

Verse Search for Windows

and
THE WORD processor
Family of Products

Version 5

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THE WORD processor

Family of Bible Study Products

THE WORD processor

THE WORD processor is a family of products. You may begin with the Verse Search for Windows product and add the others at any time as your Bible study grows. Each product you add integrates with the other products you have already installed to provide the most comprehensive Bible study aid available on computers.

Verse Search for Windows

A quick concordance program that finds any verse in the Bible instantly. Verse Search for Windows includes the entire text of the Bible with programs for searching the text for any English words or phrases and printing any portion of the text. The Bible is available in either the KJV, NIV, NKJV, RSV, NRSV or RVA translations. Additional products in THE WORD processor family require Verse Search for Windows and expand upon its features.

LIBRARIAN

Librarian allows you to create a library of your personal Bible studies. Librarian includes a Lesson Editor for writing the text of lessons or sermons and easily incorporating scripture text into your lesson material. Librarian also creates a library of personal indexes to the scripture text that record the results of each of your studies. Each of your lessons becomes a permanent part of your Bible. You can refer back to previous studies at any time. You can also merge indexes from separate studies to find the combination of verses that deal with either or both subjects. An invaluable aid in preserving each study.

BIBLE DICTIONARY

A dictionary of words that have special meanings when used in scripture. The Bible Dictionary gives historical background and usage explanations that help you to understand the language of scripture.

BIBLE MAPS

A collection of 20 Bible maps that show the location of key events, nations, cities, rivers, mountains and geographical regions referred to by name in the scriptures.

BIBLE OUTLINES

A detailed outline of each book of the Bible that gives a structure to the content and identifies the key concepts.

TOPICS

A Topical Bible. A reference library of indexes to the Bible text for over 200 of the most prominent subjects in scripture.

PEOPLE

A reference library of indexes to the Bible text for over 140 of the characters most prominently addressed in scripture.

CHAIN REFERENCE

This product ties together those verses in the Bible that form a common thought. To better understand any verse, you can review a list of associated verses that explain, expand or contrast one another. This uses the Bible to explain the Bible. You will be able to create or modify your own chain reference Bible.

PERSONAL COMMENTARY

This product allows each user to add personal commentary to any verse in the Bible. It works similar to writing notes in the margin of your printed Bible. But your notes are always there, even if you switch to another Bible translation.

CHRONOLOGICAL BIBLE

A presentation of the Bible in chronological sequence. A chronological Bar Chart of the Bible is displayed and you may select any point in time to begin your reading. A time sequenced outline of the Bible is then displayed beginning at the point you selected. All verses that deal with a specific event or time period are displayed together.

GREEK transliterator

This product assigns Strong's reference numbers to the English words of the New Testament and includes programs for searching for Greek words to show their English translations or for English words to show their Greek origins.

HEBREW transliterator

This product assigns Strong's reference numbers to the English words of the Old Testament and includes programs for searching for Hebrew words to show their English translations or for English words to show their Hebrew origins.

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Chapter 1 Getting Started

1.1 About this Manual

THE WORD processor is a family of products for personal study of the Bible. You may begin with the Verse Search for Windows product and add the others at any time as your Bible study grows. The chapters of this manual contain directions for the Verse Search for Windows product. The appendices describe each of the add-on products in THE WORD processor family.

This manual is designed to help you get started and to provide detailed information on how the family of products works. For those who learn best by example, illustrations are included showing how to use each command.

Chapter 1 explains how to get started.

Chapter 2 explains the Verse Search window.

Chapter 3 explains how to browse through the Bible.

Chapter 4 explains how to copy and paste.

Chapter 5 explains how to print any portion of the Bible text.

Chapter 6 explains how to search through the Bible.

Chapter 7 explains how to modify the preferences.

Chapter 8 explains how to copy Bible text to a file.

Chapter 9 explains how to use a Windows application.

The Appendices contain detailed instructions for each of the add-on products in THE WORD processor family.

The Glossary defines terms that may be new to you.

The Index is a cross reference of the key subjects in this manual.

1.2 Required Resources

Verse Search for Windows requires the following resources:

- A personal computer running Microsoft Windows® 3.1 or later.
- At least 2MB (megabytes) of memory
- A monochrome or color monitor (VGA or EGA)
- A hard disk with 2.4 megabytes of available disk space
- A mouse and a printer are optional, but beneficial

1.3 Installation

- Initiate Windows.
- Place the Verse Search for Windows program disk in your A: drive.
- Select the **File** menu from the Program Manager menu bar and choose the **Run** command.
- At the command line, type A:INSTALL and press the **Enter** key.
- Follow the instructions displayed on the screen.

The installation defaults to placing the program on your C: drive in a directory named BIBLE. You are given the option of accepting the default or providing a new directory name. When the program disk installation is complete, a new program group with the Verse Search icon will appear on your Windows display screen.

Installing add-on products: (This includes Bible translations)

- First exit Verse Search for Windows if it is running.
- Place the add-on product disk in your A: drive.
- Select the **Run** command (on the **File** menu of the Program Manager).
- At the **Command Line** type, A:INSTALL and press the **Enter** key.
- The installation program is used for both Windows and DOS versions. Keyboard input is required.

***** Note ***** If you choose a different directory name for installing add-on products, it must be the same name as the directory in which the Verse Search for Windows program disk was installed.

1.4 How to Start

To start Verse Search for Windows double-click the **Verse Search** icon.



The **Verse Search** icon is located in the **Bible Research** program group.

Verse Search for Windows will open to the copyright screen. After reading the information select the **OK** button. You will be presented with the text of the Bible and the study tools.

If you wish to start Verse Search using the keyboard then use the arrow keys to select the **Verse Search** icon, and then press **Enter**.

1.5 Quitting Verse Search

To stop working with Verse Search:

File
<u>O</u> pen <u>B</u> ible Text
<u>C</u> lose
<u>N</u> ew Lesson
<u>O</u> pen Lesson...
<u>P</u> rint...
<u>E</u> xport...
<u>P</u> references...
<u>E</u> xit

Make the Bible text window active.

Press the ALT key (to activate the menu bar)

Press the F key (to select the File menu)

Press the X key (to choose the Exit command)

1.6 Help When You Need It

Help
<u>W</u> hat to do now F1
<u>T</u> able of Contents
<u>U</u> sing Help
<u>A</u> bout...

The Help function is available at all times to allow you to:

Get detailed instructions on what to do now.

Browse through the Index of all Verse Search functions.

You can get Help in two ways:

Select the Help menu and choose one of the Help commands.

-or- Press the F1 shortcut key at any time to get detailed instructions on what to do now.

When you request Help, Verse Search suspends what you were doing and puts you in a Help window. To leave the Help facility you should close the Help window.

1.6.1 What to Do Now

The **What to Do Now** command on the **Help** menu displays the text from the **Help** file that applies to what you are currently doing. You would use this command any time you need help in understanding what to do now. For example, if a dialog box requests you to select a file name, choose this command to see detailed instructions on how to respond. All the options available to you will be described.

The **What to Do Now** command can be chosen from the **Help** menu, or at any time you can press the **F1** shortcut key. Use the **F1** shortcut key to obtain an explanation of a highlighted command in a menu.

1.6.2 Table of Contents

The **Table of Contents** command on the **Help** menu displays summary of available topics. You would use this command any time you want to review the features of Verse Search. This also contains a **Search** button that displays a detailed list of all available topics. For example, if you want to review what shortcut keys are used for, just click the **Search** button, page through the list until you find the section on Shortcut Keys and then display the help screen for this topic.

1.6.3 Using Help

Detailed instructions for using help are provided by Microsoft Windows. To obtain the instructions:

Select the **Help** menu.

Choose the **Using Help** command.

1.6.4 The Help Button



The **Help** button on the **Icon** bar allows for an easy method for getting directly to the help information regarding a window or menu command.

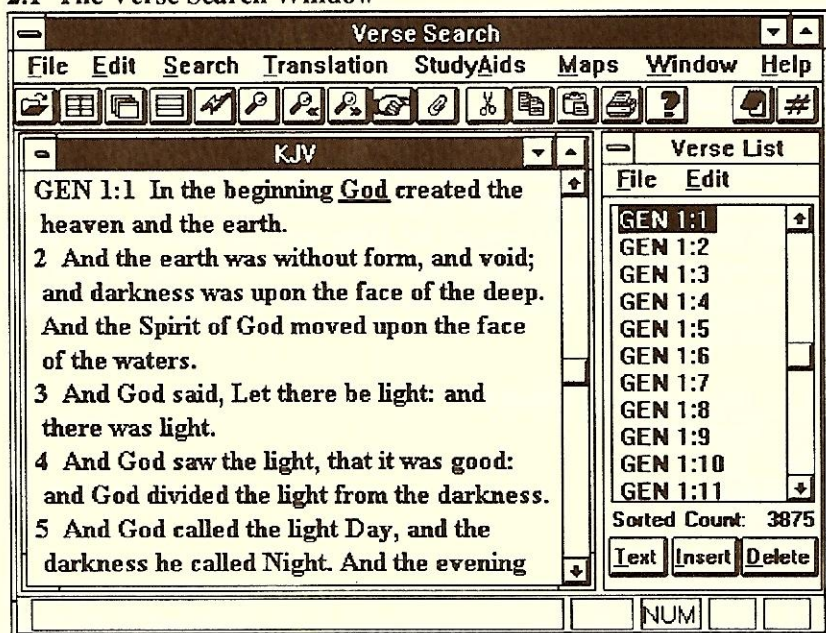
1. Click on the **Help** button.
2. The mouse pointer will change.
3. When you click the mouse on a window or a menu item or a button on the **Icon** bar the associated help information will be displayed in the **Help** window.
4. After you have read the help information, close the **Help** window.
5. If you require help information for another subject, repeat these steps.



Chapter 2 Introduction to Verse Search

Verse Search for Windows is a Microsoft Windows application. All aspects of the program have been designed with the Windows interface in mind. Verse Search for Windows is a graphics program giving you an intuitive interface which will be easy to adapt to since it is similar to other Windows applications.

2.1 The Verse Search Window



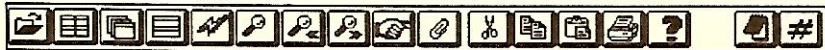
Shown above is a typical view of the Verse Search for Windows screen. A search on the word God in the King James translation has completed. The word God is shown as a different color (here it is shown underlined). There is a Menu bar, an Icon bar, a Bible text window, a Verse List window, a Verse List menu bar and a Status bar.

2.1.1 The Menu Bar



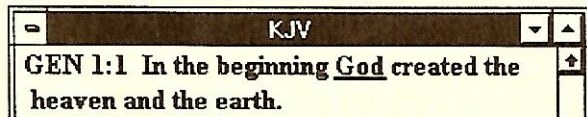
The Verse Search menu bar is available to perform functions relating to the Bible text window and other windows that aid in the study of the Bible.

2.1.2 The Icon Bar



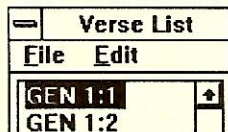
The Icon bar is available to perform functions relating to the Bible text window and other windows that aid in the study of the Bible. The buttons on the Icon bar allow for quick access to commonly performed functions. Simply point your mouse to the appropriate button and click.

2.1.3 The Bible Text Window



The Bible text window allows you to read the Bible text. You can scroll up and down through the Bible or go directly to any verse. You have control over the font and size of the Bible text, the color of the Bible text, words of Christ and search values. The Bible text can be copied to the Windows clipboard available to be pasted into another Windows application.

2.1.4 The Verse List Window



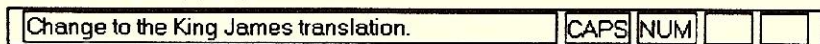
The Verse List window contains the result of a search. You can scroll up and down through the list, select any verse to be displayed in the Bible text window and modify the list.

2.1.5 The Verse List Menu Bar



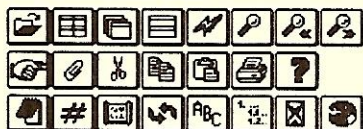
The Verse List window has its own menu bar separate from the Verse Search menu bar. All functions relating to the Verse List can be performed from this menu.

2.1.6 The Status Bar



The Status bar reveals various information pertaining to the function of the Verse Search program. When you click on a button in the Icon bar or select a function from the menu bar the status bar informs you what will happen when you let up on the mouse button.

2.2 The Icon Bar



The Icon bar consists of a series of Icons like the ones above. The Icons in the Icon bar are a short-cut method for choosing commands. When a function is described, in this manual, that has a correlating button on the Icon bar a picture of that button will be shown next to the command.


To choose a command:


click the Icon.


To obtain a description of the command:

1. position the mouse pointer over an Icon button.
2. press the mouse button (do not release the button).
3. a message describing the function will be displayed in the status bar at the bottom of the window.
4. drag the mouse pointer outside the Icon bar and release the button (if you release the mouse button while it is pointed within the Icon bar you will have selected the command).

The available commands are:

 Open a Bible text window.

 Tile or cascade open windows.

 One-on-One. Place a Bible text window above the currently selected window.

The following apply to the Bible text window only.



Instant Find. Double-click on a word in the Bible text window then select the Instant Find button. All occurrences of the desired word in the Bible will be found. If no word is selected when the Instant Find button is clicked a list of unique Bible words will be available for selection.



Find Anything. Allows for more sophisticated searches of multiple words or phrases.



Find Previous or Next.



Goto a specific verse in the Bible.



Goto or set a bookmark.

The following apply to the currently active window.



Cut, copy or paste in the currently active window.



Print information from the currently active window.



Display help information relevant to the currently active window.

The following are add-on products and apply to the Bible text window only.



Display Personal Commentary for the verse at the top of the Bible text window.



Show Strong's numbers and display Greek or Hebrew dictionary information.



Display Chain References for the verse at the top of the Bible text window.



Bible Dictionary. Double-click on a word in the Bible text window then select the Bible Dictionary button. The Bible Dictionary information for the desired word will be shown in an edit window. If no word is selected when the Bible Dictionary button is clicked a list of unique Bible words will be available for selection.



Bible Outlines.



Chronological Bible.

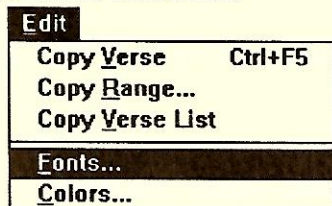


Bible Maps. Double-click on a geographic term (city, region, river, mountain, etc.) in the Bible text window then select the Bible Maps button. The appropriate map will be displayed marking the desired location. If no word is selected when the Maps button is clicked a list of geographic terms will be available for selection.

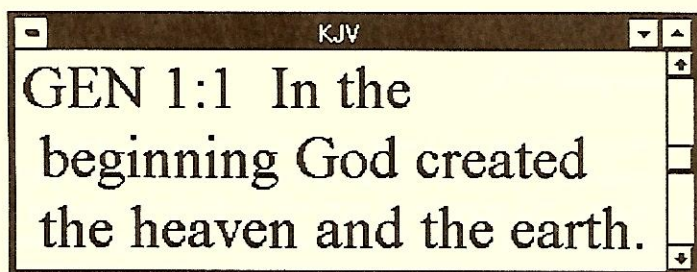
2.3 Bible Text Window Fonts and Colors

The ability for you to change the font and color of the Bible text can enhance your study of the Bible. When it comes to colors and fonts each persons preference differs. Verse Search allows you to customize the Bible text window to suit your preferences.

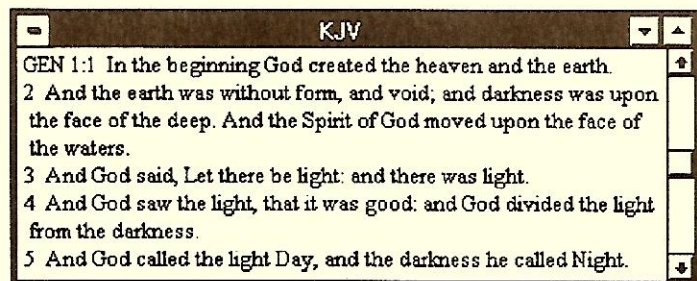
2.3.1 Bible Text Fonts



Selecting the **Fonts** command (on the Bible text **Edit** menu) allows you to customize the display of the Bible text on the screen. The font type, font style and font size may all be altered to meet your study needs.



A larger font may be desirable for ease of reading.

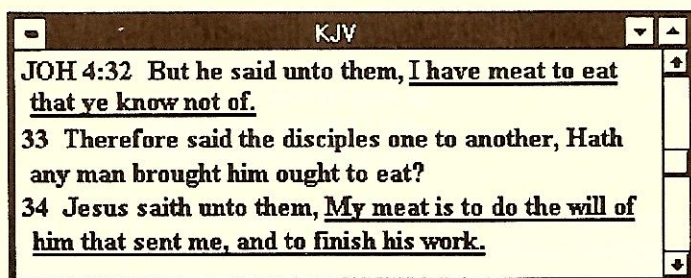


A smaller font will allow more Bible text to be shown in the window at one time.

2.3.2 Bible Text Colors



Selecting the Colors command (on the Bible text Edit menu) allows you to customize the display of the Bible text on the screen. The color of Bible text, words of Christ, search values and selected text can be modified.



In this example the words of Christ are red. They are shown here as underlined.

2.4 Valid Formats for Verse References

A verse reference can be entered in one of the following forms:

<u>You May Enter:</u>	<u>Example:</u>
Book Chapter:Verse	JOHN 3:16
Book Chapter	GEN 1
Book	GENESIS
Verse	12
Chapter:Verse	12:5

To reference a range of verses, add a dash. For example:

<u>Example:</u>	<u>Refers to:</u>
JOHN 3:16 - 19	verses 16 through 19
JOHN 3:16 - 5:10	verses 3:16 through 5:10
JOHN 1:1 - ACTS 5:10	
GEN 1 -	all verses in chapter 1
GEN 1 - 5	all verses in chapters 1 through 5
JOHN -	all verses in John
12 -	verse 12 through end of chapter
10:5 -	verse 5 through end of chapter 10

A dash following a Book name references the entire book. A dash following a chapter number references the entire chapter. A dash after a verse number references all verses through the end of the chapter. Only the first three letters in Book are used, the remaining letters are ignored. The book name abbreviations are listed on the following page.

