# The One-Minute Bible

**Book View**

This view allows you to read daily passages from Scripture. You can receive help for Indexes, Related Text, WORDMarkers, WORDMarker Search, BookMarks, ToolBox, and Clipboard.

**Almanac View**

This view allows you to research facts about Scripture. You can receive help for Bible Order, Chronological Order, Topical Order, TimeLine, Testament Overview, Map Locator, Book Outline and Profile.

# Book View

- The Book View
- The Daily NIV or KJV Readings
- The Book View ButtonBar
- ToolBar Buttons
- Drag And Drop Buttons
- MenuBar
- ToolBox
- Right Mouse Button Help

**Book View**

# Book View

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- **The Book View**
- **The Daily NIV or KJV Readings**
- **The Book View ButtonBar**
- **ToolBar Buttons**
- **Drag And Drop Buttons**
- **MenuBar**
  - File
  - Windows
- **ToolBox**
- **Right Mouse Button Help**

- **The Almanac View**
- **The Almanac View ButtonBar**
- **Almanac Buttons**
- **MenuBar**

**The Almanac View**

**The Almanac View ButtonBar**

**Almanac Buttons**

The Book View

Category Selection

Testament Overview

Chronological Overview

Book Overview

Book Selection

Book Outline

Book Profile

Using The Book Outlines and Profiles

View Order

Map Locator

TimeLine

TimeLine SlideBar

Printer

**MenuBar**
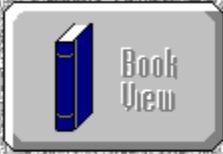
**Almanac Button**

The Almanac View gives you the opportunity to learn facts about Scripture such as Chronology, Overviews of each kind of literature, Outlines, and Profiles of each book of the Bible, and the Apocrypha. You can choose from twenty-nine different time frames and view a parallel history of biblical and world periods.

**To Open the Almanac View**

Select the Almanac View button from the ToolBar.
Or select View from the MenuBar and choose The Almanac.

Press ALT + A.

**See Also:**

Almanac Buttons
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## Online User's Guide

The User's Guide provides you with "how to" information on all the tasks of OMBW. You may jump from one topic to another with the click of the mouse. In any window when your mouse pointer turns into a hand, press on the left mouse for added information.

When you are using OMBW, help is only a keystroke away.

**To Get Help**

Press F1 or choose User's Guide from the <u>MenuBar</u>

**To Use the Help Index**

▶ Choose one of the following

▶ Click an underlined topic

▶ Press the TAB key until you highlight the topic you want, and then press the ENTER key.

**To Search For A Help Topic**

**1.** From the Help menu choose Search

**OR**

From the Help menu choose Index

**OR**

Press F1

**2** Choose Search and OMBW will display the Search dialog box.

**3** Type the first few letters of the topic for which you desire to search.

**4** Double-click on a keyword and more keywords are displayed in the bottom box.

**5** Double-click or press the Go To button and to display information on your chosen topic.

**To Return to the Previous Topic**

▶ Click the Search button or press the S key.

**To Close the Help Window**

▶ Choose Exit from the File Menu or press ALT + F + X.

**To Scroll in the Help Window**

Choose one of the following

▶ Press the Scroll Bar UpArrow or DownArrow button.

▶ Move the Scroll Bar button up or down with the mouse.

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# QuickHelp

**Close**

## How do I...?

**Search** — Do a WORDMarker Search for words colored during a WorkSet

**Print** — Print a Daily Reading or Book Profile

**Save** — Save a WorkSet for future use

## Show me the...

**QuickTour** — Take a QuickTour of The One-Minute Bible for Windows

**Contents** — Table of Contents for The One-Minute Bible for Windows

**Tech Support Number** — Phone number and related information to help you receive support

# QuickHelp

## How do I...?

| Search | Do a WORDMarker Search for words colored during a WorkSet |
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## Windows & Dialog Boxes Outline List

**BookView**

**Almanac View**

**Help**

## Windows & Dialog Boxes Outline List

**BookView**

Topical Index: Alphabet Guide

    Topical Index: Card File

    Biblical Book Index

    Related Text

    Date Finder

    WORDMarker Search Window: Maximize and Minimize

    Map Locator

    Map Selection

    Map Information

    Manage Notes

Note Link and Clipboard

    BookMark

    WORDMarker Colors

    Erase WORDMarker

    Printer Dialog Box

    File Save

    File Open

    The ToolBox

**Almanac View**

**Help**

## Windows & Dialog Boxes Outline List

**BookView**

**Almanac View**

   Almanac View Window

   Testament Overview

   New Reference

   Time Period Close-up

   Time Period Close-up Toggle

   Book Outline

   Book Profile

   Right Mouse Book Pop-up Menu

**Help**

## Windows & Dialog Boxes Outline List

- **BookView**
- **Almanac View**
- **Help**

## Windows & Dialog Boxes Outline List

**BookView**

**Almanac View**

**Help**

Right Mouse Button Help

## Windows & Dialog Boxes Alpha List

[ Alpha List ] [ Outline List ]

Almanac View Window
Biblical Book Index
Book Outline
Book Profile
BookMark
Date Finder
Erase WORDMarker
File Open
File Save
Manage Notes
Map Information
Map Locator
Map Selection
Note Link and Clipboard
New Reference
Printer Dialog Box
Related Text
Right Mouse Book Pop-up Menu
Right Mouse Button Help
Testament Overview
The ToolBox
Time Period Close-up Toggle
Time Period Close-up
Topical Index: Alphabet Guide
Topical Index: Card File
WORDMarker Colors
WORDMarker Search Window: Maximize and Minimize

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## Right Mouse Button Help

The Right Mouse button will provide you a wealth of information in OMBW. You can click the Right Mouse button on any button in OMBW and get a description for the function of that button.

More Information

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## Right Mouse Button Help

Close

Other Windows & Dialog Boxes

Instructions
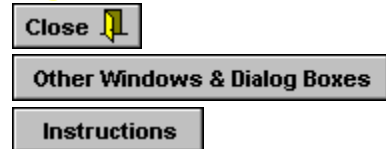
With the right mouse button pressed on a button you get instant help for the function of the button.

The One-Minute Bible for Windows - [Alm

File   Edit   View   Window   Help

The Old Testament

**The Book**
(Alt+B)

Press this button to view the book section of the One Minute Bible.
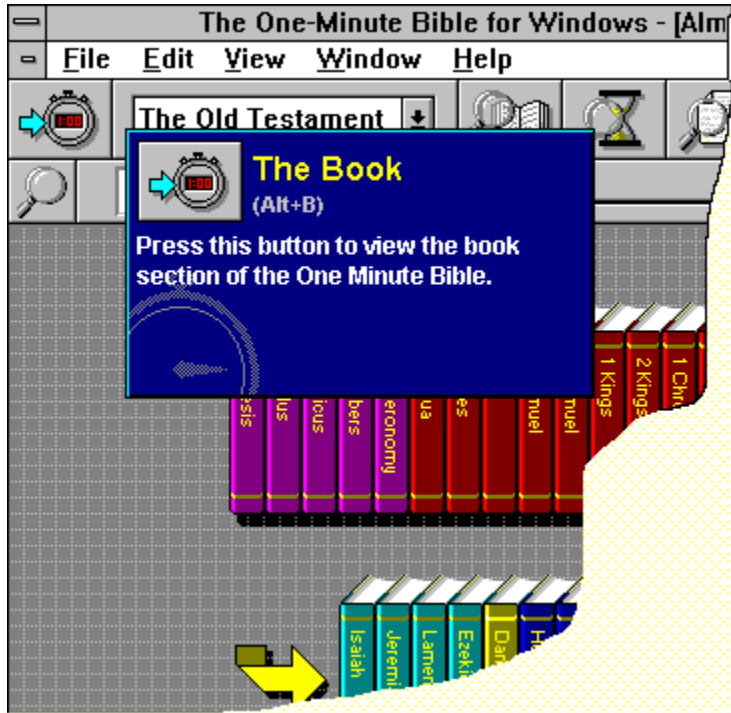
This window provides visual information. You can:

▶ Click on any of the fields, boxes, list, or other significant parts of any picture in this window to gain information for the item you chose.

▶ Press the Close button to close this window and return to your previous location.

▶ Choose Other Windows and Dialog Boxes to close this window and go to the Windows and Dialog Boxes Table of Contents. You can toggle between Outline or Alpha for a different view of the contents.

**The One-Minute Bible for Windows** has two basic views: the Book View, and the Almanac View. OMBW opens to the Book View. This view has three main sections:

**The MenuBar:** The MenuBar across the top of the window is immediately below the Title Bar. It has several options. When you select a Menu title, a drop-down menu appears with menu items. Choosing a Menu item carries out the action.

**The ToolBar**: The ToolBar is a vertical bar along the left side of the screen. You can move it from left to right. The ToolBar is a group of buttons in the Book View that performs tasks when pushed. Press the right mouse button and OMBW will display an information window telling you the task the button performs, plus the HotKey, if one is assigned.

**The Daily Reading Book:** The Daily Reading Book occupies the most space in the window. It gives you the date, title, and text for your daily Bible reading.

This view allows you to read daily passages from Scripture assigned by your computer calendar. You can open the Topical Index and move to any of 450 topics. If there is another text you would like to view, you can press the Related Texts button and choose from over 700 related Scripture references. You can locate maps, place BookMarks, write to a NoteTracker, and search for text highlighted with one of WORDMarkers four vibrant colors.

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## The Book View ButtonBar
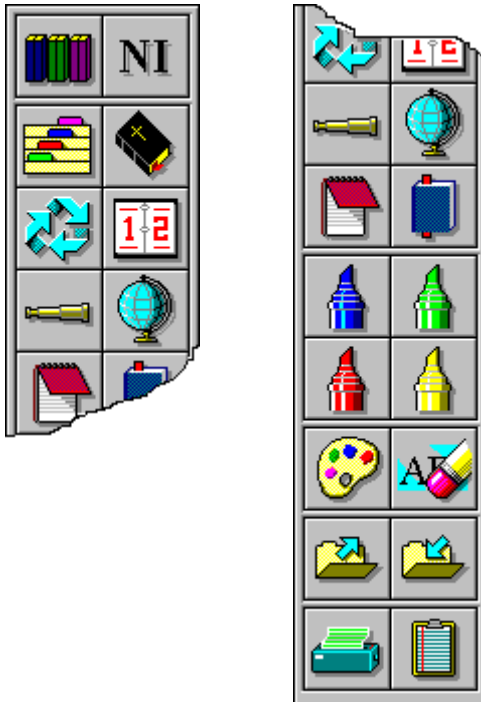
The <u>ToolBar</u> is a group of buttons in the <u>Book View</u> that performs tasks when pushed.

## Indexes

There are two indexes in OMBW. Press either button below to obtain information.

**Topical Index**

**Biblical Book Index**

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### Topical Index

The Topical Index option permits you to see the 450 topics provided in OMBW.

**To Enter the Topical Index**

Select the Topical Index button from the ToolBar.

**Or** select View from the MenuBar and choose Index. From Index choose Topical.

Press ALT + T.

*See Also:*

To Use the Topical Index
To Choose a Specific Topic and a General Topic

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## Using The Topical Index

When you enter the index window, it will look like a group of index cards with alphabetized guides.

**To Use the Topical Index**

Double-click on the letter to go to card file index for that letter.

Click once on the letter and a box will appear with that letter, press the Go To button on the ToolBar.

Press the **TAB** key to move from letter to letter. When you have reached the letter you wish to see, press **ALT + G** to Go To your selection.

## Topical Index: Alphabetized Guides

This is the Topical Index Card File. Choose any letter to go to the alphabetized Topical card file.

