

VERSE SEARCH

**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 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

A quick concordance program that finds any verse in the Bible instantly. VERSE SEARCH 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 text is available in either the KJV, NIV, NKJV or RSV translations. All additional products in THE WORD processor family require VERSE SEARCH and expand upon its features.

LIBRARIAN

Librarian creates permanent cross reference indexes useful in personal study of the scriptures. You can build a library of personal indexes that store 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. Librarian also includes a Lesson Editor for writing the text of lessons or sermons and easily incorporating scripture text.

VERSE TYPIST

A memory resident program that will insert scripture text into your word processing program on demand just as if you had typed it in yourself. An excellent tool for sermon or lesson preparation. For example, if you were using any word processor to write a document, you could press a key and automatically see the text of the verses you requested inserted into the middle of your writing.

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.

THE WORD processor

Family of Bible Study Products

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 Using this Manual

THE WORD processor is a family of products for personal study of the Bible. You may begin with the VERSE SEARCH product and add the others at any time as your Bible study grows. The chapters of this manual contain directions for the VERSE SEARCH 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 of this manual explains how to get started. It includes a detailed installation guide and a general description of features that apply to all products in THE WORD processor family.

Chapter 2 is a hands-on tutorial that steps you through a variety of the features. It is recommended that you do this exercise before reading the detailed instructions in other chapters.

Chapter 3 explains how to browse through the Bible displaying any verse anywhere at any time.

Chapter 4 explains how to print any portion of the Bible text or copy any portion of the Bible to a file for use with your word processor.

Chapter 5 tells how to use the VERSE SEARCH product to search through the Bible for anything you want to find.

Chapter 6 describes the basic terms and concepts used by all products in THE WORD processor family.

Chapter 7 tells how to customize for your computer.

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

Glossary defines terms that may be new to you.

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

1.2 What You Need

THE WORD processor family of products requires the following resources:

- A personal computer running the DOS operating system (3.0 or later).
- At least 640K of memory
- A monitor (monochrome or color).
- A hard disk drive with 2 megabytes for each Bible translation.
- A printer is optional, but beneficial.
- A mouse is optional, but beneficial.

1.3 Installation

Each product you purchase from Bible Research Systems comes with an installation program called INSTALL. Before using the product, you should first run this INSTALL program to prepare working copies of the product. Before you run the INSTALL program, make sure you have NO MEMORY RESIDENT PROGRAMS IN MEMORY.

The INSTALL program on each product will ask you where you want the product installed and tell you what disks will be needed. The VERSE SEARCH product must be installed first. Each of the other products can be installed at any time and will be integrated into the other products already installed.

Step 1: Place in Drive A the disk for the product you want installed.

Step 2: Enter the command: **A:INSTALL** (press the ENTER key)

You will be asked to verify the destination where you want the new product installed. The default will be on Drive C in the subdirectory called \BIBLE. The INSTALL program will ask you to insert each disk required.

Installing Additional Translations

Each Translation disk contains the specific INSTALL program needed for that translation.

1.4 How to Start

Step 1: Set the current directory where THE WORD processor products are installed. For example, use the command:

CD \ BIBLE (press the ENTER key)

Step 2: To start the program, enter the command:

TWP5 (press the ENTER key)

A copyright message will be displayed. When you press the ENTER key (or click the mouse on the Ok button) the Bible text will be displayed.

For a CGA Adaptor Card

If you have a CGA Color Adaptor Card with a monochrome screen, you should add /M as a parameter on the execution command:

TWP5 /M (press the ENTER key)

This instructs THE WORD processor to use only the monochrome display. See the Palette command for setting the display best suited for your monochrome screen.

1.5 How to Quit

The Exit command stops THE WORD processor.

Using the keyboard to stop:

Press the Alt key. (to activate the menu bar)

Press the Q key. (to select the Quit menu)

Press the X key. (to choose the Exit command)

Using the mouse to stop:

Select the Quit menu and choose the Exit command.

1.6 Help When You Need It

The Help function is available at all times to provide detailed instructions on what to do now. You can get Help in two ways:

select the Help menu and choose the command, or
press the F1 shortcut key at any time.

The What to Do Now command displays detailed instructions that apply to what you are currently doing. You would use this command any time you need help in understanding what to do now. All the options available to you will be described.

1.7 A Familiar Interface

THE WORD processor family of products uses the standard (SAA) interface published by IBM. If you have used other programs that use this standard, you already know how to use THE WORD processor. What you see on the screen and how you give instructions are identical to other programs that use this standard.

If this interface is new to you, this manual will help you get started. There are some new terms and some new concepts that you will learn. Once you are familiar with them, these terms and concepts can be used on any product that uses the IBM standard interface. The chapter in this manual called "Basic Skills" is designed for anyone who has not used the IBM standard interface. You may want to read that chapter now before getting into the detailed capabilities of THE WORD processor family of products.

The top line on your screen is called a Menu Bar. It contains a list of menus. Each menu contains a list of commands and works just like a restaurant menu, you review the commands available and choose the one you want. You can select a menu from the Menu Bar and choose a command to carry out your desired action by using either the keyboard or the mouse.

1.7.1 Using the Keyboard

All procedures in THE WORD processor 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.

Key Names

Names of the keys appear in this document spelled out in capital 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, "ALT+S" means that you should press the ALT key and hold it down while you press the S and release it. You should then release the ALT 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 key refers to the direction the arrow is pointing: the UP key, the DOWN key, the LEFT key, and the RIGHT key.

Selecting a Menu and choosing a Command

To activate the Menu Bar, press the ALT key. To select a menu, use the LEFT or RIGHT keys to move across the Menu Bar. To choose a command, you use UP or DOWN. When the highlight is resting on the command you want to choose, press the ENTER key. If you decide not to select a menu nor to choose any command from the menu, press ESCAPE.

1.7.2 Using the Mouse

THE WORD processor does not require a mouse. All operations can be performed using the keyboard. However, if you have a mouse installed on your computer, 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 THE WORD processor.

When you start THE WORD processor with your mouse installed, you will see a small rectangular block displayed on your screen. This block, called the "mouse pointer", will have a different background color than the other characters on your screen. 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 down where you have more room. With the mouse lifted, you can move the mouse without moving the pointer.

THE WORD processor 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 performed 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.

Selecting a Menu and choosing a Command

You can use the mouse to select a menu and choose commands. Follow this procedure.

1. Point the mouse to the desired menu name on the Menu Bar. Click the mouse button. This selects the menu under the mouse pointer.
2. Point the mouse to the desired command in the menu. Click the mouse button. This chooses the command under the mouse pointer.

To cancel menu selection using a mouse, simply move the mouse pointer to a location outside the rectangle which contains the menu of commands and click the mouse button. The menu will disappear and you will be returned to where you were before you selected the menu.

1.8 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
ISA - 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 the New International Version.

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 2 GETTING ACQUAINTED

This chapter is designed to acquaint you with some of the features of THE WORD processor family of products. A step by step set of instructions will show you what to do. So, let's get started!

Follow the instructions in Chapter 1 of this manual entitled, GETTING STARTED. You will get the Bible text displayed on the screen. At this point we are ready to begin the session. Please follow the instructions step by step. Enjoy your "GETTING ACQUAINTED" session. Let's start with the features included in the VERSE SEARCH product. The examples are described for the keyboard, but you can also use the mouse if you prefer.

Step 1 - Paging Forward and Backward

After reading the verses displayed, try the PAGEDOWN key to see more verses. Try this several times. Then use the PAGEUP key to read previous verses. Try this several times to get a feel for paging forward and backward through the Bible text. It is similar to holding a printed Bible in your hand. One key turns the pages forward and the other key turns the pages back. You might also try the DOWN arrow key to move just one verse down in the text and the UP arrow key to move just one verse up.

Step 2 - Jumping to Any Verse

Now press the F5 key. You are being asked to enter the reference of the verse you want to see next. Type **JOHN 3:16** and press the ENTER key. The verse you requested will be instantly displayed.

Step 3 - Jumping by Chapters

Press CTRL+END to skip to the next chapter. Try this several times. Press CTRL+HOME to skip to the previous chapter. Try this several times.

Step 4 - Choosing a Command from a Menu

Using the Keyboard:

Press ALT+S (hold down on the ALT key and press the S key) to display the Search menu. Press the S key to choose the Set BookMark command.

Using the Mouse:

Click on the word Search to display the Search menu. Click on the Set BookMark command.

A message box informs you that a bookmark has been set on the verse currently displayed. Press the ENTER key to erase the message.

Step 5 - Searching for a Word

Ready for something a little more exciting? Press the F6 key and we will go on a "dove" hunt. There is now a small window displaying a list of the unique words in the Bible. Enter the value **DOVE** and press the ENTER key. See, we found a DOVE. To see if there are any more of them flying about, press the SPACEBAR to continue the search. Try this several times.

Step 6 - Searching for Anything

Select the F7 key to search for a list of words. Type the word **MEN** and press the ENTER key. Type the word **MAN** and press the ENTER key. Press ALT+S (hold down the ALT key and press the S key at the same time) to start the search. The Verse List window shows a list of every verse in the Bible that includes your search criteria. The text of the first verse is displayed in the scripture window.

Step 7 - Choosing a Command from a Menu

Using the Keyboard:

Press ALT+F to display the File menu.

Press S to choose the Side by Side command.

Using the Mouse:

Click on File to display the File Menu.

Click on the Side by Side command.

The scripture window and the Verse List window will be displayed side by side.

Step 8 - The Verse List Window

Use the UP or DOWN arrow keys to highlight any reference in the Verse List and press the ENTER key. The text for that verse will be displayed in the scripture window. Try this several times.

Step 9 - Making a Window Active

Notice the title of the Verse List window is highlighted. Press ALT+TAB. Notice the highlight has moved to the title of the scripture window. The window with the highlighted title is the active window. Notice also the menu has changed. Any command you choose will be directed towards the active window.

Step 10 - Searching for a Prefix

Press F7. Press ALT+E to empty the list of search values. Press ALT+N to move the cursor to the window labeled "Enter New Search Value". Enter the value **EVER=** and press the ENTER key. Then press ALT+S to begin the search. You can see that we didn't get the word "EVER" but rather the word "EVERY". The equal "=" specifies to look for the words beginning with the letters "EVER". Display several verses to see the variety of words found by this search.

Step 11 - Searching Only a Range

Press ALT+TAB to make the scripture window active. Press F7 to search. Press ALT+R to display the Range options. Press ALT+N to select the New Testament only. Press ALT+S to begin the search. This time only the verses within the range you requested were included in the search.

Step 12 - Searching for a Concept

Press ALT+TAB to make the scripture window active. Press F7 to search. Press ALT+E to empty the list of search values. Type the word **SIN** and press the ENTER key. Press ALT+M to move the cursor to the synonym list. Press the ENTER key. All of the first set of synonyms for **SIN** will be added to the search list. Press the ALT+S key to begin the search. Press ALT+TAB to make the scripture window active. Press the SPACEBAR several times to display the variety of verses found.

Step 13 - Asking for Help

Press the F7 key to start a new search. Press the F1 key for **HELP**. Use the cursor keys to browse through the instructions on searching. When you finish, press the ENTER key to close the **HELP** window.

Step 14 - Cancel a Command

The Find window is still displayed, waiting for you to enter your search criteria. but let's choose not to continue. Just press the **ESCAPE** key to close the Find window.

Step 15 - Printing

If you don't have a printer, skip this step. Otherwise, be sure it is turned on and the paper is properly positioned. Press the ALT key to activate the Menu Bar. Press the F key to display the File menu. Use the DOWN arrow key to highlight the Print command. Press the ENTER key. Press ALT+G to print the last verse displayed.

Step 16 - Quitting

Press ALT+Q to display the Quit menu. Press X to exit.

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.

When you start THE WORD processor, the Bible translation you last used will be displayed. You may then browse through the Bible using either the keyboard or the mouse.

3.1 Using the Mouse

To display other verses from the Bible, click the mouse on the scroll bar.

