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Installation is easy

You need to be in the Windows(TM) environment to complete this installation. It is recommended that no other Windows(TM) Application programs are running during the installation of this software.

To install, simply insert the floppy disk (#1) in your drive and go to the Windows(TM) Program Manager menu and click (depress and release the left mouse button) on File, and then Run, and type **a:setup (or b:setup)** and follow the instructions.

Related Topics:

If your computer has 2MB or less Memory

If your computer has 2MB or less Memory

If your computer has 2 MBytes or less memory and you are currently running Windows in 386 Enhanced Mode, you will get better performance if you switch to Standard Mode.

To start Microsoft Windows(™) in Standard Mode type the following:

WIN /S

Due to the large size of this software (and the associated Scriptural text), it may not run on some machines if the machine is struggling to run Windows(™) in Enhanced Mode with only 2 MBytes of memory.

First experience with the CompuWorks Desktop New Testament

This short Tutorial will walk you through the basic capabilities of the **CompuWorks Desktop New Testament**. The **CompuWorks Desktop Old Testament** has the same user interface. Additional information is available in the Overview Section.

Related Topics:

- [Mouse and Basic Skills Assumed](#)
- [Starting the CompuWorks Desktop Bible from a Program Group](#)
- [Starting the CompuWorks Desktop Bible with Executables](#)
- [First Look at the Main Window](#)
- [Selecting Chapters and Viewing Text](#)
- [Selecting Fonts](#)
- [Selecting Books](#)
- [Jumping Directly to a Verse](#)
- [Moving and Resizing the Main Window](#)
- [Copying Text to the Clipboard](#)
- [Printing Text Directly to Your Printer](#)
- [Text Search](#)
- [Study Aids](#)
- [Keeping Your Own Notes](#)
- [Getting Help](#)
- [Quit](#)

Mouse and Basic Skills Assumed

This Tutorial assumes you have a mouse on your computer system. For further information regarding using this software without a mouse see [Mouse](#).

This Tutorial will also assume that you are familiar with the Basic Operation of a Windows software application. To refresh your memory you may refer to the Basic Skills section [Basic Skills](#).

Starting the CompuWorks Desktop Bible from a Program Group

If you have set up a Program Group during the Installation process, you will find it in the Program Manger Window. The default name for this group is **Bible**. When you double click on this Program Group you will see an "open book icon" for the **CompuWorks Desktop New Testament** and the **CompuWorks Desktop Old Testament**. Double click on the open book labeled Desktop New Testament and the program will start.

Starting the CompuWorks Desktop Bible with Executables

Another way to start the **CompuWorks Desktop New Testament** is by running the **nt.exe** file in the directory specified during installation. The default directory is **deskbibl**. Similarly the **CompuWorks Desktop Old Testament** is started by running the **ot.exe** file in the same directory.

First Look at the Main Window

The Main Window opens with the text window displaying **Matthew** chapter 1 starting with verse 1. The name of the book is displayed in blue just above the text window. The chapter number is indicated to the right of the horizontal scroll bar labeled "**Chapter Selection Scroll Bar**" along with the number of chapters in the book (in this case 28).

Selecting Chapters and Viewing Text

Click the right arrow of the Chapter Selection Scroll Bar to advance to the next chapter. Click the left mouse arrow to display the previous chapter. To more quickly move to a specific chapter, select the scroll box in the Chapter Selection Scroll Bar and "drag" (hold down the left mouse button while moving the mouse) it to a specific chapter in the book in a single motion. Move to chapter 18 using the scroll box.

Use the vertical scroll bar along the right edge of the text box to display the desired text. Click the down arrow to advance a line of text. Click the up arrow for opposite effect. Click the rail of the vertical scroll bar to move up or down a page of text depending on whether you click above or below the scroll box. To move through text more quickly, drag the scroll box and up or down until you get to the desired location. Use the vertical scroll bar as described until you are comfortable moving the text in the text window.

Selecting Fonts

To change the size or style of the fonts in the Main Window (and the Text Window) click **Format** in the Main Window menu. Then click **Font...** Select the font, style and size in the dialog box and then press "OK".

Selecting Books

Click the **Next Book** button to advance to **Mark** chapter 1 (of 16). Click the **Prev Book** button to return to Matthew chapter 1. Click the Prev Book button again and the message "**You're already at the beginning**" appears. Click the "OK" button to remove the message.

