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Overview

LESSONmaker is a tool to help you [create](#) Bible study [lessons](#) and youth meeting plans. LESSONmaker [files](#) contain groups of Bible study questions, activity ideas, and other resources. These materials are organized into lessons which you can use in their present form or customize. As a further help, LESSONmaker is designed to interface with [WORDsearch](#) by iExalt Electronic Publishing and make its books (commentaries, outlines, maps, etc.) available as additional resource material.

There are three broad categories of materials available in LESSONmaker:

- [LESSONmaker books](#)
- [WORDsearch books](#)
- books produced by [other publishers](#)

You can use the printed lesson you create to guide you as the group discussion leader, or print copies for each member of the class to study before the group meets.

See also:

[Leading Small Groups](#)
[Creating One-Passage Lessons](#)
[Creating Topical Lessons](#)
[Procedures](#)



Lesson Kits and Lesson Files

Lesson files contain the resource material you can use to create the [lessons](#), such as questions, discussion starters, and background information on the passage or book your group is studying. A number of lesson files are available for creating different types of lessons and lessons for different kinds of groups.

The lesson files are divided into [Lesson Kits](#). For example, each Lesson Kit in the [Adult Questions](#) files contains the questions and other background material for one passage of the Bible. In the [Youth Meetings](#) file, each Lesson Kit contains suggested activities, discussion material, and Bible studies or messages, all focused on a single topic. Other lesson files contain similar material to use in creating lessons or meeting plans.

When you select the Lesson Kit on a passage or subject, you create a lesson by [copying](#) the questions, activities, or other materials you want to use into a [lesson document](#), which you will eventually print out. You can freely revise the lesson document, adding or removing material, rewording or reorganizing it. You can edit the document just as you would edit a letter or sermon in your word processor.

In the Adult Questions and Youth Meetings lesson files, several items in each Lesson Kit are marked with asterisks (*). These are used to create [panic-button meetings](#), pre-defined lessons that you can use "as is" or start from and fine-tune for your group.

You can search through the lesson files for the Lesson Kit titles (using [Open Lesson Kit](#)) or for topics (using [Index of Lesson Kits](#)). Both search methods access the same materials; they are simply two different ways of arriving at the same goal. (In the Adult Questions Lesson Kits, the titles are the passage references--book, chapter, and verse range--plus a passage heading.)

See also:

[Lesson Kits Overview](#)

[Leading Small Groups](#)



LESSONmaker Books Overview

LESSONmaker "books" are the questions and other material that you refer to and copy from to develop your small group lessons or youth meeting plans. They are divided into three broad categories:

Books that are included in the **Lesson Kits**:

- [questions and meeting ideas](#)
- [introductions](#)
- [personal notes](#)

Books that are borrowed from **WORDsearch**:

- [Bible text](#) (any or all installed versions)
- [maps](#)
- [commentaries](#)
- [personal commentaries](#)
- [outlines](#)
-

To use WORDsearch books, you must, of course, have them [unlocked](#). Although you cannot change the text of WORDsearch books in LESSONmaker (as you can for some of them in WORDsearch), you can examine them and copy their text into your lesson document.

Books that are produced by other publishers



You can use commentaries and Lesson Kits from other publishers as long as they comply with the [STEP](#) standard.

Use the [Bookshelf](#) command on the **Options** menu to determine which books are shown on the [bookshelf](#).

Cross-references

When LESSONmaker books refer to a verse or passage in the Bible, the reference is shown in green. You can view the text by clicking the mouse on the reference. LESSONmaker displays the [Cross-Reference window](#), and shows in it the verse you clicked.

Sometimes cross-references are not to Scripture verses, but to other sections of the LESSONmaker book. You can view these the same way, by just clicking on them. LESSONmaker also shows them in the Cross-Reference window.

See also:

- [Overview](#)
- [Editing the Lesson Document](#)

Lesson Kits Overview



LESSONmaker provides several [books](#) (either standard or optional) that are accessible from [buttons](#) on the [bookshelf](#). Many are borrowed from [WORDsearch](#), but some are included with the [Lesson Kits](#). These are gathered on the bookshelf in the **LM** group. For more information, click the buttons below.



Adult Questions. Bible study questions are the heart of the Adult Questions Lesson Kits. Use them as the primary resource for [creating](#) your [lesson](#), customized for the needs of your group. This comprehensive book contains more than 36,000 questions covering both Old and New Testaments. Over 1,400 Lesson Kits are indexed by Scripture passage and 499 topics.



LifeGuide. LifeGuide Bible Studies are designed to be an exciting and challenging way to fill our minds and lives with Scripture. They help us to be guided by God's Word in every area of life. They are designed for student, neighborhood, and church groups, and are also effective for individual study.



StraighTrak. Two hundred cutting-edge youth Bible studies from the Baptist Sunday School Board. StraighTrak cuts right to the core of the teen experience to provide a Christian perspective of issues the kids are dealing with TODAY--money, divorce, pre-marital sex, drugs and alcohol, and more. Contains volumes 1-20 of the original, printed StraighTrak curriculum.



Youth Meetings. Youth Meeting Lesson Kits on 150 hot youth topics--enough material for about four years of weekly youth meetings. Each meeting kit contains a list of related scriptures and a collection of 15 to 25 exercises or activities grouped into categories of Starters, Discussions, Challenges, and Extras.



Introductions. Introductions provide summaries of each book of the Bible, and historical background on the author and subject.



Personal Notes. In the Personal Notes window you can record your own ideas and observations about the lesson for future reference, or to copy to your lesson document when you need them.

See also:

[Lesson Ideas Window](#)



Introduction Window



This window displays synopses of the books of the Bible cited in the [Lesson Kit](#), and historical information on their authors and subjects. You can use this information for your own background as you prepare the lesson, or copy some or all of it to your [lesson document](#). You can also print it to share it with the class.

See also:

[LESSONmaker Books Overview](#)



Outline Window



This window displays outlines of the books of the Bible cited in the open [Lesson Kit](#). You can copy all or part of the outlines to your [lesson document](#). Outlines are especially helpful to the group members if you are working through a book of the Bible from beginning to end, as they put the current lesson in the larger context of the book.

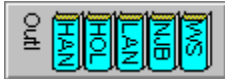
See also:

[LESSONmaker Books Overview](#)

[Outlines Overview](#)



Outlines Overview



Outlines in LESSONmaker and [WORDsearch](#) are structured summaries of the books of the Bible. Outlines help you and your students learn and review the general flow of a book, and see how a passage fits into its broader context. To show an outline in a window, [click](#) its [button](#) on the [bookshelf](#).

You can have several outlines, including ones you develop yourself in WORDsearch, so you can compare different perspectives on the passage you are working with. Outlines can be [copied](#) to your lesson document, so your study group members can refer to them also.

See also

[Outline Window](#)

[LESSONmaker Books Overview](#)



Bible Text Window



Bible Text windows display the passages of the Bible cited in the open [Lesson Kit](#). You can [copy](#) some or all of them to your lesson document from whatever versions you have [unlocked](#). To open a Bible Text window, [click](#) the button on the [bookshelf](#) for the [version](#) you want to use.

See also:

[LESSONmaker Books Overview](#)

[Cross-Reference Window](#)

[Show Refs in this Paragraph in WORDsearch](#)

[Show Selected Refs in WORDsearch](#)

[Show All Refs in WORDsearch](#)



Bible Versions Overview



Several versions of the Bible are available for LESSONmaker, and you can use any one or more to [review the text](#) for your lessons. Available for LESSONmaker are established traditional versions, and popular modern ones. You can use versions that are good for detailed study, and others suitable for devotional reading.

You can view the text in a different Bible version with just a [click](#) of the mouse or a couple keystrokes. You can use as many versions at one time as you have installed (and can fit on the screen!). As much as possible, the versions are shown on the screen with the same formatting used in the bound editions.

Available Bible Versions:

- [New International Version](#)
- [King James Version](#)
- [New American Standard Bible](#)
- [New King James Version](#)
- [New Revised Standard Version](#)
- [New American Bible](#)
- [New Jerusalem Bible](#)
- [The Living Bible](#)
- [New Living Translation](#)
- [The Message](#)
- [God's Word to the Nations](#)
- [New Gk.-Eng. Interlinear N.T. Definition](#)
- [Today's English Version](#)
- [Svenska Bibeln](#)
- [Reina-Valera](#)

See also:

- [Show this Ref in Popup](#)
- [Show Refs in this Paragraph in WORDsearch](#)
- [Show Selected Refs in WORDsearch](#)
- [Show All Refs in WORDsearch](#)



Personal Notes Window



The Personal Notes window is empty the first time you open a [Lesson Kit](#). You can record your notes and observations in this window for future reference, or to copy to your lesson document when you need them. Your notes are linked to the Lesson Kit, and when you open the same Lesson Kit later, your notes are retrieved as well.

Type and edit text in the Personal Notes window just as you do in the Document window.

See also:

[LESSONmaker Books Overview](#)

[Personal Commentary Window](#)



Lesson Ideas Window



This window is the heart of LESSONmaker. It's where you find Bible study questions or meeting ideas from the [Lesson Kit](#) you have chosen. Use them as the primary resource for [creating](#) and [editing](#) your [lesson](#), customized for the needs of your group.

See also:

[LESSONmaker Books Overview](#)

[Lesson Kits Overview](#)

[Leading Small Groups](#)



Adult Questions Introduction

The LESSONmaker Adult Questions are designed to intrigue, inform, involve, and inspire members of your study group. They are organized into four categories:

- [Open It](#)
- [Explore It](#)
- [Get It](#)
- [Apply It](#)

Each question type has a role in the learning process and serves a unique purpose in communicating the truths of the lesson passage. We strongly recommend that you include some of each type in each lesson.

See also:

[Lesson Ideas Window](#)

[Lesson Kits Overview](#)



Open It Questions

Open It questions in the [Adult Questions Lesson Kits](#) warm up the group and introduce the lesson subject by asking about personal experience or common human experience. They usually relate in some way to the lesson subject, but their main purpose is to create rapport. Use one or two Open It questions to help the study group members (especially visitors) get on common ground.

Good Open it questions:

- are inviting and enjoyable to answer
- are easy to answer for anyone in your group
- ask people to give their opinions, viewpoints, or thoughts
- do not require embarrassing self-disclosure
- do not depend on recall of past events that some people might not remember
- do not depend on unique knowledge

Open It question examples

Personal Experience

- How do you hope people will remember you when you are gone?
- What role did prayer have in your family when you were growing up?

Common Human Experience

- What is appealing about revenge?
- To what sources do people often look for guidance?

Tip. Different groups need different degrees of transition. Consider having two Open It questions handy for your meeting, one light and one more directly related to the topic you're studying. If you sense your group needs extra time to gel, you'll be prepared with a neutral opener.

See also:

[Explore It](#)

[Get It](#)

[Apply It](#)

[Leading Small Groups](#)

[Lesson Ideas Window](#)

Explore It Questions

Explore It questions in the [Adult Questions Lesson Kits](#) ask the question "What?" and help the group examine the text and identify what it says. As a historical document, the Bible can seem remote. Explore It questions place events in context--cultural, political, social, etc. Before you can have a discussion of what a passage means to you, you must first discover what the passage itself means. Use Explore It questions to determine the content of a passage.

Good Explore It questions:

- ask who, what, when, where, how, and sometimes why
- ask about the people in the text (they, them), not people today (we, us)
- in expository passages (such as Paul's letters), ask what the writer says
- in narrative passages (such as Old Testament or gospel stories), ask what happened
- get people to think (need to be answered with more than one word, for example)

Explore It question examples

- Who was Apollos?
- What was Jesus' audience like?
- When did Jesus say it's good to confront others with their faults?
- Where does sin eventually lead if not dealt with?
- How did the disciples react to Jesus' instructions?
- Why did Jesus suggest modifying this law?

Tip. People who have studied the Bible before might find it boring to answer many Explore It questions. If you are leading a group that is relatively familiar with Bible study, keep the number of Explore It questions to four or less.

See also:

[Open It](#)

[Get It](#)

[Apply It](#)

[Leading Small Groups](#)

[Lesson Ideas Window](#)



Get It Questions

Get It questions in the [Adult Questions Lesson Kits](#) help the group answer the question, "So what?" They ask why the event was significant, or what area of life the text speaks to. In short, they ask what the writer means. By relating the text to common human experience, they identify how the passage is relevant to life today.

Good Get It questions:

- ask what the passage means to us, how it's relevant to our everyday lives
- ask about life today (we or you)
- are personalized

Get It question examples

- Why do you think Christ told the blind man to "show but not tell"?
- What do you think it means to be Christ's Ambassador?
- How might a person in your job have opportunity to be diligent?
- How does this affect your use of free time as a single person?

Tip. Sometimes the relevance of a biblical passage is not obvious. If you know some general facts about your group, you can modify Get It questions to focus on specific categories of life that everyone recognizes, such as family life, work, leisure time, neighborhood, relaxation, current problems or needs, fathering, etc.

See also:

[Open It](#)

[Explore It](#)

[Apply It](#)

[Leading Small Groups](#)

[Lesson Ideas Window](#)



Apply It Questions

Apply It questions in the [Adult Questions Lesson Kits](#) help the group answer the question, "Now what?" They help everyone see how they can act on the principles they discovered in the passage. In short, Apply It questions lead to a plan of action.

Good Apply It questions:

- ask about you
- address the short term: what the next step is, or what people can do this week
- ask about concrete action
- are personalized
- lead to a course of action that people can actually see themselves doing

Apply It question examples

- What can you do this week as a homemaker, professional, or parent to set an example for others?
- What steps can you take to ensure that your giving is not done merely for show?
- What can you do this week to insulate your marriage against affairs (or to keep from being drawn into a sexual entanglement)?
- Whom could you encourage this week with a personal story of something God has done for you?

Tip. The goal of Apply It is to help people see what they can do, not to force a commitment for which they're not ready. Be sensitive to group members who don't know if or how they will apply a given passage.

See also:

[Open It](#)

[Explore It](#)

[Get It](#)

[Leading Small Groups](#)

[Lesson Ideas Window](#)

Youth Meetings Introduction

The Youth Meetings [lesson file](#) contains [Lesson Kits](#) on 150 hot youth topics--enough material for about four years of weekly youth meetings. Each meeting kit contains a collection of 15 to 25 exercises or activities and related Scriptures grouped into five sections:

- [Starters](#)
- [Discussions](#)
- [Challenges](#)
- [Extras](#)
- [Related Bible Verses](#)

Each type of exercise or activity has a role in the learning process and serves a unique purpose in communicating the truths of the lesson. We strongly recommend that you include some of each type in your meeting plans.

See also:

[Lesson Ideas Window](#)
[Lesson Kits Overview](#)



Youth Meeting Starters

Starters are activities and games that act not only as ice breakers, but help to start introducing the subject of the meeting. Select one from the [Lesson Kit](#) to open the meeting, help people get to know each other, and help people start thinking about the subject.

Be sure that you go over the instructions carefully ahead of time and have all the materials the group needs for the activity.

See also:

[Youth Meeting Discussions](#)

[Youth Meeting Challenges](#)

[Youth Meeting Extras](#)

[Youth Meeting Related Bible Verses](#)

[Leading Small Groups](#)

[Adult Questions / Youth Meetings Window](#)



Youth Meeting Discussions

The youth meeting Lesson Kits' Discussions section provides several concepts to introduce or questions to ask. These help start a group discussion on the meeting topic. They are designed to focus attention on the subject, and help the participants look at their own attitudes, to make sure they are in line with biblical principles.

See also:

[Youth Meeting Starters](#)

[Youth Meeting Challenges](#)

[Youth Meeting Extras](#)

[Youth Meeting Related Bible Verses](#)

[Leading Small Groups](#)

[Adult Questions / Youth Meetings Window](#)



Youth Meeting Challenges

In each youth meeting [Lesson Kit](#) are several Challenges--short messages or activities that encourage direct application of the principles addressed and discussed.