<u>Clicking on the:</u>	<u>Moves the text:</u>
Arrow at the bottom	to the next verse down in the Bible
Arrow at the top	to the previous verse in the Bible
Bottom half	to the next verse down not already shown
Upper half	to 5 verses previous in the Bible

3.2 Using the Keyboard

The cursor keys can be used to display other verses from the Bible. The PAGEDOWN key displays the next page of Bible text. The PAGEUP key displays the previous page of Bible text. The DOWN arrow displays the next verse and the UP arrow displays the previous verse. The HOME key always displays Genesis 1:1. The END key always displays Revelation 22:21. The following keys can be used while displaying Bible text:

Shortcut Keys: Moves the text:

DOWN to the next verse

UP to the previous verse

HOME to the first verse in the Bible

END to the last verse in the Bible

CTRL+HOME... to verse 1 of the previous chapter

CTRL+END to verse 1 of the next chapter

Scrolls the window contents:

PAGE DOWN ... Scroll down one screen of verses

PAGE UP Scroll up 5 verses

Control the window:

ALT Activate Menu Bar

ALT+F4 Close the window

ALT+F5 Restore the window

ALT+F6 System Settings

ALT+F7 Move the window

ALT+F8 Size the window

ALT+F10 Maximize the window

ALT+TAB Activate the Next Window

ALT+SHIFT+TAB Activate the Prior Window

Use Study Aids: (These are unavailable when grayed.)

F1 Help on what to do now

F2 Chain References

F3 Find next occurrence of search value

F3+SHIFT Find previous occurrence

F4 Display last verse shown

F5 Go to any verse in the Bible

F6 Search for any word anywhere in Bible

F7 Find any word, phrase, synonym

F8 Display a Bible Dictionary

F9 Display Personal Commentary

F10 Display Greek/Hebrew Dictionary

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 BookMark at any time.

3.3.1 Go to a Verse Command

The Go To A Verse command displays any verse in the Bible. You enter the Book, Chapter or Verse you want and the verse you requested will be immediately displayed. You may enter any verse reference using 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

Only the first three letters in Book are used, the remaining letters are ignored. The book name abbreviations are listed in Chapter 1.

3.3.2 Go to Last Verse Shown Command

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 Command

The Previous Chapter command displays the first verse of the previous chapter in the Bible.

3.3.4 Next Chapter Command

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

3.3.5 Previous Book Command

The Previous Book command displays the first verse in the previous book in the Bible.

3.3.6 Next Book Command

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

3.3.7 Go to BookMark Command

The Go To BookMark command displays the verse where you last set a BookMark. If no BookMark has been set, the command is ignored.

3.3.8 Set a BookMark Command

The Set a BookMark command sets a BookMark at the verse currently displayed. When the Go To BookMark command is chosen, this verse will be displayed again.

3.4 Opening More Scripture Windows

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

3.4.1 Open Scriptures Command

When you choose the Open Scriptures command, a new window will be opened displaying Bible text. You may open as many scripture windows as your computer allows. Each new window will display the same verse in the same translation as the last active scripture window. You may use the Translation menu to choose a different translation to be displayed in the new window. If no scripture windows are open when you choose the Open Scripture command, 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 Command

The Close command closes the active window.

3.4.3 Side by Side Command

When more than one scripture window is shown, you may choose the Side by Side command to automatically position up to four windows side by side and of equal size. If more than four scripture windows are open, the extra windows will not be affected.

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 checkmarked 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.

3.5.1 King James Command

3.5.2 New International Command

3.5.3 New King James Command

3.5.4 Revised Standard Command

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.

3.5.5 NIV Footnotes Command

The NIV translation includes 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 checkmark beside the NIV Footnote command shows this option has been turned on. When you choose this command again, the checkmark will be removed and the footnotes will not be shown.

3.5.6 Synchronize Command

The Synchronize command 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 scripture 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 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 Side by Side command 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.

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 PgDn command will cause the program to read another record from disk into memory and the screen will once again be full. A similar situation occurs when the top of a record is reached. A PgUp command may move up less than 5 verses when the top of a text record is approached. A PgUp command from the top of a text record causes a read of the previous record and displays only the last verses at the end of that record.

Chapter 4 Printing Bible Text

4.1 Controlling the Position of the Printer Page

THE WORD processor is designed to allow you to print cumulatively. That means you can print a verse, browse awhile, print another verse, print your lesson text and print another verse all on the same page. To do this, THE WORD processor needs to always keep track of what has been printed so far and how much more can be printed on the same page.

When you start THE WORD processor, it assumes the printer is properly positioned at the top of a page. Each line printed is counted and page breaks occur automatically when the page is full. For some Bible translations the copyright notice is printed at the top of every printed page as required by the copyright holder. The position of the paper in the printer should always be under the control of THE WORD processor. Every Print request allows you to instruct THE WORD processor to position the paper as follows:

FORM Button

Select the Form button to eject the page in the printer to the top of the next form.

LINE Button

Select the Line button to print a blank line.

ALIGN Button

If you manually alter the paper position in your printer, you need to select the Align button to tell THE WORD processor to reset its line counter to start a new page.

4.2 Printing One Verse

Choose the Print command on the File Menu. Select the Go button. The verse shown at the top of the scripture window will be printed.

4.3 Printing a Range of Verses

Choose the Print command on the File menu. Select the Range of Verses option. Select the Range button and set the range to whatever verses you want to be printed. Then select the Go button.

4.4 Printing a Verse List

When the Verse List window is active, you may choose the Print command on the File menu. There are several options for you to choose what portions of the Verse List you want to print.

4.4.1 Printing References Only

Select the Go button. The references in the Verse List will be printed.

4.4.2 Printing References with Text

Select the Print References with Text option. Then select the Go button.

4.4.3 Printing Only a Portion of the Verse List

Select the Within Range option. Use the Range button to specify any range of Bible verses. When you select the Go button, only those verses from the list that are within the range you specified will be printed.

4.5 Options While Printing

Including Personal Commentary with each Verse

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

Highlighting Search Values

You may select this option to have search values highlighted on the printed page. Because each brand of printer is different, you must set the correct codes for your printer to highlight. (see Printer Setup)

FILE Button

The File button directs the print to an ASCII file rather than to the printer. For further instructions, see the chapter on the ASCII utility.

LAYOUT Button

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

SETUP Button

The Setup button displays the same printer options as the Setup command on the System Settings dialog box. It is here only for your convenience in making last minute changes to the printer hardware configuration.

4.6 Cancel Printing

You may cancel the printing operation at anytime. The current page and line number being printed will be displayed. Just choose the Cancel button or press the ESCAPE key.

Many printers are "buffered" printers. This means they may have received information that has not yet been printed. The Cancel command stops the sending of information to the printer; however, information previously sent, but not yet printed will continue to print until all the information that has been sent has been printed. Do not be disturbed if your printer continues to print for a while after you have cancelled the operation. You will know that sending text to the printer has stopped when the dialog box has been removed from the screen.

4.7 Page Layout Command

The Page Layout command on the File menu allows you to describe the format you want for printing. Set each of the options as you want and select the Ok button.

- Top Margin** Enter the number of blank lines you want at the top of each printed page. If you want no blank lines, enter a zero (0).
- Bottom Margin** Enter the number of blank lines you want at the bottom of each printed page. If you want no blank lines, enter a zero (0).
- Left Margin** Enter the number of the column where you want printing to begin. If you want no blanks on the left margin, enter a one (1).
- Right Margin** Enter the number of the column where you want printing to stop. If you want no blanks on the right margin, enter eighty (80).
- Page Length** Enter the number of lines available on your paper. The default is 66 on a page. You should change this only if you are using special paper or a laser printer with a different page size. If you set Page Length to zero (0), the top and bottom margins will be ignored, and if you are writing to a file, all formatting will be ignored except a break between verses.
- Spacing** Enter:
a 0 for normal printing, or
a 1 for one blank line (double spacing), or
a 2 for two blank lines (triple spacing).
- Full BCV Ref** The verse at the top of each page is always printed with a full book, chapter and verse reference. Other verses in the same chapter have only a verse number. If you want every verse to have a complete reference, select this option.

4.8 Printer Setup Button

The System Control Menu Box (the symbol in the upper left corner of your screen) allows you to customize for your computer configuration and personal preferences. To access the System Control Menu:

Using the keyboard: press the Alt,SHIFT+SPACEBAR keys

Using the mouse: click the mouse on the System Control Menu Box

To customize for your printer, select the Printer Setup button and specify the following:

LPT1, LPT2, LPT3, COM1, COM2 Options

These options allow you to specify the port to which your printer is attached. This is usually LPT1.

Page Feed Continuous Option

Choose this option if you will be printing on continuous paper or forms.

Page Feed Manual Option

Choose this option if you will be manually feeding paper to your printer. You will be prompted at each new page, asking you to feed the next sheet.

Auto Line Feed Option

Some printers have an Auto Line Feed option. That means the printer automatically interprets a carriage return character as a carriage return plus a line feed character. If printing unexpectedly double spaces your output, check this option to print correctly single spaced.

Test Ready Status

Usually your printer will be tested prior to attempting to print on it. If the printer is not powered on, in ready state, with paper, a message will inform you. On some systems, even when the printer is ready to use, the test does not function correctly. When you turn this option off, testing of your printer will be bypassed.

Initialization

Select this text box and enter any special characters you want to send to the printer before printing begins. You may enter any character you want to send to the printer. If you choose to specify a decimal code, start each code with a backslash. If you enter more than one character, separate each character with a comma. Each printer uses different codes. For example, to print in condensed mode on an Epson printer, enter the following:

\015

To print in Near Letter Quality on the Epson printer, enter the following:

\027,x,1

See the manual for your printer for specific codes.

Highlight ON

You may enter any instructions you want to send to the printer to highlight the search criteria being printed. If you leave this blank, no highlight will be printed. You may enter any instructions valid for your printer. For example, on the Epson printer, the highlight is turned on with the following codes:

\027,\069

Highlight OFF

You may enter any instructions you want to send to the printer to turn off the highlight after a search criteria has been printed. You may enter any instructions valid for your printer. For example, on the Epson printer, the highlight is turned off with the following codes:

\027,\070

See the manual for your printer for specific codes.

Chapter 5 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.

5.1 Searching for a Word

The Find a Word command is the simplest way to search the Bible. It finds any word anywhere in the Bible. When you choose the Find a Word command, a list of all unique words in the Bible will be displayed. You may highlight any word by:

- moving the cursor, or
- clicking the mouse, or
- typing the word.

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. You can use the Find Next command to continue the search for another verse, or you can use the Show List command to display the entire Verse List.

As you type a sequence of letters, the 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 NIV translation: The list of unique words for the NIV translation 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.

5.2 To Continue a Search

FIND NEXT command

The Find Next command finds the next occurrence of the search values you requested previously. A Find a Word 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 Find Next command to continue the search. The Find Next command starts at the verse currently displayed and finds the next verse that is in the Verse List.

FIND PREVIOUS command

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

5.3 Show List of All Verses Found

The Show List command on the Search 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.

You may press the ENTER key (or double click the mouse) to see the text of the highlighted verse. If you choose the Print command on the File menu, you may print the list of verse references or print the text of all verses in the list.

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: (using the LIBRARIAN product)

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.

DELETE Button

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

5.4 Find Anything Command

The Find Anything command 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. You may select from several options to specify exactly what you want to find:

SEARCH VALUES

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

- selecting words from the UNIQUE WORDS 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.

UNIQUE WORDS

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 list of SEARCH VALUES.

SYNONYMS

Each unique word in the UNIQUE WORDS list may have a list of synonyms in the THESAURUS. If you select any word in the THESAURUS, that word will be added to the list of SEARCH VALUES. The words in the THESAURUS are grouped by general meanings. Each group is identified by a Group Number. If you select a Group Number from the THESAURUS, all words in that group will be added to the list of SEARCH VALUES.

ENTER NEW SEARCH VALUE

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 list of SEARCH VALUES.

SEARCH FOR ANY VALUES IN ANY VERSE

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

SEARCH FOR ALL VALUES IN THE SAME VERSE

If you enter more than one value in the SEARCH VALUES list and select this option, only verses within the range that contain all the search values will be selected.

ADD Button

When you select the Add button, something will be added to the list of SEARCH VALUES. What gets added depends on where the cursor is. If the cursor is in the UNIQUE WORDS list, the word will be added. If the cursor is in the ENTER NEW SEARCH VALUE box, the value you typed will be added. If the cursor is in the SYNONYM list, the synonyms will be added.

