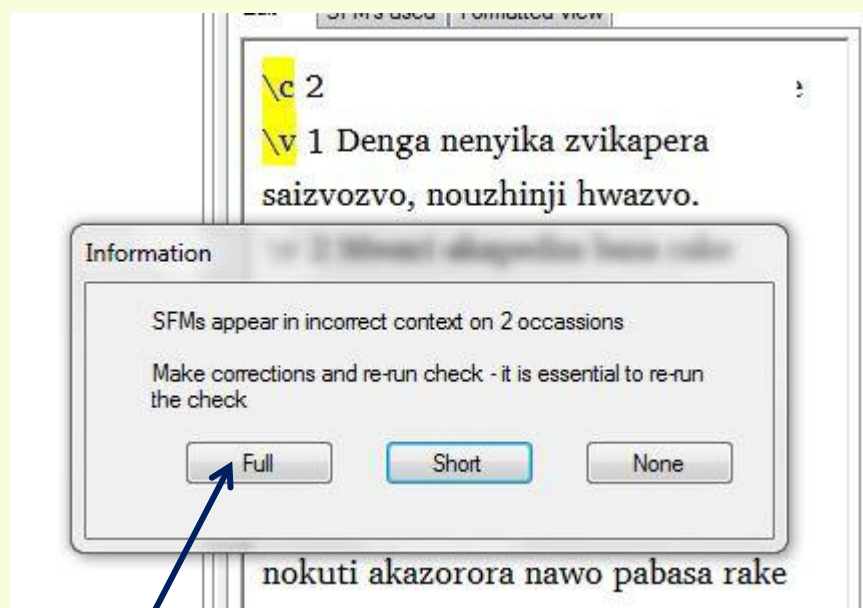


WHAT HAPPENS WHEN EASY-KEYTOOLKIT IDENTIFIES AN ERROR?

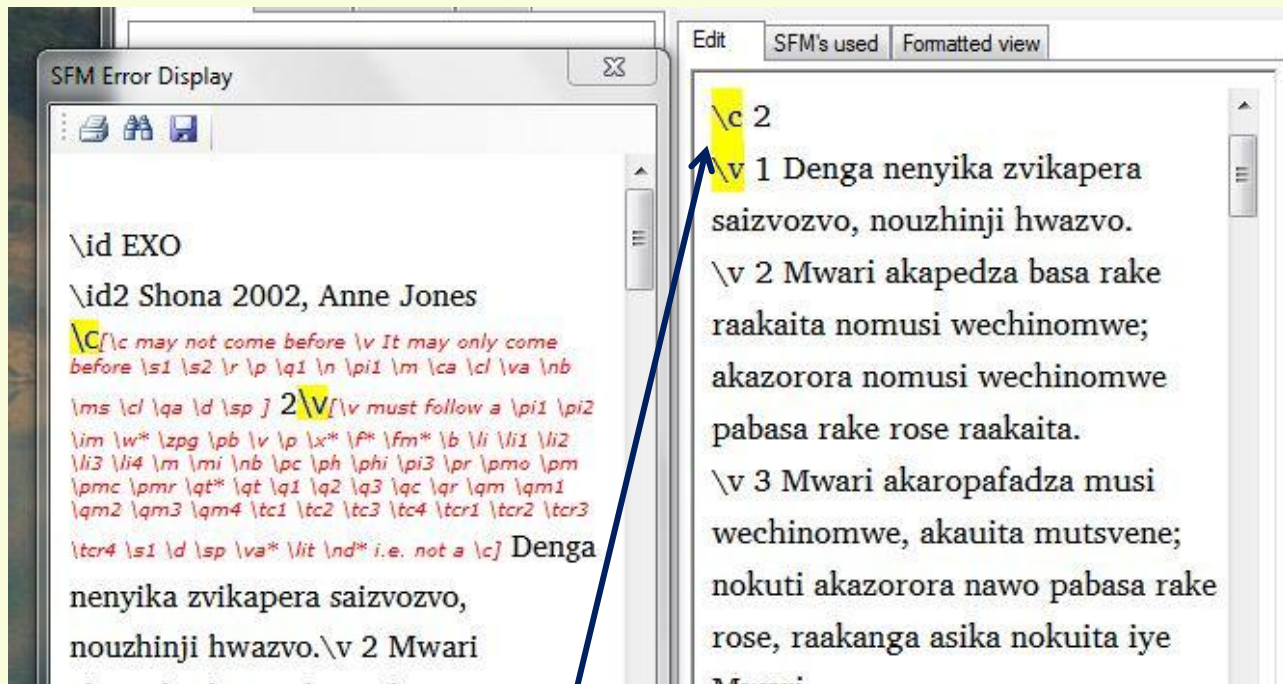
The following examples demonstrate what you will see when Easy-KeyToolkit finds an error. The way the error message is displayed may vary but it will always alert you to the presence of an error so that you can scrutinise the text and sort out the problem (very frequently a space in the wrong place e.g. \mt 1)