2.5 Book Name Abbreviations

The following abbreviations are used to edit input and label output:

GEN - GENESIS	NAH - NAHUM
EXO - EXODUS	HAB - HABAKKUK
LEV - LEVITICUS	ZEP - ZEPHANIAH
NUM - NUMBERS	HAG - HAGGAI
DEU - DEUTERONOMY	ZEC - ZECHARIAH
JOS - JOSHUA	MAL - MALACHI
JDG - JUDGES	MAT - MATTHEW
RTH - RUTH	MAR - MARK
1SA - 1 SAMUEL	LUK - LUKE
2SA - 2 SAMUEL	JOH - JOHN
1KI - 1 KINGS	ACT - ACTS
2KI - 2 KINGS	ROM - ROMANS
1CH - 1 CHRONICLES	1CO - 1 CORINTHIANS
2CH - 2 CHRONICLES	2CO - 2 CORINTHIANS
EZR - EZRA	GAL - GALATIANS
NEH - NEHEMIAH	EPH - EPHESIANS
EST - ESTHER	PHI - PHILIPPIANS
JOB - JOB	COL - COLOSSIANS
PSA - PSALMS	1TH - 1 THESSALONIANS
PRO - PROVERBS	2TH - 2 THESSALONIANS
ECC - ECCLESIASTES	1TI - 1 TIMOTHY
SON - SONG OF SOLOMON	2TI - 2 TIMOTHY
ISA - ISAIAH	TIT - TITUS
JER - JEREMIAH	PHM - PHILEMON
LAM - LAMENTATIONS	HEB - HEBREWS
EZE - EZEKIEL	JAM - JAMES
DAN - DANIEL	1PE - 1 PETER
HOS - HOSEA	2PE - 2 PETER
JOE - JOEL	1JO - 1 JOHN
AMO - AMOS	2JO - 2 JOHN
OBA - OBADIAH	3JO - 3 JOHN
JON - JONAH	JUD - JUDE
MIC - MICAH	REV - REVELATION

SONG OF SOLOMON is called SONG OF SONGS in some translations.

Books of the Apocrypha (for the Revised Standard Version)

1ES - 1 ESDRAS	AZA - PRAYER OF AZARIAH
2ES - 2 ESDRAS	SUS - SUSANNA
TOB - TOBIT	BEL - BEL AND THE DRAGON
JDT - JUDITH	MAN - PRAYER OF MANASSEH
ES2 - ADDITIONS TO ESTHER	1MA - 1 MACCABEES
WIS - WISDOM OF SOLOMON	2MA - 2 MACCABEES
SIR - SIRACH	3MA - 3 MACCABEES
BAR - BARUCH	4MA - 4 MACCABEES
JE2 - ADDITIONS TO JEREMIAH	PS2 - ADDITIONS TO PSALMS

Chapter 3 Browsing through the Bible

THE WORD processor is a family of products. The options you see on each menu are expanded by each product you have installed. The options for browsing through the Bible are a part of the Verse Search product. These options allow you to request any verse from anywhere in the Bible at any time.

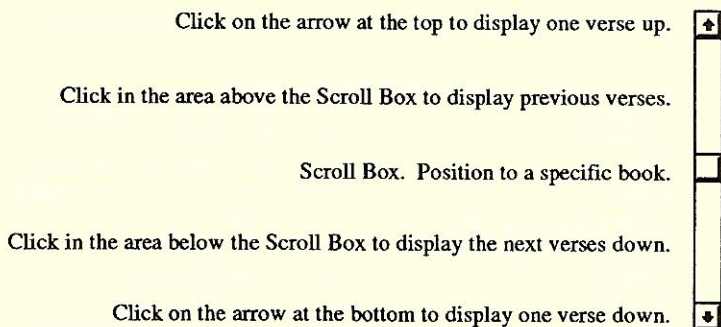
3.1 Browsing through the Bible with the Keyboard

The Bible text is immediately available for browsing using the keyboard. This is similar to holding a printed Bible in your hand. One key turns the pages forward and another key turns the pages back. Try these keys in any order you choose.

<u>Press this key:</u>	<u>To display:</u>
PageDown.....	the next window of verses
PageUp.....	the previous window of verses
Down arrow	the next verse
Up arrow	the previous verse
Home	the first verse in the Bible
End.....	the last verse in the Bible
Ctrl+Home	first verse in previous book
Ctrl+End	first verse in next book
Ctrl+PageUp	first verse in previous chapter
Ctrl+PageDown	first verse in next chapter

3.2 Browsing through the Bible with the Mouse

A mouse can also be used for browsing by clicking on the scroll bar that forms the right side of the Bible text window. The scroll bar looks like this:



Scroll Box

The Scroll Box on the Bible text window can be used to display verses based upon their relative position in the Bible. Position the mouse on the Scroll Box and press the mouse button. Drag the mouse up or down the Scroll bar and release the button. As the scroll box moves up and down, the status line at the bottom of the window shows which book of the Bible will be displayed if you release the mouse button. If you release the mouse at the top of the Scroll bar, Genesis will be displayed. If you release the mouse in the center, Psalms will be displayed. Further down the Scroll Bar will display the New Testament books as they occur in the Bible.

3.3 Displaying the Verse You Want

The Search menu provides commands to find any verse in the Bible. You can request display of a specific verse, the next book or the previous book, or you can set a bookmark and return to that verse at any time.

Search	
<u>F</u> ind...	F6
<u>F</u> ind <u>A</u> n y thing...	F7
<u>N</u> ext	F3
<u>P</u> revious	F4
<hr/>	
<u>G</u> o to a <u>V</u> erse	F5
<u>G</u> o to Last <u>V</u> erse Shown	F2
<hr/>	
<u>P</u> revious <u>C</u> hapter	Ctrl+PgUp
<u>N</u> ext Chapter	Ctrl+PgDn
<u>P</u> revious <u>B</u> ook	Ctrl+Home
<u>N</u> ext <u>B</u> ook	Ctrl+End
<hr/>	
<u>S</u> et a <u>B</u> ook <u>M</u> ark	Ctrl+0..9
<u>G</u> o to <u>B</u> ook <u>M</u> ark	0..9
<u>S</u> how <u>B</u> ook <u>M</u> arks...	Ctrl+A
<hr/>	
<u>C</u> oncordance	Ctrl+D

3.3.1 Go to a Verse



The **Go to a Verse** command displays any verse in the Bible. Type the Book, Chapter or Verse you want and the verse you requested will be immediately displayed.

3.3.2 Go to Last Verse Shown

The **Go to Last Verse Shown** command returns to the previous verse shown. If Genesis 1:1 is displayed and you go to Matthew, this command will return to Genesis. You can repeat this command to return to Matthew. This command is similar to an automatic bookmark set on the last verse shown.

3.3.3 Previous Chapter

The **Previous Chapter** command displays the first verse in the previous chapter. If the verse at the top of the Bible text window is not the first verse of a chapter the **Previous Chapter** command will position to the first verse of the current chapter.

3.3.4 Next Chapter

The **Next Chapter** command displays the first verse of the next chapter.

3.3.5 Previous Book

The **Previous Book** command displays the first verse in the previous book. If the verse at the top of the Bible text window is not the first verse of a book the **Previous Book** command will position to the first verse of the current book.

3.3.6 Next Book

The **Next Book** command displays the first verse in the next book.

3.3.7 BookMarks

There are ten bookmarks. These bookmarks are associated with the number keys 0 through 9. To set a bookmark, hold down on the Ctrl key and press one of the number keys. To go to that bookmark, press just the number key. For example, display John 3:16 and press the Ctrl+5 keys. This verse is now tied to BookMark 5. Anytime you want to return to this verse, just press the 5 key. (Note: the numeric keypad cannot be used here. Use the number keys at the top of the keyboard.)

3.3.7.1 Show BookMarks



The **Show BookMarks** command displays a list of the ten bookmarks and shows the verse assigned to each bookmark. Select a bookmark from the list shown. Choosing **Goto** will go to the verse of the selected bookmark. Choosing **Set** will tie the verse at the top of the Bible text window to the selected bookmark.

3.3.7.2 Go to BookMark

The **Go to BookMark** command displays the verse where you last set BookMark 0. It is the same as pressing the 0 key. To go to other bookmarks, enter a number from 0-9 and the verse associated with that bookmark will be shown.

3.3.7.3 Set a BookMark

The **Set a BookMark** command sets BookMark 0 at the verse currently displayed. When the **Go to BookMark** command is chosen, this verse will be displayed again. To set other bookmarks, hold down the Ctrl key and enter a number from 0-9 and the verse currently displayed will be tied to that bookmark.

3.4 Opening More Bible Text Windows

You may open more windows to display Bible text. Each window can display different verses or even different translations. The File menu provides commands to open new windows for displaying Bible text or to close a window.

3.4.1 Open Bible Text



When you choose the **Open Bible Text** command, a new window will be opened displaying Bible text. You may open as many Bible text windows as your computer allows. Each new window will display the same verse in the same translation as the last active Bible text window. You may use the Translation menu to choose a different translation to be displayed in the new window. If no Bible text windows are open when you select the **Open Bible Text** command (on the **File** menu), you will be asked to choose which translation you want. If a translation is not available, the name will be grayed.

3.4.2 Close

The **Close** command (on the **File** menu) closes the active window.

3.4.3 Tile / Cascade / One-on-One



When more than one window is shown, you may choose one of these commands from the Windows menu. **Tile** and **Cascade** will affect all open windows to be sized equally and fit into the frame. **One-on-One** will move and size the current window to fill the bottom half of the frame and fill the top half with a Bible text window.

3.5 Changing Bible Translations

The **Translation** menu allows you to choose which translation of the Bible you want displayed. The active window will be changed to display the same verse in the new translation. The translation name will be check marked on the menu to show that translation is being displayed in the active window. If a translation is not available, the command will be grayed.

King James	New International	New King James
Revised Standard	New Revised Standard	Reina Valera
Other Translations		

These commands allow you to choose the translation of the Bible to be displayed. The active window will be changed to display the same verse in the translation you requested. If the translation is not available, the command will be grayed.

3.5.1 Footnotes

Some translations include footnotes provided by the original translators. You may choose to have these footnotes displayed along with the text of each verse by selecting this command. A check mark beside the **Footnotes** command (on the **Translation** menu) shows this option has been turned on. Choose this command again and the check mark will be removed and footnotes not shown. If the translation currently displayed does not include footnotes by the original translators, the command will be grayed.

3.5.2 Synchronize

The **Synchronize** command (on the **Translation** menu) is used to coordinate the display of multiple translations. When you select this command, the menu item will be checked. You may select this command again to remove the check. To synchronize:

- Open more than one Bible text window.
- Display a different translation in each window.
- Select the **Synchronize** command.

Each time a window becomes active, the verse shown in the previous window will be shown in the new translation.

3.6 Comparing Bible Translations

While you are displaying your primary translation, you may choose at any time to compare it with the verses in another Bible translation. Use the **Open Bible Text** command (on the **File** menu) to create a new window of Bible text. Use the **Translation** menu to choose another translation for the text in the new window. Then choose the **Tile** or **One-on-One** command (on the **Window** menu) to display the two windows together. You may then browse through the Bible comparing verses from the two translations.

You may use the **Synchronize** command (on the **Translation** menu) to tie the windows together. Each time you make a text window active, it will automatically display the same verse shown in the last active text window.

When two or more translations are displayed side by side, click the mouse in either window to switch translations.

3.7 Crossing Record Boundaries

You may some times get only a partial screen when displaying text. This occurs when the end of the text record currently in memory has been reached. The next **PageDown** or **PageUp** command will cause the program to read another record from disk into memory and the screen will once again be full.

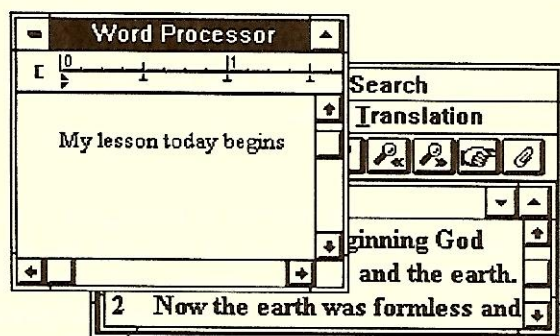
Chapter 4 Copy and Paste

This chapter describes how to transfer the Bible text and related information from Verse Search to another Windows application.

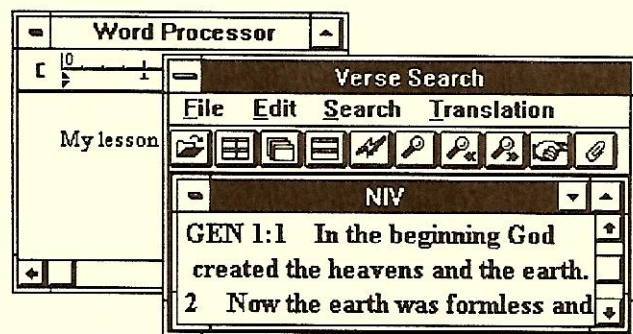
4.1 Using Verse Search with Your Word Processor

Start the Verse Search program. Size the Verse Search window 1/2 inch narrower than the screen and move the Verse Search window to the right edge of the screen.

Start your word processing program. Size the window 1/2 inch narrower than the screen and move the window to the left edge of the screen. The screen should appear similar to this:



Click the mouse in your word processor window to make it active. Type your lesson material. When you want to search the Bible text, click in the Verse Search window to make it active.



The **Alt+Tab** (hold down on the **Alt** key and press the **Tab** key at the same time) can also be used to switch from one application to another.

There are two methods for transferring Bible text from Verse Search to your word processor: the conventional method and Dynamic Data Exchange (DDE).

4.2 The Conventional Method

This method uses the Windows clipboard as a temporary holding area of the Bible text. The **Copy** commands in Verse Search can be used to copy the Bible text to the Windows clipboard. The **Paste** commands in your word processing program can then be used to paste the Bible text into your lesson document.

4.2.1 Copy to the Clipboard

The **Edit** menu includes three copy commands to select the Bible text you want to be copied to the Windows clipboard.



4.2.1.1 Copy Verse



The **Copy Verse** command (on the **Edit** menu) copies the verse at the top of the Bible text window to the clipboard.

4.2.1.2 Copy Range

The **Copy Range** command (on the **Edit** menu) displays a dialog box asking you to enter the range of verses you want to be copied into the clipboard. Refer to Chapter 2, "Valid Formats for Verse References" for examples.

4.2.1.3 Copy Verse List

The **Copy Verse List** command (on the **Edit** menu) copies all verses from the Verse List into the clipboard.

4.2.2 Paste from the Clipboard

Switch to your word processor. Place the cursor where you would like the Bible text. Choose the font and size for the Bible text. Select the **Paste** command (usually on the **Edit** menu) and the Bible verses will be pasted into your lesson document in the font and size you choose. You can switch back to Verse Search and resume your Bible study or copy more verses into the clipboard.

4.3 Dynamic Data Exchange

If your word processing program supports Dynamic Data Exchange (DDE), there is a more direct method of inserting Bible text into your word processing document. DDE automates the process of selecting, copying and pasting Bible text. Most word processing programs, such as Microsoft Word for Windows and WordPerfect for Windows, include DDE support.

The following steps apply to users of Microsoft Word for Windows. If you are using WordPerfect for Windows skip to step 4.3.3. If you are using another word processor for Windows skip to step 4.3.4.

***** Note ***** This has been tested with Microsoft Word for Windows Version 2.0a. If you have a different version and are experiencing any difficulties please skip to step 4.3.4.

4.3.1 DDE with Microsoft Word for Windows

The program disk of Verse Search for Windows includes a file named VERSES.DOT. This file contains a template for copying verses from Verse Search for Windows to Microsoft Word for Windows. The Verse Search installation program will attempt to copy this file to the \WINWORD\ sub-directory if Microsoft Word for Windows is installed on your computer. When you attempt to transfer verses, if the Verses Template is not found, you may need to copy this file to your Word for Windows directory.

Preparing your document for the transfer

First be sure that Verse Search is running. Open your lesson document in Microsoft Word. Assign the Verses template to each document that you wish to transfer verses into. This template adds the Transfer Verses command to the Microsoft Word Edit menu.

Select the **Template** command (on the Microsoft Word **File** menu).

Under the **Attach document to:** list box, select **Verses**.

Click **OK**.

4.3.2 Transfer Verses

Position the cursor in the document where you would like to paste the Bible text. Select **Transfer Verses** from the Microsoft Word **Edit** menu. A dialog will prompt you to enter a range of Bible verses to be pasted into your document.



4.3.2.1 Range of Verses

A valid range could span from a single verse to the entire Bible. The range of verses you request will be copied and automatically pasted directly into your document. Refer to Chapter 2 "Valid Formats for Verse References" for examples. The number of verses to be pasted at one time is limited only by the size of the Windows clipboard.

4.3.2.2 Verses from the Verse List

To transfer verses from the Verse List, select the checkbox titled **From the Verse List**. If you have entered no range, all the verses from the Verse List will be transferred. If you have entered a valid range only the verses from the Verse List that fall within the range will be transferred. Refer to Chapter 2 "Valid Formats for Verse References" for examples. The number of verses to be pasted at one time is limited only by the size of the Windows clipboard.

4.3.2.3 Quick Transfer

Using the dialog to specify a range is optional. You may instead:

- type the range directly into your lesson text,
- select (highlight) the range with the mouse,
- select the command for transferring verses.

The range you entered in your text will be replaced with the text of the Bible you requested.

4.3.2.4 A Different Verse List

The current Verse List may not contain the verses you desire. Simply switch to Verse Search and populate the Verse List with the verses you require either by searching or loading an existing Verse List from your library. Then switch back to your word processing document and transfer those verses.

4.3.2.5 A Different Translation

The current translation shown in Verse Search may not be the translation you desire. Simply switch over to Verse Search and change the translation to the translation you require. Then switch back to your word processing document and transfer the verses from that translation.

4.3.2.6 Bible Text Format

Within Verse Search select **Preferences** from the **File** menu. From the Preferences dialog click the **Format** button. The Format dialog offers several options for customizing the output of the Bible text when copying to the clipboard, printing and exporting to a file. Refer to the Preferences chapter of this manual for more detailed instructions.

