COMPARA - Paragraph alignment

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Aligning by paragraph means making sure that the paragraph divisions of the source text are the same as the paragraph divisions of the translation. To do this, you will have to number all paragraphs in the source text and in the translation with the same number, and you will have to be able to see on your computer screen both source text and translation at the same time. Here is how:

1. Open source text file in Word.
2. Open translation file in Word.
3. Go to *window* and select *arrange all*. You should be able to see both source and translation, one on top of the other.
4. Drag the right margin of the source text to the centre of the screen.
5. Drag the left margin of the translation to the centre of the screen.
6. Drag the top margin of the bottom text to the top, so that it occupies half the screen.
7. Drag the bottom margin of the top text to the bottom, so that it occupies the other half of the screen. You should now be able to see the source text occupying the whole left-hand side of your screen and the translation occupying the whole right-hand side.
8. Click your mouse on the source text and *Select all* (control A), change *font* to Times New Roman, and change *font size* to 10.
9. Go to *view* and select *normal*.
10. Go to *file* and *page setup*. Set *left* margin at 0.5 cm and right margin at 13.5 cm and apply to *whole document*. The source text should now be thin enough so that you can see a full line on only the left half the screen.
11. *Select all* (control A) again. Go to *format, bullets and numbering* and then *numbered*. Select the "1. 2. 3." format. All the paragraphs in the source text should now be numbered.
12. Save the source text in this format and then click the mouse on the translation text.
13. *Select all* (control A), change *font* to Times New Roman, and change *font size* to 10.
14. Go to *view* and select *normal*.
15. Go to *file* and *page setup*. Set *left* margin at 13.5 cm and right margin at 0.5 cm and apply to *whole document*. The translation text should now be thin enough so that you can see a full line on only the right half the screen.
16. *Select all* (control A) again. Go to *format, bullets and numbering* and then *numbered*. Select the "1. 2. 3." format. All the paragraphs in the translation should now be numbered too. Save.

You are now ready to check the alignment. To do this, scroll down the two texts and make sure paragraphs 1, 2, 3, etc. in the source text correspond to paragraphs 1, 2, 3 etc. in the translation. Do this right to the end of the text. If you detect a mismatch, you are to correct it as follows:

a. Most mismatches are due to inadvertent line breaks or carriage returns (i.e., pressing the *enter* key at the wrong time) either in the source text or in the translation. If this is the case, use the *backspace* key to remove the misplaced line breaks. The paragraphs will be automatically renumbered.

b. Less commonly, a mismatch may occur because the translator altered the way the paragraphs were originally divided in the source texts. Whenever this occurs, you are to **leave the source text untouched** and do as follows in the translation text:

- Remove (press *Backspace*) the line breaks signalling extra paragraphs in the translation until they match the line breaks in the source text and insert <Pout> at the places where line breaks were removed.
- Insert (press *Enter*) carriage returns to create extra line breaks in the translation until they match the ones in the source text. Insert <Pin> at the beginning of each new line break.

Here are two examples:

Example A

Source text	Translation with extra paragraph
11. «I knocked. `Who is there?´ said the old man. `Come in.´ ¶	11. Bati. ¶ 12. -- Quem está aí? -- perguntou o velho. -- Entre!¶

Source text	Translation with corrected alignment
11. «I knocked. `Who is there?´ said the old man. `Come in.´ ¶	11. Bati. **<Pout>** -- Quem está aí? -- perguntou o velho. -- Entre!¶

Example B

Source text	Translation with fewer paragraph
51. «But my toils now drew near a close, and in two months from this time I reached the environs of Geneva. ¶ 52. «It was evening when I arrived, and I retired to a hiding-place among the fields that surround it to meditate in what manner I should apply to you. I was oppressed by fatigue and hunger and far too unhappy to enjoy the gentle breezes of evening or the prospect of the sun setting behind the stupendous mountains of Jura. ¶	51. Os meus esforços foram bem sucedidos e, dois meses depois, cheguei aos arredores de Genebra. Escondi-me nos campos que rodeiam a cidade para reflectir na maneira de me dirigir a ti. Estava fatigado, tinha fome, sentia-me demasiado infeliz para apreciar a brisa da tarde ou admirar o pôr-do-sol por detrás das esplêndidas montanhas do Jura. ¶

Source text	Translation with corrected alignment
51. «But my toils now drew near a close, and in two months from this time I reached the environs of Geneva. ¶ 52. «It was evening when I arrived, and I retired to a hiding-place among the fields that surround it to meditate in what manner I should apply to you. I was oppressed by fatigue and hunger and far too unhappy to enjoy the gentle breezes of evening or the prospect of the sun setting behind the stupendous mountains of Jura. ¶	51. Os meus esforços foram bem sucedidos e, dois meses depois, cheguei aos arredores de Genebra.¶ 52. **<Pin>** Escondi-me nos campos que rodeiam a cidade para reflectir na maneira de me dirigir a ti. Estava fatigado, tinha fome, sentia-me demasiado infeliz para apreciar a brisa da tarde ou admirar o pôr-do-sol por detrás das esplêndidas montanhas do Jura. ¶

c. Remember to save both texts every few minutes, especially after you make any changes.

17. When you've finished, save the source text and the translation file in text format. The files should be named with the text code, followed by *par* for "paragraph" (instead of *ocr*) to indicate that the texts are aligned by paragraph, and extension *pt* for texts in Portuguese and *en* for texts in English. For example:

PBMA3par.pt (for a text in Portuguese)
PBMA3par.en (for the same text in English)

Send your text in this format to Ana Frankenberg.