Click the **Select Book** button. All the books in the New Testament are displayed. Select **First Thessalonians** and click the "OK" button (or double click on the selected book). The Main Window will reappear at First Thessalonians chapter 1.

Jumping Directly to a Verse

To move directly to a verse, click Edit in the Main Window menu. Then click "**Jump to Verse**" (or just click the "**F3**" key as a shortcut). Specify the location as **Book:Chapter:Verse**. For the case when a book is a single chapter, specify chapter 1.

Examples :

Type: **Mt:5:1** for Matthew 5:1

Type: **1Jn:2:1** for 1 John 2:1

Type: **3Jn:1:11** for 3 John 11 (only one chapter in this book)

Moving and Resizing the Main Window

Change the location of the Main Window by selecting the title bar and dragging (depress the left mouse button while moving the mouse) it to a new location.

Resize the Main Window by selecting a border or corner of the window and dragging it to new location.

Minimize ("shrink" to an icon) the Main Window , by clicking the "Minimize" (down-arrow) button in the upper-right corner of the window. Double click the resulting icon to display the Main Window.

Maximize the Main Window by clicking the "Maximize" (up arrow) button in the upper-right corner of the window. Return the Main Window to its previous size by clicking the upper-right corner button which contains both and up and down arrow.

Copying Text to the Clipboard

Move the cursor into the text area and highlight (position mouse at the beginning of the text and drag it to the end of the text and then release the button) several lines of text.

Then select **Edit** in the Main Window menu and click "**Copy to Clipboard**". The selected text is now in the Clipboard and may be inserted into a word processor document with the "Paste" command.

If no text is highlighted, the entire chapter is copied to the clipboard.

Printing Text Directly to Your Printer

Highlight the text to be printed. If no text is highlighted then the entire chapter will be printed. Make sure your printer is turned on. Click **File** in the menu at the top of the Main Window. Then click **Print**.

Text Search

The search examples in this section were written using the **King James Version** of the Bible.

Select the **Text Search** button. A window including all the New Testament books appears. Click the **Select All** button. All the books are highlighted. Click the "OK" button. This action will include all the New Testament books in the search.

The text search software will search for individual words or complete phrases. Type the phrase "come unto me" in the small text box labeled "**Find What**". Click the **Find Text** button. In a moment, the search is complete and 7 verses have been found containing the phrase "come unto me". The verses are displayed in the large text box. Use the vertical scroll bar to view all 7 verses. Highlight a single verse or a combination of verses and click the "**Copy to Clipboard**" button. The selected text is now in the clipboard for use in a word processor. If no text is highlighted, all 7 verses are copied to the clipboard.

(Advanced Techniques for Specifying Text).

Move the cursor in the text box to any of the 7 verses. Click the left mouse button so that the blinking cursor is positioned anywhere in a particular verse. (Highlighting any portion of a verse will achieve the same result). Click the "**Jump to verse in main window**" button at the lower right of the text window. Instantly, the Main Window appears at the verse you selected. To return to the Text Window click the Text Search button in the Main Window or click any portion of the Text Window. In this way you may move back and forth between selected verses and the Biblical text in the Main Window.

Click the **Print** Button at the bottom of the Text Window to print the 7 verses found in the search operation directly to your printer.

Click the "**Case Insensitive Search**" box and click the Find Text button again. This time 8 verses are found. The additional verse is Matt 11:28 which contains "Come unto me". This verse was not previously included because the "C" in the word "Come" is capitalized. With the Case Insensitive Search enabled, the search matches words regardless of upper or lower case characters.

Click the "**Select Books to Search**" button. When the book selection window appears, click the "**Clear All**" button. Select (click the books with the mouse) Matthew, Mark, Luke and John. This restricts the search to only these four books. Click "OK". Type "Nazareth" in the "Find What" text window. Click the Find Text button. The search program will find 21 verses.

To move to the Main Window without losing the results of this search, click on a portion or border of the Main Window. The Main Window appears partially covering the Text Search Window. Click the Text Search button and the Text Search Window reappears as before. This allows you to move between the search results and the Biblical text easily.