4.3.3 DDE with WordPerfect for Windows

The following steps apply to users of WordPerfect for Windows. If you are using another word processor for Windows skip to step 4.3.4.

***** Note ***** This has been tested with WordPerfect for Windows Version 5.2. If you have a different version and are experiencing any difficulties please skip to step 4.3.4.

The program disk of Verse Search for Windows includes a file named VERSES.WCM. This file contains a macro for copying verses from Verse Search for Windows to WordPerfect for Windows. The installation program will copy this file to the \WPWIN\MACRO\ sub-directory if Word Perfect for Windows is installed on your computer. When you attempt to transfer verses, if the Verses macro is not found, you may need to copy this file to your WordPerfect for Windows directory.

4.3.3.1 Verses Macro

The Verses macro can be accessed in several ways. You may choose to:

- add a **Verses** button to the **Button** bar, or
- add a **Verses** command to the **Macro** menu, or
- play the **Verses** macro each time you need it.

4.3.3.1.1 The Button Bar

To add a **Verses** button to the **Button** bar:

1. Select the **Button Bar Setup** command (on the **View** menu).
Select the **Edit** command.
2. Select the **Assign Macro to Button** command.
The **Files** list box will show all the macro files in the **MACRO** directory.
3. Double-click on the file **VERSES.WCM**
4. Click **OK**

A **Verses** button will be added to the **Button** bar.

Select this button whenever you want Bible verses transferred into your document.



Refer to section 4.3.2 for general instructions on transferring the verses.

4.3.3.1.2 The Macro Menu

To add a **Verses** command to the **Macro** menu:

1. Select the **Assign to Menu** command (on the **Macro** menu).
2. Select the **Insert** button. Type **VERSES** and press the **Enter** key.
4. Click **OK**

The **Verses Macro** will be added as a command on the **Macro** menu. Select this command whenever you want Bible verses transferred into your document.

Refer to section 4.3.2 for general instructions on transferring the verses.

4.3.3.1.3 Play the Verses Macro

If you use the **Verses** macro only occasionally, you may want to play it directly. You would play the **Verses** macro each time you wish to transfer verses into your document.

To play the **Verses** macro:

1. Select the **Play** command (on the **Macro** menu).
The **Files** list box will show all the macro files in the **MACRO** directory.
3. Double-click on the file **VERSES.WCM**

Refer to section 4.3.2 for general instructions on transferring the verses.

4.3.4 DDE with Other Windows Word Processors

The conventional method of copy and paste can be used to transfer the Bible text from Verse Search to any Windows word processor. If your word processor also supports DDE, you may want to write a macro for your word processor to transfer verses directly. Because each word processor is different, we will provide as much generic information as possible to assist in creating a DDE link between Verse Search and your word processor. If you have difficulty creating the macro, please contact the manufacturer of your word processing program.

The program disk of Verse Search for Windows includes a file named VERSES.TXT. This file contains example macros for copying verses from Verse Search to a variety of word processing programs. These are provided as a guideline for you in creating a macro suitable for your word processing program. As more Windows word processors are made available we will attempt to include a macro specifically designed for each word processor. The VERSES.TXT file will reflect any new information we have to offer. The VERSES.TXT file is text that can be accessed by any word processor directly from the Verse Search for Windows program disk.

Chapter 5 Printing Bible Text

5.1 Printing One Verse



Choose the **Print** command (on the **File** menu). Select the **OK** button. The verse shown at the top of the Bible text window will be printed. This can be done without using the menu by pressing **Ctrl+P** shortcut keys.

5.2 Printing a Range of Verses



Choose the **Print** command (on the **File** menu). Select the **Range** button and set the range to whatever verses you want to be printed. Then select the **OK** button.

5.3 Printing a Verse List

Choose the **Print** command (on the **File** menu) of the Verse List window. There are several options for you to choose what portions of the Verse List you want to print.

5.3.1 Printing References Only

Choose the **Print** command (on the **File** menu) of the Verse List window. Select the **References Only** option. Then select the **OK** button. The references in the Verse List will be printed.

5.3.2 Printing References with Text

Choose the **Print** command (on the **File** menu) of the Verse List window. Select the **OK** button. The verse references along with the Bible text will be printed.

5.3.3 Printing Only a Portion of the Verse List

Choose the **Print** command (on the **File** menu) of the Verse List window. Select the **Within Range** option. Use the **Range** button to specify any range of Bible verses. When you select the **OK** button, only those verses from the list that are within the range you specified will be printed.

5.4 Options While Printing

5.4.1 Including Personal Commentary with each Verse

If you have saved personal comments to verses using the Personal Commentary product, you may choose to include your comments with the verses being printed.

If you want to print all your comments, select the **Find All Comments** command (on the **StudyAids** menu). The Verse List will now contain only verses that have comments. Then print the Verse List with the options to **Print References with Text** and **Include Personal Commentary**.

5.4.2 Highlighting Search Values

You may select this option to **Highlight search values** on the printed page. Select the **Layout** button to specify the font style used for highlighting search values on the printed page.

5.4.3 Layout button

The **Layout** button displays the same options as on the **Preferences** command (on the **File** menu). It is here only for your convenience in making last minute changes.

5.4.4 Format button

The **Format** button displays the same format options as on the **Preferences** command (on the **File** menu). It is here only for your convenience in making last minute changes.

5.4.5 Setup button

The **Setup** button allows for changes in printer control. You may choose another printer or alter page orientation or size.

5.5 Cancel Printing

You may cancel the printing operation at anytime. Just choose the **Cancel** button.

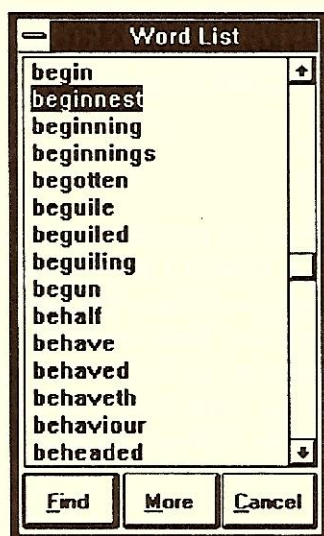
Chapter 6 Searching the Bible Text

Searching the Bible begins with the **Search** menu. There are several commands for both simple and complex search requests. Any of the search commands will display the verse you requested with the search criteria highlighted. Every search request builds a Verse List containing the reference of every verse that satisfied your search request.

6.1 Searching for a Word



Double-click on a word in the Bible text window. Click on the Instant Find button in the Icon bar. All the verses in the Bible that contain that word will be found. The **Find** command (on the **Search** menu) is the another way to search the Bible. It finds any word anywhere in the Bible. A list of all unique words in the Bible will be displayed. Highlight any word by moving the cursor, clicking the mouse, or typing the word.



Using a mouse:

Double click on any word and the search will begin.

Click on the up arrow to highlight previous word.

Click in top half to display previous words.

Drag the scroll box to move quickly through the list.

Click in bottom to display next window of words.

Click on the bottom arrow to highlight next word.

Click on **Find** to begin the search.

Using the keyboard:

Press this key:	To:
Up arrow	to highlight the previous word.
PageUp	to display the previous window of words.
PageDown	to display the next window of words.
Down arrow	to highlight the next word.
Home	to display the top of the list.
End	to display the bottom of the list.
Enter	to begin the search.
Esc	if you change your mind.
Type any sequence of letters to highlight the word you choose.	

When the word you want to find is highlighted, just press the **Enter** key (or double click the mouse). A Verse List will be created that includes every verse in the Bible that contains that word. The first verse in the list will be displayed. Use the **Next** command (on the **Search** menu) to display the next verse that contains the word you requested.

As you type a sequence of letters, the **Word List** will show the first word beginning with that sequence. For example, if you type a C, the list will show the first word beginning with the letter C. If you then type an I, the list will show the first word beginning with the letters CI. To start typing a new word, enter a blank (or any non-letter key).

Note about translations with Footnotes: The list of unique words for these translations includes words that only occur in the footnotes. These words are not included during a search.

More button

If you decide you want to search on something more than just a word, select the **More** button to display the Find Anything window. Then your search can be broadened to include phrases, word lists or synonyms.

6.2 To Continue a Search

6.2.1 Next command



The **Next** command (on the **Search** menu) finds the next occurrence of the search values you requested previously. A **Find** or **Find Anything** command must be used first to specify the values you want to find and to find the first occurrence. Then you may use the **Next** command to continue the search. The **Next** command starts at the verse currently displayed and finds the next verse that is in the Verse List. For your convenience, the **Next** command allows either the **F3** shortcut key or the Spacebar.

6.2.2 Previous command



The **Previous** command (on the **Search** menu) finds the previous occurrence of the search values you requested previously. Either a **Find** command or a **Find Anything** command must be used first to specify the values you want to find. Then the **Previous** command will find the first verse, previous to the verse currently displayed, that is in the Verse List.

6.3 Show Verse List

The **Show Verse List** command (on the **Window** menu) displays a list of verses that contain the search values you last entered. The count of references in the list is always displayed. You may select verses from this list for display or print. You may highlight any verse in the list by using the cursor keys or using the mouse. If you choose the **Print** command (on the **File** menu of the Verse List window), you may print the list of verse references or print the text of all verses in the list. The Verse List window is always displayed by default but can be closed.

6.3.1 Displaying the Text of a Verse from the Verse List



Double click the mouse on any verse in the list.



Press the **Enter** key to display the highlighted verse.

6.3.2 Insert button

When you select the **Insert** button, you will be asked to enter a verse reference. The verse you enter will be added to the Verse List.

If the Verse List is sorted:

the new verse will be inserted in the same sequence as the Bible,
duplicates will be ignored.

If the Verse List is unsorted: (available with Librarian)

the new verse will be inserted after the highlighted verse
in the Verse List, duplicates will be allowed.

To insert a range of verses, add a dash to the reference. For example:

JOHN 1:1-5 will add all verses 1 through 5

JOHN 2- will add all verses of chapter 2

JOHN 2-3 will add all verses of chapters 2 and 3

JOHN- will add all verses of JOHN.

6.3.3 Delete button

When you select the **Delete** button, the highlighted verse will be deleted from the Verse List.

6.4 Find Anything command



The **Find Anything** command (on the **Search** menu) allows you to enter a list of things you want to find. You may choose any range of verses to be included in the search. Then select the **Search** button. Each verse in the range that contains your search criteria will be shown in a Verse List. The first verse found will be displayed with the search values highlighted.

Press the **F7** shortcut key to display the Find Anything Dialog. You may select from several options to specify exactly what you want to find:

The dialog box is titled "Find". It contains three main sections: "Select any Word", "Enter New Search Value or Phrase", and "Select any Synonym".

- Select any Word:** A list of words with "beginning" highlighted. The list includes: begin, beginning, begins, Begone, begot, begotten, begs, begun, behalf, behave, behaved, behaving, behavior, beheaded, beheld.
- Enter New Search Value or Phrase:** A text input field with "Beginning" entered below it. The label "Search for these values" is above the input field.
- Select any Synonym:** A list of synonyms with "first" highlighted. The list includes: first, dawning, arising, opening, dawn, head, rise, Alpha, creation, birth, conception, rise, generation.

At the bottom, there are search options and controls:

- Search Rules:** Two radio buttons: ☒ ANY values in any verse and ☐ ALL values in same verse.
- Range:** A text field showing "GEN 1:1 - REV 22:21".
- Proximity:** A text field.
- Buttons:** Add, Delete, Empty, Range..., Cancel, and Search.

6.4.1 Search for these values

This list shows what will be searched for. You may add to this list by:

- selecting words from the **Select any word** list,
- selecting synonyms from the Thesaurus,
- entering words, phrases, prefixes.

When you select the **Search** button, everything in this list will be searched within the range of verses you specified.

6.4.2 Select any word

Every unique word in the Bible is included in the list. You may highlight any word by using the cursor keys, or using the mouse, or typing the word. Press the **Enter** key (or double-click the mouse) to add the highlighted word to the **Search for these values** list.

6.4.3 Synonyms

Each unique word in the **Select any word** list may have a list of synonyms in the Thesaurus. If you select any word from the **Synonym** list, that word will be added to the **Search for these values** list. The words in the **Synonym** list are grouped by general meanings. Each group is identified by a Group Number. If you select a Group Number from the **Synonym** list, all words in that group will be added to the **Search for these values** list.

6.4.4 Enter New Search Value or Phrase

You may enter any word, any phrase, any prefix. If the value you enter is not found in the Bible, you will be told immediately. Otherwise, it will be added to the **Search for these values** list.

6.4.5 Search for ANY values in any verse

If you enter more than one value in the **Search for these values** list and select this option, all verses within the range will be searched for any occurrence of any of the search values.

6.4.6 Search for ALL values in same verse

If you enter more than one value in the **Search for these values** list and select this option, only verses within the range that contain all the search values will be selected. Example: Find all occurrences of JESUS and LOVE in the same verse.

6.4.7 Add button

When you select the **Add** button, something will be added to the **Search for these values** list. What gets added depends on where the cursor is. If the cursor is in the **Select any word** list, the highlighted word will be added. If the cursor is in the **Enter New Search Value or Phrase** box, the value you typed will be added. If the cursor is in the **Synonym** list, the highlighted synonym will be added.

6.4.8 Delete button

When you highlight a word in the **Search for these values** list and select the **Delete** button, the highlighted word will be deleted from the list.

6.4.9 Empty button

When you select the **Empty** button, all search values in the **Search for these values** list will be deleted. The list will be empty and ready for you to enter a new set of search values.

6.4.10 Range button

When you select the **Range** button, you may choose any range of verses in the Bible to be included in the search.

6.4.11 Search button

When you select the **Search** button, all verses within the range you specified will be searched for the values shown in the **Search for these values** list. A list of every verse that is found will be displayed. The text of the first verse found will be displayed with the search values highlighted.

6.4.12 Cancel button

If you change your mind, select this command to return to the text window without searching.

6.4.13 Proximity button

When the **Search for these values** list contains two search values, the search will find only those verses that contain both of the search values. However, you may want to find all verses where the search values occur close to one another, but not necessarily within the same verse. If you set the proximity to 1, each verse that contains one of the search values will be accepted if the other search value occurs 1 verse before or after. You may increase the proximity to find more verses that use the search values further apart. For example, search for ANGEL and GRACE and set the proximity at 2, then search again with the proximity at 6. In general, the higher you set the proximity, the more verses will be found. The maximum proximity is 99 verses.

6.4.14 Searching for a List of Words

Select the **Find Anything** command (on the **Search** menu). Highlight any word in the **Select any Word** list and press the **Enter** key to add that word to the **Search for these values** list. Repeat this for every unique word you want to find. Then select the **Search** button.

6.4.15 Searching for a Phrase

Select the **Find Anything** command (on the **Search** menu). Press the **Tab** key (or click the mouse) to move the cursor to the **Enter New Search Value or Phrase** box. Type the phrase you want to find (up to 250 characters) and press the **Enter** key to add that phrase to the **Search for these values** list. Then select the **Search** button.

6.4.16 Searching for a Prefix

Select the **Find Anything** command (on the **Search** menu). Press the **Tab** key (or click the mouse) to move the cursor to the **Enter New Search Value or Phrase** box. Type the leading characters and add an equal (=) sign. The equal indicates the next letter can be equal to anything. All words that begin with the leading characters will be included in the search. For example, to find baptized or baptism or baptizing or baptists, just enter: BAPT=

6.4.17 Searching for a Concept using Thesaurus

Each unique word in the **Select any Word** list may have a list of synonyms in the Thesaurus. As you are choosing what words you want to find, the synonyms may be used to stimulate your thinking about other words that might also apply to your studies. If you select any word in the **Synonym** list, that word will be added to the **Search for these values** list.

The words in the **Synonym** list are grouped by general meanings. Each group is identified by a Group Number. If you select a Group Number from the **Synonym** list, all words in that group will be added to the **Search for these values** list. You may choose to make your search narrow or broad depending upon the synonyms you choose to include in the search.

6.4.18 Searching Only a Specified Range of Verses

Select the **Find Anything** command (on the **Search** menu). Select the **Range** button. You may enter any beginning and ending verse references using one of the following forms:

<u>You May Enter:</u>	<u>Example:</u>
Book	GEN
Book Chapter	GEN 1
Book Chapter - Chapter	EXO 1 - 5
Book - Book	GEN - REV
Book Chapter:Verse	GEN 1:1
Book Chapter:Verse-Book Chapter:Verse	GEN 1:1-REV 22:21
Chapter:Verse - Chapter:Verse	3:1 - 5:21
Chapter:Verse	5:1
Verse - Verse	3 - 5
Verse	5

Only the first three letters of the Book are used, the remaining letters are ignored. The book name abbreviations are listed in Chapter 2. Choosing the Old or New testaments only are easily selected by clicking the default range of your choice.

6.5 Concordance

Upon completing a search you may select the **Concordance** command (on the **Search** menu). The verses in the Verse List will be inserted into the Concordance window. The format of the verses is similar to a printed concordance. Ex:

GEN 1:6 there be a [firmament] in the midst of the waters, and let it

GEN 1:7 God made the [firmament], and divided the waters which were

The verses in the Concordance window can be copied to the clipboard, modified and printed. You can scroll through the Concordance window and double-click on any verse. That verse will be displayed at the top of Bible text window.

6.6 Instant Access

Bible Research Systems has pre-searched every word in the Bible and recorded in a product called Instant Access where each word occurs. With Instant Access installed, any word anywhere in the Bible will be found instantly with no delays for searching the text. Whenever speed is important, Instant Access reduces the time to seconds to find any word in the Bible.

Instant Access also improves the speed of searching for a phrase. Instant Access can identify what text contains all words included in the phrase. Then Verse Search searches only those verses to determine if those words are in the proper sequence you specified in the phrase.

Instant Access is installed automatically with each Bible translation. For example, the KJV translation will create the following files on the \BIBLE\ sub-directory:

KJVIA

KJVTABLE

THESAUR.KJV

Note for CD-ROM users: These files may be stored on your hard disk drive for faster performance, or on your CD-ROM to save the hard disk space. Set the path on the Preferences Dialog to where you want these files to be found.