DELETE Button

When you highlight a word in the SEARCH VALUES list and select the Delete button, the highlighted word will be deleted from the list.

EMPTY Button

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

RANGE Button

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

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 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.

CANCEL Button

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

PROXIMITY

When the SEARCH VALUES list contains two search values and you select the option to FIND ALL OF THESE IN THE SAME VERSE, 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.

5.4.1 Searching for a List of Words

Select the Find Anything command from the Search menu. Highlight any word in the Unique Words list and press the ENTER key to add that word to the Search Values list. Repeat this for every unique word you want to find. Then select the Search button.

5.4.2 Searching for a Phrase

Select the Find Anything command from the Search menu. Press the TAB key (or click the mouse) to move the cursor to the ENTER NEW SEARCH VALUE box. Type the phrase you want to find (up to 250 characters) and press the ENTER key to add that phrase to the Search Values list. Then select the Search button.

5.4.3 Searching for a Prefix

Select the Find Anything command from the Search menu. Press the TAB key (or click the mouse) to move the cursor to the ENTER NEW SEARCH VALUE 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=**

5.4.4 Searching for a Concept using THESAURUS

Each unique word in the UNIQUE WORDS 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 THESAURUS, that word will be added to the list of SEARCH VALUES.

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

5.4.6 Searching Only a Specified Range of Verses

Select the Find Anything command from the File 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 1.

5.5 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.

Chapter 6 The ASCII Utility

The purpose of the ASCII Utility is to allow the user to integrate scripture text with other text written by the user. Any portion of the Bible text can be copied in a format readily accessible to 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. The ASCII utility allows access to scripture text using the word processor you are already familiar with. As you prepare a sermon, lesson or notes, scripture text can be incorporated into your document with minimal effort.

Every software product has different methods for storing text. Your word processor stores data in a different format than any other word processor. A document written and saved on disk by your word processor cannot be read by other brands of word processors. This problem was resolved some years ago by the adoption of a standard data format called ASCII. Most software writers have agreed to support not only their own special format but also the standard ASCII format. Data stored in the ASCII format by one software product can be read by other software products that support the ASCII standard. The ASCII Utility writes selected scripture text to your disk in standard ASCII format with no control characters. It is your responsibility to determine if your word processor can read a standard ASCII text file.

6.1 Creating an ASCII Text File

To create an ASCII text file, you must start with any PRINT command. Anytime you request a Print of anything, the Print dialog box will include a File button. When you select the File button, the text you requested will be written to a disk file rather than the printer.

The format of the scripture text written to disk can be controlled either by THE WORD processor or by your word processing software. If the Printer Lines per Page on the Page Layout is set to zero, the text will be written to disk with no format controls. This allows your word processing software to format the scripture text in the same format as your other text. If the Printer Lines per Page is set to anything other than zero, the left/right margins defined on the Page Layout determine the format of the text.

When you select the File button, you may enter the name of the file to store the ASCII text. You may want to choose a name that conforms to the unique file name requirements of your word processing software. If you enter a name that does not currently exist, a new file will be created with the name you entered. Any previous ASCII file is still available. You may create many different ASCII files each containing whatever text you desire.

If you enter the name of a file that already exists, you may choose to:

- Start a New File
- Add to End of File

If you choose Add, all text will be added to the end of the file. If you choose New, any content of the existing file will be erased.

6.2 Using an ASCII Text File

When you end the session with THE WORD processor, the text you requested is available on the disk file in ASCII format. If you want to see what is on the ASCII text file, try using the DOS command, called TYPE, as follows:

TYPE TEXT.TXT (or your file name)

The contents of the file will be displayed on the screen. To edit the file yourself, start your word processing program and use the functions of your word processing program to load the ASCII text. All the functions of your word processing program are now available for access to the scriptures.

Bible Research Systems offers another product called VERSE TYPIST that transfers Bible text to your word processor dynamically. While you are in the midst of writing your lesson, you can request any Bible text. Those verses will be inserted into your lesson text just as if you had typed them yourself.

Chapter 7 Basic Skills

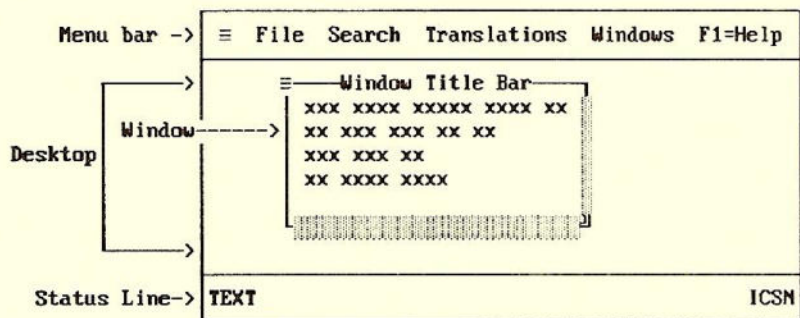
This chapter is intended for anyone who is not already familiar with the standard IBM interface. New terms and concepts are discussed here that will help you better understand how to use THE WORD processor family of products or any other product that uses this standard. If you are already familiar with this interface, you may still find this chapter helps to define the terminology and general functions of THE WORD processor.

7.1 Screens and Windows

7.1.1 Screen Layout

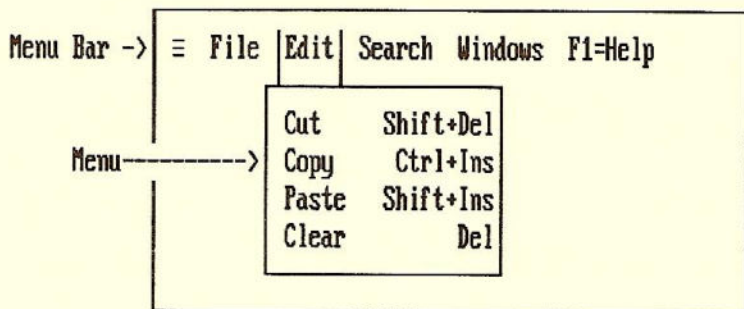
The screen is composed of:

- a Menu Bar on the top line of the screen,
- an area called the Desktop which contains one or more Windows,
- a Status Line on the last line of the screen.



Menu

A menu is a list of commands. It works just like a restaurant menu. You look over the list and choose what command you want to use next. The commands available on each menu may change depending on the function you are using.



Command

You use commands to say what you want to do. For example you use one command to save a file and another command to print it.

Desktop

The Desktop includes all lines of the screen except the top and bottom lines. The Desktop may contain one or more windows.

Window(s)

A Window is a bordered area of the screen where information is displayed and work takes place. Each command will perform its function within the boundaries of a Window. If necessary, the command will create and display the windows needed to perform the function you requested.

Status Line

The bottom line always displays the Status Line. The left end of the Status Line always shows which function is currently active. The right end of the Status Line always shows the keyboard status. A letter will be shown if the INSERT (I), CAPS LOCK (C), SCROLL LOCK (S) or NUM LOCK (N) keys are locked on. Blanks indicate these keys are off.

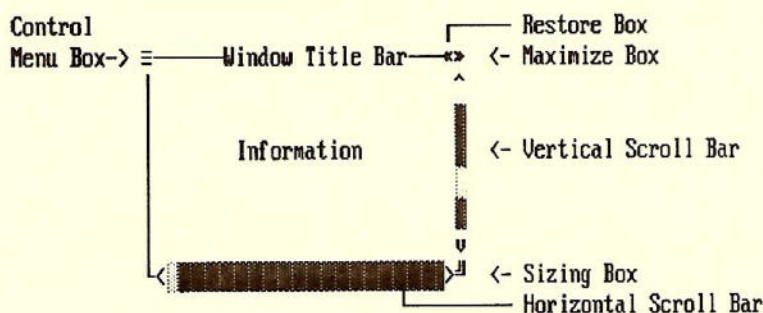
7.1.2 Window Layout

A window is a bordered area of the screen used to display information.

One or many windows can be displayed simultaneously. Windows may overlap one another. Some windows may cover others entirely. Windows may be sized and moved to allow multiple windows to be totally in view.

When more than one window is displayed, only one of the windows will be "active". All commands apply to the active window.

Each window has these characteristics:



Window Title Bar

The top border of the window contains the title. The title for a window displaying Bible text will be the name of the translation. If the window is active, the title is highlighted.

Control Menu Box

The Control Menu Box is used to access the Control Menu to perform window moving, sizing and closing commands. These functions are described in the "Advanced Skills" section of this manual.

Maximize Box

The Maximize Box is used to expand the window to occupy the full Desktop. Refer to "Advanced Skills".

Restore Box

The Restore Box is used to restore the window to the size it was before you last used the Maximize Box. Refer to "Advanced Skills".

Vertical Scroll Bar

The vertical scroll bar has direction arrows at each end and contains a scroll box that moves up or down to indicate a relative position in the information. When the top of the information is displayed, the scroll box will be at the top of the vertical scroll bar. When the bottom of the information is displayed, the scroll box will be at the bottom of the vertical scroll bar. The mouse can be used to scroll through the file by clicking on the scroll bar symbols. Refer to "Operating Scroll Bars with a Mouse" for a description of this operation.

Horizontal Scroll Bar

The horizontal scroll bar has direction arrows at each end and contains a scroll box that moves left or right to indicate a relative position in the information. A leftmost position of the scroll box on the horizontal scroll bar indicates that the cursor is near the left margin of the information. A rightmost position indicates that the cursor is near the right margin. Refer to "Operating Scroll Bars with the Mouse" for a description of this operation.

Sizing Box

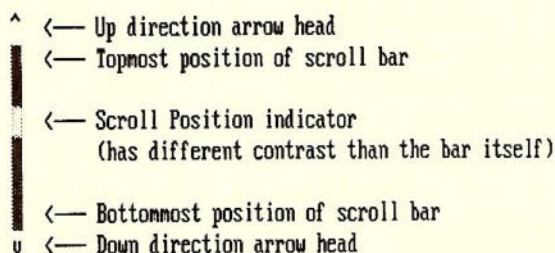
The Window Sizing Box can be used to enlarge or shrink the size of the window. Refer to "Advanced Skills".

7.1.3 Operating Scroll Bars with the Mouse

The information you are working with at any given time may be larger than the window. That means only a portion of the information can be displayed in the window at one time. The vertical and horizontal scroll bars can be used to move different portions into the window for display.

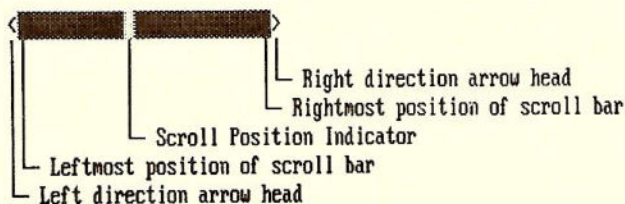
Vertical Scroll Bar

A Vertical scroll bar forms the left border of a window and looks like this:



Horizontal Scroll Bar

A Horizontal scroll bar forms the bottom border of a window and looks like this:



Direction arrow heads.

Clicking the mouse on a direction arrow head scrolls the data in the window in the direction indicated by the arrow.

Scroll Position Indicator

The scroll position indicator shows the position of the portion currently displayed relative to the beginning or end of the data. Clicking on the position indicator and dragging it to a new position on the scroll bar causes the portion of data at the new position to be displayed.

Areas on each side of Scroll Position Indicator

Clicking the mouse in the vertical scroll bar above/below the Scroll Position Indicator will page the window up/down in the data. Clicking the mouse in the horizontal scroll bar left/right of the Scroll Position Indicator will page the window left/right in the data.

Scroll bar extreme positions

Dragging the position indicator to these positions will scroll the window to the extreme position in the data (top, bottom, left and/or right).

Scroll Bar Controls

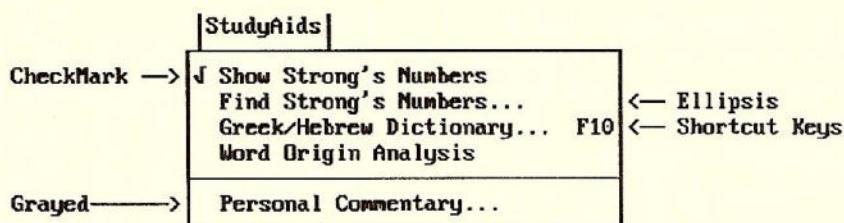
Another type of scroll bar is used for control options. With scroll bar controls, no scrolling occurs, the scroll position indicator is simply used to convey the setting of an option on a range of possible settings.