To leave the Text Search Window, click the "Cancel" button and the Main Window reappears.

Study Aids

Select the **Study Aids** button. The **New Testament Study Aids Window** appears.

Related Topics:

Maps

Time-line

Events, Miracles and Parables

Maps

In the section labeled **Maps**, click the button labeled **Paul's 3rd Journey**. A color map appears. Move the map to a different location on the screen. Click the "Minimize" button (down arrow in upper right corner of the map window). The map is reduced to an icon. If necessary move the New Testament Study Aids Window to see the icon. Notice that the icon is a representation of the map area. Click the button labeled **Palestine**. When the map appears reduce it to an icon as well and note the appearance. Double click on both of the map icons to return the maps to normal size. The window size of each map is fixed. To make a map disappear, click the **Close** button near the top of the map window. Repeat this with the other map icon to make the maps disappear.

To print a map directly to your printer, simply click the **Print** button at the top left of the map being displayed.

Time-line

In the section labeled **Time-line**, click the button labeled "**4 BC - AD 70**". The New Testament Time-line window appears. Use the vertical scroll bar in this window to move through the time-line. Reduce the window to an icon and then double-click the icon to return the window to view. Click the **Close** button to make the time-line window disappear.

Events, Miracles and Parables

In the section labeled **Events**, click the button labeled **Select Event**. A window entitled "**Events in the Jesus' Life**" appears. Click the down-arrow on the list box indicated by the word "**Event:**". A menu appears which offers a list of specific events in the life of Jesus. Scan down the list using the vertical scroll bar. Click the event in the menu called "**Baptism**". Note that chapter and verse appears below the buttons labeled **Matthew**, **Mark**, and **Luke**. No chapter and verse appear below the button labeled **John**. This indicates that the baptism of Jesus is recorded in three of the four Gospels. To move to the account of the baptism of Jesus in Matthew, click the button labeled Matthew. The Main Window appears at Matt 3:13. To return to the Events Window, either click on a portion of the Events Window or if it is completely covered by the Main Window, click on the Study Aids button in the Main Window and then the Select Event button in the New Testament Study Aids Window.

In the Study Aid Selection portion of the Window entitled "Events in the Life of Jesus", click the option button next to "**Miracles of Jesus**". The title of this window changes to "**Miracles**". Click the down arrow on the list box now labeled "**Miracle**". Examine the list of miracles recorded using the vertical scroll bar. Clicking the option button called "**Parables of Jesus**" will open the list box with parables taught by Jesus.

This instant access to the New Testament will enhance the Bible study experience for all family members.

Click the **Close** button and then the **Cancel** button in the New Testament Study Aids Window to return to the Main Window.

Keeping Your Own Notes

Notes are associated to a particular chapter in the New Testament. Find Matthew chapter 5. Then click the **Notes** Button. The **Notes Window** will appear entitled : **Notes: Mt Chapter 5**. Simply type your personal comments or insights into this window. Standard editing commands are available by clicking the **Edit** command in the menu at the top of the Notes Window.

To print notes, highlight the text to be printed. If no text is highlighted then the entire set of notes for a chapter will be printed. Make sure your printer is turned on. Click **File** in the menu at the top of the Main Window. Then click **Print**.

Close the Notes Window by clicking **File** and then **Close**. Changes to notes are saved whenever you close the Notes Window.

The word Notes on the Notes button is displayed in **red** whenever a note has been written for the chapter being displayed in the Main Window.

Getting Help

Click the **Help** button to start the on-line Help. Click **File** and then **Exit** to return to the Main Window. You can also press the "**F1**" key, at any point in the program, to initiate context sensitive help.

Click the Help item in the Main Window menu. The drop down menu appears. Click the **Help Index** to initiate Help or click the **How to Use Help** for a help tutorial. Click File and then Exit to return to the Main Window.

Quit

Congratulations, you have completed the tutorial. More information is available in the Overview section. Click the **Quit** button to exit the **CompuWorks Desktop New Testament** program and save the current status. The next time the **CompuWorks Desktop New Testament** is run, the Main Window will start at the same screen position, size and text location specified just before "quitting" the program.

Basic Skills

This software incorporates features commonly found in major applications for the Windows(™) operating system.