Chapter 7 Preferences

There are several aspects of Verse Search that you may want to customize to meet your particular needs. You can alter the font and size for printing, the layout of the printed page, the format of the Bible verse references or the color, font and size of the Bible text displayed on the screen. Color, font and font size options are discussed in Chapter 2 of this manual.

7.1 Preferences command

Select the **Preferences** command (on the **File** menu) to set the path for each file type. Each file type is listed with its path name for:

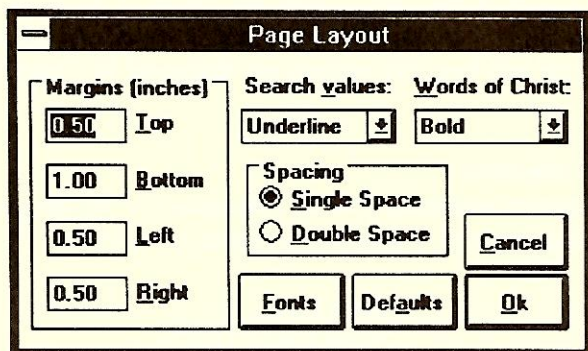
<u>File Type:</u>	<u>Default Path:</u>
KJV text	C:\BIBLE\KJVTEXT\
NIV text	C:\BIBLE\NIVTEXT\
NKJ text	C:\BIBLE\NKJTEXT\
RSV and NRS text	C:\BIBLE\RSVTEXT\
All other Bible translations	C:\BIBLE\XXXTEXT\
Librarian	C:\BIBLE\LIBRARY\
Lesson Editor	C:\BIBLE\EDITOR\
Personal Commentary	C:\BIBLE\PERSONAL\
Dictionary	C:\BIBLE\DICTION\
Chronological Bible	C:\BIBLE\CHRONOLO\
Chain Reference	C:\BIBLE\CHAIN\
Bible Outlines	C:\BIBLE\OUTLINES\
Bible Maps	C:\BIBLE\MAPS\
Instant Access	C:\BIBLE\
Export	C:\BIBLE\EDITOR\

Use the **Tab** key to move the cursor from one path to the next. Or use **Shift+Tab** for the previous path. Each path may be set as you prefer. Any valid path will be accepted. Examples:

```
C:  
C:\BIBLE\  
\BIBLE\  
C:\BIBLE\KJVTEXT\
```


7.2 Layout button

The **Layout** button is available when printing or from the **Preferences** dialog. Layout allows you to describe the page layout you want for printing. Set each of the options as you want and select the **OK** button.



Margins

Top Type the number of inches you want at the top of each printed page. If you want no blank space, enter a zero(0).

Bottom Type the number of inches you want at the bottom of each printed page. If you want no blank space, enter a zero (0).

Left Type the number of inches you want at the left of each printed page. If you want no blank space, enter a zero (0).

Right Type the number of inches you want at the right of each printed page. If you want no blank space, enter a zero (0).

Laser printers will not print all the way to the edges of the paper. A blank area is required at the top, bottom, left and right margins. Be sure that the margins are set to compensate for this unprintable area.

Spacing

Select:
single space (no blank lines between lines of text), or
double space (one blank line between lines of text).

Search Values and Words of Christ

When printing the Bible text you may wish to have the words that you searched for distinguished from the rest of the Bible text. Choose from Underline, *Italics* or **Bold**. The words of Christ may also be distinguished from the rest of the Bible text in the same manner.

Fonts

Select the **Fonts** button to choose which font to print the Bible text and other study information.

7.3 Format button

The **Format** button is available when printing or from the **Preferences** dialog. Formatting control is available for printing, exporting to a file and for copying to the clipboard. Any changes apply to all three areas. Set each of the options as you want and select the **OK** button.

Format for Print, Export, Copy

Verse Label

Style

☐ Full Joh 3:16 For God so...

☒ Partial 16 For God so loved...

☐ None For God so loved the...

Location

☒ Before the verse

☐ After the verse

☐ Use brackets [Gen 1:1]

☒ Abbreviations for book names

Translation Label

☐ Before the verse

☐ After the verse

☒ None

Number of blank lines between verses

0

Buttons: Cancel Default Ok

Verse Label

Style

By selecting **FULL** each verse will contain the complete Book Chapter:Verse label. Selecting **PARTIAL** will assure that the verse at the top of each page contains the complete Book Chapter:Verse label while the remaining verses include the book and chapter only when it changes.

Location

The verse reference can be located either before or following the text of the verse.

Brackets

Brackets can be placed around the verse reference.

Abbreviation

You may choose to abbreviate the book name.

Between Verses

Type:

a 0 for no blank lines between verses, or

a 1 for one blank line or

a 2 for two blank lines, etc.

Translation Label You may choose to place a translation label before or after the Bible verse or not at all. Example: [KJV]

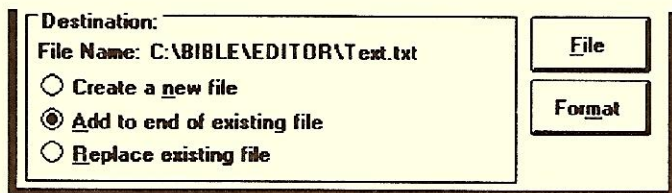
Chapter 8 Copying Text to Files

If you are using a Windows word processor, the Bible text can be transferred directly from Verse Search to your word processing document using the Windows clipboard. If your word processor does not access the Windows clipboard, any portion of the Bible text can be copied to a file in a format easily accessible by other word processing software.

Most users of personal computers are familiar with one or more word processing software programs. A word processor is typically the first program purchased and one of the highest priced software investments. After using a word processor frequently on a variety of applications, the user becomes very familiar with how to use his word processor (which keys perform which function) and strongly prefers his word processor over learning another one for a special task. Copying text to a file allows access to Bible text using the word processor you are already familiar with. As you prepare a sermon, lesson or notes, Bible text can be incorporated into your document with minimal effort.

8.1 Exporting Text

The **Export** command (on the **File** menu) works like the **Print** command but the text is copied to a disk file rather than to the printer. When you select the **Export** command, you may choose one of the following:



Destination:

File Name: C:\BIBLE\EDITOR\text.txt

☐ Create a new file

☒ Add to end of existing file

☐ Replace existing file

File

Format

Select the **File** button to select from a list of existing files or to enter a name of a new file you wish to create. If you select an existing file you may choose to add text to the end of that file or replace that file with new text. The same format options for copying to the clipboard and printing are available for exporting.

It is possible to export a range of Bible text, export all verses in a Verse List, export a single verse, export personal commentary or chain references. Any information that can be printed can be exported as well. All the verses or information you need for one lesson can be collected in one place (the text file). This information is then available in a standard text file that any word processing program can use.

8.2 Using a Text File

To edit the file yourself, start your word processing program and use the functions of your word processing program to load the text file. All the functions of your word processing program are now available for access to the Bible text and related information. The default file and path for text files is C:\BIBLEEDITOR\TEXT.TXT. The default path for exporting can be modified by selecting the **Preferences** command (on the **File** menu).

Chapter 9 Definitions / Window Management

9.1 Using the Keyboard



All procedures in Verse Search can be performed with a keyboard. This section explains the conventions used throughout this manual in describing keyboard operations. A mouse can also be used if available.

Keynames

Names of the keys appear in this document spelled out in **boldface** letters (for example: **Spacebar**, **Enter**, **PageUp**). Your keyboard may use abbreviations for these names or represent them a bit differently.

Key Chords

A plus sign (+) used between two Keynames indicates that those keys must be pressed simultaneously.

For example, "**Ctrl+Spacebar**" means that you should press the **Ctrl** key and hold it down while you press the **Spacebar** and release it. You should then release the **Ctrl** key.

Key Sequences

A comma (,) used between two Keynames indicates that those keys must be pressed sequentially. For example, "**Alt, F**" means that you should press the **Alt** key and release it, then press the **F** key and release it.

Direction Keys

The **direction** keys are the four arrow keys on the keypad. The name of the individual arrow keys refer to the direction the arrow is pointing: the **Up** key, the **Down** key, the **Left** key, and the **Right** key.

9.1.1 Selecting Text using the Keyboard



"Select" text in an edit window in order to perform operations such as:

- Deleting a block of text.

- Replacing a block of text with a character from the keyboard or the clipboard.

- Moving a block of text from one location to another by the **Cut** and **Paste** commands.

- Copying a block of text to another location using the **Copy** command.

- Writing a block of text to a file.

- Printing a block of text.

"Selected" text is differentiated from the rest of your text by being displayed as highlighted.

1. Move the cursor to the first character you wish to select using the direction keys.
2. Press the **Shift** key and hold it down while you press the appropriate **direction** keys to move the cursor to the immediate right of the last character you wish to select. For example:

Shift+Right moves the cursor to the right and selects the character the cursor was under. Continuing to hold the **Shift** key down and pressing the **Right** key "extends" the selection to the right.

Shift+End will select (or extend the current selection to) all characters from the cursor position to the end of the line.

Shift+Down will select (or extend the selection to) all characters remaining in the line including the cursor position and those to the left of the cursor in the next line below it.

Shift+PageDown will select (or extend) the next full window of characters.

Shift+Ctrl+End will select (or extend) all characters from the cursor location to the end of the file.

You can select text by holding down the **SHIFT** key and pressing keys that move the insertion point. The following is a summary of text selection key combinations

<u>To extend selection</u>	<u>Press</u>
One character to the right	Shift+→
One character to the left	Shift+←
To end of a word	Ctrl+Shift+→
To start of a word	Ctrl+Shift+←
To end of a line	Shift+End
To start of a line	Shift+Home
One line down	Shift+↓
One line up	Shift+↑
One screen down	Shift+PageDown
One screen up	Shift+PageUp
To end of a document	Ctrl+Shift+End
To start of a document	Ctrl+Shift+Home

9.2 Using the Mouse



Verse Search does not require a mouse. All operations can be performed using the keyboard. However, if you have a mouse installed on your computer system, you may use it to move, expand or shrink windows, to choose commands, to select data and to scroll window contents. A mouse can be a beneficial tool in using Verse Search.



When you start Verse Search with your mouse installed, you will see a small arrow (like the one to the left) on your screen. This arrow is called the "mouse pointer". When you move the mouse across a flat surface, the mouse pointer will move on the screen in the same direction as you move the mouse. If you run out of room for the mouse on your surface, lift the mouse and put it back down where you have more room. With the mouse lifted, you can move the mouse without moving the mouse pointer.

Verse Search can be used with a single button or multiple button mouse. If you have a mouse with more than one button, use the leftmost button. The following terms refer to operations you perform with the mouse.

- | | |
|---------------------|---|
| Point | To move the mouse until the pointer rests on what you want to point to. |
| Click | To quickly press and release the mouse button. |
| Drag | To press the mouse button and hold it down while moving the mouse. |
| Double-click | To click the mouse button twice in rapid succession. |

9.2.1 Selecting Text using the Mouse

You can select text in an edit window by:

1. Point the mouse cursor to the first character you wish to select and press the mouse button.
2. Drag the mouse over the selection.
3. Release the mouse button.

If not all of the text you wish to select is visible, you can scroll the text and extend your selection by dragging the mouse pointer to the upper or lower, left or right window border and holding it there. The text will continue to scroll in the specified direction, and be selected until you drag the mouse pointer back into the window. You may also select a large portion of text in this way:

1. Point the mouse cursor to the first character you wish to select and press the mouse button.
2. Hold down on the **Shift** key.
3. Position the cursor past the last character you wish to select.
4. Click the mouse button.
5. Release the **Shift** key.

9.2.2 Operating Menus with the Mouse

You can choose commands with the mouse or by pressing key combinations. The Icons are some times referred to as buttons.

To choose a menu command



1. Point to a menu name.
2. To display the menu, click the left mouse button.
3. Point to a command name.
4. Click the command name with the left mouse button.



1. To make the menu bar active, press the **Alt** key.
2. To display a menu, press the underlined letter in the menu name.
3. To choose a command, press the underlined letter in the command name.

A command name followed by an ellipsis (...) indicates that a dialog box will be displayed so you can set the options you want. See "Setting Options in a Dialog Box".

Tip

Verse Search assigns some commands to shortcut keys so you can choose the commands without displaying a menu. If a command has shortcut keys, the keys appear in the menu next to the command.

9.3 The Verse Search Window

The Verse Search window is composed of:

- a Window Title bar on the top line of the window,
- a Menu bar under the Window Title,
- an Icon bar under the Menu bar,
- an area called the Verse Search Desktop which contains one or more sub-windows (each with its own Title bar),
- and a Status bar on the last line of the window

Window Title Bar

The Window Title bar contains the name of the Verse Search window.

Menu Bar

A menu bar list the names of all menus available. When you select the name of a menu from the menu bar, that menu will be displayed. The names available on the menu bar may change depending on the function of Verse Search you are using.

Icon Bar

The Icons in the Icon bar are a short-cut method for choosing commands.

Sub-Windows(s)

A Sub-Window is a bordered area of the screen where information is displayed and work takes place. Bible text is displayed in a sub-window. Other sub-windows might contain personal commentary, lesson material, Bible dictionary definitions, Chronological Bible data or information from other add-on products.

Status Bar

The bottom line of the window always displays the Status bar.

The right end of the Status bar always shows the keyboard status.

The letters CAPS will be shown if the Caps Lock key is locked on.

The letters NUM will be shown if the Num Lock key is locked on.

Blanks indicate these keys are off.

The left side of the Status bar is used to display information on the command you have selected.

9.3.1 Accessing Windows

You may have several windows displayed simultaneously for viewing different Bible texts or translations or other study aid material. Although several windows can be open, and even visible, only one window is "active" at a time. It is the active window that will receive your commands.

The active window is always fully visible. Other windows may be partially or completely hidden. The active window is indicated by a highlighted window title. The title on inactive windows will not be highlighted.

Any open window can become the active window. You can use the mouse, keyboard or the Windows menu to select the window you want to be active.

9.3.1.1 Selecting Windows with a Mouse

If any portion of the window you wish to activate is visible on the screen, a mouse click anywhere on that window will activate it and bring it in front of all other windows. If the window is not visible, you can size or move the active window to make the desired window visible, or use the mouse to select the Windows menu and choose the desired window from the menu.

9.3.1.2 Selecting Windows with the Windows Menu

The **Window** menu always contains a list of all open windows. You can select any open window to be the active window by selecting the **Window** menu and choosing its name from the **Window** list.

9.3.1.3 Making an open window active

A window must be active before you can work in it. Verse Search highlights or shades the window border and title bar of an active window.

To make any open window active

From the **Window** menu, choose the sub-window that you want to make active (**Alt**, **W**, number).

To make the next open window active

From the sub-window **Control** menu, choose **Next Window** until the window you want is active (**Alt**, **Hyphen**, **T**).

Shortcuts



If the window you want to work in is visible, you can make it active by clicking anywhere on or within its borders.



Do one of the following:

To make the next open window active, press **Ctrl+F6**.

To make the previous window active, press **Ctrl+Shift+F6**.

9.3.1.4 Reducing the Verse Search window to an icon

You can reduce any sub-window or the entire Verse Search window to an icon. When you want to resume working with the window, you need only to double-click the icon. When you reduce a window to an icon, the icon goes behind any other application you have enlarged to full size.

To reduce the Verse Search window to an icon

Select **Minimize** (on the application **Control** menu) (**Alt, Spacebar, N**).

Shortcut



Click the **Minimize** button  in Verse Search.

To restore Verse Search to a window

1. Press **Ctrl+Esc** to display the Task List.
2. Do one of the following:
 - Double-click **Verse Search**.
 - Select **Verse Search**, and then choose the **Switch To** button.

Shortcut



Double-click the **Verse Search** icon on your desktop.

9.4 The Verse Search Control menu



Located at the left end of the title bar in the Verse Search application window.

To display commands that control the size and position of the Verse Search application window, click the application **Control**-menu box or press **Alt+Spacebar**.

9.4.1 Control Menu Commands




A control menu appears on the Verse Search window and each of the sub-windows and each dialog box. The control menu provides the following commands:

- Restore
- Move
- Size
- Maximize
- Close
- Minimize
- Switch To (Verse Search Control menu only)
- Next Window (Sub-window Control menu only)

9.4.1.1 Restore command

Use this command to return the active window to its size and position before you chose the **Maximize** or **Minimize** command (on the **Control** menu).

Clicking  in the upper-right corner of a maximized window is the same as choosing the **Restore** command (on the **Control** menu).

Shortcuts:



Double-click the title bar.



Ctrl+F5 restores a sub-window

Alt+F5 restores the Verse Search Window

9.4.1.2 Move command

Use this command to display a four-headed arrow so you can move the active window or dialog box with the arrow keys.



***** Note ***** This command is unavailable if you maximize the window.

Shortcut



Ctrl+F7 moves a sub-window.

9.4.1.3 Size command

Use this command to display a four-headed arrow so you can size the active window with the arrow keys.



***** Note ***** This command is unavailable if you maximize the window.

Shortcut




Ctrl+F8 sizes a sub-window.

9.4.1.4 Maximize command

Use this command to enlarge the active window to fill the available space.

A sub-window expands to fill the Verse Search window.

The Verse Search window expands to fill the entire screen.

Clicking  in the upper-right corner of the window is the same as choosing the **Maximize** command.

Shortcuts




Double-click the title bar



Ctrl+F10 enlarges a sub-window

9.4.1.5 Minimize command

Use this command to reduce the Verse Search or sub-window to an icon.

Clicking  in the upper-right corner of the window is the same as choosing the **Minimize** command.

9.4.1.6 Switch To command

Use this command to display a list of all open applications. Use the "Task List" to switch to or close an application on the list.

Shortcut



Ctrl+Esc

Dialog Box Options

Task List	Select the application you want to switch to or close.
Switch To	Makes the selected application active.
End Task	Closes the selected application.
Cancel	Closes the Task List box.
Cascade	Arranges open applications so they overlap and you can see each title bar. Note: This option does not affect applications reduced to icons.
Tile	Arranges open applications into windows that do not overlap. Note: This option does not affect applications reduced to icons.
Arrange Icons	Arranges the icons of all minimized applications across the bottom of the screen.