7.2 Menus and Commands

Commands tell what you want to do. All 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 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".

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.



Checkmark

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

Emphasized letter

One letter in each of the menu names and command names will be emphasized. (On color screens this letter will appear in a color different than the rest. On monochrome screens this letter will be intensified.) 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. For example, the Paste command is grayed until something has been placed in the clipboard which can be pasted. These commands cannot be chosen. A simple beep will warn 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. For example the Open command on the File menu will ask you to supply a file name before it can proceed with your 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, you may want to use shortcut keys to choose commands without accessing the menu.

7.2.1 Selecting a Menu and Choosing a Command

You can select a menu from the Menu Bar and choose a command to carry out your desired action by using one of these methods:

- Basic Method by pressing ALT and DIRECTION keys.
- Direct Method by pressing ALT and the emphasized letter in name.
- Mouse Method by pointing the mouse pointer to the desired name and clicking the button.

Basic Method

To select a menu, the Basic Method uses the DIRECTION keys to move across the Menu Bar and up and down the menus. To use the Basic Method, perform the following:

1. Press the ALT key. A highlight will appear on the first menu name.
2. Press LEFT or RIGHT to move the highlight on the menu bar. As you move the highlight messages appear on the Status Line describing the actions performed by the menu name under the highlight.

To choose a command, you use UP or DOWN. The list of commands for the menu will appear and the highlight will move to the first command in the list. The UP and DOWN keys move the highlight to the other commands in the list. Again, as you move the highlight, a message will be displayed on the Status Line describing the actions of that command. When the highlight is resting on the command you want to choose, press the ENTER key.

Once you have selected a menu, LEFT and RIGHT change just a bit. They now are used not only to move you across the Menu Bar but also to select the menu as they move. By doing the following, you can preview all of the actions provided by all of the commands.

1. Press the ALT key. This highlights the first menu name.
2. Press the DOWN key. This selects the first menu and highlights the first command. The Status Line describes the actions performed by that command.
3. Press the DOWN key for each of the commands in the menu and read the Status Line describing the actions performed by the command that is highlighted.
4. After you have examined all of the commands in the menu, press the RIGHT key. The first menu will disappear and the next menu will appear with the highlight on the first command of the menu. Press the DOWN key repeatedly, pausing to read the Status Line description for each of the commands in that menu.

Canceling the Menu

If you decide not to select a menu nor to choose any command from the menu, press ESCAPE. This will cancel your menu selection and return you to where you were prior to pressing the ALT key.

The ALT key may also be used for this purpose. If you have selected a menu, pressing the ALT key will return you to menu selection mode, and pressing the ALT key in menu selection mode will terminate your menu selection request.

Direct Method

To select a menu, the Direct Method involves using the ALT key and the keys corresponding to the emphasized letter in the menu and command names.

1. Press the ALT key. This highlights the first menu name.
2. Press the key corresponding to the emphasized letter of the menu name you wish to select. This displays the menu for that name.
3. Press the key corresponding to the emphasized letter of the command name you wish to choose. This chooses the command.

To choose a command, the Direct Method requires fewer keystrokes than the Basic Method and yet it displays all of the information necessary to help you select the appropriate menu and command letters. You can switch freely between the two methods. For example, you can use the Direct Method to select a menu and the Basic Method to choose a command.

7.2.2 Shortcut Keys

Many of the frequently used 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 with both the Basic and the Direct Methods.

Shortcut keys provide fast command access without using the menu at all. 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 the Basic and Direct Methods of choosing commands, 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 Basic or Direct Methods for the others.

7.2.3 Operating Menus with the Mouse

You can use the mouse to select a menu and choose commands. Follow this procedure.

1. Point the mouse to the desired menu name on the Menu Bar. Click the mouse button. This selects the menu under the mouse pointer.
2. Point the mouse to the desired command in the menu. Click the mouse button. This chooses the command under the mouse pointer.

To cancel menu selection using a mouse, simply move the mouse pointer to a location outside the rectangle which contains the menu of commands and click the mouse button. The menu will disappear and you will be returned to where you were before you selected the menu.

If you need a reminder of which functions are performed by the various commands, you can review a description of the commands in the Status Line by dragging the mouse across the menu.

1. Point the mouse to any menu name on the Menu Bar and press (do not release) the mouse button. A menu will pop up.
2. With the mouse button still depressed, move the mouse up and down the menu. The command descriptions will be displayed on the Status Line as the mouse moves over a command in the menu.

To pull down other Menus:

3. With the mouse button still depressed, move the mouse to the desired name on the Menu Bar. Its menu will pop up.

To choose a command:

4. Release the mouse button while the mouse pointer is over a command.

To cancel menu selection:

5. Move the mouse pointer to a location on the screen outside of any menu and release the mouse button.

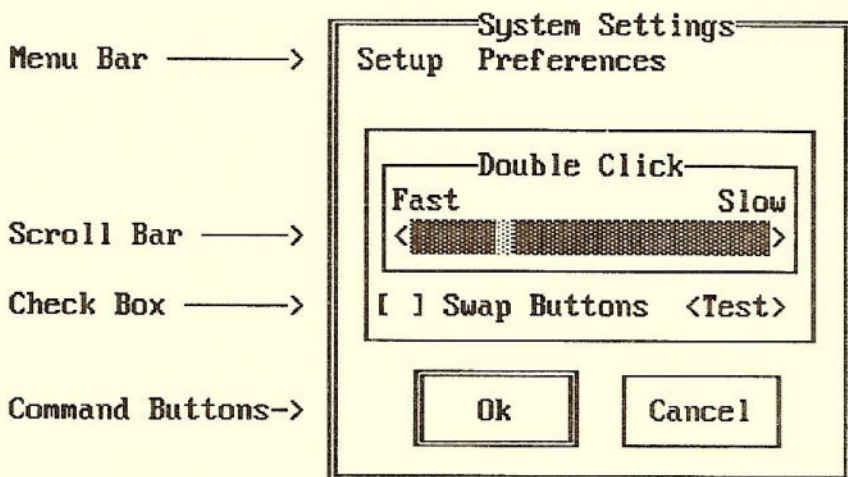
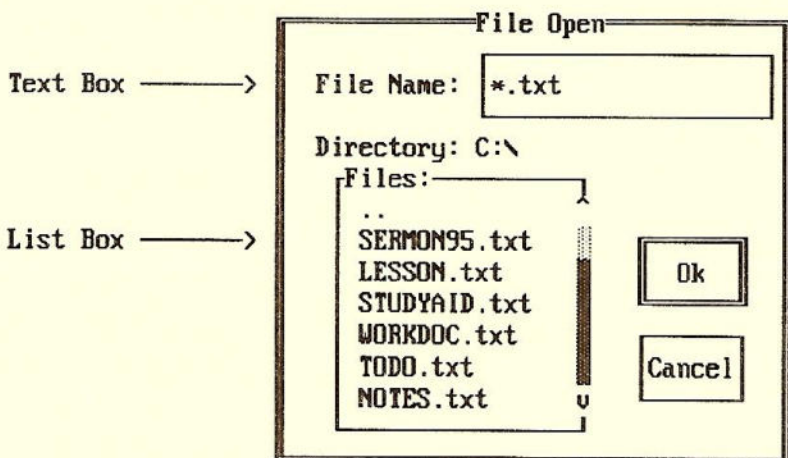
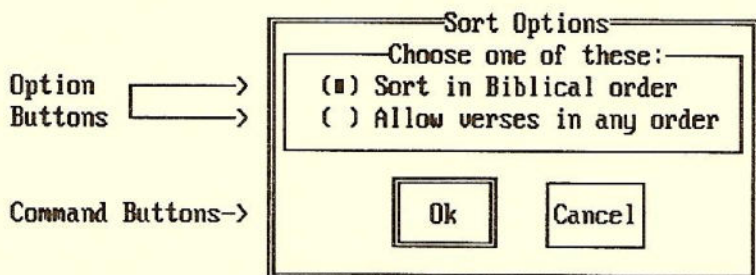
7.3 Dialog Boxes

Dialog boxes are a method of obtaining more information from you in order to perform a command. Commands which require more information are displayed in the menu with ellipsis (...) following the command name. This information tells you that you will be prompted for more information prior to carrying out the command.

Dialog boxes appear in a rectangular area in the center of the screen. The title bar of the dialog box tells you which command you have chosen. Additional information inside the dialog box are called "controls". Controls are used to:

1. Inform you of the default and/or currently selected command options.
2. Obtain more information from you. Allow you to modify the current option settings.
3. Allow you to proceed with the command or cancel its execution.

Several dialog boxes are illustrated here to show you the type of controls that are used.



Dialog boxes have one or more of these controls:

Command Button

Each dialog box has at least one command button. The command button is used to instruct the program 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. Occasionally, command buttons are displayed as button labels between angle brackets (<button label>) to conserve screen space. Whether the button is displayed as a rectangle or within angle brackets, its function is the same.

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 double line border. In each of the above examples, the Ok button is the default. As you select command buttons, the selected button becomes the new default and its border is changed to a double line border. The command that takes effect when you press the ENTER key is always the button with the double line border. When you select a control that is not a command button, the original default button is restored to its original status.

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.

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.

Scroll Bar

You specify an option as a location on a scale of available values by using a scroll bar. For example you select the time allowed for a Double Click on a range between fast and slow by positioning the scroll indicator on the Double Click scroll bar.

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.

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, list boxes, and scroll bars 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.

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 ESCAPE key.

Selecting Options in Dialog Boxes

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

- Basic Method. Press TAB to select the next control.
Press SHIFT+TAB to select the previous control.
- Direct Method. Press ALT plus the emphasized letter identifying the control you wish to select.
- Mouse Method. Point the mouse to the desired control and click the mouse button.

How you change an option depends on whether it is an option button, check box, scroll bar, list box or text box.

7.3.1 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. An Option Button can be set in any one of three ways:

- Basic Method. Press TAB or SHIFT+TAB to select the option box. Then press a DIRECTION key to select the desired option button.
- Direct Method. Press ALT plus the emphasized letter identifying the option button you wish to select.
- Mouse Method. Point the mouse to the desired option button and click the mouse button.

7.3.2 Changing a Check Box Option

An X in a check box ([X]) means that the option is on. A blank in a check box ([]) means that the option is not on. A check box can be set in one of three ways:

- Basic Method. Press TAB or SHIFT+TAB to select the check box. Then press the SPACEBAR.
- Direct Method. Press ALT plus the emphasized letter identifying the check box you wish to select.
- 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).

7.3.3 Changing a Scroll Bar Option

Scroll bars are used to set options that are one of a range of possible values. For example, the duration of the speaker beep can be expressed as a range where one end of the range implies a very short duration, and the other end of the range implies a relatively long duration. This type of scroll bar option usually employs a horizontal scroll bar. The position on the scroll bar indicates the setting of the option in the valid range of settings. (In this case the duration of the speaker beep is approximately one fourth of the distance, indicating that the beep is to be relatively short.)

To move the position marker left or right one position on the scroll bar, press the LEFT or RIGHT keys. To move the position marker to the extreme left or the extreme right, press the HOME or END keys. Refer to "Operating Scroll Bars with the Mouse" to learn how to set scroll bar options using the mouse.

7.3.4 Changing a List Box Option

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.

<u>To</u>	<u>Press</u>
Select the first item if none is selected.	DOWN
Move the selection up or down one item.	UP or DOWN
Move to and select the 1st or last item.	HOME or END
Move up or down in the list.	PAGE UP or PAGE DOWN
Select the next item in the list that begins with a particular letter.	The letter you want.

Some list boxes are shortcuts for typing in text boxes. For example in the dialog box for opening a file, when you select a file name from the Files in the list box, the file name you select will automatically be copied into 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 by following the procedure in the "Operating Scroll Bars with the Mouse" section.

7.3.5 Changing a Text Box Option

A text box may be blank or it may contain information.

