

WORKBOOK

A Thought Organizer

Good Thinking

A word processor helps you write. WORKBOOK helps you think as you write. WORKBOOK gives shape to your ideas. It can be used to define your initial concept, expand it with supporting details, review and reorganize until your thoughts are precisely documented. WORKBOOK can be used for anything that needs to be written well.

WORKBOOK is a thought organizer:

- Write a lesson or sermon.
- Develop proposals.
- Design presentations.
- Organize research data for a book.
- Analyze technical documents.

WORKBOOK is an outline processor:

- Outline a lecture.
- Outline a book of the Bible.
- Outline the entire Bible.
- Outline a set of goals.
- Outline a work project.

Changing Your Priorities

As you write, your ideas begin to take on structure. Some ideas become subordinate to others. Some ideas begin to fall into logical groupings. Some ideas begin to take precedence in your thinking. WORKBOOK provides up to 32 levels of hierarchy in an outline. Topics can be assigned to any level in the hierarchical structure and they can be demoted or promoted in level as you feel their significance justifies. Topics can be moved before or after other topics. All the text in your document is automatically rearranged as you move the topic within the structure.

Focusing Your Thoughts

As you write, the small details often overwhelm the primary points. WORKBOOK can temporarily isolate your work to one portion of your outline. Other details will be cleared from the screen. You can focus your thinking on that specific area. Or you can expand your work to include every detail.

Cut & Paste

WORKBOOK allows you to cut text from your writing and paste that text into another location. That means your ideas are never static. As your thinking changes, the expression of your thoughts can easily follow. WORKBOOK also allows you to mark portions of your thoughts at random locations, and then move or copy those thoughts as a logical set. That means you can begin your document with a rough collection of thoughts without regard to order, priority or relationships. Then you can use WORKBOOK to mold your thinking as you experiment with a variety of structures. WORKBOOK makes it easy for you to find the organization that best communicates your thoughts.

Borrowing Text from Other Lessons

WORKBOOK displays multiple lessons simultaneously. That means while you are working on a lesson, you can also display another lesson and copy portions of its text into the new lesson. The search capabilities also assist you in finding where you wrote something you would like to repeat.

Using FETCHIT with WORKBOOK

FETCHIT is a memory resident program that allows you to browse through any file at any time, even while you are running another program. If you have the FETCHIT product installed, you can browse through the files of any word processing program and copy portions of any text into your WORKBOOK outline. That means portions of your existing lesson files can easily be integrated into the new lessons created by WORKBOOK. Or FETCHIT can be used to browse through other documents for ideas to stimulate your thinking as you create a new WORKBOOK outline.

Using WORKBOOK to Write a Lesson

Starting a New Lesson

Suppose you were writing a lesson on 1 Corinthians 13:1-3. WORKBOOK gives you the freedom to start with any group of thoughts on the subject of Christian love:

1. the distinguishing mark of a Christian.
2. more excellent than all other gifts.
3. comes from the Spirit influencing our hearts.
4. God is love.
5. How do I know it when I see it?
6. We are commanded to love. Who? How?

Putting Your Thoughts in Order

Take each of these topics and think about more details and how they relate. As you do this, you may see that some items should be grouped together, some items should be in a different order, some items have many levels of detail and others only a few.

- | | |
|---|-------------------|
| I. The importance of Christian love in Christ's teaching. | |
| A. Distinguishing mark of a Christian. | John 13:35 |
| B. More excellent than all other gifts and all other deeds. | 1 Corinthians 13 |
| II. The source of Christian love. | |
| A. The Spirit influencing our hearts. | Romans 15:30 |
| 1. God is love. | |
| a). In whom the Spirit dwells, love also dwells. | |
| b). Be imitators of Christ. | |
| 2. Saints are partakers of divine nature. | |
| B. The Spirit infuses love to God and to our fellow man. | Romans 5:5 |
| III. The scriptures command us to love. | |
| A. Doing good to the soul of others. | Daniel 12:3 |
| B. Doing good in temporal needs. | Matthew 25:35-36 |
| C. To whom are we to do good? | Matthew 6:44 |
| D. How are we to love? | Deuteronomy 15:10 |
| IV. How will I know it when I see it? | |
| A. If a man loves God, he will: | |
| B. If a man loves his neighbor, he will: | Philippians 2:3 |

Focus on Each Topic

You may then want to narrow your focus to one specific area of the outline. WORKBOOK can isolate your work to any specific topic and allow you to flesh out your thoughts in that one area:

- | | |
|---|---------------------------------------|
| A. Doing good to the souls of others. Daniel 12:3 | |
| 1. instructing the ignorant | 6. setting a good example |
| 2. counseling & warning | 7. comforting & encouraging |
| 3. stirring up to duty | 8. strengthening another in the faith |
| 4. care for soul's welfare | 9. helping through temptation |
| 5. Christian reproof | 10. promoting spiritual joy |

Add the Text

You may want to begin adding text to any topic in the outline. WORKBOOK includes full text editing functions for entering, editing, deleting, copying and moving text. The Cut & Paste functions move text easily to any location. If you have the **VERSE TYPIST** product installed, you could copy the text of Deuteronomy 15:10 right into your lesson text, just as if you had typed it yourself.