See also:

[Youth Meeting Starters](#)

[Youth Meeting Discussions](#)

[Youth Meeting Extras](#)

[Youth Meeting Related Bible Verses](#)

[Leading Small Groups](#)

[Adult Questions / Youth Meetings Window](#)



Youth Meeting Extras

Extras are lists of additional resources available for use in a youth meeting or further personal study. The Extras can include books, music, activities, videos, etc.

See also:

[Youth Meeting Starters](#)

[Youth Meeting Discussions](#)

[Youth Meeting Challenges](#)

[Youth Meeting Related Bible Verses](#)

[Leading Small Groups](#)

[Adult Questions / Youth Meetings Window](#)



Youth Meeting Related Bible Verses

At the end of each youth meeting Lesson Kit is a list of passages in the Bible relevant to the topic of the meeting.

See also:

[Youth Meeting Starters](#)

[Youth Meeting Discussions](#)

[Youth Meeting Challenges](#)

[Youth Meeting Extras](#)

[Leading Small Groups](#)

[Adult Questions / Youth Meetings Window](#)



Steps to Creating a Lesson Using Open Lesson Kit

To create a lesson [document](#) using [Open Lesson Kit](#):



1. On the tool bar click the **Open** button, or pull down the **File** menu and click **Open Lesson Kit**. LESSONmaker displays the **Open Lesson Kit** dialog box.
2. In the **Lesson Files** box, [select](#) a [lesson file](#).
4. In the **Contents** box, select a [Lesson Kit](#). Click the plus \oplus and minus \ominus signs to expand or contract the outline as needed.
5. Click **OK** or press **Enter**.
6. Study the questions and other [books](#), [copying](#) material you need to the Document window.
7. [Edit](#) the lesson document.



8. To save the document, on the tool bar click the **Save** button or pull down the **File** menu and click [Save Document](#).

You can now [exit](#) LESSONmaker or [print](#) your lesson document.

See also:

[Overview](#)

[Copy to Word Processor](#)

[Creating One-Passage Lessons](#)

[Leading Small Groups](#)



Steps to Creating a Lesson Using Index of Lesson Kits

To create a lesson [document](#) on a specific topic:



1. On the tool bar click the **Index of Lesson Kits** button or pull down the **File** menu and click [Index of Lesson Kits](#). LESSONmaker displays the [Index](#) dialog box.
2. Type the first few letters of a topic.
3. [Select](#) a topic from the topics list.
4. LESSONmaker displays an index window that contains a list of [Lesson Kits](#) that relate to that topic.
5. Select a Lesson Kit from the index window.
6. View the questions and other [books](#), [copying](#) material you need to the Document window.
7. [Edit](#) the lesson document if necessary.



8. To save the document, on the tool bar click the **Save** button, or pull down the **File** menu and click [Save Document](#).

You can now [exit](#) LESSONmaker or [print](#) your lesson document.

See also:

[Overview](#)

[Copy to Word Processor](#)

[Creating Topical Lessons](#)

[Leading Small Groups](#)



Document window



In this window you [create](#) and [edit](#) the lesson [document](#) that you can print and distribute to the members of your Bible study group or use while leading the meeting.

See also:

[Contents](#)

[Overview](#)



Commentary Window



Commentary windows contain notes on biblical passages from commentaries, such as the notes from the *Life Application Bible*. You can use this information for your own background as you prepare the lesson, or copy some or all of it to your lesson document. You can also print it to share it with the class.

See also:

[LESSONmaker Books Overview](#)

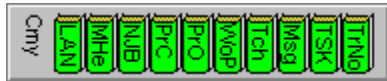
[Commentaries Overview](#)

[Personal Commentary Window](#)

[Personal Notes Window](#)



Commentaries Overview



Commentaries in LESSONmaker contain notes that relate to specific verses or passages of the Bible. To open a commentary in a window, [click](#) its [button](#) on the [bookshelf](#) or [select](#) it from the Window menu. It shows all the notes on the passage covered by the open [Lesson Kit](#). Commentaries often cite other passages that relate to the one you are looking at. To see these notes, [open](#) the Lesson Kit that contains that passage.

Personal Commentaries

If you have used [WORDsearch](#) to write your own notes in one or more personal commentaries, these notes are available to review and copy from while you are working in LESSONmaker. (You cannot add to them from LESSONmaker, however.)

Published Commentaries

LESSONmaker also has full commentaries available, such as Matthew Henry's and the notes from the Life Application Bible. In these commentaries the authors share the insights they have learned through a lifetime of Bible study and preaching. Some of these commentaries are detailed, scholarly works designed for pastors or teachers; others are written to be useful to all believers in their everyday lives.

As you are preparing your lesson in LESSONmaker you can open any of these commentaries you have installed to read notes about the passage you are working with.

See also:

[LESSONmaker Books Overview](#)
[Commentary Window](#)
[Personal Commentary Window](#)
[Personal Notes Window](#)



Personal Commentary Window



In this window you can examine or copy from notes you have put into personal commentaries in [WORDsearch](#). You can use this information for your own background as you prepare the lesson, or [copy](#) some or all of it to your lesson [document](#). You can also [print](#) it to share it with the class.

See also:

[LESSONmaker Books Overview](#)

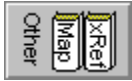
[Commentaries Overview](#)

[Commentary Window](#)

[Personal Notes Window](#)



Other Books Overview



LESSONmaker provides several [books](#) (either standard or optional) that are accessible from [buttons](#) on the [bookshelf](#). Most are grouped according to the type of information they contain, but some don't fit the major categories and are placed together in the "other" group. For more information on some of the most common "other" books, click the buttons below.



Maps. Maps help set the historical and geographical context for events described in the Bible. LESSONmaker has more than 200 color maps that show places and the sequence of events. Captions describe the historical situations.



Cross-References. Cross-references in books point to either Scripture verses or other sections in the book. To quickly read the verses or other section, click the cross-reference. The text is shown in the Cross-Reference window.



Map Window



If there is a map designated for the passage in the [Lesson Kit](#), it is shown when you open the Map window. To use a different map (or select one if no map is showing when you open the window), in the Map window click [Index of Maps](#) for a list of the available maps.

The maps generally show major regions, countries, and cities. Supplementary historical information is in a [scrollable](#) text box to the right of the map. The Map window also contains buttons with which you can change the view of the map, copy the map or the text to the [Clipboard](#), and print the map.

Note. If the Map window is open and you [tile](#) the windows, it might overlap or be overlapped by other windows. Because its dimensions are determined by the map it contains, it cannot be adjusted to fit the tile pattern.

See also:

[Buttons and Captions in the Map Window](#)

[LESSONmaker Books Overview](#)



Buttons and Captions in the Map Window

Command buttons

- [Index of Maps](#) displays an index of the available maps. You can select a map to view from the list.
- [Print](#) prints the map using the selected view option (see below).
- **Map** copies the map to the [Clipboard](#), from which you can [paste](#) it into most Windows word processors and other applications that can use graphic images.
- **Text** copies the text (or the selected portion of it) to the Clipboard, from which you can paste it into your lesson document or word processor.

View option buttons

- **Ancient** displays the regions, cities, and political boundaries that existed at the time referred to in the biblical text.
- **Modern** displays the modern-day countries in the region and their borders.
- **Physical** displays the geographical area only, with no cities or countries identified. This is useful for printing an unlabeled map for you to customize.
- **All** superimposes both the ancient and modern maps on the physical map.

Captions

Supplementary historical information is in a [scrollable](#) text box to the right of the maps. This can include geographical information, summaries or chronologies of the events that happened there, or background on the culture and politics of the region.

See also:

[Map Window](#)



Index of Maps

> **To access:** In the Map window click **Index of Maps**.

The **Index of Maps** is a list of the maps available in the [Map window](#). It shows the title and the biblical reference the map is associated with.

Show Map. To display a map [select](#) it and [click Show Map](#), or press **Enter**. You can also [double-click](#) the map in the list.

iExit

Cross-Reference Window

LESSONmaker shows this window when you [click](#) a green cross-reference in a [book](#).

When LESSONmaker books refer to a verse or passage in the Bible, the reference is shown in green. You can view the text by clicking the reference with the mouse. LESSONmaker opens the Cross-Reference window, and shows in it the verse you clicked.

Sometimes cross-references are not to Scripture verses, but to other sections in the book. You can view these the same way, by just clicking on them. LESSONmaker also shows them in the Cross-Reference window.

When the Cross-Reference window is open, use [Copy](#) and [Paste](#) to copy all or part of its contents to your [lesson document](#), [personal notes](#), or another application. You can also move or change the size of the [window](#) so it doesn't cover other windows you are working with.

Tool bar buttons

If you have looked at two or more cross-references, two buttons on the [tool bar](#) make it easy to review them. (The Cross-Reference window must be [active](#) for these buttons to be available.)



[Go Back](#). Shows the last cross-reference viewed.



[History List](#). Shows a menu of cross-references viewed, from which you can select one to see again.

If the Cross-reference window is showing a section of a book (not Bible verses), you can use these tool bar buttons to browse through the book:



[Previous](#). Shows the previous section of the book.



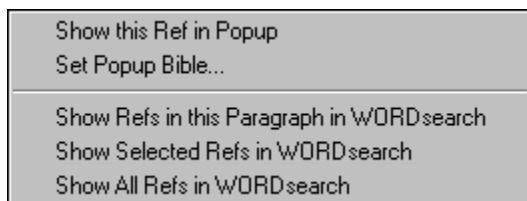
[Next](#). Shows the next section of the book.

To [close](#) the Cross-Reference window, click its close button

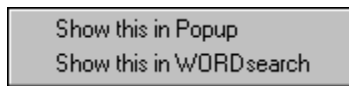
Right-click cross-reference menus

Instead of clicking a cross-reference to display it in the Cross-Reference window, you can [right-click](#) it to display a small [shortcut menu](#). The menu has these options (click these menus for more information):

For Scripture cross-references:



For cross-references to another section in the book:



Note: when you move the mouse pointer over a cross-reference, it becomes a pointing hand. If you want to click and drag across a group of references to select them, you must click and start dragging beside the cross-references, while the pointer is still the normal arrow. It doesn't matter if the highlighted selection includes text that is not part of the cross-references; LESSONmaker can select the cross-references out of any surrounding text.

See also:

[Bible Text Window](#)



History List (Tool Bar Button)



> **To access:** On the [tool bar](#) click the **History List** button.

Shows a menu of the cross-references viewed in the [Cross-Reference](#) window.

When you have looked at two or more cross-references (and the Cross-Reference window is [active](#)), click the **History List** button to see a menu of the cross-references you have looked at. Click any cross-reference on the menu to display it again.

When you open a new [Lesson Kit](#) or leave LESSONmaker, the list of cross-references you have viewed is discarded.

See also:

[Go Back](#)
[Previous](#)
[Next](#)



Go Back (Tool Bar Button)



- > **To access:** On the [tool bar](#) click the **Go Back** button,
Or: Press **Ctrl+K**.

Shows the last cross-reference viewed in the [Cross-Reference](#) window.

When you have looked at two or more cross-references (and the Cross-Reference window is [active](#)), click the **Go Back** button to review the last cross-reference shown. When you open a new [Lesson Kit](#) or leave LESSONmaker, the list of cross-references you have viewed is discarded.

See also:

[History List](#)

[Previous](#)

[Next](#)



Previous (Tool Bar Button)



> **To access:** On the [tool bar](#) click the **Previous** button.

Displays the previous section of a [book](#) in the [Cross-Reference](#) window.

When the Cross-Reference window is showing a section of a LESSONmaker book (not Bible verses), click **Previous** to show the preceding section of the book.

See also:

[Next](#)

[Go Back](#)

[History List](#)



Next (Tool Bar Button)



> **To access:** On the [tool bar](#) click the **Next** button.

Displays the next section of a [book](#) in the [Cross-Reference](#) window.

When the Cross-Reference window is showing a section of a LESSONmaker book (not Bible verses), click **Next** to show the following section of the book.

See also:

[Previous](#)

[Go Back](#)

[History List](#)



Books from Other Publishers



The Bible Software Industry Standards Group has established a set of standards for Bible study software that makes it possible for programs to use tools published for other software. These tools are called [STEP](#) books. ("STEP" stands for Standard Template for Electronic Publishing.) Any STEP-compatible program such as LESSONmaker can use any STEP book just as though it was created for that program. You can use [commentaries](#) and [Lesson Kits](#) from other publishers in LESSONmaker as long as they comply with the STEP standard.

To use a STEP book in LESSONmaker:

1. Install it according to its publisher's instructions.
2. In LESSONmaker, use the [STEP Book Locations](#) dialog box to let LESSONmaker find the book's files.
3. Use the STEP book as any other [book](#) in LESSONmaker.

See also:

[Non-WORDsearch Bible Text Window](#)



Non-WORDsearch Bible Text Window



If you use a Bible program other than WORDsearch, you can import the text of the passage into the [Lesson Kit](#), even if it is not a [STEP](#) book. Each LESSONmaker Lesson Kit includes this window into which you can copy the text of the passage from whatever Bible program you use. When you end LESSONmaker or open another Lesson Kit, the passage in this window is saved with the Lesson Kit, so when you open this Lesson Kit again the passage will already be there for you to use.

To copy the desired Scriptures into the Non-WORDsearch Bible Text window:

1. Pull down the **Edit** menu, and click [Copy Ref to Clipboard](#) or press **Ctrl+R**. This puts all the references referred to in the Lesson Kit into the Windows [Clipboard](#).
2. [Switch](#) to the other Bible program and use its commands to find verses.
3. Instead of typing the references to look up, place the insertion point where you normally type them, and press **Ctrl+V** to paste the references from the Clipboard. Finish the command to display the verses.
4. Select the text of the verses and copy them to the Clipboard (probably by pressing **Ctrl+C**).
5. Switch back to LESSONmaker.
6. On the [bookshelf](#) click the Non-WORDsearch Bible Text window button.
7. On the [tool bar](#) click the **Paste** button to put the text into the window.

See also:

[LESSONmaker Books Overview](#)



Starting a New Lesson

Creating a Bible study lesson or youth meeting plan begins with a [Lesson Kit](#). LESSONmaker provides two ways to find one:

- by lesson title using [Open Lesson Kit](#)
- by topic using [Index of Lesson Kits](#)

LESSONmaker places you at a kind of fork in the road. Since both search methods eventually lead you to the same goal--resource material for developing your lesson--the first thing you must ask yourself is "Which way should I go?"

When to Use Open Lesson Kit

If you know exactly what Lesson Kit you want to use, **Open Lesson Kit** is the fastest way to open it. For example, if your adult Bible study group is working through a book of the Bible, you need the Lesson Kit on the next passage. In the [Adult Questions Lesson files](#), each book is divided into passages, and there is a Lesson Kit for each passage. Each passage is the appropriate size for a lesson (although each Lesson Kit can be the basis for any number of possible lessons).

Some Lesson files, such as the [Youth Meetings](#) file, are arranged alphabetically by topic, so use **Open Lesson Kit** when you know what topic you want to discuss in your meeting.

When to Use Index of Lesson Kits

For a Bible study lesson, use the **Index of Lesson Kits** when you want to build a lesson based on a topic (sin, guilt, salvation, joy, etc.). Each Lesson Kit in the files is indexed under several topics. You can select a single Lesson Kit to use for the topic you are interested in, or draw from as [many](#) Lesson Kits as you need to develop your lesson.

Even if your group is going through a book of the Bible sequentially, don't be afraid to do topical lessons occasionally. For example, if you are leading a study through Romans and the class becomes confused about the Christian's relationship to the Law, you might want to prepare a topical study on Law and Grace for the next meeting before resuming the study of Romans. With LESSONmaker you have the freedom to create an almost endless variety of lessons very easily.

In Lesson files that are primarily topical, such as the Youth Meetings file, each Lesson Kit is focused on one topic, but also touches on several others. For example, you might start looking for a Lesson Kit on *character*. There is one with that title. But if you look up "character" in the **Index of Lesson Kits**, you find 26 additional Lesson Kits, such as:

- Attitudes
- Cheating
- Discipleship
- Pressure
- Reputation

Perhaps one of these would more precisely meet the needs of your youth group at the time.