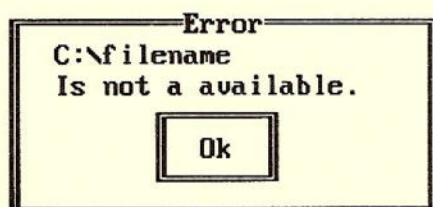
When the text box is selected, if the text box is not blank, all of the information in the text box is selected (highlighted) and the cursor is placed at the end of the information. You can replace the information or edit the information to meet your needs.

7.4 Message Boxes

Sometimes messages are displayed for you in a special kind of dialog box. These dialog boxes contain no options, just a message and one or more command buttons.

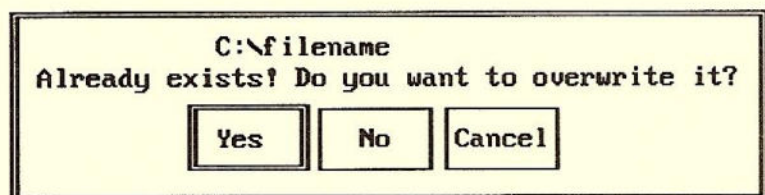
Some messages are informative, some are warnings, and still others are notification of critical errors. These types of messages are displayed in different colors on color monitors. Warning and critical messages are accompanied with a short beep on the speaker. You can change the colors of these windows, the pitch and duration of the beep, and even mute the speaker entirely by changing the standard options. This is discussed in the "Advanced Skills" section of this manual.

With some messages you are only informed of the error and are not given any recourse as to how to proceed. For example, if you attempt to open a file that is not found the following message will appear:



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, the following message will appear:



In this case you should answer the question by choosing the desired command.

7.5 Windows Menu

You may have several windows displayed simultaneously for viewing different text. 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.

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.

Selecting Windows with Shortcut Keys

You can use the following shortcut keys to move to the next or prior window. The windows are sequenced in the order you opened them. You may use these shortcut keys anytime you are in an Outline or Text Segment Window.

<u>To</u>	<u>Press</u>
Move to the Next Window	Alt+Tab
Move to the Prior Window	Alt+Shift+Tab

Selecting Windows with the Windows Menu

The Windows menu always contains a list of all open windows. You can select any open window to be the active window by selecting the Windows menu and choosing its name from the Windows list. The active window will be indicated by a checkmark beside its name in the menu. To make any of the other windows the active window, choose its name from the menu. This will bring that window in front of all other windows and highlight its title bar. This may hide all, or a portion of, other windows.

More Windows

If more than nine windows are open at the same time, the Windows menu will list only the first nine. The "More Windows" command will be added to the bottom of the menu. You may choose any of the first nine windows to be active. If the window you wish to make active is not present in the list, choose the "More Windows" command. This command will display the names of all open windows from which you can choose the one you want.

7.6 Accessing Existing Files

When you ask to open an existing file, a dialog box will be displayed allowing you to enter the filename or to select a filename from the list of files available.

To Specify a File Name

When the dialog box is first displayed, the filename text box will be highlighted. You may enter the name of the file you want. The drive and path specifications are optional. The file you requested will be read from disk and the outline will be displayed.

To Select a File Name from the List

Basic Method.

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.

.If the highlight is on a filename, the file will be read and the outline displayed.

.If the highlight is on a directory entry, the list of files will be changed to show the files available in the highlighted directory. You may then choose one of the filenames in this new list.

.If the highlight is on the double period (..), the list will be changed to show the files available in the directory that is the parent of the current directory.

Mouse Method.

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 Filename text 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.

7.7 Changing Text

At all times when you are editing text, a cursor will be displayed to show the position in the text that will be effected by your next command. For example as you type, the characters are placed in the text at the position of the cursor. The cursor is either:

a blinking horizontal line (overwrite mode - This indicates that each character you type replaces the character under the cursor.)

a blinking rectangle (insert mode - This indicates that each character you type pushes the character under the cursor to the right by one position.)

You change these modes by pressing the INSERT key, which will change you to insert mode (if you are in overwrite mode) and to overwrite mode (if you are in insert mode).

7.7.1 Text Editing Commands

Key:

Moves cursor:

RIGHT arrowone position to right.
LEFT arrowone position to the left.
DOWN arrowto the next line.
UP arrowto the previous line.
PAGEUPone window backwards.
PAGEDOWNone window forward.
HOMEto first character of current line.
HOME,HOMEto first character of window.
HOME,HOME,HOMEto beginning of text.
CTRL+HOMEto beginning of text.
ENDto last character of current line.
END,ENDto last character of window.
END,END,ENDto end of text.
CTRL+ENDto end of text.
CTRL+RIGHT arrow to the next word.
CTRL+LEFT arrow...to the previous word.
CTRL+Jto the first character of the next line.
CTRL+Sto the left window border.
CTRL+Dto the right window border.
CTRL+Eto the top line of window.
CTRL+Xto the last line of window.
SHIFTwith any of the above highlights a text selection

Scrolls window contents:

CTRL+Wto add a new line at the top.
CTRL+Zto add a new line at the bottom.
CTRL+Rto place current line at top of window.
CTRL+Cto place current line at bottom of window.

Deletes:

DELETEcharacter under cursor.
BACKSPACEcharacter to left of cursor.
CTRL+Yall characters in the current line.
CTRL+Qall characters in the current line to right of cursor.
CTRL+Tall characters to the right of cursor to next word.

Inserts:

TABspaces from cursor to next tab stop.
ENTERcarriage return at cursor position.
CTRL+Icarriage return at beginning of current line.
INSERTtoggles INSERT and OVERSTRIKE modes.

Clipboard:

CTRL+INSERT.....Copy selection to clipboard
SHIFT+DELETE.....Cut selection to clipboard
DELETE.....Delete selection
SHIFT+INSERT.....Paste selection from clipboard

When editing text in Lesson Editor:

ALT+F4Close the text window
ALT+F5Restore the text window size
ALT+F7Move the text window
ALT+F8Size the text window
ALT+F10Maximize the text window

7.7.3 The Clipboard

The Clipboard is a temporary holding area for information. You put information into the Clipboard using the Cut and Copy commands. You get information from the Clipboard using the Paste command. The commands that affect the clipboard are available on the Edit menu.

7.7.4 Text Selection

You "select" text 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. You can select text using either the keyboard or the mouse.

Selecting Text using the Keyboard

To select text using the keyboard, perform the following:

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+PAGE DOWN will select (or extend) the next full window of characters. SHIFT+CONTROL+END will select (or extend) all characters from the cursor location to the end of the file.

Selecting Text using the Mouse

To select text using the Mouse, perform the following:

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.

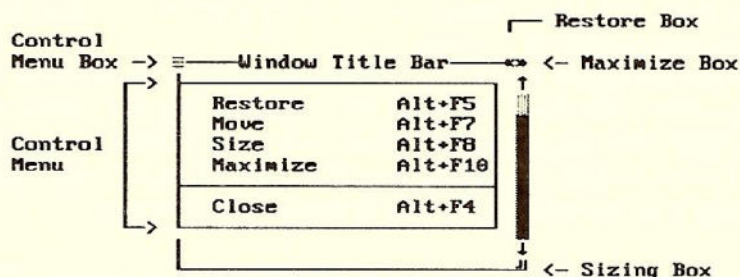
If not all of the text you wish to select is visible, you can scroll the text and extend your selection by dragging the mouse pointer to the upper or lower, left or right window border and holding it there. The text will continue to scroll in the specified direction, and be selected until you drag the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

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

Chapter 8 Advanced Skills

8.1 Control Menu

The symbol in the upper left corner of the window is called the "Control Menu Box". The Control Menu provides commands which allow you to Move, Size or Close windows.



To Select the Control Menu

Using the keyboard: press ALT, SPACEBAR.

Using the mouse: point the mouse to the Control Menu Box and click.

8.1.1 Restore Command

The Restore command will restore the window to its size before it was maximized. To Restore a Window:

Using the keyboard. press ALT, SPACEBAR to select the Control Menu. Then choose the Restore command.

Using the mouse. point the mouse to the Restore Box («) and click.

8.1.2 Maximize Command

The Maximize command will expand the active window to fill the entire desktop. You may use this command to enlarge a window to its maximum size, then use the Restore command to return the window to its original size. To Maximize a Window:

Using the keyboard: press ALT, SPACEBAR to select the Control Menu. Then choose the Maximize command.

Using the mouse: point a mouse to the Maximize Box (») and click.

8.1.3 Move Command

If the active window is small, the Move command allows you to move the window on the screen. This is sometimes desirable in order to "uncover" other hidden windows and bring their contents into view while leaving the active window on top. To Move a Window:

Using the keyboard:

1. Press ALT, SPACEBAR to select the Control Menu.
2. Choose the Move command. A heavy border will appear around the window. This heavy border will move to guide you in selecting a new location for the window.
3. Press the DIRECTION key (LEFT, RIGHT, UP, DOWN) for the direction you want to move the window. As you press the DIRECTION keys, the heavy border will move to the new location.
4. When you have positioned the window in the location you want, press ENTER. The window will be moved to that location.

Note: The Move command will not change the size of a window. You may also wish to use the Size command to change the window's size.

Using the mouse.

1. Point the mouse to the Title Bar.
2. Press the Mouse button. A heavy border will appear.
3. Drag the mouse until the heavy border is positioned where you want the window to be placed.
4. Release the mouse button.

8.1.4 Size Command

The Size command allows you to enlarge or decrease the height/width of a window. To Size a Window:

Using the keyboard:

1. Press ALT, SPACEBAR to select the Control Menu.
2. Choose the Size command. A heavy border will appear around the window. This heavy border will shrink/expand to guide you in selecting a new size for the window.
3. Use the DIRECTION keys to change the size of the window.

LEFT decreases the width of the window. The minimum window width is four (4) characters.

RIGHT increases the width of the window. You cannot expand the window width past the rightmost screen position. You may wish to use the Move command to move the window to the left, and then choose the Size command again to expand it more to the right and make more of the contents visible.

UP decreases the height of the window. The minimum height of a window is 3 lines.

DOWN increases the height of the window. You may wish to use the Move command to move the window up, and then choose the Size command again to expand it more.

4. When the heavy border shows a size you want, press ENTER. The window will be changed to the size you have set.

Using the mouse:

1. Point the mouse to the Sizing Box (lower right corner of the window). Press the mouse button. The heavy border will appear.
2. Drag the mouse until the heavy border is the size you want.
3. Release the mouse button.

If you size a window, the text is automatically reformatted for display in the new window size.

8.1.5 Close Command

The Close command will close the active window and remove it from the screen.

8.2 Customizing

The System Control Menu (the symbol in the upper left corner of your screen) provides commands which allow you to customize for your computer configuration and personal preference. To access the System Control Menu:

Using the keyboard: press the ALT,SHIFT+SPACEBAR keys.

Using the mouse: click the mouse on the System Control Menu Box.

Settings Command

The default configuration settings can be changed through the Settings command. The options include:

Mouse Options for double-click speed, acceleration.

Speaker Options for the pitch, duration, and muting.

Printer Options for port selection, manual page feed.

Window Color Options for each window type.

Palette Options for fine tuning of colors.

File Path Options for each file type.

The Settings command displays a dialog box. Select the option you want to change, change the option, and choose a command button. The Cancel button will ignore any changes you have made and restore the Settings to their previous values. The Ok button will record your settings permanently for this and future sessions.

Double Click Option

When you click the mouse button twice, the time interval between the clicks determines whether a double click or two single clicks are recognized. If the time interval is less than the Double Click value, the two clicks will be recognized as a double click command. If the time interval is greater than the double click value, the clicks will be recognized as two single clicks. You may set this speed to your own preference and mouse dexterity. The button labeled "Test" can be used to help you in arriving at an appropriate setting. After you have set the Double Click speed you want to try, double click on the Test button. The button will light up when a double click has been recognized.

Acceleration Option

Acceleration refers to how responsive the mouse is to your hand movements. SLOW implies the mouse moves slowly, so moving the mouse a long distance on the table will move the mouse pointer only a short distance on the screen. FAST implies the mouse moves quickly, so moving the mouse a short distance on the table will move the mouse pointer a longer distance on the screen.

You may wish to choose a slower speed if you are relatively new to using a mouse. With a slower speed, you have greater control of the precise position of the mouse. The disadvantage of SLOW acceleration is that you must have a comparably larger surface area for your mouse in order to move it to all portions of the screen without having to lift and reposition it.