III. D. How are we to love?

That our doing good be free, it is requisite that we do it cheerfully or heartily, and with real good-will to the one we would benefit. What is done heartily, is done from love; and what is done from love, is done with delight, and not grudgingly or with backwardness and reluctance of spirit. Deu 15:10 "Thou shalt surely give him, and thine heart shall not be grieved when thou givest unto him:"

Manifestations of Christian Love

- I. The importance of Christian love.**
 - A. Distinguishing mark of a Christian.
 - B. More excellent than all other gifts.
 - C. More excellent than all other deeds.
- II. The source of Christian love.**
 - A. The Spirit of God influencing the heart.
 - 1. God is love.
 - 2. In whom the Spirit dwells, love also dwells.
 - 3. Saints are partakers of divine nature.
 - a. love of the Spirit.
 - b. love in the Spirit.
 - c. fellowship of the Spirit.
 - B. The Spirit infuses love to God and to man.
- III. The nature of Christian love.**
 - A. If a man loves God, he will:
 - 1. honor, worship, acknowledge His dominion.
 - 2. obey God.
 - 3. humbly walk with God (as a child).
 - 4. gain confidence in His word.
 - 5. be grateful for His kindness.
 - 6. submit to His will.
 - B. If a man loves his neighbor, he will:
 - 1. do acts of justice.
 - 2. be honest, without fraud or deceit.
 - 3. walk humbly with high thoughts of others.
 - 4. not covet or envy.
 - 5. forgive, with no bitterness.
 - 6. do acts of mercy.
 - a. give to poor.
 - b. bear one another's burden.
 - c. weep with those who weep.
- IV. The duty of Christian love.**
 - A. Doing good to the soul of others.
 - 1. instructing the ignorant.
 - 2. counseling & warning.
 - 3. stirring up to duty.
 - 4. caring for soul's welfare.
 - 5. Christian reproof.
 - 6. setting a good example.
 - 7. comforting & encouraging.
 - 8. strengthening another in the faith.
 - 9. edifying.
 - 10. helping through temptation.
 - 11. promoting spiritual joy.
 - B. Doing good in temporal needs.
 - 1. sharing wealth.
 - 2. promoting another's esteem & good name.
 - 3. kind words & deeds.
 - 4. suffering for others.
 - C. To whom are we to do good?
 - 1. to the good & the bad.
 - 2. to friends & enemies.
 - 3. to the thankful & the unthankful.
- V. The spirit of Christian love.**
 - A. Giving freely, cheerfully, heartily.
 - B. Not in a mercenary spirit.
 - C. Liberally & bountifully.

As you review your thoughts, you may experiment with the lesson organization:

Change the Order

Move one topic above another and the text for that topic automatically moves to the proper place within your lesson.

Regroup

Mark the topics that seem to relate and collect them together under a new topic. Move topics from group to group until your thinking settles around a primary flow of ideas.

Change the Priorities

Promote the more significant topic to a higher level in the outline. Move other topics to a lower level as support for the primary points.

Delete Rabbit Trails

Delete the topics that do not add to the development of your lesson purpose. Focus your thoughts to build toward a conclusion.

Look for Inconsistencies

Display the text for two topics side by side and compare for contradictions.

Review the Flow

Combine topics that are redundant. Cover the point completely while you are on it.

Balance your Thoughts

The outline will show where you are placing emphasis. Look for too many details on less significant points and too little on the primary.

Document your Sources

On each topic, append a scripture reference or other source. This allows you to study this topic further, support your interpretation, retrace your thinking the next time you review this lesson.

HELP When You Need It

WORKBOOK at all times keeps track of where you are and what you are doing. When you need assistance, a HELP key is always available. Detailed instructions are instantly displayed to show you the options you can choose from at that point. You can also browse through the on-line instructions to better understand each of the WORKBOOK capabilities.

Printing Your Thoughts

When your thoughts are complete, WORKBOOK can print a document. Of course as an organizer, WORKBOOK includes a complete Table of Contents, topic labels, headers, footers and page numbers. Or you can transfer your document to any word processor.

Preparing for Presentation

For teaching the lesson, WORKBOOK can print the outline without the text. You can ask for only the primary topics to be printed. Or you can include whatever level of detail is needed to stimulate your memory as you speak.

Mouse Support

WORKBOOK does not require a mouse, but if you have one, you can use it to size and move windows, select menus, choose commands and scroll window contents.

A Familiar Interface

WORKBOOK is based upon the Standard Application Architecture (SAA) published by IBM Corporation. What you see on the screen (Pop-up Windows) and how you give instructions to WORKBOOK (Pull-down Menus) are identical to other programs that use this standard. If you are familiar with Microsoft WINDOWS, the Apple Macintosh, or the OS/2 Presentation Manager, then you already know how to use WORKBOOK. Unlike these other products, WORKBOOK does NOT require a graphics screen, but is designed to run on any screen, including monochrome. WORKBOOK requires DOS version 3.0 or later.

WORKBOOK is a practical tool for every writer. WORKBOOK organizes, structures, prioritizes and sorts ideas. WORKBOOK is simple enough to keep track of your daily To-Do list. WORKBOOK is sophisticated enough to outline the entire Bible. Big or small, for whatever data you need to organize, WORKBOOK is the ideal tool.

WORKBOOK is available for \$99.95 (plus \$3 shipping/handling). Make check payable to Business Resource Software or call and we will ship COD. We also accept Visa or MasterCard.

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