See also:

[Editing the Lesson Document](#)

Document Files



When you are developing your lesson in LESSONmaker, you are [creating](#) and [editing](#) a document file. That document is your lesson.

Everything you put into the [Document window](#)--whether by copying it from the [book](#) windows or typing on the keyboard--is all going into the document file.

When you [print](#) your lesson, you are printing the document file.

The [Save Document](#) and [Save Document As](#) commands on the **File** menu, save a copy of the document file on your computer's hard disk. Document files on a disk usually have names with .rtf extensions (because they are [Rich Text Format](#) files). If you use an extension of .txt, LESSONmaker creates an [ASCII](#) or text file, and all formatting is lost. We recommend accepting the default extension of .rtf

See also:

[Lesson Kits and Lesson Files](#)



Working with Windows

Because LESSONmaker is a Windows application, everything you do in it you do in a window. Each [book](#) is in its own window, and you [create](#) and [edit](#) the [lesson document](#) in its window. As you edit the lesson, you use common Windows editing functions such as [Cut](#), [Copy](#), [Paste](#), and [Delete](#) to take information from the book windows and arrange it in your lesson document. There are also a few extra editing functions designed to make editing lessons very efficient, such as **Copy Paragraph** and **Renumber Selection**.

Since the books are in normal windows, they behave just like windows in other applications. You can change their sizes and positions on the [desktop](#), or [maximize](#) them to fill the desktop. You can even [remove](#) them from the desktop altogether, leaving them on LESSONmaker's [bookshelf](#). For instructions on performing these operations, see your Windows manual.

See also:

[Window Menu](#)

[Cascade](#)

[Side by Side](#)

[Tile](#)



Leading Small Groups

As you [design](#) your [lesson](#) or meeting plan, remember that a successful group meeting balances information and interaction. Your goal as a leader is not simply to send group members away with heads full of information, but rather with hearts full of understanding and a willingness to apply what they have learned. You rarely use all available material for a given lesson. Learn to discriminate among your choices and customize the lesson to suit your needs.

Adult Questions. These sections provide expert advice on creating lessons for adult small group Bible studies.

[Open It Questions](#)

[Explore It Questions](#)

[Get It Questions](#)

[Apply It Questions](#)

[Creating One-Passage Lessons](#)

[Creating Topical Lessons](#)

Youth Meetings. These sections describe the materials available to use in youth meeting plans.

[Youth Meeting Starters](#)

[Youth Meeting Discussions](#)

[Youth Meeting Challenges](#)

[Youth Meeting Extras](#)

[Youth Meeting Related Bible Verses](#)

StraighTrak. StraighTrak contains two hundred youth Bible studies from the Baptist Sunday School Board. They provide a Christian perspective on issues young people are dealing with today, such as money, divorce, pre-marital sex, drugs & alcohol, and many more. Each lesson is indexed with a Life Issue, and contains relevant Bible passages, a Central Bible Truth, a Teaching Aim, and several related discussions or activities.

For information about using the other [Lesson files](#),

1. [Open](#) any [Lesson Kit](#) from the file, if one is not already open.
2. At the top of any page in the [Lesson Ideas window](#), click the green [cross-reference](#) to the introduction.

Troubleshooting

LESSONmaker has been developed subject to the exacting standards of quality embraced by iExalt Electronic Publishing. As your fellow-laborers in the Body of Christ we invite you to submit any comments, ideas, or suggestions to us at:

iExalt Electronic Publishing
1934 Rutland Drive, Suite 500
Austin, Texas 78758-5418

If you experience any difficulty installing or operating LESSONmaker, and are unable to resolve the problem using the manual or the online Help, please contact our Software Technical Support representatives at:

Phone: 512-835-6900
Fax: 512-834-1888
E-mail: Support@WORDsearchBible.com

For information about or to purchase other iExalt Electronic Publishing products, contact us at:

Sales: 800-888-9898, 512-832-2125
E-mail: Sales@WORDsearchBible.com
Internet: www.WORDsearchBible.com
www.iExalt.com

See also:

[Contacting Us by E-Mail](#)
[Internet Home Page \(Help Menu\)](#)
[Internet Technical Page \(Help Menu\)](#)
[Contents](#)
[Procedures](#)
[About LESSONmaker](#)



Installing and Unlocking Books

You cannot install or unlock [books](#) while LESSONmaker is running, so instructions are in the printed User's Guide.

See also

[Detailed CD Contents](#)



Quick Tour (On this CD Menu)

- > **To access:** Pull down the **Help** menu and click **On this CD**,
Then: Click **Quick Tour**.

Quick Tour runs a demonstration program that shows the major features of LESSONmaker.

You can choose which sections of this interactive tour to view. Just follow the instructions on the screen.

The CD (version 5.G or later) must be in the drive.

See also:

[What's on this CD?](#)



What's on this CD? (On this CD Menu)

- > **To access:** Pull down the **Help** menu and click **On this CD**,
Then: Click **What's on this CD?**

If you have an Internet browser, **What's on this CD?** shows you a catalog of the iExalt Electronic Publishing books and other products on the CD.

What's on this CD? starts your Internet browser and displays a product catalog. (You do not need to have an Internet connection.) If you do not have an Internet browser, **What's on this CD?** displays a message that LESSONmaker cannot open your default browser. You can then look at a list of our products by running the installation program on an iExalt CD and clicking the **Unlock** button.

See also:

[Quick Tour \(On this CD Menu\)](#)



Detailed CD Contents

Lists in your Internet browser all the books available from iExalt Electronic Publishing for use with its Bible study software, and shows which CD-ROMs contain each one.

[Chart with detailed CD contents](#)

Starting with [WORDsearch](#) 5, we have expanded our resources beyond the storage limit of a single CD. We now have a two CD Primary/Supplement system. When you purchase an iExalt product, you receive a Primary CD which contains the vast majority of our [STEP books](#) and resources. From your Primary CD, you can [unlock](#) all of our books, and should you purchase an item that is not on your Primary CD, we will send you a Supplement CD.

A chart called **Detailed CD Contents** is on your CD. It shows whether or not a particular book is on any given Primary CD version. The version number (5A, 5B, etc.) is indicated on the face of your CD. The chart also lists what is on the Supplement CD and other unique CDs we have produced in conjunction with other companies (YMS, Dak, 24H, etc.). The chart of CD contents is displayed in your Internet browser, but you do not need an Internet connection to view it. Click the link at the top of this page to see the chart.

See also:

[What's on this CD? \(On this CD Menu\)](#)



Procedures

These are procedures for common tasks you use in LESSONmaker.

[Cascading the Windows](#)
[Copying Blocks of Text](#)
[Copying Paragraphs to the Document](#)
[Creating a New Lesson](#)
[Creating a Panic-Button Meeting](#)
[Creating One-Passage Lessons](#)
[Creating Topical Lessons](#)
[Cutting Text](#)

[Deleting Text](#)

[Editing Text](#)

[Finding a Lesson Kit](#)
[Finding Text](#)
[Formatting Text](#)

[Getting Started](#)

[Inserting Space for Answers](#)

[Leading Small Groups](#)

[Maximizing Windows](#)
[Moving the Insertion Point](#)

[Opening a Lesson Kit](#)
[Opening an Existing Document](#)

[Pasting Text](#)
[Preventing Duplicate Lessons](#)
[Printing the Document or a Book](#)

[Renumbering Questions](#)
[Reopening Lesson Kits](#)
[Repeating a Search](#)
[Replacing Text](#)

[Saving a Document Under a New or Different Name](#)
[Saving the Document](#)
[Scrolling](#)
[Selecting a Block of Text](#)
[Selecting All Text in a Window](#)
[Sending the Document to the Word Processor](#)
[Setting up Side by Side Windows](#)
[Starting a New Lesson](#)

[Tiling the Windows](#)

[Undoing Editing](#)

[Using Index of Lesson Kits](#)

[Using Open Lesson Kit](#)

[Using Books from Other Publishers \(STEP books\)](#)

[Using the Bookshelf](#)

[Using the Permanent Log](#)

[Using the Session Log](#)

[Using the Tool Bar](#)

[Viewing references in a popup window](#)

[Viewing references in WORDsearch](#)



Using the Menus

The LESSONmaker menus operate exactly as they do in other Windows applications. Many of the commands are common to most software, and unless you are very new to computers or Windows, you should have little trouble understanding them. But some of the tasks you perform in LESSONmaker are unique. We have tried to make them easy to understand, and to arrange them on the menus logically, so your first guess about where to find a command is likely to be correct. It will probably help for you to spend a few minutes browsing through the menus, and getting familiar with how they are organized.

You can use the menus with either the [mouse](#) or the [keyboard](#), whichever you prefer. The commands you use most often are also available as buttons on the [tool bar](#), and many also have [shortcut keys](#) that you can use from the keyboard without pulling down the menus.

Menu options that are dim are unavailable until some other action is taken. An ellipsis ("...") following an item on a menu indicates that selecting that menu item does not immediately perform a function, but rather goes to a [dialog box](#).

To pull down menus:

- [Click](#) the menu title.
- Press the [shortcut key](#) (**Alt** + the underlined letter of the menu title).
- Use the right and left arrow keys, once one menu is open.

To select menu options:

- [Click](#) the option.
- Use the up and down arrow keys to select the option and then press **Enter** to execute it.
- Press the shortcut keys.

See also:

[File Menu](#)

[Edit Menu](#)

[Options Menu](#)

[Window Menu](#)

[Help Menu](#)



File Menu

The **File** menu provides access to the LESSONmaker Lesson [files](#) (through **Open Lesson Kit** and **Index of Lesson Kits**). It also contains the functions that open, save, and print [lesson documents](#).

[Open Lesson Kit](#)
[Index of Lesson Kits](#)

[New Document](#)
[Open Document](#)
[Save Document](#)
[Save Document As](#)

[Print](#)
[Print Preview](#)
[Printer Setup](#)

[Add Log Entry](#)
[Show Permanent Log](#)
[Show Session Log](#)

[Exit](#)

See also:

[Using the Menus](#)



Open Lesson Kit (File Menu)



- > **To access:** Click the **Open Lesson Kit** tool bar button,
- Or:** Pull down the **File** menu and click **Open Lesson Kit**,
- Or:** Press **F6**.

Finds a [Lesson Kit](#) by its title, such as a passage reference.

See also:

[Open Lesson Kit \(Dialog Box\)](#)



Open Lesson Kit (Dialog Box)



- > **To access:** Click the **Open Lesson Kit** tool bar button,
- Or:** Pull down the **File** menu and click **Open Lesson Kit**,
- Or:** Press **F6**.

Finds a [Lesson Kit](#) by its title, such as a passage reference.

Lesson Files. This is a list of lesson files, each containing many Lesson Kits. To display the contents of a lesson file, [select](#) it by [clicking](#) it with the mouse.

Contents. This box shows the contents of the lesson file that is selected. Expand any part of the contents by clicking its plus sign or hide it again by clicking its minus sign . To open a Lesson Kit, [double-click](#) it, or select it and click **OK** or press **Enter**.

See also:

[Overview](#)

[Creating One-Passage Lessons](#)

[Steps to Creating a Lesson Using Open Lesson Kit](#)

[Index \(Dialog Box\)](#)

[Leading Small Groups](#)



Index of Lesson Kits (File Menu)



- > **To access:** Click the **Index of Lesson Kits** tool bar button,
- Or:** Pull down the **File** menu and click **Index of Lesson Kits**,
- Or:** Press **F7**.

Finds [Lesson Kits](#) by topic.

See also:

[Index Dialog Box](#)



Index (Dialog Box)



- > **To access:** Click the **Index of Lesson Kits** tool bar button,
Or: Pull down the **File** menu and click **Index of Lesson Kits**,
Or: Press **F7**.

Finds a [Lesson Kit](#) by topic.

To find a Lesson Kit:

1. In the top input box, start typing the topic you are interested in. As you type, the list box shows the topics that match what you have typed.
2. When you see the topic you want in the list box, click it with the mouse. LESSONmaker opens another window listing the Lesson Kits that refer to that topic.
3. To open a Lesson Kit, click it in this list.

Files. This is a list of the lesson files. The topics list above contains topics only from the selected files. Initially, all the lesson files are selected. Click files to select or unselect them, or click **All** to select all the files in the list, or **Clear** to unselect all the files.

LESSONmaker closes the **Index** dialog box automatically when you click outside the dialog box. To show it again, click the **Index of Lesson Kits** tool bar button.

See also:

- [Overview](#)
- [Creating Topical Lessons](#)
- [Steps to Creating a Lesson Using Index of Lesson Kits](#)
- [Open Lesson Kit](#)
- [Leading Small Groups](#)



New Document (File Menu)

- > **To access:** Pull down the **File** menu and click **New Document**,
Or: Press **Ctrl+N**.

Clears the Document window in preparation for starting a new lesson document.

If the text in the Document window has been changed since you last saved it, LESSONmaker gives you the opportunity to save it first.



Open Document (File Menu)

> **To access:** Pull down the **File** menu and click **Open Document**,
Or: Press **Ctrl+O**.

Opens an existing document for continued editing or printing.

See also:

[Open Document \(Dialog Box\)](#)



Open Document (Dialog Box)

- > **To access:** Pull down the **File** menu and click **Open Document**,
Or: Press **Ctrl+O**.

Opens an existing document for continued editing or printing.

Open Document displays a standard Windows **Open** dialog box showing a list of [document files](#) you have worked on before and saved on your disk. Use this dialog box to find and open the document you want to work with.



Save Document (File Menu)



- > **To access:** Click the **Save Document** tool bar button,
- Or:** Pull down the **File** menu and click **Save Document**,
- Or:** Press **Ctrl+S**.

Stores your lesson [document](#) on your computer's hard disk, putting it into the same file it was last saved in.

If you have never saved this document, LESSONmaker asks you to give it a filename, just as if you had selected [Save Document As](#).

Note. The Personal Notes and Non-WORDsearch Bible Text windows are saved automatically when you leave LESSONmaker or open a new [Lesson Kit](#).



Save Document As (File Menu)

> **To access:** Pull down the **File** menu and click **Save Document As**.

Saves and assigns a name to a new document.

See also:

[File Save As Dialog Box](#)



File Save As (Dialog Box)

> **To access:** Pull down the **File** menu and click **Save Document As**.

Assigns a name to a new document and saves the document.

Use this standard Windows dialog box to save a new (unnamed) [document](#), or to save the document under a different name, making a second copy of it.

Although you can use any filename you choose within the limits of Windows naming conventions, it is best to use the [default](#) file type ([Rich Text Format](#)). This preserves the text formatting in the document, and makes it easier to find the file when you want to open it again.

See also:

[Save Document](#)



Print (File Menu)



- > **To access:** Click the **Print** tool bar button,
Or: Pull down the **File** menu and click **Print**,
- Or:** In the Map window, click **Print**,
- Or:** Press **Ctrl+P**.

Prints the text or map in the [active window](#).

LESSONmaker uses the standard Windows print dialog box to manage the printing request. The options in this [dialog box](#) depend on your printer. See your Windows or printer manual for more information on these options if you need it.

If the [Document](#) window is [active](#) when you select the **Print** command, LESSONmaker first displays a dialog box asking if you want to [renumber](#) the questions before printing.

See also:

[Printer Setup \(File Menu\)](#)

[Print Preview](#)



Renumber (Dialog Box)



>

To access: With the [Document](#) window active, click the **Print** or **Copy to Word Processor** tool bar buttons,

Or: Pull down the **File** menu and click **Print**,

Or: Pull down the **Edit** menu and click **Copy to Word Processor**.

Offers to renumber the questions in your lesson document in sequence.

As you copy questions into your lesson [document](#), you skip some, and possibly change their order. You might also insert some new questions that you write. When you have all the questions you need, they are probably not in numerical order. LESSONmaker offers to read through your lesson document and renumber all the questions in sequence. Respond by clicking one of the buttons:

- **Yes.** Renumber the questions before proceeding to print or copy the document.
- **No.** Do not renumber the questions, but proceed to print or copy the document.
- **Always.** During this session, renumber the document before printing or copying without asking.
- **Never.** During this session, do not renumber the document, and do not ask again.
- **Cancel.** Do not renumber, print, or copy the document at this time.