Swap Buttons Option

The Swap buttons check box allows you to tell that you prefer pressing the right mouse button rather than the left button. You may find this particularly useful if you are left handed.

Duration, Pitch Options

Duration refers to the length of time the speaker will make noise when beeps inform you of an error. Pitch is the type of sound it will make. The "Speaker Test" button allows you to test your settings. Choose the Speaker Test button, and the speaker will sound with your new settings.

Mute Option

You can silence the beep by checking this option.

Prevent CGA Snow

Some Color Graphics Adaptors (CGA) produce "snow" on the screen. You can make screen writing slower and eliminate the "snow" by selecting this option.

Autosave Files Option

The Autosave option instructs the program to save any modifications to the Lesson Editor text windows automatically. If this option is set off, when you modify text and then close the window, you will be asked whether to save the modifications or not. If this option is set on, the modified data will be saved automatically. This option should usually be left on.

There may be times when you modify text and then change your mind. To avoid saving the modifications, turn Autosave off, close the window containing the modified text, answer no when asked whether to save the modifications, then turn Autosave back on.

8.2.1.1 FILES Button

Select the Files button to set the path for each file type. Each file type is listed with its path name. You may set each path as you prefer. Any valid path will be accepted. Examples:

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

8.2.1.2 Printer Setup Button

The Printer Setup is described in the chapter on Printing.

8.2.1.3 WINDOW Button

The Window button allows you to select for each type of window one of the following color palettes:

RED	WHITE	BLUE	YELLOW	MONOCHROME
CYAN	GREEN	BLACK	MAGENTA	

Window List

The Window list shows all of the types of windows. For example, the list includes:

Bible text	used to display scripture text
Verse List	used to display verse references
Outline	used for Chronological Bible
Editor	used for Lesson Editor
Dialog Boxes	used for other asking you for instructions used also for other Add-on products

When you select a window type, the Palette list will highlight the palette currently selected for that type of window. The "Sample" window will show how that palette looks on your screen. You can review the color palettes assigned to all window types by choosing, in succession, each of the entries in the Window list.

If you decide to change the palette assignment of a window type, choose the window you want to change from the Window list and then choose a new Palette from the Palette list.

Expanded Colors Option

If this option is off, you may choose one of 8 possible background colors or one of 8 more background colors that flash. If this option is on (and your color monitor supports the capability) you may choose one of 16 background colors.

Palette List

The Palette list shows the Palettes available. A Palette is a set of background and foreground color combinations. For example, the WHITE palette paints the background white and uses various background and foreground color combinations to display the different types of information in the white window. As you choose palettes, the "Sample" window on the right is repainted to show the color combinations currently assigned to that palette.

When you choose a palette from the list, all windows of that type will use the selected palette. When you select the Ok button, your screen will be changed to reflect your color selection. If you choose the Cancel button, current assignments for window colors will remain.

8.2.1.4 PALETTES Button

A color palette is a set of colors used to display a window. Different color monitors display colors differently. The Palettes command allows you to "fine tune" the color selection of a given palette. You can change any foreground and background colors for any information for any palettes. While this is possible, you will probably only want to change the color combinations which are difficult to read on your monitor.

Palette List

The Palette List shows the different color palettes available. This is the same list that appears in the Window colors dialog box described above.

Attribute List

The Attribute list contains a descriptive name of each different type of information that can occur in a window. Each uses a different color.

Protected	data is only for display and cannot be changed
Choices	dialog boxes offer choices to select from
Emphasized	data is highlighted for emphasis
Mnemonics	shows letter used for keyboard selection
Unavailable	shows choices not currently available
Selected	shows data that has been selected

In addition, menus and commands are displayed in different colors.

Action Bar	a menu bar or a menu
Action Choice	a menu or command that is available
Action Mnemonics	letter used for keyboard input
Action Selected	shows which action is selected
Action Disabled	shows action not available

You can change any foreground and background colors for any information for any palettes that are difficult to read on your monitor. As you change the colors, the sample window will show how that information will appear on your screen.

Background Option

This Scroll Bar option is displayed immediately below a "color chart" which shows you the background colors available. You choose a background color by moving the scroll bar position directly under the color in the color chart that you want. "Background" refers to the color of the screen directly behind the character being displayed.

Foreground Option

This Scroll Bar option is displayed immediately below a "color chart" which shows you the foreground colors available for the currently chosen background. You choose a foreground color by moving the scroll bar position directly under the color in the color chart that you want. "Foreground" refers to the color of the character itself.

Changing the Color of an Attribute

Follow these steps to change the colors used to display an attribute.

1. Choose a Palette.

As you choose each palette in succession, the "Sample" window to the right displays an example of a screen written using all of the attributes assigned to that palette. You can easily see which are easy and which are difficult to read. The words used in the Sample screen are written in the colors corresponding to the attributes they describe. For example, "Protected Information" is written using the colors of the attribute called "Protected".

2. Choose an Attribute.

As you choose each attribute in succession, the Background Option will be set to the position corresponding to the current setting of the attribute's background color. Additionally, the color chart for the Foreground option will be displayed using this background color, and the Foreground Option will be set to the position corresponding to the attribute's foreground color.

You may now choose a Background color for the attribute, or leave the background alone and change only the Foreground color. To change either Background or Foreground:

3. Select the option and choose the position you want. As you choose positions on the scroll bar, the "Sample" window will be changed to illustrate your choice.

APPENDIX A

Using the VERSE TYPIST Product

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

In this documentation, 'THE WORD processor' refers to the Bible study program available from Bible Research Systems; and 'word processor' refers to any generalized word processing product that you use to write documents.

The VERSE TYPIST is a memory resident program (often referred to as a TSR - Terminate and Stay Resident). There are several new terms and steps to follow that may be unfamiliar to you. On the next few pages you will find detailed instructions for each of the following steps:

Step 1 - Install the VERSE TYPIST

Copy the files on the VERSE TYPIST disk to the same subdirectory where VERSE SEARCH is installed.

Step 2 - Initiating the VERSE TYPIST

Run the VERSE TYPIST program. You do this once every time your computer is turned on. It is usually done by adding a command to your Autoexec.Bat file so the VERSE TYPIST will always be available. Identify one of the keys on your keyboard to be a 'hotkey' that will activate the VERSE TYPIST (the default is the ALT+V key).

Step 3 - Start your word processor

Use your word processor to prepare a lesson. Position the cursor to a point in your lesson where you want a verse typed.

Step 4 - Activate the VERSE TYPIST

Press the hotkey. A small window will appear in the center of your word processor page. By selecting commands from this window you may browse through the Bible text and display any reference.

Step 5 - Transfer Bible text into your lesson

Select the Transfer command. The text you selected will be copied into your document just as if you had typed it yourself.

Installing VERSE TYPIST

1. Place the VERSE TYPIST disk in Drive A.
2. Enter the command **A:INSTALL**
3. Set the "Copy from" and "Copy to"
4. The files will be copied to your hard disk.

Initiating the VERSE TYPIST

You may initiate the VERSE TYPIST as a memory resident program at any time. Usually, you would add the necessary commands to your Autoexec.Bat file. The VERSE TYPIST program would then be available to use at any time. First, you **MUST** set the subdirectory where the VERSE TYPIST is installed to be the current directory. For example, enter the change directory command:

CD\BIBLE

Then enter: **TYPIST**

The VERSE TYPIST program will be initiated and ready to use.

NOTE: There is a file called README on the VERSE TYPIST disk that contains specific instructions (such as the appropriate delay factor) for each word processor we have tested. The README file is in standard ASCII format. Use your word processor (or the **TYPE README** command) to read or print this file. The VERSE TYPIST disk also contains a second program called TYPISTX. If the TYPIST program does not work well with your word processor, use TYPISTX instead. Both TYPIST and TYPISTX have the same functionality.

Instructions for Activating

You may activate the VERSE TYPIST program to type a verse at any time by pressing the V key while holding the ALT key. The ALT+V key is called a 'hotkey'. You may use it at anytime, even when other programs are running. Usually, you will begin using your word processor to compose a lesson. When you reach a point where you would like to have a verse inserted, just press the ALT+V key. A HELP screen will initially be displayed showing the commands available. The following prompt line will be displayed.

Goto Transfer Range Options Library ESCape

Select the **Goto** command (press the G key) to display any verse in the Bible.

Press the **UP arrow** key to display the previous verse in the Bible text.

Press the **DOWN arrow** key to display the next verse in the Bible text.

Select the **Transfer** command (press the T key) to transfer the displayed verse to your word processing document.

Select the **Range** command (press the R key) to transfer many verses at one time. You will be asked to enter a beginning and ending verse reference. All the verses you request will be transferred. You may stop the transfer at any time by pressing the ESCAPE key.

Select the **Library** command (press the L key) to work with verses from a Verse List.

Select **Option** (press the O key) to set the control options for the VERSE TYPIST. The new control options will automatically be saved if the VERSE TYPIST disk has room and is not write protected.

Press the **ESCAPE** key at any time to stop a range transfer or to return to your word processor.

Transferring a Verse

Start your word processor and begin typing a lesson. Move the cursor to any position in your lesson where you want a verse typed and then:

Set the INSERT key 'ON' If the INSERT key is 'ON' the verse will be inserted into your lesson at the position of your cursor. If the INSERT key is 'OFF', the verse will overlay whatever was in your lesson at that point.

Press ALT+V This activates the VERSE TYPIST and displays a small window on the screen.

Press the G key Go to any verse reference in the Bible.

Type JOH 3:16 Press the ENTER key and the verse will be displayed.

Press the T key Watch the verse appear in your document exactly as if you had typed it in yourself.

When you are using the VERSE TYPIST with either the HEBREW or GREEK transliterators, only the Bible text will be transferred. (Strong's reference numbers are not transferred.) Press the ESCAPE key at any time to return to your word processor.

Transferring a Range of Text

If you want a range of verses transferred into your document, select the Range command. You will be asked to enter the exact range of verses you want. Most forms of verse references will be accepted such as:

GEN	GEN 1:1	GEN 1:1 - EXO 2:5
GEN 1	GEN 1:1 - 5	GEN 30 - EXO 2
GEN 1 - 2	GEN 1:1 - 2:5	GEN 3:1 - EXO 2

All verses within the range you specify will be transferred to your document. You may stop the transfer at any time by pressing the ESCAPE key.

Transferring Verses from a Verse List

You may transfer the text from verses found in any Verse List. When you select the Library command (press the L key), the path and Verse List name specified in OPTIONS will be displayed. If this is the Verse List you want, just press ENTER and the first verse in the Verse List (or the one you last displayed) will be displayed. If you wish a different Verse List, enter the name (the path can only be changed on the OPTIONS screen) and press ENTER. The window will contain the following prompt line:

Previous Next First Last Transfer All ESCape

The current reference position and the total number of references in the list will be displayed at the bottom of the VERSE TYPIST window.

The **UP arrow** key will display the previous verse in the Bible text.
The **DOWN arrow** key will display the next verse in the Bible text.

Select the **Previous** command (press the P key) to display the previous verse in the Index.

Select the **Next** command (press the N key) to display the next verse in the Index.

Select the **First** command (press the F key) to display the first verse in the Index.

Select the **Last** command (press the L key) to display the last verse in the Index.

Select the **Transfer** command (press the T key) to transfer the verse displayed to your word processing document.

Select the **All** command (press the A key) to transfer all the verses beginning with the one displayed and continue transferring all index verses until the end of the Index. Only the first 1020 verses in each index can be displayed or transferred. At any time by pressing the ESCAPE key you may stop the transfer or return to the text display window.

Setting Your Options

The Options screen allows you to:

- select the desired Bible translation
- transfer the verse with
 - a full reference (book chapter:verse)
 - or a partial reference (verse number only)
 - or no reference (in paragraph form)
- transfer between each verse
 - a full break (a blank line)
 - or a partial break (start a new line)
 - or no break (in paragraph form)
- change colors / attributes
- change location of the window on the screen
- automatically advance to next verse after each transfer (Yes/No)
- change the path where the Bible text files can be found
- change the path and the name of the Verse List file
- change the delay factor for your word processor

Use the UP/DOWN arrow keys to choose which option you want to change. Use the LEFT/RIGHT arrow keys to change that option.