**Topical Index**

GoTo    Close    Help

V  W  X  Y  Z
  O  P  Q  R  S  T  U
 H  I  J  K  L  M  N
A  B  C  D  E  F  G

THE ONE MINUTE BIBLE

From:
Aaron

To:
attributes of God

Entries:
26
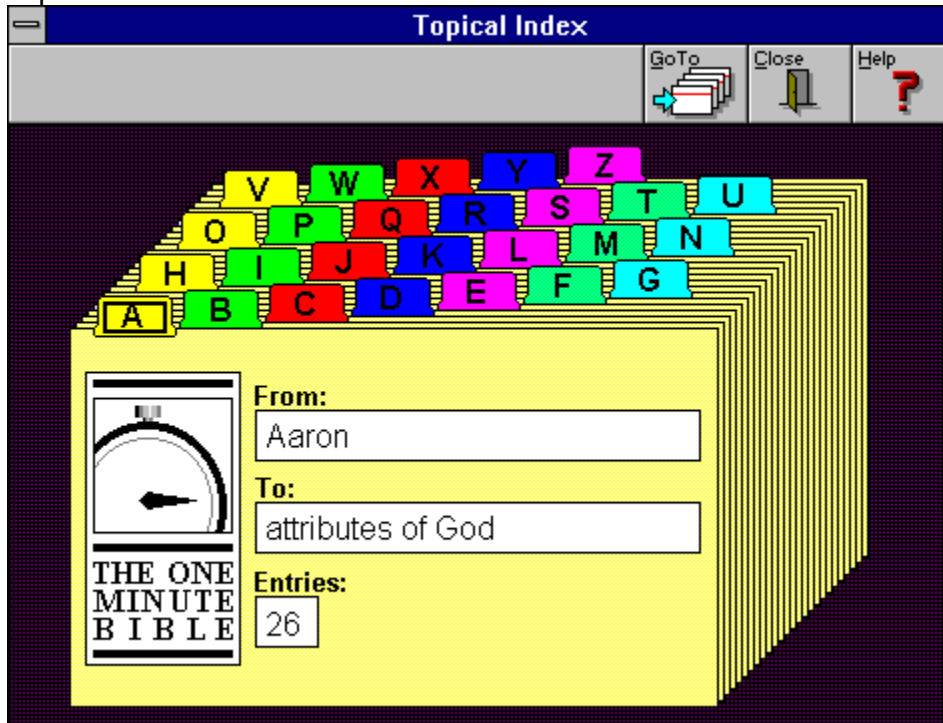
**Go To**: Pressing this button will open the alphabetized Topical Index.

**Close:** Press this button to return to your previous window.

**Alphabetized Card File:** You can choose from any letter of the alphabet to see more topics.

**From:** This box tells you the first topic under the chosen alphabet letter.

**To:** This box tells you the last topic under the chosen alphabet letter.

**Entries**: This box tells you how many topics there are under the chosen alphabet letter.

## Choosing A Topic

From this dialog box, choose the Topic you would like to see within OMBW. Choose one of the following ways:

**To Choose a Specific Topic**

Press the DownArrow button. A drop-down menu will appear. Choose the specific topic you desire.

**Or** click once to highlight the topic.

**Or** press the previous or next button to move forward or backward between topics.

**Or** click on a card above the double red lines and it will move to the front of the stack.

**To Choose a Daily Reading Topic**

With the specific topic chosen, double-click on the Daily Reading topic and OMBW will move you to the selected topic.

**Or** with the specific topic chosen, press the Go To button on the ToolBar and OMBW will move you to the selected topic.

***First,*** press the "+" or "-" key on the Numeric Keypad to move from card to card.

***Second***, press the UpArrow or DownArrow key to move up and down the list to the topic you want to see. Press ALT + G to go to the topic, or press ENTER.

## Topical Index: Card File

This is the alphabetized Topical Index file which puts you in touch with the 450 topics in OMBW.

**Topical Index**

Aaron ▼ | Prev | Next | Go To | Close | Help

adultery
adoption
Adam
abstinence
Abraham
Abel
Aaron      References: **10**

Moses Confronts Pharaoh
God Hardens Pharaoh's Heart
The Israelites Leave Egypt
The Law: Clean and Unclean
The Law: The Priesthood
The Golden Calf
Israel Rejects the Promised Land
Forty Years in the Desert
God Crushes Rebellion
Moses Disobeys God

**Previous:** This button moves you to the previous topic.

**Next:** This button moves you to the next topic.

**Go To:** When you press the button OMBW moves to the highlighted topic.

**Close:** This button closes the current window.

**Topics:** These are some of the 450 topics which are found in OMBW.

**Drop-Down Box:** Press the DownArrow button to view all the topics for the alphabet letter you are currently in.

### Biblical Book Index

The Biblical Book Index option lets you gain access to the 366 Daily Reading subjects in OMBW.

**To Enter the Biblical Book Index**

Select the Biblical Book Index button from the ToolBar.

**Or** select View from the MenuBar and choose Index. From Index choose Book.

Press ALT + I.

## Bible Book Index

The Biblical Book Index option gives you access to the 366 Daily Reading topics in OMBW.

**Biblical Book Index**

Genesis

| Prev | Next | Go To | Close | Help |

Judges
Joshua
Deuteronomy
Numbers
Leviticus
Exodus
Genesis                                    References: **28**

Creation: In the Beginning
Creation: Let There Be Light
Creation: The Sky Above
Creation: Land and Seas, Plants and Trees
Creation: Sun, Moon and Stars
Creation: All Creatures Great and Small
Creation: The Cattle on a Thousand Hills
Creation: Mankind; The Image of God
Creation: God Rests
Adam and Eve: The First Man and Woman

**Next:** This button moves you to the next book of the Bible.

**Previous:** This button moves you to the previous book of the Bible.

**Book Drop-Down Menu:** This menu lists all the books of the Bible.

Click above the red line to move the card to the front of the stack.

## Choosing A Subject from a Biblical Book

When you enter the Index Window, it will appear as a group of index cards. Choose a Subject you want to see.

**To Choose a Biblical Book and a Subject**

Press the DownArrow button. A drop-down menu will appear. Choose the Biblical book you desire.

**Or** click once to highlight the book.

**Or** press the previous or next button to move forward or backward between books.

**Or** click on a card above the double red lines and it will move to the front of the stack.

**To Choose a Daily Reading Topic**

With the specific topic chosen, double-click on the Daily Reading topic and OMBW will move you to the selected topic.

**Or** with the specific topic chosen, press the Go To button on the ToolBar and OMBW will move you to the selected topic.

***First,*** press the "+" or "-" key on the Numeric Keypad to move from card to card.

***Second,*** press the UpArrow or DownArrow key to move up and down the list to the topic you want to see. Press ALT + G to go to the Subject or press ENTER.

## Related Texts

The Related Texts choice allows you to see the Scripture references that relate to the current day's reading. Choosing the Related Texts button will display a small window with a list of the texts. These texts are for reference and you may read them from the Bible Study program that is setup in the ToolBox (see below).

**To Enter the Related Texts**

Select the Related Texts button from the ToolBar.

**Or** Select View from the MenuBar and choose Related Texts.

**To Read Related Texts**

Double-click on the passage you want to read.

## Related Texts

The Related Texts are displayed on a small notepad. If you have a compatible Windows Bible Study program you can read   the Bible text   by double-clicking on a passage.
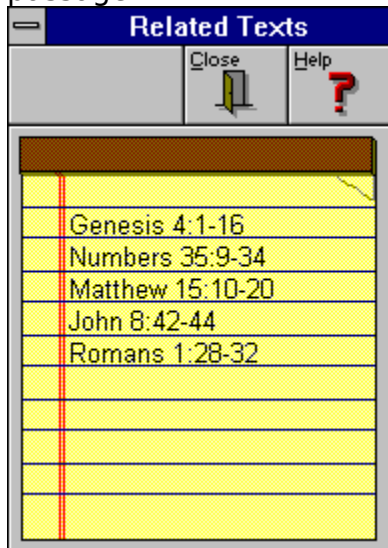
**Go To Related Texts:** Double-click on a specific passage to start the Bible study program that is setup in the ToolBox to read the context.

**Date Finder**

You can read any of the Daily Reading selections by choosing the Date Finder option. When you make your date selection, OMBW will move you to the reading selection for that date.

**To Enter the Date Finder**

Select the Date Finder button from the ToolBar.

**Or** select View from the MenuBar and choose Date Finder.

Press ALT + D.

## Date Finder

If you want to move to another day in the calendar year, just enter the month and day and press OK.
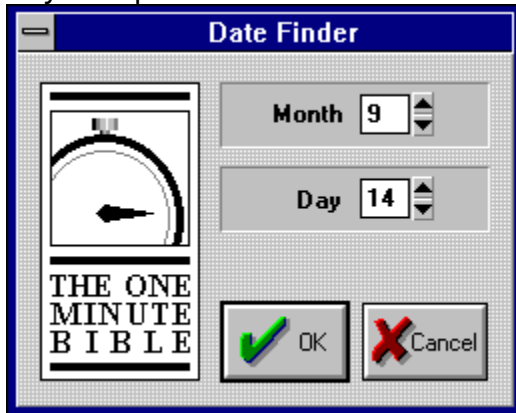
**Month:** Enter the month you wish to move to.

**Day:** Enter the day you wish to move to.

**Cancel:** Press Cancel to return to the previous page.

**OK:** Press this button to move to the date you have requested

**WORDMarker Search**

The WORDMarker Search option lets you search for colors you have used in any work session.

**To Use WORDMarker Search**

Select the WORDMarker color you want to search for from the ToolBar and   press the WORDMarker Search button.

**Or** select Edit from the MenuBar and choose Search.

Press ALT + O and choose a color by pressing the designated letter.

Press ALT + S.

## WORDMarker Search Window: Maximize and Minimize

OMBW will search for the color you have selected and a search box like the one that follows. You can scroll your selections. When you discover the one you want to view in the Book Reading window, press the Check or double-click on the option. To close the window, press the Red X button or press ESC. The question mark button is Help.

To search for a different color, press any WORDMarker button at the bottom of the window. The WORDMarker window will stay active and the new selections will appear.



**WORDMarker Search Window Maximized**


If you want the WORDMarker Search window to remain active as pictured below, you may press the minimize button in the upper-right corner of the window and the palette will scroll down to the Window title bar as pictured below. To maximize, press the maximize button in the upper-right corner of the Window title bar.



**WORDMarker Search Window Minimized**

**WORDMarker Color:** Indicates the present color that was chosen when you minimized the WORDMarker Search dialog box.

**Map Locator**

By using the Map Locator, you can choose from seven maps within OMBW. When you choose a map, a thumbnail view will be shown in the Preview window at the top of the Map Locator window.

**To Enter the Map Locator and Choose a Map**

1   Select the Map Locator button from the ToolBar
    **Or** select View from the MenuBar and choose Map Locator.
2   Point to the map you want to view and press the button.
3   Press OK.

1   Press ALT + M.
2   Press the number of the map you wish to view.
3   Press ALT + O to go to the map.
4   Press ALT + I to read information about the map.
5   Press ALT + C to close the information window.
6   Press ALT + C again to close and go back to the main view.

## Map Locator

Press the Map Locator button a map selection window appears like the one pictured on the left. When you select a map the window changes to one like the right with a thumbnail picture of the selected map.
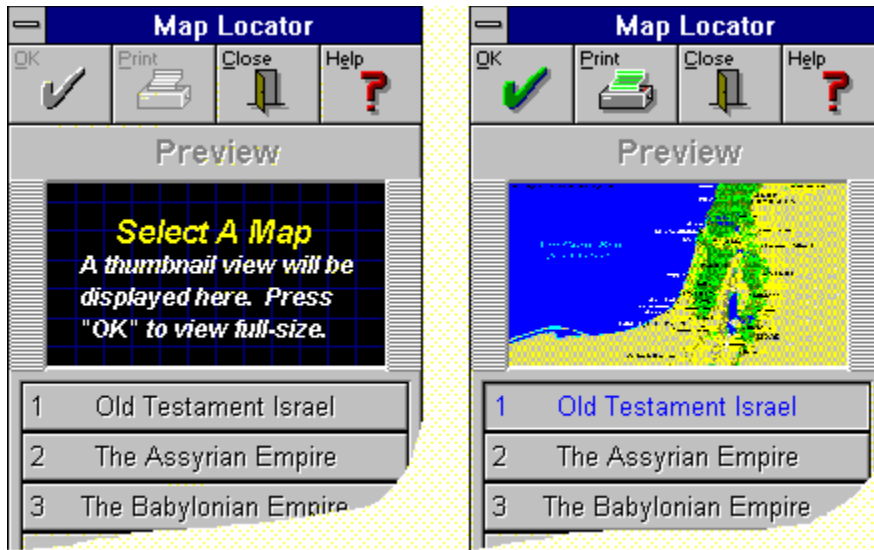
**Map Selection:** Press this button to see a thumbnail view of Old Testament Israel.