LESSONmaker renumbers the questions by looking at the first line of each paragraph. If the first characters on the line (other than spaces or tabs) are a number followed by a period, it assumes the paragraph is a question, and reassigns it the next sequential number. It is possible, of course, for other paragraphs (such as in an outline or introduction) to start with numbers and throw off the numbering sequence. Be aware of this possibility while you are editing the document. There are two ways to avoid this problem:

- Reword paragraphs or use a different outline numbering system so other paragraphs don't look like questions. (The LESSONmaker outlines use a slightly modified numbering system for this reason.)
- Use the [Renumber Selection](#) command on the Edit menu before printing or copying the document to your word processor.

Print Preview (File Menu)



- > **To access:** Click the **Print Preview** tool bar button,
- Or:** Pull down the **File** menu and click **Print Preview**,
- Or:** Press **Ctrl+E**.

Shows what the [document](#) or [book](#) in the [active window](#) will look like when printed.

See also:

[Print Preview](#)



Print Preview



- > **To access:** Click the **Print Preview** tool bar button,
Or: Pull down the **File** menu and click **Print Preview**,
Or: Press **Ctrl+E**.

Shows what the [document](#) or [book](#) in the [active window](#) will look like when printed.

Print Preview shows a picture of your printout on the screen. You can see the formatting so you can make adjustments before printing it.

Print. Prints the document or book.

Next Page. Shows the next page of the printout.

Prev Page. Shows the previous page of the printout.

One Page and **Two Page.** Switches between showing one or two pages at a time.

Zoom In. Enlarges the image so you can see more detail.

Zoom Out. Shrinks the image so you can see more of the page.

Close. Returns to the normal LESSONmaker editing screen.

See also:

[Print \(File Menu\)](#)

[Print Setup](#)



Printer Setup (File Menu)

> **To access:** Pull down the **File** menu and click **Printer Setup**.

Selects and configures the printer to use.

Printer Setup is controlled by Windows, and the options depend on what kind of printer you have. See your printer or Windows manual for more information if you need it.

See also:

[Print \(File Menu\)](#)



Add Log Entry (File Menu)

> **To access:** Pull down the **File** menu and click **Add Log Entry**.

Adds an entry to LESSONmaker's Permanent Log.

LESSONmaker's [Permanent Log](#) shows the [Lesson Kits](#) you have used, the dates you used them, and the name of the lesson document file you created. You can use this log to see which Lesson Kits you have already used, and to easily open the files to continue working on a lesson you have started.

The Permanent Log is not kept automatically. LESSONmaker makes entries to it only when you use **Add Log Entry**.

See also:

[Session Log Window](#)



Show Permanent Log (File Menu)

> **To access:** Pull down the **File** menu and click **Show Permanent Log**.

[Opens](#) the Permanent Log in a Window.

LESSONmaker's Permanent Log shows the [Lesson Kits](#) you have used, the dates you used them, and the name of the lesson document file you created. You can use this log to see which Lesson Kits you have already used, and to easily open the files to continue working on a lesson you have started.

See also:

[Permanent Log Window](#)



Permanent Log Window

> **To access:** Pull down the **File** menu and click **Show Permanent Log**.

LESSONmaker's Permanent Log shows the [Lesson Kits](#) you have used, the dates you used them, and the name of the lesson [document](#) file you created.

There are two reasons to use the Permanent Log:

- to easily open the files so you can continue working on a lesson you have started preparing
- to see which Lesson Kits you have already used, so you don't repeat a lesson

To reopen a Lesson Kit and document from the Permanent Log window, [double-click](#) its line.

You can add your own notes to the log entries, such as the name of the class in which you used the lesson. You can type anything that would be useful to you before the @symbol on any line. If you change anything *after* the @ symbol, LESSONmaker might not be able to read the file correctly.

The Permanent Log is not kept automatically. LESSONmaker makes entries to it only when you use [Add Log Entry](#).

The Permanent Log is kept in the file [Log.txt](#) in your LESSONmaker directory. If you wish to discard all log entries and start a new log, use the Windows Explorer or My Computer to delete this file.

See also:

[Session Log Window](#)



Show Session Log (File Menu)

> **To access:** Pull down the **File** menu and click **Show Session Log**.

[Opens](#) the Session Log in a Window.

Whenever you open a [Lesson Kit](#), LESSONmaker automatically records its name and Scripture reference in this log. If you are using more than one Lesson Kit in a lesson, you can open the Session Log to easily see which ones you have used and re-open them. This log is discarded when you leave LESSONmaker.

See also:

[Session Log Window](#)



Session Log Window

> **To access:** Pull down the **File** menu and click **Show Session Log**.

Tracks the Lesson Kits you have used in this session.

Whenever you open a [Lesson Kit](#), LESSONmaker automatically records its name and Scripture reference in the Session Log. If you are using more than one Lesson Kit in a lesson, or looking at several Lesson Kits to decide which one to use, you can open the Session Log to easily see which ones you have used or looked at and re-open them. This log is discarded when you leave LESSONmaker.

To re-open a Lesson Kit from the Session Log window, double-click it.

See also:

[Permanent Log Window](#)



Exit (File Menu)

- > **To access:** Pull down the **File** menu and click **Exit**,
- Or:** Press **Alt+F4**.

Leave LESSONmaker.

If you have made changes in your document since you last saved it on your disk, LESSONmaker gives you the opportunity to save it before exiting.



Edit Menu

From the **Edit** menu you can perform basic text editing operations while creating or refining a lesson [document](#).

[Undo](#)

[Cut](#)

[Copy](#)

[Paste](#)

[Delete](#)

[Select All](#)

[Find](#)

[Find Next](#)

[Replace](#)

[Copy Selection to Document](#)

[Copy Window to Document](#)

[Copy to Word Processor](#)

[Copy Ref to Clipboard](#)

[Panic-Button Meeting](#)

[Renumber Selection](#)

See also:

[Using the Menus](#)

[Copy Paragraph to Document](#)

[Copy Section to Document](#)



Undo (Edit Menu)

- > **To access:** Pull down the **Edit** menu and click **Undo**,
Or: Press **Ctrl+Z**.

Reverses the last edit operation.

If you accidentally delete or paste some text, for example, use **Undo** before you do anything else. **Undo** reverses only the last editing change.

Undo does not reverse:

- [Copy Paragraph to Document](#)
- [Copy Selection to Document](#)
- [Copy Window to Document](#)
- [Replace](#)
- [Panic-Button Meeting](#)
- [Renumber Selection](#)



Cut (Edit Menu)



- > **To access:** [Select](#) a block of text,
Then: [Right-click](#) and click **Cut** on the [shortcut menu](#).
- Or:** Click the **Cut** tool bar button,
- Or:** Pull down the **Edit** menu and click **Cut**,
- Or:** Press **Ctrl+X**.

Removes the selected block of text.

Text that has been cut goes into the Windows [Clipboard](#) and stays there until another cut or copy operation overwrites it. You can use [Paste](#) to put it somewhere else in LESSONmaker or any other Windows application that allows pasting of text.

You can cut text only from the [Document](#) and [Personal Notes](#) windows.

See also:

[Delete](#)
[Editing the Lesson Document](#)



Copy (Edit Menu)



- > **To access:** [Select](#) the text to copy,
- Then:** [Right-click](#) and click **Copy** on the [shortcut menu](#).
- Or:** Click the **Copy** tool bar button,
- Or:** Pull down the **Edit** menu and click **Copy**,
- Or:** Press **Ctrl+C**.

Copies text into the [Clipboard](#) for [pasting](#) somewhere else.

Unlike [Cut](#), **Copy** does not remove the text from its original position. You can copy text from any LESSONmaker window.

See also:

[Copy Paragraph to Document](#)

[Copy to Word Processor](#)

[Editing the Lesson Document](#)



Paste (Edit Menu)



- > **To access:** Click in the document window where you want to paste text (to position the [insertion point](#)),
- Then:** [Right-click](#) and click **Paste** on the [shortcut menu](#).
- Or:** Click the **Paste** tool bar button,
- Or:** Pull down the **Edit** menu and click **Paste**,
- Or:** Press **Ctrl+V**.

Places text that has been [cut](#) or [copied](#) anywhere within the [Document](#) or [Personal Notes](#) windows.

Because **Paste** works with the Windows [Clipboard](#), you can [switch](#) to other Windows applications and paste the text into their documents (if they allow it). Similarly, you can cut or copy text from another application, and paste it into LESSONmaker.

See also:

[Editing the Lesson Document](#)



Delete (Edit Menu)

- > **To access:** [Select](#) the text to delete,
Then: Pull down the **Edit** menu and click **Delete**,
Or: Press **Del**.

Removes a selected block of text from the [Document](#) or [Personal Notes](#) windows.

Unlike [Cut](#), **Delete** does not put the text into the [Clipboard](#), so you cannot [paste](#) it somewhere else, and the previous contents of the Clipboard are not affected.

See also:

[Editing the Lesson Document](#)



Select All (Edit Menu)

> **To access:** Pull down the **Edit** menu and click **Select All**,
Or: Press **Ctrl+A**.

[Selects](#) all the text in the [active window](#).

When the text is selected, you can [cut](#), [copy](#), [delete](#), or [format](#) it, if appropriate for the window.

 iExalt

Find (Edit Menu)

- > **To access:** Pull down the **Edit** menu and click **Find**,
- Or:** Press **Ctrl+F**.

Locates a string of characters in the [active window](#).

See also:

[Find Dialog Box](#)



Find (Dialog Box)

- > **To access:** Pull down the **Edit** menu and click **Find**,
Or: Press **Ctrl+F**.

Locates a series of characters in the [Document](#) or [Personal Notes](#) windows.

Although you will usually want to locate whole words or phrases, the series of characters to find can be just part of a word. It can also include numerals, spaces, and punctuation. It cannot include wildcards.

Find what. Type the characters to find.

Match whole word only. Report finding the search characters only if they comprise an entire word. For example, if you are searching for *ask*, with this [selected](#) LESSONmaker only reports finding *ask*. If **Match whole word only** is not selected, it reports finding *ask*, *asking*, *asks*, *basket*, and *unmasking*.

Match case. Select **Match case** if you want LESSONmaker to report finding the text only if it matches upper and lower case letters exactly as you type them in.

Find Next. Click **Find Next** or press **Enter** to start the search. If the text is found, it is selected. You can click **Find Next** as many times as needed to find the part of the document you are looking for. You can also click in the window (outside the dialog box) and [edit](#) the text (if the window normally allows editing), and then click **Find Next** to locate the next occurrence of the search characters.

See also:

[Replace](#)

[Find Next \(Edit Menu\)](#)



Find Next (Edit Menu)

- > **To access:** Pull down the **Edit** menu and click **Find Next**,
Or: Press **F3**.

Repeats the last [Find](#) or [Replace](#) operation you performed.

Find Next uses the same settings for **Match case** and **Find whole words only** you selected in the last **Find** or **Replace** operation. When repeating a **Replace** operation, **Find Next** just finds the text. It does not replace it.

See also:

[Editing the Lesson Document](#)



Replace (Edit Menu)

> **To access:** Pull down the **Edit** menu and click **Replace**.

Replaces a series of characters in the [Document](#) or [Personal Notes](#) windows with another series of characters.

See also:

[Replace Dialog Box](#)



Replace (Dialog Box)

> **To access:** Pull down the **Edit** menu and click **Replace**.

Replaces a series of characters in the [Document](#) or [Personal Notes](#) windows with another series of characters.

Use **Replace** to find a series of characters and replace it with another series of characters. Although you will usually want to replace whole words or phrases, the characters can comprise just part of a word, and can include numerals, spaces, or punctuation. The replacement can be blank to remove the search characters without replacing them.

Find What. Type the characters or words to find.

Replace With. Type the replacement characters, or leave empty to remove the search characters without replacing them.

Match whole word only. Report finding the search characters only if they comprise an entire word. For example, if you are replacing *ask*, with this option [selected](#) LESSONmaker only replaces the whole work *ask*. If **Match whole word only** is not selected, it replaces these three letters in the words, *asking*, *asks*, *basket*, and *unmasking*.

Match Case. [Select Match Case](#) if you want LESSONmaker to replace the characters only if they match upper and lower case letters exactly as you type them in.

Find Next. Click **Find Next** or press **Enter** to start the search. If the text is found, it is selected. You can click **Find Next** as many times as needed to find the part of the document you are looking for. You can also click in the window (outside the dialog box) and [edit](#) the text, and then click **Find Next** to locate the next occurrence of the search characters.

Replace. Click **Replace** to replace the selected occurrence of the text.

Replace All. Click **Replace All** to search the rest of the window (starting at the location of the insertion point) and replace all occurrences of the search characters.

See also:

[Find](#)

[Find Next \(Edit Menu\)](#)



Copy Selection to Document (Edit Menu)



- > **To access:** [Select](#) text to copy from a [book](#) window,
- Then:** [Right-click](#) the selected text and click **Copy Selection to Document**,
- Or:** Click the **Copy Selection to Document** tool bar button,
- Or:** Pull down the **Edit** menu and click **Copy Selection to Document**,
- Or:** Press **F11**.

Copies the selected text from the [active](#) book window to the [Document window](#).

Copy Selection to Document copies just the selected text in the active book window to the position of the [insertion point](#) in the Document window. If there is no text selected, this command is not available.

Note. If you have requested [space for answers](#), it is *not* inserted after the questions when you use **Copy Selection to Document**.

See also:

[Copy Paragraph to Document \(Shortcut Menu\)](#)

[Copy Section to Document \(Shortcut Menu\)](#)

[Copy Window to Document \(Edit Menu\)](#)

[Copy \(Edit Menu\)](#)

[Editing the Lesson Document](#)



Copy Window to Document (Edit Menu)

- > **To access:** [Right-click](#) in a [book](#) window and select **Copy Window to Document**,
- Or:** Pull down the **Edit** menu and click **Copy Window to Document**,
- Or:** Press **F12**.

Copies all the text from the active [book](#) window to the [Document window](#).

Copy Window to Document selects all the text in the [active](#) book window and copies it to the position of the [insertion point](#) in the Document window.

Note. If you have requested [space for answers](#), it is *not* inserted after the questions when you use **Copy Window to Document**.

See also:

[Copy Paragraph to Document \(Shortcut Menu\)](#)

[Copy Selection to Document \(Edit Menu\)](#)

[Copy Section to Document \(Shortcut Menu\)](#)

[Copy \(Edit Menu\)](#)

[Editing the Lesson Document](#)



Copy to Word Processor (Edit Menu)



- > **To access:** [Right-click](#) the window you want to copy, and on the [shortcut menu](#) click **Copy to Word Processor**,
- Or:** Click the **Copy to Word Processor** tool bar button,
- Or:** Pull down the **Edit** menu and click **Copy to Word Processor**,
- Or:** Press **Ctrl+W**.

Copies all or part of the [active](#) window to your word processor.

See also:

[Copy to Word Processor \(Dialog Box\)](#)



Copy to Word Processor (Dialog Box)



- > **To access:** [Right-click](#) the window you want to copy, and on the [shortcut menu](#) click **Copy to Word Processor**,
- Or:** Click the **Copy to Word Processor** tool bar button,
- Or:** Pull down the **Edit** menu and click **Copy to Word Processor**,
- Or:** Press **Ctrl+W**.

Copies all or part of the [active](#) window to your word processor.

Use **Copy to Word Processor** to send your [lesson document](#) or a [book](#) window to your word processor for final editing, formatting, and printing. Before you access the **Copy to Word Processor** command, make sure the correct window is active, and if you want to copy only part of the text in that window, [select](#) the text first.

Be certain that your word processor document is ready to receive the text before executing the **Copy to Word Processor** command. The text is pasted into your word processor document at the [insertion point](#), and if text is selected in the word processor document, it will be replaced by the new text.

If you are copying the lesson document, LESSONmaker offers to [renumber](#) the questions before the copy begins.