The Delay Factor

Each word processor is different in the way it accepts input from the keyboard. Timing is very important. The VERSE TYPIST must be ready to transfer a character of text just at the proper time that your word processor is waiting for a character of text. There is no single method that works for all word processors. Therefore, we have included an option called the Delay Factor. You may select the delay that works best for your word processor. The README file has the recommended delay factor for each word processor we have tested. If you have problems, try increasing the delay factor using these steps:

- press the hotkey to activate the VERSE TYPIST
- press the letter O key to set options
- press the DOWN arrow key to move the arrow to the line labeled, DELAY FACTOR:
- press the RIGHT arrow key to increase the delay

Continue testing using a higher delay with your word processor. If problems continue, please call and tell us which word processor you are using. If it doesn't work the first time you try, call us and we will help you.

Changing the Hotkey

To change the hotkey to something other than ALT+V, append the number of your choice to the command that initiates the VERSE TYPIST. For example, to set ALT+X as the hotkey, enter the command:

TYPIST 45

Even after the VERSE TYPIST has been initiated you may change the hotkey by entering the TYPIST command again with a new number. You may choose to use a function key as a hotkey by itself or with the SHIFT, CTRL, or ALT key held down. The possible hotkey numbers are listed in the following tables.

For a letter key with Alt key:				For a function key:				
Hot	Use	Hot	Use	Hot	By Itself	With Shift	With Ctrl	With Alt
Key	#	Key	#	Key	Use #	Use #	Use #	Use #
Alt A	30	Alt U	22	F1	59	84	94	104
Alt B	48	Alt V	47	F2	60	85	95	105
Alt C	46	Alt W	17	F3	61	86	96	106
Alt D	32	Alt X	45	F4	62	87	97	107
Alt E	18	Alt Y	21	F5	63	88	98	108
Alt F	33	Alt Z	44	F6	64	89	99	109
Alt G	34			F7	65	90	100	110
Alt H	35	Alt Tab	15	F8	66	91	101	111
Alt I	23	Alt 1	120	F9	67	92	102	112
Alt J	36	Alt 2	121	F10	68	93	103	113
Alt K	37	Alt 3	122					
Alt L	38	Alt 4	123					
Alt M	50	Alt 5	124					
Alt N	49	Alt 6	125					
Alt O	24	Alt 7	126					
Alt P	25	Alt 8	127					
Alt Q	16	Alt 9	128					
Alt R	19	Alt 0	129					
Alt S	31	Alt -	130					
Alt T	20	Alt =	131					

Note:

To avoid using the Alt key,
set Ctrl 2 as the hotkey by
using the command: TYPIST 3

Note:

To avoid using the Alt key,
set Ctrl 2 as the hotkey by
using the command: TYPIST 3

Appendix B

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. 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

1. Insert the LIBRARIAN disk in drive A.
2. Type the command: **A:INSTALL**
3. Set the "Copy From" and "Copy To"
4. The files will be copied to your hard disk.

B.1 Librarian Command

The Librarian command on the StudyAids menu displays the Verse List window and displays a new menu bar with commands for saving, loading, sorting and merging any Verse List from your library.

B.1.1 Load a Verse List

The Load a Verse List command allows you to select any Verse List from any library. When you choose the Load a Verse List command, a list of the Verse Lists currently in the library is displayed. You may pick any name from this list or you may enter the path for a different library of Verse Lists. When you select a file name, that Verse List will be read and displayed.

B.1.2 Save a Verse List

The Save a Verse List command 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. An optional disk drive or path specification is allowed.

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 a Verse List command. The Verse List is never saved automatically. If you do not save it, the Verse List is changed by the next search request.

B.1.3 Remove a Verse List

The Remove a Verse List command 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.

B.1.4 Description

The Description command 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. The name of the Verse List is displayed as the title of the window. 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 a Verse List command).

B.1.5 Empty Verse List

The Empty Verse List command 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 Remove a Verse List command.

B.1.6 Sort Verse List

The Sort Verse List command 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.

B.1.7 Merge a Verse List

The Merge a Verse List command 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 deal with both subjects.

B.2 Lesson Editor Command

The Lesson Editor command displays a window for you to enter 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.

B.2.1 Editor File Menu

B.2.1.1 Editor Load Command

To load an existing file, select the File menu and choose the Load command. A dialog box will be displayed. The filename text box will be highlighted. You may enter 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

Using the keyboard:

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.

.If the highlight is on a filename, the file will be read and displayed.

.If the highlight is on a directory entry, the list of files will be changed to show the files available in the highlighted directory. You may then choose one of the files in this new list.

.If the highlight is on the double period (..), the list will be changed to show the files available in the directory that is the parent of the current directory.

Using the mouse.

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 Filename text 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.

B.2.1.2 Editor Save Command

The Save command on the File menu asks you to enter 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.

B.2.1.3 Editor Close Command

The Close command on the File menu closes the active window. If the Autosave option is on, any changes that have been made to the text will be saved on disk. The text window will be removed from the screen. If the Autosave option is off and 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.

B.2.1.4 Editor Merge Command

The Merge command on the File menu displays a list of names of files. When you select a file name, the text in that file will be copied into the text currently displayed at the location of the cursor.

B.2.1.5 Editor Print Command

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

B.2.2 Editor Edit Menu

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

B.2.2.1 Editor Cut Command

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. The Cut command requires that some portion of the text be selected.

B.2.2.2 Editor Copy Command

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. The Copy command requires that some portion of the text be selected (highlighted).

B.2.2.3 Editor Paste Command

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.

B.2.2.4 Editor Clear Command

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

B.2.2.5 Editor Copy Verse Command

The Copy Verse command copies the verse last shown in the scripture window into the text of your lesson. The verse will be copied at the location of the cursor. Only 1 verse will be copied.

B.2.2.6 Editor Copy Range Command

The Copy Range command 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. A maximum of 100 verses can be copied at one time.

B.2.2.7 Editor Copy Verse List Command

The Copy Verse List command 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. A maximum of 100 verses can be copied at one time.

B.2.3 Editor Search Menu

The Lesson Editor Search menu provides commands to:

- find anything in the text,
- change anything in the text,
- find next occurrence.

B.2.3.1 Editor Find Command

The Find command on the 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.

B.2.3.2 Editor Change Command

The Change command on the Search menu finds every occurrence of the text you request and changes it to the new text you specify. You may enter the text you want to find and the text you want to replace it with. If you choose the Change All button, every occurrence of the text will be found and changed. If you choose the Find and Verify button, each time the text you requested is found, the text will be highlighted and you will be asked to verify if you want this particular occurrence to be changed. You can respond:

- Yes, and the change will be made;
- No, and the change will not be made;
- Cancel, to stop the search.

B.2.3.3 Editor Find Next Command

The Find Next command on the 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 Find Next command can be used to find the following occurrence of the requested text.

Appendix C

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

1. Insert the TOPICS disk in drive A.
2. Type the command: **A:INSTALL**
3. Set the "Copy From" and "Copy To"
4. The directory called TOPICS will be copied to your hard disk.

DISPLAYING TOPICS

Select the LIBRARIAN menu and choose the Load A Verse List command. 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.

TOPIC ID	TOPIC NAME
ADULTERY	ADULTERY
AFFECTIO	AFFECTIONS
ANGEL	ANGEL
ANTICHRI	ANTICHRIST
APOSTASY	APOSTASY
ASSURANC	ASSURANCE
ASTRONOM	ASTRONOMY
ATHEISM	ATHEISM
ATONEMEN	ATONEMENT
BAPTISM1	BAPTISM OF HOLY SPIRIT
BAPTISM2	BAPTISM
BENEDICT	BENEDICTIONS
BENEVOLE	BENEVOLENCE
BEREAVEM	BEREAVEMENT
BLASPHEM	BLASPHEMY
BLOOD	BLOOD OF CHRIST
BOOK	BOOK OF LIFE
BREVI	BREVITY OF LIFE
BROTHERL	BROTHERLY LOVE
CALL	CALL TO SERVICE
CATHOLIC	CATHOLICITY
CELIBACY	CELIBACY
CHARACTE	CHARACTER
CHASTITY	CHASTITY
CHILDREN	CHILDREN
CHOICE	CHOICE
CHURCH1	CHURCH DISCIPLINE
CHURCH2	CHURCH NAMES
CITIZENS	CITIZENSHIP
COMMAND1	COMMANDMENTS-EPISTLES
COMMAND2	COMMANDMENTS-CHRIST
COMMUNIO	COMMUNION WITH GOD
CONFESSI	CONFESSION OF CHRIST
CONSCIEN	CONSCIENCE
CONSOLAT	CONSOLATION
CONTENTM	CONTENTMENT
CONVICTI	CONVICTION OF SIN
COVETOUS	COVETOUSNESS
COWARDIC	COWARDICE
CREATION	CREATION OF MAN
CREDITOR	CREDITOR
DANCING	DANCING
DARKNESS	DARKNESS
DEATH	DEATH
DEBTOR	DEBTOR
DECALOGU	DECALOGUE
DEMONS	DEMONS
DEPRAVIT	DEPRAVITY
DEPRESSI	DEPRESSION
DIVORCE	DIVORCE
DOUBT	DOUBT
DRUNKENN	DRUNKENNESS

TOPIC ID	TOPIC NAME
ELDER	ELDER
EMPLOYEE	EMPLOYEE/EMPLOYER
EUCARIST	EUCARIST
EVANGELI	EVANGELISM
EXCUSES	EXCUSES
FAITH1	FAITH IN CHRIST
FAITH2	FAITH IN GOD
FALSE	FALSE DOCTRINE
FAMILY	FAMILY
FASTING	FASTING
FEAR	FEAR OF GOD
FELLOWS1	FELLOWSHIP-BELIEVERS
FELLOWS2	FELLOWSHIP WITH CHRIST
FELLOWS3	FELLOWSHIP WITH GOD
FINANCES	FINANCES
FORGIVEN	FORGIVEN
FRIENDSH	FRIENDSHIP
FRUITS1	FRUITS OF RIGHTEOUSNESS
FRUITS2	FRUITS OF SIN
GENEALOG	GENEALOGY
GENTILES	GENTILES
GLORIFY1	GLORIFYING GOD
GLUTTONY	GLUTTONY
GOD1	GOD IN NATURE
GOD2	GOD THE CREATOR
GOD3	GOD THE FATHER
GOD4	GOD'S GLORY
GOD5	GOD'S KNOWLEDGE
GOD6	GOD'S LOVE
GOD7	GOD'S MERCY
GOD8	GOD'S POWER
GOD9	GOD'S PROVISION
GOSPEL	GOSPEL
GOSSIP	GOSSIP
GRACE	GRACE
HEART	HEART
HEAVEN	HEAVEN
HELL	HELL
HOLINESS	HOLINESS
HOLY	HOLY SPIRIT
HOMOSEXU	HOMOSEXUALITY
HOPE	HOPE
HUMILITY	HUMILITY
HUSBANDS	HUSBANDS
HYPOCRIS	HYPOCRISY
IDOLATRY	IDOLATRY
IGNORANC	IGNORANCE
IMMORTAL	IMMORTALITY
IMPENITE	IMPENITENCE
INCEST	INCEST
INFIDELI	INFIDELITY TO GOD
INSPIRAT	INSPIRATION
INTEGRIT	INTEGRITY

TOPIC ID	TOPIC NAME
JESUS1	JESUS' COMPASSION
JESUS2	JESUS' DEATH
JESUS3	JESUS' DIVINITY
JESUS4	JESUS' HUMANITY
JESUS5	JESUS' KINGSHIP
JESUS6	JESUS' MISSION
JESUS7	JESUS' OBEDIENCE
JOY	JOY
JUDGMENT	JUDGMENT
JUSTIFIC	JUSTIFICATION
KINGDOM	KINGDOM OF HEAVEN
LIGHT	LIGHT
LOVE1	LOVE FOR GOD
LOVE2	LOVE
MARRIAGE	MARRIAGE
MEEKNESS	MEEKNESS
MERCY	MERCY
MIRACLES	MIRACLES OF JESUS
MISSIONS	MISSION
MURMURIN	MURMURING
NAMES	NAMES OF JESUS
NEIGHBOR	NEIGHBOR
NEW	NEW COVENANT
OATH	OATH
OBEDIENC	OBEDIENCE
OPPORTUN	OPPORTUNITY
OPPRESSI	OPPRESSION
ORPHAN	ORPHAN
PARABLES	PARABLES
PARENTS	PARENTS
PATIENCE	PATIENCE
PEACE	PEACE
PENITENT	PENITENT
PERFECTI	PERFECTION
PERSEVER	PERSEVERANCE
POOR	POOR
POWER	POWER
PRAISE	PRAISE
PRAYER1	PRAYER IN AFFLICTION
PRAYER2	PRAYER OF WICKED
PRAYER3	PRAYER
PRAYER4	PRAYERS OF JESUS
PREACHIN	PREACHING
PREDESTI	PREDESTINATION
PRIDE	PRIDE
PROPHEC1	PROPHECIES ABOUT JESUS
PROPHEC2	PROPHECIES BY JESUS
PROPHETS	PROPHETS
PROVERBS	PROVERBS
PRUDENCE	PRUDENCE
PUNISHM1	PUNISHMENT ETERNAL
PUNISHM2	PUNISHMENT
PURITY	PURITY