EXAMPLE 1

Here the keyboarder has omitted to type \p the paragraph SFM which should come after the Chapter SFM (\c) and before the first verse SFM (\v 1)



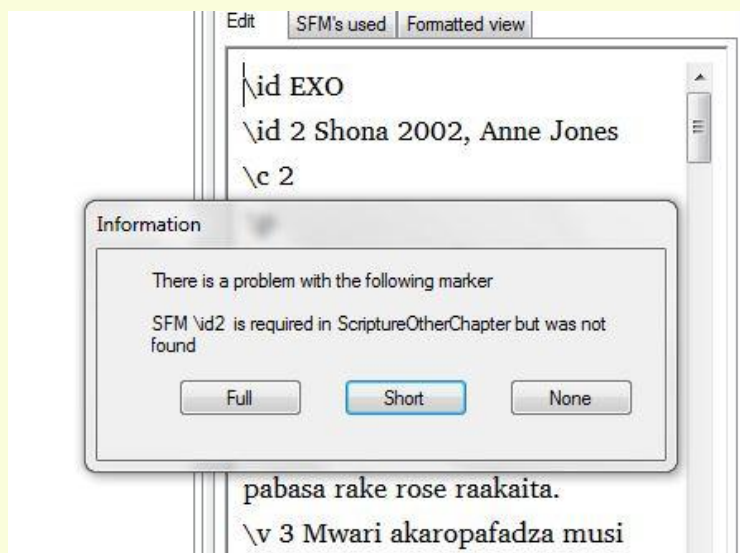
Click on **Full** and you will see an explanation of the error



Make the correction in the right Edit pane then click again on **SFM Check**

EXAMPLE 2

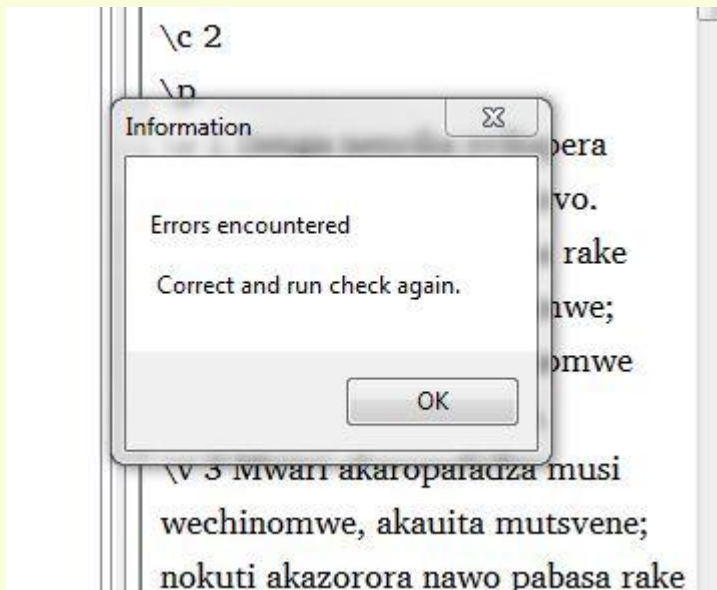
In this example the keyboarder has placed a space between `\id` and `2`. Easy-KeyToolkit will probably spot errors such as this much quicker than the human eye.