Copy Selection Only. Select this if you only want to copy the selected text. Otherwise, LESSONmaker copies the whole window. (If there is no selected text in the window, LESSONmaker does not display this dialog box, but directly copies the entire window contents.)

See also:

[Print](#)



Copy Ref to Clipboard

> **To access:** Pull down the **Edit** menu and click **Copy Ref to Clipboard**,
Or Press **Ctrl+R**.

Copies the Scripture references cited in the open [Lesson Kit](#) to the Windows [Clipboard](#).

If you have [WORDsearch](#) or another computer Bible program, you may want to use it to study your lesson passage. To make this easier, LESSONmaker can put into the Clipboard the references for all the Scriptures referred to in the Lesson Kit. When you look up the passages in your Bible program, you can paste the references rather than typing them.

Note. Some Bible programs might not accept references pasted from the Clipboard, or might require them in a different format. If this is true of yours, you need to type or select the reference normally.

See also:

[Non-WORDsearch Bible Text Window](#)



Panic-Button Meeting (Edit Menu)



- > **Or:** **To access:** Click the **Panic-Button Meeting** tool bar button,
Pull down the **Edit** menu and click **Panic-Button Meeting**.

Create a complete lesson consisting of pre-selected questions and other optional lesson material from the [book](#) windows.

See also:

[Panic-Button Meeting Dialog Box](#)



Panic-Button Meeting (Dialog Box)



> **Or:** **To access:** Click the **Panic-Button Meeting** tool bar button,
Pull down the **Edit** menu and click **Panic-Button Meeting**.

Create a complete lesson consisting of pre-selected questions and other optional lesson material from the [book](#) windows.

Use **Panic-Button Meeting** to quickly and easily produce a lesson when you are short on time, or as a starting point for a lesson you customize for your group. The items marked with asterisks (*) in the [Lesson Ideas window](#) are the ones included in the panic-button meeting. You can also include material from the other books. If you have requested [space for answers](#), it is inserted after each question. After creating the lesson, you can customize it by editing the questions or other text before [printing](#).

Select Books to Include. [Select](#) the books you want to include in your lesson. [Click](#) books to select or unselect them. When the books you want to include in the document are selected, click **OK** or press **Enter**.

Note: The [Adult Questions](#) and [Youth Meetings](#) are the only [lesson files](#) with Panic-Button Meetings.

See also:

[Starting a New Lesson](#)



Renumber Selection (Edit Menu)

- > **To access:** [Select](#) the questions portion of your document,
Then: Pull down the **Edit** menu and click **Renumber Selection**.

Renumbers the selected questions in your lesson document in sequence.

As you copy questions into your lesson [document](#), you skip some, and possibly change their order. You might also insert some new questions that you write. When you have all the questions you need, they are probably not in numerical order. **Renumber Selection** renumbers all the selected questions in sequence. [Print](#) and [Copy To Word Processor](#) offer to automatically [renumber](#) the entire document.

LESSONmaker renumbers the questions by looking at the first line of each paragraph. If the first characters on the line (other than spaces or tabs) are a number followed by a period, it assumes the paragraph is a question, and reassigns it the next sequential number. It is possible, of course, for other paragraphs (such as in an outline or introduction) to start with numbers and throw off the numbering sequence. To prevent this, [click and drag](#) the mouse through the questions portion of your document and then choose the **Renumber Selection** command. LESSONmaker will only renumber the selected portion.

See also:

[Editing the Lesson Document](#)



Options Menu

Use the **Options** menu to change several LESSONmaker settings.

[Space for Answers](#)

[Set Popup Bible](#)

[Word Processor](#)

[Zoom](#)

[Show Sampler Books](#)

[Change CD / Scan for Books](#)

[STEP Book Locations](#)

[Bookshelf](#)

[Reset Bookshelf - Top](#)

[Reset Bookshelf - Left](#)

[Bookshelf Code](#)

See also:

[Using the Menus](#)



Space for Answers (Options Menu)

> **To access:** Pull down the **Options** menu and click **Space for Answers**.

Sets the number of lines to insert after each question in your [document](#).

See also:

[Space for Answers Dialog Box](#)



Space for Answers (Dialog Box)

> **To access:** Pull down the **Options** menu and click **Space for Answers**.

Sets the number of answer lines to insert after each question in your [document](#).

When you use [Panic-Button Meeting](#) or [Copy Paragraph to Document](#), LESSONmaker can automatically insert blank space or lines after each question for writing answers. (You can always add [extra lines](#) to any question if you think longer answers will be necessary, or delete lines if the answers will be short.)

Number of Lines. Enter any number from **0** to **20** to indicate how many lines to insert after each question. The lines are "double-spaced," that is, made with two carriage return characters.

Width of Answer Lines. Enter the number of underscore characters LESSONmaker should use to draw the answer lines. If you print your lessons on standard 8½ × 11 inch paper, **75** is an appropriate length. If you do not want lines printed, but only blank space, leave this set to zero.

If you indicate in the **Space for Answers** dialog box that you want space or lines for answers, LESSONmaker adds them automatically when you use any of these methods to copy questions into your lesson document:

- [double-clicking](#) questions in the [Questions window](#)
- **Copy Paragraph to Document**
- **Panic-Button Meeting**

LESSONmaker does not add space or lines if you copy questions by these methods:

- typing
- [Copy](#) and [Paste](#)
- [Copy Selection to Document](#)
- [Copy Window to Document](#)
- [Copy Section to Document](#)

Set Popup Bible (Options Menu or Shortcut Menu)

- > **To access:** Pull down the **Options** menu and click **Set Popup Bible**,
- Or:** [Right-click](#) a reference in a [book](#) window to show a [shortcut menu](#).
- Then:** Click **Set Popup Bible**.

Use **Set Popup Bible** to select the Bible [version](#) to use when showing [refs](#) in a [popup](#) window.

See also:

[Set Popup Bible Dialog Box](#)



Set Popup Bible (Dialog Box)

- > **To access:** Pull down the **Options** menu and click **Set Popup Bible**,
Or: [Right-click](#) a reference in a [book](#) window to show a [shortcut menu](#).
Then: Click **Set Popup Bible**.

Use **Set Popup Bible** to select the Bible [version](#) to use when showing [refs](#) in a [popup](#) window.

In the **Set Popup Bible** dialog box:

1. Click the version you want LESSONmaker to use.
2. Click **OK**.



Word Processor (Options Menu)

> **To access:** Pull down the **Options** menu and click **Word Processor**.

Configures LESSONmaker to work with your word processor.

See also:

[Word Processor Dialog Box](#)



Word Processor (Dialog Box)

> **To access:** Pull down the **Options** menu and click **Word Processor**.

Configures LESSONmaker to work with your word processor.

LESSONmaker is designed to work with your word processor. It can transfer your [lesson document](#) or [books](#) to your [word processor](#) for final or more detailed formatting and printing. But for it to do this it must be configured to communicate with the word processor.

List box. Double-click your word processor in this list.

Manual Setup. Generally, the default word processor settings are correct. But you can use [Manual Setup](#) to modify the standard settings, if you need to.



Word Processor Manual Setup (Dialog Box)

- > **To access:** Pull down the **Options** menu and click **Word Processor**.
Then: In the **Word Processor** dialog box, click **Manual Setup**.

Modifies the standard word processor settings.

LESSONmaker fills in some of these options when you select your word processor on the [Word Processor dialog box](#). Here you can set the other options or change the [default](#) settings.

Program File. This is the name of the program LESSONmaker runs when it starts your word processor. You may need to add the full path. (See **Browse** below.)

Browse. If you do not know the path or filename of your word processor, click **Browse**, and use the **Program File** dialog box to help you find it.

Starting Folder. This is the [folder](#) your word processor uses. The word processor can probably change the folder by itself if it needs to, but it doesn't hurt to set it here if you know it.

Window Title. This is the name shown in the [title bar](#) of your word processor's application window. (The title bar might also show the name of a document or other information, but do not include those here.) Be careful to use exact spacing and capitalization; LESSONmaker uses this to [switch](#) to your word processor, so it must match precisely.

Startup Keys. When some word processors start, you have to press one or more keys before they are ready to use. For example, they might display a logo or welcome screen, and you have to press **Enter** before you can begin working on a document. If this is true with your word processor, type those initial keys in this text box. LESSONmaker sends them when it starts your word processor. To send the **Enter** key, type **{enter}**.

Paste Keys. These are the keys you use in your word processor to paste text from the Windows [Clipboard](#). The defaults are almost certainly correct, but the most common settings are:

<u>Paste Keys box</u>	<u>Keyboard equivalent</u>
^v	Ctrl+V
+{insert}	Shift+Ins
%ep	Alt+EP
% ep	Alt+Space EP (See note below.)

Note. The last item on the table above is valid only for DOS word processors. If you use a DOS word processor, LESSONmaker is able to paste the lesson into the word processor only if you run the word processor in a window (not full screen). See your Windows manual for details.

Zoom (Options Menu)

> **To access:** Pull down the **Options** menu and click **Zoom**.

Changes the size of the text font in [book](#) windows.

See also:

[Zoom Dialog Box](#)



Zoom (Dialog Box)

> **To access:** Pull down the **Options** menu and click **Zoom**.

Changes the size of the text font in [book](#) windows.

In the **Zoom** dialog box, move the slider to the left to make the text font smaller. Move it to the right to make the font larger. Move the slider by [clicking](#) on either side to move it about 10%, or [drag](#) it with the mouse to any spot on the scale. Click **Apply** to see the change without removing the dialog box (in case you need to adjust it more). When the font is the size you need it, click **OK**.

In the [Document](#) and [Personal Notes](#) windows you can edit text and change the font face and size as [formatting](#) options. **Zoom** does not affect the font size in these windows. It also does not change the font in the [Outline](#) or [Map](#) windows.



Show Sampler Books (Options Menu)

> **To Access:** Pull down the **Options** menu and click **Show Sampler Books**.

Use **Show Sampler Books** to indicate whether samplers of uninstalled [books](#) should be shown on the LESSONmaker [bookshelf](#).

Clicking this menu command turns the option on and off. A check mark on the menu indicates it is turned on.

Sampler books work just like the full ones, except they have limited data. You can use them to examine the book and decide if you would like to add the full book.

Samplers are indicated on the bookshelf with blue lettering on the buttons.



Change CD / Scan for Books (Options Menu)

- > **To Access:** Pull down the **Options** menu and click **Change CD / Scan for Books**,
Or: Press **Ctrl+G**.

Use this to have LESSONmaker check your hard disk and CD-ROM drive for [books](#) without restarting LESSONmaker, especially if you have books on more than one CD-ROM, but only one CD-ROM drive.

When you need to use books on another CD:

1. Choose the **Change CD / Scan for Books** command. LESSONmaker displays a message telling you to change the CD.
2. Change the CD and click **OK**. LESSONmaker scans the new CD and puts the books it finds on the bookshelf.



STEP Book Locations (Options Menu)

> **To Access:** Pull down the **Options** menu and click **STEP Book Locations**.

Displays the **STEP Book Locations** dialog box. Use it to list additional [folders](#) LESSONmaker should check for [STEP books](#) produced by other publishers, and for additional Bible files.

See also:

[STEP Book Locations Dialog Box](#)



STEP Book Locations (Dialog Box)



> **To Access:** Pull down the **Options** menu and click **STEP Book Locations**.

In the **STEP Book Locations dialog box** you can list additional [folders](#) LESSONmaker should check for STEP [books](#), especially those published for [other Bible software](#).

This information is only needed in rare circumstances, and normally you should put nothing in the text box. If you have additional [STEP](#) books, it is easiest to have LESSONmaker find them for you, and fill in the text box itself. To do this, click **Search for STEP Books**. LESSONmaker scans your hard disk and CD drive. For every STEP book it finds, it shows the path in the text box, separated by semicolons. (If you change your mind and need to restore the previous set of paths, click **Cancel** before closing the dialog box. You can also click **Cancel** at any time during the scanning process, if it is taking too long.)

If you need to enter or change folder names here, you must include the full path, except for the last folder in the path (the folder that actually contains the files). This last folder name is considered the name of the STEP book, and you should not include it in the path.

You can list more than one path by separating them with semicolons.

Example: If you have a STEP book whose actual files are on a CD-ROM, in the folder D:\NAVPRESS\NAVES.NPS, your entry in this dialog box would be:

D:\NAVPRESS

NOTE: Some publishers of STEP books make it possible to install some of the STEP book files on your hard disk and leave the others on the CD-ROM. This can speed up access to the books, without using as much disk space. If you have STEP books installed this way, you must list the paths to both sets of files in this dialog box.



Bookshelf (Options Menu)

> **To access:** Pull down the **Options** menu and click **Bookshelf**.

Indicates which [books](#) are shown on the [bookshelf](#).

See also:

[Bookshelf Dialog Box](#)



Bookshelf (Dialog Box)

> **To Access:** Pull down the **Options** menu and click **Bookshelf**.

Use the **Bookshelf dialog box** to indicate which **books** you want shown on the **bookshelf**.

All **unlocked** books are listed, and you can click each one to place or remove a check mark before it. LESSONmaker puts the checked books on the bookshelf. All unlocked books are available on the Bible and Window menus, so you can always access them even if you choose not to show them on the bookshelf.



Reset Bookshelf - Top (Options Menu)

> **To Access:** Pull down the **Options** menu and click **Reset Bookshelf - Top**.

Use **Reset Bookshelf - Top** to reposition the [bookshelf](#) in its [default](#) position at the top of the [desktop](#).

See also:

[Reset Bookshelf - Left
Tool Bar](#)



Reset Bookshelf - Left (Options Menu)

> **To Access:** Pull down the **Options** menu and click **Reset Bookshelf - Left**.

Use **Reset Bookshelf - Left** to position the [bookshelf](#) vertically on the left side of the [desktop](#).

See also:

[Reset Bookshelf - Top
Tool Bar](#)



Bookshelf Code (Options Menu)

> **To Access:** Pull down the **Options** menu, and click **Bookshelf Code**.

In the **Bookshelf Code** [dialog box](#) you can set the three-character code shown on the [bookshelf](#) buttons for some [books](#).

See also:

[Bookshelf Code Dialog Box](#)



Bookshelf Code (Dialog Box)

> **To Access:** Pull down the **Options** menu, and click **Bookshelf Code**.

In the **Bookshelf Code dialog box** you can set the three-character code shown on the **bookshelf buttons** for some **books**.

Make the book you want to change the **active** window before selecting the **Bookshelf Code** command from the menu. You can set the bookshelf codes for all **STEP** books, such as commentaries and questions. You cannot change the bookshelf codes for Bible versions, maps, or outlines.

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Window Menu

The **Window** menu contains functions that arrange the [book](#) and lesson [document](#) windows on the [desktop](#).

[Side by Side](#)

[Cascade](#)

[Tile](#)

[Document](#)

[LESSONmaker Books](#)

[Bibles](#)

[Commentaries & Other Verse-by-Verse Books](#)

[Outlines of the Bible](#)

[Other Books](#)

See also:

[Working with Windows](#)

[Using the Menus](#)



Side by Side (Window Menu)



- > **To access:** Click the **Side by Side** tool bar button,
Or: Pull down the **Window** menu and click **Side by Side**,
Or: Press **Shift+F3**.

Changes the window layout so the [Document](#) window is on the right, and the [book](#) windows are stacked on the left with only the top one showing.

While working in LESSONmaker, you often work in two primary windows: the Document window, where you are editing your lesson, and one of the book windows, from which you are drawing lesson material. Use the Side-by-Side layout to reduce screen clutter and give the most space possible for the two windows. This is the [default](#) layout.

See also:

[Cascade](#)

[Tile](#)

[Working with Windows](#)



Cascade (Window Menu)

- > **To access:** Pull down the **Window** menu and click **Cascade**,
Or: Press **Shift+F5**.

Positions all open windows in an overlapping, "cascade" layout.

See also:

[Side by Side](#)

[Tile](#)

[Working with Windows](#)



Tile (Window Menu)



- > **To access:** Click the **Tile** tool bar button,
Or: Pull down the **Windows** menu and click **Tile**,
Or: Press **Shift+F4**.