TOPIC ID	TOPIC NAME
REGENERA	REGENERATION
RELIGION	RELIGION
REPENTAN	REPENTANCE
REPROBAC	REPROBACY
REPROOF	REPROOF
RESIGNAT	RESIGNATION
RESPONSI	RESPONSIBILITY
RESURREC	RESURRECTION
REWARD	REWARD
RICHES	RICHES
RIGHTEOU	RIGHTEOUSNESS
SABBATH	SABBATH
SALVATI1	SALVATION&WORKS
SALVATI2	SALVATION
SANCTIFI	SANCTIFICATION
SATAN	SATAN
SCOFFING	SCOFFING
SECOND	SECOND COMING
SELF1	SELF-DENIAL
SELF2	SELF-RIGHTEOUSNESS
SERVANTH	SERVANTHOOD
SIN	SIN
SPEECH	SPEECH
SPIRIT1	SPIRIT OF MAN
SPIRIT2	SPIRITUAL ADOPTION
SPIRIT3	SPIRITUAL BLESSINGS
SPIRIT4	SPIRITUAL BLINDNESS
SPIRIT5	SPIRITUAL DEATH
SPIRIT6	SPIRITUAL DESIRE
SPIRIT7	SPIRITUAL GIFTS
STRIFE	STRIFE
SUFFERIN	SUFFERING
SYMBOLS	SYMBOLS
TEMPTATI	TEMPTATIONS
TESTIMON	TESTIMONY
THANKFUL	THANKFULNESS
TRINITY	TRINITY
UNBELIEF	UNBELIEF
UNITY	UNITY
VOWS	VOWS
WATCHFUL	WATCHFULNESS
WICKED	WICKED
WIDOW	WIDOW
WIFE	WIFE
WINE	WINE
WISDOM	WISDOM
WORD	WORD OF GOD
WORK	WORK
WORLDLIN	WORLDLINESS
WORLDLY	WORLDLY CARES
WORSHIP	WORSHIP
ZEAL	ZEAL

Appendix D

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

1. Insert the PEOPLE disk in drive A.
2. Type the command: **A:INSTALL**
3. Set the "Copy From" and "Copy To"
4. The directory called PEOPLE will be copied to your hard disk.

DISPLAYING PEOPLE

Select the LIBRARIAN menu and choose the Load a Verse List command. 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
ELIAH	ELIAH
ELISHA	ELISHA
EPHRAIM	EPHRAIM
ESAU	ESAU
EZEKIEL	EZEKIEL
EZRA	EZRA
GEDALIAH	GEDALIAH
GERSHON	GERSHON
GIDEON	GIDEON
GOLIATH	GOLIATH
HADADEZE	HADADEZER
HANNAH	HANNAH
HAZAEI	HAZAEI
HEROD1	HEROD THE KING
HEROD2	HEROD TETRARCE
HEZEKIAH	HEZEKIAH
HIRAM	HIRAM

<u>NAME</u>	<u>DESCRIPTION</u>
ISAAC	SAAC
ISALAH	ISALAH
ISHMAEL	ISHMAEL
ITHAMAR	ITHAMAR
JACOB	JACOB
JAMES	JAMES
JEHOIACH	JEHOIACHIN
JEHOIADA	JEHOIADA
JEHOIAKI	JEHOIAKIM
JEHORAM	JEHORAM
JEHOSHAP	JEHOSHAPHAT
JEHU	JEHU
JEPHTAH	JEPHTAH
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
SHIMEI	SHIMEI
SIHON	SIHON
SILAS	SILAS
SIMEON	SIMEON
STEPHEN	STEPHEN
THOMAS	THOMAS
TIMOTHY	TIMOTHY
URIAH	URIAH
UZZIAH	UZZIAH
ZADOK	ZADOK
ZEDEKIAH	ZEDEKIAH
ZERUBBAB	ZERUBBABEL

Appendix E

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, you choose the Personal Commentary command. The screen will be divided into two windows. The top window will contain the text of the verse. The bottom window will contain the commentary associated with that verse. If you have not previously associated commentary with that verse, the bottom window will be blank. The cursor will be positioned to allow you to create or edit the commentary. 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

1. Insert the PERSONAL COMMENTARY disk in drive A.
2. Type the command: **A:INSTALL**
3. Set the "Copy From" and "Copy To"
4. The files will be copied to your hard disk.

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) and select the OK button. 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. Press ESCAPE or select the Cancel button to leave the Personal Commentary without saving your comments.

PRINT Button

When you select the Print button, you may choose to print either the verse or your commentary.

UP Button

When you select the UP button, the verse previous in the Bible text will be displayed with its commentary.

DOWN Button

When you select the DOWN button, the verse following in the Bible text will be displayed with its commentary.

GOTO Button

When you select the GOTO button, you may specify any verse in the Bible you want to be displayed with its commentary.

PRIOR Button

When you select the PRIOR button, the commentary previous in the Bible text will be displayed with the verse it is associated with.

NEXT Button

When you select the NEXT button, the commentary next in the Bible text will be displayed with the verse it is associated with.

Using the Clipboard while Editing your Commentary

As you are entering your commentary, you can highlight any portion of the commentary or Bible text using:

Keyboard: hold Shift while pressing the arrow keys.

Mouse: drag the mouse over the text to be highlighted.

To copy the highlighted text to the clipboard: press Ctrl+INSERT.

To paste the clipboard into your comments: press Shift+INSERT.

To delete the highlighted text: press the Delete key.

To include the Bible text in your Comments

1. highlight the Bible text you want.
2. copy the highlighted text to the clipboard.
3. position the cursor in your comments.
4. paste the clipboard contents into your comments.

To Delete a Comment

1. highlight all or any part of the comment you want to be deleted.
2. press the Delete key.
3. select the OK button.

Initializing a new Commentary File

If you select the Personal Commentary command 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. If you have previously created a commentary file, but that file was not found, you may select the System Control Menu and choose the Settings command. Select the File button and specify the path where your commentary file can be found.

Appendix F

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 scriptures, you will see beyond the single verse to a common thread of thought throughout the Bible.

Installing Chain Reference

1. Insert the CHAIN REFERENCE disk in drive A.
2. Type the command: **A:INSTALL**
3. Set the "Copy From" and "Copy To"
4. The files will be copied to your hard disk.

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

Displaying Chain References

Select the StudyAids menu and choose the Chain Reference command. 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 window:

1. a verse is displayed in the top window,
2. a list of other 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.

The verse displayed in the top window has a highlighted word. When this window is active, you can 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 Chain window shows other verses that may help you better understand the verse displayed. You can use the cursor keys or the mouse to highlight any reference in the list. The word in the Verse window that is tied to the reference will be highlighted.

TEXT Button

If you select the Text button, the reference highlighted in the Chain window will be displayed in the Related Verse 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.

DOWN Button

The Down button causes the next verse down in the text to be displayed in the Related Verse window.

UP Button

The Up button causes the previous verse up in the text to be displayed in the Related Verse window.

GOTO Button

The Goto button causes any verse you specify to be displayed in the Related Verse window.

NEXT Button

The Next 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.

PRIOR Button

The Prior button is the opposite of the Next 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 Next 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. 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:

Step 1: Display Genesis 1:1 and choose the Chain Reference command from the StudyAids menu. The top window shows the word "the" highlighted. 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 marked with an arrow.

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 and the arrows in the Chain window have changed to show all the references that are chained to that word. Press the ENTER key. Job 38:4 will be displayed in the Related Verse window.

Step 5: Select the DOWN button to display Job 38:5 in the Related Verse window. 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 G

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

1. Insert the CHRONOLOGICAL BIBLE disk in drive A.
2. Type the command: **A:INSTALL**
3. Set the "Copy From" and "Copy To"
4. The files will be copied to your hard disk.

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 scriptures. 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

TEXT Button

To review the Bible text related to each event, position the cursor on the line you want and select the Text button. The verses marked for that event will be displayed in the scripture window.

PRINT Button

To print this section of the outline, select the Print button.

SECTIONS Button

To display a different section of the chronological outline, select the SECTIONS button.

OK Button

When you select the OK button, any changes you have made to the outline will be saved on the disk and the window will be closed.

CANCEL Button

If you change your mind, select the CANCEL button. Any changes you have made to the outline will not be saved when the window closes.

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 H

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 allow you to associate an English word with its Greek/Hebrew origins. When THE WORD processor is displaying text, you may select the StudyAids menu and choose the Greek/Hebrew Dictionary command. The verse at the top of the screen will be displayed with Strong's Reference Numbers assigned to the English words and a Greek/Hebrew Dictionary.

Installing the Greek or the Hebrew transliterator

1. Insert the Transliterator disk in drive A.
2. Type the command: **A:INSTALL**
3. Set the "Copy From" and "Copy To"
4. The files will be copied to your hard disk.

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 by James R. Strong in 1898 in a book called 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.

H.1 Find Strong's Numbers command

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. You may 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.

CANCEL Button

Select the Cancel button if you change your mind and do not want to search.

H.2 Show Strong's Numbers command

The Show Strong's Numbers command displays the numbers assigned by Strong's Concordance to the English words. These numbers can then be used to display a dictionary entry for the original Greek or Hebrew root word.

H.3 Greek/Hebrew Dictionary command

The Greek/Hebrew Dictionary command 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. You may modify the dictionary entry at any time and select the Ok button to save your changes. Press ESCAPE 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 disks 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

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:
gennaō; to procreate

PRINT Button

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

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. You may select any number from the TRACE list by:

1. using the cursor keys to highlight any number, or
2. 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, 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

The #1096 will be added to the Trace line 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

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

Changing the Dictionary

The dictionary entries have been excerpted from Strong's Exhaustive 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.

H.4 Word Origins Command

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 scripture 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 to search for the verses that contain the word you want within the range of scripture you want,
2. Choose the Word Origins command from 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.

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

1. Use the Find Strong's Numbers command to search for the verses that contain the Strong's Numbers you want within the range of scripture you want,
2. Choose the Word Origins command from 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 choose the Word Origins command from 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.

Verse Lists based on Greek/Hebrew Origin

If you have the Librarian product and the transliterator installed, you can build a Verse List based on either the English or the Greek/Hebrew root.

Appendix I

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

1. Insert the Bible Dictionary disk in drive A.
2. Type the command: **A:INSTALL**
3. Set the "Copy From" and "Copy To"
4. The files will be copied to your hard disk.

Displaying Bible Dictionary

Select the StudyAids menu and choose the Bible Dictionary command. 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.

CANCEL Button

Press ESCAPE or select the Cancel button to leave the Dictionary without saving your changes.

PRINT Button

When you select the Print button, the word and its definition will be printed.

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 square brackets ([]) with a single space between them. Check boxes are usually used to denote an option that may be selected. If the letter X appears between the brackets, as in "[X]" 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.

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.

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. If you have a mouse, 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 at the top of the screen that lists the menus.

Option button

A button denoted by parenthesis "()" separated by a single character. Option buttons appear in dialog boxes. A dot appears between the parenthesis 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 subdirectory 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

A small rectangular symbol 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 to the immediate left of the maximize box 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.

System Control Menu

A menu of commands used to customize for your hardware.

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. Sometimes, a text box appears not as a rectangle, but as square brackets which frame the area into which text is to be entered. For example: "[.....]".

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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