**OK:** Press this button to go to a selected map.

**Print:** Press this button to print the currently selected map.

**Close:** Press this button to return to your previous window.

**Help:** Press this button to receive context-sensitive help.

## Map Selection

You can choose to print or read information.
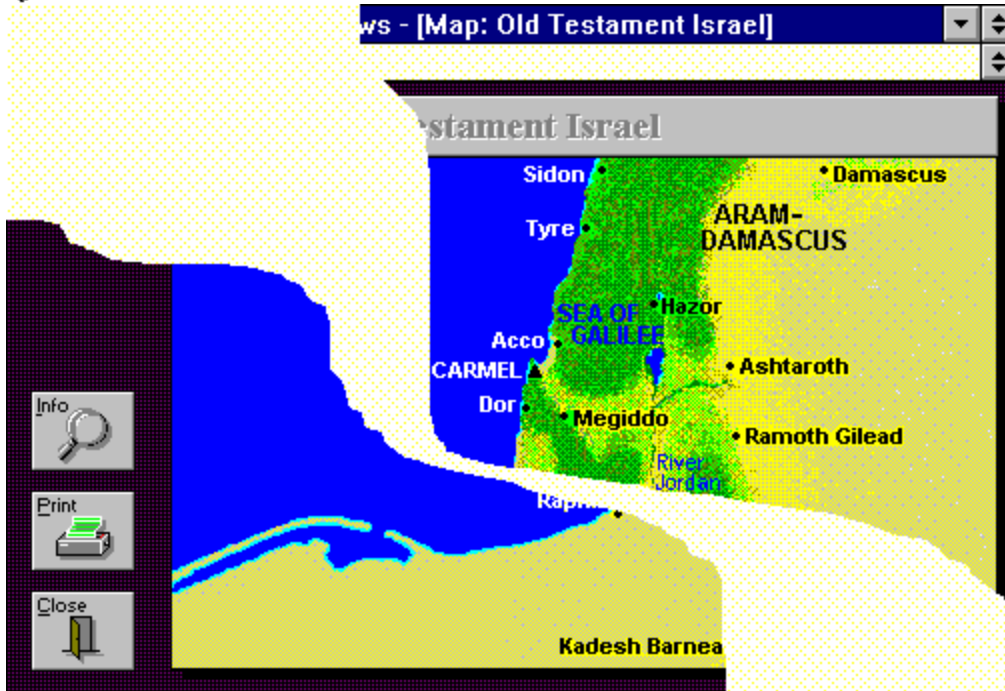
**Info:** Press this button to read information about the selected map.

## Map Information

When you press the Info button from the Map window, you will see a window like the one on the left with information about the selected map. To see the approximate geographic location of the map on a globe, press the globe button to toggle to another window like the one pictured on the right.

**Map Information**

Location | Print | Close

Israel in the Old Testament Period had several different configurations.

**Before the Conquest:** From **Sidon** on the north seacoast of the Mediterranean to **Gaza** on the south seacoast of the Mediterranean, the land was inhabited by the Sidonians in the north, the Canaanites from the coast to the **Jordan River,** and the Amalekites in the south. The inland countries were the Hittite Empire in which Damascus was located; Bashan, the Kingdom of Sihon where the Amorites lived; Ammon, Moab, and Edom.

**Map Information**

Text | Print | Close

Relative location of selected map.

**Location:** Press this button to see the general geographic location of the map.

**Text:** Press this button to return to the Info text.

**General Location:** This marks the general geographic location of the map.

**NoteTracker**

The new NoteTracker feature in OMBW has the traditional features of a notepad plus a way to manage your notes and link them to a calendar day. You can see when you have a note linked to a day by the NoteTracker icon which will appear on the left page next to the curl that flips the page to a previous day. Pressing on this button will allow you instant access to your note manager. You can select any of up to ten notes that you may have linked to this day.

With OMBW's NoteTracker option you can keep an accurate record of what you are learning as you read the Daily Reading selections and study the information provided in the Almanac View.

In the ToolBox you may select Windows' Notepad, your favorite word processor, or NoteTracker. NoteTracker is the default option.

**To Enter NoteTracker**

Select the NotePad button from the ToolBar.

**Or** select Edit from the MenuBar and choose Notes.

Press ALT + N.

NoteTracker, Notepad, or your word processor will open for you to use.

**See Also:**

NoteTracker
ToolBox

## NoteTracker Buttons

The new NoteTracker feature in OMBW has the traditional features of a notepad plus a way to manage your notes and link them to a calendar day. You can see when you have a note linked to a day by the NoteTracker icon which will appear on the left page next to the curl that flips the page to a previous day. Pressing on this button will allow you instant access to your note manager. You can select any of up to ten notes that you may have linked to this day.

**Each button function is explained below.**

**Manage Notes:** The Manage Notes function allows you to manage all of your OMBW notes from one place. You can even name them with more than the conventional eight letters that is required in the external notepad or word processor. When you click on this button, you get a list of the full names of the notes that you have saved in the current WorkSet. Press the Manage Notes button to the left to see the Manage Notes dialog box.

**File Note:** After you have keyed in your information, you can file your note by clicking on the File Note button and entering the name of the note. The name can use up to 255 characters.

**Discard Changes:** Pressing this button will delete any changes you have made to the note since it was last saved.

**Font Change:** You can change your font, font style, size, effects, and color by pressing this button. The default font is Arial Normal 10. This change will be reflected throughout the whole note.

**Search, Search Again, Search and Replace:** You can search through your note for any word, phrase, etc. When you have searched and found the first occurrence and you wish to find another occurrence, press the Search Again button. To search through a note for a word or phrase and replace with another, press the Search and Replace button.

**Date and Time Stamp:** Press this button to have OMBW place the current date and time from your computer's clock in the note at the cursor position.

**Paste, Cut, Copy:** These are standard Windows' features. you may also access these features through your keyboard with the following commands: CTRL + X = Cut; CTRL + C = Copy; CTRL + V = Paste.

**Undo:** Pressing this button will undo the last changes you have made to your note. This is different from Discard Changes which deletes all changes since the last save.

**Link:** If you want to link your note to a current day, you may do so by pressing this button. Up to ten notes may be linked to a given day.

**Unlink:** If you have chosen to link a note to a specific and wish to unlink it for any reason, press this button and the link with the present day will be deleted.

**Go To Link:** When the button is grayed out, there is no link for this note. When this button is activated, it will have a Red arrow visible. With your note selected, you can press this button to view the day to which the note is linked.

**Print:** Press print to print the current note.

**Exit:** Pressing the Exit button to close the NoteTracker.

**Help:** Press the Help button to get help for NoteTracker.

## Manage Notes

You can save many notes in each WorkSet and link up to ten for any given day. This is the control panel for managing your WorkSet notes.
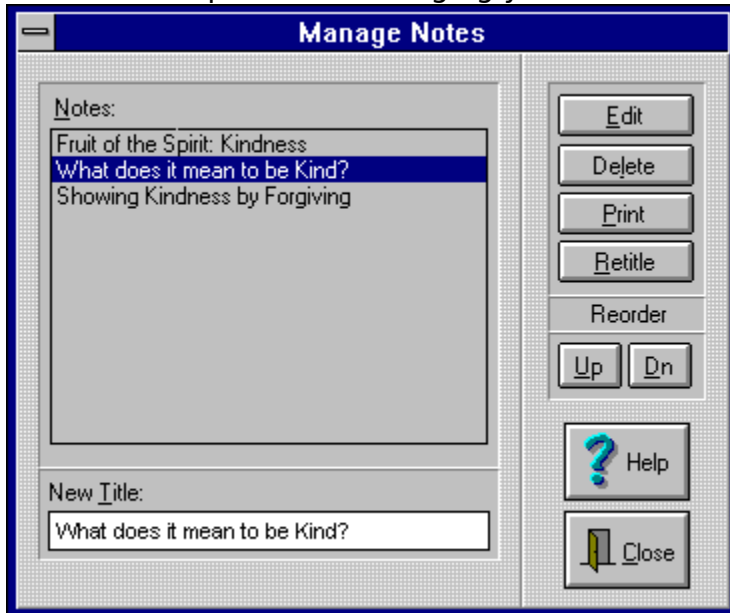
## Note Link and Clipboard

When you link a note or copy to the Clipboard an icon appears on the left page of the Daily Reading selection. Press you Left Mouse button over the Link icon to see what notes are linked to the Daily Reading and the Right Mouse button over the Clipboard to see the name of the Daily Reading topic you copied to the Clipboard.
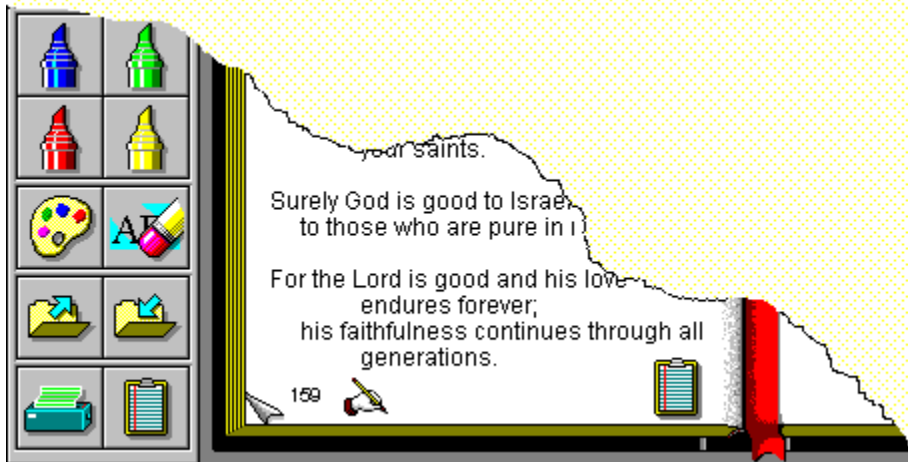
**Note Link:** This icon appears on any page that has a note linked to that day.

**Clipboard Icon:** When you drag the Daily Reading to the Clipboard, this icon appears.

**Edit:** Press this button to open the selected note to edit.

**Delete:** Press this button to delete the selected note.

**Print:** Press this button to print the selected note.

**Retitle:** Press this button to retitle the selected note. Enter the new title in the New Title box and press Retitle.

**Up:** Press this button to move a note up one position in the Notes list.

**Down:** Press this button to move a note down one position in the Notes list.

**New Title:** Enter the title first and then press New Title.

**Note List:** This is a list of all the notes you have created in this WorkSet.

**Close:** Press this button to close the Manage Notes dialog box.

**BookMark**

Using the BookMark option allows you to move within OMBW to a specific location that you have previously selected. You may choose up to ten BookMarks for future reference. Your BookMarks will be saved as a part of your WorkSet when you Exit OMBW.

**To Enter, Use, Go To, and Delete a BookMark**

*First,* select the BookMark button from the ToolBar.

**Or** select Edit from the MenuBar and choose BookMark.

*Second,* press the New button from the ButtonBar at the top of the window.

**Or** double-click in the first available box beside a number.

*Third,* choose the BookMark you wish to add by clicking your pointer on the number on the left side of the dialog box, or in the right-hand box beside your selection. A check mark will appear. Press the Go To button.