9.4.1.7 Exit Command (File menu)

Use this command to end your Verse Search session. You can also use the **Close** command (on the Verse Search **Control** menu).

Shortcuts



Double-click the Verse Search **Control** menu button.



Alt+F4

9.4.1.8 Close command

Use this command to close the active window or dialog box.

Double-clicking a **Control** menu box is the same as choosing the **Close** command.



***** Note ***** If you have multiple windows open, the **Close** command on the sub-window **Control** menu closes one sub-window at a time. You can close all windows at once with the **Close All** command on the **Window** menu.

Shortcuts



Ctrl+F4 closes a sub-window

Alt+F4 closes the Verse Search window

9.4.2 Sub-window Control menu



Enlarged sub-window



Sub-window not fully enlarged

Located at the left end of the menu bar in a fully enlarged sub-window, or at the left end of the title bar in a sub-window that is not fully enlarged.

To display commands that control the size and position of the sub-window window, click the sub-window **Control** menu box or press **Alt+Hyphen**.

9.4.2.1 Maximize button



Located at the right end of the title bar in the Verse Search and sub-windows that are not fully enlarged.

When you click the **Maximize** button, the following occurs:

The Verse Search window enlarges to fill the screen.

The sub-window enlarges to fill the Verse Search window.

***** Note ***** Maximized windows have no borders.

9.4.2.2 Menu bar

File Edit Search Translation StudyAids Maps Window Help

Located below the title bar, along the top of the Verse Search window, and contains all Verse Search commands.

***** Note ***** The contents of the menu bar will change to reflect the commands available for the currently active sub-window.

To view all the commands in a menu, do one of the following:



Click the menu name



Press **Alt+n**, where **n** is the underlined letter in the menu name.

For example, press the **Alt+F** to open the **File** menu.

9.4.2.3 Minimize button



Located at the right end of the title bar in the Verse Search and sub-windows.

Clicking the **Minimize** button is the same as choosing **Minimize** from the application **Control** menu: The window shrinks to an icon.

9.4.2.4 Restore button

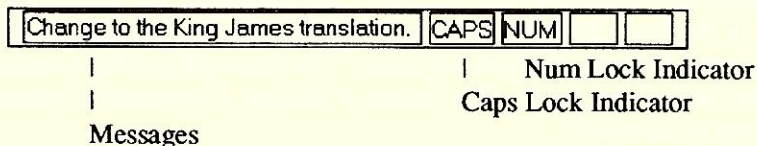


Located at the right end of the title bar in a maximized Verse Search or sub-window.

Clicking the **Restore** button is the same as choosing **Restore** from the application **Control** menu: The window returns to its previous size.

9.4.2.5 Status Bar

The status bar is located at the bottom of the Verse Search window.



Messages

When you move the highlight to a command, Verse Search describes the command.

Caps Lock Indicator

When displayed, indicates that the CAPS LOCK key has been depressed.

Num Lock Indicator

When displayed, indicates that the NUM LOCK key has been depressed.

9.4.2.6 Next Window command

Use this command to switch to the next open sub-window. Verse Search determines which window by the order in which you opened the windows.

Shortcut



Ctrl+F6

9.5 Verse Search Menus and Commands

Commands tell Verse Search what you want to do. All Verse Search commands are organized into menus. The names of the menus are shown on the menu bar. The menu bar contents will change based on the Verse Search function that you are using. The action of picking a menu is called "selecting a menu". The action of picking a command is called "choosing a command".

The Menu Symbols

Several indicators are used in the menu to give you information about commands in the menu. The following menu is used to illustrate these indicators.

StudyAids
Bible <u>O</u>utlines...
<u>C</u>hain Reference...
Bible <u>D</u>ictionary...
<u>P</u>ersonal Commentary...
Find <u>A</u>ll Comments
✓ Show Strong's <u>N</u>umbers
Find Strong's Numbers...
Strong's <u>D</u>ictionary...
<u>W</u>ord <u>O</u>rigins
Chronological <u>B</u>ible...

Check mark - Some commands are used to set options. Each time a menu is displayed, a check mark will appear next to a command if that option is currently set on. You may choose the command again to set that option off.

Underlined letter - One letter in each of the menu names and command names will be underlined. This letter can be used to select the menu or choose the command.

Grayed - Commands that are displayed in a lighter color indicate that the command is not available at this time. These commands cannot be chosen. Verse Search will simply beep a warning if you try to choose a grayed command.

Ellipsis (...) - Some commands are followed by ellipsis (...). This notation indicates that the command will prompt you for additional information in a "Dialog Box" before proceeding with the request.

Shortcut Keys - Some commands are followed by key names. These keys can be used as a shortcut method of choosing the command. Once you have gained some experience with Verse Search, you may want to use shortcut keys to choose commands without accessing the menu.

9.5.1 Choosing a Menu Command

You can choose commands with the mouse or by pressing key combinations.

To choose a menu command



1. Point to a menu name.
2. To display the menu, click the left mouse button.
3. Point to a command name.
4. Click the command name with the left mouse button.



1. To make the menu bar active, press the **Alt** key.
2. To display a menu, press the underlined letter in the menu name.
3. To choose a command, press the underlined letter in the command name.

Tip

Verse Search assigns some commands to shortcut keys so you can choose the commands without displaying a menu. If a command has shortcut keys, the keys appear in the menu next to the command.

9.5.2 Shortcut Keys

Many of the frequently used Verse Search commands have been assigned "shortcut keys". These keys can be used to choose commands entirely without the menu. When a shortcut key is available for a command, the key name is displayed in the menu following the command name. To use a shortcut key, simply press the key or key chord. **You do not, and should not,** select the menu first using the **Alt** key, as you do when selecting menus and choosing commands.

Shortcut keys provide fast command access without using the menu. They are intended to provide the experienced user with a fast way to perform the familiar actions. They are simply a substitute for the menu selection and command choosing that is faster because the menus are not displayed or highlighted.

Since the menus are not displayed when you use shortcut keys, you will have to remember the key(s) to be pressed for a given command. You do not have to bother attempting to consciously memorize these keys and commands. The more you use Verse Search, the more you will be exposed to the key names for the shortcut keys. When you have become familiar with the commands themselves, you will become familiar with the shortcut key for the command. Use the ones you can remember and rely on the menus for the others.

9.5.3 Closing a Menu

You can close a menu without choosing a command.

To close a menu

Do one of the following:

- Click outside the menu.

- Press ESC.

***** Note ***** After you press ESC to close a menu, the menu name is still selected. To return to your activity, press ESC again.

9.6 Dialog Boxes

Dialog boxes have one or more of these controls:

1. **Command button** - Each dialog box has at least one command button. The command button is used to instruct Verse Search to perform a command or to cancel the dialog. A command button is a rectangular area labeled with the command it is to perform. For example the **Cancel** button cancels the command while the **OK** button performs the command with the options you have provided.

If there is more than one command button, one of the buttons is the "default" button. This button defines the command that will be performed if you press the **Enter** key. The "default" command button is always displayed with a heavier border. As you select command buttons, the selected button becomes the new default and its border is changed to a heavier border. The command that takes effect when you press the **Enter** key is always the button with the heavier border. When you select a control that is not a command button, the original default button is restored to its original status.

2. **Option button** - Option buttons are used to allow you to select one of several options. Only one of the options can be selected. A dot beside an option indicates that the option has been selected.

3. **Check box** - You turn an option on or off using a check box. An X inside a check box means that the option has been turned on.

4. **List box** - You select one item from several presented in a list box. For example, you may select the file you wish to open from the **Files** list box. The selected item in the list is highlighted. List boxes have vertical scroll bars that allow you to scroll through the options in the list prior to making a selection.

5. **Text box** - You type text in a text box. For example, you type the name of the file you wish to open in the **File Name** text box.

Option buttons, check boxes, text boxes and list boxes are collectively referred to as options. You select and set options the way you want them and then choose the appropriate command button to carry out the command.

9.6.1 Performing a command from a dialog box

To carry out a command from a dialog box:

1. Set the options the way you want them.
2. Choose a command button to carry out the command.

To cancel a dialog box without carrying out the command, choose the **Cancel** button or press the **Esc** key.

9.6.2 Setting Options

Some of the options may already be set the way you want them, you can leave them alone. Others may be selected and changed to the way you want them.

When you are in a dialog box, one of the controls (options or command buttons) is selected. The selected control is indicated by the cursor. Every control in a dialog box has an underlined letter.

You select an option or command button in one of three ways:

1. **Basic Method.** Press **Tab** to select the next control.
Press **Shift+Tab** to select the previous control.
2. **Direct Method.** Press **Alt** plus the underlined letter identifying the control you wish to select.
3. **Mouse Method.** Point the mouse to the desired control and click the mouse button.

9.6.3 Typing and Editing in Dialog Boxes

Some dialog boxes contain text boxes in which you can type a response. For example, the name of a file you wish to open.

To replace text in a text box

1. Select the text you want to replace by doing one of the following:
Drag the mouse pointer over the text you want to replace.
-or-
Hold down the **Alt** key and press the underlined letter in the text box label.
2. Type your response.

Verse Search deletes the selected text as soon as you start typing.

To edit text in a text box

Do one of the following.

<u>To</u>	<u>Do this</u>
Move the insertion point	Press the Left , Right , Up , Down , Home , or End key, or click the new location.
Select text	Hold down the Shift key and press the Left , Right , Up , Down , Home , or End key, or hold down the left mouse button and drag.
Cancel a selection	Press the Left , Right , Up , Down key, or click anywhere in the text box.
Replace a selection	Start typing.
Delete text	Delete one character at a time by pressing the Backspace or Delete key. Delete more than one character at a time by selecting the text and pressing the Delete key.

9.6.4 Closing a dialog box

You can close a dialog box without carrying out the associated command.

To close a dialog box do one of the following:

- Click the **Cancel** button.
- Press **Esc**.

9.6.5 Changing a Button in an Option Box

Option buttons are organized and displayed as collections called an option box. An option box contains buttons that may be used to set an option. Only one of the option buttons may be set. A mark beside an option button means that it is the selected option. For example, the following option box displays the possible settings for the amount to be printed.

Selected → ☒ 1 One Verse: GEN 1:1
☐ 2 Range of Verses: GEN 1:1 - REV 22:21

An Option button can be set in any one of three ways:



1. Basic Method. Press **Tab** or **Shift+Tab** to select the option box. Then press a **direction** key to select the desired option button.
2. Direct Method. Press **Alt** plus the underlined letter identifying the option button you wish to select.



3. Mouse Method. Point the mouse to the desired option button and click the mouse button.

9.6.6 Changing a Check Box

An X in a check box means that the option is on. A blank in a check box means that the option is not on. For example:

Selected → ☒ Include Commentary
☐ Highlight search values

A check box can be set in one of three ways:



1. Basic Method. Press **Tab** or **Shift+Tab** to select the check box. Then press the **Spacebar**.
2. Direct Method. Press **Alt** plus the underlined letter identifying the check box you wish to select.



3. Mouse Method. Point the mouse to the check box and click the mouse button.

These actions turn the option off (if it was on) and on (if it was off).

9.6.7 Changing a List Box

The name at the top of the list box tells you what the list contains. You may select one of the items in the list. The selected item is indicated by a highlight.

A list box may contain more items than you can see at one time. You can scroll the list box to see other items.



To

Select the first item if none is selected.
Move the selection up or down one item.
Move to and select the first or last item.
Move up or down in the list.

Press

Down
Up or Down
Home or End
PageUp or PageDown

Some list boxes are shortcuts for typing in text boxes. For example in the dialog box for the **Open Lesson** command (on the **File** menu), when you select a file name from the **File Name** list box, Verse Search automatically enters the file name in the **File Name** text box.



Selecting in a List Box using the Mouse

All list boxes have a vertical scroll bar. You can scroll and select an item in a list box. Once selected either double-click on the file name or click **OK**.

9.6.8 Message Boxes

Verse Search sometimes displays messages for you in a special kind of dialog box. These dialog boxes contain no options, just a message and one or more command buttons.

Some messages are informative, some are warnings, and still others are notification of critical errors.

With some messages you are only informed of the error and are not given any recourse as to how to proceed. After you have read the message, press **Enter** or choose the **OK** button to continue.

Other messages ask you for direction as to how to proceed after an error has been detected. For example, if you attempt to save a file with another file's name, a message will appear asking that you confirm your request. In this case you should answer the question by choosing the desired command.

Appendix A

Using the Librarian Product

This section is included for users who have the Librarian product installed.

Product Description

Librarian is a powerful tool for creating a library of Bible research materials. It includes a Lesson Editor for writing lessons/sermons and incorporating Bible text directly into the lesson material. Librarian also creates a library of personal indexes to the Bible text that record your studies. The information you collect over many years of Bible study can be permanently stored on your computer for cross reference and review. As you use the Librarian more and more, your library of study resources will grow larger and more comprehensive.

Installing Librarian

Please refer to Chapter 1 for instructions on installation of add-on products.

A.1 Librarian Commands

The Verse List window has a menu bar of its own. This menu bar contains commands for saving, loading, sorting and merging any Verse List from your library.

A.1.1 Open Verse List

The **Open Verse List** command (on the **File** menu of the Verse List window) allows you to select any Verse List from any library. When you choose the **Open Verse List** command, a list of the Verse Lists currently in the library is displayed. You may pick any name from this list or select the path for a different library of Verse Lists. When you select a file name, that Verse List will be read and displayed.

A.1.2 Save and Save As

The **Save** and **Save As** commands (on the **File** menu of the Verse List window) allows you to save the Verse List currently displayed. When you enter a file name, the Verse List will be written on the disk in the directory you specified. A Verse List name is used to create a file, so the name must follow the rules for valid file names for your computer. The name can contain a maximum of 8 letters or numbers.

The Verse List in memory is constantly changing. Every search changes the Verse List. You can save the Verse List at any time using the **Save** command. The Verse List is never saved automatically. If you do not save it, the Verse List is changed by the next search request.

A.1.3 Delete File

The **Delete File** command (on the **File** menu of the Verse List window) allows you to get rid of any Verse List in the library you no longer need. When you select a file name, that Verse List will be deleted.

A.1.4 Description

The **Description** command (on the **Edit** menu of the Verse List window) allows you to add a description to any Verse List in any library. You may enter any information that helps you remember how, when and why you created that Verse List. The description can be displayed and changed at any time. Enter any text and select the **OK** button. If you change your mind, select the **Cancel** button. A Verse List can have a description saved with it only if the Verse List has been saved on the library (see the **Save** and **Save As** command).

A.1.5 New Verse List

The **New Verse List** command (on the **File** menu of the Verse List window) will delete all verses from the Verse List. An empty Verse List cannot be saved into the library. If you want to remove a Verse List from the library, use the **Delete File** command on the **File** menu.

A.1.6 Sort

The **Sort Verse List** command (on the **Edit** menu of the Verse List window) allows you to choose:

Sort the Verse List.

The verses will be kept in the same sequence as the Bible. Inserts will be added in their proper position. Duplicates will be ignored.

Unsort the Verse List.

You may choose the sequence of verses. Inserts will be added after the verse highlighted in the list. Duplicates will be allowed.

A.1.7 Merge

The **Merge** command (on the **Edit** menu of the Verse List window) allows you to select any Verse List from any library to be merged with the Verse List currently displayed. When you select a file name, the Verse List will be read from the library and merged. A merged Verse List will be sorted in the same sequence as the Bible. You may choose to merge two Verse Lists as a:

Combination:

All verses from either Verse List will be combined into a new Verse List. Duplicates will be ignored. For example: you may want to combine a Verse List on salvation with a Verse List on forgiveness to create a new Verse List with all verses from either subject.

Intersection:

Only verses common to both Verse Lists will be kept. For example: you may want to find the intersection of a Verse List on end-times prophecy with another Verse List on judgment to create a new list of verses that deals with both subjects.

A.2 Lesson Editor

The Lesson Editor is a text editor that enables you to type in sermon notes or lesson material. You can insert Bible text directly into your notes, save your notes at any time and print the final results of your work. There are many features of the Lesson Editor making it simple to use, but it is not designed to replace the word processing program you use on a daily basis for writing more complex documents.

A.2.1 New Lesson

The **New Lesson** command (on the **File** menu of the Bible text window) displays a window for you to type the text of your lesson. A new menu bar will be displayed allowing you to save your lesson text in the library and to load previous lessons from the library. You can edit the lesson text and copy verses from the Bible into your lesson.

A.2.2 Open Lesson

To load an existing file, select the **Open Lesson** command (on the **File** menu of the Bible text window). A Dialog box will be displayed. The **File Name** text box will be highlighted. You may type the name of the file you want. The drive and path names are optional. The file you requested will be read from disk and displayed.

To Select a File Name from the List



1. Press the **Tab** key to highlight the **Files** list.
2. Press **Up** or **Down** until the name you want is highlighted.
3. Press **Enter**.



Double-click on the filename you want. If necessary, use the scroll bar to display more filenames in the list. You may also click once to highlight the filename and then click on the **OK** button.

To Qualify the Files Included in the List

When the Dialog box is displayed, the **List Files of Type:** box contains the default parameter (*.txt). The list of filenames will contain only those names that match this parameter. Therefore, only files with the extension (*.txt) will be included in the list. The default can be changed at any time by replacing the parameter in the text box. For example, (*.doc) would include all files with (*.doc) as their extension.

A.2.3 Save and Save As

The **Save** and **Save As** commands (on the **File** menu) ask you to type the name you want to use for a file. The text will be written to the file you specify. If a file already exists with that name, you will be asked if it is OK to write over it.

A.2.4 Close

The **Close** command (on the **File** menu) closes the active window. The text window will be removed from the screen. If changes have been made to the text, you will be asked whether to save the changes. If you respond **Yes**, the changes will be saved. If you respond **No**, the changes will be ignored.

A.2.5 Print

The **Print** command (on the **File** menu) prints the text or a highlighted selection of the text.

A.2.6 Edit Menu

The Lesson Editor **Edit** menu provides commands to cut, copy and paste text or to copy verses into the lesson text.

A.2.6.1 Cut



The **Cut** command (on the **Edit** menu) copies the selected text to the clipboard and deletes the selected text from the window. The deleted text is available in the clipboard to be pasted to another location in the window or any other Windows document. The **Cut** command requires that some portion of the text be selected.