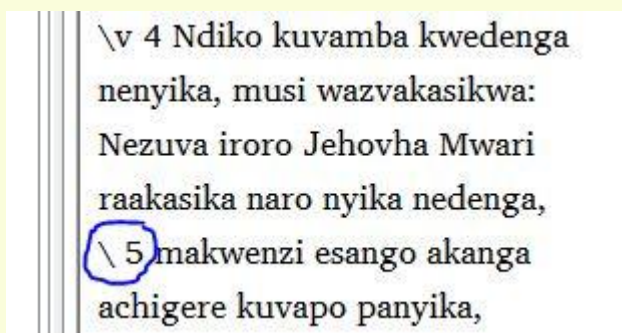
Make the correction and click on **SFM Check**

EXAMPLE 3

Here Easy-KeyToolkit has detected a versification error.



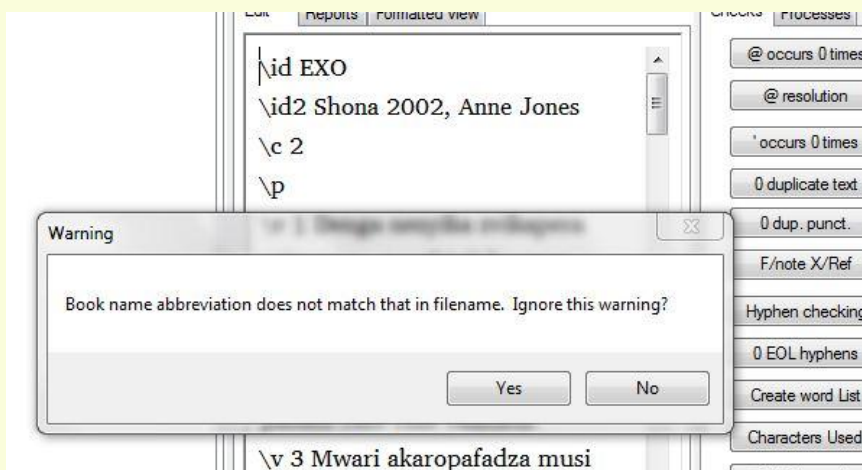
Details of the error should appear in the Information window at the bottom of the edit pane. You can then correct the error. In this case the keyboardeer has omitted the \v SFM at verse 5.



Occasionally the last few verses of a chapter are missing completely – perhaps because they are at the beginning of the next PDF. Easy-KeyToolkit will check the number verses keyboarded against the expected number for a given Scripture chapter and issue an error message.

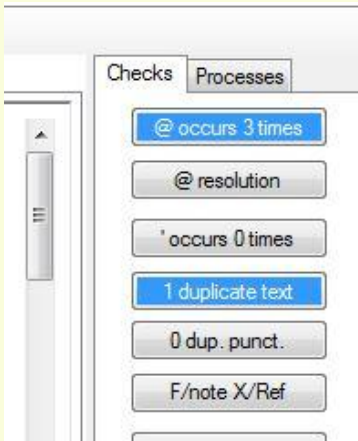
EXAMPLE 4

In this example the versification check has detected a discrepancy between the book name abbreviation and the file name. The keyboardeer has typed \id EXO but the file name is GEN02A.sna02

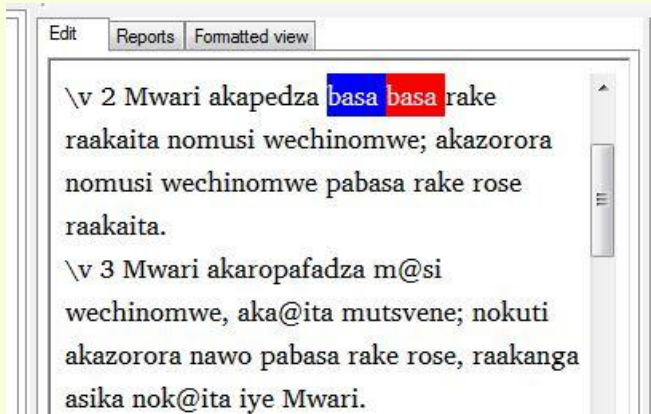


WHAT ELSE MIGHT YOU SEE?