Arranges all open windows in a layout similar to a tile pattern, with none overlapping any others.

If you are working in several the windows frequently, the tiled layout enables you to quickly [move](#) from any window to another, especially if you are using a [mouse](#). You can [maximize](#) the window you are working in so you can see as much of its contents as possible. Then when you need to go to another window, restore the current one to show all the windows again, click in the one you need, and maximize it.

Note. If the [Map](#) window is open, it might overlap or be overlapped by other windows. Because its dimensions are determined by the map it contains, it cannot be adjusted to fit the tile pattern.

See also:

[Cascade](#)

[Side by Side](#)

[Working with Windows](#)



Help Menu

The **Help** menu provides access to information on all aspects of using LESSONmaker.

[Contents](#)
[Using Help](#)

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[Internet Home Page](#)
[Internet Technical Page](#)
[Contact Us by E-Mail](#)

[About LESSONmaker](#)

See also:

[Using the Menus](#)



Contents (Help Menu)

- > **To access:** Pull down the **Help** menu and click **Contents**,
- Or:** In any Help window click **Contents**.

Displays a table of contents of the Help topics.

See also:

[Contents](#)



Using Help (Help Menu)

> **To access:** Pull down the **Help** menu and click **Using Help**.

Explains how to use the Windows Help system.

iExalt

Quick Start Tutorial (Help Menu)

> **To access:** Pull down the **Help** menu and click **Quick Start**.

Displays a short message on your first steps using LESSONmaker.

See also:

[Overview](#)

[Procedures](#)



Quick Start (Dialog Box)

> **To access:** Pull down the **Help** menu and click **Quick Start**.

Displays a short message on your first steps using LESSONmaker.

See also:

[Overview](#)

[Procedures](#)



On this CD (Help Menu)

> **To access:** Pull down the **Help** menu and click **On this CD**.

On this CD provides two ways to learn about the WORDsearch and the other products on the iExalt CD.

When you click **On this CD** on the **Help** menu, WORDsearch displays a submenu with these commands:

- [Quick Tour](#)
- [What's on this CD?](#)



Internet Home Page (Help Menu)

> **To access:** Pull down the Help menu and click **Internet Home Page**.

If you have an Internet connection and browser, Internet Home Page opens the iExalt Electronic Publishing Web site.

On the iExalt Electronic Publishing home page you can find product descriptions, upgrades, technical support, and other useful information.

See also:

[Internet Technical Page \(Help Menu\)](#)

[Contact Us by E-Mail \(Help Menu\)](#)

[Troubleshooting](#)



Internet Technical Page (Help Menu)

> **To access:** Pull down the **Help** menu and click **Internet Technical Page**.

If you have an Internet connection and browser, **Internet Technical Page** opens the iExalt Electronic Publishing Web site, and displays the Technical page.

On the iExalt Electronic Publishing Technical page you can find software updates and other useful information.

See also:

[Internet Home Page \(Help Menu\)](#)

[Contact Us by E-Mail \(Help Menu\)](#)

[Troubleshooting](#)



Contact Us by E-Mail (Help Menu)

- > **To access:** Pull down the **Help** menu and click Contact Us by E-Mail.
Then: Click a command on the submenu.

If you have an Internet connection, **Contact Us by E-Mail** provides three direct ways to contact iExalt Electronic Publishing on the Internet and World Wide Web.

When you click **Contact Us by E-Mail** on the **Help** menu, LESSONmaker displays a submenu with three options. All three use your Internet connection to help you contact iExalt Electronic Publishing.

- [Tech Support](#)
- Support@WORDsearchBible.com
- Sales@WORDsearchBible.com



Tech Support (Contact Us by E-Mail Menu)

- > **To access:** Pull down the Help menu and click **Contact Us by E-Mail**.
Then: Click **Tech Support**.

If you have an Internet connection, the **Tech Support** command uses your browser to display a Software Problem Report form.

Use the Software Problem Report form to easily and quickly send iExalt Electronic Publishing the details of any problem you are having with LESSONmaker. A support representative will contact you.

See also:

[Support@WORDsearchBible.com \(Contact Us by E-Mail Menu\)](mailto:Support@WORDsearchBible.com)

[Sales@WORDsearchBible.com \(Contact Us by E-Mail Menu\)](mailto:Sales@WORDsearchBible.com)

[Troubleshooting](#)



Support@WORDsearchBible.com (Contact Us by E-Mail Menu)

- > **To access:** Pull down the Help menu and click **Contact Us by E-Mail**.
Then: Click **Support@WORDsearchBible.com**.

If you have an Internet connection, the **Support@WORDsearchBible.com** command opens a new e-mail message.

Use this command to easily contact iExalt Electronic Publishing about a problem or question you have about LESSONmaker.

See also:

[Tech Support \(Contact Us by E-Mail Menu\)](#)

[Sales@WORDsearchBible.com \(Contact Us by E-Mail Menu\)](#)

[Troubleshooting](#)



Sales@WORDsearchBible.com (Contact Us by E-Mail Menu)

- > **To access:** Pull down the Help menu and click **Contact Us by E-Mail**.
Then: Click **Sales@WORDsearchBible.com**.

If you have an Internet connection, the **Sales@WORDsearchBible.com** command opens a new e-mail message.

Use this command to easily contact iExalt Electronic Publishing about placing an order or product information.

See also:

[Tech Support \(Contact Us by E-Mail Menu\)](#)

[Support@WORDsearchBible.com \(Contact Us by E-Mail Menu\)](#)

[Troubleshooting](#)



About LESSONmaker (Help Menu)

> **To access:** Pull down the **Help** menu and click **About LESSONmaker**.

Displays the copyright information for LESSONmaker and its [lesson files](#) and [books](#). The **About LESSONmaker** box also shows the version number, and credits the individuals who wrote and edited the lesson materials.

See also:

[About LESSONmaker Dialog Box](#)



About LESSONmaker (Dialog Box)

> **To access:** Pull down the **Help** menu and click **About LESSONmaker**.

Displays the copyright information for LESSONmaker and its [lesson files](#) and [books](#). The **About LESSONmaker** box also shows the version number, and credits the individuals who wrote and edited the lesson materials.

Left-hand box. [Select](#) a book or lesson file.

Right-hand box. Shows copyright information and credits.

To copy the copyright information to your lesson document:

1. Select the book or lesson file.
2. Use the mouse to select the copyright text.
3. Press **Ctrl+C** to [copy](#) the text to the [Clipboard](#).
4. Click **OK** to close the **About LESSONmaker dialog box**.
5. Click in the [Document window](#) to put the [insertion point](#) where you want the copyright information.



6. On the tool bar click the **Paste** button, or press **Ctrl+V** to [paste](#) the text.



Shortcut Menus

- > **To access:** [Select](#) text to edit or copy (if appropriate),
Then: [Right-click](#) the text to edit or copy.

Use shortcut menus to quickly access primary editing commands.

LESSONmaker displays shortcut menus when you right-click text in [book](#) and other text windows. The shortcut menus list the most common commands for copying and editing text. Because they are available with a simple mouse click, they provide a very quick and easy way to perform the most important editing tasks. For some commands on the shortcut menus, you must select the text before right-clicking it.

LESSONmaker has four shortcut menus. Three are available in book windows, the other in the Document and Personal Notes windows. Many of the commands on the shortcut menus are also on the [tool bar](#). In the illustrations below, click the menu commands to see what each does.

Book Windows (right-click on text)

Copy Paragraph to Document	
Copy Section to Document	
Copy Selection to Document	F11
Copy Window to Document	F12
Copy to Word Processor...	Ctrl+W
Insert Answer Space in Document - 1 Line	Ctrl + 1
Insert Answer Space in Document - 2 Lines	Ctrl + 2
Insert Answer Space in Document - 3 Lines	Ctrl + 3
Insert Answer Space in Document - 4 Lines	Ctrl + 4
Insert Answer Space in Document - 5 Lines	Ctrl + 5

Book Windows (right-click on Scripture cross-reference)

Show this Ref in Popup
Set Popup Bible...
Show Refs in this Paragraph in WORDsearch
Show Selected Refs in WORDsearch
Show All Refs in WORDsearch

Book Windows (right-click on cross-reference to another part of the book)

Show this in Popup
Show this in WORDsearch

Document and Personal Notes Windows (right-click on selected text)

Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Bold	
Italic	
Underline	
✓ Left Align	
Center	
Right Align	
Bullet Style	
Font...	
Copy to Word Processor...	Ctrl+W
Insert Answer Space - 1 Line	Ctrl + 1
Insert Answer Space - 2 Lines	Ctrl + 2
Insert Answer Space - 3 Lines	Ctrl + 3
Insert Answer Space - 4 Lines	Ctrl + 4
Insert Answer Space - 5 Lines	Ctrl + 5

See also:

[Using the Menus](#)



Copy Paragraph to Document (Shortcut Menu)

> **To access:** [Right-click](#) a paragraph in a [book](#) window to [select](#) it and show a [shortcut menu](#).

Then: Click **Copy Paragraph to Document**.

Copies a paragraph from a book window to the [Document window](#).

Copy Paragraph to Document selects text in the book window in units (e.g., paragraphs, paragraph titles, or questions), and copies it to the Document window. If you have requested [space for answers](#), it is inserted after the paragraph copied.

Copy Paragraph to Document cannot be used to copy text within the Document window, or from the [Map](#) or [Personal Notes](#) windows. Also, it cannot copy anything other than complete paragraphs. Use [Copy](#) and [Paste](#), or [Copy Selection to Document](#) for these.

See also:

[Editing the Lesson Document](#)



Copy Section to Document (Shortcut Menu)

> **To access:** [Right-click](#) in a [book](#) window and select **Copy Section to Document**,

Copies a section (such as one activity or meeting idea) from a book window to the [Document window](#).

Sections often include more than one paragraph. But if the book window contains questions, such as the LESSONmaker Adult Questions, the "section" is usually a paragraph, and **Copy Section to Document** is the same as [Copy Paragraph to Document](#). In either case, LESSONmaker does not automatically provide [space](#) or lines for answers with **Copy Section to Document**.

Copy Section to Document cannot be used to copy text within the Document window, or from the [Map](#) or [Personal Notes](#) windows.

See also:

[Editing the Lesson Document](#)



Insert Answer Space (Shortcut Menu)

- > **To access:** Right-click in the [Document](#) or any [book](#) window,
Then: Click one of the **Insert Answer Space** commands.
Or: Press **Ctrl**+a number (**1** through **5**).

Inserts space for writing answers in the lesson document.

If you print the lesson document for your group members to study before the meeting, you probably need to leave space for them to write answers after each question. LESSONmaker can add this space automatically when you insert questions in [certain ways](#). Whether it does or not, you can always add more space with the **Insert Answer Space** command.

In the Document window or any book window [right-click](#) on text (not cross-references) to display a shortcut menu. This menu has five **Insert Answer Space** commands for one, two, three, four, or five lines. Click the one you need. LESSONmaker creates either blank space or lines to write on, depending on the **Width of Answer Lines** setting in the [Space for Answers](#) dialog box.



Bold (Shortcut Menu)



- > **To access:** [Select](#) the text to make bold,
Then: Click the **Bold** [tool bar](#) button,
Or: [Right-click](#) the selected text and click **Bold** on the [shortcut menu](#).

Use **Bold** to turn boldface on or off.

To turn **Bold** on or off, you can either:

- [Select](#) the text first, and then turn **Bold** on or off.
- Set **Bold** first, and then type the text.

To make text you are [copying](#) from a [book](#) window bold, you must copy the text first, then select it and make it bold.



Italic (Shortcut Menu)



- > **To access:** [Select](#) the text to italicize,
Then: Click the **Italic** [tool bar](#) button,
Or: [Right-click](#) the selected text and click **Italic** on the [shortcut menu](#).

Use **Italic** to turn italics on or off.

To turn **Italic** on or off, you can either:

- [Select](#) the text first, and then turn **Italic** on or off.
- Set **Italic** first, and then type the text.

To make text you are [copying](#) from a [book](#) window italic, you must copy the text first, then select it and make it italic.



Underline (Shortcut Menu)



- > **To access:** [Select](#) the text to underline,
Then: Click the **Underline** [tool bar](#) button,
Or: [Right-click](#) the selected text and click **Underline** on the [shortcut menu](#).

Use **Underline** to turn underlining on or off.

To turn **Underline** on or off, you can either:

- [Select](#) the text first, and then turn **Underline** on or off.
- Set **Underline** first, and then type the text.

To underline text you are [copying](#) from a [book](#) window, you must copy the text first, then select it and underline it.



Left Align (Shortcut Menu)



- > **To access:** [Select](#) the paragraphs to align on the left side,
Then: Click the **Left Align** [tool bar](#) button,
Or: [Right-click](#) the selected paragraphs and click **Left Align** on the [shortcut menu](#).

Use **Left Align** to make all the lines in a paragraph flush with the left margin.

To align paragraphs, you can either:

- [Select](#) the paragraphs first, and then set the alignment.
- Set the alignment first, and then type the text.

See also:

[Editing the Lesson Document](#)



Center (Shortcut Menu)



- > **To access:** [Select](#) the paragraphs to center,
Then: Click the **Center** [tool bar](#) button,
Or: [Right-click](#) the selected paragraphs and click **Center** on the [shortcut menu](#).

Use **Center** to center every line in paragraphs in the window or between the left and right margins.

To center paragraphs, you can either:

- [Select](#) the paragraphs first, and then center them.
- Set **Center** first, and then type the text.

See also:

[Editing the Lesson Document](#)



Right Align (Shortcut Menu)



- > **To access:** [Select](#) the paragraphs to align on the right-hand side,
Then: Click the **Right Align** [tool bar](#) button,
Or: [Right-click](#) the selected paragraphs and click **Right Align** on the [shortcut menu](#).

Use **Right Align** to make all the lines in a paragraph flush with the right margin.

To align paragraphs, you can either:

- [Select](#) the paragraphs first, and then set the alignment.
- Set the alignment first, and then type the text.

See also:

[Editing the Lesson Document](#)



Bullet Style (Shortcut Menu)



- > **To access:** [Select](#) the paragraphs to format with bullets,
Then: Click the **Bullet tool bar** button,
Or: [Right-click](#) the selected paragraphs and click **Bullet Style** on the [shortcut menu](#).

Use **Bullet Style** to put bullets before paragraphs.

To put bullets before paragraphs, you can either:

- [Select](#) the paragraphs first, and then select **Bullet Style**.
- Select **Bullet Style** first, and then type the text.

To add bullets to text you are [copying](#) from a [book](#) window, you must copy the text first, then select it and add the bullets.



Font (Dialog Box)

- > **To access:** [Right-click](#) in the [Document](#) or [Personal Notes](#) windows,
Then: Click **Font** on the [shortcut menu](#).

Use **Font** to change the font, size, color, and attributes of text.

To change these font characteristics, you can:

- **Either:** [Select](#) the text first, and then change the characteristics.
- **Or:** Set the characteristics first, and then type the text.

To change text you are [copying](#) from a [book](#) window, you must copy the text first, then select it and make the changes.

You can also change some of these characteristics directly from the [tool bar](#):



[Bold](#)



[Italic](#)



[Underline](#)



[Color](#)



Color (Tool Bar Button)



- > **Then:** **To access:** Click the **Color** [tool bar](#) button,
Click the color to use from the palette.

Use **Color** to change the color of text in the [Document](#) or [Personal Notes](#) windows.

To change the color of text, you can:

- **Either:** [Select](#) the text first, and then change the color.
- **Or:** Set the color first, and then type the text.

To change the color of text you are [copying](#) from a [book](#) window, you must copy the text first, then select it and change the color.

See also:

[Font \(Dialog Box\)](#)



Show this Ref in Popup (Shortcut Menu)

- > **To access:** [Right-click](#) a cross-reference in a [book](#) window to show a [shortcut menu](#).
Then: Click **Show this Ref in Popup**.

Displays the full text of the reference in a popup window.