**Or** double-click on a BookMark.

*Fourth,* select a bookmaker to delete and press the Delete button to delete a BookMark.

OMBW will place the daily reading topic at the next available position from one to ten. If there is already a BookMark in the position you have chosen, OMBW will prompt you with the question: This BookMark slot is already in use. Replace with new BookMark? If you say OK, a new BookMark will replace the old. If you respond No, you will return to the BookMark dialog box. You may have duplicates if you choose.

*First,* press ALT + K.

*Second,* press a number on your keyboard and the topic in the current active Book View window will become a BookMark.

*Third,* press the UpArrow or DownArrow key to move the check mark.

Press ALT + N to add a new BookMark where the check mark appears.

*Fourth,* press ALT + D to delete a BookMark where the check mark appears.

## BookMark

The BookMark feature allows you to set up to ten BookMarks. You can add or delete at any time. They are saved with your WorkSet.

**New:** Press this button to enter a new BookMark at the selected line.

**Delete:** Press this button to delete the selected BookMark.

**Go To:** Press this button to Go To the Daily Reading of the selected BookMark.

**BookMark Name:** The names of the BookMarks are the Daily Reading topics.

**WORDMarker**

The invention of the color highlighters has added variety to marking paper documents for future reference. Logos Research Systems has developed a new electronic technology which we call WORDMarker. WORDMarker allows you to use electronic markers to highlight text in the Book Reading window. OMBW gives you the use of four different color WORDMarker buttons. These give you the opportunity to choose different colors to represent different concepts, topics, events, or persons you want to highlight. For example, you may mark every place in blue that refers to God and creation. When you choose a second color, the daily reading page will clear itself of your first color marks. You can now add another color which will be displayed for you. You can revisit any color you have used by choosing that color marker again. When you Exit OMBW, you may save your highlighted markings for future reference.

**To Use a WORDMarker**

Select a WORDMarker button from the ToolBar.

**Or** select WORDMarker from the MenuBar and choose your color preference--Red, Blue, Green, or Yellow.

## WORDMarkers Colors

You can choose to color the Daily Reading text with any of the four colors and save the highlights with your WorkSet.

## WORDMarker Palette

**WORDMarker Palette**

When you choose the WORDMarker Palette, a small palette like the one below will become visible. You can change the names you have assigned by clicking on the name and keying in another, or through the ToolBox. You may also see what you have marked by pressing the color box. For example, when you press the blue box, all the texts on the Daily Reading selection that you have marked in blue will appear. A check mark will appear in each color box where highlighting for that color has occurred. When a check mark appears in a color box, it means that you have used that color WORDMarker on the page.

---

**To Use and Minimize the WORDMarker Palette**

Select the WORDMarker Palette button from the ToolBar.

If you want the WORDMarker Palette to remain active as pictured below, you may press the minimize button in the upper-right corner of the window and the palette will scroll down to the Window title bar as pictured below. To maximize, press the maximize button in the upper-right corner of the Window title bar.

**To Toggle the WORDMarker Palette On and Off**

Using the following keyboard strokes toggles the WORDMarker Palette on and off:

1   Press ALT + O.

2   Press P and the WORDMarker Palette will appear.

then

1   Press ALT + O.

2   Press P and the WORDMarker Palette will disappear.

**Note**   You may only use one color on the screen at a time. When you choose another WORDMarker, the first color disappears. To show which colors are in use, refer to the WORDMarker Palette. If a WORDMarker button is pressed and you open a dialog box or another window, the text will be refreshed. This is done to preserve your color highlights.

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## WORDMarker Palette

You can label the four colors with names in each of your <u>WorkSets</u> as demonstrated below.

**Blue**: Press the color Blue and your Blue WORDMarker highlights will show on the Book View page.

**Green**: Press the color Green and your Green WORDMarker highlights will show on the Book View page.

**Red**: Press the color Red and your Red WORDMarker highlights will show on the Book View page.

**Yellow**: Press the color Yellow   and your Yellow WORDMarker highlights will show on the Book View page.

Double-click on the word to change it.

Press the UpArrow button to Maximize the WORDMarker Palette.

Press the DownArrow button to Minimize.

**File Open**

When you Exit OMBW, the <u>WORDMarker</u> highlights and BookMarks you have added while using OMBW will be saved in a file. At any time during your session you may open a previously saved file.

---

**To Use File Open**

Select the File Open button from the <u>ToolBar</u>.
**Or** select File from the <u>MenuBar</u> and choose Open.

Press CTRL + O.

Choose the file you wish to open and press OK or double-click on the file name.

OMBW will keep track of the last five files you have used. You can choose to open them from the File option on the MenuBar.
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**Erase WORDMarker**

If you change your mind about the text you have highlighted using the electronic WORDMarker, you may choose what you wish to erase and use the Erase WORDMarker button to perform that procedure.

### To Use Erase WORDMarker

Press the Erase WORDMarker button and the Color WORDMarker button for the color you want to clear. When you move your mouse pointer to the Daily Reading selection, your mouse pointer changes to an eraser. Place the eraser over the color and press the left mouse button to erase the color.

## Erase WORDMarker

You can choose to erase any of the colors at any time. Just press on the color WORDMarker then press the Erase WORDMarker button. The mouse pointer will change to an eraser. Place on the line you wish to erase and click the left mouse button once.

## Drag And Drop Buttons

—————— **Printer**

**Clipboard**

There are two <u>Drag and Drop</u> Buttons on the <u>Book View</u> <u>ToolBar</u>. The primary use of Drag and Drop is to select the text you wish to print or to place text on the Windows Clipboard. Press your left mouse button on the Book View selection. Notice that it changed to a hand and page icon. Drag to the Print or Clipboard button and Drop (release the mouse button). The action occurs immediately.

**Press buttons to go to topics.**

❖

**Printer**

─────── **Printer**

If you have installed and connected a printer, you can print the following:
───────     In the Book View of OMBW you can print the Daily Reading selection by placing your mouse pointer on the text, pressing the left mouse button, dragging it to the Print button, and dropping it (releasing the left mouse button).
───────     In the Almanac View you may print any of the Book Profiles by doing one of the following:
───────     From the map window you can print the selected map.
───────     From the Info window for the maps you can print the information about the map.

 For information about installing your printer in Windows, see the Microsoft Windows User's Guide, Chapter 6, *Print Manager.*

───────

**To Use the Print Function in the Book View**

Select the text by placing your mouse pointer anywhere on the Daily Reading selection. Press the left mouse button. Notice the pointer icon changes to a can't drop icon (a circle with a line). Hold the button and drag it across to the Printer button. The pointer will turn into a hand and page icon. When you see this icon drop it (release the button). The print action occurs immediately.

**Or** press the Printer button from the ToolBar. A printer dialog box will appear. Make your selection and press OK.

Select File from the MenuBar and choose Print.

**Or** press CTRL + P

**To Use the Print Function in the Almanac View**

Press the Print button and a printer dialog box appears. From there you can choose to print the Book Profile or the Book Outline for the book which is highlighted in yellow in the Almanac window.

**Or** press your left mouse button on the selected book and drag it to the printer and drop it. Notice that the pointer turns into a can't drop icon (a circle with a line). When the pointer is over the print button, the icon turns into a hand holding a book. When you see this icon drop it (release the button).

**Or** press CTRL + P for the printer dialog box.

**Press the button below to get information on the Clipboard.**
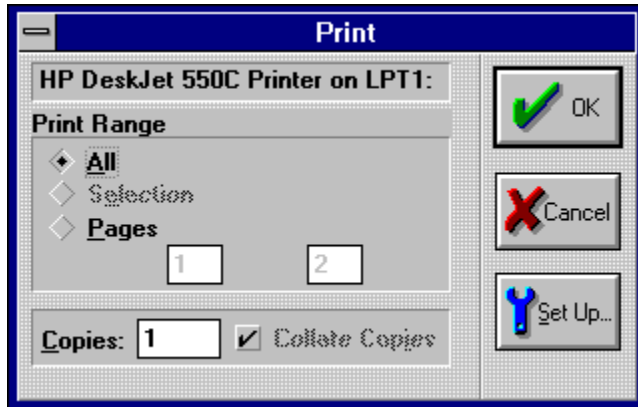
**Clipboard**
❖

When you press the print button this dialog box appears. Make your choices and click OK.

**Current Printer:** The current printer is identified.

**Print Setup:** Press this button to open the Windows printer setup dialog box.

### Clipboard

The Windows Clipboard provides temporary storage for information you want to transfer from one application to another. You can copy information from OMBW <u>Book View</u> onto the Clipboard and then transfer that information from the Clipboard into your favorite word processor or any other Windows application.

---

### To Use the Clipboard in the Book View

Select the text by placing your mouse pointer anywhere on the Daily Reading selection. Press the left mouse button. Notice the pointer icon changes to a can't drop icon (a circle with a line). Hold the button and drag it across to the Printer button. The pointer will turn into a hand and page icon. When you see this icon drop it (release the button). The print action occurs immediately.

**Or** Press the Clipboard button from the <u>ToolBar</u>. The Clipboard icon will appear on the lower right side of the left Daily Reading page, indicating that you have sent the text to the Clipboard. Press the right mouse button over the clipboard icon on the Daily Reading page and OMBW will inform you the name of the last item that you placed on the clipboard.

**Press the button below to get information on the Printer.**

**━━━━━━ Printer**

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## MenuBar

| File | Edit | View | WORDMarker | Window | Help |
|------|------|------|------------|--------|------|

The MenuBar in OMBW lists for you the available menus from which you may choose procedures. When you click your mouse pointer on a word on the MenuBar, a drop-down menu appears. A menu contains a list of commands you may ask OMBW to perform. Most Windows applications have a File menu, an Edit menu, and a Help menu. Other menus available are unique to the application you are using. In OMBW the MenuBar in the Book View contains File, Edit, View, WORDMarker, Window, and Help menus.

### See Also:

File

Windows

❖

## File

File

New
Open
Save
Save As
Print
Printer Setup
Exit          Alt+F4

There are three options that you can use from File on the MenuBar: New, Save, and Save As.

**New:** Choosing this procedure will open a new file in which WORDMarker and BookMark information are placed as you use OMBW. Each time you enter OMBW you are in a New file.

### To Use the New Command

Select File from the MenuBar and choose New.

A dialog box will appear. Enter the name of the file.

## File Open

**Open:** All of your previous files are stored away for you and can be easily accessed by choosing the Open option from the File Menu. We call these files WorkSets

### To Open A Previously Saved File

Select File from the MenuBar and choose Open.

A dialog box will appear. Choose the name of the file to open.

## File Save

**Save:** Choosing this procedure will save your file for future use. You use Save to save changes to an existing file.

### To Use the Save Command

Select File from the MenuBar and choose Save. The file will be saved if you have given it a name. If there is no file name, a dialog box will appear. Enter the name of the file.

**Save As:** Choosing this procedure will save your existing file under a new file name. This command is used when you want to keep a copy of the original file as it existed before you began your work session.

### To Use the Save As Command

Select File from the MenuBar and choose Save As.

Enter the new file name.