A.2.6.2 Copy



The **Copy** command (on the **Edit** menu) copies the selected text to the clipboard. The text is available in the clipboard to be pasted to another location in the window or any other Windows document. The **Copy** command requires that some portion of the text be selected (highlighted).

A.2.6.3 Paste



The **Paste** command (on the **Edit** menu) copies the clipboard to the text window at the position of the cursor. The text continues to be available in the clipboard to be pasted to another location in the window.

A.2.6.4 Delete

The **Delete** command (on the **Edit** menu) deletes the selected text from the window. The text is NOT copied to the clipboard. The **Delete** command requires that some portion of the text be selected (highlighted).

A.2.6.5 Transfer Verse

The **Transfer Verse** command (on the **Edit** menu) copies the verse shown at the top of the Bible text window into the text of your lesson. The verse will be copied at the location of the cursor. Only one verse will be copied.

A.2.6.6 Transfer Range

The **Transfer Range** command (on the **Edit** menu) copies a range of verses. You will be asked for the range you want. Those verses will be copied into your lesson text at the location of the cursor. The size of the clipboard is the only limit to the number of verses that can be transferred at one time.

A.2.6.7 Transfer Verse List

The **Transfer Verse List** command (on the **Edit** menu) copies the text of the verses from the Verse List into your lesson text. The verses will be added at the location of the cursor. The size of the clipboard is the only limit to the number of verses that can be transferred at one time.

A.2.7 Editor Search Menu

The Lesson Editor **Search** menu provides commands to find anything in the text, find the next occurrence and find the previous occurrence.

A.2.7.1 Find

The **Find** command (on the Editor **Search** menu) finds anything in the text. Select the **Find** command, enter what you want to locate and the text you requested will be displayed.

A.2.7.2 Next

The **Next** command (on the Editor **Search**) menu finds the next occurrence of the text you requested. The **Find** command must be used first to specify what text you want to find and to find the first occurrence. Then the **Next** command can be used to find the following occurrence of the requested text.

A.2.7.3 Previous

The **Previous** command (on the Editor **Search**) menu finds the previous occurrence of the text you requested. The **Find** command must be used first to specify what text you want to find and to find the first occurrence. Then the **Previous** command can be used to find the previous occurrence of the requested text.

Appendix B

Using the Topics Product

This section is included for those users who have the Topics product installed. Topics requires the Librarian product.

Product Description

Topics is a topical Bible. It is a collection of Verse Lists created using Librarian that cross reference the Bible by subject. Verse Lists are included for over 200 of the most significant topics discussed within the Bible. The topical lists allow you to display or print the verses of the Bible that deal with a common topic.

Installing Topics

Please refer to Chapter 1 for instructions on installation of add-on products.

Displaying Topics

Select the **Open Verse List** command (on the **File** menu of the Verse List window). Select the directory called **topics**. This will provide a list of the names available in Topics. Choose any name from the following list you wish to display.

<u>TOPIC ID</u>	<u>TOPIC NAME</u>	<u>TOPIC ID</u>	<u>TOPIC NAME</u>
ADULTERY	ADULTERY	ELDER	ELDER
AFFECTIO	AFFECTIONS	EMPLOYEE	EMPLOYEE/EMPLOYER
ANGEL	ANGEL	EUCARIST	EUCARIST
ANTICHRI	ANTICHRIST	EVANGELI	EVANGELISM
APOSTASY	APOSTASY	EXCUSES	EXCUSES
ASSURANC	ASSURANCE	FAITH1	FAITH IN CHRIST
ASTRONOM	ASTRONOMY	FAITH2	FAITH IN GOD
ATHEISM	ATHEISM	FALSE	FALSE DOCTRINE
ATONEMEN	ATONEMENT	FAMILY	FAMILY
BAPTISM1	BAPTISM OF HOLY SPIRIT	FASTING	FASTING
BAPTISM2	BAPTISM	FEAR	FEAR OF GOD
BENEDICT	BENEDICTIONS	FELLOWS1	FELLOWSHIP-BELIEVERS
BENEVOLE	BENEVOLENCE	FELLOWS2	FELLOWSHIP WITH CHRIST
BEREAVEM	BEREAVEMENT	FELLOWS3	FELLOWSHIP WITH GOD
BLASPHEM	BLASPHEMY	FINANCES	FINANCES
BLOOD	BLOOD OF CHRIST	FORGIVEN	FORGIVEN
BOOK	BOOK OF LIFE	FRIENDSH	FRIENDSHIP
BREVI	BREVITY OF LIFE	FRUITS1	FRUITS OF RIGHTEOUSNESS
BROTHERL	BROTHERLY LOVE	FRUITS2	FRUITS OF SIN
CALL	CALL TO SERVICE	GENEALOG	GENEALOGY
CATHOLIC	CATHOLICITY	GENTILES	GENTILES
CELIBACY	CELIBACY	GLORIFY1	GLORIFYING GOD
CHARACTE	CHARACTER	GLUTTONY	GLUTTONY
CHASTITY	CHASTITY	GOD1	GOD IN NATURE
CHILDREN	CHILDREN	GOD2	GOD THE CREATOR
CHOICE	CHOICE	GOD3	GOD THE FATHER
CHURCH1	CHURCH DISCIPLINE	GOD4	GOD'S GLORY
CHURCH2	CHURCH NAMES	GOD5	GOD'S KNOWLEDGE
CITIZENS	CITIZENSHIP	GOD6	GOD'S LOVE
COMMAND1	COMMANDMENTS-EPISTLES	GOD7	GOD'S MERCY
COMMAND2	COMMANDMENTS-CHRIST	GOD8	GOD'S POWER
COMMUNIO	COMMUNION WITH GOD	GOD9	GOD'S PROVISION
CONFESSI	CONFESSION OF CHRIST	GOSPEL	GOSPEL
CONSCIEN	CONSCIENCE	GOSSIP	GOSSIP
CONSOLAT	CONSOLATION	GRACE	GRACE
CONTENTM	CONTENTMENT	HEART	HEART
CONVICTI	CONVICTION OF SIN	HEAVEN	HEAVEN
COVETOUS	COVETOUSNESS	HELL	HELL
COWARDIC	COWARDICE	HOLINESS	HOLINESS
CREATION	CREATION OF MAN	HOLY	HOLY SPIRIT
CREDITOR	CREDITOR	HOMOSEXU	HOMOSEXUALITY
DANCING	DANCING	HOPE	HOPE
DARKNESS	DARKNESS	HUMILITY	HUMILITY
DEATH	DEATH	HUSBANDS	HUSBANDS
DEBTOR	DEBTOR	HYPOCRIS	HYPOCRISY
DECALOGU	DECALOGUE	IDOLATRY	IDOLATRY
DEMONS	DEMONS	IGNORANC	IGNORANCE
DEPRAVIT	DEPRAVITY	IMMORTAL	IMMORTALITY
DEPRESSI	DEPRESSION	IMPENITE	IMPENITENCE
DIVORCE	DIVORCE	INCEST	INCEST
DOUBT	DOUBT	INFIDELI	INFIDELITY TO GOD
DRUNKENN	DRUNKENNESS	INSPIRAT	INSPIRATION
		INTEGRIT	INTEGRITY

<u>TOPIC ID</u>	<u>TOPIC NAME</u>	<u>TOPIC ID</u>	<u>TOPIC NAME</u>
JESUS1	JESUS' COMPASSION	REGENERA	REGENERATION
JESUS2	JESUS' DEATH	RELIGION	RELIGION
JESUS3	JESUS' DIVINITY	REPENTAN	REPENTANCE
JESUS4	JESUS' HUMANITY	REPROBAC	REPROBACY
JESUS5	JESUS' KINGSHIP	REPROOF	REPROOF
JESUS6	JESUS' MISSION	RESIGNAT	RESIGNATION
JESUS7	JESUS' OBEDIENCE	RESPONSI	RESPONSIBILITY
JOY	JOY	RESURREC	RESURRECTION
JUDGMENT	JUDGMENT	REWARD	REWARD
JUSTIFIC	JUSTIFICATION	RICHES	RICHES
KINGDOM	KINGDOM OF HEAVEN	RIGHTEOU	RIGHTEOUSNESS
LIGHT	LIGHT	SABBATH	SABBATH
LOVE1	LOVE FOR GOD	SALVATI1	SALVATION&WORKS
LOVE2	LOVE	SALVAT2	SALVATION
MARRIAGE	MARRIAGE	SANCTIFI	SANCTIFICATION
MEEKNESS	MEEKNESS	SATAN	SATAN
MERCY	MERCY	SCOFFING	SCOFFING
MIRACLES	MIRACLES OF JESUS	SECOND	SECOND COMING
MISSIONS	MISSION	SELF1	SELF-DENIAL
MURMURIN	MURMURING	SELF2	SELF-RIGHTEOUSNESS
NAMES	NAMES OF JESUS	SERVANTH	SERVANTHOOD
NEIGHBOR	NEIGHBOR	SIN	SIN
NEW	NEW COVENANT	SPEECH	SPEECH
OATH	OATH	SPIRIT1	SPIRIT OF MAN
OBEDIENC	OBEDIENCE	SPIRIT2	SPIRITUAL ADOPTION
OPPORTUN	OPPORTUNITY	SPIRIT3	SPIRITUAL BLESSINGS
OPPRESSI	OPPRESSION	SPIRIT4	SPIRITUAL BLINDNESS
ORPHAN	ORPHAN	SPIRIT5	SPIRITUAL DEATH
PARABLES	PARABLES	SPIRIT6	SPIRITUAL DESIRE
PARENTS	PARENTS	SPIRIT7	SPIRITUAL GIFTS
PATIENCE	PATIENCE	STRIFE	STRIFE
PEACE	PEACE	SUFFERIN	SUFFERING
PENITENT	PENITENT	SYMBOLS	SYMBOLS
PERFECTI	PERFECTION	TEMPTATI	TEMPTATIONS
PERSEVER	PERSEVERANCE	TESTIMON	TESTIMONY
POOR	POOR	THANKFUL	THANKFULNESS
POWER	POWER	TRINITY	TRINITY
PRAISE	PRAISE	UNBELIEF	UNBELIEF
PRAYER1	PRAYER IN AFFLICTION	UNITY	UNITY
PRAYER2	PRAYER OF WICKED	VOWS	VOWS
PRAYER3	PRAYER	WATCHFUL	WATCHFULNESS
PRAYER4	PRAYERS OF JESUS	WICKED	WICKED
PREACHIN	PREACHING	WIDOW	WIDOW
PREDESTI	PREDESTINATION	WIFE	WIFE
PRIDE	PRIDE	WINE	WINE
PROPHECI	PROPHECIES ABOUT JESUS	WISDOM	WISDOM
PROPHEC2	PROPHECIES BY JESUS	WORD	WORD OF GOD
PROPHETS	PROPHETS	WORK	WORK
PROVERBS	PROVERBS	WORLDLY	WORLDLINESS
PRUDENCE	PRUDENCE	WORLDDY	WORLDDLY CARES
PUNISHM1	PUNISHMENT ETERNAL	WORSHIP	WORSHIP
PUNISHM2	PUNISHMENT	ZEAL	ZEAL
PURITY	PURITY		

Appendix C

Using the People Product

This section is included for those users who have the People product installed. People requires the Librarian product.

Product Description

People is a collection of Verse Lists created using Librarian that cross reference the Bible by characters. Verse Lists are included for over 140 of the most significant people discussed within the Bible. The Verse Lists allow you to display or print the verses of the Bible that deal with a common topic.

Installing People

Please refer to Chapter 1 for instructions on installation of add-on products.

Displaying People

Select the **Open Verse List** command (on the **File** menu of the Verse List window). Select the directory called **people**. This will provide a list of the names available in People. Choose any name from the following list you wish to display.

<u>NAME</u>	<u>DESCRIPTION</u>
AARON	AARON
ABIATHAR	ABIATHAR
ABISHAI	ABISHAI
ABNER	ABNER
ABRAHAM	ABRAHAM
ABSALOM	ABSALOM
ADAM	ADAM
AHAB	AHAB
AHAZ	AHAZ
AHAZIAH	AHAZIAH
AHIKAM	AHIKAM
AHIMAAZ	AHIMAAZ
AHITHOPE	AHITHOPEL
ANDREW	ANDREW
ASA	ASA
ASAPH	ASAPH
BALAAM	BALAAM
BARABBAS	BARABBAS
BARNABAS	BARNABAS
BARTHOLO	BARTHOLOMEW
BATHSHEB	BATH-SHEBA
BOAZ	BOAZ
CAIAPHAS	CAIAPHAS
CAIN	CAIN
CALEB	CALEB
CYRUS	CYRUS
DANIEL	DANIEL
DATHAN	DATHAN
DAVID1	DAVID THE KING
DAVID2	DAVID'S LIFE
DAVID3	DAVID'S NAME
ELEAZER	ELEAZER
ELI	ELI
ELIJAH	ELIJAH
ELISHA	ELISHA
EPHRAIM	EPHRAIM
ESAU	ESA
EZEKIEL	EZEKIEL
EZRA	EZRA
GEDALIAH	GEDALIAH
GERSHON	GERSHON
GIDEON	GIDEON
GOLIATH	GOLIATH
HADADEZE	HADADEZER
HANNAH	HANNAH
HAZAEEL	HAZAEEL
HEROD1	HEROD THE KING
HEROD2	HEROD TETRARCE
HEZEKIAH	HEZEKIAH
HIRAM	HIRAM

<u>NAME</u>	<u>DESCRIPTION</u>
ISAAC	SAAC
ISAIAH	ISAIAH
ISHMAEL	ISHMAEL
ITHAMAR	ITHAMAR
JACOB	JACOB
JAMES	JAMES
JEHOIACH	JEHOIACHIN
JEHOIADA	JEHOIADA
JEHOIAKI	JEHOIAKIM
JEHORAM	JEHORAM
JEHOSHAP	JEHOSHAPHAT
JEHU	JEHU
JEPHTHAH	JEPHTHAH
JEREMIAH	JEREMIAH
JEROBOAM	JEROBOAM
JESSE	JESSE
JESUS1	JESUS' COMPASSION
JESUS2	JESUS' DEATH
JESUS3	JESUS' DIVINITY
JESUS4	JESUS' HUMANITY
JESUS5	JESUS' KINGSHIP
JESUS6	JESUS' MISSION
JESUS7	JESUS' OBEDIENCE
JEZEBEL	JEZEBEL
JOAB	JOAB
JOASH	JOASH
JOB	JOB
JOHANAN	JOHANAN
JOHN1	JOHN THE BAPTIST
JOHN2	JOHN THE APOSTLE
ONAH	JONAH
JONATHA1	JONATHAN THE LEVITE
JONATHA2	JONATHAN, SON OF SAUL
JORAM	JORAM
JOSEPH1	JOSEPH, SON OF JACOB
JOSEPH2	JOSEPH, MARY'S HUSBAND
JOSEPH3	JOSEPH, BURIED JESUS
JOSHUA	JOSHUA
JOSIAH	JOSIAH
JOTHAM	JOTHAM
JUDAH	JUDAH
JUDAS	JUDAS ISCARIOT
LABAN	LABAN
LAZARUS	LAZARUS
LEAH	LEAH
LOT	LOT
LUKE	LUKE
MAHLAH	MAHLAH
MANASSEH	MANASSEH
MARK	MARK

<u>NAME</u>	<u>DESCRIPTION</u>
MARY1	MARY, JESUS' MOTHER
MARY2	MARY MAGDALENE
MARY3	MARY, SISTER OF LAZARUS
MATTHEW	MATTHEW
MELCHIZE	MELCHIZEDEK
MEPHIBOS	MEPHIBOSHETH
MICHAL	MICHAL
MISHAEL	MISHAEL
MORDECAI	MORDECAI
MOSES1	MOSES' EARLY LIFE
MOSES2	MOSES IN THE WILDERNESS
NABOTH	NABOTH
NATHAN	NATHAN
NEBUCHAD	NEBUCHADNEZZAR
NEBUZAR	NEBUZAR-ADAN
NEHEMIAH	NEHEMIAH
NOAH	NOAH
OG	OG
PAUL	PAUL
PETER	PETER
PHILIP1	PHILIP THE DEACON
PHILIP2	PHILIP THE APOSTLE
PILATE	PONTIUS PILATE
RACHEL	RACHEL
RAMAH	RAMAH
RAMOTH	RAMOTH-GILEAD
REBEKAH	REBEKAH
REHOBOAM	REHOBOAM
REUBEN	REUBEN
RUTH	RUTH
SAMSON	SAMSON
SAMUEL	SAMUEL
SARAH	SARAH
SAUL	SAUL
SENNACHE	SENNACHERIB
SHAPHAN	SHAPHAN
SHEM	SHEM
SHIMEL	SHIMEI
SIHON	SIHON
SILAS	SILAS
SIMEON	SIMEON
STEPHEN	STEPHEN
THOMAS	THOMAS
TIMOTHY	TIMOTHY
URIAH	URIAH
UZZIAH	UZZIAH
ZADOK	ZADOK
ZEDEKIAH	ZEDEKIAH
ZERUBBAB	ZERUBBABEL

Appendix D

Using the Personal Commentary Product

This section is included for those users who have installed the Personal Commentary product.

Product Description

The purpose of the Personal Commentary product is to allow you to associate your own personal commentary with each Bible verse. When you are displaying Bible text, select the **Personal Commentary** command (on the **StudyAids** menu). You may enter new or edit existing comments related to the current Bible verse. Your comments will become a permanent addition to your library. Any time you refer to this verse, your comments will be available, even if you are studying a different translation.

Installing Personal Commentary

Please refer to Chapter 1 for instructions on installation of add-on products.

Displaying your Commentary



The **Personal Commentary** command (on the **StudyAids** menu) displays a verse and your comments about that verse. You may enter any comment you want (up to 65536 characters). This verse will then be marked with an asterisk (*) to show that a comment exists. Any time you are reading this verse again, you can display your comments also.

One-on-One



A very useful feature here is the **One-on-One** button. Make the Personal commentary window the active window. Click the **One-on-One** button. The Bible text window will be resized and placed above the Personal Commentary window. If the **Synchronize** option (on the **Translation** menu) is checked then the Personal Commentary window will always reflect the appropriate commentary with the verse at the top of the Bible text window.