Show this Ref in Popup opens the [Cross-Reference](#) window containing the text of the reference you right-clicked. (You can by-pass the menu by clicking the cross-reference with the left button.) Use this to read verses that are cited in books but are not in the [Lesson Kit](#) passage. Verses that are in the Lesson Kit passage you can see in the [Bible Text window](#).

To [close](#) the popup window, click its close button .

See also:

- [Set Popup Bible Dialog Box](#)
- [Show Refs in this Paragraph in WORDsearch](#)
- [Show Selected Refs in WORDsearch](#)
- [Show All Refs in WORDsearch](#)



Show Refs in this Paragraph in WORDsearch (Shortcut Menu)

- > **To access:** [Right-click](#) a reference in a [book](#) window to show a [shortcut menu](#).
Then: Click **Show Refs in this Paragraph in WORDsearch**.

Shows all [refs](#) in the paragraph in a [WORDsearch](#) Ref List.

Use this command to show all the refs in the paragraph in a WORDsearch [Ref List](#). (If WORDsearch isn't already running, LESSONmaker starts it.) Once there, you can use the normal [WORDsearch commands](#) to work with them.

See also:

[Show Selected Refs in WORDsearch](#)

[Show All Refs in WORDsearch](#)

[Show this ref in Popup](#)

[Cross-Reference Window](#)

[Bible Text window](#)



Show Selected Refs in WORDsearch (Shortcut Menu)

- > **To access:** [Right-click](#) a reference in a [book](#) window to show a [shortcut menu](#).
Then: Click **Show Selected Refs in WORDsearch**.

Shows the selected [refs](#) in a [WORDsearch](#) Ref List.

Use this command to show the [selected](#) refs in a WORDsearch [Ref List](#). (If WORDsearch isn't already running, LESSONmaker starts it.) Once there, you can use the normal [WORDsearch commands](#) to work with them.

See also:

[Show Refs in this Paragraph in WORDsearch](#)

[Show All Refs in WORDsearch](#)

[Show this ref in Popup](#)

[Cross-Reference Window](#)

[Bible Text window](#)



Show All Refs in WORDsearch (Shortcut Menu)

- > **To access:** [Right-click](#) a reference in a [book](#) window to show a [shortcut menu](#).
Then: Click **Show All Refs in WORDsearch**.

Shows all the [refs](#) in the book window in a [WORDsearch](#) Ref List.

Use this command to show all the refs in the book window in a WORDsearch [Ref List](#). (If WORDsearch isn't already running, LESSONmaker starts it.) Once there, you can use the normal [WORDsearch commands](#) to work with them.

See also:

[Show Refs in this Paragraph in WORDsearch](#)

[Show Selected Refs in WORDsearch](#)

[Show this ref in Popup](#)

[Cross-Reference Window](#)

[Bible Text window](#)




Show this in Popup (Shortcut Menu)

> **To access:** In a [book](#) window, [right-click](#) a cross-reference to another section of the book,

Then: On the [shortcut menu](#), click **Show this in Popup**.

Displays another section of a book in a popup window.

Show this in Popup opens the [Cross-Reference](#) window containing the section of the book you clicked. (You can by-pass the menu by clicking the cross-reference with the left button.) Use this to read portions of the book that are not in the open [Lesson Kit](#), such as an introduction to the book.

To [close](#) the popup window, click its close button .

See also:

[Show this in WORDsearch](#)



Show this in WORDsearch (Shortcut Menu)

> **To access:** In a [book](#) window, [right-click](#) a cross-reference to a section of the book,
Then: On the [shortcut menu](#), click **Show this in WORDsearch**.

Displays a section of a book in [WORDsearch](#).

Use this command to open the book in WORDsearch, and show the section you clicked. (If WORDsearch isn't already running, LESSONmaker starts it.) Once there, you can use the normal [WORDsearch commands](#) to work with it.

See also:

[Show this in Popup
Cross-Reference Window](#)



Tool Bar



The tool bar gives easy access to the most common commands.

The tool bar is the row of [buttons](#) just beneath the main menu. The buttons represent common LESSONmaker commands or functions, such as for finding [Lesson Kits](#), editing text, or arranging windows. If you have used other Windows software, some of them are probably familiar to you, but some are unique to LESSONmaker. (Click the buttons in the illustration above to see what each one does.)

- To perform functions, click the button.
- To display a tool tip, point to a button with the mouse without clicking.



Buttons that are grayed or shaded are not available or appropriate in the current situation. For example, these three buttons represent the three ways to align text: flush left, centered, and flush right. If the active window is a commentary window, these three buttons are grayed (as shown) because they only apply to windows in which you can change the text, such as the [Document window](#). When you click in the Document window, they become available (and colored) again, as shown in the full tool bar above.

If you prefer to use the keyboard, all the functions available on the tool bar are on the menus, have shortcut keys, or both. Many of them are also on the [shortcut menus](#) available by [right-clicking](#) text.

See also:

[Bookshelf](#)



Bookshelf



The bookshelf shows the [books](#) that are available.

Just like a physical book shelf you might have near your desk, the LESSONmaker bookshelf holds the books you use in your study. It keeps them out of the way when you are not using them, but convenient when you are ready to look something up.

To [open](#) a book as a window on the [desktop](#), [click](#) its button on the bookshelf. If the book you select was already opened in a window (but perhaps underneath other windows), it is brought to the top so you can see and use it. Bookshelf buttons with blue lettering indicate that the full book is not installed, but the sampler version is. Which and how many books are shown on the bookshelf depend on two things:

- which optional books you have purchased and [unlocked](#)
- which books you have [selected](#) to be shown on the bookshelf

By [default](#), all unlocked books are shown on the bookshelf, except the [Non-WORDsearch Bible Text window](#).

See also:

[Tool Bar](#)



Help (Tool Bar Button)



> **Then:** **To access:** On the [tool bar](#) click the **Help** button,
Click a screen object.

Displays Help information when you click an object on the screen.



When you [click](#) the **Help** button, the [mouse](#) pointer becomes an arrow-and-question-mark symbol. Click it on a menu command, window, or other screen object. LESSONmaker displays the Help window with information on that object.



Using the Keyboard

Many users find they can work with the greatest speed and efficiency with a [mouse](#); others find that keyboard commands work best for them. LESSONmaker has been designed to provide maximum benefit for both by making most commands available through either mouse clicks or keystrokes.

See also:

[Using the Menus](#)

[Shortcut key](#)



Moving the Insertion Point

LESSONmaker honors all the standard Windows keyboard and mouse operations for moving the [insertion point](#). (See your Windows manual for more information if you need it.)

See also:

[Scroll](#)



Selecting Text

To select text means to highlight it in preparation for [copying](#), [cutting](#), [deleting](#), or [formatting](#). You can select any amount of text from a single character to the complete contents of a window.

With the [mouse](#):

1. Move the mouse pointer to the beginning of the block of text to select.
2. [Click and drag](#) to the end of the block.
3. Release the mouse button.
4. Proceed with the copy, cut, delete, or formatting function.

(You can click and drag from the end of the block to the beginning as well.)

With the [keyboard](#):

1. Hold down the **Shift** key.
2. [Move](#) the [insertion point](#) to select the text.
3. Release the **Shift** key.
4. Proceed with the copy, cut, delete, or formatting function.

You can select text with these methods in the [Document](#), [Personal Notes](#), and all [book](#) windows, and in [text boxes](#) in [dialog boxes](#). What you can do with the selected text, however, depends on the window or dialog box. For example, in the Document and Personal Notes windows you can cut the selected text, but in book windows you cannot.

See also:

[Select All](#)



Editing the Lesson Document

LESSONmaker provides tools to create, edit, and print small group Bible study lessons and youth meeting plans. You create these from resource materials in LESSONmaker [books](#). Since the lessons are text documents, and most of the resource materials are text, the editing process is very similar to working in a word processor.

When you open a [Lesson Kit](#) to start a new lesson, LESSONmaker puts each of the [books](#) in its own window, and leaves one additional window (the [Document window](#)) empty. This is where you create and edit the lesson document.

As in a word processor, you can:

- type text directly into the lesson document
- [copy](#) text from the book windows and paste it into the document
- [move](#) text around within the Document window
- [delete](#) text from the document
- make multiple edits with [Find](#) and [Replace](#)
- reverse text changes with [Undo](#)
- [move](#) the insertion point around the text with the cursor movement keys and mouse
- [save](#) the document in a file on the disk
- [open](#) a document you created and saved before
- [create](#) a new (empty) document to begin a new lesson
- [print](#) the lesson document

All these operations are performed just as in a word processor. We have even assigned to them the same [keystrokes](#) and mouse operations that most Windows word processors use. This should make the process very natural for you. (Most of these operations are on the **File** and **Edit** menus.)

Special Editing Functions

In addition, because LESSONmaker is designed specifically to create and edit Bible study lessons, we have added several editing functions to make that process even easier:

- [copy whole paragraphs](#) from book windows to the Document window
- [copy whole sections](#) from book windows to the Document window
- [copy selected text](#) to the Document window
- [copy a whole window](#) to the Document window
- create [space for answers](#)
- [renumber](#) the questions in sequence
- create an [entire lesson](#) with one command
- copy the lesson or book to your [word processor](#) for more detailed formatting and printing
- view cross-references in a [pop-up window](#) or [WORDsearch](#)

See also:

[Lesson Kits and Lesson Files](#)
[Renumber \(Dialog Box\)](#)
[Document Files](#)
[Shortcut Menus](#)

Creating One-Passage Lessons

To create a Bible study around one passage of Scripture:

1. Select the passage you want to study.
2. Use [Open Lesson Kit](#) to open the [Lesson Kit](#) for that passage.
3. Select at least one question from each section--Open It, Explore It, Get It, and Apply It.

Choose enough questions to fill the amount of time you have. Plan to spend at least 75% of your time on Get It and Apply It questions. These usually require much more time to consider and discuss than Explore It questions.

A good mix of questions is:

- 1 **Open It** (5-10 minutes)
- 1 or 2 **Explore It** (5 minutes)
Use more if the group is completely unfamiliar with the passage.
- 1 to 4 **Get It** (10-20 minutes)
These should build on the observations made in Explore It.
- 1 or 2 **Apply It** (10-20 minutes)
Allow time for each person to adapt his or her answers.

Tip. Don't be afraid to control the amount of time your group spends on each type of question. Many groups are accustomed to analyzing the text for a long time and discussing application for only two or three minutes. By weighting the lesson toward Get It and Apply It questions, you increase the chances that your group will come away with life-changing insights and a sense of accomplishment.

See Also

- [Leading Small Groups](#)
- [Starting a New Lesson](#)
- [Steps to Creating a Lesson Using Open Lesson Kit](#)
- [Creating Topical Lessons](#)



Creating Topical Lessons

To create an adult topical study around several verses from different parts of Scripture:

1. Select a topic from the [Index of Lesson Kits](#).
2. Select the [Lesson Kit](#) you want to start with. Decide whether you want to examine one Lesson Kit deeply and thoroughly, or look more quickly at a variety of Lesson Kits.
3. If you are examining just one Lesson Kit, follow the steps in [Creating One-Passage Lessons](#), focusing on the topic you have chosen.
4. If you are looking at a variety of Lesson Kits, choose one or two items from each Lesson Kit that relate directly to your topic. If you choose an Explore It question, choose a Get It question to match.
5. After you have selected the material you need from one Lesson Kit, open the next one. LESSOnmaker updates all the book windows with the material from the new Lesson Kit, but the document you have started remains for you to continue working in. (Only one Lesson Kit can be open at a time.)
6. Copy the material you want to use from this Lesson Kit in the same way.
7. Continue opening and using each Lesson Kit to select resource material for your lesson.
8. When you are finished selecting material, you might have too much. Look over your lesson and eliminate material that overlaps.

Another approach

Instead of starting with **Index of Lesson Kits**, you can use [WORDsearch](#) to identify several Scripture passages to study. Then in LESSOnmaker, use [Open Lesson Kit](#) to open the Lesson Kits for each passage and select the questions to use in your lesson.

See Also:

[Leading Small Groups](#)

[Starting a New Lesson](#)

[Steps to Creating a Lesson Using Index of Lesson Kits](#)

Save Changes to Document?

You have asked to exit LESSONmaker, start a new document, or open a document file from disk. The current document has not been saved to disk, however, and any of these operations will cause the loss of any changes since you last saved it. LESSONmaker is asking if you want to save the current Document to disk before continuing so you do not lose your work.

iExit

Glossary

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active window

The window in which you are currently working. It is indicated by the color of its [title bar](#). Activate a window by [clicking](#) in it, or [selecting](#) it from the **Window** menu.



apocryphal/deuterocanonical books

Eighteen ancient Jewish books or segments of books, which are accepted as part of the Bible by the Roman Catholic or Orthodox churches, but not by Protestant churches. Since some Bible versions used by LESSONmaker include them, they are included in LESSONmaker, although only in those versions.



ASCII

The acronym for "American Standard Code for Information Interchange." This is a set of computer codes for letters, numbers, punctuation, special characters, and device control codes. Although it is a misnomer, the term "ASCII file" is commonly used to refer to a file that contains just text (letters, numbers, and common punctuation).

iExam

B82 (Svenska Bibeln)



Svenska Bibeln 1982. The Swedish Bible.

See also:

[Bible Versions Overview](#)



button

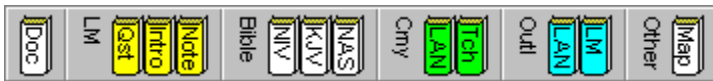
A small, square or rectangular area in [dialog boxes](#), on the tool bar, and on the bookshelf that you can click with the [mouse](#) to execute a command or open a window. Buttons always have names or icons on them to indicate the functions they perform.

The tool bar



The [tool bar](#), beneath the menu bar, is a set of square buttons for selecting the most frequently-used functions in LESSONmaker. Clicking a button to perform a task is often easier than using the menus. (On the illustration of the tool bar above, click the buttons to see what they do.)

The bookshelf



The [bookshelf](#), beneath the tool bar, shows the [books](#) available to you while working on your lesson. Each book is shown as a book-shaped button, and they are grouped in categories.

Dialog boxes

The buttons listed below have standard keyboard equivalents. Others have [shortcut keys](#) indicated by an underlined letter on the button.

<u>Button</u>	<u>Keyboard Equivalent</u>
OK	Enter
Cancel	Esc
Help	F1



click

To move the [mouse](#) pointer onto a screen item, and quickly press and release a mouse button. Unless the instructions say "[right-click](#)" use the left mouse button.

See also:

[Click and drag](#)



click and drag

To hold down the left mouse button while moving the [mouse](#) pointer, then releasing the button. Use click and drag to move an item on the screen, [select](#) more than one item that are next to each other, or [select a block of text](#).

See also:

[Click](#)



Clipboard


A temporary storage location where Windows holds text or graphics you have [cut](#) or [copied](#). You can copy the contents of the Clipboard to other locations and applications with [Paste](#). The Clipboard retains its contents until something else is put into it, or until you exit Windows.



close

To remove a [window](#) from the [desktop](#). In LESSONmaker, when you close a window its contents are not lost, it is merely removed from the desktop. It remains on the [bookshelf](#) for easy access.

There are two ways to close a window:

- Click its close button .
- Press **Ctrl+F4**.



control menu



A small menu for each window with commands to [close](#), move, or resize the window. Pull down the control menu by clicking the button at the left end of the window's title bar.

iExit

copy

iExalt

To make a duplicate of a [selected](#) block of text in the Windows [Clipboard](#) for [pasting](#) somewhere else. Unlike [Cut](#), Copy leaves the text in its original position as well. To copy selected text, click the **Copy** button on the [tool bar](#), press **Ctrl+C** or pull down the **Edit** menu and click **Copy**.

iExalt

cut

iExalt

To remove a [selected](#) block of text, holding it in the Windows [Clipboard](#). The text stays in the Clipboard until another cut or [copy](#) operation overwrites it, or until you exit Windows. You can put the text somewhere else with [Paste](#). To cut selected text, click the **Cut** button on the [tool bar](#), press **Ctrl+X** or pull down the **Edit** menu and click **Cut**.

iExalt

default

An option which is assumed to be the most common choice in a given situation and which is therefore offered first. The user can accept it or choose another option.

iExalt

delete

To remove a selected block of text without putting it into the Windows [Clipboard](#). To delete selected text press **Del**, or pull down the **Edit** menu and click **Delete**.