Related Topics:

[Mouse](#)

[Manipulating the Main Window](#)

[Highlighting and Copying Text](#)

[Printing Text Directly](#)

[Cursor Shapes](#)

[Reference](#)

Mouse

Although a mouse is strongly recommended, you may use the **CompuWorks Desktop Bible** with or without a mouse. If you have a mouse, simply click (depress the left mouse button) a button to initiate an operation or click in the text box area to select text. You may select a button or text box without a mouse by pressing the "Alt" key and the letter underlined in the button title or by repeatedly pressing the "TAB" key until the desired selection is made and then pressing the "Enter" key.

If you have a mouse, the vertical scroll bars are a convenient way to move around in the text. "Arrow" keys and "Page Up" and "Page Down" keys are also effective in navigating in the text window.

Manipulating the Main Window

The size of the **CompuWorks Desktop Bible** Main Window may be changed and the location of any window can be modified so that the user can customize screen space to personal tastes. If you have a mouse, drag (depress the left mouse button while moving the mouse) the title bar of the window you wish to move to a new location or select a border or corner of the **CompuWorks Desktop Bible** Main Window and drag to the desired location. If you don't have a mouse, press "Alt" and "Spacebar" at the same time to open the control menu and select the "Move" or "Size" commands with the "arrow" keys and press "Enter".

To minimize a window (shrink to an icon), use your mouse to click the "Minimize" (down-arrow) button in the upper-right corner of the window. Or, press "Alt" and "Spacebar" simultaneously to open the control menu and select the "Minimize" command and press "Enter".

Highlighting and Copying Text

You can "highlight" text with the mouse by positioning the cursor at the desired starting point and pressing the left mouse button and dragging it to the desired end point and releasing the mouse button. To highlight text without a mouse, position the cursor at the desired starting point using the "arrow" keys (also "Page Up" and "Page Down") and hold down the "Shift" key while moving the cursor with the "arrow" keys to the desired end point.

Once text is highlighted, clicking the **Edit** portion of the menu and selecting **Copy to Clipboard** copies the highlighted text to the clip board where it can be subsequently copied into your favorite word processor. To select the **Edit** item in the menu without a mouse, hold down the "Alt" key while pressing an "e" (note that the "e" in "Edit" is underlined). Then press "c" select "Copy to Clipboard".

If no text is highlighted, the entire chapter is copied to the clipboard.

Printing Text Directly

Highlight the text to be printed. If no text is highlighted then the entire chapter will be printed. Make sure your printer is turned on. Click **File** in the menu at the top of the Main Window. Then click **Print**.

Cursor Shapes

When the cursor is in an "hourglass" shape, the program is working to complete your last request. The normal cursor will return shortly.

Reference

If you are a new Windows user, spend some time in the "Basic Skills" section of the "Microsoft WindowsTM User's Guide" included in the WindowsTM 3.x documentation.

Main Window

This software was designed to be intuitive. It's operation should be easy to understand after some "hands on" experimentation. The **Help Button** is here to further increase your ability to effectively use this software.

Related Topics:

- [Books and Chapters](#)
- [Moving around in the Text](#)
- [Chapter Selection](#)
- [Book Selection](#)
- [Text Search Button](#)
- [Study Aids Button](#)
- [Notes Button](#)
- [Help](#)
- [Exiting the Program](#)

Books and Chapters

The name of the Book and the selected Chapter are displayed near the top of the text in the Main Window. The number of chapters in the selected book is also indicated.

Moving around in the Text

Move around the text using the vertical scroll bars, "arrows keys", "Page Up" and "Page Down" keys.

Chapter Selection

Select chapters with the **Chapter Selection Scroll Bar** just above the text in the Main Window. Click the right arrow to increment the chapter or the left arrow to decrement. (Alternately you may repeatedly press the "TAB" key until the Chapter Selection Scroll Bar is selected and then use the left and right arrow keys on your keyboard to change chapters). You may click and drag the scroll box in the Chapter Selection Scroll Bar and move to any chapter in the book in a single motion.

Move to the first chapter of the next book by pressing the **Next Book** button. Similarly, you can move to the first chapter of the previous book by pressing the **Prev Book** button.

Book Selection

Select a different book by choosing the **Select Book** button. Move through the book menu listed to the desired book and press the "OK" button. If you have a mouse, double clicking the desired book will select the book and return to the Main Window. Note that the text has changed and the title of the newly selected book (starting at chapter 1) is now displayed at the top of the Main Window.