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## File Save

Press the File Save button and enter the name of the file to save. Make your choice and press OK.
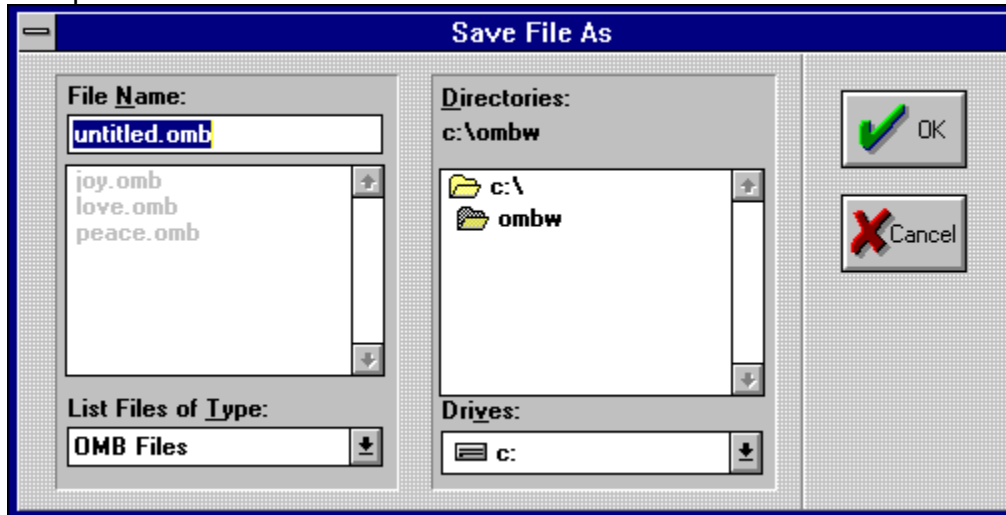
## File Open

Press the File Open button to choose the WorkSet file that you want to open. Make your choice and press OK.

**File Name:** Give your file a name. The .OMB extender is given to your file name automatically.

**File Name:** The name which appears in this box will be the file that will open when you press OK.

**File List:** These are the current files that you have saved away when using OMBW. This list helps you name your new file with another name t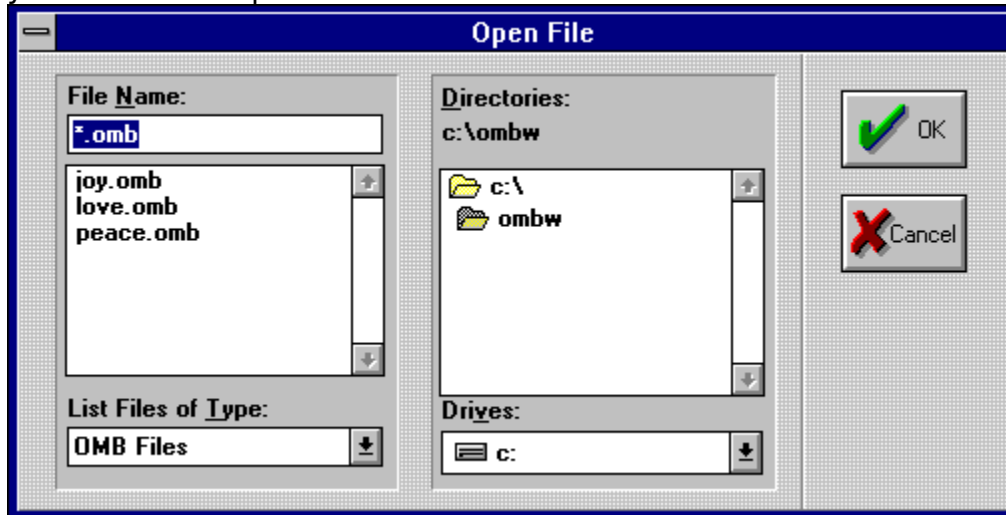han the current ones listed. Giving the file the same name as the one listed will overwrite the present file with the new one. Of course this is OK when you are adding more information to a present file. You can also choose which file to open from this list.

**File Type:** Gives the type of files that you are saving or opening.

**Directories**: This box tells you the current drive and subdirectory that you are in.

## Windows

**Window**

**Arrange Icons**

Close All

√1 The Book [New International Version]: UNTITLED.OMB
2 Almanac: The Old Testatment
3 Book Outline: Genesis

The Windows menu keeps track of all the windows you open while working in OMBW. You may open as many windows as your system memory will allow.

**Arrange Icons:** Each time you minimize a window, it becomes a small icon at the bottom of the main window. The minimize button is the DownArrow button at the top right of a window. The UpArrow button is a maximize button.

> **To Use Arrange Icons**
>
> Minimize all windows.
>
> Select Windows from the MenuBar.
>
> Choose Arrange Icons.
>
> **Or** press ALT + W + A.

**Close All:** This option allows you to close all the windows that have been opened as you have used OMBW.

> **To Use Close All**
>
> Select Windows from the MenuBar and choose Close All. This option will close all active windows in OMBW.
>
> **Or** press ALT + W + C

**Active Windows Opened**

Below the Separator bar all the opened windows will be listed. A check mark appears beside the one that is active (appears in front).

> **To Select Another Window**
>
> Select Windows from the MenuBar and choose any window that is opened.   OMBW will move to that window and display it for you.
>
> **Or** press ALT + W + the number of the window: 1, 2, 3, etc.

❖

The Daily Reading selection is the third part of the Book View window. This is the beginning window that will appear each time you start OMBW. Note that the window looks like a book. The date and daily subject are on the left page at the top followed by the Daily Reading from the New International Version or King James Version of the Bible. The Bible references for the Daily Reading are displayed at the conclusion of the text and appear with underlines. Press on the underlined text to go to the Bible Study program selected in the ToolBox to display the selected text.

When you enter OMBW, the Daily Reading page appear. It is easy to move around the page. There are only three procedures that will occur on this page without pressing a button from the ToolBar or without choosing a MenuBar option.

**1** You may move your mouse pointer to the bottom of either the left or right page. When your pointer is over the fold, it will turn into a finger pointing either left or right. As you click the mouse button, the pages will flip one day at a time in either direction. From the keyboard use the RIGHTARROW or PAGEDOWN key to move to the next day. Use the LEFTARROW or PAGEUP key to move to the previous day. Use the HOME key to return to the current day.

**2** Down the middle of the current date page you will see a red bookmarker. As you flip forward or backward by flipping pages or by using the Date Finder option, the bookmark will stay with the current day. You will see it protruding from the bottom of the page when you have move to a different day. When you place your mouse pointer on the bottom of the bookmark, your pointer turns to a DownArrow pointing to an open book. When you click the left mouse button, you will return to the current day's selection.

**3** You can press your left mouse button anywhere on the page and the mouse pointer will turn into a hand and page icon. You can then drag the icon to the Print or Clipboard button and drop it (release the button). The Daily Reading selection prints if you drop the icon on the Print button. The Daily Reading selection is copied to the Windows Clipboard if you drop the icon on the Clipboard button. A small Clipboard icon appears on the page to indicate that you have copied the Daily Reading to the clipboard. From the Windows Clipboard you can Paste into any other Windows application.

**See Also:**

ToolBox
Quitting The One-Minute Bible for Windows
Online Help
Pritner
Clipboard
❖

**ToolBox**

| Edit |
|------|
| **B**ookmarks  Alt+K |
| **N**otes       Alt+N |
| **T**oolBox |

The OMBW ToolBox allows you to set your preferences. The ToolBox is designed to allow you to enter preferences about certain key operations within OMBW. The choices you make in the ToolBox dialog box become the defaults for those functions. You may change them at any time by reentering the ToolBox and making different choices.

When you choose the ToolBox button, you will see a dialog box. Make your selection.
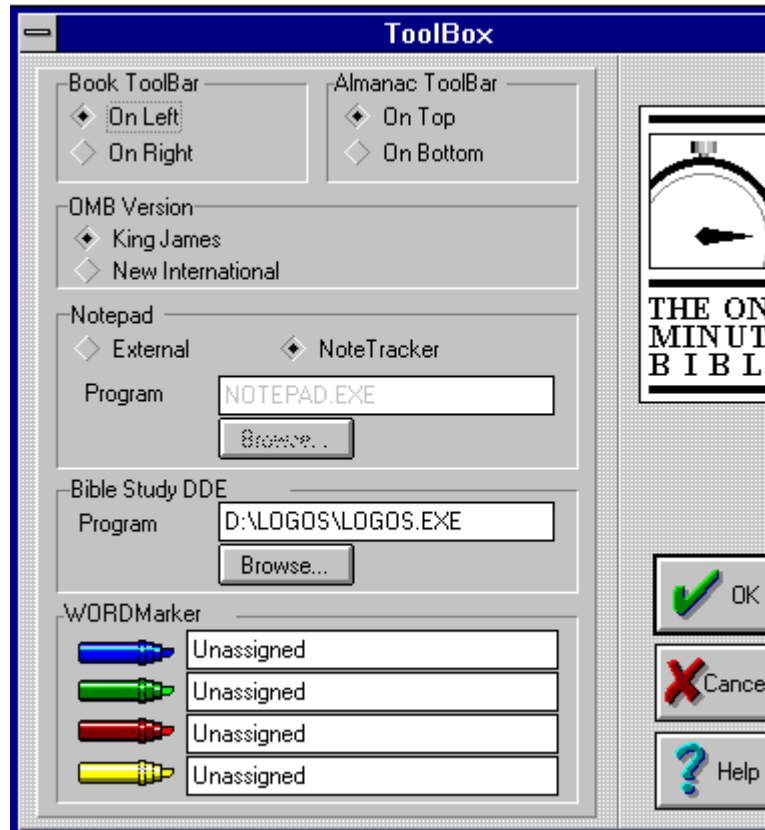
**To Enter Your Preferences in ToolBox**
Press ALT + E + T.

**Edit Menu - ToolBox:** You can open the ToolBox by selecting Edit from the MenuBar and choosing ToolBox.

## The ToolBox

You can set your preferences in ToolBox and change them at any time.

**Bible Study DDE:**   Press this button when you are setting up a compatible Windows Bible Study program to DDE Link with in order to read the complete text of the Bible.   Compatible Windows Bible Study programs are Logos versions 1.6 and above, from Logos Research Systems, Inc..   QuickVerse for Windows versions 1.0f and above from Parsons Technology.   WordSearch for Windows 3.0 and above from NavPress Software.   VerseSearch for Windows versions 1.0 and above from Bible Research Systems.

**Book ToolBar***: On Left or On Right:* When you return to the Book View, your ToolBar will be on the left or right side of the window as you have indicated.

**Almanac ToolBar*: *On Top or On Bottom:*** When you move to the Almanac View, your ToolBar will be at the top or bottom of your window as you have indicated.

**TimeLine:** ***Click in Box (Check Mark On or Off):*** When you move to the Almanac View, the TimeLine ToolBar will be activated. It will be visible below the Almanac View ToolBar.

**External NotePad:** If you click External Notepad, the internal default notepad is Windows' Notepad. If you wish to use another word processor or text editor, click the Browse button and look in the word processor's subdirectory and choose the EXE file. This will allow you to use any word processor or text editor as your OMBW notepad. If you know the path and EXE or the word processor or text editor you can key it in the box above the Browse button.

**NoteTracker:** NoteTracker which comes with OMBW is the default setting. Leave the selection as it is and you will use the new OMBW NoteTracker as you notepad.

**Browse Button:** Press this button when you are setting up an External NotePad to choose the EXE file for the Word Processor of your choice.

**WORDMarker Descriptions**: Click in the first box and the word Unassigned will highlight. Type any descriptive word that you want to use for this color in this WorkSet. For example, you might type Prophet in the box next to the Blue WORDMarker to indicate that you are marking anything you wish to remember about Prophets with your Blue WORDMarker

**OK:** Press OK. You will return to the Book View and your changes will be recorded.

**Cancel:** Press this button to Cancel and return to the program without any changes being recorded.

**Help:** Press this button to receive context-sensitive help on the ToolBox.

## Quitting The One-Minute Bible for Windows

**You may quit OMBW in the following ways:**

Choose File from the MenuBar and then choose Exit.

**Or** Double-click on the Control-menu box that is the top left box on the window.

**Or** Click once on the Control-menu box and select Close from the menu.

Press ALT + F4.

## The Daily Reading Version

**King James Version**

**New International Version**

Pressing this button toggles the Daily Reading between the King James and New International Versions of the Bible in the Book View.

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**Bible Version:** Press this button to toggle between King James and the New International Version of the Bible Daily Reading text in the Book View window.

**Blue WORDMarker Highlighting:** This is how the text looks when highlighted.

**WORDMarker Erase:** You can erase any color highlighting with the eraser.

**File Open: (CTRL + O):** Press the File Open button to see a list of the files in which your WORDMarker, BookMark data, and NoteTracker notes are saved.

