

## WEBBS: WORLDWIDE ELECTRONIC BIBLE AND BOOK SERVICE

# REFERENCE SHEETS

### How to use these Reference Sheets

It is important to remember that the InSheet (Information Sheet) is the main source of information about each project on which we work. If the Reference Sheets and the InSheet differ, go by the InSheet. The InSheet reflects temporary changes that sometimes need to be made for one particular project.

These Reference Sheets explain keyboarding with detailed guidance for the use of Easy-KeyEdit4 which is what all new keyboarders now use. Those items specific to Easy-KeyEdit4 are made clear in the text. Key-strokes in Easy-KeyEdit4 are shown in square brackets in these Reference Sheets. The square brackets are not typed in your file. For those using Easy-KeyEdit the principles on methods and context still apply but the specific key-strokes are set out in the InSheets. These Reference Sheets have two main purposes for keyboarders.

- Before keyboarding, keyboarders can become familiar with the system by reading through this document. As a result they should find it easier to take in the information given on the InSheet.
- While keyboarding, keyboarders may find that something on the InSheet is not clear to them, or they may meet a Special Character which is not given on the InSheet. In such cases these Reference Sheets may provide the answer or give a fuller explanation. If still in doubt refer to your Team Leader.

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## Updates

From time to time we need to make changes to our system or update our methods. These Reference Sheets are in separate sections so that if changes are needed in one section there is no need to replace the whole document. A replacement will be issued, usually for one single section at a time, whenever it becomes necessary.

# Getting started with Easy-KeyEdit4

Keyboarding with Easy-KeyEdit4 is really simple.

Before you start you will need to provide your details. This is simply to enable the program to add your name, and current team code, to each file. Select User Registration from the Help/How to tab list, add your name, and letter for the team to which you have been assigned.

Now work through the tabs in Easy-KeyEdit4 starting with Getting Started: New Project Main Required Basic Information: Basic Required Information.

This pane should already have your name, if not, please see above.

If you are keyboarding Scripture select the name of the Book of Scripture and Easy-KeyEdit4 will automatically generate the correct three letter book code, and display it in the drop down list e.g. Galatians (GAL). These are the codes we use on the first (\id) line and in the filenames to show which book we are typing.

If the text you are keyboarding is not Scripture then choose the Non-Scripture button, and type in the code you have been given in the InSheet.

Then type in the Language that you are going to be keyboarding, and (in brackets) the three digit language code from the InSheet and select Accept.