

# PROCEDURES FOR WEBBS PROJECTS

## Who Does What and When using Easy-Key programs

Who	Application to use	Task	Notes
WEBBS Manager		Allocate work to Team Leader	
Team Leader		Send new work to keyboarders	
Keyboarders	Easy-KeyEdit Easy-KeySFMtoHTMLConvertor	Type up files from original documents. Use Easy-KeySFMtoHTMLConvertor to facilitate checking and correcting.	
		Return files to Team Leader	
Team Leader	Easy-KeyToolkit Easy-KeySFMtoHTMLConvertor	On receipt of completed files from keyboarders put them through SFM checks and view files in Easy-KeySFMtoHTMLConvertor.	
		Review any keyboarder notes (\n) and action as appropriate. Feedback to keyboarder for errors (give advice and support, files needing correcting or additions) or misunderstandings. Send files to Project Manager	
Project Manager	Easy-KeyToolkit Easy-KeySFMtoHTMLConvertor	On receipt of files from Team Leaders, puts them through SFM checks and view files in Easy-KeySFMtoHTMLConvertor. Insert heading (\h) in first chapter file. Review any keyboarder notes (\n) and action as appropriate.	
		Feedback to Team Leader as needed.	
	Easy-KeyConcatenate	When one complete file set for a book received, concatenate all files into a single book file	With "Clean" unchecked all \id entries retained.
	Easy-KeySFMtoHTMLConvertor	Create sight-checking PDF file of book	
		Print and send proofing copies to sight-checking team	
Sight-Checker		Receive printed copy, proof-read it and return annotated document for correction of source files	
Project Manager		When annotated proof and both typed file sets for book have been received send to Correcting Editor	
Correcting Editor	Easy-KeyToolkit Easy-KeySFMtoHTMLConvertor	Run SFM check on all files. Use annotated sight-checked document to correct the original, individual chapter, files.	
	Easy-KeyMerger	Compare the two files with Easy-KeyMerger. Make corrections until both files are correct, save one as corrected file.	
	Easy-KeyToolkit	Move footnotes and cross references to correct positions. Check character frequency to reduce common errors. Check for paired marks (e.g. brackets and speech marks). Resolve end-of-line hyphens.	
	Easy-KeyConcatenate	When a complete set of corrected files is done, concatenate into a single book file.	With "Clean" checked excess \id entries removed.
	Easy-KeyToolkit	Run SFM check, use Check Book option. Make word list and check suspicious values. Check final file name, insert (\ide)	Word list and spell check are not mandatory but useful for trapping errors.

		and (\toc) entries. Resolve end-of-line hyphens.	
		Send completed book to Project Manager with comments as needed.	
Project Manager		Feedback to teams as needed.	
	Easy-KeyToolkit	Run SFM check, use Check Book option. Check character frequency count to ensure all is OK. Get SFM frequency count for client.	
	Easy-KeyConcatenate	For Scripture with end-of-line hyphens concatenate all book files in Testament or whole Bible file.	
	Easy-KeyToolkit	Run end-of-line resolution on whole file.	
	Easy-KeyDeconcatenate	De-concatenate big file back to Scripture book files ready for client.	
		Create a final report for client listing any special treatment/features. Send complete project & report to WEBBS Manager.	Non-Scripture projects may require subsequent formatting.
WEBBS Manager		Return project to client and send a copy to Bible For The Future for archiving.	