**Printer (CTRL + P)**: Press the Printer button to print or drag and drop on the button.

**File Save:** Press this button to save the current WorkSet.

**Clipboard:** Press the Clipboard button to store a temporary text you wish to use in another Windows application.

**OK:** Press this button to save changes in dialog box or carry out the command of the dialog box.

**Cancel:** Press this button to cancel the dialog box and return to the previous window.

## Almanac View Button Bar

The Almanac View Button gives you access to the functions and information in the Almanac View. You can find information, print, get help at the click of your mouse.

**See Also:**

The Book View
Category Selection
Testament Overview
Chronological Overview
Book Overview
Book Selection
Book Outlines
Book Profiles
Using The Book Outlines And Profiles
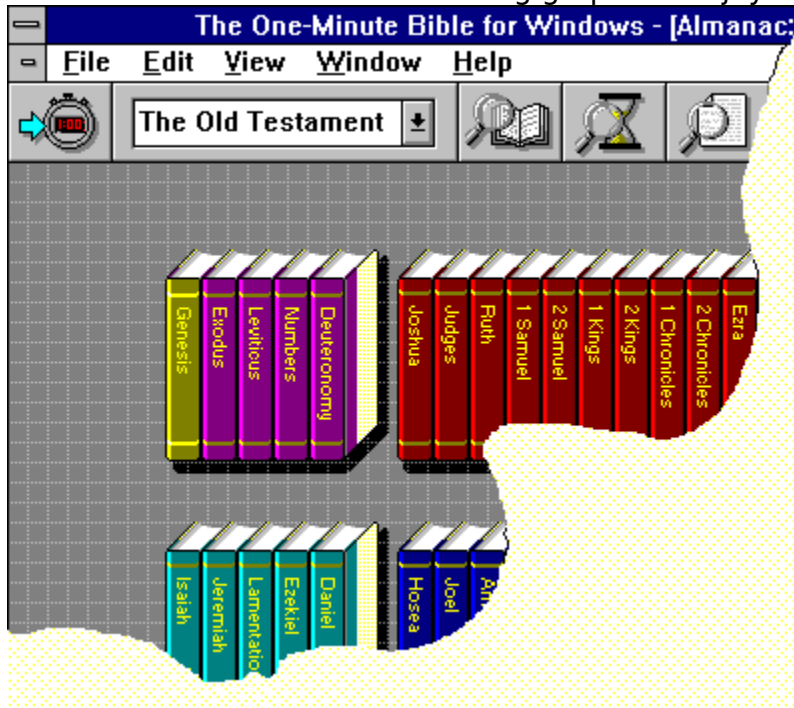View Order
Map Locator
TimeLine
TimeLine SlideBar
Printer

❖

This is the end of this topic.

## Almanac View Window

The Almanac View is full of dazzling graphics. Enjoy the experience of learning.

**Book View:** Press this button to return to the Book View.

**Category Selection:** Press the Right Arrow and a drop-down box appears with three selections: the Old Testament, the New Testament, and the Apocrypha. Click on your choice. Old Testament is the default.

**View Order:** Press this button to see the choices of different biblical order views. You have three choices in each of the Categories: Bible Order, Chronological Order, and Topical Order. Click on your choice and the window will repaint to reflect your choice.

**Bible View:** Press this button to go to the first chapter and first verse of the selected book.   In order to use this button you must have a compatible Windows Bible Study program selected the ToolBox.

**Outline:** Select a book by clicking on it and then press this button to see an Outline of that book.

**Profile:** Select a book by clicking on it and then press this button to see a Profile of that book.

**Maps:** Press this button to go to the map section.

**TimeLine:** Press this button to toggle the TimeLine Bar off and on.

**Printer:** Press this button to get a print dialog box from which you can select to print either the Book Profile or Outline of the book which is highlighted. Or you may select the book and drag to the Printer button and drop to print the Book Profile.

**Help:** Press this button to go to Help's Contents window.

**Testament Overview:** Pressing this button will give you an overview of the chosen category.

**Chronological Overview:** Pressing this button will give you a chronological view of the category you have selected.

**Book Overview:** Pressing this button produces a drop-down box from which you can choose a Book Profile or a Book Outline.

**Book Graphics:** This is a representation of the graphics of the books of the Bible.

## Category Selection

**The Old Testament** ▼

You may choose from one of three categories: the Old Testament, the New Testament, or the Apocrypha. When you select the <u>category</u>, the graphical representation of the books of the Bible are shown on your screen.

### To Use Category Selection

Press the DownArrow button on the <u>ToolBar</u> next to the Category. A drop-down menu will appear offering you the selection of Old Testament, New Testament, or Apocrypha.

**Or** select View from the <u>MenuBar</u>. Select Reference. A new dialog box will appear with three option buttons from which you can choose: Old Testament, New Testament, or Apocrypha. When you make your choice, you may also choose a specific book from the category as well.

❖

### Testament Overview

There are three overviews that you can read in OMBW: the Old Testament, the New Testament, and the Apocrypha. These overviews provide basic information about each of the Bible Testaments and the Apocrypha.
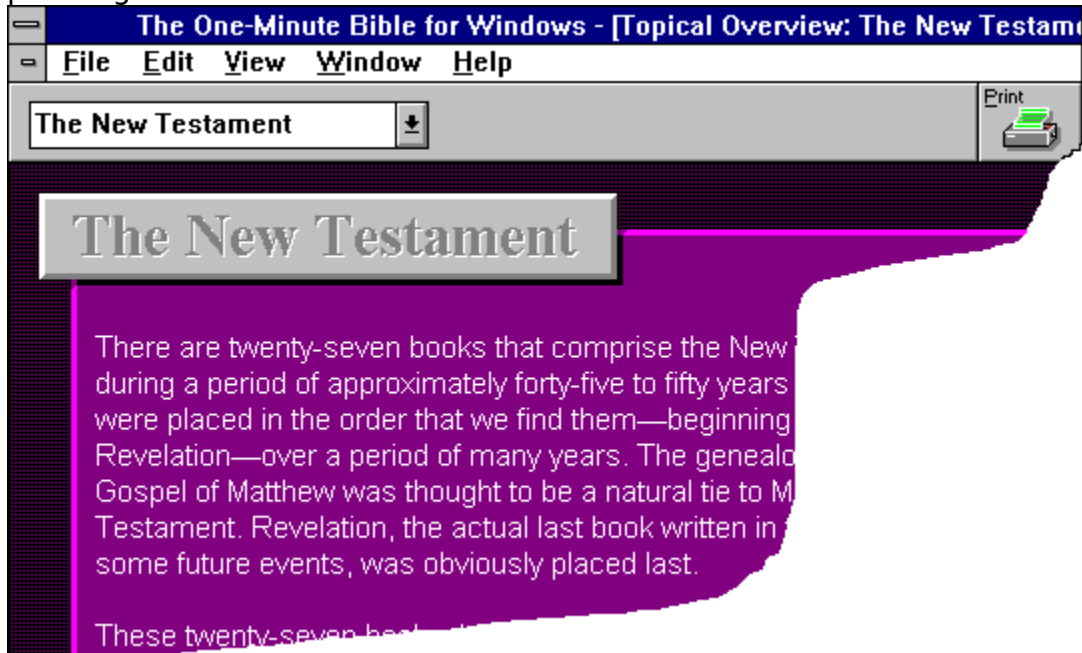
---

### To Read An Overview

Press the Testament Overview button and the overview for the category that is displayed in the Category Selection box will be displayed.
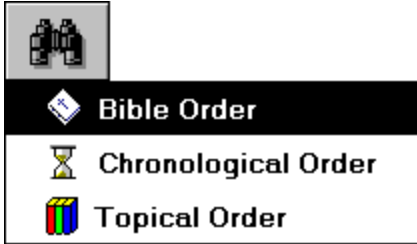
❖

## Testament Overview

You can read an overview of the Old Testament, New Testament, or Apocrypha by pressing the Testament Overview button.

## View Order

**Bible Order**
**Chronological Order**
**Topical Order**

There are three ways you can display the biblical order in OMBW. Each of these views expresses a different vantage point from which to view the order of the Biblical books and the Apocrypha.

Choose any of the orders in the above graphic for information about the specific order.

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## Chronological Overview



There are three topics which cover the Chronology of each of the Bible Testaments and the Apocrypha. These articles provide a date-by-date sequential history.

**To Read the Chronological Overview**

Select the Bible Testament or Apocrypha in the Category Selection box.

Press the Chronological Overview button on the ToolBar.

## Book Overview



The Book Overview button gives you access to either the Book Profile which is introductory with an expanded outline or the Book Outline.
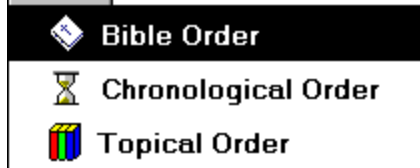
Press on the Drop-down menu above to go to either Book Profile or Book Outline.

### To Read Book Profile or Book Outline

Press the Book Over button.

Choose Book Profile or Book Outline. You will open the book you have highlighted in the Almanac View graphic of the Bible books or Apocrypha.

**Bible Order**

Your paper Bible begins with Genesis and ends with Revelation. Choosing Bible Order will let you view the books of the Bible in this same order. Each category of book has a different color. The Apocrypha is displayed as a separate selection. In the Catholic Bible the Apocryphal books are part of the Old Testament and are ordered differently.

**To View Bible Order**

Select the Order View button from the ToolBar in the Almanac View. and choose Bible Order.

**Or** select View from the MenuBar and choose Order. A sub-menu will appear to the right. Choose Bible.
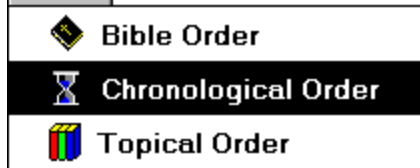
Press CTRL + B

_____

*See Also:*

Chronological Order
Topical Order

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## Chronological Order

 **Chronological Order**

The Chronological Order of the biblical books displays the books in the order of their story line for the Old Testament books. They are viewed by date of writing for the New Testament and Apocryphal books.

**To View Chronological Order**

Select the Chronological Order button from the ToolBar in the Almanac View.

**Or** select View from the MenuBar and choose Display Order. A sub-menu will appear to the right. Choose Chronological.
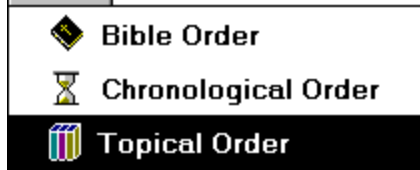
Press CTRL + C.

**See Also:**

Bible Order
Topical Order

❖

**Topical Order**

 **Topical Order**

The Topical Order of the biblical books provides you with the specific major kinds of literature within the Old Testament, New Testament, and Apocrypha.

### To View Topical Order

Select the View Order button from the ToolBar in the Almanac View and choose Topical Order.

**Or** select View from the MenuBar and choose Display Order. A sub-menu will appear to the right. Choose Topical.

Press CTRL + T.

 **Topical Overview**

Press the Overview button at the bottom of the window for the Topic you wish to read.

### To Read About the Topics Using the MenuBar

Select View from the MenuBar and choose Overview. Your current active view of the books--Old Testament, New Testament, or Apocrypha--will appear on a sub-menu to the right. For example, if Old Testament is your current active view, the Menu will have the selection of Old Testament, Chronology, Law, History, Poetry, Prophets.

Press ALT + V + V plus the underlined letter you want to view. For example: ALT + V + V + L would choose The Law for you to view.

### To Read About the Topics Using Buttons

Press the color-coded Overview button at the bottom of the window for the Topic you wish to read.

***See Also:***

Bible Order
Chronological Order

❖

_____ **Topical Overview**

Press the Overview button at the bottom of the window for the Topic you wish to read.

### To Read About the Topics Using the MenuBar

Select View from the MenuBar and choose Overview. Your current active view of the books--Old Testament, New Testament, or Apocrypha--will appear on a sub-menu to the right. For example, if Old Testament is your current active view, the Menu will have the selection of Old Testament, Chronology, Law, History, Poetry, Prophets.