Easy-KeyToolkit will identify the use of @ and the occurrence of **duplicate** words or phrases:



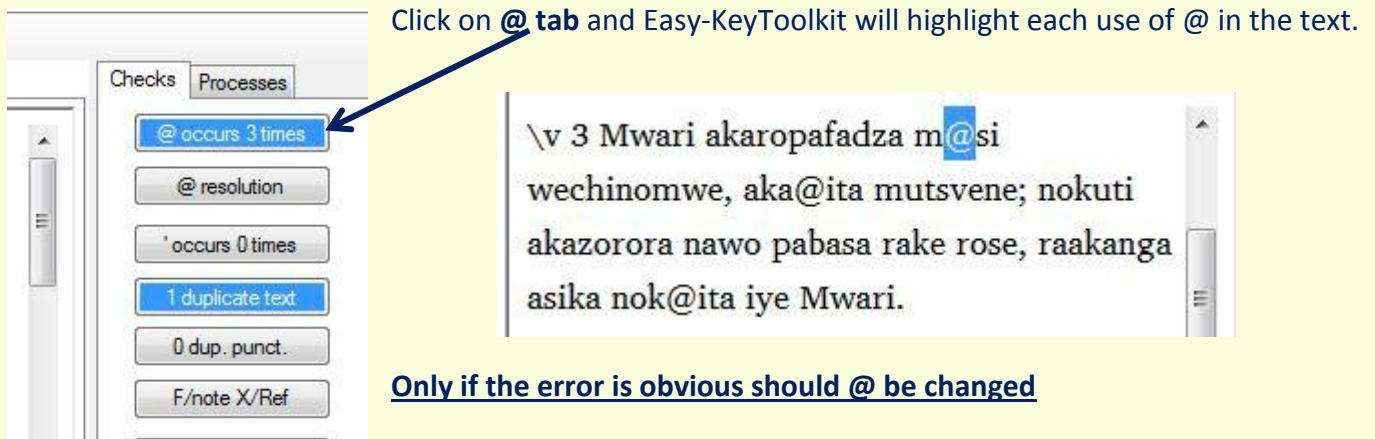
Example of Duplicate words



Check against the PDF used by the keyboarder and if it is an error delete the duplicate word or phrase.

Example of @ identified in text

Although the use of @ is checked later on in the process by the Editor, a Team Leader may look at frequently occurring use of @ within keyboarded text. Obvious errors, for example, where a keyboarder has misunderstood a diacritic and replaced with @ throughout, can be corrected before the file is sent on to the Project Manager.

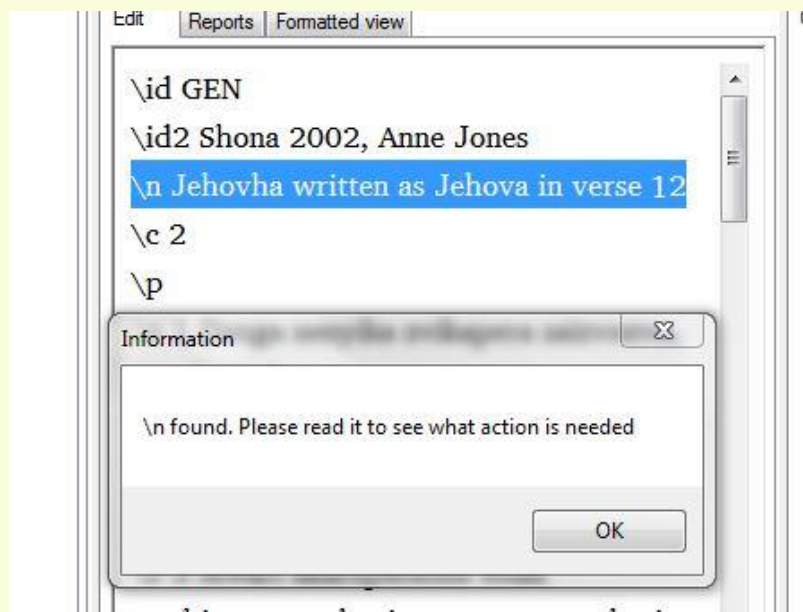


Click on @ tab and Easy-KeyToolkit will highlight each use of @ in the text.

