

8 — FILES AND FILENAMES

For each of the types of file that we keyboard, described below, there is a set pattern of filename. The InSheet (Information Sheet) will give guidance about the filenames to use. You should always follow that guidance but the principles of the system are explained here.

[American keyboarders: where it says “the letter of your keyboarding team” with a single letter such as H or A, please read it as “your keyboarder designator code” with two characters such as U8.]

Chapter Files

Most files that we keyboard are chapter files, that is, each file contains the text of one chapter of the Bible. The filename of a chapter file follows this pattern:

MRK01H.nav

MRK is the 3-letter code (upper-case) for Mark’s Gospel.
 01 is the chapter number. This has two figures, with a leading zero where needed.
 H is the letter of your keyboarding team.
 nav is the 3-letter code (lower-case) for the language: in this example, Navaho. This code is given on the InSheet.

Note that the book code is upper-case (MRK *and not* mrk) but the language code is lower-case (nav *and not* NAV).

Chapter Files in Psalms

Since there are more than 99 psalms we use three-figure numbers for filenames in Psalms, with two leading zeros where needed. Examples of filenames for Psalms are:

PSA001A.des PSA023D.hop PSA119G.zaa

Front and Back Matter Files

“Front matter” means the pages of a Bible or New Testament before the beginning of Genesis or Matthew. It may be, for example, a title page, a publication data page, a prologue and a table of contents. We put all of these together into one file. Its filename is like that of a chapter file but it uses the 3-letter code FRT. A chapter number is required and this is taken to be 1, so the filename might be:

FRT01K.mas

...if you are in Team K and the language code is ‘mas’.

“Back matter” means the pages after the end of the actual Scripture books, such as a glossary or an index. Its filename may follow the same pattern as front matter, using the 3-letter code BAK, but the InSheet will give specific instructions.

Page Files

Documents other than Scripture are often typed as page files, that is, each file contains the text of one page of the original.

The filename of a page file usually follows this pattern:

045P.mnv

045 is the page number in three figures with leading zeros where needed.
 P is the letter of your keyboarding team.
 mnv is the 3-letter code given on the InSheet for the language or the project.

Remember in all cases to go by the instructions on the InSheet.