See also:

[Cut](#)



desktop

The LESSONmaker application window. Just as a physical desk can have books, magazines, papers, and notes stacked on it, your LESSONmaker desktop can have the Bible, book introductions, outlines, personal notes, a list of questions, and the lesson you are creating on it. All this information can be stacked or spread out on your LESSONmaker desktop.



dialog box

A box that LESSONmaker, Windows or other applications temporarily display on your screen, in which you type information or select options. Most dialog boxes have **OK** and **Cancel** [buttons](#). When the options in the dialog box are set correctly, click **OK** to accept those options and perform the action. To abort the action, click **Cancel** (or press **Esc**). The changes you have made to the options are discarded and the dialog box is closed.

 iExalt

directory

A [folder](#). In MS-DOS 6.2 and earlier, and Windows 3.1 and earlier, folders were called *directories*. For Windows 95 the name was changed to *folder*.

 iExalt

double-click

To click a [mouse](#) button twice in quick succession. In LESSONmaker (and most Windows applications) double-clicking is used only with the left mouse button.

iExalt

folder

Part of the structure that organizes files and other folders on a disk. Files are grouped into folders according to their contents or purposes, and the folders are given names that show what files they contain. Folders can contain other folders. In MS-DOS 6.2 and earlier, and Windows 3.1 and earlier, folders were called *directories*. For Windows 95 the name was changed to *folder*.

iExalt

GW



God's Word to the Nations. This is a new Bible translation that clearly communicates the saving, life-changing Good News about Jesus. God's Word is intended to be read by those who are well-versed in Scripture as well as first-time Bible readers, Christians as well as non-Christians, adults as well as children.

See also:

[Bible Versions Overview](#)



insertion point

The vertical blinking bar in a text box or text window that indicates where text that is typed or [pasted](#) will be inserted.



KJV



The King James Version, a standard Bible translation for almost 400 years. The KJV is also known as the Authorized Version.

See also:

[Bible Versions Overview](#)



Lesson Kit

A set of materials (LESSONmaker ["books"](#)) such as discussion questions, meeting activities, introductions and outlines, from which you can copy text to create a small group Bible study lesson or youth meeting plan. By selecting different questions and changing the focus of the discussion, you can create a variety of lessons from each Lesson Kit. You can also create lessons containing materials from several Lesson Kits if you want.

See also:

[Lesson Kits Overview](#)

[Lesson Kits and Lesson Files](#)

[LESSONmaker Books Overview](#)



LESSONmaker Books

The tools you can use in LESSONmaker as you study and prepare your lesson plans, including study questions, activity ideas, Bible versions, introductions, outlines, etc. In earlier versions of LESSONmaker these were called "resources."

See also:

[LESSONmaker Books Overview](#)



Living (Liv)



The Living Bible. This modern paraphrase of the Bible is designed to communicate the intent of the original text in language that today's reader will relate to and understand. It is easy to read and follow--a popular alternative to classic translations.


See also:

[Bible Versions Overview](#)




maximize

To enlarge a [window](#) so it fills the area of the screen available to it. When you maximize the LESSONmaker application window, it fills the entire screen. When you maximize a [Document](#) or [book](#) window, it fills the LESSONmaker application area (its [desktop](#)). There are three ways to maximize a window:

- Click the maximize button  at the right-hand end of the [title bar](#).
- Double-click the [title bar](#).
- Pull down its [control menu](#) and click **Maximize**.

restore


When a window is maximized, its maximize button is replaced with the restore button . Click it to restore the window to its previous size.



minimize

In Windows generally, to replace a window on the screen with an icon that represents it (Windows 3.1) or a button on the taskbar (Windows 95). Use this to reduce screen clutter while you are not immediately using a window. This meaning is true for the main LESSONmaker application window, but not for other LESSONmaker windows, such as the [lesson document](#) or [books](#). Minimizing these windows has the same effect as [closing](#) them: removing them from the [desktop](#) without losing their contents. Their [bookshelf](#) buttons are always available to re-open them.

There are two ways to minimize a window:

- Click the minimize button  at the right-hand end of the [title bar](#).
- Pull down its [Control menu](#) and click **Minimize**.



mouse

A hand-operated pointing device that moves a pointer on the screen as the pointing device moves on the tabletop. Mice have two or three buttons. Most LESSONmaker functions are available by [clicking](#) the left mouse button on a [menu](#) option, [tool bar](#) button, or [dialog box](#) button. Other functions use a [double-click](#) or [right-click](#). (Neither this Help information nor the LESSONmaker program make a distinction between mice and other pointing devices such as trackballs. You can use whatever pointing device you have on your computer.)

iExalt

Move (Control Menu Command)

> **To access:** Pull down the [Control menu](#) and choose **Move**.

Use **Move** to change the position of the [active window](#) on the [desktop](#).

When you select the **Move** command, the mouse pointer becomes a four-directional arrow.

1. Use the arrow keys to put the window where you want it.
2. Press **Enter**.

Since you can always just [drag](#) a window with its [title bar](#), **Move** is most useful when you can't or don't want to use the mouse.

See also:

[Working with Windows](#)



MSG



The Message. This best-selling new paraphrase makes the New Testament, Psalms and Proverbs read like they were written yesterday.

See also:

[Bible Versions Overview](#)



NAB



The New American Bible with Revised New Testament. This modern translation was created by members of the Catholic Biblical Association of America. It includes extensive commentary, about equal in size to the Bible text itself.

See also:

[Bible Versions Overview](#)



NASB or NAS



The New American Standard Bible. Many scholars consider the NASB the most literally accurate English translation of the Bible because of its faithfulness to the original manuscripts, even to such details as sentence structure, word order, and conjunctions.

See also:

[Bible Versions Overview](#)



New Gk.-Eng. Interlinear N.T.



This powerful interlinear New Testament includes six hypertext levels for each Greek word:

- UBS 4 Greek Text
- Friberg's simple transliteration. Click to hear the word pronounced.
- Grammar tags from Friberg's Analytical Greek New Testament. Click to see the expanded definition.
- Tyndale's context-sensitive English translation
- Greek root word
- Strong's number. Click to see its definition.

See also:

[Bible Versions Overview](#)



Next (Control Menu Command)

- > **To access:** Press **Ctrl+Tab**,
- Or:** Press **Ctrl+F6**.
- Or:** Pull down the [Control menu](#) and choose **Next**.

Use **Next** to [select](#) the next window open on the LESSONmaker [desktop](#).

Next cycles through the windows open on the LESSONmaker desktop. Since you can always just [click](#) in any window you want to select, **Next** is most useful when you can't or don't want to use the mouse.



NIV



The New International Version. By far the most popular modern translation in the U.S., the NIV strikes a balance between readability and adherence to the original languages.

See also:

[Bible Versions Overview](#)



NJB



The New Jerusalem Bible. First translated from the original languages into French, this modern English version is known for its readability and is popular across denominational boundaries. The Living Church called it "the best of the modern translations."

See also:

[Bible Versions Overview](#)



NKJV



The New King James Version. This revision of the [KJV](#) maintains the spirit of the classic King James language while presenting a modern text that is much easier to read and understand.

See also:

[Bible Versions Overview](#)



NLT



New Living Translation. The NLT incorporates the latest biblical scholarship through the work of 90 world-class Bible scholars representing every major denominational background. Their work over a seven-year period represents the coming together of the best of the best for this momentous work. The scholars, under the direction of the Bible Translation Committee, set out to produce a translation as good for study as it is for devotional reading.

See also:

[Bible Versions Overview](#)



NRSV



The New Revised Standard Version. This modern translation is an authorized revision of the Revised Standard Version. It includes the [Deuterocanonical](#) works (Apocrypha) and is used by both Catholic and Protestant denominations.

See also:

[Bible Versions Overview](#)



open

To display a [window](#) or [dialog box](#) on the [desktop](#), making it ready for use.

There are two ways to open a window in LESSONmaker:

- On the [bookshelf](#) click its button
- On the **Window** menu click its name (or press its number or letter)

Dialog boxes are opened automatically when LESSONmaker or Windows needs to exchange information with you.



paste



To place text that has been [cut](#) or [copied](#) into another location. To paste text, click the **Paste** [tool bar](#) button, press **Ctrl+V**, or pull down the **Edit** menu and click **Paste**.



Rich Text Format (RTF)

A standard format used by word processors and other programs to store formatted text, that is, text with bold, italics, centering, etc. LESSONmaker uses RTF by [default](#) when storing lesson [documents](#).



right-click

To move the [mouse](#) pointer onto a screen object, and quickly press and release the right-hand mouse button.



RVR 1960



The Reina-Valera Revision 1960. The RVR 1960 is by far the most popular Spanish translation available today. It is the most recent update of a line dating back to the Reina 1569 translation from the Pagininus Latin and the Valera 1602 translation from the Massoretic Hebrew and Greek Textus Receptus.

See also:

[Bible Versions Overview](#)



scroll

To move the text in a window or box so portions of the text outside the window area come into view. Depending on the nature of the window or box, this can be done with scroll bars, the cursor movement keys, or both.

iExalt

scroll bar

A vertical or horizontal bar at the right or bottom edge of a window that enables you to move ("[scroll](#)") a document within its window frame. The small box in the scroll bar shows the approximate position of the document in the window. You can [drag](#) the box to scroll the document, or [click](#) in the scroll bar outside the box to scroll the document by one "page" (the height or width of the window).

iExalt

scroll bar

A vertical or horizontal bar at the right or bottom edge of a window that enables you to move ("[scroll](#)") a document within its window frame. The small box in the scroll bar shows the approximate position of the document in the window. You can [drag](#) the box to scroll the document, or [click](#) in the scroll bar outside the box to scroll the document by one "page" (the height or width of the window).

iExalt

select

To mark an item on the screen, in order to set a condition, or prepare to [copy](#), [cut](#), [delete](#), or [format](#) it. The mark can be a highlight, a dotted rectangle, a check mark, or a round option button. There are several ways to select an item:

- [Click](#) on it once.
- Move a selection bar to it with the arrow keys.
- [Click and drag](#) the [mouse](#) across it.
- Hold down the **Shift** key while moving the [insertion point](#) with the cursor movement keys.

Usually, selecting an item does not directly initiate an action. In many cases, however, instead of selecting an item and then clicking **OK**, you can [double-click](#) the item.

See also:

[Selecting Text](#)



shortcut key

A key or key combination that executes a command or selects an option, sometimes directly, without pulling down menus. On menus and in dialog boxes, many shortcut keys are shown as an underlined letter in the command or option name. Other shortcut keys are shown to the right of menu commands, often as F-keys (such as **F3**) or combinations with **Ctrl** or **Alt**.

To use shortcut keys shown as underlined letters:

- On the main menu, hold down **Alt** and press the underlined letter.
- In dialog boxes, hold down **Alt** and press the underlined letter.
- On pulled-down menus, press the underlined letter.

To use shortcut keys shown to the right of menu commands:

- Press the key or key combination. (The menu does not have to be pulled down.)

See also:

[Using the Keyboard](#)

[Using the Menus](#)



shortcut menu

LESSONmaker displays shortcut menus when you [right-click](#) in text windows. They list the most common commands for copying and editing text. Because they are available with a simple mouse click, they provide a very quick and easy way to perform the most important editing tasks.

See also:

[Shortcut Menus](#)



Size (Control Menu Command)

> **To access:** Pull down the [Control menu](#) and choose **Size**.

Use **Size** to change the size of the [active window](#).

1. Select the **Size** command.
2. Use the arrow keys to move the window borders where you want them.
3. Press **Enter**.

Since you can always just [drag](#) a window's borders with the mouse, **Size** is most useful when you can't or don't want to use the mouse.

See also:

[Working with Windows](#)



STEP



A standard format for electronic publishing of Christian works, which is supported by a number of Bible software publishers and content publishers. STEP allows books published by one company to be read by another company's software, so you can purchase books from any participating publisher and use them with LESSONmaker. STEP stands for Standard Template for Electronic Publishing.

See also:

[Books from Other Publishers](#)



switch

To make another application running under Windows the [active window](#).

Windows provides several ways to switch among applications. (See your Windows manual for details on these.)

With the mouse:

- [Click](#) anywhere in an application window.
- Click the application button on the taskbar.

With the keyboard:

- Press **Alt+Tab**.
- Press **Alt+Esc**.



text box

A box in a [dialog box](#) that accepts text typed on the keyboard. You can use the cursor movement, **Del**, and **Ins** keys to move around in and edit text boxes.

iExalt

TEV



The Today's English Version. Also known as the Good News Bible (GNB), this popular translation clearly delivers the message of God's Word with easy-to-read language, avoiding typical religious terminology.

See also:

[Bible Versions Overview](#)



title bar

The colored bar at the top of each window that shows the name of the window. You can [drag](#) the title bar to move the window, and [double-click](#) it to [maximize](#) the window.



tool bar



The row of buttons just beneath the main menu. [Click](#) the buttons to execute common LESSONmaker commands. Click the buttons above to see what each one does.

See also:

[Tool Bar](#)



unlock

If you have purchased LESSONmaker on a CD-ROM, the [books](#) available are included on one or more CDs, but must be "unlocked" to be used. When you purchase books, an iExalt representative will give you an unlock key which you must type in to unlock them and make them available.

See also:

Installation instructions printed on the face of the CD.

The electronic User's Manual on the CD:

1. On the Windows taskbar, click the Start button.
2. Click Programs.
3. Click NavPress Software.
4. Click LESSONmaker Manual on CD.



window border

The narrow frame that defines the edges of a window. When you point to a window border with the [mouse](#), the mouse pointer becomes a double-headed arrow, and you can click the border and [drag](#) it to change the size of the window.

See also:

[Working with Windows](#)



WORDsearch

A computer Bible program produced by iExalt Electronic Publishing. WORDsearch helps you do Bible study by automating many of the tasks you would do with a concordance and other reference books, but uses the power of the computer to provide tools that are far beyond what is available with books alone.



Save Options

This button saves the current choices as [defaults](#) so they are offered first whenever this dialog box is shown. By saving your most frequent choices, you save time in the future.



Show Ruler (Shortcut Menu)

- > **To access:** [Right-click](#) in the [Document](#) or [Personal Notes](#) windows,
Then: Click **Show Ruler** on the [shortcut menu](#).

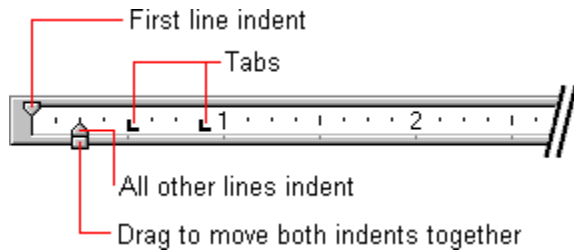
Use **Show Ruler** to display or hide the ruler.

Use the ruler to display and change tab stops, margins, and indentation in the Document and Personal Notes windows.

The [active](#) window is [maximized](#) when you display the ruler, and the ruler is hidden when you [restore](#) the window. The ruler settings apply only to the paragraph that contains the [insertion point](#), or to all [selected](#) paragraphs. When you press **Enter** to create a new paragraph, the settings carry forward into the new paragraph.

The ruler has three sliders you can [click and drag](#) with the mouse, plus tab markers.

- ▼ The top slider sets the indentation of the first line of the paragraph.
- ▲ The middle slider sets the indentation of all other lines of the paragraph.
- ▣ The bottom slider moves both indentation sliders together to set the left margin.
- └ Tab markers show the position of tab stops. [Click](#) anywhere inside the ruler to create a tab stop. To remove a tab stop, click and drag the tab marker off the ruler.



See also:

[Editing the Lesson Document](#)

Title

> **To access:** ,
Or: .

Shows

See also:

iExalt

- !!See also
- !!Browse sequence
- !!Keywords
- !!Context ID
- !!Icons or bitmaps
- !!Glossary
- !!Incoming links
- !!Menu stub topic