Press ALT + V + V plus the underlined letter you want to view. For example: ALT + V + V + L would choose The Law for you to view.

### To Read About the Topics Using Buttons

Press the color-coded Overview button at the bottom of the window for the Topic you wish to read.

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**TimeLine**

**TimeLine**

Choosing the TimeLine button will display the TimeLine ToolBar from which you may choose and view twenty-nine summaries of Biblical and World History.

The TimeLine feature of *The One-Minute Bible for Windows* is an excellent way for you to visit Biblical times. We have divided the time into twenty-nine periods with a World History and a Biblical History section for each.

**Period Overview:** You may press this button to see the Period Overview which is selected in the Time Period box to the right.

**Time Period:** You may press the DownArrow button and a drop-down box appears from which you can choose any of the twenty-nine time periods.

**Next Time Period:** You may move forward through the twenty-nine time periods by pressing the Next Time Period buttons.

**Previous Time Period:** You may move back through the twenty-nine time periods by pressing the Previous Time Period.

**TimeLine Link:** The TimeLine Link button will link the TimeLine to the graphical book display so that, as you click on a book, the time period date box and SlideBar will move automatically to the time period of the selected book.

**TimeLine Unlink:** Choosing Unlink keeps your choices and the TimeLine separate.

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## Time Period Close-up

Pressing the Globe button will allow you to see a brief outline of World History.

## TimeLine Period Close-up Toggle

You can switch between World History and Biblical History for any time period.

**Globe:** Pressing the Globe button provides you with a brief outline of World History for the time period.

**Time Period:** This drop-down box makes available all time periods in OMBW.

**Bible:** Pressing the Bible button provides you with a brief outline of the Biblical History time period.

## TimeLine SlideBar

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The TimeLine <u>SlideBar</u> moves you from time period to time period within the twenty-nine periods in OMBW. As you move the SlideBar, the time you are selecting appears in the time indicator box to the left.

### To Use the TimeLine SlideBar

Point to the SlideBar and press your left mouse button. Then, drag the SlideBar along the line left or right.

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**Map Locator**

By using the Map Locator procedure, you may choose from seven maps within OMBW.

**To Enter the Map Locator**

Select the Map Locator button from the ToolBar.
**Or** select View from the MenuBar and choose Map Locator.

Press ALT + M.

## Book Selection

You can choose any Old Testament, New Testament, or Apocryphal book in the Almanac View. When selected, the book will be highlighted and you can use the Book Outline button or the Book Profile button to read information about it.

### To Choose a Book

Place your mouse pointer on the book in the Almanac View and click the left mouse button.

**Or** select View from the MenuBar and choose References.

Press ALT + R.

When you choose either of the last two functions, a new reference dialog box will appear. You can move around within the dialog box by using your TAB key. Tab to the first box and type the book you want to select and press ENTER.

***See Also:***

Book Pop-Up Menu

## New Reference

You can choose Old Testament, New Testament, or Apocrypha and then choose any book to highlight in the Almanac View.

**Reference Choice:** Click on the Old Testament, New Testament, or Apocrypha. The list below will change accordingly.

**Selected Book:** The book that appears in this box is the one that will be selected on the graphical book display when you press OK.

**List Of Books:** You can choose form this list by clicking on the book.

**Scroll Bar:** Scroll up or down to find the book you want.

## Book Outlines

**Book Outline**

OMBW has provided an Outline of each book of the Old Testament, New Testament, and Apocrypha. They are outlined in a form that will help you as a student of the Bible to remember the contents of the book.

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**To Enter a Book Outline**

Choose the book by pointing and clicking on the book.

Select the Book Overview button from the MenuBar. and a drop-down menu will occur. Choose Book Outline and OMBW will open an outline window of the book you have chosen. You may move from the Outline to the Profile by pressing the Profile button.
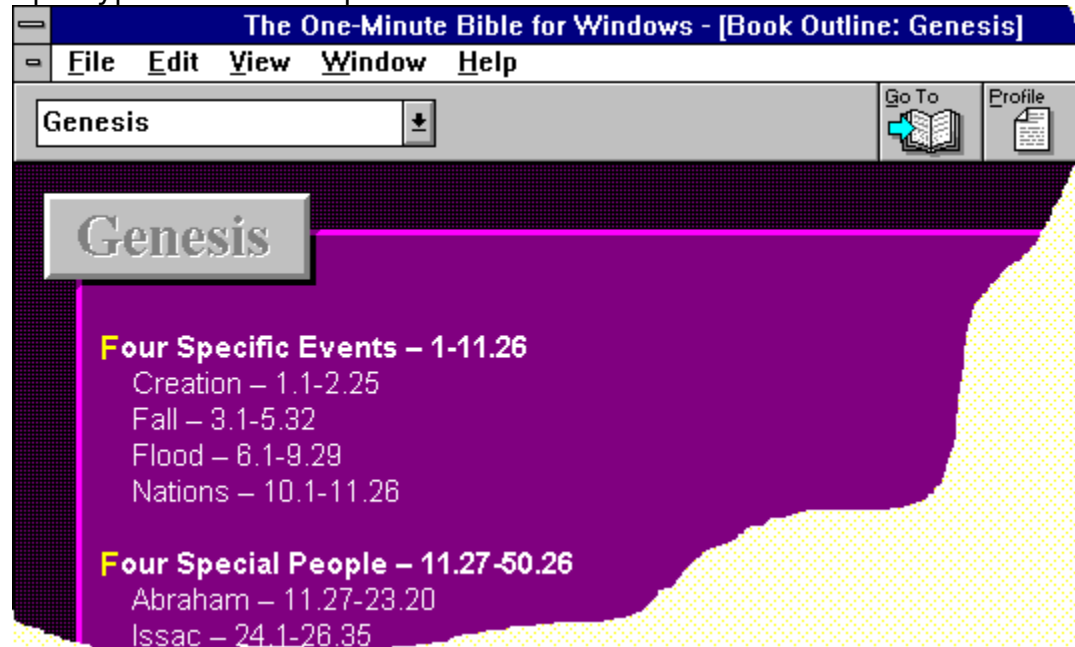
**Or** select View from the MenuBar and choose Outline.

Press ALT + O.

## Book Outline

There are informative outlines of each of the Old Testament, New Testament, and Apocrypha books that provide a framework from each book can be studied.

**Go To Bible Text:** Pressing this button will open a the Bible Study program that is selected in the ToolBox for the selected book.

**Go To Profile:** Pressing this button will open a open a   Profile window for the selected book.

**Go To Outline:** Pressing this button will open a Outline window for the selected book.

**Drop-down Box:** This drop-down box allows you to select any other book of the Bible or Apocrypha.

**Book Profile**

OMBW has provided a Profile of each book of the Old Testament, New Testament, and Apocrypha. The Profile provides you with an Introduction to the book that often includes some important topic covered in the book, an Expanded Outline, and a Thought to Contemplate.

**To See a Book Profile**

Choose the book by clicking on the book.

Select the Book Overview button from the MenuBar. and choose Book Profile and OMBW open a Profile window of the book you have chosen. You may move from the Profile to the Outline by pressing the Outline button.

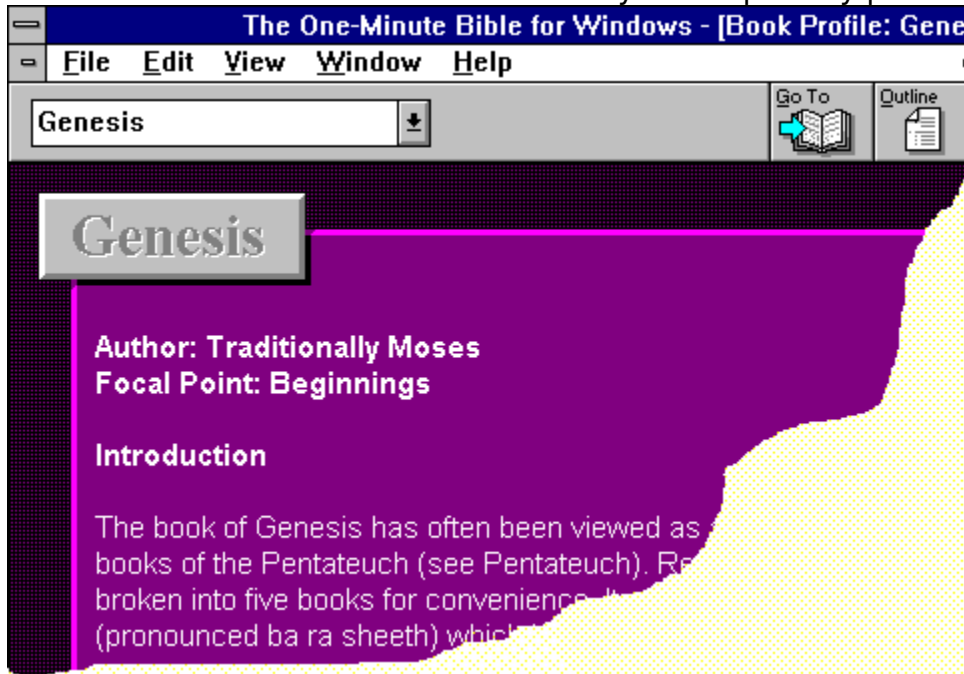**Or** select View from the MenuBar and choose Profile.

Press ALT + P.

## Book Profile

There are Book Profiles for the Old Testament, New Testament, and Apocrypha. These include an extended outline which you can print by pressing the print button.

## Using The Book Outlines And Profiles

The Book Outlines and Profiles were written to help you get a quick overview of the books of the Old Testament, New Testament, and Apocrypha. The outlines do not follow the traditional outline form. They are outlined with *acrostics* or *alliteration* to help readers commit the outlines to memory if they choose. The Profiles include an introduction along with some explanation of special information within the book, such as the list of the *Works of the Flesh* and *Fruit of the Spirit* in the Profile of Galatians. There is also an expanded outline and a thought to contemplate. These Outlines and Profiles will help you begin nibbling on the Word. They are intended to make you hungry for more in-depth study of Scripture.

## MenuBar

The MenuBar in OMBW lists the available menus from which you may choose program functions. When you click your mouse pointer on a selection on the MenuBar, a drop-down menu appears. A menu contains a list of commands you may ask OMBW to carry out.

**See Also:**

Window

## Window

The Window Menu in the <u>Almanac View</u> displays all the active windows you have opened while working in the Almanac View.

**To Move From Window To Window**

Select Window from the <u>MenuBar</u>.

Choose the window to which you wish to move. The Active window has a check mark before it.

**Or** press the number reference that corresponds to the desired window.

## Logos Product Support

Logos Research Systems, Inc., offers you FREE product support by phone. But, before calling you should try to solve your problem using the Online User's Guide. If this is unsuccessful, you may call and talk with a product support person.

You may reach Logos Product Support between 8:00 A.M. and 5:00 P.M. Pacific time, Monday through Friday.

For assistance with **The One Minute Bible for Windows,** **call (206) 679-4496**.

When you call, you should be at your computer, if possible. Please be prepared to give the following information:

———————  The version and revision number that you are using. You may find this information in the Help menu. Select Help and choose About.

———————  The type of hardware you are using, including network hardware, if applicable.

———————  The exact wording of any messages that appeared on your screen.

———————  A description of what happened and what you were doing when the problem occurred.

———————  How you tried to solve the problem.

## Glossary of Terms

# Almanac View

The Almanac View allows you to work with the additional study material within OMBW, such as book outlines and book profiles.

## ———— Bible Book Index

You gain access to the 366 Daily Reading subjects in OMBW by using the Bible Book Index.

## Book Outline

A Book Outline of each of the books of the Old Testament, New Testament, and Apocryphal is provided.

# Book Profile

A Profile of each of the Old Testament, New Testament, and Apocryphal books is given with an Introduction, Key Information within the book, an Expanded Outline, and a Thought To Contemplate.