Text Search Button

Select the **Text Search** button ([Text Search Window](#)) to search a book or selected books for words or phrases.

Study Aids Button

Select the **Study Aids** button (Study Aids Window) to:

- 1) display color maps of lands and travels;
- 2) to search for an important event and immediately jump to place in the biblical text where this event is depicted;
- 3) to display chronological time-lines.

Notes Button

Notes are associated with a particular chapter in the Scriptures. When you click the **Notes** Button, the **Notes Window** will appear with the title indicating the book and chapter which have been selected. Type your personal comments or insights into this text window. Standard editing commands are available by clicking the **Edit** command in the menu at the top of the Notes Window.

To print notes, highlight the text to be printed. If no text is highlighted then the entire set of notes for a chapter will be printed. Make sure your printer is turned on. Click **File** in the menu at the top of the Main Window. Then click **Print**.

Close the Notes Window by clicking **File** and then **Close**. Changes to notes are saved whenever you close the Notes Window.

The word "Notes" displayed in **red** indicates that a note has been written for the chapter being displayed in the Main Window. If no notes have been written for the chapter displayed, the word Notes on the Notes Button will be **black**.

The size of a notes entry for a **single chapter is limited to 20,000 characters**. A warning message is displayed if you exceed this limit.

The files which store notes for the New Testament and the Old Testament are **dbntnote.dat** and **bdntnote.dat** respectively.

To protect your notes information, backup copies of these files are made every time a note is changed. These files are **dbntnote.bak** and **bdntnote.bak**. If a file is corrupted from any reason, the program will automatically try to use the backup version of notes.

We strongly advise that you make routine backup copies of your own to further insure the protection of your notes information.

Help

You can always get back to this Help file by selecting the **Help** button. Exit the **CompuWorks Desktop Bible** Help by selecting "File" from the menu and then choosing "Exit".

Exiting the Program

Exit the **CompuWorks Desktop Bible** by selecting the button marked **Quit**. When you start the **CompuWorks Desktop Bible** again, the size and position of Main Window, the Book and Chapter setting and the fonts will be as you left them.

Text Search Window

Selecting Books for Text Search

Specifying the Text

Advanced Techniques for Specifying Text
Searching

Jumping to a Selected Verse

Printing Verses Found in Text Search

Returning to the Main Window

Selecting Books for Text Search

When the **Text Search** button (Text Search) is selected from the Main Window a window entitled **Select Book(s) to Search** appears showing all the books available. Click on the book or books to be included in the text search. If no book is selected the book already being viewed in the Main Window will be used for the search. If you press "**Select All**", the entire text will be included in the search. Selecting more books will increase the time of a search operation. Once the books are selected, press the "OK" button and the Text Search Window appears.

If you want to modify the list of books to be searched simply press the "Select Books to Search" button and the window entitled **Select Book(s) to Search** will appear again. To eliminate previous selections press the "**Clear**" button.

Specifying the Text

In the text box labeled **Find What**, type the desired search word or phrase.

If you check the box labeled **Match Whole Word Only** and your desired search word was "church" you would only match verses containing the word "church" but not the word "churches". If this was not checked you would match verses containing both the words "church" and "churches".

The word "case" refers to the presence or lack of capitalization (upper or lower case). For example, if you check the box labeled **Case Insensitive Search**, and your desired search word was "church" you would match verses containing the word "church" and the word "Church". If you **do not** check **Case Insensitive Search** you will match "church" but not "Church" because of the difference in capitalization.

The boxes **Match Whole Word Only** and **Match Case** may be selected independently or together and serve to more tightly restrict word or phrase searches.

(Advanced Techniques for Specifying Text)

Advanced Techniques for Specifying Text

To more precisely specify the text to be found in a particular verse, search for verses which contain combinations of words or phrases by using the "&" **[AND] operator**.

Example: **Jesus & love of God** would find all the verses which contain "Jesus" **AND** the phrase "love of God".