To review complete details regarding editing and printing the commentary refer to the "Librarian Lesson Editor" appendix.

Delete a Comment

1. highlight all or any part of the comment you want to be deleted.
2. press the **Delete** key.

Initializing a new Commentary File

If you select the **Personal Commentary** command (on the **StudyAids** menu) and the Personal Commentary file is not available, you will be asked if you want one created. If you say **Yes**, the file will be initialized and ready for your comments to be entered. If you say **No**, the Personal Commentary command will be canceled.

Find All Comments

The **Find All Comments** command (on the **StudyAids** menu) will fill the Verse List window with all the verses that have a comment. This allows you to use the **Find Next** and **Find Previous** commands (on the **StudyAids** menu) to read all the verses and their comments. Be sure that the **Synchronize** option (on the Translation menu) is checked for optimum performance. This also allows you to print all your comments. Select **Print** (on the **File** menu of the Verse List window). Select the option to print comments. The verses will be printed along with their comments.

Appendix E

Using the Chain Reference Product

This section is included for users who have the Chain Reference product installed.

Product Description

The best source for understanding the Bible is the Bible itself. Commentaries show what other people have to say about interpreting each verse. A chain reference uses the Bible to explain the Bible. Each verse is chained to other verses that explain, expand upon, give an example or an opposite, or deal with a similar thought. By tracing one thought through the Bible text, you will see beyond the single verse to a common thread of thought throughout the Bible.

Installing Chain Reference

Please refer to Chapter 1 for instructions on installation of add-on products.

Note: Each Bible translation has a separate set of Chain Reference files.

Displaying Chain References



Select the **Chain Reference** command (on the **StudyAids** menu). The **Chain Reference** command provides a list of other verses that help in understanding the verse you are currently studying. The screen is divided into three windows:

1. a verse is displayed in the top window,
2. a list of verses that are related to this verse is displayed at the right,
3. the text of one of the related verses may be displayed at the bottom.

Verse Window

The verse displayed in the top window has a highlighted word. When this window is active, use the cursor keys or the mouse to highlight other words. The references in the Chain window that are tied to the highlighted word will be marked with an arrow. The Verse window has the following command buttons:

- 1 Down displays the next verse down in the text
- 2 Up displays the previous verse in the text
- 3 GoTo displays any verse you request
- 4 Next displays the next verse from the Verse List
- 5 Prior displays the previous verse from the Verse List

Chain Window

The Chain window shows other verses that may help you better understand the verse displayed. Use the cursor keys or the mouse to highlight any reference in the list. The numbers on the left side of the list correspond to the < > numbers in the verse window.

Related Verse Window

The bottom window can be used to display the text of verses that are related in some way to the verse above. The verses may be related by dealing with the same subject, using similar word constructs, convey a similar thought. The Related Verse window uses the following buttons:

- Down displays the next verse down in the text
- Up displays the previous verse in the text
- GoTo displays any verse you request
- Next displays the next verse from the Verse List
- Prior displays the previous verse from the Verse List
- Text displays the verse highlighted in the Chain window

Print button

If you select the Print button, you may choose to print either the Chain reference list or the text of the related verse.

Export button

The same options apply to exporting the information to a text file as when printing.

+Level button

The **+Level** button follows down a chain of thought. The verse currently shown in the **Related Verse** window will be moved to the top window and its chain will be displayed. The **Level** will show you have moved one layer deeper in the chain of thought.

-Level button

The **-Level** button is the opposite of the **+Level** button. It backs up through a chain of thought. The verse currently shown will be replaced by the verse at the next higher level in the chain. The **Level** will show you have moved one layer higher in the chain of thought. This command allows you to go back through the chain of verses you just established using the **+Level** button.

Top button

The **Top** button restores the verse you originally began studying when you started your chain of thought. The **Level** will be set to zero, ready for you to pursue other chains of thought about this verse.

Insert button

The **Insert** button causes the verse shown in the **Related Verse** window to be added to the chain of the verse shown in the top window. The new verse will be tied to the word that is highlighted in the **Verse** window. Any changes you make to the chain will be saved on the disk when you select the **OK** button or another chain reference list is displayed.

Delete button

The **Delete** button deletes the highlighted verse from the chain. Any changes you make to the chain will be saved on the disk when you select the **OK** button or another chain reference list is displayed.

OK button

The **OK** button saves any changes you have made to the chain and closes the window.

Cancel button

The **Cancel** button closes the window. Changes will not be saved.

Example of Chain Reference:

Step 1: Display Genesis 1:1 and choose the **Chain Reference** command (on the **StudyAids** menu). The top window shows the word "the" highlighted with <1> preceding. In the **Chain** window are several references that are all chained to words within Genesis 1:1. The references that are chained to the highlighted word are grouped together with the corresponding <1>.

Step 2: Highlight the reference JOH 1:1 in the **Chain** window. Press the **Enter** key. John 1:1 will be displayed in the **Related Verse** window.

Step 3: Highlight the reference HEB 1:10 in the **Chain** window and press the **Enter** key. Hebrew 1:10 will be displayed in the **Related Verse** window.

Step 4: Highlight the reference JOB 38:4 in the **Chain** window. Notice the word "God" in Genesis 1:1 is now highlighted. Press the **Enter** key. Job 38:4 will be displayed in the **Related Verse** window.

Step 5: Select the **Down** button in the **Related Verse** window to display Job 38:5. Select the **Insert** button. The reference of Job 38:5 has been inserted into the **Chain** window just below the highlighted reference. It is now chained to the highlighted word in the top window.

Step 6: Select the **Cancel** button to leave the Chain Reference without saving the changes.

Appendix F

Using the Chronological Bible Product

This section is included for users who have installed the Chronological Bible product.

Product Description

Placing the Bible text on a computer adds flexibility to your study. For example, the verses are normally ordered by the book, chapter and verse sequence with which you are familiar in a printed Bible. But order is arbitrary in a computer. The text could just as easily be meaningfully ordered by various other criteria such as by topic or by author. The Chronological Bible sequences the text of the Bible chronologically. From creation to the revelation, the verses are presented in the time sequence to which they best apply.

Some portions of the Bible are easily assigned to a specific time period. Some portions have only a relative time association. Some portions have no known criteria for being assigned to any time period. The Old Testament books of history and the New Testament gospels are examples of specific time sequencing. The books of wisdom and law and psalms are more arbitrary. Every attempt has been made to assign each portion of the Bible to the time period to which they best apply. Because there may be other views, the outline can be modified as you study the Bible chronologically.

Installing Chronological Bible

Please refer to Chapter 1 for instructions on installation of add-on products.

Displaying a Chronological Outline



The **Chronological Bible** command (on the **StudyAids** menu) displays the primary sections of a chronological outline of the Bible. You may choose any section and select the **Outline** button to display an outline of the Bible sequenced in chronological order. Verses that deal with the same event are listed together. This provides a view of the Bible from the perspective of time. The sequencing of events helps in understanding the unfolding of God's truth from the beginning to the end of the Bible text. You can edit this outline in any way you choose to change the order of events or to add more details.

- Z. Preparing for Christ's death
 - Z.1 Heading for Jerusalem
 - Z.1.1 Final departure from Galilee
 - Mat 19:1-2
 - Mar 10:1
 - Luk 9:51-62
 - Z.1.2 The mission of the seventy
 - Luk 10:1-24
 - Z.1.3 The good Samaritan
 - Luk 10:25-37
 - Z.1.4 From Galilee to Judea
 - Z.1.4.1 Visit Mary and Martha
 - Luk 10:38-42
 - Z.1.4.2 Jesus teaches on prayer
 - Luk 11:1-13
 - Z.2 The final journey
 - Z.2.1 The ten lepers healed
 - Luk 17:11-19

One-on-One



The **One-on-One** command (on the **Window** menu) moves and sizes the Outline window and the active Bible text window to share the screen together.

Displaying Text

To review the Bible text related to each event, position the cursor on Bible reference you want and double click. The verses marked for that event will be displayed in the Bible text window.

To review complete details regarding editing and printing the outline refer to the "Librarian Lesson Editor" appendix.

Sources

The following sources are recommended reading:

A Synoptic Harmony of Samuel, Kings and Chronicles, James Newsome

The Narrated Bible by F. Lagard Smith

The Horizontal Line Synopsis of the Gospels by Reuben J. Swanson

A Harmony of the Gospels by Stevens & Burton

Studies in the Book of Acts by J. Williams

Appendix G

Using Hebrew/Greek transliterator Products

This section is included for users who have installed the Greek or the Hebrew transliterator products.

Product Description

The purpose of the transliterator products is to associate an English word with its Greek/Hebrew origins. The word meanings of English words can best be understood by study of the original languages. You can select an English word and find its Greek/Hebrew roots. You can select a Greek/Hebrew word and find its English translations. The transliterators allow anyone to study the original word meanings without being an expert in linguistics.

Installing the Greek or the Hebrew transliterator

Please refer to Chapter 1 for instructions on installation of add-on products.

Strong's Numbering System

The Greek transliterator includes the Strong's Reference Numbers associated with the English words of the New Testament Bible text and a Greek dictionary. The Hebrew transliterator includes the Strong's Reference Numbers associated with the English words of the Old Testament Bible text and a Hebrew dictionary. This numbering system was first published in Strong's Exhaustive Concordance. Strong's numbering system has become a standard tool for scripture word study. Strong created a list of every unique word in the original Greek/Hebrew text, sorted the list in order and numbered the words. He then assigned one of these numbers to each word in the Bible except for:

- words that have no direct tie to specific Greek/Hebrew words (but may be implied by the context)
- articles, etc., of minor significance

To create the disks for the transliterators, Bible Research Systems used a computer to sort the English text of the King James Bible in alphabetical order. The computer's list of words was then compared to Strong's Exhaustive Concordance. The number assigned by Strong was then entered into the computer for each word. The word list was then sorted back to the original order by book, chapter and verse. Every effort was made to be consistent with Strong's work. Only the most obvious printing errors were changed.

Strong's Greek dictionary and numbering system are based upon the Greek text from which the King James Version (KJV) was translated. The New International Version (NIV) text was translated from a different Greek text. However, we have chosen to remain with Strong's numbering system applied to the NIV text because Strong's numbers are the acceptable standard for scripture study tools. This provides a word origin study tool for the NIV comparable to those available for the KJV. All examples in the transliterator documentation have been based upon the King James Version Bible text.

G.1 Strong's Dictionary



The **Strong's Dictionary** command (on the **StudyAids** menu) displays a list of all numbers assigned by Strong's concordance to the verse displayed. The dictionary entry for the first Greek/Hebrew word will be displayed. You may select any word in the Bible verse by highlighting the number and pressing the **Enter** key (or double clicking the mouse on the number) and the dictionary definition will be displayed.

The dictionary entry can help in understanding the meaning of an English word by showing the meaning of the underlying word in the original language. You may modify the dictionary entry at any time and select the **OK** button to save your changes. Press **Esc** or select the **Cancel** button to leave the transliterator without saving your changes.

Dictionary button

The Greek transliterator includes a Greek dictionary entry for each Greek word numbered by Strong. The Hebrew transliterator includes a Hebrew dictionary entry for each Hebrew word numbered by Strong. The dictionary will be used extensively by the transliterators as you study different verses. The **Dictionary** button displays an entry from the dictionary for the Strong's reference number highlighted. Each entry includes:

- the Greek/Hebrew transliteration (in English syllable form)
- the relation of this word with other Greek/Hebrew words
- the definition of the Greek/Hebrew word

Print button

When you select the **Print** button, the dictionary entry for the Strong's number will be printed.

Export button

The same options apply to exporting the information to a text file as when printing.

Up button

When you select the **Up** button, the verse previous in the Bible text will be displayed with its dictionary entry.

Down button

When you select the **Down** button, the verse following in the Bible text will be displayed with its dictionary entry.

Goto button

When you select the **Goto** button, you may specify any verse in the Bible you want to be displayed with its dictionary entry.

Trace list

When a dictionary entry is displayed for any Greek/Hebrew word, relationships with other Greek/Hebrew words may be shown. You can trace these word relationships to better understand the meaning of the Greek/Hebrew words. Each time you select a word from the verse, the number will be entered in the **Trace** list. If the dictionary entry shows this word is related to other Greek/Hebrew words, their numbers will also be added to the **Trace** list. Select any number from the list by clicking the mouse on the number you want.

When you select the **Dictionary** button (or double click on the number in the **Trace** list) the dictionary entry for that number will be displayed. If that word is also related to other Greek/Hebrew words, their numbers will be added to the **Trace** list and you may select any of them to see their definitions. This allows you to trace through a family of related words until you discover a root word from which the others were formed.

For example, the Greek dictionary entry for #1080 (from which the English word BORN frequently comes) is displayed as follows:

Strong's Reference Number: 1080

Derivation: Variation of 1085

Transliteration and Definition: gennao; to procreate (prop. of the father, but by extens. of the mother); fig. to regenerate

The #1085 will be added to the **Trace** list. If #1085 is highlighted when you select the **Dictionary** button, the window will display:

Strong's Reference Number: 1085

Derivation: Derived from 1096

Transliteration and Definition: genos; "kin" (abstr. or concr., lit. or fig., indiv. or coll.)

The #1096 will be added to the **Trace** list and highlighted. If you select the #1096 number, the screen will display:

Strong's Reference Number: 1096

Derivation: A Primary Word

Transliteration and Definition: genomai; to cause to be ("gen"-erate), i.e. (reflex.) to become (come into being), used with great latitude (lit. or fig., intens., etc.)

You have just traced the word #1080 to its Greek origin.

Changing the Dictionary

The dictionary entries have been excerpted from Strong's Concordance. You may choose to expand or modify the definitions. At any time a definition is displayed, you may enter your modifications. When the definition is changed to the way you like, select the **OK** button to write the new definition to the disk. Each time that word appears in the Bible, your new definition will be shown from the dictionary.

For added editing flexibility you may use the **Cut (Ctrl+X)**, **Copy (Ctrl+C)**, **Paste (Ctrl+V)** and **Delete (Delete)** commands that are standard with most Windows applications.

G.2 Show Strong's Numbers



The **Show Strong's Numbers** command (on the **StudyAids** menu) displays the numbers assigned by Strong's Concordance to the English words. Select this command again to turn this option off.

G.3 Find Strong's Numbers

The **Find Strong's Numbers** command (on the **StudyAids** menu) searches the Bible for any number assigned by Strong's Concordance to the English words. This allows you to find all verses that contain a specified Greek or Hebrew word in the original text. Enter any list of numbers you want to find. Each number represents a Greek/Hebrew word root.

Add button

Each time you enter a number and press **Enter** (or select the **Add** button) the number you entered will be added to the list.

Delete button

Select the **Delete** button to delete the highlighted number from the list.

Empty button

Select the **Empty** button to delete all the numbers from the list.

Range button

Select the **Range** button to set the range of verses to be searched. The Range must be entirely within the Old Testament or entirely within the New Testament.

ANY or ALL

If you enter more than one number, you may specify that **ALL** the numbers must be found in the same verse or you may specify that you want any verse that contains **ANY** of the numbers.

Search button

Select the **Search** button to begin the search. All verses within the Range you specified that contain the numbers you specified will be shown in the Verse List window.

Instant Find

Click on a Strong's number shown in the Bible text window then select the **Instant Find** button. All verses within the Old or New testament that contain the selected number will be shown in the Verse List window.

Example of using the Greek transliterator



Display 2 Peter 2:21 and press the **F10** shortcut key to display the Greek dictionary for the words in this verse.

Strong's # on English words

	2PE 2:21 For it had
2258	been
2909	better for them not to have
1921	known the
3598	way of
1343	righteousness,
2228	than, after they have
1921	known it, to
1994	turn from the
0040	holy
1785	commandment
3860	delivered unto them.

Strong's Greek Dictionary

Reference Number 1921
Derived from 1909 and 1097
Transliteration: epiginosko
to know upon some mark,
to recognize,
by implication, to become
fully acquainted with

Highlight the word **KNOWN** in the English text and select the **Dictionary** button to display the entry for that word. The Dictionary entry shows the original Greek word root and its meaning. Select the **Cancel** button. Select the **Show Strong's Numbers** command (on the **StudyAids** menu).

Select the **Find Strong's Numbers** command (on the **StudyAids** menu). Type the number 1921 and select the **Add** button. Select the **Search** button to begin the search. The Verse List window will show other verses within the New Testament that use this same Greek word. Double-click on each reference to display the verse. (Or highlight the reference and press the **Enter** key.) You can see how this word was used in different contexts and how it was translated various ways. This Greek word found in 2 Peter also occurs in the following verses:

Mat 7:16 Ye shall **know** them by their fruits...

Mat 11:27 no man **knoweth** the Son, but the Father; neither **knoweth** any man the Father, save the son,...

Mar 2:8 And immediately when Jesus **perceived** in his spirit...

Mar 5:30 And Jesus, immediately **knowing** in himself that virtue had gone out of him, turned him about in the press, and said,...

Luk 24:31 And their eyes were opened, and they **knew** him;...

1Co 13:12 For now we see through a glass darkly; but then face to face; now I know in part; but then shall I **know** even as also I am **known**;

G.4 Word Origins

Some words in both English and Greek/Hebrew are common and are always translated in the same way. For other words, the equivalence across languages is not that precise and variations in translation are valid. The transliterators include the option to generate a frequency analysis of word usage. A word origin study within the range of the Bible text you select can be requested two ways. You can find all occurrences of an English word or phrase and count the Greek/Hebrew origins from which this English was translated. You can find all occurrences of a Greek/Hebrew word and count the various English words it was translated to.

To find the various Greek/Hebrew origins of an English word:

1. Use the **Find Anything** command (on the **Search** menu) to search for the verses that contain the word you want within the range of the Bible text you want,
2. Select the **Word Origins** command (on the **StudyAids** menu).

Every English word that was found will be shown with a list of every different Greek/Hebrew numbers assigned to that English word. If a New testament verse is show at the top of the Bible text window the Word Origin will be performed using the Greek transliterator.