## Book View

The Book View is the initial window for **The One-Minute Bible for Windows.** It is composed of three sections: the MenuBar across the top of the window, the ToolBar to the left or right of the window, and the Daily Reading selection from the New International Version or King James Version of the Bible. From this view you may read the Scripture text and select any of this view's features from the MenuBar or the ToolBar.

# BookMark

You can set up to ten BookMarks in OMBW that allow you instant access to special places you want to return to over and over.

## Category

There are three Categories of books in the Almanac View: Old Testament, New Testament, and Apocrypha.

# Chronological Order

The Chronological Order of the Old Testament by its story line, the chronology of the New Testament and Apocryphal books by their date of writing can be viewed.

## ⎯⎯⎯⎯⎯ Date Finder

The Date Finder allows you to move instantly to any calendar date.

## Drag and Drop

Select text in the Book View by clicking on the left mouse button. While holding down the button drag the mouse point to the Printer or Clipboard buttons, and drop the text by releasing release the mouse button.

## ——— **HotKey**

HotKeys are keyboard keystrokes you can use to request certain actions within OMBW. For example, if you press ALT + A while in the Book View, you open a window called the Almanac_View.

## Link

This links the TimeLine information to the books of the Old Testament, New Testament, and Apocrypha.

# Map Locator

***The One-Minute Bible for Windows*** is packaged with seven Bible land maps. The Map Locator helps you select the map that is of interest to you.

## MenuBar

The MenuBar lists the available menus from which you may choose OMBW features. Click the mouse pointer on a MenuBar word and a drop-down menu of choices will appear. Make a selection and OMBW will perform the function.

## NotePad

Pressing the NotePad Button will launch OMBW's NoteTracker, Windows' Notepad, or your favorite word processor. You can set your choice in the ToolBox.

## Related Texts

Every Daily Reading has a group of Related Texts associated with it. These text will expand on the Daily Reading topic. There are over 1800 text references. You can read the passage if you have a compatible Windows Bible Study already setup in the ToolBox by pressing the Related Texts button and double-clicking on a reference.

# SlideBar

A part of the TimeLine ToolBar. You can drag the SlideBar to different periods of time. As you drag, you can see the time periods being reflected in the time period view box on the same ToolBar.

## TimeLine ToolBar

The TimeLine ToolBar is accessed by choosing the TimeLine Button on the ToolBar in the Almanac View. When the TimeLine ToolBar is activated, you may view history from twenty-nine different time periods.

# ─────── ToolBar

There are three main ToolBars in OMBW. The *first* is in the Book View and appears on the left side of your screen. The *second* is in the Almanac View and appears across the top of your screen. The *third* also appears in the Almanac View and toggles on and off by pressing the TimeLine button. In addition, there smaller ToolBars on other windows throughout OMBW.

# Topical Index

Over 450 topics and personalities are referenced in this index. They are indexed in alphabetical order. You can choose any topic from the index and press the Go To button to move to the requested topic.

# Topical Order

The Topical Order demonstrates the major kinds of literature in the Old Testament, New Testament, and Apocrypha. Knowing the kind of literature you are reading can help you in your reading and understanding of Scripture.

## ──────── Unlink

This unlinks the TimeLine from the books of the Old Testament, New Testament, and Apocrypha.

## WORDMarker

Logos Research Systems, Inc., has developed a new technology we call WORDMarker. OMBW has four color WORDMarkers that you may use to highlight text in the Book View.

## WORDMarker Search

The WORDMarker Search function searches for any color you have used to highlight texts in a WorkSet.

## WorkSet

A WorkSet is the work you have done in an OMBW during the time the program is running. For example, the colors, the BookMarks and Notes you have used or made. When you Exit OMBW, the WorkSet will be saved and you may open it at a future time using File Open.

# NoteTracker

The new NoteTracker feature in OMBW has the traditional features of a notepad plus the ability to link notes to a Daily Reading.

**The Almanac (ALT + A):** When you press the Almanac button, you will move to the Almanac View of ***The One-Minute Bible for Windows.*** This view allows you to work with the added study materials such as book outlines and book profiles.

**Bible Version:** Press this button to toggle between King James and the New International Version of the Bible in the Book View window.

**Topical Index (ALT + T):** Pressing the Topical Index button gives you a dialog box where you may choose from more than 450 topics and personalities found in the text of OMBW.

**Biblical Book Index (ALT + I):** Pressing the Biblical Book Index button will provide you with an index of all the daily subjects covered by OMBW.

**Related Texts:** Pressing the Related Texts button will allow you to view the Related Texts to the daily reading.

**Date Finder (ALT + D):** Pressing the Date Finder button will provide a dialog box where you may select any date and OMBW will move you to your selection.

**WORDMarker Search (ALT + S):** Pressing the WORDMarker Search button will bring a dialog box from which you can choose the color for which you would like to search.

**Map Locator (ALT + M):** Press the Map Locator button and select from any of seven maps.

**NoteTracker (ALT + N):** Press the NoteTracker button and you will be able to record and link information.

**BookMark (ALT + K):** Press the BookMark button and set up to ten BookMarks that mark daily readings for easy access.

**WORDMarker:** Press the color WORDMarker of your choice to mark your daily reading.

**WORDMarker Palette:** Pressing the WORDMarker Palette button opens a small window that shows you the names you have assigned to the colors in the current WorkSet.

**File Open (CTRL + O):** Press the File Open button to see a list of the files in which you have saved your WORDMarker and BookMark data.

**Erase WORDMarker:** Pressing the Erase WORDMarker button will allow you to erase any of the highlights you have placed in your daily readings.

**Printer (CTRL + P):** Press the Printer button to print a Daily Reading or press the left mouse button on the Daily Reading page, drag and drop on the Printer button for printing.

**Clipboard:** Press the Clipboard button to store a temporary text you wish to use in another Windows application.

**ToolBox:** Press the ToolBox button and set up your preferences.

**The Book (ALT + B):** Press The Book button to return from the Almanac View to the Book View.

**File Open (CTRL + O):** Press the File Open button to see a list of the files where you have saved your WORDMarker and BookMark data.

**Printer (CTRL + P):** Press the Printer button to print a Daily Reading or press the left mouse button on the Daily Reading page. Drag and drop on the Printer button for printing.

**NotePad (ALT + N):** Press the NotePad and you will be able to record information.

**Bible Order (CTRL +B):** Pressing the Bible Order will display the books of the Old Testament, New Testament, or the Apocrypha in the order you find them in a printed Bible.

**Overview:** Pressing the   Overview button provides you with an overview of the book which you have chosen.

**Chronological Order (CTRL + C):** Pressing the Chronological Order button will display the Old Testament, New Testament, or the Apocrypha in its chronological order.

**Overview:** Pressing the Overview button provides you with an overview of the Chronological Order.

**Topical Order (CTRL + T):** Pressing the Topical Order button will display the Old Testament, New Testament, or the Apocrypha according to the kind of literature within each category.

**Overview:** Pressing the   Overview button provides you with an overview of the Chronological Order.

**TimeLine (CTRL + L):** Pressing the TimeLine button will display the TimeLine ToolBar from which you may select and view twenty-nine summaries of Biblical and World History.

**Next Period:** Press the Next Period button to move you to the next historical period.

**Previous Period:** Press the Previous Period button to move to the previous historical period.

**TimeLine** Link**:** Press the TimeLine Link button to link the time period to the selected book.

**TimeLine** Unlink**:** Press the TimeLine Unlink button to unlink the time period from the selected book.

**Map Locator (ALT + M):** Press the Map Locator button and select from any of seven maps.

**Book Outline (ALT + B):** Pressing the Book Outline button will display the selected book's outline.

**Book Profile (ALT + P):** Pressing the Book Profile button will display the selected book's profile.

**Minimize Button:** Press this button and the palette will scroll up into a small palette which you can move to any part of your window and reopen at a later time.

**Present Search Color:** The color of this bar represents the color you ask OMB to search for. It will change as you change your request.

**Topics:** This area displays the topics which have been marked by you and have been found in the search.

**Blue WORDMarker**: Press the Blue WORDMarker to search for your blue markings.

**Green WORDMarker**: Press the Green WORDMarker to search for your green markings.

**Red WORDMarker**: Press the Red WORDMarker to search for your red markings.

**Yellow WORDMarker**: Press the Yellow WORDMarker to search for your yellow markings.

**Go To Button:** Highlight a topic you wish to review and press this button to go there.

**Exit Button**: Press the exit button to exit the color palette.

**Help Button:** Press the help button to receive help for the WORDMarker Palette.

**Maximize Button**: Press this button to maximize the WORDMarker Palette.

**Help:** Press this button to receive context-sensitive help.

 **Book View**

The Book View is the main view that you enter when you start OMBW.


**To Return to the Book View**
Select the Book View button from the ToolBar.
**Or** select View from the MenuBar and choose the Book.


Press ALT + B.

**Book Pop-up Menu**

Press your Right Mouse button on any book in the Almanac View to see a pop-up menu with four selections. You may:

—————— Read the book you have highlighted in the Bible.
—————— View the book you have highlighted.
—————— Print the book you have highlighted.
—————— View an outline of the book you have highlighted.

## Right Mouse Book Pop-up Window

Click your Right Mouse button over any highlighted book and a pop-up menu appears.
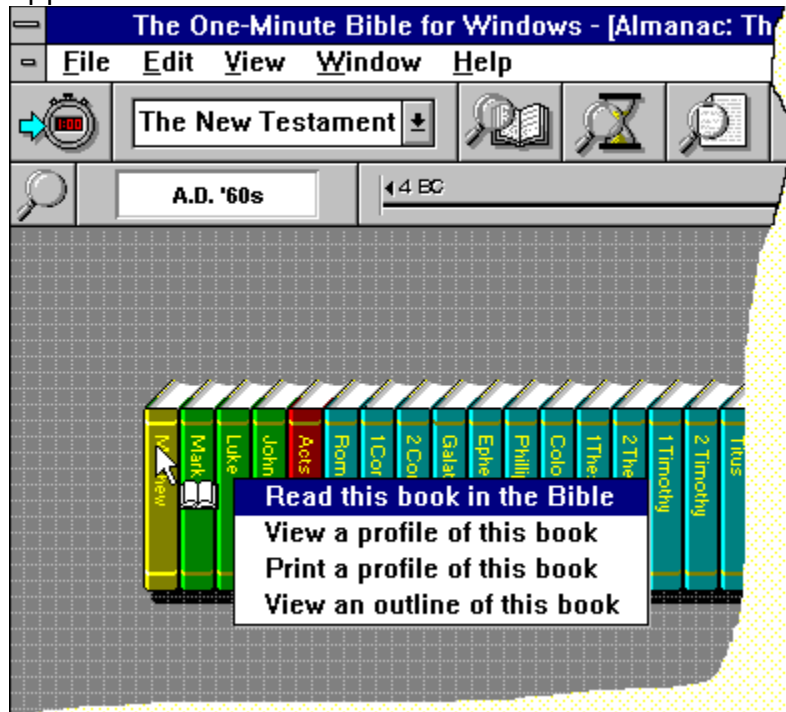
**Read This Book in the Bible:** Press this selection to open the Bible Study program that you have selected in the ToolBox to the first chapter and first verse of the selected book showing.

**View A Profile of this Book:** Press this selection to see the Book Profile for the selected book.

**Print a Profile of this Book:** Press this button to print the Book Profile for the selected book.

**View an Outline of this Book:** Press this button to see the Book Outline for the selected book.

**Pointer & Book:** When you move your mouse over the books, the mouse pointer changes to a pointer-with-a-book. Double-click your left mouse button to open the Bible Study program that you have selected in the ToolBox to the first chapter and first verse of the selected Book. Click your Right Mouse button once and the Pop-up menu appears and the pointer changes from the pointer-with-a-book back to its regular pointer.

**File Save:** Press this button to name and save the WorkSet you have opened or started.