To further filter out unwanted verses from a search operation, use the "~" **[NOT] operator** in front of words or phrases which should not be included in the selected verse. (The "~" symbol is usually found to the left of the "1" key on your keyboard)

Example : **Jesus & love of God ~ separate us** would find all the verses which contain "Jesus" **AND** the phrase "love of God" but **NOT** the phrase "separate us".

Up to **ten "&" and ten "~" operators** may be included in the same text search. This allows precise control of text search results.

Remember that **spaces are important**. A space needs to be on each side of "&" and/or "~". Extra spaces in a phrase or at the end of a word will tell the program to look for a phrase or word with these extra spaces. This frequently results in an unsuccessful search.

Searching

After the word or phrase is specified, select the **Find Text** button. You will see the books change as the search proceeds. At the conclusion of the search, the large text box will display verses that match the specified word or phrase. The number of verses containing matches will also be indicated. Move through the matched verses using the vertical scroll bars or "arrow" keys. At this point you may "highlight" the verses of interest and select the button entitled **Copy to Clipboard** to copy the verses to the clipboard for use by word processors. If no text is highlighted, when the **Copy to Clipboard** button is pressed then all matched verses are copied to the clipboard.

If no matches occur, the text box displays "***No matching text could be found***".

If a very large number of verse matches occur then the message "***Warning too many matches found please be more specific***" is displayed. An example of this would be a search over the entire set of books for the word "the". After this message is displayed, a portion of the verses which match the specified word or phrase will be displayed in the text box. However this will not be a complete list of possible matching verses because of memory limitations.

To stop a search in progress press the "Cancel" button.

Jumping to a Selected Verse

After finding one or more verses which match a word or phrase, move the cursor in the text box to any of the selected verses. Click the left mouse button so that the blinking cursor is positioned anywhere in a particular verse. (Highlighting any portion of a verse will achieve the same result). Click the "**Jump to verse in main window**" button at the lower right of the text window. The Main Window appears at the verse you selected. To return to the Text Window click the Text Search button in the Main Window or click any portion of the Text Window. In this way you may move back and forth between selected verses and the Biblical text in the Main Window.

Printing Verses Found in Text Search

The **Print** Button at the bottom of the Text Window allows all the verses found in the search operation to be printed directly. If some verses have been highlighted, printing will be restricted to those verses.

Returning to the Main Window

To leave the Text Search Window, select the "**Cancel**" button.

Study Aids Window

When the **Study Aids** button ([Study Aids Button](#)) is selected from the Main Window the Study Aids Window appears. Study Aids allows user to select one of three different areas to further your study of the Scriptures.

Related Topics:

[Displaying and Printing Maps](#)

[Event Selection](#)

[Positioning the Study Aids Window](#)

[Time-lines](#)

[Returning to the Main Window](#)

Displaying and Printing Maps

Pressing one of the buttons under the **Maps** category displays one of the color maps depicting biblical lands or travels. It is convenient to move the selected map to another portion of the screen so that you can continue to read the text and observe the map at the same time. You may display several maps at once. To make the map disappear press the "Close" button at the top of the map. To reduce the map to an icon press the down arrow at the upper right hand corner of the map.

To print a map directly to your printer, simply click the **Print** button at the top left of the map being displayed.

Event Selection

Pressing the "**Select Event**" button under the **Events** area, brings up a window whose title bar indicates the category selected.

The user can select the down-arrow on the list box and a menu will appear which will offer a list of specific events, etc. Selecting one of these list items will cause the Study Aids Window to appear with the scriptural reference of that event. Pressing the "**Show Event**" button will immediately jump to the Main Window displaying the place in the biblical text where this event is depicted. If the user is in the New Testament, the event may be recounted in one or more of the four Gospels. Selecting the button bearing the name of **Matthew**, **Mark**, **Luke** or **John** causes the Main Window to appear displaying the beginning of the selected scriptural reference.

Positioning the Study Aids Window

It is good practice to move the Study Aids Window to a location away from the Main Window so that you can see both the Main Window and the Study Aids Window as you continue to make scriptural selections.

Time-lines

Pressing one of the buttons under the **Time Lines** category displays one of the chronological time lines. You may display several time lines at once. To make the time line disappear press the "**Close**" button at the top of the time line window. To reduce the time line to an icon press the down arrow at the upper right hand corner of the window.

Returning to the Main Window

To exit the Study Aids Window, select the button entitled **Cancel**.