Only if the error is obvious should @ be changed

A keyboarder note

Any \n note typed by the keyboarder will be identified when the file is opened. Check to see if an answer can be given to the keyboarder at that stage or if it needs to be left for later resolution.

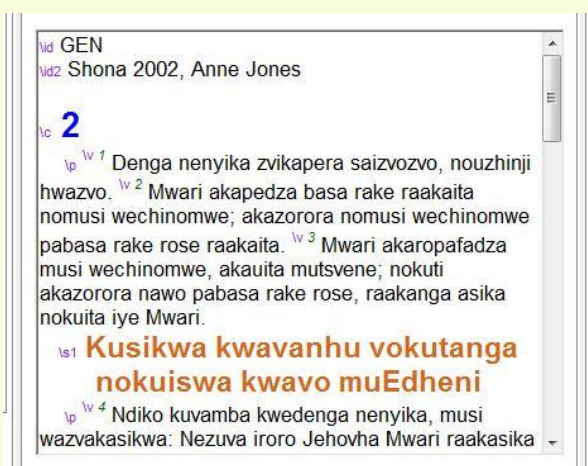


THE FORMATTED VIEW TAB

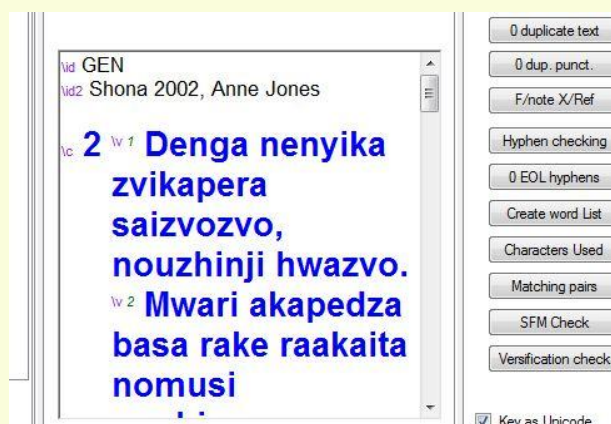
A further visual check can be made by selecting **Formatted View**



AN EXAMPLE OF CORRECT SFMs



AN EXAMPLE OF INCORRECT SFMs (\p missing)



TEAM LEADERS' CHECK LIST FOR CHECKING FILES USING EASY-KEYTOOLKIT:

1. Check that the file is correctly named as per the InSheet.
2. Check that the returned files match the record of what was sent to the keyboarder.
3. Check that the content matches the file name.
4. Check that the files are in *text only format*, not Word or other programmes. If necessary convert text file to Unicode UFT8. Files saved in Easy-Key programs will be in the correct format.
5. Check the correct use of \id and \id2 identification SFMs.
6. Correct any other SFM errors identified by Easy-KeyToolkit.
7. Perform a versification check to ensure no verses are missing.
8. Although the use of @ is checked later on in the process by the editor, a Team Leader may look at frequently occurring use of @ within keyboarded text to see if a keyboarder has, for example, misunderstood a diacritic and replaced it with @ throughout. Obvious errors can then be corrected before the file is sent on to the Project Manager.
9. If there are \n notes in a file, check to see if an answer can be given to the keyboarder at that stage or if it needs to be left for later resolution.

Desirable for all files but particularly for new or unusual projects or where the keyboarder may be less confident in their work:

Open the PDF alongside the keyboarded file and perform a visual check of paragraphs, indented passages, any features specific to the project, and the correct use of SFMs.