

**God's Word for Windows** is an easy to use Bible reference program that runs under Microsoft Windows Version 3.0\*. **God's Word for Windows** will help you study the Bible more effectively by making it more accessible. Study is enhanced by giving you the ability to search the Bible by word, topic, or combination of words and by providing function to copy verses from God's Word for Windows into other Windows programs.

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**Use the following procedure to search for verses containing a given word:**

- o Activate the **Words** field by clicking on the **Words** field or by pressing **<Alt>w**.
- o Type in the word you wish to search for using upper or lower case letters.
- o Start the search by clicking the **GO!** button.

**Use the following procedure to search for verses containing a group of words:**

- o Activate the first **Words** field by clicking on the **Words** field, or by pressing **<Alt>w**.
- o Type in the first word using upper or lower case letters.
- o Combine the first word with the next word using **And**, **Or**, or **And Not** by clicking on either the **And**, the **Or** or the **And Not** option buttons next to the first **Words** field. **And** enables searches for verses containing the first word **And** a second word. **Or** enables searches for verses containing the first word **Or** a second word. **And Not** enables searches for verses containing the first word **And Not** a second word. For more information on option buttons, see the Program Manager's help topic entitled **Option Buttons**.
- o Activate the second **Words** field by clicking on it, or by pressing the **<Tab>** key.
- o Type in the second word.
- o Optional - Combine the second word with the third word using **And**, **Or**, or **And Not**.
- o Optional - Activate the third **Words** field by clicking on it, or by pressing the **<Tab>** key.
- o Optional - Type in the third word.
- o Start the search by clicking the **GO!** button.

**Use the following procedure to search for verses pertaining to a particular topic:**

- o Choose the topic of interest by pulling down the **Topic** drop-down list box and choosing a topic from that list. For more information on Drop-down Lists see the Program Manager's help topic entitled **Drop-down List Boxes**.
- o Start the search by **clicking** the **GO!** button.

**Use the following procedure to limit any of the above searches to one book in the Bible:**

- o Choose the book in the Bible to limit the search to by pulling down the **Book** drop-down list box and choosing the desired book from that list.
- o Complete the search by using any of the previous procedures

**Use the following procedure browse through the list of matching verses**

- o After following one of the previous procedures, the number of matching verses will be displayed next to the **Verses Found** field and the list of matching references will be displayed in the box underneath the same field. If no verses match, **No References Found** will be displayed.
- o Activate the **Verses Found** list box by clicking anywhere in the box or by pressing **<ALT>f**.
- o Choose verses to peruse by highlighting references in this list box . The corresponding verse will be displayed in the **Verse** box. For more information on List Boxes, see the Program Manager help topic entitled **List Boxes**.

**Use the following procedure to copying a verse or verses to other Windows programs**

- o Perform a search using any of the previous procedures.
- o Find the verse to print using the previous procedure for browsing the list of matching verses.
- o Click the button labeled **Copy To Clipboard** or press **<ALT>c**
- o Activate the application to receive the verse.
- o Position the cursor at the insertation point .
- o Pull down the program's **Edit** menu and choose **Paste**.
- o Return to **God's Word For Windows** by pressing **<Ctrl><Esc>** and choosing **God's Word for Windows** from the Windows 3.0 task list.
- o You may copy more than one verse to the clipboard using **Copy To Clipboard** for the first verse and **Append to Clipboard** or **<Alt>d** for subsequent verses.

**Use the following procedure to print a verse on the printer**

- o Perform a search using any of the previous procedures.
- o Find the verse to print using the previous procedure for browsing the list of matching verses.
- o Click the button labeled **Print** or press **<ALT>p**.



## Short Cut Keys

The following keys short cut keys may be used.

<Alt>a	Activate the <b>About</b> box.
<Alt>b	Activate the <b>Book</b> field.
<Alt>c	<b>Copy</b> the displayed verse to the clipboard.
<Alt>d	<b>Append</b> the displayed verse to the contents of the clipboard.
<Alt>f	Activate the <b>Verses Found:</b> list box.
<Alt>g	Start the search.
<Alt>t	Activate the <b>Topics</b> combo box.
<Alt>h	Activate on-line <b>Help</b> .
<Alt>p	<b>Print</b> the displayed verse.
<Alt>w	Activate the <b>Words</b> edit field.
<Alt>x	<b>Exit</b> this program.