To find the various English translation of a Greek/Hebrew word:

1. Use the **Find Strong's Numbers** command (on the **StudyAids** menu) to search for the verses that contain the Strong's Numbers you want within the range of the Bible text you want,
2. Select the **Word Origins** command (on the **StudyAids** menu).

Every number that was found will be shown with a list of every different English translation assigned to that number.

The Word Origins list shows how many times each Greek/Hebrew word was translated to different English text.

Print button

Select the **Print** button to print the Word Origin analysis.

Dictionary button

Select the **Dictionary** button to display the dictionary entry for the highlighted Strong's number.

For example, if you searched the KJV New Testament for the word PRAY, the result will appear on the screen as:

Number	Frequency	Translation
4336	0042	pray
2065	0010	pray
1189	0007	pray
3870	0004	pray
0000	0003	pray
2172	0002	pray
Total	68	

The number indicates the Strong's reference number that identifies which Greek word occurred in the original text. The frequency indicates how many times the English search criteria originated from that Greek word. The frequency of the number 0000 shows how many times the English search criteria was found with no Strong's number assigned.

You may use the cursor keys (or the mouse) to position the cursor on any line in the report and request the dictionary entry for that number. The **Dictionary** button displays the various meanings of the Greek/Hebrew words that were all translated to the same English word. For example, the dictionary entry for the numbers in the example above would show:

#4336 means to pray to God
#2065 means to interrogate
#1189 means to beg
#3870 means to call near
#2172 means to wish

For another example, search Matthew (KJV) for number 1080. Then select the **Word Origins** command (on the **StudyAids** menu). For each occurrence of the requested Greek/Hebrew number, the various English translations will be displayed with a count of how frequently they occur. The result will appear as:

Number	Frequency	Translation
1080	0039	begat
1080	0005	born
1080	0001	conceived
Total	45	

This means the Greek word numbered 1080 occurred 45 times within this range. Thirty-nine of those were translated as BEGAT. Only once was the word CONCEIVED used to convey the original Greek meaning.

Appendix H

Using the Bible Dictionary Product

This section is included for users who have the Bible Dictionary product installed.

Product Description

A dictionary defines words and their meanings. A Bible Dictionary defines the special meanings given to words when used in scripture. Common words are not included because their meaning is the same in scripture as when used elsewhere. A Bible Dictionary gives historical background and Biblical usage that helps you understand the language used in scripture.

Installing Bible Dictionary

Please refer to Chapter 1 for instructions on installation of add-on products.

Displaying Bible Dictionary



Select the **Bible Dictionary** command (on the **StudyAids** menu). The **Bible Dictionary** command allows you to display and modify a definition for any word in the Bible. Bible Dictionary displays a list of every unique word in the Bible. To select any word:

1. use the cursor keys to highlight the word you want, or
2. click the mouse on the word you want,
3. type the letters of the word until the word you want is shown.

Dictionary button

When the word you want is highlighted, select the **Dictionary** button (or double click on the word). If the word you highlighted has been defined in the dictionary, the definition of the word will be displayed. You may return to the word list and select another word at any time. You may enter any additions you want and select the **OK** button. Your changes will be saved as a permanent definition of that word.

You may double-click on a word in the Bible text window then click on the **Dictionary** button in the **Icon Bar**. The dictionary window will be opened displaying the definition for that English word.

To review complete details regarding editing and printing the outline refer to the "Librarian Lesson Editor" appendix.

Appendix I

Using the Bible Outlines Product

This section is included for users who have the Bible Outlines product.

Product Description

An outline is one of the simplest forms of study tools. It gives structure to the text and identifies the key thoughts in each passage.

Some portions of the Bible form an obvious outline when the primary thoughts are easily identified and the supporting arguments are easily correlated. Other portions contain collections of thoughts that are not necessarily structured or can be structured in a variety of ways. The New Testament letters are examples of text that have identifiable structure. The Old Testament books of wisdom and poetry are less structured. Every attempt has been made to assign each portion of the Bible to an outline form that would assist your study. Because there may be other views, the outlines can be modified as you study.

Installing Bible Outlines

Please refer to Chapter 1 for instructions on installation of add-on products.

Displaying an Outline



The **Bible Outline** command (on the **StudyAids** menu) displays an outline for the book of the Bible currently displayed. The outline provides a structure to assist you in identifying the primary thoughts in each passage of the book you are studying. You can edit this outline in any way you choose to change the priority of thoughts or events or to add more details.

Outline of 1 Corinthians	
I. Salutation	1Co 1:1-9
II. The Problem of Factions	
A. Divisions in the Church	1Co 1:10-17
B. Wisdom of God	
1. Christ the Power and Wisdom of God	1Co 1:18-31
2. Proclaiming Christ Crucified	1Co 2:1-5
3. The True Wisdom of God	1Co 2:6-16
4. On Divisions in the Corinthian Church	1Co 3:1-23
C. Measure of Judgment	
1. The Ministry of the Apostles	1Co 4:1-13
2. Fatherly Admonition	1Co 4:14-21
III. Moral Standards	
A. Sexual	
1. Sexual Immorality Defiles the Church	1Co 5:1-8
2. Sexual Immorality Must Be Judged	1Co 5:9-13
B. Disagreements	
1. Lawsuits among Believers	1Co 6:1-11
2. Glorify God in Body and Spirit	1Co 6:12-20
C. Faithfulness	
1. Directions concerning Marriage	1Co 7:1-16
2. The Life That the Lord Has Assigned	1Co 7:17-24
3. The Unmarried and the Widows	1Co 7:25-40

The menus for Bible Outlines include several new commands:

One-on-One



The **One-on-One** command (on the **Window** menu) moves and sizes the Outline window and the active Bible text window to share the screen together.

Display Text

To review the Bible text related to each event, position the cursor on Bible reference you want and double click. The verses marked for that event will be displayed in the Bible text window.

To review complete details regarding editing and printing the outline refer to the "Librarian Lesson Editor" appendix.

Appendix J

Using the Bible Maps Product

This section is included for users who have the Bible Maps product.

Product Description

Bible maps assist in the study of scripture by showing where key events occurred. Major nations, cities, rivers, mountains and geographical regions are referred to by name in the scripture. A map can show how these locations are related. When the scriptures describe a given journey, you may want to use a map to better understand the place of origin, the distances traveled, the nearby cities that might have been visited along the way and the final destination. The timing of events, the audience addressed, the sequence of activities can be influenced by geography and distance. A map describes the stage upon which Biblical events occurred.

The Bible Maps product includes two sets of maps. One set is designed to take best advantage of screen display and uses a color monitor if available. The other is a set of Clipart files designed to take best advantage of a printer. This set of Clipart maps can be inserted into lesson documents by any word processor, desktop publishing or paint program that supports standard PCX files.

Installing Bible Maps

Please refer to Chapter 1 for instructions on installation of add-on products. For a color monitor, the color maps will be copied to hard disk. For monochrome, the Clipart maps will be copied to hard disk and will be used for screen display. In most cases the Clipart disk will not be used. This disk is available for use with paint programs for the purpose of printing the Bible maps.

Hardware/Software Requirements

A graphics monitor is required (EGA or VGA or Hercules). To modify or print the maps, a word processor or paint program that supports PCX files is required.

Recommended sources:

The Macmillan Bible Atlas, Yohanan Aharoni and Michael Avi-Yonah
Student Map Manual, Zondervan Publishing Company
The Student Bible Atlas, by Dr. Tim Dowley
Atlas of the Bible Lands, by Harry Thomas Frank

Displaying a Map

To display a map, select the **Maps** menu and choose any map. The map will be displayed. To return to the Bible text, close the map window.

Selecting other Maps

When any map is displayed, all other maps are also available from the **Map** menu.

List of Maps

The following maps are included in the Bible Maps product:

- | | |
|-----------------------------|-----------------------------------|
| A - World of the Patriarchs | K - Palestine: Major Cities |
| B - Assyrian Empire | L - Palestine: Major Rivers |
| C - Persian Empire | M - Palestine: Major Mountains |
| D - Babylonian Empire | N - Palestine: Major Regions |
| E - Middle East Today | O - Towns associated with Christ |
| F - The Exodus | P - Paul's 1st Missionary Journey |
| G - Conquest of Canaan | Q - Paul's 2nd Missionary Journey |
| H - Division of Canaan | R - Paul's 3rd Missionary Journey |
| I - Empire of David | S - Paul's Journey to Rome |
| J - The Divided Kingdoms | T - Jerusalem in New Testament |

Index of Geographic Terms



Select the **Index** command (on the **Maps** menu). A list of geographic terms found in the Bible is displayed. Highlight any term and select the **Map** button. The appropriate map will be displayed with a mark to locate the highlighted entry. The name will be displayed in the Title bar of the map. When you are reading scripture that references a site that is not familiar to you, use the **Index** to locate that site. Another option is to double-click on a geographic term in the Bible text window then select the **Map** button on the **Icon** bar.

Clipart Maps

The Clipart disk includes a copy of each map designed for printing. There are no colors or shading. The maps are named ClipartA through ClipartT. These Clipart files can be used by any word processor, desktop publishing or paint program that supports the PCX format. This allows any map to be inserted into your lesson documents. For example, to use map A (World of the Patriarchs) with Microsoft Word:

1. Copy the Clipart files to the same directory as your Microsoft Word documents.
2. Start Microsoft Word and position the cursor at the location in your lesson document where you want the map to appear.
3. Select the **Picture...** command (on the **Insert** menu).
4. Enter the file name: CLIPARTA.PCX
5. A small rectangle will be displayed showing the size of the map in your document.
6. Resize the map to fit your document layout.

Modifying the Maps

The maps are stored in standard PCX files. PC PAINTBRUSH or other paint programs that support the PCX format can be used to:

1. add details that assist your specific studies
2. change colors to best fit your monitor
3. print the map on your specific brand of printer.

Glossary

Active

Describes a window that is selected. It is this window to which the next keystroke or command will apply.

Check box

A check box is represented by a square box ☐. Check boxes are usually used to denote an option that may be selected. If the box is checked ☒ the option has been selected.

Click

To press and release a mouse button quickly.

Clipboard

A temporary storage area for holding information that you are moving or copying. The clipboard used is the Microsoft Windows clipboard. Therefore any information copied to the clipboard is available to be pasted into any other Windows application.

Command

A word or phrase, usually found in a menu, that you choose in order to carry out an action.

Command button

A large rectangle that appears in a Dialog box that carries out or cancels an action when chosen. The **Cancel** button always cancels the command. The **OK** button carries out the command. Occasionally, the button that carries out the command will have a label that describes the action.

Control menu

The control menu is used to control the size and placement of the window on the screen. It may also be used to close the window.

Control Menu Box

Windows which allow their size and placement to be controlled have a Control Menu Box in the upper left corner of the window border. If you have a mouse you can click on the Control Menu Box to access the control menu.

Copy

To place a copy of your selected text in the clipboard.

Default

Describes an option, command or device that is automatically selected or chosen by the system. For example, Dialog boxes contain a command button which is selected when the Dialog box appears, indicating that it is the default and will be chosen automatically if you press **Enter**. You can override a default by selecting another option, command or device.

Dialog box

A box that appears in the middle of the screen when the system needs further information to carry out a command or when the system is providing you with certain information.

Directory

A list of files in a particular group on your disk.

Double-click

To rapidly press and release a mouse button twice. This action carries out the command where the mouse pointer is setting.

Drag

To press the mouse button and hold it down while moving the mouse.

Extension

The period and three letters at the end of a filename.

Filename

The name of a file. Filenames consist of a base name containing no more than eight characters and an optional three-character extension.

Grayed

Describes a command or option that is listed in a menu or Dialog box that cannot be chosen or selected. The command or option appears in lower intensity. For example, when the clipboard is empty, the Paste command is grayed.

Highlighted

Indicates that the item is selected and will be affected by your next action. A highlighted item appears in reverse video.

Icon Bar

Located just below the menu bar contains buttons to quickly perform commonly used functions.

Inactive

Describes a window that is open but not selected.


Insertion point

The place that text will be inserted when you type. The insertion point usually appears as a flashing horizontal line or flashing character.

List box

A box within a Dialog box that lists all items that a command could affect. For example, the names of all files in a given directory.

Maximize box

The symbol  that appears in the upper right corner of the window border. You may click on the maximize box in order to expand the window to its maximum limits.



Menu

A group of available commands. Menu names appear in the menu bar at the top of the screen. You use a command from a menu by selecting the menu, then choosing the command.

Menu bar

The horizontal bar just below the window title that lists the menus.

Option button

A circular button  that appears in Dialog boxes. A dot appears within the circle when the option is selected . Within a group of related option buttons, you can make only one selection.

Paste

To transfer the contents of the clipboard to a window.

Pathname

A description of the location of a directory or file within the system. For example, the pathname of a file consists of a drive letter, followed by a directory name, one or more sub-directory names if applicable, and a file name. Each name is separated from the previous one by a backslash character.


Point

To move the mouse pointer until it rests on the item you want to select.

Pointer

An arrow that appears if you have installed a mouse. The pointer indicates the area of the screen that will be affected if you click a mouse button. The pointer reverses the video characteristics of the character it covers, while leaving the character "under it" visible.

Restore box

A symbol  that appears in the upper right corner of a window's border. If you have a mouse you may click in the restore box to restore a maximized window to its size prior to the maximize operation.

Save

To write information to a file on disk.

Scroll

To move text up or down or left or right to see parts of a large body of information that cannot fit on the screen at one time.

Scroll bar

A bar that appears at the right and/or bottom of some windows and in some Dialog boxes. The scroll bar contains a scroll arrow at either end and a scroll box that moves within the scroll bar, reflecting your position in the data. Mouse users can click part of the scroll bar to scroll a file.

Select

To indicate the item that the next command you choose will affect.

Shortcut key

A special key or key chord that you can press to execute a command without first selecting a menu.

Text box

A box in a Dialog box in which you type information needed to carry out a command. The text box may be blank when the Dialog box appears or may contain text if there is a default option or you have selected something applicable to this command.

Title bar

The horizontal bar across the top of each window that contains the name of the information displayed in the window.

Wildcard character

When searching for a file, an asterisk (*) can be included in the filename to indicate that any set of characters would be accepted as a match. For example, (*.txt) represents all files in the directory that end with the (.txt) extension.

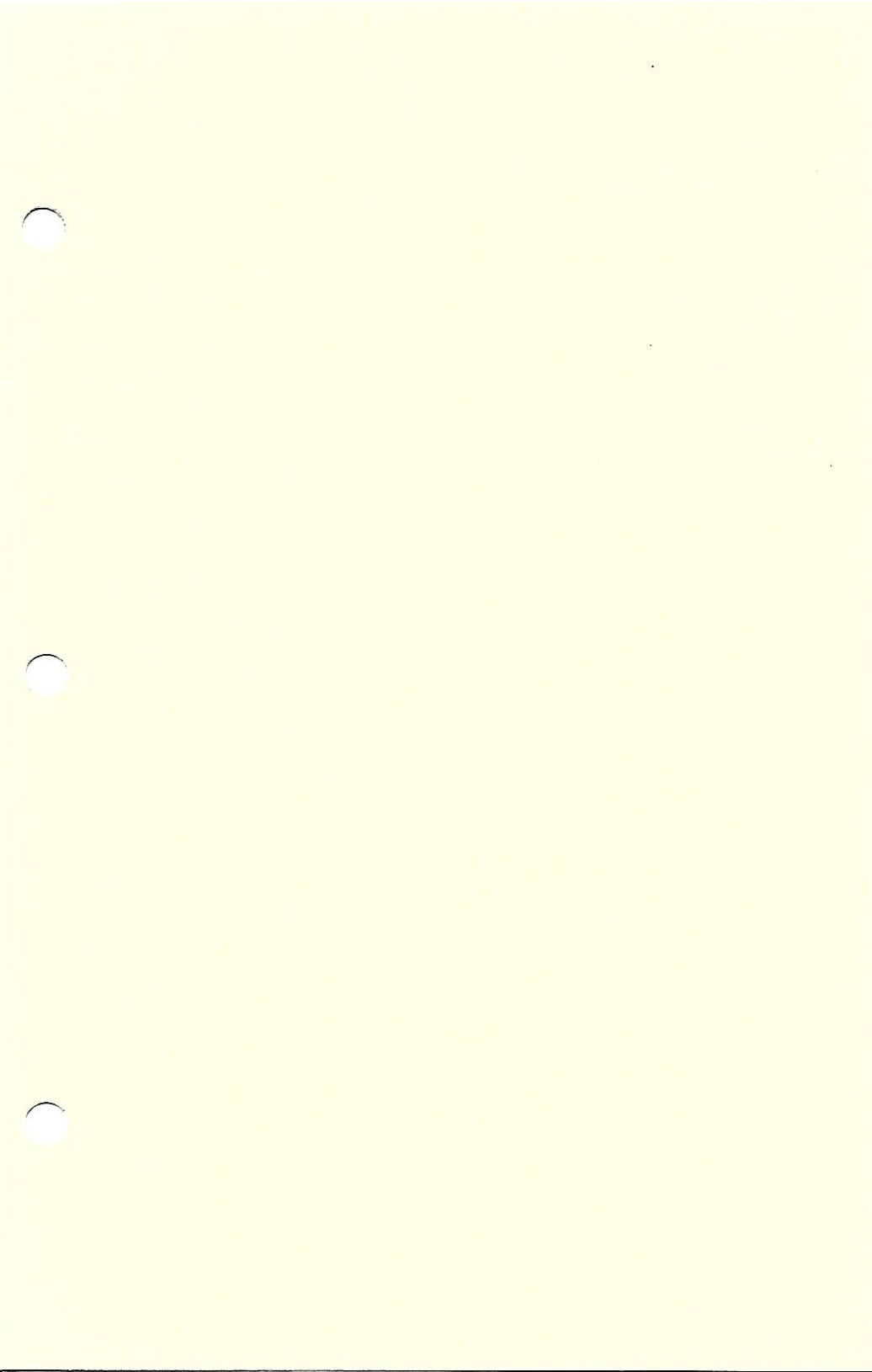
Window

A bordered area on your screen where information is displayed and work is performed.

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2013 Wells Branch Parkway
Suite 304
Austin, Texas 78728
(512) 251-7541